



مركز القيادة و التحكم  
Command & Control Center



وزارة الصحة  
Ministry of Health

## WORKPLACES GUIDELINES

### Recommendation for workplaces on dealing with acute respiratory infections including MERS CoV:

#### A. General recommendations for employees:

- Perform hand hygiene: Wash your hands often with soap and water for 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer. Be careful not to ingest the hand sanitizer.
- Cover your nose and mouth with a tissue when you cough or sneeze. Then, immediately throw the tissue in the trash.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid close contact with sick people. This includes sharing cups, sharing eating utensils, hugging, and kissing.
- Clean and disinfect frequently touched surfaces; elevator buttons, doorknobs, desks, chairs, **phones**, and laptops.

#### B. What to do if employee becomes sick (fever, cough, sore throat and difficulty breathing):

- If they have a fever and respiratory symptoms (difficulty breathing), they should stay at home. Do not accept them back to work until they are symptom free for at least 24 hours.
- If employee has mild symptoms and been diagnosed with MERS CoV that does not require hospitalization, follow instructions provided by the physician. Do not allow back to work until they are free of symptoms for 48hrs and their nasal swab test is negative at least once.
- An employee should not go to work if they have fever and respiratory symptoms. They must stay home until they are symptom free for at least 1 day.
- Ensure all shared spaces are well ventilated.
- Do not share eating utensils, cups, towels, washcloths, or bed linen.
- If, for any reason, the sick employee comes in close contact with anyone, both parties must wear a mask.
- Wash hands with soap and water regularly.



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C. What to do if someone at home becomes sick and is suspected or confirmed to have MERS CoV:

- Limit contact with the sick person as much as possible. Stay in a different room or, if that is not possible, stay as far away from them as possible (e.g. sleep in a separate bed).
- Ensure that shared spaces (e.g. restrooms, kitchen and bathroom) are well ventilated (e.g. keep windows open).
- If close contact care must be provided to the sick person, ensure that they covers their mouth or nose with their arm or other materials (e.g. tissues or a mask, if available)
- Discard materials used to cover the mouth or nose, or clean them appropriately.
- Avoid direct contact with body fluids. If contact occurs, immediately wash hands with soap and water or use an alcohol-based hand sanitizer. Be careful not to swallow any hand sanitizer.
- Ensure that anyone who is at increased risk of severe disease does not care for the sick person or come into close contact with them.
- Avoid other types of possible exposure to the sick person or contaminated items; e.g., avoid sharing toothbrushes, eating utensils, cups, towels, washcloths, or bed linen.
- If the sick person suffers from a potential **Acute Respiratory Infection** of potential concern
  - Follow home quarantine recommendations for the sick person.
  - Ensure the caregiver, and anyone coming in close contact, wears a medical mask or the best available protection against respiratory droplets when in close contact with the ill person.
  - Wash hands with soap and water for 20 seconds after contact with the sick person.

**D. What to do if someone who has been in contact with an individual suffering from Acute Respiratory Infection becomes sick:**

- Notify the health-care provider of the diagnosis and receive instructions on where to seek care, when and where to enter the health-care facility, and the Infection Control precautions that are to be followed.
- Call an ambulance or transport the ill person with own vehicle and open the windows of the vehicle.
- Stand or sit as far away from others as possible (at least 1 m), when in transit and when in the health-care facility.
- Wash hands with soap and water for 20 seconds after contact with the sick person or their personal items.