



COVID-19
Company Policy
Rev. 02 - 29/09/2020

General Information

What are Coronaviruses?

Coronaviruses are a large family of viruses that cause illnesses ranging from the common cold to more severe diseases. The virus responsible for causing COVID-19 is a new strain of Coronavirus.

What are the symptoms of COVID-19?

Most common symptoms are:

- Fever and/or cough and/or shortness of breath and/or loss of taste and smell

How long does it take for symptoms to develop?

The incubation period can take between 2 to 14 days

How does COVID-19 coronavirus spread?

Covid-19 is spread from person to person through respiratory droplets expelled from the nose or mouth when a person who is sick sneezes or coughs.

These droplets can persist on objects or surfaces around the person in question. An infection with the virus responsible for COVID-19 can occur if you touch these objects or surfaces and then touch your eyes, nose or mouth. COVID-19 can also be contracted by inhaling droplets from a sick person who has just coughed or sneezed. This is why it is very important for a sick person to stay home and to keep a distance of at least two meters from another person and to respect basic hygiene measures.

Is there a treatment or vaccine?

No specific treatment exists for COVID-19. Treatment given by a medical doctor is supportive and helps to control the symptoms.

As yet there is no vaccine against COVID-19.

How do I protect myself?

To protect yourself and others, practice good hand and respiratory hygiene:

- ✓ Wash your hands regularly for at least 20 seconds with soap and water or by using a 70% alcohol-based hand sanitizer and practice good regular hygiene especially after:

- touching common surfaces in cars,
 - public transport,
 - organized transport,
 - at the workplace,
 - before and after meals,
 - before and after going to the restroom
 - before and after cigarette breaks
-
- ✓ Cover your nose and mouth with a tissue or inner side of flexed elbow when coughing or sneezing. Throw used tissues in a covered bin immediately.
 - ✓ Do not sneeze or cough into your hands as you may then contaminate objects or people that you touch.
 - ✓ Avoid touching your eyes, nose and mouth before washing your hands.
 - ✓ Clean and disinfect your desk and de-clutter your personal workspace. Your desk should be disinfected at least weekly to reduce risk of surface contamination spreading to healthy persons
 - ✓ Social distancing is very important. Keep a distance of at least 2 meters when interacting with others and **always wear a face mask or visor when you are not alone at your desk.**
 - ✓ Stay at home as much as possible. Avoid crowds and going to places where you come in close contact with other people.
 - ✓ Stay away from vulnerable individuals, such as elderly and those with underlying health conditions.
 - ✓ Keep doors and windows open and adjust air-conditioning for more ventilation and recirculated air-conditioning avoided. Flaps should be directed towards the ceiling.
 - ✓ **DO NOT COME TO WORK IF YOU ARE FEELING SICK.** Be aware of COVID-19 symptoms (fever, cough, sore throat, shortness of breath, headaches, tiredness, muscle pain, loss of taste, loss of smell, vomiting and diarrhoea).
 - ✓ If you are coming to work by public transport, a mask or visor must be worn. This is not required if travelling in a personal vehicle.
 - ✓ Family members of staff, particularly children, will not be allowed at the office.
 - ✓ Use your own pen when requested to sign.
 - ✓ Individuals displaying fever (37.2°C or more) or flu-like symptoms must remain at home until they have been cleared by a medical professional before they can return

to work.

- ✓ Employees who can work from home on a rotational basis with their team, kindly continue to do so to reduce the number of staff in the offices.
- ✓ PPE's such as masks, sanitizing liquid, gloves etc. are still being distributed to anyone that needs. Kindly ask at administration.
- ✓ It is important that all goggles and face shields are either washed with soap and water or alcohol-based sanitizer after each use.
- ✓ Please take the appeal of the Health Authorities seriously, it is highly recommended to avoid any mass gatherings and parties. Attending any of these functions will put you and consequently your colleagues at risk and can be disastrous to our health and that of our loved ones. On top of this, it can also ruin our work and therefore impact our income and salaries.
- ✓ It is being recommended that travelling to foreign countries is avoided.

What is quarantine?

Quarantine is self-isolation in your home, and not leaving for the 14-day period that you are required to isolate for. Do not allow visitors into your home. Those under quarantine should self-monitor their temperature twice daily. Other members of the household have to undergo the same procedure.

Why is staying at home so important?

Staying at home helps protect your friends, colleagues and the wider community. It will also help to control the spread of the virus. This may be difficult or frustrating, but there are things you can do to help make it easier.

- ✓ Ask friends or family to drop off anything you need or order supplies on-line. You can also call **21 411 411** for assistance. Make sure any deliveries are left outside your home for you to collect.
- ✓ Keep in touch with friends and family over the phone or through social media.
- ✓ Keep yourself busy by cooking, reading, online learning and watching films.
- ✓ Taking online classes or courses to help you exercise in your home.

What do I do if I develop symptoms?

If you develop fever, cough or shortness of breath:

- ✓ Remain at home

- ✓ **DO NOT** go to private clinics, emergency department, health centres, pharmacies or other healthcare facilities.
- ✓ Phone the Public Health Helpline on **111** for advice.

What measures has VIVIAN taken to protect the health of all staff members?

1. Office-based personnel have been equipped with the necessary tools such as laptops in order to facilitate working from home.
2. All employees have been provided with the necessary equipment relating to their respective job including PPE suits, gloves, face masks, goggles, face shields and hand sanitizers. Technicians have also been given lab coats.
3. Sales representatives, medical representatives, promoters and beauty advisors have been instructed to follow clients remotely as much as possible.
4. Hand sanitizers have been made available in different locations in both stores and offices.
5. Instructions for walk-in clients to wear face masks and apply hand sanitiser have been put up at the entrance.
6. Our cleaners have been instructed to clean all workstations every morning with disinfectant and also door handles, bannisters and photocopiers.
7. Alcohol swabs have been made available at each workstation in order for staff to wipe down the surfaces again whenever they feel the need to.
8. Our delivery men have been instructed to maintain at least 2 meters from other persons whilst carrying out deliveries. They have also been instructed to ask clients to use their own pen to sign the invoice.
9. Payments are being encouraged to be made by cheque, Revolut or Bank transfers.
10. Break times have been changed in order to reduce the amount of staff in the chill out area at the same time.
11. Store personnel have been divided into teams and they are working on rotation
12. When a consignment is received, the storekeepers have been instructed to keep a distance of 2meters from the driver/haulier.

Hand Hygiene - Clean hands and protect against Infection

Protect yourself

- ✓ Clean your hands regularly.
- ✓ Wash your hands with soap and water and dry them thoroughly.
- ✓ Use alcohol-based hand rub if you don't have immediate access to soap and water.

When should I use?

Soap and Water

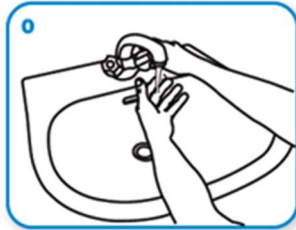
- Before, during, and after preparing food
- Before eating food
- Before and after caring for someone who is sick
- Before and after treating a cut or wound
- After using the bathroom, changing diapers, or cleaning up a child who has used the bathroom
- After blowing your nose, coughing, or sneezing
- After touching an animal, animal food or treats, animal cages, or animal waste
- After touching garbage
- If your hands are visibly dirty or greasy

Alcohol-Based Hand Sanitizer

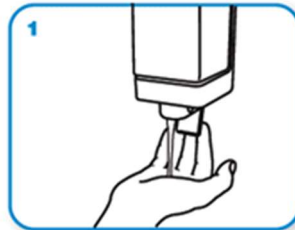
- Before and after visiting a friend or a loved one in a hospital or nursing home, unless the person is sick with *Clostridium difficile* (if so, use soap and water to wash hands).
 - If soap and water are not available, use an alcohol-based hand sanitizer that contains at least 60% alcohol, and wash with soap and water as soon as you can.
- * Do **NOT** use hand sanitizer if your hands are visibly dirty or greasy: for example, after gardening, playing outdoors, or after fishing or camping (unless a handwashing station is not available). Wash your hands with soap and water instead.



How do I wash my hands properly?



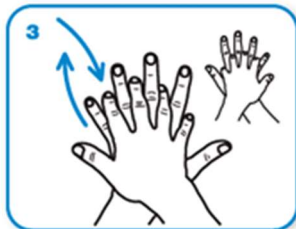
Wet hands with water



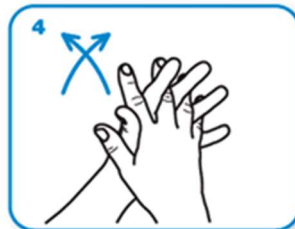
apply enough soap to cover all hand surfaces.



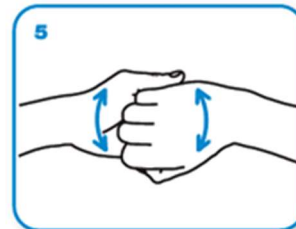
Rub hands palm to palm



right palm over left dorsum with interlaced fingers and vice versa



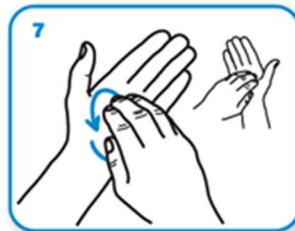
palm to palm with fingers interlaced



backs of fingers to opposing palms with fingers interlocked



rotational rubbing of left thumb clasped in right palm and vice versa



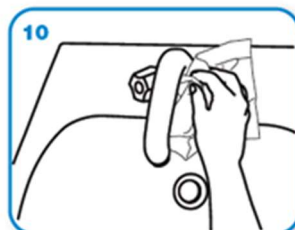
rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa.



Rinse hands with water



dry thoroughly with a single use towel



use towel to turn off faucet



...and your hands are safe.

How do I use an alcohol-based hand sanitizer?



Alcohol-Based Hand Sanitizer

Use an alcohol-based hand sanitizer that contains at least 60% alcohol. Supervise young children when they use hand sanitizer to prevent swallowing alcohol, especially in schools and childcare facilities.

- **Apply.** Put enough product on hands to cover all surfaces.
- **Rub** hands together, until hands feel dry. This should take around 20 seconds.

Note: Do not rinse or wipe off the hand sanitizer before it's dry; it may not work as well against germs.

Hand Hygiene Technique with Alcohol-Based Formulation

 **Duration of the entire procedure: 20-30 seconds**



Apply a palmful of the product in a cupped hand, covering all surfaces;



Rub hands palm to palm;



Right palm over left dorsum with interlaced fingers and vice versa;



Palm to palm with fingers interlaced;



Backs of fingers to opposing palms with fingers interlocked;



Rotational rubbing of left thumb clasped in right palm and vice versa;



Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;



Once dry, your hands are safe.

How do I wear and remove gloves?

When the hand hygiene indication occurs before a contact requiring glove use, perform hand hygiene by rubbing with an alcohol-based handrub or by washing with soap and water.

I. HOW TO DON GLOVES:



1. Take out a glove from its original box



2. Touch only a restricted surface of the glove corresponding to the wrist (at the top edge of the cuff)



3. Don the first glove



4. Take the second glove with the bare hand and touch only a restricted surface of glove corresponding to the wrist



5. To avoid touching the skin of the forearm with the gloved hand, turn the external surface of the glove to be donned on the folded fingers of the gloved hand, thus permitting to glove the second hand



6. Once gloved, hands should not touch anything else that is not defined by indications and conditions for glove use

II. HOW TO REMOVE GLOVES:



1. Pinch one glove at the wrist level to remove it, without touching the skin of the forearm, and peel away from the hand, thus allowing the glove to turn inside out



2. Hold the removed glove in the gloved hand and slide the fingers of the ungloved hand inside between the glove and the wrist. Remove the second glove by rolling it down the hand and fold into the first glove



3. Discard the removed gloves

4. Then, perform hand hygiene by rubbing with an alcohol-based handrub or by washing with soap and water

How do I wear and remove a face mask?

Putting On The Respirator



Position the respirator in your hands with the nose piece at your fingertips.



Cup the respirator in your hand allowing the headbands to hang below your hand. Hold the respirator under your chin with the nosepiece up.



The top strap (on single or double strap respirators) goes over and rests at the top back of your head. The bottom strap is positioned around the neck and below the ears. Do not crisscross straps.



Place your fingertips from both hands at the top of the metal nose clip (if present). Slide fingertips down both sides of the metal strip to mold the nose area to the shape of your nose.

Removing Your Respirator



DO NOT TOUCH the front of the respirator! It may be contaminated!



Remove by pulling the bottom strap over back of head, followed by the top strap, without touching the respirator.



Discard in waste container.
WASH YOUR HANDS!

Useful contact numbers and websites

COVID-19 HELPLINES



If you have Coronavirus Symptoms
111 & 2132 4086



If you need education-related advice
2598 1000



If you are stuck abroad and need assistance
2204 2200



If you are in quarantine and need any help
2141 1411



If you are older than 60 and need help at home
2509 3030



If you require mental wellbeing support
9932 0977

www.covid19.gov.mt

<https://deputyprimeminister.gov.mt/en/health-promotion/Pages/Novel-coronavirus.aspx>