

## COVID-19 SAFE & HEALTHY WHILE WORKING FROM HOME

### MAINTAIN HYGIENE PRACTICES IN YOUR HOME

- ▶▶ When coughing or sneezing, cover your mouth and nose with your flexed elbow or tissue



- ▶▶ Put used tissues into a bin & wash your hands.
- ▶▶ Wash your hands frequently washed with soap and water for at least 20 seconds or use sanitiser



especially after:

- blowing your nose, coughing, or sneezing
- touching common touch areas- door handles, cupboards, door frames, window handles, etc.
- ▶▶ Use cleaning products and disinfectants to clean common or shared spaces, and “high touch areas”.
- ▶▶ Maintain social distance where possible



- ▶▶ Minimise leaving the house to only essential activities (health care and grocery shopping).
- ▶▶ You may exercise/ jog within your premises.

### PROTECT YOUR MENTAL WELLBEING

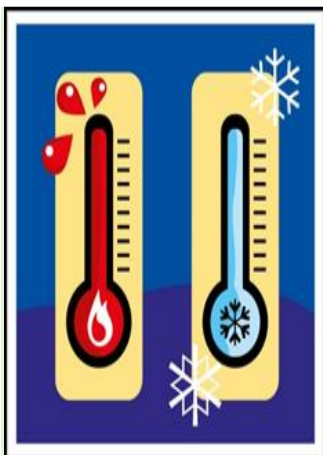


- ✓ A dedicated comfortable working space.
- ✓ Healthy lifestyle - proper diet, sleep and exercise.
- ✓ Keep in touch- friends, family & colleagues- phone or email.
- ✓ Create and keep regular routines & schedules.
- ✓ Create time for safely playing and relaxing. Build in breaks.

✗ **Don't smoke or use alcohol or other drugs for emotional support**

### TAKING CARE OF THE ILL?

- ▶▶ Minimise contact with the sick person.
- ▶▶ Ensure that they use separate facilities and items where possible (dedicated room, bathroom, eating utensils, dishes, drinks and towels).
- ▶▶ Ensure proper ventilation of the room & keep windows open.
- ▶▶ Let them wear a surgical mask and keep at least 1m distance from other people.
- ▶▶ Encourage the sick to avoid touching door knobs etc., and minimise movement into open spaces or shared spaces.



- ▶▶ **If sick**, arrange with your manager to stay longer at home.
- ▶▶ Do not go to public places. Rest.
- ▶▶ Drink lots of fluids. Eat nutritious food.
- ▶▶ Monitor your temperature at least 2x daily.
- ▶▶ If not sick, but have laboratory confirmed COVID-19 results or a contact at home - notify the **NICD Helpline (0800 029 999)** and
- ▶▶ Self-quarantine for 14 days
- ▶▶ Co- operate with contact tracing



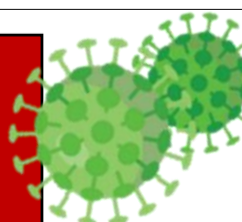
For more information, contact

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Division of the National Health Laboratory Service

Information in this fact-sheet is correct as at 20 April 2020.

Please consult NIOH, NICD and WHO websites for updated information, that we will share as and when it becomes available