



Sunday, 2 February 2020

REF : JADV1/2019-nCoV

Workplace Measures to Manage the 2019 Novel Coronavirus Situation

Dear Members,

1. We understand that many companies have instituted various measures to protect their employees in view of the 2019 Novel Coronavirus ("2019-nCoV") situation in China and around the world. We have received feedback that many employees and their families are concerned with exposure to 2019-nCoV, especially those working at frontlines.
2. In conjunction with other measures taken by the Government as announced through the various advisories, both Federations would like to advise members that :
 - a) In general, employees who are not having any symptoms at all and are well, do not need to wear mask.
 - b) Employees who are unwell or have respiratory symptoms, should wear a mask so that they do not spread any infection to others and consult a doctor immediately.
 - c) In the case of 2019-nCoV, according to MOH, the infection is spread through droplets. Wearing a mask will protect other people when someone with respiratory symptoms coughs or sneezes, as the mask would trap those droplets and prevent those droplets from spreading and disseminating. As such, a surgical mask is sufficient for this case and fulfils the important function of preventing a spread if worn properly. The mask should be changed if it gets soiled or stained.
 - d) They urged employees to continue to maintain the highest level of personal hygiene. Employers should provide employees with access to hand washing facilities with soap as the primary measure. If there is no access to soap and water, hand sanitisers with at least 60 percent* alcohol content is a good alternative.
3. Members should also give their frontline employees proper guidance on handling customers who are unwell. Frontline employees may, for example, encourage customers who are unwell to return on another day or be served through alternative means. Customers who are unwell but insistent could also be advised to put on a mask or served separately from other customers if possible.
4. Let us work together to keep our employees safe and workplaces clean to prevent any infection as well as to arrest any spread of 2019-nCoV.
5. For queries pertaining to this advisory, please contact :

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**Does Hand Sanitiser Protect You from the 2019-nCoV*

<https://www.straitstimes.com/singapore/health/wuhan-virus-are-hand-sanitisers-or-wet-wipes-better-for-hand-hygiene>

The advisory is not intended to be a substitute for professional medical advice, diagnosis or treatment. Always seek the advice of a qualified healthcare provider with any questions you may have pertaining to any medical conditions.