

# CORONAVIRUS – COVID-19

## Preventing COVID-19 in your workplace

### What is COVID-19

- A respiratory illness similar to flu (cough, fever, fatigue & aching body/muscles). More commonly than flu, it can become severe causing viral pneumonia (difficulty breathing).
- 4 out of 5 people will have a mild illness and recover without treatment. The elderly and those with underlying health conditions have increased risk of severe illness. Cases in children are rare.

### How does it spread?

- Touching an infected surface or object. The virus can enter your body when you touch your nose, mouth and eyes.
- Very close contact (1-2 meters) with a person infected with COVID-19.

## Prevent spread to keep you and your colleagues safe:

### Keep your work environment clean.

Clean all frequently touched surfaces in the workplace, such as workstations (e.g. telephones, keyboards), counter tops and doorknobs using soap and water. Then disinfect using household bleach (4-5 teaspoons per 1 litre of water).



### Avoid close contact.

Keep a distance of 1-2 metres between colleagues. Avoid direct contact like shaking hands.



### Clean your hands regularly.

Washing your hands regularly with soap and water for 20 seconds. If soap and water are not available, use a hand sanitiser.



### Limit meetings or events.

Consider virtual or teleconference meetings and online events.



**Practise respiratory hygiene.** Cover your mouth and nose with a tissue or your elbow (not your hands) when coughing/sneezing. Discard used tissue immediately in a closed bin then wash hands.



**Refrain from international travel** to high risk countries and all non-essential domestic travel.



**The most important thing you can do is to prevent spread in order to keep you, your family and your community safe.**

**National Hotline 0800 029 999**

**Provincial Hotline 021 928 4102**

**National WhatsApp 060 012 3456**

Operating 24 hours a day.

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## What if I develop symptoms?

### When should I be concerned that I may have COVID-19?

Suspect COVID-19 if you have a fever with a cough or shortness of breath AND have in the last 14 days:

a) travelled internationally **or** to an area where COVID-19 is actively spreading from person-to-person in the community

**OR**

b) had close contact with a confirmed or suspected case of COVID-19

**If you are feeling short of breath or have difficulty breathing, seek health care urgently.**

Call ahead to your doctor or alert health facility as soon as you arrive:

tell them about your symptoms and any recent travel/contacts.





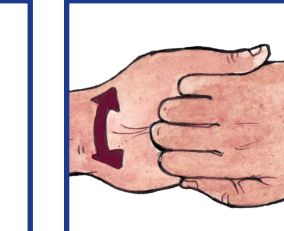
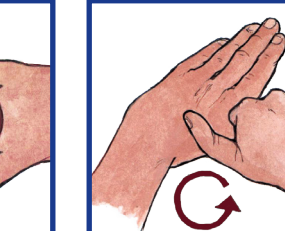
**Expect to put on a mask before you enter the facility.**

### What should I do if I think I have COVID-19?

- Do not panic.
- Phone National Hotline **0800 029 999** OR Provincial Hotline **021 928 4102** and follow their advice.
- Stay home, except to get medical care as directed by the helpline. Do not go to work, school, or public areas. Avoid using public transport or taxis.
- Rest, ensure you drink plenty of fluids and use medications (like paracetamol) as needed to reduce fever and/or pain.
- Avoid close contact with others where possible. When in unavoidable contact, wear a mask if available.
- Avoid sharing dishes, drinking glasses, cups, eating utensils, towels, or bedding – after using these, wash them well.
- Only discontinue home isolation in consultation with helpline/ healthcare provider (usually 14 days).

### Wash your hands well

- Use these steps to wash your hands for at least 20 seconds. If no soap and water available, use hand sanitiser instead.
- Roll up your sleeves, rinse hands in clean water and apply soap to palm of hand:

|   |   |  |   |   |   |
|---|---|--|---|---|---|
| <b>1</b>  | <b>2</b>  | <b>3</b>   | <b>4</b>  | <b>5</b>  | <b>6</b>  |
|  |  |  |  |  |  |
| Rub palms together.   | Rub tips of nails against palm. Swap hands.   | Rub fingers between each other.  | Place one hand over back of other, rub between fingers. Swap hands.                   | Grip fingers and rub together.  | Rub each thumb with opposite palm. Swap hands.  |

- Rinse your hands with clean water and dry on paper towel or allow to dry on their own.

For more information:  
[www.westerncape.gov.za/coronavirus](http://www.westerncape.gov.za/coronavirus)