

Policy on hand hygiene and distancing when on Mechanism premises

1. This policy is applicable to all persons who enter Mechanism premises during the course of the COVID-19 pandemic.
2. In order to ensure the safety of persons on the premises by limiting the risk of spreading COVID-19, all persons must follow basic principles outlined below as well as specific measures in regard to distancing and hygiene when on Mechanism premises.
3. Basic principles include the requirement not to enter the premises of the Mechanism when exhibiting COVID-19 symptoms, maintaining 1.5m distance from one another to the extent possible where facilities permit, practicing regular hand hygiene and observing cough/sneeze etiquette.
4. Specifically, all persons entering any Mechanism premises shall disinfect their hands upon entry. This is to be done through the use of hand sanitizer or handwash station available at the entry. Persons declining to do so will be refused entry.
5. In addition, all persons using cafeteria services are required to disinfect their hands upon entry in the cafeteria using the hand sanitizer provided. Failure to comply may result in refusal of service in the cafeteria. In order not to compromise required social distancing measures, all are further requested not to change the seating arrangement in the cafeteria and not to use it for meetings.
6. To facilitate compliance with specific hygiene and distancing measures, these shall be clearly indicated in areas to which they apply, e.g. by means of posters and floor markings to indicate distance or directional requirements.
7. Security and Safety Officers may, when necessary, request persons to adhere to the policies and measures in place. In the event of non-compliance by Mechanism staff, appropriate action may be taken against the staff members including possible referral to the SSS, Human Resources Section or the supervisor of the staff member to ensure compliance.

Approved by the IRMCT COVID-19 Management Team
15 July 2020