



IGCIWANE IKHORONA: UNGASEBENZA KANJANI NGOKUPHEPHA?



1. ZILUNGISELELE BESE UHLALA UPHEPHILE NGAPHAMBI KOKUYA EMSEBENZINI

Ngaphambi kokuya emsebenzini:

- Uma ungazizwa kahle, hlala ekhaya.
- Bika zonke izimpawu zegciwane (ezinjengokukhohlela, imfiva, umphimbo obuhlungu, ubuhlungu bomzimba, ukungasebenzi kwemizwa yokuhogela noma yokunambitha noma ukuphelelwu wumoya) kuMphathi wakho wasemsebenzini ngaphambi kokuthi uze usuke ekhaya.
- Shayela udukotela wakho ucingo noma ushayele inombolo yosizo lwamahhala yesifundazwe ethi: 033 846 6000 ukuze welulekwe ngokuthi uzoqhubelela kanjani phambili nokuthi uhlolwe.

Lungisa izimpahla zokusebenza:

- Khetha izimpahla zokusebenza ezilula nje (njengesikibha nebhulukwe okungawasheka kalula uma ufika ekhaya) bese kuba yicathulo zokusebenza ezivalekile.
- Uma kungenzeka, kugweme ukuggoka ibhande, ubucwebe, amawashi.
- Thola izifonyo zibe-2 kuya kwezi-5 njengoba kudingeka ukuthi ube nesihlanzekile futhi esomile njalo ngosuku. Phatha esinye futhi esihlanzekile.

Ucingo, isikhwanyana semali nezikhiye:

- Phatha izinto eziyidzingongqangi kuphela (ezifana njengekhadi lokungena emsebenzini, nelasebhange).

Endleleni eya emsebenzini:

- Mboza ikhala nomlomo ngaso sonke isikhathi. Gwema ukuzithinta ubuso.
- Uma kwenzeka, phuthuma uyogenza izandla ngokushesha.
- Ungavumi ukuthi isifonyo sakho sisetshenziswe ngomunye umuntu.

Gcina ibanga phakathi kwakho nabanye:

- Zama ukugcina ibanga eliyimitha eli-1,5 phakathi kwakho nabanye

2. UMA UFIKA EMSEBENZINI: GEZIZISA IZANDLA OKUNGENANI IMIZUZWANA ENGU-20 NGESIKHATHI UFIKA

- Lindela ukuthi uphoswe ngemibozo mayelana nezimpawu ezijwayelekile ze-COVID-19.
- Ungahlolwa futhi nezingakushisa lomzimba wakho.
- Gwema ukuwolana, ukuqabulana, ukuxhawulana nokuthathisana ofayifi.

3. UNGASEBENZA KANJANI NGOKUPHEPHA EMSEBENZINI UBUYE UTHATHE NAMAKHEFU

- Uma usemsebenzini Qaphelisa indawo osebenzela kuyo ukuze ukwazi ukusebenzisa ibanga eliphakathi kwabantu ngendlela efanele.
- Uma usebenza ezitolo, susa izimpahla endaweni yokuhamba abantu ukuze kugwemeke isiminyaminy.
- Emahhovisi, amatafula okusebenzela kumele aqhelelane ngendlela efanele.
- Ezimbonini, zama ngayo yonke indlela ukuthi kubo nesikhala esanele phakathi kweziteshana zokusebenza.
- Gqoka isifonyo nesimbozabuso sikamakalabha ngendlela efanele.
- Mboza umlomo namakhala ngaso sonke isikhathi bese ugwema ukuthi uvule isimbozabuso sikamakalabha usibhekise phezulu. Konke lokhu ngeke kukusebenzele uma ukuggoke ngendlela okungeyiyo.
- Gwema ukulokhu udamanu uthinta isifonyo. Uma kwenzekile wasithinta, geza izandla ngokushesha.

Hlanzisa futhi ubulale namagciwane kulezo zinto nezindawo ezibanjwa njalo nje (njengomakhalekhkhwini, ingaphezulu lekhawunta, izinkinobho zokuvula iminyango, izinkinobhokulawula ugesi, uqwembezinkinobho, amatafula, izihlalo, ezindlini zangasese, ezimpompini zamanzi, kosinki) zikhathi zonke ngamanzi ahlanganiswe nebhlishi (izinkezo eziyisi-6 emanzini ayilitha eli-1).

Gezisa izandla njalo okungenani imizuzwana engu-20.

4. UMA UHLABA IKHEFU:

- Amakhefu awathathwe ngezikhathi ezahlukene ukuze kugwemeke ukuminyana ezindaweni zokudela.
- Uma kwenzeka, phumela ngaphandle ngesikhathi sakho sekhefu.
- Gcina ibanga eliyimitha eli-1,5 phakathi kwakho nabanye osebenza nabo.
- **Uma ugqoke isifonyo kanti ufuna ukudla/ukuphuza:** khumula isifonyo ngokucophelela ungasithinti ngaphandle bese usifaka esiqkathini noma esikhwameni esibhalwe igama lakho.
- Uma ugqoke isimbozabuso sikamakalabha, sikhumule ungalithintile ingaphandle laso bese usibeka endaweni yaso. Sihlanze ngokusesula ngamanzi ahlanganiswe nebhlishi ngaphambi kokuthi uphinde usigqoke futhi. Hlanza indawo lapho kade usibeka khona ngesibulalimagicwane.
- Gezisia izandla ngaso sonke isikhathi ngaphambi kokudla noma kokuphuza.
- Zama ukuphatha isidlo sakho sasemini ngesikhwanyana esiwashekakayo ukuze uzosisebeenzisa nsuku zonke.
- Ziphatheli isigujana sakho samanzi, kugweme ukusebenzia isiqandisimanzi.
- Gwemani ukubolekisana ngamathawula ezindlini zokugezel. Sebenzisani amathawula lawa angamaphepha.

5. UKUSUKA EMSEBENZINI, UYOFIKA EKHAYA KANYE NESIMO SAKHO SOMQONDO

- Uma usuka emsebenzini: Geza izandla ngaphambi kokusuka emsebenzini.
- Sigqoke ngendlela efanele isifonyo sakho ngesikhathi usendleleni ebheke ekhaya.
- Hlala unesibulalimagicwane njalo esikhwameni sakho ukuze uzoqlanza izandla zakho njalo emva kokubamba izinto ezibanjwa yiwona wonke umuntu.

6. UMA UFIKA EKHAYA

- Khumula izicathulo bese uzishiya ngaphandle, noma nje la ngaphakathi eduze nesicabha, ngaphambi kokungena ngaphakathi endlini.
- Njengoba ungena nje endlini, khumula isifonyo sakho sendwangu ungalithintile ingaphandle laso. Bese ukhumula izimpahla zasemsebenzini. Zifake emanzini ashisayo okuziwasha noma uzifake ebhakedeni elinamanzi ashisayo anensipho, kanye nalesi sikhwanyana sakho sokuphatha isidlo sakho sasimini.
- Gezisia izandla nezingalo uma uqeda nje ukungena endlini. Bese ugeza umzimba wonke.
- Gwema ukuwolana, ukuqabulana noma ukuthintana ngqo namalungu omndeni uze uyoqedza ukugeza umzimba wonke.
- Yomisa isifonyo sakho sendwangu nezimpahla zomsebenzi ngokuthi ukubeke elangeni (noma ukufake emshinini wokomisa izimpahla) bese uyazi-ayina ukuze kuzofa amagciwane

7. NAKEKELA ISIMO SAKHO SOMQONDO

- Xoxa namalungu omndeni nabangani futhi uthathe isikhathi sakho uphumule.
- Zivocavoce njalo nje.
- Yehlisa uphuozu oludakayo futhi ugweme ukusebenzia izidakamizwa.
- Zama ukuthola usizo uma uza ukuthi awusakwazi ukumelana nomkhwantalala, izifo zengqondo noma udlame lwasekhaya.

KUSEZANDLENI ZETHU



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