Ministry of Health and Sports

19th April 2020

Guidelines for Factories, Workshops, Work Sites and Construction

regarding the Prevention Of COVID-19

(Unofficial translation)

• To work from home if possible.
• If not, workers must follow the rules for the social distancing
• There must be 6 feet between each employee with markings on the floor.
• Employees should avoid face to face position and work side by side.
• If a face to face position is the only way, employees must not stay more than 15 minutes in front of each other.
• To give the time shift assignment to the employees by same shift and same workers.
• Must be take care by time shift assignment for the times which are come to work, go back from work and lunch time.
• Must take care for the employees ‘Hygiene’.
• The environment of factories and workshops must be clean.
• The employees must be wearing masks and gloves.
• Must follow the guidelines issued by the Ministry of Health and Sports for the health condition of the employees.
• If an employee has experienced any of the following situation, must be regarded as a close contact.
  • Worked with confirmed case between (3 feet) and at least (15 minutes) with face to face position.
  • Touched with confirmed case physically.
  • From the environment of confirmed case (example, bedroom, living room, dining room, meeting room etc.) at least exist for (15 minutes).
  • Sat 3 feet away from the confirmed case (all passengers can be suspected depend on the behavior of confirmed case)
• If one of the above situations happened, all employees who touched that worker must be quarantined either at workplace or at home until the first worker has been diagnosed. If that
employee is a confirmed case, all employees who have been in touch with him/her must be quarantined at places stated by Ministry of Health and Sports.

- For the employees who have Social Security, when they are quarantined according to Ministry of Health and Sports’ guidelines, when they are tested according to disease situation, when they are cured at hospitals, when they have pregnant, they can get medical leaves and benefits according to current Social Security Law by applying to Social Security Clinics with Medical Certificates.

Employers’ Side

- If an employee has one of below situations, must be supervised to prohibit for coming to work.
  - Getting fever (over 38’ C / 104’ F), Coughing, Hard Breathing and Low Stamina etc. like suspect signs
  - Pregnant Women
  - Who are cured with drugs that can be low at energy and stamina (example, drinking Immuno – Suppressive drugs or Curing Cancer disease)
  - Contacted a confirmed patient within the last14 days.
  - Stayed together with quarantined patient at same house.

Remark: Employee over 50 years old who have disease like Hypertension and Diabetes over 10 years must have health care and must be placed and assigned the job where less chances of infection without mixing with other employees.

- Must be arranged ferry according to Physical Distancing for coming and go back form works. And, must be placed Hand Sanitizer, Tissues and Masks on the ferry. Must be announced the Health Knowledge by showing with television or voice file on the way.

- Make sure workers are wearing masks and gloves at workplaces.
- At Entrances of workplaces,
- Must differentiate and state time of working on/off as much as possible to avoid crowded.
- Must allow to enter to workplace after testing body temperature with non-touch thermometer or thermal scanner. If the temperature is (over 38’ C / 104’ F), employee is not allowed to enter the workplace and must be go to the nearest Social Clinic or Health Care Center and arrange for cure.
- The staffs who are measure the body temperature must wear mask, glove, apron and face shield.
- The entrance must be arranged to enter 6 feet distance to avoid crowded and need to inform the employees that systems will be used.
• For attendance of employees, supervisors need to check and supervise at the entrance. Must not use and must avoid the way which are signing on the paper with together or using fingerprint scanner.

• Drivers who drive lorries must stay at vehicles and must avoid closing with workers who will do goods loading. Before, doing and after loading workers must wash their hands systematically at least (20 seconds).

• Must be listed addresses and contact phone numbers of employees who come to work daily.

• Must be arranged washing places for enough and at that places employees must be forced to wash at least (20 seconds) before entering and leaving workplaces.

• Must be supported materials like soaps, water, hand sanitizer etc. which can help for systematically hand washing.

• Must be fixed posters which are systematic method of hand washing at washing places and must be supervised that employees are follow up the methods.

• Must place materials like tissues for hand drying.

• For using toilets

• Must be arranged there’s not so many people waiting for using toilets.

• Toilets’ doors, handles, flush handles and buttons must be cleaned often.

• Must be placed enough bins in toilets and must arrange to keep and dump trash systematically. Must take care there’s no leakage of water pollution.

• For lunch time and break time

• If possible, force the employees to have the meals and water which are already prepared at their home by carrying lunch boxes and water bottles.

• If factories/ wok shops provide meals, must be monitored the hygiene and health cases (like sickness, coughing, hard breathing and weak stamina) of cooking staffs

• Must be arranged for the employees 6 feet distance at dining places and break time places.

• Must be supervised and forced employees to wash hands with soap and waters or hand sanitizer for (20 seconds) before going to dining places or break time places.

• Must be cleaned systematically with soap liquid or biocide which contain (70% of alcohol) to the faces of dining tables.

• Must monitor to wash hands systematically before leaving dining rooms.
• To avoid closely working,
• To work (6 feet) distance each other’s and avoid working crowded at working environment, must be followed exactly the Physical Distancing guidelines which are mentioned above.
• One time use personal health care materials must dump systematically after using. Must supervised not to share the personal health care materials which can re-use each other’s.
• Should avoid using elevators as much as possible and should be used ordinary stairs. In case of using elevators, must be supervised not to ride by over (4 persons) and face to face position.
• Should be arranged the working environment to get fresh air and should open the windows as much as possible.
• For meeting and knowledge sharing cases
• Should avoid making meetings with crowded and in case of making meetings, must be placed (6 feet distance) at a place which can get fresh air.
• Should not sharing health knowledge with crowded at factories/ workshops. Should use the way distributing posters and pamphlets each department; arranging to listen voice files each department, sharing knowledge between each other’s or within small workers’ groups.
• When sharing and take place health knowledge, must notice for following announcements, notices and guidelines which are announced from Ministry of Health and Sports.
• Information can be getting form internet page and Facebook page and scanning QR Code. Can be referred suggestions like right news and actions, WHO announcements and prevention of knowledge, (COVID-19) prevention voice files, Health Knowledge radio transmissions and songs and using way of mask.
• Must be monitored not to spread rumors and wrong news between employees.
• For sanitizing cases
• Must be monitored often cleaning the materials of workers that daily used with (70% alcohol liquid). (example,
• Tables that daily used by employees
• Hydrants and other materials used for washing
• Flush buttons and toilet chairs
• Door handles and stairs’ handles
• Escalators’ handles and elevators’ buttons
• Machines and materials for work
• Computers and accessories
• Copiers and other office stationeries.
• Floors must be sanitized systematically with (0.1%) Hypochlorite Solution or soap liquids after finishing one working assignment to another assignment.
• Trash keeping should often keep and should dump daily and systematically.

**For Employees’ Side**
• Employees must wash often their hands systematically with using soap and water for 20 seconds. Must not touch eyes, nose and mouth without washing hands. Must be careful about hygiene and should eat with full vitamins and rest well.
• Must wear masks when working.
• Must avoid going to places which are crowded except of working environment and homes/ hostels.
• Must avoid visiting another working environment from relevant working environment.
• If there’s any cases like contacting with (COVID-19) confirmed patient within (14 days), staying with quarantined person as (COVID-19) patient at a home, must be informed to relevant supervisors and health care centers with phone and must follow up the guide lines exactly.
• Must avoid going to working environment and touching with people when have suspected signs like getting fever (over 38° C / 104’ F) , coughing , hard breathing and weak at stamina, must inform to near Social Security Clinic or Health Care Centers with phone and have a cure by following guide lines from Ministry of Health and Sports.
• If have above suspected signs or have a cure, must inform to relevant supervisors and elders step by step.
• Must use ferry for going to and leaving from work as much as possible and must avoid using public transportation.
• If there’s any suspected signs having in family staying together, must inform to relevant supervisors and elders step by step.
• Must take off clothes and have bath when getting back to hostels or home from working environment.

**For Supervisors’ Side**
• Must train and perform to the employees of relevant departments for washing systematically.
• Must monitor to the employees’ body temperature with thermometer at entrances before entering to working environment. And if there’s any workers who have high temperature, must not allowed to enter working environment must be arranged to have a cure.
• Must be listed and updated always addresses and contact phone numbers of all the employees of relevant departments.

• Must be known the list of employees who have Social Security Benefits from relevant departments and must be updated their addresses and contact phone numbers.

• Must always monitor between employees from relevant departments if there’s any suspected signs like sickness or having sickness history. And if there’s found out suspected patient, must inform and transfer that patient to Health Department.

• Must monitor there’s no visiting of unnecessary guests to working environment.

• Must monitor and supervise employees there’s no visiting and going to other working places from relevant places.

• Must record the list of daily employees’ attendance and numbers.

For the construction sites

• If the construction sites are operating during the COVID-19 epidemic, the employers must be aware that their employee are ill or a family member of the employee is in a surveillance condition and if so, the employer must be taken to prevent that employee form coming to the workplace

• Arrange to make sure not to exceed maximum of (50) employees in workplace

• Record the number of the attended employees to the workplace daily

• To follow the instruction of the Physical distancing guidelines exactly

• Employees must be work at a (6 feet) in distance at the workplace

• Mark the floor to make sure of (6 feet) in distance

• Place the employees in the side-to-side position in order to avoid face-to-face position possibly

• Make sure to work no more than a maximum of (15 minutes) if there is a condition to work face-to-face position

• To give the time shift assignment to the employees by same shift and same workers

• Must be take care by time shift assignment for the times which are come to work, go back from work and lunch time

(If it is difficult to follow the Physical Distancing guidelines for any activities, decide whether it is necessary to continue the process or not. If necessary, the implementation of those actions is needed to proceed once the necessary steps have been taken to reduce the risk of the epidemic at its best)
For the employers,

- To wash hands thoroughly with soap and water for about (20 seconds)
- To wash hands especially during after sneezing, coughing, before/after meals, before touching the equipment at workplace, before/after working at workplace, at home after coming back from work, after using public transportation
- To wash hand with hand sanitizer in a condition where it is not possible to wash with soap and water
- Must be careful not to touch the faces at any time during the day
- Stairs should be used more than the elevators and crane. If the elevator and crane are in a condition to be used, the number of the load and the people need to lessen and reduce the contact as much as possible. Also, the accessible areas such as doors and buttons should be cleaned frequently with (70% Ethyl Alcohol Spray).
- To ensure the proper ventilation in the workplace and open the window if possible.
- Clean the inside of the office/commercial vehicles regularly, especially after the usage of different drivers.