

SUMMARY OF SUGGESTED INFECTION CONTROL MEASURES FOR WORKPLACES (By DORSCON Alert Codes)

DORSCON	INFECTION CONTROL MEASURES
Alert GREEN	<p>a. <u>Policy</u></p> <p>(1) Review current BCP to incorporate the latest advisories and national response plan where applicable.</p> <p>(2) Prepare staff policy for overseas travel, recall of staff, absentee policy, medical leave policy in higher DORSCON alert levels.</p> <p>b. <u>Communications/ Education</u></p> <p>(1) Establish awareness of sources of information, updates (MOH website), and likely public health response measures in MOH Response Plan on website among key staff carrying out BCP planning.</p> <p>(2) Monitor local and global situation.</p> <p>c. <u>Readiness</u></p> <p>(1) Temperature Checks. Prepare plans, train staff carrying out temperature screening of visitors (how to put on PPE, mask fit test, use ear thermometers covers/wipe with disinfectant wipes between use) to be implemented at higher DORSCON Alert levels, in line with latest MOH advisory.</p> <p>(2) PPE and other requirement. Determine PPE requirement and other consumables – N95 masks, disposable gloves, thermometers and their covers, disinfectant wipes, surgical masks for sick staff etc.</p> <p>(3) Institutional Contact Tracing. Prepare plans and training of staff to carry out institutional contact tracing.</p> <p>(4) In-house phone surveillance. Prepare plans and training of staff for in-house phone surveillance of staff on voluntary HQO, mandatory sick leave, to be activated when required.</p>

DORSCON	INFECTION CONTROL MEASURES
	<p>(5) Management of symptomatic employee. Establish protocol for the management of staff taken ill with flu-like symptoms at work to be implemented at higher DORSCON levels.</p> <p>(6) Increasing social distance</p> <ul style="list-style-type: none"> (a) Prepare shift and team system; (b) Establish infrastructure for telecommuting and teleconferencing. <p>(7) Environmental Hygiene. Prepare internal guidelines, including use of PPE for cleaners to clean area where suspect pandemic flu patient had been, as well as to increase cleaning frequency of general office areas at higher DORSCON levels in line with latest MOH advisory.</p>
Alert YELLOW	<p>a. <u>Policy</u></p> <p>(1) Carry out risk assessment and consider need to recall of non-critical staff (families and non-critical staff) from affected countries.</p> <p>b. <u>Communications/Education</u></p> <p>(1) Enhance education and strong encouragement of good practice of personal hygiene.</p> <p>(2) Monitor media/MOH website for situation updates and health advisories.</p> <p>(3) Keep staff informed of situation, disseminate to staff information and material on disease characteristics as advised by MOH. Staff to take heed of health advisories as issued by MOH.</p> <p>c. <u>Response</u></p> <p>(1) Environmental Hygiene. Increase cleaning frequency of office areas, common areas, in line with latest MOH advisory.</p>

DORSCON	INFECTION CONTROL MEASURES
Alert ORANGE	<p>a. Policy</p> <p>(1) Review staff policies in line with latest MOH health advisory. Consider recall of non-critical staff and families from affected countries; voluntary HQO of those with recent travel history from affected countries, in line with latest MOH advisory.</p> <p>(2) Implement daily temperature checks, in line with latest MOH advisory.</p>
Alert RED	<p>(3) Consider separation or mandatory sick leave for those with flu-like symptoms, in line with latest MOH advisory.</p> <p>b. Response</p> <p>(1) Temperature Checks. Implement temperature screening of visitors, recording of visitor details, daily temperature checks for staff and monitor staff for flu-like symptoms, in line with MOH advisory.</p> <p>(2) Institutional Contact Tracing. Activate when required.</p>
Alert BLACK	<p>(3) Inhouse phone surveillance. Activate when required to monitor staff on voluntary HQO, mandatory sick leave.</p> <p>(4) Increase frequency of cleaning of office/common areas, in line with latest MOH advisory.</p> <p>(5) Implement protocol for management of staff with flu-like symptoms, in line with latest MOH advisory.</p>