COVID-19 is a viral infection that spreads from person to person as a droplet infection, mainly through contact with an infected person who has symptoms characteristic of the infection. The virus can also spread from contaminated surfaces. On contaminated surfaces, the virus persists for up to three days under favorable conditions but is destroyed during cleaning and disinfection.

Pursuant to § 22 (5) of the Communicable Diseases Prevention and Control Act, the Health Board develops measures for the control of communicable diseases that have not previously occurred in Estonia and notifies the relevant persons thereof.

### Indoor air and water quality

- Until the end of the emergency situation, follow the “Additional requirements for ventilation of a care institution-building or non-residential building in a state of emergency.” At the end of the state of emergency, follow the requirements normally followed.
- If the consumption of drinking water in the building has not taken place or has decreased significantly since the beginning of the declaration of the state of emergency/termination of operation, the unused pipelines must be properly cleaned thoroughly before the use of drinking water. To do this, open all unused taps completely and let the water flow until the water reaches the water mains temperature and no longer changes.
- In buildings with hot water boilers and hot water supply systems that have not been used for a long time, all unused taps should also be opened and flushed. It is recommended to drain the water standing in the boilers, clean if necessary, and heat freshwater to at least 60 degrees. When carrying out work, care must be taken not to burn yourself and the occupants of the building with hot water.
- To make sure that the water quality meets the requirements, we also recommend performing an analysis of microbiological parameters. If it turns out that the water quality does not meet the requirements, we recommend that you contact the building owner, water operator, or other competent authority to perform more thorough flushing and disinfection of the pipes. Then perform the microbiological analysis again.
- As no service has been provided in the swimming pools since the start of the declaration of a state of emergency, the disused systems must be thoroughly cleaned and, if necessary, disinfected before use. A microbiological and chemical analysis must be performed to ensure that the pool water quality meets the requirements. If it turns out that the water quality does not meet the requirements, we recommend additional rinsing and disinfection of all systems. Then repeat the microbiological and chemical analysis.

### Cleanliness of rooms, surfaces, and objects

- Clean the rooms and surfaces in accordance with normal requirements. Do not forget the door handles, handrails, elevator buttons, switches, armrests of chairs, surfaces of toilets, and showers.
- In public spaces where many different people move, it makes sense to clean the contact surfaces every 2 - 4 hours.
• Disinfect the seating boards in the saunas, as well as publicly available and rented swimming accessories (swimming goggles, hats, water shoes, floating rings, noodles, boards, etc.) after each customer.

• For the Health Board recommendations for products and disinfection see: www.terviseamet.ee/et/COVID-19-trukised#JUHENDID

Customers

• Visitors with symptoms of the disease are not allowed in the entertainment facility. There must be information signs in three languages, both outside and inside.

• Provide customer facilities for hand washing and/or antiseptics. Place the hand antiseptics in a visible place in the customer's pathways. Install appropriate pictorial instructions at the antiseptics and wash areas. The antiseptic should be allowed to dry before entering the water.

• Provide customers with the opportunity to maintain a distance (2 m) throughout the center (incl. wardrobes, saunas, swimming pool, etc.)

Work organization

• If possible, allow employees with mild symptoms or who have been in close contact to work remotely.

• Arrange the workplace so that employees are at least 2 m away from each other and customers.

• When organizing meetings, ensure that participants have the opportunity to keep a distance (2 m).

• If possible, arrange work in one shift or organize the transfer of shifts so that employees of different shifts do not come into contact with each other.

• When opening play areas, libraries, and other common areas, follow the decisions of the emergency manager.

• Instructions for catering services and beauty and personal services can be found at www.terviseamet.ee/et/COVID-19trukised#JUHENDID

Employees

• A sick employee must stay at home.

• Minimize close contacts between employees and customers **.

• Minimize exposure of employees of risk groups (especially the elderly and people with chronic illnesses and immunodeficiency) to customers.

• Provide regular hand washing facilities for employees. Follow the instructions when washing hands: www.terviseamet.ee/sites/default/files/Nakkushaigused/Juhendid/kuidas_pesta_kasi_0.pdf

• If hand washing is not possible, disinfect the hands with at least 70% ethanol-based hand antiseptic. Apparently, dirty hands must definitely be washed.

• Strictly comply with respiratory hygiene requirements (i.e., when coughing and sneezing, cover the mouth with a disposable paper tissue that will immediately be thrown away. In the absence of a tissue, cover the mouth and nose with a sleeve). Avoid touching the nose and mouth.
• Prepare a risk assessment of the work environment, on the basis of which assess the need for the use of personal protective equipment by employees with different types of work. Instructions for conducting a risk analysis can be found on the Working Life portal: Coronavirus as a biological risk factor.

• Ensure that employees have access to the necessary personal protective equipment in accordance with the risk assessment. In doing so, ensure that workers are aware of the correct use of personal protective equipment.

• According to the risk assessments of the working environment, install plexiglass in front of the service counters. Clean the plexiglass regularly on both sides.

• Wash work clothes regularly according to the company's usual instructions. The clothes of the employee who has fallen ill must be washed immediately.

• If possible, do not take clothes and other work equipment home.

• Establish a general COVID-19 case-by-case approach and behavior procedures. As a general rule, set out how the work team will be notified if someone falls ill with COVID-19. To this end, the employer shall appoint a trustee who the employee can inform if he or she is suspected of or confirmed having COVID-19. The role of the trustee, in cooperation with the regional department of the Health Board, is to determine when the COVID-19 patient was in the work team, what premises he or she used, and with whom he or she was in close contact. Through the trustee, further activities can also be initiated in accordance with the recommendations of the regional departments of the Health Board - organization of additional cleaning of the premises, sending people to telework, other further work organization, etc.

1. Time off work (not being at work):
   • The employee must stay at home and contact the family physician who will decide on the diagnosis of COVID-19, the need for testing, and the Certificate of Incapacity for Work.
   • Colleagues who have not been in contact with the employee during the symptomatic period may continue to work but have to monitor their health closely for fourteen days. If symptoms occur, they should stay at home and contact their family physician.
   • A sick employee may return to work fourteen days after the onset of symptoms, provided that he or she has no respiratory symptoms or fever. The final decision is made by the family physician. If the employee's Certificate of Incapacity for Work has been terminated by the physician, the employee may return to work, and the employer does not have the right to demand an additional test from the employee.

2. During working hours (while being at work):
   • The sick employee must go home immediately. The employee may return to work fourteen days after the onset of symptoms, provided that he or she is completely healthy - i.e., has no respiratory symptoms or fever.
   • A sick worker must contact his or her family physician. The family physician will assess the possibility of COVID-19 on the basis of symptoms, an epidemiological link, or laboratory testing (the need for laboratory testing is decided by the family physician).
   • In order to slow down the spread of COVID-19, it is important that the employee who has fallen ill informs the designated trustee of the work team that the diagnosis of COVID-19 was confirmed.
• The trustee appointed in the work team, being informed of the employee's diagnosis of COVID-19, cooperates with the regional department of the Health Board.

• Premises potentially contaminated with the virus must be closed to unauthorized persons and properly washed, disinfected, and ventilated.

• The Health Board’s cleaning and disinfection recommendations can be found here: https://www.terviseamet.ee/et/COVID-19trukised#JUHENDID

• If the diagnosis of COVID-19 is confirmed, people who were in close contact with the affected worker during the symptomatic period must be identified at the workplace*. The trustee appointed in the team cooperates with the regional department of the Health Board to identify those who have been in close contact with the affected person.

• The employees who have been in close contact with the affected person must stay at home for fourteen days and monitor their health carefully. The remainder of the employees can continue their daily work routine but should monitor their health more closely.

• If the COVID-19 diagnosis of the person who has fallen ill is not confirmed, other employees may continue to work but be sure to monitor their health for fourteen days.

Wash hands:
• before starting work;
• before handling cooked or prepared food;
• after handling or preparation of uncooked food;
• after waste treatment;
• after cleaning;
• after using the toilet;
• after blowing the nose, sneezing, or coughing;
• after eating, drinking or smoking;
• after handling money.

* Close contact is:
• direct physical contact with a COVID-19 patient (e.g., handshake);
• direct contact with COVID-19 patient’s secretions without the use of protective equipment (e.g., the patient has coughed on you);
• staying with COVID-19 patient for at least 15 minutes and in the distance of up to 2 meters

Instructions and recommendations can be found at:
Health Board coronavirus disease COVID-19 Publications and Guidance Materials
Veterinary and Food Board recommendations to food operators regarding coronavirus
Recommendations of the Labor Inspectorate to the employer and the employee