

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

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

Responsibilities of the employer

- Appoint a responsible worker as the focal point for implementation of COVID-19 prevention activities
- Reorganization of the shop physically and administratively in order to maintain physical distancing (work shifts, work station arrangements/furniture/sewing machines)
- Improve ventilation inside the shop and where air conditioners are not used leave the doors open
- All workers have to be traceable staff and their names, addresses, telephone numbers and ID card number must be documented in a register
- Provision of welfare services for all workers (eg. adequate toilets, meal room, and pedal operated closed waste bins)
- Provision of adequate personal protective equipment (face mask and gloves) to workers
- Hand washing facilities with soap and water must be established at the entrance (preferably with a pedal operated tap and a sink). Ensure provision of adequate hand washing and hand sanitizing facilities at other appropriate places
- Make arrangements to do thermal screening and screening of respiratory symptoms of all workers and clients at the entrance of the shop. Any worker/client having fever or any respiratory symptom should be sent back to seek medical advice
- Health education messages and instructions to be displayed through public addressing system/ time to time announcements/posters/ notices/ videos on electronic screens
- Workers who engage in cleaning activities should be provided with appropriate Personal Protective Equipment and training about their safety.
- Ensure cleaning and disinfecting of frequently touched surfaces (eg. door knobs/handles/work tables/common equipment) before opening the shop and every three hours. Floors, equipment and furniture shall be disinfected daily before starting business
- Ensure proper and safe waste management in the shop
- Appoint a welcoming/order receiving person to handle customers/ take measurements at the front desk. Measurement tapes and hands should be cleaned and disinfected after each customer
- Develop a system so that customers could make an appointment prior to their visit if possible
- Make sure following instructions for the customers to be displayed at the entrance of shop
 - Maintain one meter distance between each other at the entrance and inside the shop
 - Wash hands properly with soap and water or use alcohol based hand sanitizer before entering the shop
 - Always wear a face mask
 - Minimize handling of cash. Try to give exact amount wherever possible

Instructions for employees

Physical distancing

- Maintain at least one meter physical distance with the customers and co-workers at all possible times
- Minimize verbal communication

Hand hygiene

- Wash hands with soap and water at least for 20 seconds before entering the shop/before leaving, after handling cash and frequently at work
- Do not share mobile phones, pens and equipment such as measuring tapes, scissors etc. with other workers
- Refrain from touching frequently touched surfaces

Respiratory etiquette

- Wear a face mask properly while working (face mask should be discarded into a bag lined in a pedal operated closed bin after use and hand washed thereafter)
- Wear face shields and attend to the customer only from behind and sides and avoid face-to-face encounters when taking measurements for outfits as much as possible
- Refrain from touching face mask, face, mouth, nose and eyes at all times
- When not wearing a mask (while taking meals), coughs and sneezes have to be covered by the tissue (tissue should be discarded a bag lined in a pedal operated closed bin and hand washed thereafter)

Others

- Have a blind/glass/plastic shield in front of the cashier counter leaving a space at the bottom to take order/carry out transactions

Director General of Health Services

20/05/2020