

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

- Should develop a COVID-19 preparedness plan for the shop.
- Should appoint a responsible staff member as the focal point to monitor the implementation of the plan.
- Reorganize the shop physically and administratively in order to maintain physical distancing (rearrange the furniture, flexible working hours, etc).
- Appropriate measures should be taken to improve the ventilation inside the shop and where feasible install air filters.
- All workers have to be traceable and their names, addresses, contact details and ID card numbers must be documented.
- Hand washing facilities with soap and water must be available at the entrance preferably a pedal operated tap and a sink. Ensure provision of adequate hand washing and hand sanitizing facilities at other appropriate places.
- Conduct thermal screening and screening for respiratory symptoms of all the staff/customers at the time of entrance to the shop if possible. Any worker/customer having fever or respiratory symptoms should be sent back to seek medical advice.
- Provide welfare facilities for all workers (eg. toilets, meal room, changing rooms etc).
- Provide adequate Personal Protective Equipment (face masks, gloves, etc.) for the employees.
- Ensure cleaning and disinfecting of frequently touched surfaces (eg. door knobs/handles) before the opening of the shop and every three hours. Floors and furniture shall be cleaned with a disinfectant before starting daily business.
- All cleaning staff should be given training on the correct procedure of waste management. They should be provided with necessary Personal Protective Equipment (face mask, gloves, impermeable apron etc).
- Ensure proper and safe waste management in the shop.
- Limit the number of customers entering the shop at one time to prevent overcrowding.
- Maintain a queue one meter apart between each person at the entrance and at the cashier.
- Maintenance of the bag handling counter should be discouraged as much as possible. If a bag handling counter is maintained, appoint a dedicated person wearing gloves and a mask. Sanitize the locker after each use.
- Fit on of clothes, unnecessary handling of clothes, idling inside the shop and exchanging of clothes should not be allowed.
- Develop system for home delivering/online shopping and self-service shopping.
- Health education messages and instructions to be displayed through posters/notices/time to time announcements.
- Display the following at the entrance and where necessary to educate the customers;
 - Always wear a face mask inside the shop
 - Should not enter the shop if you have any respiratory symptoms
 - Wash hands before entering the shop
 - Always maintain 1 meter physical distance at all times inside the shop

Instructions for employees

Physical distancing

- Maintain at least 1-meter physical distance at all times (with other workers and customers).
- Accompany customers only when required. Always maintain 1 meter distance.
- Maintain a distance with persons inside a lift and avoid facing them. Promote the use of stairs.

Hand Hygiene

- Wash hands with soap and water at least for 20 seconds before entering the premises/before leaving, after handling cash and frequently at work.
- Avoid using common telephones, desks or other equipment whenever possible. Mobile phones, pens, etc. should not be shared.
- Refrain from touching frequently touched surfaces.
- Minimize handling of cash and ask for a credit/debit card (ask customer to insert and remove the card from machine and should not share the pen with customer).

Respiratory etiquette

- Wear a face-mask, while on duty (should be discarded into a bag lined in a pedal operated closed bin after use and hand washed thereafter).
- When not wearing a mask (while taking meals), coughs and sneezes have to be covered by the inner side of elbow, sleeve or tissue (tissue should be discarded a bag lined in a pedal operated closed bin and hand washed thereafter).
- Refrain from touching face mask, face, mouth, nose and eyes at all times.

Others

- Do not wear nonessential personal accessories/ornaments for work.

Director General of Health Services

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