



COVID-19

Stay healthy!

Instructions on returning to work



Stay home when sick

- If you are ill, stay home! Ask employees who have fallen ill to stay home!

Evaluate and mitigate the risks

- Before allowing people to come back to work, find out **how employees might come into contact with the virus in the work environment** and take action to lower the risks.
- Think through how to **protect employees who belong to a risk group**.
- If necessary, consult the **work environment consultant** of the Labour Inspectorate or an **occupational health doctor** on how to make the work environment safer.
- If possible, **begin work in the work environment in stages**, give preference to **distance work**, and holding meetings through electronic means of communication.
- Rearrange work so that the **work stations would be separated from each other**, if possible, and as few employees as possible would be in the same room at the same time.
- **Discuss the changes planned for the work environment with the employees** and, if necessary, **give them instructions** before coming back to work.
- **Spread out the breaks** so that too many people would not gather in the break room at the same time.



Pay attention to hygiene

- Pay attention to **hygiene requirements, hand washing and access to disinfectants** near entrances and exits, on movement routes and next to meeting rooms and break rooms.
- Arrange the work so that, if possible, **only one worker uses a particular work equipment** and work surface, and ensure that these are regularly cleaned.
- **Clean and air work and break rooms**, ensure decent ventilation or adequate airing.



Use personal protective equipment if necessary

- If necessary, provide the employees with **personal protective equipment** and instruct them on how to use these.

See more instructions on how to avoid coronavirus: kriis.ee/en

Read more toelu.ee/tagasitoole