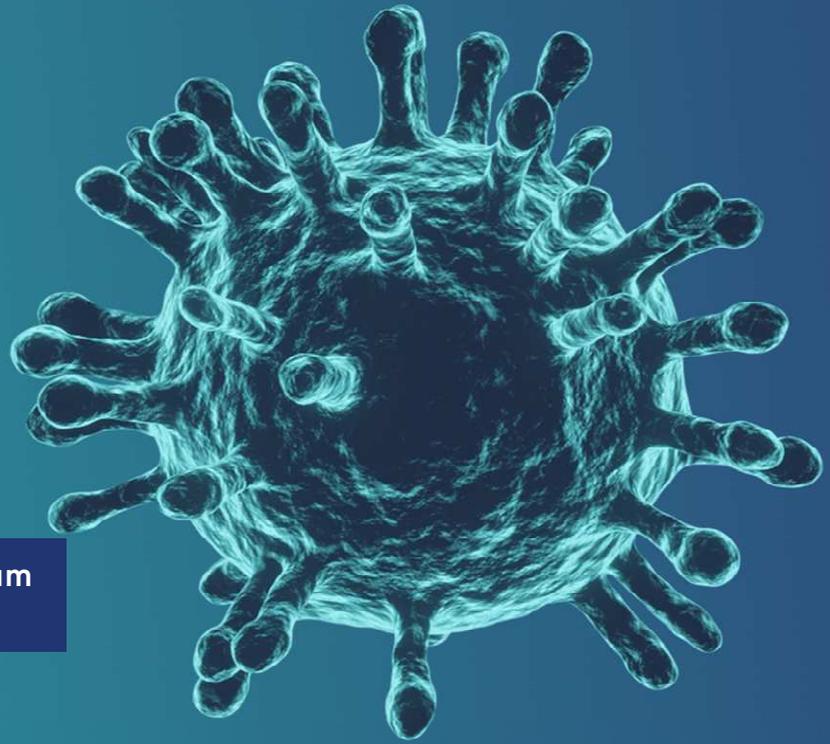




International Labour Organization



▶ Building resilience during and after the COVID-19 pandemic



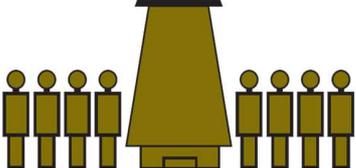
For Micro, Small and Medium Enterprises (MSME)

Business Advisory Note: Creating a COVID-19 safe business environment (Part 1)

Developed in partnership with:



Ministry of Commerce, Trade, Tourism and Transport



Fiji Commerce & Employers Federation

In this advisory note:



Includes:
Simplified actions, phone contacts

- ▶ **What are key COVID-19 safety measures for MSME's?**
- ▶ **What should I do if my staff show COVID-19 symptoms?**

► What are key COVID-19 safety measures for MSME's?

COVID-19 spreads primarily through **respiratory droplets** or contact with contaminated surfaces.

Exposure can occur through/during:

Super spreaders events

- *social gathering of any kind and*
- *funerals including before and after gatherings.*

Work related activities

- *while travelling to work*
- *at the workplace*
- *during work-related travel to an area with local community transmission and*
- *as well as on the way back home.*

As a business owner, **consult your workers** and their representatives in planning and implementing measures to prevent and mitigate COVID-19 in your workplace. This is also important for **business continuity**.

Your business can prevent transmission of COVID-19 by taking the following measures:

- ✓ *take temperature checks of staff, suppliers and customers, at the entrance;*
- ✓ *check for active CareFiji App with Staff, Suppliers and Customers at the entrance*
- ✓ *promote frequent hand-washing or disinfection with alcohol-based hand sanitizer*
- ✓ *promote respiratory hygiene such as covering coughs*
- ✓ *mandate physical distancing of at least 2m or more according to the national recommendations*
- ✓ *mandate wearing of masks where distancing is not possible*
- ✓ *mandate regular environmental cleaning and disinfection high touch surface area*
- ✓ *limit unnecessary travel*
- ✓ *encourage vaccination and*
- ✓ *ensure downloading and operation of the Carefiji app.*



It is essential that you develop clear COVID-19 safe procedures and messages, provide training and education for yourself and your staff to increase awareness of COVID-19.

In work and areas considered **high risk**:

- ✓ *assess the possibility of suspending the activity;*
- ✓ *enhance regular hand hygiene;*
- ✓ *mandate the following of social distancing during all breaks and lunch;*
- ✓ *provide medical masks, disposable gowns, gloves, and eye protection for workers;*
- ✓ *train workers in infection prevention and control practices and use of personal protective equipment and*
- ✓ *avoid assigning tasks with high risk to workers who have pre-existing medical conditions, are pregnant, or older than 60 years of age.*

► What should I do if my staff show COVID-19 symptoms?

As a business owner and employer, you are responsible for establishing a plan on how to manage staff that show symptoms of COVID-19, either at work or when they call in from home.

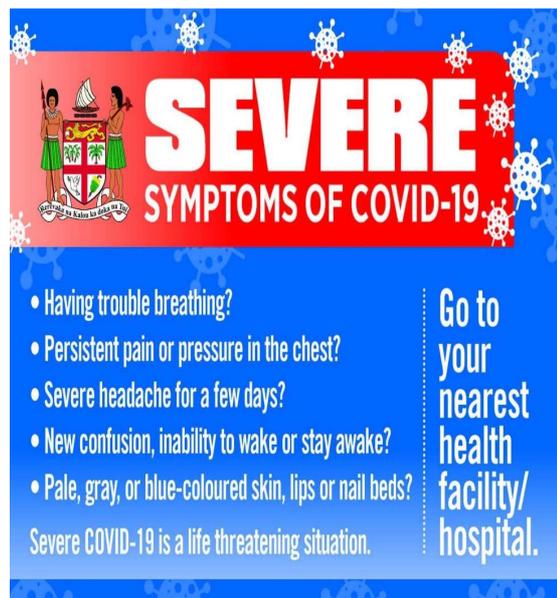
You must familiarize yourself and your staff on the common COVID-19 symptoms. These include:

Most common symptoms:

- *fever*
- *dry cough*
- *tiredness*

Less common symptoms:

- *aches and pains*
- *sore throat*
- *diarrhea*
- *conjunctivitis*
- *headache*
- *loss of taste or smell*
- *a rash on skin, or discoloration of fingers or toes*



If you have workers at home who are unwell or who have developed symptoms, advise them to:

- ✓ *stay at home,*
- ✓ *self-isolate and*
- ✓ *contact the local **COVID-19 information line (158)** for advice on testing and referral and*
- ✓ *medical conditions, are pregnant, or older than 60 years of age.*

In your work place, if your staff shows symptoms (*fever, cough, shortness of breath*) activate your plan, ensuring the following key steps and procedures are followed:

- *isolate the affected worker, preferably in a separate room behind, and ensure they are wearing a mask and the room has ventilation. **Call the helpline 158** and follow the instructions.*
- *if instructed to take the staff to a fever clinic, go to the nearest clinic. Ensure the ones nearest to your business are identified in your Plan.*
- *restrict contact with the infected worker to what is absolutely necessary.*
- *any person providing assistance to the affected worker should wear a mask, glasses and gloves.*
- *clean the areas used by the affected worker in line with the guidance from public health authorities and*
- *identify the affected worker's close contacts among co-workers (up to 2 days prior to the symptom onset) to identify other workers who could be considered as being exposed.*

You must follow all instructions of the health authorities and collaborate with them in their contact tracing investigations and decontamination process of your business premises.

Source:

[WHO-Coronavirus disease \(COVID-19\): Health and safety in the workplace Essential Business Operations and Movement \(MCTTT\)](#)
[Protocols for Land Transport Services \(MCTT\)](#)
[Safe return to work-Guide for employers \(ILO\)](#)

Informal Economies Recovery Project

Implemented jointly by:
International Labour Organization (ILO)
United Nations Educational, Scientific and Cultural Organisation (UNESCO)
United Nations Development Programme (UNDP)
International Fund for Agricultural Development (IFAD)

<https://pacific.un.org/index.php/en/131555-un-mptf-informal-economies-recovery>

