

- handling used tissues or other objects and surfaces touched by others
- Wash and dry your hands before and after eating and grooming

What employers should do

- Provide adequate supplies of soap, paper towels and other hygiene equipment
- Make sure staff and visitors know and practice, good hand washing and drying habits
- Post hygiene notices in workplace entrances, wash-rooms, hand washing stations and public areas
- Use newsletters, emails, employee notice boards and information in pay slips to remind employees of the importance of good hygiene during a pandemic

3. Social distancing

What everyone should do

- If you get influenza do not go to work until you are fully well again

- Avoid crowded places and large gatherings where possible
- Try to stay at least one metre away from other people
- Where practical, avoid contact with sick people

4. Workplace cleaning

What everyone should do

- Clean surfaces such as sinks, handles, railings and counters, with a detergent then a disinfectant. Flu viruses can live for up to two days on these surfaces. Surfaces frequently touched by hands should be cleaned daily
- Ensure cups, dishes and cutlery are washed with soap and hot water. Do not share these items



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CITY OF CAPE TOWN | ISIXEKO SASEKAPA | STAD KAAPSTAD

THIS CITY WORKS FOR YOU

NOVEL INFLUENZA A H1N1 (Swine Flu)

Ways to stop the spread of flu at work

Protect yourself and your workplace using the following methods to reduce the spread of infection:

1. Good coughing and sneezing habits
2. Washing and drying hands properly
3. Social distancing
4. Workplace cleaning



1. Good coughing and sneezing habits

What everyone should do

- Use a tissue to cover your nose and mouth when you cough or sneeze
- Keep your distance from other people
- Place - do not throw - the tissue in a bin afterwards
- Wash your hands with soap and water
- Dry your hands well on a paper towel
- People who have flu should be sent home

What employers should do

- Make sure staff know, and practise, good coughing and sneezing habits
- Provide a supply of tissues if possible
- Provide a bin, located where it can't be knocked over, to put



the tissues in

- Provide plastic bags to line bins that have a drawstring top
- Provide hand washing facilities, including hot water, a basin, soap and paper towels
- Provide a bin for used paper towels

2. Washing and drying hands properly

This is the most important thing you can do to reduce the spread of infection.

What everyone should do

Wash and dry your hands regularly and properly using the methods shown in the middle panel.

- When you wash your hands use soap or an antiseptic hand wash
- Dry your hands thoroughly, using a disposable towel. Use the towel to turn off the tap and open the door
- Keep your hands away from your face as much as possible
- Always wash and dry your hands after coughing, sneezing,