

# Operational guidelines on preparedness and response for COVID-19 outbreak for work settings

## Economic Centers

Please follow the relevant sections of the General Guidelines (published in this webpage) in addition to the following specific measures.

### Responsibilities of the employer

- Identify a suitable responsible worker as the focal point, to monitor the control of COVID-19
- Improve ventilation in the market. Roofed or open market trading areas should be spacious and well ventilated; indoor markets should open windows to facilitate air flow or assist ventilation with exhaust fans.
- All vendors doing sales must be traceable
- A register /registers should be maintained for vendors doing sales in the market and their names, addresses, contact details and ID card number must be documented.
- Hand washing facilities with soap and water must be available at the entrance preferably with a pedal operated tap and sink. Ensure facilities for hand washing and hand sanitizing at appropriate places in the market.
- Educate the vendors by using posters, banners, the public display screens or loud speakers at the center/ market.
- Designate entrances and exits for each area in the market.
- Allocate a separate parking area for vehicles.
- Manage the loading and unloading areas by allocating a time and entrance for vehicles.
- Ensure that the selling areas and pathways have adequate distance to allow sales maintaining at least 1 meter, physical distance between persons.
- Arrange the floor plan in order to prevent the cross movements of people and vehicles.
- Restrict the number of customers within the market for a given time in order to maintain 1 meter distance.
- Employers should ensure the customers adhere to the following,
  - Wear a mask and wash hands before entering the market.
  - When standing in queue and within the market, ensure you maintain a distance of 1m with persons around.
- Clean the floor of the market prior to starting daily business
- If there are public toilets, it must be kept clean and in good working condition. Facilities for hand washing with soap and water/ hand sanitizers must be provided.
- Facilitate safe and proper waste management and cleaning daily.
- Ensure monitoring and evaluation of all activities to ensure the adherence to COVID-19 preparedness

### Instructions for vendors

#### **Physical distancing**

- Maintain at least 1 meter distance with persons at all times.

**Hand hygiene**

- All vendors and customers should wash hands with soap and water for at least 20 seconds before entering the premises, when leaving the premises and as frequently as possible.
- All vendors handling goods, money, items brought from outside should wear gloves or wash hands after each encounter.
- Wear gloves when handling, loading and unloading goods.
- Mobile phones, pens etc. should not be shared.
- Vendors should not touch frequently touched surfaces.

**Respiratory etiquette**

- Wear a face mask properly when at the economic centre
- When not wearing a face mask (during meals etc.) cover coughs and sneezes with a tissue,
- Avoid touching face (especially eyes, nose, mouth) and/or face mask at all times.
- After removal of face mask safely dispose it to a pedal operated closed bin lined with a garbage bag and wash hands with soap and water.

**Others**

- Minimize verbal communication with customers by displaying price tags.
- Avoid wearing non-essential accessories such as wrist-watches, bracelets, jewellery
- Do not to share food, water/beverages or utensils used for food consumption.

Director General of Health Services

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