



THE REPUBLIC OF UGANDA
MINISTRY OF HEALTH

GUIDELINES FOR PREVENTION OF COVID-19 WHEN CONDUCTING MEETINGS AT WORK PLACES

The world is currently faced with a pandemic of COVID-19, a new virus that spreads so fast through droplet infection especially in crowded places and causes illness. Since its new, there is no immunity against it. Therefore, it is important that we practice preventive measures.

Employers and Managers **MUST** adhere to the following;

- Meetings should not exceed 20 individuals at work places
- All individuals accessing the premises must undergo temperature screening
- Ensure provision of adequate hand washing facilities with soap and water or alcohol-based hand rub. Everyone **MUST** wash and sanitize before entry to these places and as frequently as possible. Handwashing facilities and alcohol based sanitizers should be placed at strategic points like security checks, entrances, bathrooms, toilets, conference/board rooms
- Ensure the work areas are clean and hygienic – regularly clean all surfaces with disinfectant (soap and water or JIK) (e.g. chairs, desks and tables, telephones and keyboards) at least three times a day.
- Provide adequate waste management facilities (waste bins and bin-liners, cans) and ensure availability of properly protected/trained waste handlers with gloves, masks, aprons and protective overalls where necessary.
- Avoid overcrowding and body contact. Keep a distance of one meter between each other.
- Display posters with information and key messages on COVID-19 in different languages in places that are easily visible (notice boards, doors etc).
- Provide guidelines on Do's and Don'ts to every individual who attends meetings at your premises.

These include the following:

- Cover your mouth and nose with tissue or a handkerchief when coughing and sneezing. The handkerchief must be washed and ironed by you daily. In case of use of disposable tissue, ensure it is disposed of in a waste bin or a designated area where it can be burnt on a daily basis. In this way, you protect others from any virus released through cough and sneezing
- Wash your hands with soap and water or use an alcohol-based hand rub immediately after using the tissue or handkerchief.
- Maintain a distance of 1 meter from anyone who is coughing or sneezing and remind them that they need to have a face mask to avoid infecting others.

- Avoid touching your eyes, nose and mouth at all times. Hands touch many surfaces including money which can be contaminated with the virus and you can transfer the virus from the surface to yourself.
- **AVOID** hand-shakes and hugging at all times.
- **DO NOT SPIT** in public. Identify secluded places like pit latrines or toilets for purposes of spitting and wash your hands immediately with soap and water.

If you suspect any person has developed signs and symptoms of COVID-19, immediately call the Ministry of Health toll free lines on **0800-100-066** or **0800-203-033** and alert them about the situation with full address of the suspected case.

