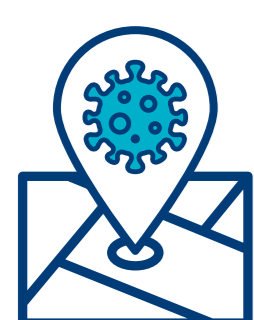


RISKS

YES NO



Is the workplace located in an area where infections have been reported within the last two weeks?



Can employees come to work with the flu or before the test results of an employee with flu-like symptoms are known?



Are any known infections related to the workplace?

Do employees have to be at the workplace? In other words, is there is no possibility for remote work?

Is it impossible to organize (e.g. by rearranging workspaces, alternating between working at the workplace and remote work) conditions at the workplace so that safety distances of 1–2 metres can be maintained?

Is it impossible to divide employees into groups and keep these groups separated during work tasks and breaks?

Are meetings or breaks held in spaces where participants are face to face?

Is the air conditioning low-powered?

Do employees meet other people in situations where a safety distance (1–2 m) cannot be maintained?

Is it possible that the respiratory secretions of another person could come into contact with an employee's face?

Is the level of hygiene at the workplace poor?

Does work involve using a loud voice or other activities that enable droplets to reach further than normal speech?

Does work include exposure to dust that increases the need to sneeze and cough?

Are shared tools used for work which cannot be cleaned between users?

Does work involve moving in conditions in which the Finnish Institute for Health and Welfare's recommendation on the use of face masks applies? This could be, for example, work-related travel using public transport.

Do some of your employees temporarily live outside their own homes in shared apartments or rooms? Do the people who live together there change frequently?

Do the employees have to travel abroad?

Does your workplace not have instructions regarding travel and people who come from abroad?

Have at-risk employees at the workplace not been identified with the support of occupational health services or a physician, or have their tasks not been arranged so that they are not exposed to COVID-19 in their work?

THE MORE FREQUENTLY YOUR ANSWER TO THE ABOVE QUESTIONS IS "YES", THE HIGHER THE RISK OF INFECTION IS AT YOUR WORKPLACE AND THE MORE ROBUST MEASURES YOU SHOULD CONSIDER TAKING.

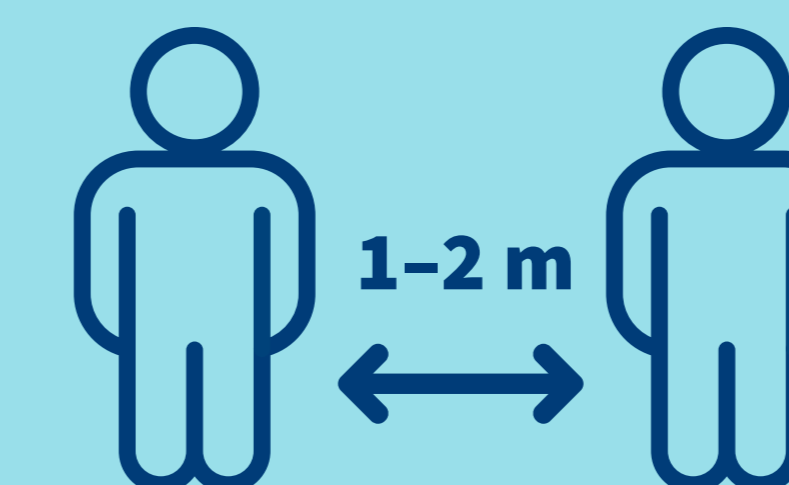
MEASURES



Employees only come to work symptom-free.



Employees work remotely when possible.



Workspaces and tasks are arranged in a way that enables keeping a safe distance



Hygiene and cleanliness is a priority.



Good ventilation.



Use of protective equipment when necessary.



USING MASKS MAY NOT LEAD TO A DECREASE IN SAFETY DISTANCES OR LEVEL OF HYGIENE.

Employees follow the Finnish Institute for Health and Welfare's mask recommendations, keep a safe distance from each other, and exercise hand hygiene during work-related travel and at home.

Employees returning from high-risk countries self-isolate for 2 weeks in accordance with recommendations.

If remote work, rearranging workspaces and working hours or other measures fail to ensure an acceptable risk level, masks or respirators may be used at the workplace. They may be necessary in situations where it is impossible to maintain a safe physical distance and others need to be protected from the mask user's respiratory secretions.

The employer must ensure that a sufficient number of masks or protective equipment is available based on the risk assessment. The employees must obey the employer's requirement to use face masks and respirators. The employer must take into consideration special situations in which an individual employee cannot use protective equipment (e.g. due to illness).