



# CORONAVIRUS

## *Proactive actions today can prevent a crisis tomorrow.*

## What are coronaviruses?

According to the World Health Organisation (WHO), Coronaviruses are a large family of viruses that may cause illnesses ranging from the common cold to more severe ones such as Middle East Respiratory Syndrome (MERS-CoV) and Severe Acute Respiratory Syndrome (SARS-CoV).

A novel strain of coronavirus (COVID-19) has recently been discovered in humans, in China and confirmed cases were reported in other parts of the world, including UAE, Bahrain, Lebanon, etc.

### Symptoms

The symptoms of the COVID-19 include fever, dry cough, tiredness, runny nose, sore throat and shortness of breath. Although most cases of COVID-19 are mild, similar to a normal cold, severe and critical cases are associated with pneumonia and multiple organ failure.

### Incubation Period

The “incubation period” is the period between exposure to the virus and the appearance of the first symptoms of the disease. COVID-19 incubation period is estimated from 1 to 14 days.

### How COVID19- Spreads?

The virus can spread from person to person in close proximity through respiratory droplets (by coughing or exhaling) produced when an infected person coughs or sneezes.

It may also be possible for a person to get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly eyes.

# Preventive measures

To avoid infection and the spread of this virus in the workplace, adopt the below precautions at all times.

## Management level

**Educate employees on the need for infection control measures and the preventive procedures** that have been set in place to prevent the spread of the virus.

**Brief employees on personal hygiene measures.**

**Ensure that employees who have traveled to affected areas are quarantined** (excluded from work) for a sufficient number of days (at least 14 days).

**Ensure the availability of a thermometer** (ideally an infra-red) in the workplace to test employees' body temperature before starting their duties.

**Carry out symptoms and temperature monitoring of employees and log them on Temperature Monitoring Log.** Once an employee is identified to have fever (38°C and above), he should wash his hands, wear a face mask and should be immediately isolated from other employees and transported for medical assessment.

**Exclude staff who show signs of sickness from coming to work.**

**Ensure that the food safety hygiene practices are followed in the kitchen** (personal hygiene, cleaning & disinfection, waste disposal, cooking & cooling etc.).

**Ensure common areas** (i.e.: pantries, washrooms, and meeting rooms) **are disinfected daily.** Liaise with cleaning employees/contractors on this.

**Ensure that the workplace has** adequate supplies of **tissue paper**/hand disposable towels, **disinfectants\*** (with appropriate concentrations of active ingredients) and **masks.**

**Install notices** in washrooms **about proper hand washing techniques.**

**Post a notice on the door entrance, requesting from customers who feel unwell to refrain from dining in for the safety of the community** (i.e.: In light of the current COVID-19 situation and to limit the spread of the virus as much as possible, we kindly request that you refrain from dining-in if you are feeling unwell.).

**Avoid rotating unprotected displayed food items between customers** i.e. displayed desserts trays

## \*Disinfectant Active Ingredients and their Effective Concentrations Against Coronaviruses

	Active Ingredients (A.I.)
1	•Accelerated hydrogen peroxide (%0.5)
2	•Benzalkonium chloride* (%0.05)
3	•Chloroxylonol (%0.12)
4	•Ethyl alcohol (%70)
5	•Iodine in iodophor (50 ppm)
6	•Isopropanol (%50)
7	•Povidone-iodine (%1 iodine)
8	•Sodium hypochlorite (%0.5 – 0.05)
9	•Sodium chlorite (%0.23)

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## Employees level Personal Hygiene

**Wash your hands often with soap and water for at least 20 seconds**, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol.

**Maintain at least 1 meter distance between yourself and anyone who is coughing or sneezing.** And avoid crowded places and close contact with people who are unwell or showing symptoms of illness.

**Avoid physical contact** such as shaking hands.

**Avoid touching your eyes, nose and mouth.**

**Follow good respiratory hygiene:** Cover your mouth and nose with a tissue when you cough or sneeze. Immediately dispose of the used tissue and wash your hands properly.

**Avoid the consumption of raw and undercooked meats.**

**Avoid sharing food, cutlery, crockery, utensils and other personal hygiene items.**

**Stay home if you feel unwell.**

**Monitor your body temperature daily**, if it is 38°C and higher, seek medical attention.

**If you are healthy, face masks are not needed.** However they should be worn if you are taking care of a person with suspected COVID-19 infection or if you are coughing or sneezing.

**Report to the management if any guest shows signs of sickness.**

## Employees level Cleaning & Disinfection

**Handle waste with care**, use foot-activated waste bins wherever it is possible. Avoid touching used tissues and other waste when emptying garbage bins or ashtrays on customers' tables. Immediately wash your hands with soap and water after emptying waste baskets and touching used tissues and similar waste.

**Narguile/Shisha/Hooka should be dismantled and sanitized after each customer (see Annex 1)**, disposable hoses should be used

**Remove (unnecessary) items designated for table set-up** (i.e: condiments) and only serve them when clients ask for them.

**Clear all the items placed on the table** (including unused utensils and clean table cloth).

**Clean and disinfect frequently touched objects and surfaces** including:

- > Menus (paper, tablets) after taking them from clients
- > Check/Receipt holder after taking them from clients
- > POS machine after using it
- > Tables, chairs and high chairs before seating new clients
- > Doors handle (toilets, front door, etc.)

**Follow the manufacturer's instructions** for the disinfectant being used.

**Make sure cloths/wiping towels** used for wiping objects and surfaces **are soaked in a disinfectant solution**, changed frequently and laundered at the end of day.

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## **Annex 1.**

### How to Clean a Narguile /Shisha / Hookah

#### **1. Stem:**

Run hot water through the metal stem, wet the stem brush and push it into one end of the hookah stem. ...

#### **2. Vase:**

Wash the vase with hot water and with a vase brush.

#### **3. Hose:**

Dispose of the used disposable hose. Replace with a new one when serving a new customer. ...

#### **4. Heads / Bowls:**

The clay and ceramic bowls should be rinsed at the very least.

