

## Tips on Protecting Your Employees from Pandemic Human Influenza

The continuing incidences of influenza A (H1N1) cases have prompted worldwide concern. The International Labour Organization has developed user-friendly and practical training manuals to promote safe practices in the workplace. Here are some tips on workplace prevention extracted from the manuals.

### I. Collect & share information



#### How the virus spreads

- Infected droplets from breathing passages.
- Infected droplets expelled by talking, spitting, coughing, sneezing.
- Viruses can live for several hours on hard surfaces or on cloth and paper.



### III. Minimize human-to-human contact (cont.)

Place transparent screens at the reception and other areas where many people congregate.



Promote one-way use of staircases and paths.



#### Pandemic Influenza Symptoms

- 1<sup>st</sup> symptoms similar to seasonal flu symptoms;
- Shortness of breath while resting or doing light work;
- Persistent fever for 4-5 days;
- Painful or difficult breathing;
- Coughing up a lot of phlegm or bloody sputum;
- Wheezing, vomiting, diarrhoea, abdominal pain.



Clean and disinfect floors, water taps, door knobs as frequently as possible.



Assign staff to work from home if their work can be done at home.

### II. Develop a company preparedness plan



Design a preparedness plan to cover key aspects of your business continuity, such as supply of raw materials, cash stock, transportation, and product delivery to your customers. Prepare practical support measures to protect your workers.



### IV. Personal hygiene habits



There are 7 steps for washing hands carefully.

Train workers to use masks properly.



If there is no handkerchief, sneeze or cough into your elbow, not your hands. This will spread fewer germs.

### III. Minimize human-to-human contact

Infection risks can be lowered if you reduce direct human-to-human contact and keep an appropriate distance from other staff.



### V. Support sick workers



Contact sick staff or family members regularly to provide support.

Advise workers to stockpile cash, food, water, soap and other necessities.

