



**MINISTRY OF HEALTH,
WELLNESS AND THE
ENVIRONMENT**

Ministerial Building, Kingstown,
Saint Vincent and the Grenadines

PROTOCOL FOR BUSINESS OPERATIONS

The following guidelines has been developed to guide the business St Vincent and the Grenadines. To operate safely during the COVID-19 pandemic or any other outbreak of a disease affecting the respiratory system. All businesses should consult and collaborate with national health authorities to identify and reduce risks to ensure that the health and safety of patrons and staff are maintained. Businesses and employers can prevent and slow the spread of COVID-19 within the workplace. Employers should respond in a way that takes into account the level of disease transmission in their communities and revise their business response plans as needed.

- ✚ An updated copy of employees record with name, updated contact number, address and an emergency contact, should be kept on record and readily available.
- ✚ A list of hotlines number, nearest health facility or any response team numbers, should be kept on record and readily available.
- ✚ Identify the areas and job tasks with potential exposures to COVID-19, and includes control measures to eliminate or reduce such exposures.
- ✚ Engage your employees about planned changes and seek their input. Additionally, collaborate with employees and unions to effectively communicate important COVID-19 information.
- ✚ Employees who have symptoms should notify their supervisor and stay home.
- ✚ Sick employees should notify the health ministry. Employees should not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers.
- ✚ Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and follow recommended precautions.
- ✚ If implementing in-person health checks, conduct them safely and respectfully. Confidentiality must be maintained and health checks must be carried out under the recommendation from the ministry of health.



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- ✚ To prevent stigma and discrimination in the workplace, do not make determinations of risk based on race, age, class or location.
- ✚ Physical distancing, barrier or partition controls, to protect employees should be maintained.
- ✚ A single room or area should be allocated as for an employee who becomes ill

Precautionary Measures

- ✚ Frequently wash hands with soap and water for at least 20 seconds.
- ✚ When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol.
- ✚ Always wash hands that are visibly soiled.
- ✚ Avoid touching your eyes, nose, or mouth with unwashed hands.
- ✚ Practice good respiratory etiquette, including covering coughs and sneezes.
- ✚ Avoid close contact with people who are sick.
- ✚ Stay home if sick and follow the advice of the health officials.
- ✚ Recognize personal risk factors. According to U.S. Centers for Disease Control and Prevention (CDC), certain people, including older adults and those with underlying conditions such as heart or lung disease or diabetes, are at higher risk for developing more serious complications from COVID-19.

Please note that this document may be revised at any time at the discretion of the Health Services Subcommittee of the National Emergency Committee/COVID-19 Task Force, Ministry of Health, Wellness and the Environment.

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