

Recommendations for Businesses and Workplaces in the Case of Finding COVID-19 Patients

Department of Disease Control, Ministry of Public Health
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When there is a confirmed COVID-19 case at businesses or workplaces, due to the ability of the virus to spread through coughing, sneezing, close contact, runny nose, mucous droplets, and saliva, the supervisors shall implement the following recommendations for preventing the spread of the disease:

1. Recommendations for prevention, surveillance and patient isolation

1. Make notice boards/posters to provide information about prevention of disease transmission (e.g. keeping distance away from others, the right method for washing hands, and wearing cloth masks) in order to raise awareness of staff.
2. Conduct a risk survey about COVID-19 among staff. The main questions in the survey are related to the history of traveling to risk areas (abroad and in-country) announced by the Department of Disease Control, Ministry of Public Health via the website at <https://ddc.moph.go.th/viralpneumonia/eng/index.php>. If it is found that staff or residents have travel history to places that found confirmed cases of COVID-19 during the dates and times as announced, they should be self-quarantined for 14 days and contact the health officer.
3. In a workplace where there are groups of workers or workers in a production line, conduct temperature checks everyday before starting work. If they have a fever (37.5 degrees Celsius) accompanied with at least one of the following respiratory symptoms including cough, runny nose, sneezing, or sore throat, please grant them a leave of absence and allow them to go back home immediately to prevent the chance of spreading the disease in the workplace. If they are not better in 2 days or if their conditions worsen, for example with shortness of breath, please take them to seek medical care at a hospital immediately.
4. In the case that a worker is confirmed with COVID-19, you are requested to allow them to stop working so they can be quarantined at a hospital or home (in asymptomatic or mild cases) by following the recommendations of the health care provider.
5. Assign contact persons in the workplace to inform and contact the public health authorities in your community or the provincial public health office to implement the disease control measures respectively.

2. Isolation of Close Contacts of Patients

In the case that an employee is confirmed with viral infection of SARS-CoV-2 (COVID-19) in an enterprise or organization, the enterprise has to coordinate with the public health agencies in the local area or the Provincial Public Health Office in order to survey the colleagues, who may meet the criteria of contact persons at-risk. Those contact persons at-risk must immediately stop work and quarantine themselves at their residences or the designated areas regulated by the Provincial Communicable Diseases Committee to observe their symptoms for 14 days after the last date of exposure to the confirmed case

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Case definition of contact persons at-risk with COVID-19

1. Household contact persons

- 1.1) Family members, relatives and caregivers of the confirmed patient with COVID-19
- 1.2) Residents living in the same house as the confirmed patient with COVID-19

2. Close contacts in the same vehicle

2.1) In the case of a confirmed patient with COVID-19 who traveled by plane while exhibiting symptoms, the close contacts include common passengers who sat near the patient in the same row, within the two rows in front and within two rows behind the patient's seat.

2.2) Every attendant who provided service in the zone where the patient sat.

2.3) People who were in the same group as patients, such as those who joined the same travel group

2.4) In the case of patients confirmed with COVID-19 who traveled by other vehicles while exhibiting symptoms, close contacts include people in the same travel group as the patient, common passengers or service providers who were exposed to respiratory tract secretions or coughing or sneezing from the patients/passengers within a distance of one meter

3. People who had contact with patients in schools/workplaces and communities

3.1) Students or colleagues, including groups of friends who met with symptomatic, confirmed cases of COVID-19, and who had exposure to respiratory tract secretions or coughing or sneezing from the patients.

3.2) People in the same community as the confirmed patients with COVID-19 or in other communities and who were exposed to respiratory tract secretions or coughing or sneezing from the patients

3. Cleaning Workplaces

1) Increase awareness among employee and cleaning staff of the risk of contamination of viral agents. They need to pay attention to self-protection such as wearing a hygienic mask or fabric mask and gloves while working. They should often clean frequently used items such as desks, computers, work supplies and cleaning equipment.

2) They should clean the equipment and areas that have a lot of shared contact such as desks, conference tables, computers and equipment by using water with 6% bleach (1 part of 6% bleach with 99 parts water) or 70% alcohol cleaning solution.

3) Be careful when collecting contaminated waste such as paper or tissues that may be contaminated with nasal discharge or saliva. Before throwing contaminated waste away, the bag should be tightly closed and hands should be washed after to prevent residues of germs.

4) If the company has a shuttle service, they should clean their vehicle and focus on the area that has a lot of shared contact such as handrails, door handles, seats and armrests. They should be cleaned with powdered detergents or cleaning liquids and 70% alcohol solutions that can destroy the virus.

5) If the company has many staff who are sick, they should consider temporarily closing the company such as temporarily postponing or ceasing the production division that has sick people to provide them an adequate period of time to be treated and to decrease the spread of infection.



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4. Recommendations for workers in the workplace.

- 1) Before working, you must prepare a cloth mask or hygienic mask, and alcohol gel
- 2) Do not share your personal belongings with others such as glasses, handkerchiefs and food containers.
- 3) If you have symptoms, you must take a leave of absence at home and inform your boss of your condition.
- 4) If you find that a colleague in the workplace has an abnormal cough, please inform the first aid station in your office to provide a face mask.
