



THE NEW NORMAL FOR OFFICE BEHAVIOUR

RETURNING TO WORK DOES NOT MEAN RETURNING TO OLD HABITS.



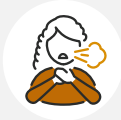
The spread of COVID-19 continues to be a burden despite the easing of regulations around the world. As economies and businesses find it necessary to return to places of work, new interventions, awareness and safety practises must play an essential role in mitigating risks.

This booklet serves to inform and empower those returning to work to ensure sustainable and safer working environments.



KNOW THE BASICS ABOUT COVID-19

COVID-19 is a respiratory disease that is infectious, spread directly or indirectly from one person to another. It can result in severe acute respiratory disease, or mild flu-like symptoms.



INFECTION:

- By respiratory droplets from an infected person, dispersed during speaking, coughing or sneezing
- Touching the eyes, nose or mouth with infected droplets that have contaminated surfaces or objects

COMMON SYMPTOMS:

- Cough
- Fever
- Sore throat
- Difficulty breathing



SAFER BACK TO BUSINESS BEHAVIOUR

To keep the workplace safe, new behaviours need to be adopted:



- Handshaking is not allowed
- Clean your hands at the entrance to your workplace and regularly during the day
- Wear cloth masks in the presence of colleagues
- Regular disinfecting of door handles, phones, tables and handrails is necessary
- Increase natural air ventilation – open windows if possible
- Use videoconferencing for meetings when possible
- Practice physical distancing of 1 metre
- Limit food sharing, like platters of food
- Stricter hygiene should be practiced in communal areas, like cafeterias or kitchens
- Any persons feeling sick should report to supervisors, then stay at home



ELIMINATING THE SPREAD OF STIGMA



Every one of us needs to take responsibility for our wellbeing and do whatever we can to ensure the wellbeing of those around us. This is achieved not only by the things we do but also by the things we say.

Eliminating stigma and fear can also do much to help curb the risk of infection.

Everyone can help to stop stigma related to COVID-19 by knowing the facts and sharing them with others in the community. Speak out against discriminatory behaviour such as social media posts or prejudiced discussion.

This is a time for empathy for infected people and their families, and solidarity in preventing the spread of the virus.

Communication is key – ensure you stay informed about workplace restrictions, rules and regulations.

Learn more about COVID-19: www.sacoronavirus.co.za | <https://coronavirus.datafree.co/>

National Institute for Communicable Diseases (NICD) COVID-19 Hotline: **0800 029 999**