



**HELLENIC REPUBLIC**

Ministry of Labour  
and Social Security



NATIONAL TRANSPARENCY AUTHORITY

# SAFE CONDUCT GUIDE FOR EMPLOYEES

**CARE UNITS FOR THE ELDERLY &  
WELFARE FACILITIES**





## Employees' help is valuable

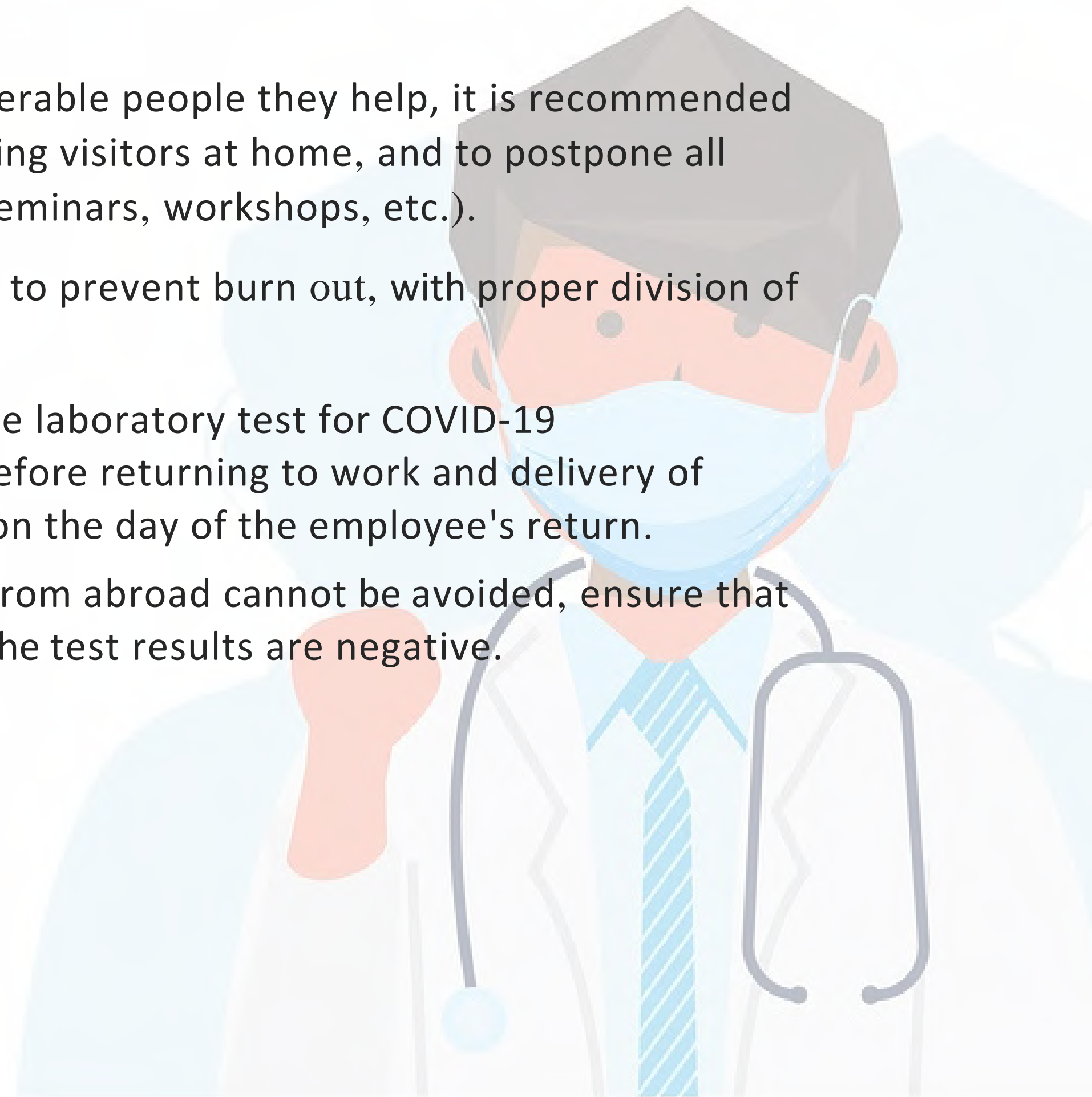
Employees participating decisively in the prevention of the pandemic, are invited to scrupulously follow and implement the instructions of the competent bodies (National Public Health Organization etc.) not only during working hours, but in all their private and social life.

1 For the protection of both themselves and the vulnerable people they help, it is recommended to avoid social activities, i.e. making visits or receiving visitors at home, and to postpone all planned activities involving gatherings of people (seminars, workshops, etc.).

2 Postponement of unnecessary staff leave with care to prevent burn out, with proper division of labour.

3 In case of absence on leave, a mandatory preventive laboratory test for COVID-19 coronavirus by PCR at least forty-eight (48) hours before returning to work and delivery of this result to the person in charge of the structure on the day of the employee's return.

4 In the event that co-mingling with persons coming from abroad cannot be avoided, ensure that these persons have been tested for COVID-19 and the test results are negative.



5

Avoid travelling abroad, especially to epidemiologically burdened countries, and consider postponing planned trips abroad.

6

Restricting access to public assembly areas, such as changing rooms, bathrooms, catering facilities, etc., in order to reduce the number of people in the same area and to respect the safe distance criterion.

7

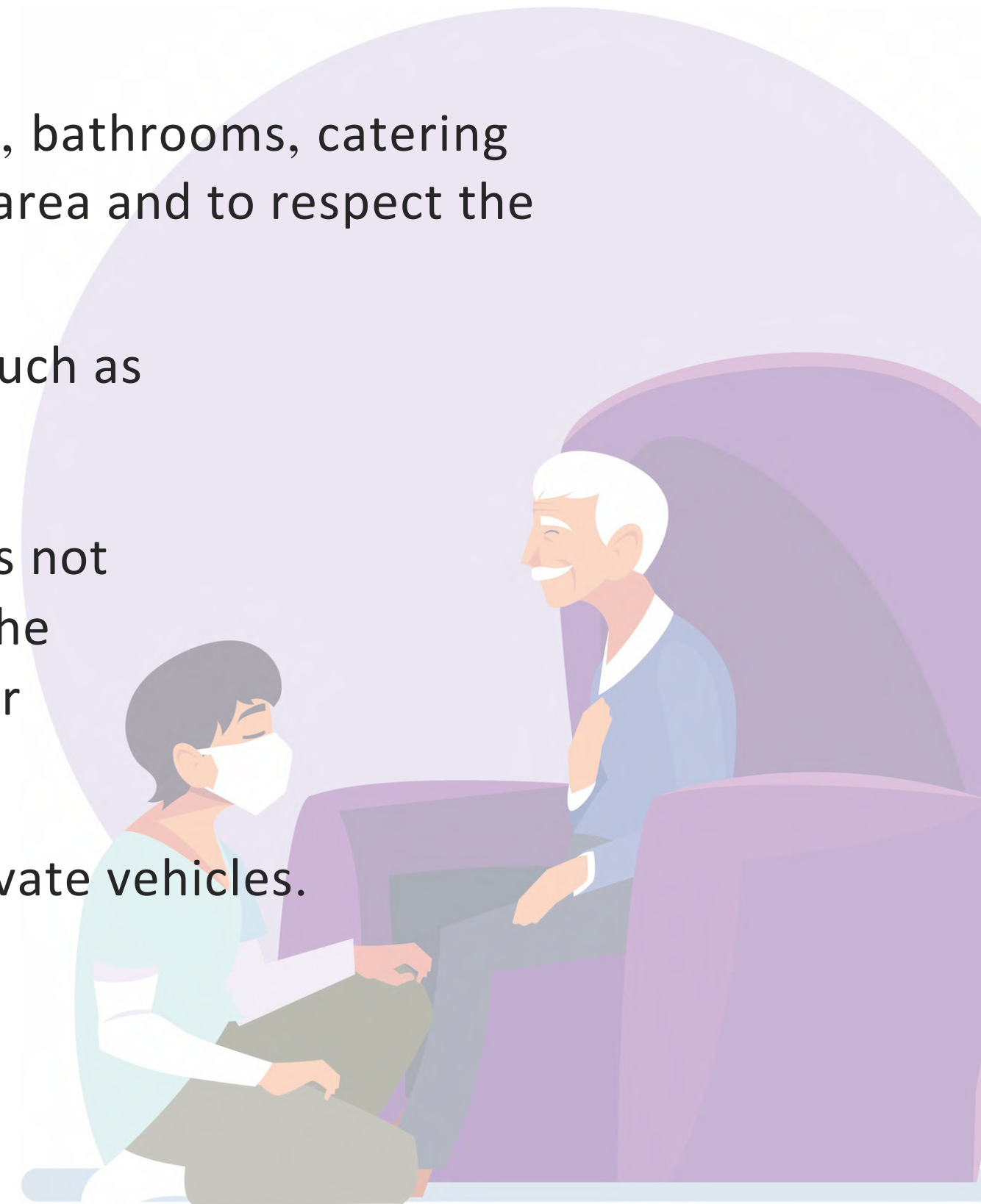
Avoiding close contact especially with people who have symptoms such as fever, cough, sore throat and runny nose.

8

Avoiding the secondment of workers outside the structures. If this is not feasible, all necessary safety measures/instructions, as defined by the National Public Health Organization, should be observed at the other workplace during employment.

9

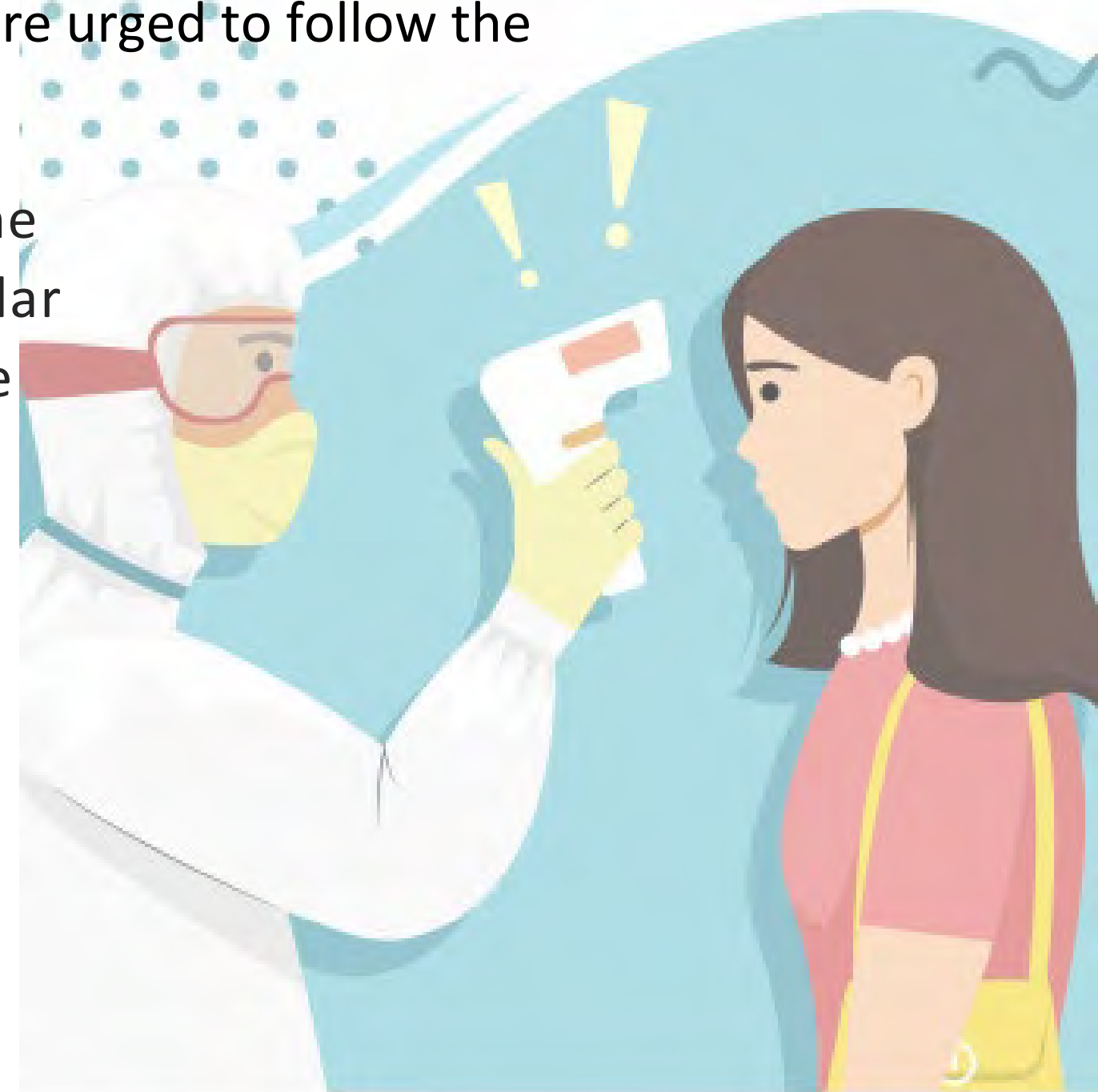
Avoiding the use of public transport, if there is the possibility of private vehicles.



# IF THE EMPLOYEE COMES INTO CONTACT WITH A CONFIRMED CASE:

Workers who have come into contact with a suspected investigated or confirmed case of infection with novel coronavirus (e.g. family members, friends, colleagues, health professionals) are urged to follow the instructions below:

- Monitor their health (by taking their temperature twice a day) from the day of last contact with the outbreak for 14 days. It is advisable to regular (daily) communication with a health professional for the duration of the follow-up.
- Stay in a different well-ventilated room used only by that person and keep a distance of at least 2m from that person.
- Limit this person's movements around the home as much as possible.
- Good ventilation of public areas.



# IF THE EMPLOYEE COMES INTO CONTACT WITH A CONFIRMED CASE:

- Good hand washing before and after accidental contact with the person or his/her environment (room, objects), before and after preparing food, before eating and after using the toilet (washing with soap and water) or use of an alcoholic antiseptic.
- Avoiding contact with potentially contaminated items of the person such as plates, glasses, cutlery, towels, sheets, which after thorough washing are reused.
- Cleaning and disinfecting surfaces and objects in the person's room daily with a common detergent or soap, rinsing and then disinfecting with a 1:10 household bleach solution.
- Immediately inform the manager of the elderly care facility where he or she works.



Employees, actively defending not only their own health but also public health, comply with and at the same time disseminate and transmit to their private and social environment the guidelines and regulations on the prevention of infection.

COVID-19.

# Social Distancing



# ADEQUACY OF STAFF

1

As the COVID-19 pandemic takes hold wider area, a shortage of staff is likely. Structures need to be prepared for the possibility of this and have plans and procedures in place to deal with it.

# HEALTH RULES

2

Every employee has a duty to apply the health and safety rules and to take care, to the best of his or her ability, of his or her own safety and health, as well as of and the health of other persons affected by his or her acts or omissions at work.

# PREVENTIVE MEASURES

3

The competent bodies point out that the precautionary measures we are taking to limit the spread of coronavirus, are measures of individual and collective responsibility of all.  
By ignoring the recommendations of the experts, we put our health of our people at a serious risk.



# Correct information & protection

Employees must receive from the employer information about the coronavirus pandemic, the measures the structure intends to take and require the full implementation of all preventive instructions and measures to contain the pandemic, as discussed above, as well as the additional measures proposed by the competent bodies.

