

# COVID-19

## PREVENT THE SPREAD

# EMPLOYER GUIDELINE ON COVID-19

Workplace preventions and  
control mechanisms

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## KIELEKEZI CHA WAAJIRI KUHUSU KORONA-19

Mbinu za kuuzuia na kuudhibiti kazini

# THE GLOBAL AND AFRICAN COVID-19 (CORONAVIRUS) SITUATION

Coronaviruses are a family of viruses, which may cause illness in animals or humans. In humans, they cause respiratory infections - from common cold to more severe diseases. COVID-19 is the disease caused by the most recently discovered coronavirus. The COVID-19 outbreak began in China in late 2019. It has since spread rapidly to all parts of the world, including Africa. It affects millions of people and has led to the death of hundreds of thousands.

This guideline focuses on how your company can prevent and/or reduce the spread of COVID-19, and other infections such as colds, flu, and stomach bugs, in the workplace. Low-cost measures can prevent or slow the spread of infections, protect customers, contractors, and employees, and reduce absenteeism due to illness.

The importance of strong OHS systems is highlighted, particularly with regard to Water, Sanitation, and Hygiene (WASH). Likewise, a solid gender-sensitive response is important, since a virus outbreak affects women and men differently - and is typically accompanied by a state of high mental stress, leading to increased levels of sexual harassment and gender-based violence.

The guideline addresses the current COVID-19 situation. However, the guidance is universally applicable. Now and beyond the current situation, it can assist companies to build strong, resilient, and healthy workplaces.

Now is the time to prepare for and reduce the spread of COVID-19. Simple precautions will make a big difference to your company and the country.

# THE BUSINESS CASE OF INVESTING IN THE HEALTH OF ALL EMPLOYEES

This guideline has been developed by FKE, FHOK, and DFPA. It targets top managements and OSH Committees, who are key to implement effective health strategies and policies.

## But why should companies invest time and resources in promoting employee health?

### Because it leads to:

- Healthy, more productive employees - and reduced absenteeism/health care expenses.
- Improved employee motivation, creativity, and innovation.
- Increased product quality - and stronger financial performance.
- Enhanced ability to attract and retain skilled and talented employees.
- Better risk management, due diligence, fewer workplace conflicts, and less risk of litigation.
- Increased ability to attract new customers and orders.
- Resilient local communities, allowing for fewer disruptions in business activities.

### To implement a successful COVID-19 strategy, top management should:

- Follow the guidelines of relevant national authorities.
- Prioritise and set aside the funding necessary to implement the strategy.
- Cooperate closely with the OHS and Gender Committees on the key steps presented on the next page - and ensure adequate training of relevant employees.
- Appoint a contact person that workers can reach out to if they have any concerns.

# CHECKLIST – 10 KEY STEPS FOR ALL WORKPLACES TO TAKE IN RESPONSE TO COVID-19

## 1. PRIORITISE WORKPLACE SANITATION TO REDUCE THE RISK OF SPREADING THE VIRUS

- Clean workplace facilities carefully twice a day, incl. objects and surfaces.
- Provide access to running water and soap, or hand-sanitizer at workplace entrances, all toilets, lunch areas, changing rooms, and at entry to transport service.
- Place posters around the workplace to remind staff of the need of good personal hygiene.

## 2. ALLOW EMPLOYEES TO WORK FROM HOME AND STOP NON-CRITICAL BUSINESS TRAVEL

- Employees who work from home reduce the risk of spreading COVID-19.
- Support the provision of home-based internet/workplace stations, if possible.
- Follow the guidance of the relevant national authorities regarding travel.

## 3. MAINTAIN A 2-METER WORKING DISTANCE BETWEEN EMPLOYEES IN THE WORKPLACE

- Where work from home is not an option, redesign the workplace to allow for the required working distance – e.g. divide working areas by plastic partitions, create space between workstations, desks, and tables, and provide markers on the floors.
- Reduce business operations, so fewer employees enter the factory premises.

## 4. PROVIDE HIGH-QUALITY PERSONAL PROTECTIVE EQUIPMENT (PPE) TO EMPLOYEES E.G.

- Vizors, where the minimum working distance is not possible.
- Masks, incl. instructions on correct use, as recommended by national authorities.

## 5. PROVIDE SALARY AND WORKPLACE INSURANCES TO ALL EMPLOYEES, INCL. EMPLOYEES SENT HOME

- If possible, continue payment of salaries and insurances. Sending staff home with no salary or insurance can be fatal to people and your business - demand decreases and markets collapse.
- Provide information about company support (e.g. employee assistance program).

## 6. PROTECT AGAINST ABUSE AND PROVIDE SAFE TRANSPORTATION FOR EMPLOYEES, ESPECIALLY WOMEN

- Public transportation is affected by COVID-19 – provide safe alternatives, especially if employees work evening or night shifts.
- Where possible, some employees can be provided accommodation at company premises, provided they remain safe. Special protection should be made for female employees to avoid abuse.

## 7. ENSURE ACCESS TO GRIEVANCE MECHANISM

- Establish a way for staff to voice concerns regarding the company's COVID-19 response, sexual harassment, and other abuse.

## 8. ESTABLISH A PROCESS FOR HOW TO HANDLE EMPLOYEES INFECTED WITH COVID-19

- Develop a plan for how to handle a situation where employees display COVID-19 symptoms.
- All employers should ensure prompt reporting of all suspected cases - and must provide mechanisms of recording and reporting the incidences to the Directorate of Occupational Safety and Health Services at [doshdept@labour.go.ke](mailto:doshdept@labour.go.ke)

## **9. COMMUNICATE THE ABOVE STEPS TO ALL EMPLOYEES TO SUPPORT AWARENESS**

- Place posters and fliers in English and Swahili at visible places. Hang the COVID-19 posters at relevant areas in your workplace - e.g. entrance/exits, toilets, and canteen to prevent the spread of COVID-19.
- Set up ways to communicate daily with workers online (e.g. Skype or Zoom) and use social media to raise employee awareness.
- Demonstrate leadership – be visible and make sure communication is honest and optimistic.

## **10. FOLLOW THE COVID-19 CONTROL MEASURES RECOMMENDED BY THE RELEVANT AUTHORITIES**

- Develop a company continuity plan in compliance with the pandemic control measures recommended by the Ministry of Health and World Health Organization (WHO).
- Frequently check for updates at the websites of relevant authorities and WHO.

### **FOR MORE INFORMATION PLEASE CONTACT**

Head, Division of Disease Surveillance & Response – Ministry of Health  
Toll Free Line (in Kenya) 0800721316  
Telephone Hotline +254 729 471 414/+254 732 353 535  
Email: headidsru.mohkenya@gmail.com

Director, Directorate of Occupational Safety and Health Services  
Email: doshdept@labour.go.ke; doshdept@yahoo.com  
Tel: 020-266-7722; 0791-571-344; 0775-833-675, 0775-833-676

[www.who.int/emergencies/diseases/novel-coronavirus-2019](http://www.who.int/emergencies/diseases/novel-coronavirus-2019)

# **INFECTIOUS DISEASES - AND THE NEED TO PROTECT VULNERABLE EMPLOYEES**

Infectious diseases spread from person to person in different ways, and the strategy and measures the company should adopt, differ accordingly.

COVID-19 spreads through small droplets from the nose or mouth of an infected person, when this person coughs or exhales. Other people inhale the droplets or become ill if they touch objects - like laptops, materials used for harvest or maintenance, and door handles - where the droplets have landed. The spread is prevented by implementing efficient hygiene measures, home-isolation of infected employees, allowing employees to work from home, a minimum working distance between employees, and by avoiding handshakes and hugs.

STIs - like HIV and AIDS, Syphilis, and Gonorrhea - spread through sexual intercourse. The company prevents the spread by providing free condoms and information to all employees to drive fact-based awareness of the risks and how to avoid them.

### **Include the needs of the most vulnerable employees in company continuity plans**

- During global pandemics, some employees are more at risk than others - especially:
  - Female employees - and blue-collar, pregnant, or breastfeeding women.
  - Disabled employees or employees living with HIV and AIDS.

### **To address the needs of employees most at risk, the company should:**

- Identify risks and enable employees to voice their concerns in the current situation.
- Implement relevant measures to reduce the risks. Pay specific attention to women – e.g.
  - The risk of increased violence and sexual harassment – at work and at home.
  - The double burden women carry as the main caregivers is likely to increase.

## THE IMPORTANCE OF 'WASH' TO REDUCE THE SPREAD OF INFECTIOUS DISEASES

WASH is the collective term for Water, Sanitation, and Hygiene. The three are key in fighting diseases like COVID-19, and if one is missing, the others cannot prevail - without toilets, water sources become contaminated; without clean water, basic hygiene is not possible.

In countries and places where individuals face barriers to WASH, companies can play a key role in breaking down these barriers. They can prioritise WASH-programs to prevent the spread of COVID-19 and future pandemics. The company should:

- Ensure access to clean, running **water** for all employees.
- Provide decent **sanitation** – clean toilets and waste disposal/ garbage cans with lids.
- Support employees in developing good **hygiene** practices, especially handwash with soap.



## THE IMPORTANCE OF GOOD LEADERSHIP DURING THE COVID-19 CRISIS

**Be honest and communicate fact-based to foster trust – focus on**

- How is the company and employees affected by the COVID-19 crisis?
- What is the company strategy to handle the crisis – and the necessary employee behaviour?

**Use the right amount and form of communication**

- Communicate often to avoid myths and negative storytelling.
- Stick to short, relevant, and easy understandable messages.

**Create confidence in top-management**

- Inform employees about the likely scenarios and their consequences.
- Conduct frequent information meetings, where employees are included in identifying solutions – this creates trust and hope.
- Let employees know that management is available to listen to their concerns.

**Provide employees with a feeling of hope**

- Demonstrate a firm belief that things will get better - and share the good stories.
- Praise employee contributions – e.g. positive behaviour change.

**Act as a role model to kickstart change**

- Follow the company procedures; wash hands and use PPEs.
- Show no-tolerance regarding sexual harassment and violence in the workplace.

## HALI YA KORONA-19 (VIRUSI VYA KORONA) ULMWENGUNI NA KATIKA BARA LA AFRIKA

Virusi vya korona ni jamii ya virusi, vinavyoweza kusababisha magonjwa kwa binadamu na wanyama. Kwa binadamu, husababisha maambukizi katika mfumo wa kupumua – kuanzia kwa mafua hadi kwa magonjwa yenye makali zaidi. KORONA-19 ndio ugonjwa unaosababishwa na virusi vya KORONA vilivyogunduliwa hivi karibuni sana. Mlipuko wa KORONA-19 ulianza nchini Uchina mwishoni mwa mwaka 2019. Umesambaa kwa haraka sana katika sehemu zote za ulimwengu, ikiwa ni pamoja na Afrika. Unaathiri mamilioni ya watu na umesababisha vifo vya maelfu ya watu.

Kielekezi hiki kinajikita kwenye jinsi shirika lako au kampuni yako inavyozuia na /au kupunguza kuenea kwa KORONA-19, na maambukizi mengine kama vile mafua, homa, na maumivu ya tumbo kazini. Hatua za nafuu zinaweza kuzuia au kupunguza kasi ya kuenea kwa magonjwa, kuwakinga wateja, wakandarisi, na wafanyakazi, pamoja na kupunguza kukosakosa kufika kazini kwa sababu ya ugonjwa.

Umuhimu wa mifumo imara ya Usalama na Afya Kazini (OSH) unasisitizwa, hasa kuhusiana na Maji, Usafi wa Mwili na Mazingira (WASH). Vilevile, ni muhimu kuwa na msimamo imara wa kuzingatia masuala ya kijinsia, kwa sababu mlipuko wa virusi huathiri wanawake na wanaume kwa njia tofauti – na hali huambatana hasa na viwango vya juu vya msongo wa akili, unaosababisha ongezeko la dhuluma za kimapenzi na za kijinsia.

Kielekezi hiki kinashughulikia hali ya sasa ya KORONA-19. Hata hivyo, kinaweza kutumika katika kila hali. Kwa sasa na baada ya hali hii, kinaweza kusaidia katika kujenga mahali imara kazi, pa kudumu na penye afya.

Sasa ndio wakati wa kujiandaa kukabiliana na KORONA-19 na kupunguza kuenea kwake. Hadhari za kimsingi zitasaidia pakubwa kazini kwako na nchi kwa jumla.

## HAJA YA MASHIRIKA KUWEKEZA KATIKA AFYA YA WAFANYAKAZI WOTE

Kielekezi hiki kimeandaliwa na FKE, FHOK na DFPA. Kinalenga wasimamizi wa ngazi za juu kazi na Kamati za Afya na Usalama Kazini (OSH), ambao ni wadau muhimu katika kutekeleza mikakati na sera faafu kuhusu afya.

**Lakini kuna haja gani ya makampuni na mashirika haya kuwekeza muda na rasilimali katika kuimarisha afya ya wafanyakazi? Kwa sababu huchangia katika:**

- kuwa na wafanyakazi wenye afya na uwezo mkubwa wa kufanya kazi (kuzalisha) – na kupunguza kukosakosa kazini/gharama za kushughulikia matibabu.
- Kukuza motisha, ubunifu na uwezo wa kuvumbua wa wafanyakazi.
- Kuongeza ubora wa bidhaa na huduma za shirika – na uimara wa kifedha.
- Kuimarisha uwezo wa kuvutia na kukaa na wafanyakazi walio na ujuzi na vipaji stahifu.
- Kujenga mbinu mwafaka za kukabiliana na hatari, kupunguza mizozo kazini, na kupunguza utukiaji wa kesi za mara kwa mara mahakamani.
- Kuimarisha uwezo wa kuvutia wateja wapya na uhitaji mpya wa bidhaa na huduma.
- Jamii imara za eneo husika, na kutoa nafasi ya kupungua kwa usumbufu wa mara kwa mara katika shughuli za kibiashara.

**Ili kutekeleza mkakati mwafaka wa kukabiliana na KORONA-19, usimamizi wa ngazi ya juu unapaswa:**

- Kufuata kanuni zinazowekwa na mamlaka husika za kitaifa.
- Kuzipa kipaumbele na kutenga fedha zinazohitajika kutekeleza mkakati huu.
- Kushirikiana kwa karibu na Kamati za Afya na Usalama Kazini (OSH) pamoja na Jinsia kuhusu hatua mbalimbali nyeti zilizowasilishwa katika ukurasa unaofuata – na kuhakikisha ufunzaji wa kutosha wa wafanyakazi husika.
- Kuteua kiongozi ambaye wafanyakazi wanaweza kuwasiliana naye wakiwa na matatizo au masuala yoyote.

# YA KUZINGATIWA - HATUA 10 MUHIMU ZA KUZINGATIWA KILA MAHALI PA KAZI DHIDI YA KORONA-19

## 1. HAKIKISHA USAFI WA MAZINGIRA YA MAHALI PA KAZI ILI KUPUNGUZA HATARI YA KUSAMBAA KWA VIRUSI

- Safisha vifaa vya kazini kwa uangalifu mara mbili kwa siku, ikiwa ni pamoja na vyombo na sehemu mbalimbali zinazoguswa mara kwa mara – teua wafanyakazi wa kutekeleza jukumu hili.
- Wezesha kuwapo kwa maji ya kutiririka na sabuni, au kieuzi cha mikono, katika malango na milango ya kazini, vyoo vyote, sehemu za kulia chamcha, vyumba vya kubadilishia, na mahali kwa kuingilia katika huduma za usafiri.
- Weka mabango kila mahali kazini ili kuwakumbusha wafanyakazi haja ya kudumisha usafi wa kibinafsi.
- Hakikisha kwamba mifumo ya kuingiza na kutoa hewa inafanya kazi.

## 2. WARUHUSU WAFANYAKAZI KUFANYIA KAZI NYUMBANI NA USITISHE USAFIRI KWA SHUGHULI ZISIZO ZA LAZIMA

- Wafanyakazi wanaofanyia kazi nyumbani, hupunguza hatari ya kusambaza KORONA-19.
- Ikiwezekana, wawezeshe kuwa na vitovu vya intaneti nyumbani/wanapofanyia kazi.
- Fuata maelekezo yanayotolewa na mamlaka za kitaifa kuhusiana na usafiri.

## 3. DUMISHA UMBALI WA MITA 2 BAINA YA WAFANYAKAZI KAZINI

- Pale ambapo haiwezekani kufanyia kazi nyumbani, panga upya mkao wa mazingira ya kazi ili kuwezesha kutokaribiana kwa wafanyakazi – k.m. tunganisha sehemu kazi kwa kuta za plastiki, weka nafasi ya kutosha baina ya sehemu za kufanyia kazi, madawati na meza, na kuweka michoro ya maelekezo sakafuni.
- Punguza shughuli za kazi, ili wafanyakazi wanaofika kiwandani wawe wachache.

## 4. WAPE WAFANYAKAZI VIFAA VYA KUJIKINGA (PPE) VYENYE UBORA WA HALI YA JUU K.M.

- Kofia za viza, pale ambapo ni vigumu kuwa na umbali wa kukaribiana mahali pa kazi.
- Barakoa, ikiwa ni pamoja na maagizo kuhusu jinsi ya kuzitumia, jinsi inavyoelekezwa na mamlaka za kitaifa.

## 5. WAPE WAFANYAKAZI WOTE MSHAHARA NA BIMA ZA KAZINI, WAKIWEMO WA FANYAKAZI WALIOLAZIMIKA KUSALIA NYUMBANI

- Ikiwezekana, endelea kulipa mishahara na bima. Kuwatoa wafanyakazi kazini bila mshahara au bima, kunaweza kuwa na hatari kubwa kwa watu na biashara yako – uhitaji wa bidhaa na huduma hupungua na masoko kutoweka.
- Toa habari kuhusu usaidizi kutoka kwa kampuni yako (k.m. mpango wa kuwasaidia wafanyakazi).

## 6. WAKINGE WAFANYAKAZI WAKO DHIDI YA DHULUMA NA UTOE USAFIRI SALAMA KWAO, HASA WANAWAKE

- Usafiri wa umma unaathiriwa na KORONA-19. Ikiwa wafanyakazi hawawezi kufanyia kazi nyumbani, washauri kuhusu matumizi salama ya usafiri wa umma au uwape usafiri mbadala ambao ni salama, ikiwezekana. Hasa ikiwa wafanyakazi hao wanafanya kazi jioni au kwa zamu za usiku.
- Wafanyakazi wa kike walio kwa zamu ya usiku kazini wanatakiwa wapewe usalama wa kutosha ili kuzuia dhuluma – na wasiwahi kulala maeneo ya kazi, maana wanakuwa katika hatari ya kudhulumiwa.

## 7. HAKIKISHA UPO MFUMO UNAOFIKIWA WA KUTOA MALALAMISHI

- Weka njia mwafaka ya wafanyakazi kujieleza kuhusiana na jinsi kampuni inavyokabiliana na KORONA-19, dhuluma za kipamenzi, na dhuluma nyinginezo.

## 8. WEKA MCHAKATO WA NAMNA YA KUWASHUGHULIKIA WAFANYAKAZI WALIOAMBUKIZWA KORONA-19

- Buni mpango wa jinsi ya kushughulikia hali ya ugonjwa huu iwapo wafanyakazi wataonesha dalili za KORONA-19.
- Waajiri wote wanapaswa kuhakikisha kwamba wanatoa ripoti haraka iwezekanavyo kuhusu visa vyote vinavyoshukiwa vya ugonjwa huu wa KORONA – na lazima waweke utaratibu wa kurekodi na kuripoti visa hivi kwa Idara ya Huduma za Afya na Usalama Kazini hapo [doshdept@labour.go.ke](mailto:doshdept@labour.go.ke)

## **9. WAFAHAMISHE WAFANYAKAZI WOTE HATUA ZILIZO HAPO JUU KAMA NJIA YA KUUNGA MKONO JUHUDI**

- Weka mabango na vijikaratasi vya ujumbe katika Kiingereza na Kiswahili mahali ambapo vitaonekana vizuri.
- Buni mbinu za kutoa taarifa – na utoe taarifa kila siku – kwa wafanyakazi kupitia intaneti / wavuti (k.v. Skype au Zoom) na kutumia mitandao ya kijamii ili kukuza ufahamu wao.
- Dhihirisha uongozi – wakuone na uhakikishe kwamba mawasiliano unayofanya ni ya kuaminika na yenye matumaini.

## **10. ZINAGATIA KANUNI ZA UDHIBITI WA KORONA-19 ZINAZOPENDEKEZWA NA UTAWALA HUSIKA**

- Andaa mpango endelevu wa kampuni kulingana na taratibu za kudhibiti janga hili zilizopen dekezwa na Wizara ya Afya na Shirika la Afya Duniani (WHO).

### **KWA TAARIFA ZA MARA KWA MARA NA HABARI ZAIDI, TAFADHALI WASILIANA NA:**

- Msimamizi, Kitengo cha Uchunguzi na Udhibiti wa Magonjwa – Wizara ya Afya  
Namba ya simu bila malipo (nchini Kenya) 0800721316  
Simu ya Dharura +254 729 471 414/+254 732 353 535  
Baruapepe: headidsru.mohkenya@gmail.com
- Mkurugenzi, Idara ya Huduma za Afya na Usalama Kazini  
Baruapepe: doshdept@labour.go.ke; doshdept@yahoo.com  
Simu: 020-266-7722; 0791-571-344; 0775-833-675, 0775-833-676
- Shirika la Afya Duniani (WHO): <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

## **MAGONJWA AMBUKIZI - NA HAJA YA KUWAKINGA WAFANYAKAZI WALIO KATIKA HATARI YA KUAMBUKIZWA**

Magonjwa ya kuambukizana huenea kutoka kwa mtu mmoja hadi kwa mwingine katika njia mbalimbali, na hatua na taratibu za kuchukuliwa na kampuni, vilevile zitatofautiana.

Ugonjwa wa KORONA-19 unaenea kupitia kwa vitone vidogo kutoka pua au kinywa cha mtu aliyeathiriwa, anapokohoa, kupiga chafya au kutoa hewa nje kwa njia ya kinywa au pua. Watu wengine wanapovuta matone hayo au kupata ugonjwa huo wanapogusa au kushika vitu – kama vile vipakatalishi, vifaa vinavyotumiwa kwa kuvuna au kutengeneza mitambo, komeo za milango – ambapo matone hayo yameangukia. Kuenea kwake huzuiwa kwa kuzingatia taratibu mwafaka za usafi, kujitenga au kukaa nyumbani kwa wafanyakazi walioambukizwa, kufanyia kazi nyumbani, kuepuka kukaribiana baina ya wafanyakazi kazini, na kwa kuepuka salamu za mikono na kukumbatiana.

Magonjwa ya zinaa – kama Ukimwi, Kaswende na Kisonono – husambazwa kwa njia ya ngono. Kampuni au shirika huzuia kuenea kwa magonjwa haya kwa kutoa mipira ya kinga bila malipo na kutoa habari kwa wafanyakazi wote ili kuendesha kampeni za kihakika kuhusu hatari yake na jinsi ya kuyaepuka.

### **Jumuisha mahitaji ya wafanyakazi walio katika hatari ya kuambukizwa katika mipango endelevu ya kampuni au shirika**

- Wakati wa magonjwa tandavu ya ulimwengu mzima, kuna wafanyakazi wanaokuwa katika hatari ya kuambukizwa kushinda wengine – hasa:
  - Wafanyakazi wa kike – na wanawake walio katika kazi zisizo za kiofisi, wajawazito na wale wanaonyonyesha.
  - Wafanyakazi wenye ulemavu au wanaoishi na virusi vya ukimwi.

**Ili kushughulikia mahitaji ya wafanyakazi walio katika hatari kubwa, kampuni inapaswa:**

- Kutambua hatari na kuwawezesha wafanyakazi kujieleza au kutoa malalamishi katika hali iliyopo.
- Kutekeleza hatua muhimu ili kupunguza hatari. Hasa kutilia maanani wanawake – k.m.
  - Hatari ya ongezeko la fujo na dhuluma za kimapenzi – kazini na nyumbani.
  - Mzigo maradufu wanaobeba wanawake kama walezi wakuu unazidisha hatari.



## UMUHI MU WA ‘WASH’ KATIKA KUPUNGUZA KUENEA KWA MAGONJWA AMBUKIZI

WASH ni neno linalojumuisha Maji, Usafi wa Mazingira na Usafi wa mwili. Vitatu hivi ni muhimu katika kukabiliana na ugonjwa wa KORONA-19, na kimoja kikikosekana, vingine vinavyobaki haviwezi kuwepo – kukikosekana vyoo, vyanzo vya maji vitachafuliwa; kutakosekana maji safi, na usafi wa kimsingi hauwezi kuwapo.

Katika nchi na sehemu ambako watu hupata matatizo ya maji, usafi wa mazingira na usafi wa mwili (WASH), makampuni yanaweza kutekeleza wajibu muhimu wa kuondoa vikwazo hivi. Yanaweza kutilia maanani mipango ya kuhakikisha uwepo wa maji, usafi wa mazingira na usafi wa mwili (WASH) ili kuzuia kusambaa kwa KORONA-19 na magonjwa mengine tandavu katika siku zijazo. Kampuni au shirika linapaswa:

- Kuhakikisha kwamba wafanyakazi wote wanapata **maji** safi na yanayotiririka.
- Kuhakikisha kuwapo kwa **usafi wa mazingira** – vyoo safi na madebe ya kutupiwa taka yenye vifuniko.
- Kuwasaidia wafanyakazi katika kuendeleza taratibu bora za **usafi wa mwili**, hasa kunawa kwa sabuni.

# UMUHI MU WA UONGOZI BORA KATIKA KUKABILIANA NA JANGA LA KORONA-19

## Kuwa mwaminifu na utoe habari za kihakika ili kuimarisha Imani – jikite kwa

- Ni vipi kampuni imeathirika, vilevile wafanyakazi na janga la ugonjwa wa KORONA-19?
- Kampuni imeweka utaratibu/mkakati gani kukabiliana na janga hili – na mienendo i nayohitajika ya wafanyakazi?

## Tumia kiwango na mbinu sahihi za mawasiliano

- Toa habari mara kwa mara ili kuepuka uvumi na maelezo potoshi.
- Jikite kwa jumbe fupi, unaolenga na mwepesi kueleweka.



## Imarisha imani katika ngazi ya juu ya usimamizi

- Waeleze wafanyakazi kuhusu hali zinazoweza kufanyika na matokeo yake.
- Andaa mikutano ya mara kwa mara kutoa habari, ambapo wafanyakazi wanashirikishwa katika kutambua suluhu – hili linajenga imani na matumaini.
- Wahakikishie wafanyakazi kwamba usimamizi upo ili kusikiliza maoni yao.

## Wape wafanyakazi matumaini

- Dhihirisha Imani thabiti kwamba hali itakuwa bora – na washirikishe kwa hadithi ufanisi.
- Sifu michango ya mfanyakazi – k.m. mabadiliko chanya katika mienendo/tabia.

## Kuwa mfano wa kuigwa katika kuanzisha mabadiliko

- Zingatia kanuni za kampuni: Nawa mikono na kutumia Vifaa vya Kujikinga (PPEs).
- Kemea dhuluma za kimapenzi na vita kazini.

## BANDIKA MABANGO KUHUSU KORONA -19 KAZINI KWAKO ILI KUZUIA KUSAMBAA KWA UGONJWA WA KORONA-19



## ABOUT THE PARTNERS

**The Federation of Kenya Employers (FKE)** is the national umbrella body and the voice of employers in Kenya. It serves as a platform for the articulation of key concerns of the employers in the areas of socio-economic development. FKE is Kenya's most representative employers' organization, representing employers' interests both locally and internationally. FKE is charged with representing the interests of employers at the tripartite level involving the Government, Employers, and Workers. Over the years, FKE has transformed itself to include value added services that address the emerging needs of the now dynamic labour market. The membership base has continued to grow steadily.

**Family Health Options Kenya (FHOK)** is a local NGO which has been a leading service provider of sexual and reproductive health services in Kenya for five decades. FHOK has played a leading role in providing sustainable, innovative, and comprehensive services in response to the health and socio-economic needs of all Kenyans. FHOK is a center of excellence in providing capacity building in sexual and reproductive health. It is also committed to offering quality services and championing sexual and reproductive health and other rights.

### **Confederation of Danish Industry**

DI is Denmark's largest, most representative and influential business and employers' organisation covering manufacturing as well as service industries across sectors such as transport, energy, IT, health, trade, and professional services. Currently, DI cooperates with sister organisations (employers' and business member organisations) in almost 20 countries across the globe. Thereby, DI actively supports the creation of economic growth and jobs by means of more stable and flexible labour markets.

**Danish Family Planning Association (DFPA)** is a Danish human rights' CSO, which promotes the right to decide over own body and sexuality. DFPA's vision is a world where sexual and reproductive health and rights and equality are acknowledged and respected as fundamental to human well-being and sustainable development - and all individuals can make their own free, informed choices about sexuality and reproduction without risk of discrimination. DFPA is a member of the International Planned Parenthood Federation and works with companies and business associations to institutionalise health and gender equality in the world of work.