





















# DO THIS EVERWHERE, HOME, OFFICE OR FIELD, ALWAYS DO THIS!!!

# ITA IZVI KWESE; MUMBA, MUHOFISI NEKWAUNOSHANDIRA

#### **Your prevention**

- Wash your hands with soap often. Dry them with a paper tissue that you then discard in the dustbin
- Sneeze and cough in a tissue or in the inside of your elbow
- ◆ Do not touch your face
- Avoid contact with people who are ill
- ◆ Keep a distance of 2 metres always
- Get a fever thermometer for your home, so that you can check people's temperature.
- Buy essential items in quantities that permit you to avoid frequent visits to the supermarket

# When you have flu like symptoms

# Stay home

- ◆ Call your doctor to say you are ill . You do not need a doctor's sick note to stay home.
- ◆ Don't go to the hospital immediately, go after you have informed them.
- ◆ Inform your supervisor. The supervisors inform HR.
- If you stay with elderly, please try to isolate them as much as possible, because they are the most vulnerable people.

# If someone in your immediate environment is ill !!

- ◆ Avoid contact with the patient as much as possible
- ◆ Don't care for the patient when you are yourself ill or weak.
- ◆ Air the patient's room as much as possible.
- ◆ Wash your hands **OFTEN**.
- ◆ Do not touch your face, eyes, nose or mouth.
- ◆ Disinfect surfaces in the rooms with diluted bleach

#### Rules in the field

#### in the car

- Drivers should disinfect steering wheel, clutch, door handles, door supports, windows and any areas that are frequently touched, at least three times a day.
- Driving with open windows strongly recommended.
- ◆ Do not share water bottles, food, phones or pens.
- Clean hands after paying toll.

## In the community

- Do not shake hands, explain why you are not shaking hands.
- Keep a distance of 2 metres from people with whom you talk. Explain why you are keeping this distance.
- ◆ We will have meetings and coversations only in open air, not in closed off rooms. Explain why.
- If indoor meetings cannot be avoided, insist on opening doors and windows. Explain why.

# Rules at the office

# At your desk

- Do not share your computer and/or keyboard, phone.
- ◆ Wipe your keyboard, desk phone and desk surface three times a day.
- Cleaners wipe door handles with disinfectant three times a day.
- ◆ If you can work from home, work from home.
- Report people who are ill and do not stay home.

#### In meetings

- ◆ Meet only outdoors, in the garden.
- Arrange your setting so that there is a distance between you and your neighbors of at least 2 metres.
- Do not share food, drink, pens or phones.
- ◆ Comment at the beginning of the meeting if these rules are not followed.

#### Kuzvidzivirira

- Geza maoko ako nesipo kakawanda. Omesa maoko ako nebepa rekupukutisa maoko wirirasa mubhini ramarara
- ◆ Kosora nekuhotsira mubepa kana mukati megokora
- Usabata kumeso kwako
- ◆Edzai kusabata kana kugumha vanhu vari kurwara
- ◆ Siyai mamita maviri pakati pako nevamwe nguva dzose
- ◆Gara uine mudziyo wekupima kupisa kwemuviri yevanhu mumba mako
- ◆ Tenga zvinhu zvaunoshandisa mumba zvakakosha uye neuwandu hunokubatsira kuti usaenda kakawanda kuzvitoro

# Kana uine zviratidzo zvechirwere chedzihwa

# Gara kumba

- ◆ Fonera chiremba womuudza kuti uri kurwara. Hapadiwi tsamba yachiremba kuti ugare kumba
- ◆Usaenda kuchipatara ipapo, asi unozoenda watanga wavaudza kuti uri kurwara
- ◆ Udza mukuru wako wepabasa. Iyewo mukuru oudza vanoona nezvevashandi pabasa (HR)
- Ngatichengetedzei vanhu vakuru vane makore anodarika makumi matanhatu nekudarika vatigere navo, kuti vasabatire chirwere ichi

# Mitemo kunzvimbo dzaunoshandira Mumota

- Mutyairi anofanirwa kuisa mushonga unouraya utachiona pamadhiraivho, nekuchinja magiya, mibato yemikova, mafafitera nedzimwe nzvimbo mumotokari dzinobatwabatwa, itai izvi katatu pazuva
- ◆Unokurudzirwa kutyaira motokari wakavhura mafafitera
- Musashandisa mese zvinhu zvakaita sezvibhotoro zvemvura, zvekudya, nharembozha, uye nezvinyoreso
- ♦ Zora mushonga wapedza kubhadhara mutero panzira
- Musamhoresana nemaoko uye tsanangura zvikonzero
- Gara kure nevaunenge uchitaura navo kwemamita anokwana kuita maviri tsanangura kuti sei uri kuzviita izvi
- Misangano yese ichaitirwa panze, vhurai magoni nemafafitera mumba mamuri kuitira musangano. Ipa tsananguro kuti sei uri kuita izvi

# Kana ari pedyo newe achirwara

- ◆Edzai nepose kusabata murwere
- ◆Kana iwe uchirwarawo kana kupera simba, usapepa murwere
- ◆ Vhura mafafitera muimba ine murwere nepese paunokwanisa napo.
- ◆ Geza maoko KAKAWANDA
- ◆Usabata kumeso kwako, maziso, mhino kana muromo
- ◆Pukuta nemishinga inouraya utachiona panzvimbo nemudzimba dzamunogara

## Mitemo pahofisi

# Paunogara muhofisi

- ♦ Musapanana computer, kana nharembozha nezvimwewo
- ◆ Pukuta computer, nhare nepaunogara pese, kanoita katatu pazuva
- ◆ Vanotsvaira pukutai mibato yemikova nemishonga inouraya utachiona kanoita katatu pazuva
- ◆ Garai makavhura mafafitera nemikova nguva dzose kuitira kuti mhepo itenderere.
- ◆Kana zvichibvira, shandirai kumba.
- ◆ Taurai kana pane vanorwara uye vasagara kumba vachirwara

#### Mumisangano

- ◆ Itirai misangano yenyu panze, pamafura mhepo.
- ◆ Pakugara Kwenyu, Siyai Mamita Mayiri Pakati Peyanhu Viyiri Voga Voga.
- ◆Musapanana zvokudya, zvokunwa, zvinyoreso nenhare
- ◆lpai chenjedzo panotanga misangano kana mitemo iyi isina kutevedzerwa.