

Ensuring a Safe-Office at the Royal Civil Service Commission

As we move from safe re-opening to a “new normal” during the COVID-19 Pandemic, there is a need to enhance hygiene standards at our workplace and follow the COVID-19 etiquettes strictly to ‘stay safe’.

Staff in RCSC are requested to observe the following:

1. Practice good personal hygiene

- *Hand-hygiene:* Wash your hands frequently with soap and water or with alcohol hand sanitizer.
- *Mask-etiquette:* Wear Mask at all times. Don't leave a used mask in common areas and surfaces. Wash hands after removing the mask. Dispose mask properly in designated bin.
- Observe Safe distancing when talking to your colleagues and clients.
- Disinfect your work stations and surfaces/frequently touched areas and equipments around you with available common cleaning agents containing alcohol/Benzalkonium Chloride/Chloroxylonol/Sodium Hypochlorite..etc

2. Hygiene for Common Spaces

- Foot-dip (bleach with water) at the entrances
- Washing Station with soaps will be provided to maintain hand hygiene and/or Place hand sanitizer at the entrances.
- Ensure proper ventilation of rooms
- Sitting arrangements to ensure a minimum distance of 1 meter apart
- Wipe all frequently touched areas including door knobs, water dispensers, water boilers, door curtains etc .
- Keep toilets clean and dry

3. General advisory

- Use Tele-commute, video and teleconference wherever possible.
- Cancel non-critical work events and personal gatherings
- Limit size of meetings
- Reduce duration and proximity of physical interaction

4. Meals in Office

Avoid eating in your workstation wherever possible. Workstations are a favorite home for germs, which feed on the crumbs that we drop. If people do need to eat at their desks, clean up properly when finished eating. It is also important to clean up the desks after having tea and snacks. Do not crowd in the canteen space and make your canteen visit quick and maintain safe physical distance. Getting away from your workstation at lunchtime can be a good way to combat stress and increase your fitness too but ensure to keep the safe physical distance.

5. Clean Together

20 minutes weekly cleaning sessions such as tidying away books or files, wiping down surfaces and equipment in shared areas, or sanitizing workstations on every Friday. This is also a simple and effective team-building activity. For the best results, everybody must take part, including the managers.

6. Avoid Presenteeism

Take sick leave if you are not well and don't be an illness "hero" – you'll be spreading germs. If your symptoms are mild you should opt for *Work From Home* and observe the WFH protocol.

7. Mental Hygiene

Participate in daily mindful practices initiated by the Wellbeing division to enhance wellbeing. It will not only improve your wellbeing but your client's too as it engenders empathy and compassion in you.