



POSSE
HERRERA
RUIZ 

LABOR AND IMMIGRATION LAW BULLETIN
March 2020

**External Circular Letter No. 0018, 2020**

Ministry of Labor

The Ministry of Labor issued External Circular Letter No. 18, 2020, through which it imparts intervention instructions in addition to the guidelines set forth in Circular Letter No. 17, 2020.

A. For Organizations and Entities of the public and private sector:

- Promote adequate and permanent hand washing and disinfection of workstations.
- Supply workers, contractors and public servants clear and timely information on measures for the prevention and containment of the coronavirus (COVID-19).
- Establish information channels and publicize to whom it should be reported in the event of suspected symptoms or contact with people diagnosed with the disease.

B. Temporary and exceptional preventive measures:

- Authorizing teleworking for those who have come from countries with occurrences of COVID-19, have been in contact with diagnosed patients or have mild and moderate respiratory symptoms.
- Adopting flexible working hours in order to decrease the influx of people in transportation systems, as well as promoting a lower concentration of workers in work environments and good air circulation.
- Reducing face-to-face meetings or concentration of people in small work spaces with low ventilation.
- Avoiding crowded areas or places where interaction with sick people is facilitated.

C. Responsibilities of workers, contractors and public servants:

- Reporting immediately through the channels provided for such purposes, in case of presenting symptoms of respiratory diseases.
- Taking care of your health and that of your colleagues by keeping the workplace clean, keeping adequate distance, properly washing your hands, avoiding touching your eyes, nose and mouth, temporarily avoiding kissing, hugging or hand greetings, covering your mouth when you cough, and sneezing into a tissue or the inside of your elbow.
- Attending training and abiding by the measures of prevention of COVID-19; non-compliance shall be considered a violation of the rules on safety and health at work pursuant to article 91 of Decree Law 1295, 1994.

D. For the Occupational Risk Administrators:

- Create a team for the prevention and control of COVID-19 in cases of direct exposure and provide clear and timely information on the measures.

[External Circular No. 0018, 2020](#)