



PRACTICAL GUIDES #DIGITALINMOTION

#DIGITALINMOTION provides a step by step guide to help businesses re-tool and discover new ways to reach customers. This resource is provided through eight publicly available guides featuring practical tips and simple tools:

GUIDE 1: Expand your market and customers

GUIDE 2: Efficiently handle orders and deliveries

GUIDE 3: Organize business finances during complex times

GUIDE 4: ENSURE BUSINESS SAFETY AND SECURITY

GUIDE 5: Implement various payment methods

GUIDE 6: Generate appealing products and promotions for your clients

GUIDE 7: Good environmental practices in your business

GUIDE 8: Contribute to gender equality



This icon indicates support tools that put this guide into practice. A summary of available tools is located at the end of this document.



GUIDE 4:

ENSURE BUSINESS SAFETY AND SECURITY



COVID-19 is a disease that is transferred from one person to another. To prevent its spread, specific measures must be taken for cleaning, disinfection and the use of protective equipment. This practical guide will help you carry out commercial activities as safely as is possible to protect customers, family members, employees and owners.

1

KEEP IN MIND PHYSICAL DISTANCING



The main safety measure is to always maintain at least 6 feet of distance away from all people (clients and co-workers).

Establish a maximum number of clients that can be in the business at once.

Place barriers and a sign at the entrance of businesses where the maximum number of people allowed inside the premises is indicated to customers and kindly ask them to wait their turn to enter by making an orderly line and keeping a safe distance between each shopper.

See Tool 1. 📄

Place marks on the floor so that clients waiting in lines outside the premises maintain 6 feet of distance between each other.

It is recommended that stickers be placed on the floor with a striking color (i.e. yellow).



2



WASH HANDS REGULARLY



Wash hands regularly with soap and water. The process should last at least 30 seconds. **See Tool 2.** 📄

It is recommended to use the handwashing poster provided as an Annex in this guide so that all colleagues remember it. **See Tool 3.** 📄

Hands should be washed every time a client is dealt with. If hands cannot be washed, disinfect them with alcohol or gel.

3

USE MASKS THROUGHOUT THE DAY



Always use masks correctly, covering the nose, mouth and chin areas even when there are no clients. **See Tool 4.** ⓘ

Request that all clients and collaborators use masks when entering business premises.

If you touch food (ready or being prepared), always use gloves and remember: gloves are for single use only.

Avoid touching the face area and mask during the day and discard the mask at the end of the day. By touching the face, the virus can be brought closer to routes of bodily entry such as the eyes, nose and mouth.

4

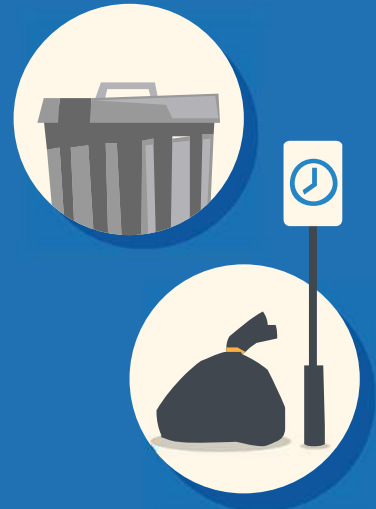
ELIMINATE SURFACE DEBRIS



Immediately put all trash or waste into containers with closed lids. Do not let waste accumulate.

At the end of the day, close waste bags and add alcohol with a spray bottle to the knot where it is fastened.

Leave the garbage bag in the correct place and time as is indicated by the corresponding waste collection authority.



5

CLEAN AND DISINFECT SURFACES



SUPPORT TOOLS

TOOL 1: Infographic on safety

TOOL 2: Correct handwashing

TOOL 3: Handwashing poster

TOOL 4: Wear a mask!



Clean and disinfect surfaces that persons interact with most and those in which there is constant interaction with customers (floors, equipment, railings).

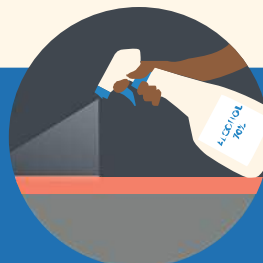
- 1) Apply a detergent solution to loosen dirt.
- 2) Rinse with water to remove loosened dirt and detergent residue.
- 3) Apply a 0.5% chlorine or 70% alcohol solution, leave for five minutes.
- 4) Wipe off excess liquid with a clean cloth. A disposable towel is recommended.

Remember cleaning and disinfecting are not the same thing. Cleaning is removing visible dirt and disinfecting is eliminating microorganisms.

These measurements must be carried out every 3 hours at least.

Do not mix chemicals as it could cause negative health reactions.

Access all content and tools in the following link:
<https://mintic.gov.gy/digital-in-motion/>





GUIDE 4:

ENSURE BUSINESS SAFETY
AND SECURITY

STEPS TO FOLLOW

