

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

Manufacturing Industries (Factories)

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

Responsibilities of the employer

- Should develop a COVID-19 preparedness plan for the workplace
- Should appoint a responsible worker as the focal point to monitor the implementation of the plan.
- Reorganization of the workplace physically and administratively in order to prepare for COVID-19 (e.g.: Minimum essential number of staff should be used, limiting operations to essential processes, implementing flexible work hours, changing office arrangements to maintain the required physical distance at the workplace).
- Improve ventilation in the workplace and where feasible install air filters.
- Where air conditioners are not used leave the doors open. Appoint a designated person to open and close entrance/exit doors (if not left open).
- All workers on duty must be traceable staff.
- A register /registers should be maintained for workers and their names, addresses, contact details and ID card number must be documented.
- Screening for respiratory symptoms and thermal screening (with a non-contact medical grade thermal scanner) of all the workers at the time of entrance to the workplace. Any person recording a temperature above 98.4 ° F or 37 ° C or respiratory symptoms should be sent back to seek medical advice.
- 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 other appropriate places within the workplace.
- Provision of welfare facilities for all workers (e.g.: adequate facilities at meal rooms, toilets, changing rooms, provision of pedal operated closed bins etc.).
- Ensure adequate supply of personal protective equipment (mask, gloves, etc.)
- Avoid in-person meetings and non-essential training. Use methods of communications like video conferencing.
- Appoint dedicated workers for tasks as much as possible to prevent cross contamination
- Ensure raising awareness on COVID-19 prevention among all workers. Consider using public address system/ posters/ notices/ videos on electronic screens etc. for the purpose.
- Prevent queues at entrances, meal rooms and lifts.
- Ensure cleaning and disinfection of all surfaces and equipments.
 - The door knobs/handles shall be cleaned and disinfected before every shift and every three hours.
 - Floors, office equipment and furniture/ work stations shall be cleaned and disinfected a minimum of twice a day. (Or after every shift in places where there are shift duties).

- Disinfect all contact points of workers in all service areas as frequently as possible (At least 4 times a day). E.g. Door handles and knobs, etc.
- Ensure safe and proper waste management and cleaning.
- All cleaning staff should be given training on the correct procedure of waste management and provided with necessary personal protective equipment.
- Monitoring and evaluation of all activities to ensure the adherence to COVID-19 preparedness.

Instructions for employees

Physical distancing

- Maintain at least 1 meter distance with persons at all times.
- Maintain a distance with persons inside the lift and avoid facing them. Promote the use of stairs.

Hand hygiene

- All workers 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.
- If handling items received from outside workers must wear gloves or wash hands after handling them.
- Mobile phones, pens etc. should not be shared. Avoid using common telephones, fax machines, desks, or other work tools and equipment, whenever possible.
- Refrain from touching frequently touched surfaces.

Respiratory etiquette

- Wear a face mask properly when on duty.
- 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

- Do not wear non essential personal accessories/ornaments (eg: wrist watch, bracelets, jewellery, etc.)

Director General of Health Services

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