



UNIVERSITY OF NAIROBI

OFFICE OF THE DEPUTY VICE CHANCELLOR
(HUMAN RESOURCE AND ADMINISTRATION)

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ALL STAFF

COVID-19 INFECTION, PREVENTION AND CONTROL (IPC) MEASURES IN THE OFFICES

Reference is made to the above subject.

In the midst of COVID-19 challenges, the Chief Medical Officer has highlighted to Management the need to sensitize staff to observe the following measures:

- 1. Appropriate screening at the entrances-** Infrared gun thermometers to check body temperature and enquiring about COVID-19 symptoms or history of contact with suspected or confirmed COVID 19 cases.
- 2. Offices should not be congested-** Those above 58 years and with pre-existing condition to work from home.
- 3. Physical/social distance** – Keep distance of at least 1.5 meters in the offices.
- 4. Hand hygiene** – Availability of adequate water and soap for hand washing / hand sanitizers at various designated points.
- 5. Respiratory hygiene-** All staff should wear masks.
- 6. Physical office space** - Ensure all the windows are open for adequate ventilation and flow of clean air.
- 7. Regular sensitization/debriefing of staff** -For example those who develop flu like symptoms should seek medical attention immediately, avoid congregating in groups, all waste from offices including papers is deemed to be contaminated and should be handled carefully.
- 8. Disinfection/fumigation of the offices** - All furniture surfaces, door knobs and office equipment, must be disinfected on daily basis.

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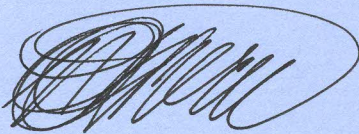
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Quality Management System Excellence in University Education and Training

COVID-19 Infection, Prevention and Control (IPC) Measures in Offices

9. **Support of Persons with Disabilities (PWD)**-Put in measures to provide the necessary support to PWD.
10. **Cleaning and disinfection of ablution blocks**- Appropriate / regular cleaning and disinfection of ablutions facilities.
11. **Waste disposal**- Lined waste collection dust bins placed at various designated areas preferably pedal ones to avoid touching

Staff safety remains a priority during the COVID-19 pandemic.



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AG. DEPUTY VICE CHANCELLOR
HUMAN RESOURCE AND ADMINISTRATION
AND
PROFESSOR OF SOCIOLOGY AND ANTHROPOLOGY

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Deputy Vice-Chancellor (RIE)
All College Principals
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