

RECOMMENDATIONS FOR ENTERPRISES TO ENSURE THE SAFETY AND HEALTH OF WORKERS DURING THE LOCKDOWN

During the declared quarantine on the entire territory of the Republic of Lithuania period, the general rule for every enterprise is to provide each worker with safe and healthy working conditions. The workplace and work environment must be safe and harmless to health of the employees and equipped in accordance with the requirements of occupational safety and health (further- OSH) legislation.

The following recommendations are counselling to minimize the risk of infection and spread of coronavirus (SARS-CoV-2) at workplaces and protect workers from COVID-19 disease.

Organisational measures

- If possible, organize remote working using IT technologies (Internet, telephone etc.).
- Install plexi-glass or other plastic screens between workplaces in the premises, apply organizational measures to maintain a distance of at least 2 meters between employees, such as reduction of the number of employees in shifts, rotation of employee tasks, apply strict internal control measures.
- Organize work, lunch breaks, special and other breaks in such a way as to keep the number of employees in the work, dining/rest areas as well as in the lobbies at the same time to a minimum.
- Regulate the number of employees in smoking rooms, change rooms; toilets (put the warning signs).
- Reduce access to work premises for an unauthorized persons; restrict customers' access to the company's premises, avoid/minimise the physical communication of employees with customers; if physical communication is necessary, reduce its duration to a minimum (no longer than 15 minutes).
- Measure the body temperature of the other persons (such as drivers, couriers, etc.) using non-contact thermometers for detecting fever, prohibit the admission of sick persons with fever, and in any circumstance do not contact with them.

Provision of personal protective equipment (further-PPE)

- During the quarantine, employers have duty to provide workers with the following PPE on demand: disposable gloves, respiratory protective equipment - disposable medical (surgical) masks, if available - FFP2 respirators; face shields, goggles.
- It is necessary to train employees how to use PPE correctly: how to put and remove them correctly, how long to use them, how to prepare (disinfect) for reuse (if allowed).
- Ensure that employees use the issued PPE. Employees must to wear PPE issued by the employer according to the provided instructions.
- It is necessary to ensure that PPE need to be replaced according to manufacturer's manual, for example, replace masks with a new clean, dry mask as soon as they become damp/humid, contaminated and at least every 4 hours, disposable gloves need to be changed depending on the frequency of contact with potentially contaminated surfaces; disposable PPE cannot be reused.

Maintain personal hygiene in the workplace

- Ensure that hand sanitizers (hand sanitizers, disposable disinfectant wipes, etc.) are available at all time in the work areas, especially at the central entrance to the work areas (marked areas) and replenish it when is needed.
- Ensure that sanitary facilities (toilets, showers, etc.) have a sufficient amount of personal hygiene products (soap, disposable paper towels, disinfectants, etc.) depending on the number of employees.
- Hang information posters (signs) in sanitary facilities how to properly wash and disinfect hands
- Encourage employees to wash their hands with warm water and soap during all breaks, disinfect their hands with disinfectants, and do not touch the face with the hands.
- Keep personal work clothes and PPE separately from everyday clothes. Work clothes must be regularly cleaned and disinfected, and ensure proper maintaining of PPE according to manufacturer's manual.

Hygienic care and disinfection of the work places and other premises

- Ensure regular ventilation of all work premises at least 5 times a day / shift, preferably using of forced ventilation systems.

Additionally ventilate the work premises after each shift for at least 60 minutes depending on the area of the work premises.

- Additional ventilation of the changing / dining areas.
- After each shift, at least once a day / per shift clean the surfaces of the work / changing rooms / household / sanitary premises (wardrobes, door handles, benches, chairs, tables, windowsills, etc.) with disinfectants.
- Ensure the disinfection of common used work tools, equipment, work surfaces, light switches, and door handles, depending on the number of employees using them.

Employees' health monitoring

- Inform staff that anyone with symptoms similar to COVID-19 disease, such as sore throat, fever, sneezing or cough, as well as diarrhea, vomiting, must immediately inform their supervisor and not go to work (stay at home or go home) and contact a personal health care institution by phone or just call Coronavirus hotline - 1808.

Monitor the employees' health and, if needed, arrange the measurement of employees' body temperature only with non-contact thermometers.

Actions when someone in the workplace *have had contact* with a confirmed case or become ill of COVID-19

- Suspend the all works immediately
- Inform employees that they must call and follow the instructions of the Coronavirus hotline 1808
- Organize remote working in accordance with the law, if possible. If not, just the post downtime

- Inform that if it is not possible to work remotely, the person must apply to the personal health care institution with a request to issue a certificate of incapacity for work (medical certificate of absence).
- fill in the timesheet accordingly the situation
- organize disinfection of work premises in accordance with the Recommendations of the Ministry of Health about environmental cleaning and disinfection procedures in case of confirmed case of COVID-19 disease „[Dėl aplinkos valymo ir dezinfekcijos, esant nepalankiai COVID-19 situacijai](#)“ in Lithuanian language
- during disinfection of work premises declare downtime for workers who have not had contact with confirmed case of COVID-19 or become ill of COVID-19 and who are unable to work remotely
- resume usual work in accordance with the recommendations of the company that performed the cleaning and disinfection of the working premises
- Allow only employees who have not had contact with confirmed case of COVID-19 or become ill of COVID-19 to return to workplaces and resume work after the implementation of organizational and collective measures, and personal protective equipment.

More recommendations on how work safely during quarantine can be found on the State labour Inspectorate of the Republic of Lithuania website www.vdi.lt under the heading “Metodinės rekomendacijos” (in Lithuanian language).