

# COVID-19 Management Guidance

## With Self-assessment checklist for RMG

MAY 2020



International  
Labour  
Organization



**IFC**  
International  
Finance  
Corporation  
WORLD BANK GROUP

# Contents

1.	Introduction .....	3
1.	Management System to Reduce Risk of Exposure from COVID-19 .....	4
1.1	Policy and procedure.....	4
1.1.2	Develop, Implement, and Communicate about Workplace Flexibilities and Protections .....	5
2.	Preventive measures:.....	5
2.1	Engineering Controls .....	6
2.2	Administrative Controls.....	6
2.3	Disinfection Processes .....	7
3.	HR and administrative initiatives to reduce risk of COVID-19.....	7
4.	Awareness and worker management communication.....	8
5.	Personal Protective Equipment (PPE) .....	9
5.1	The factory must ensure that the following PPE is available to in-house medical staff:.....	9
5.2	The factory should provide the following PPE and support structures for staff: .....	9
5.3	How to use PPE correctly: .....	9
5.4	How to wash hands properly.....	10
5.5	Preventive measure for childcare facility: .....	10
5.6	Precaution from COVID-19 during Pregnancy and Breastfeeding: Pregnant people should protect themselves from COVID-19: .....	11
5.7	Breastfeeding if you have COVID-19.....	11
6.	Identification and isolation of potential and confirmed cases of COVID-19 .....	12
6.1	The employer must contact COVID-19 hotline numbers for the necessary diagnosis of the suspected workers. ....	12
6.2	The Factory should identify people who have been in contact with infected workers and instruct them to be in self- quarantine.....	13
6.3	The employer should contact the relevant authorities (e.g., Ministry of Public Health and Population (MSPP)) to inquire about the infected workers. ....	13
7.	Safe Transportation guideline from COVID-19 .....	13
8.	Protecting workers at the community level from COVID-19 .....	14
9.	Official page and hotline number related to COVID-19 .....	15
10.	Prevention and Mitigation of COVID-19 at RMG Factories: Checklist.....	15
	Disclaimer .....	27



---

# 1. Introduction

Since the first reported cases by China in December 2019, the coronavirus disease (COVID- 19) has become a public health emergency and has seized international attention. On March 11, 2020, the World Health Organization (WHO) declared the outbreak of COVID-19 as a pandemic. When it was announced, cases had been reported in 114 countries and 118,000 people around the world were already infected.

In Haiti, the first case was reported in March of 2020 and as expected, the number of new cases found continues to increase daily.

In response to this crisis, Better Work Haiti (BWH) developed a management guideline on COVID-19 to help employers, worker representatives and respective committee members, so they can protect the workers, and answer some of the workplace and occupational safety and health (OSH) related questions that factories are facing.

This guidance is not a standard or regulation, and it creates no new legal obligations. It contains recommendations as well as descriptions of mandatory safety and health Standards; it is intended for planning purposes. Employers and workers in readymade garments (RMG) and plastic factories should use this planning guide to help identify risk levels in the workplace settings and to determine any appropriate control measures to mitigate those risks.

Additional guidance may be needed as the COVID-19 outbreak conditions change or as new information about the virus, its transmission and impacts become available.



---

# 1. Management System to Reduce Risk of Exposure from COVID-19

Better Work advises factories to tackle COVID-19 by using a systematic approach that emphasizes the collaboration between workers and management through active engagement. Following the policies and procedures set out in this guide will help improve responses and preparedness of workplaces in dealing with COVID-19.

## 1.1 Policy and procedure

### 1.1.1 Develop an Infectious Disease Preparedness and Response Plan

☑ Create a COVID-19 taskforce in the workplace so that this task force can lead to protective actions against COVID-19. Members of the bipartite committees, safety committees, safety officers, and the medical staff of the factory should be in the taskforce.

☑ Ensure proper representation from every section of the workplace in the taskforce.

☑ The developed policy should clearly define the accountability and responsibility of committee members in writing, so the entire workforce is made aware of their responsibility (who is In-charge, who does what?) in terms of prevention and control. A mechanism to handle suspected COVID-19 cases in the workplace.

☑ Communicating and implementing COVID-19 related policies and procedures with relevant parties in the factory through worker training and targeted interventions relevant to assigned tasks, including but not limited to induction training, training of safety and bipartite committees, or trade union, and posting names of COVID-19 taskforce members.

☑ Regular review, coordination, and updates to the plan as the COVID-19 outbreak conditions change, or as new information about the virus, its transmission, and impacts become available.

☑ Prepare an SOP related to receipt of raw materials, accessories, machines, tools, and any other goods into factory premises, including but not limited to imported items from outside the country. This policy should include a rigorous inspection system as well as a quarantine policy for suspicious items that are introduced into the factory premises.



### 1.1.2 Develop, Implement, and Communicate about Workplace Flexibilities and Protections

- Ensure that leave policies are flexible and consistent with public health guidance and that floor-level staff such as supervisors, line chiefs, and production managers are aware of these policies. Floor-level staff should receive training and awareness-raising on the COVID-19 related needs of specific workers, including pregnant workers, workers with disabilities, and workers with family responsibilities and dependents.
- Guarantee workers' paid leave entitlements and non-retaliation for taking sick leave when showing COVID-19 related symptoms.
- Provide workers with a list of referrals to essential health services, including health care facilities treating COVID-19, sexual and reproductive health care (including maternal health care services), counseling, legal, medical, and shelter services for workers experiencing domestic violence. Ensure that the medical officers and welfare officers are trained to support workers in accessing these services if required.
- Train human resources staff and leave clerks to ensure the flexible leave policy is implemented.
- Maintain flexible policies that permit employees to stay home if a family member or dependent is exhibiting symptoms of COVID-19 (cough, fever, difficulty breathing). If workers have to take leave to provide care and support to family members or dependents. In case the employee has been quarantined and then tested for COVID 19 he should submit the results of the test to the HR department.
- Actively encourage sick employees to stay home. Promote awareness raising among line managers to avoid penalizing employees for taking sick leave.

Prepare factory medical staff with resources on COVID-19:

- Have a detailed meeting with the medical staff to identify the gap in the existing medical facility.
- Take immediate action to procure what is missing.
- Encourage all medical staff to educate themselves on COVID-19 from Ministry of Public Health and Population (MSPP) approved online course or WHO online training on COVID-19.

---

## 2. Preventive measures:



The best way to control COVID-19 is to systematically prevent it from entering the workplace in the first place. In factories where it may not be possible to eliminate the COVID-19 outbreak due to the high density of workers in a small place, the most effective protection measure will be to use the "hierarchy of controls" to select ways of controlling workplace risks.

There are advantages and disadvantages to each type of control measure. In most cases, a combination of control measures will be necessary to protect workers from exposure to COVID-19.

## 2.1 Engineering Controls

- Adjust the layout of the sewing machine so that it provides a physical distance of at least 2 meters (6 feet) between workers in the sewing lines.
- Ensure similar physical distancing of at least 2 meters (6 feet) in cutting and finishing section by changing workflow, spreading workers in different locations.
- Modify the dining area to be individual spaces by providing a barrier or provide limits on the distance between each worker.
- Install high-efficiency air purifiers, especially in areas that are enclosed or air-conditioned. Air-conditioners should be set to not recirculate the air.
- Increase ventilation by mechanical means and/or also by natural means in the work environment.
- Install barriers or windows for providing equipment and raw materials from the storage area.
- Install hand washing stations at the main gate with an adequate number of liquid soap dispensers;
- Ensuring hand washing stations/sanitizers are available for all visitors and employees while entering into the factory.

## 2.2 Administrative Controls

- Preventive measures before starting the operation
- Ensure at least two meters distance from one water tap to another.



- ❑ Hand washing stations should have clean, dry cloth, single-use towel or hand drier
- ❑ The factory medical team should be responsible for checking workers' and visitor's temperature by using infrared thermometer/thermal scanning

### 2.3 Disinfection Processes

- ❑ The factory should complete disinfection of the premises before workers enter the factory
- ❑ Personal protective equipment (PPE) must always be used during disinfection and the type of PPE must be selected according to the material safety data sheet for the disinfection chemical. Usually disposable gloves are not recommended, instead of nitrile rubber gloves or other materials. In addition, goggles are recommended as well.
- ❑ Spraying disinfectant throughout the factory; routine cleaning should continue with more attention to disinfecting stairs' handrail, lift button, inside of lift, exit door handles, fire door handles, photocopy machines, first aid boxes, dining tables, pantry, and production tools and equipment (such as trolleys, WIP storage shelves, baskets, etc.) The bottom of shoes should be sprayed with disinfectant while entering the factory or wiped on a mat with a mixture of water and bleach or other liquid disinfectants and replaced in a daily basis. Bleach should be properly stored not exposed to sunlight.
- ❑ All vehicles must be disinfected internally and externally, upon entry.

---

## 3. HR and administrative initiatives to reduce risk of COVID-19

- ❑ Allow all employees to visit in-house doctors for any COVID-19 symptom, if an employee feels a symptom in the factory, the management is responsible to contact the ministry of health or sending workers away from the factory premises. In case the ministry of health decides to put that person in quarantine there is no remuneration during this time. However, in case MSPP tests the worker and the results is positive, the worker should receive sick leave payment for those days
- ❑ Install more hand washing stations throughout the factory with an adequate number of water taps and soap to facilitate frequent hand wash. The quantity and usability of the hand washing stations should be adapted to the number of users, to better encourage their use and reduce waiting times. It is better if the hand washing station can be activated with a pedal.



- ❑ Ensure permanent supplies of soap and encouraging hand washing very frequently.
- ❑ Divide the lunch/dinner/prayer break to avoid a large gathering of workers in the same place simultaneously.
- ❑ Change the working time to shift Work; shift work schedules should take into consideration workers with family responsibilities and their availabilities to take on specific shifts. Depending on safety and security circumstances related to commuting to and from work, factories should ensure that workers, mainly women, are not put at risk of violence and harassment.
- ❑ Change the attendance system of the fingerprint to the use of punch cards. If temporary registers are used, the worker should use alcohol-based hand sanitizers after using the pen.
- ❑ Ensure that each worker carries individual drinking water bottles and maintain a gap between the water tap and bottle.

---

## 4. Awareness and worker management communication

- ❑ Organize awareness training for a small group of employees at a time to maintain social distancing during the session. Factory can create awareness on COVID-19 symptoms and preventive actions through a PA system or audio clip every couple of hours. Awareness raising can be done during floor meetings, so the workers are encouraged to self-report when they are sick or experiencing symptoms of COVID-19. However, any meeting or gathering activity bringing together more than five people simultaneously is prohibited
- ❑ Provide training on the appropriate use of PPE (i.e., how to dispose gloves safely, how to put a mask on and how to take it off, how to wash cloth masks)
- ❑ Display awareness posters related to health services. If possible, the factory should also use social media, SMS, apps for sharing awareness information with workers.
- ❑ Meeting with the bipartite committee and Safety Committee should limit the number of participants according to the size of the room or area of the meeting, ensuring at least 2 meters of distance among participants. All participating members must wear their masks at all time during the meetings.
- ❑ Training the Emergency Response Team to monitor all ongoing safety initiatives and to



deal with any emergency related to COVID-19. The team should have both women and men represented, as well as both workers and managers.

---

## 5. Personal Protective Equipment (PPE)

5.1 The factory must ensure that the following PPE is available to in-house medical staff:

- Medical masks, Respirators such as FFP2, FFP3, N95, N99 Masks
- Goggles or face shield
- Disposable gloves
- Medical clothes (including waterproof clothes)
- Plastic covers for feet/shoes

5.2 The factory should provide the following PPE and support structures for staff:

- Face masks for all employees, complemented by training on how to use, take off, and dispose of personal protective equipment properly.
- Collecting and disposing of all used disposable PPE in a separate waste bin.
- Monitoring by the taskforce, OSH committee, and welfare team of the respective floor with support from the medical team to check that all workers are using masks and all support staff are using mask and gloves properly.
- Ensure adequate PPE for security guards.

5.3 How to use PPE correctly:

- before putting on a PPE, wash hands and wrists with alcohol-based hand rub or soap and water for at least 20 seconds



- Cover mouth and nose with mask and make sure there are no gaps between face and the mask —inform men workers they may experience increase risks of spreading and contracting the virus as the masks cannot be used efficiently due to facial hair.
- Avoid touching the mask while using it, especially the front of the mask; if you do, avoid touching your face (especially your eyes); clean your hands with alcohol-based hand rub or soap and water.
- Replace the mask with a new one as soon as it is damp and do not reuse single-use masks/PPEs.
- To remove the mask: remove it from behind (do not touch the front of the mask); discard immediately in a closed bin; wash hands with alcohol-based hand rub or soap and water.

#### 5.4 How to wash hands properly

- Wet hands with safe running water.
- Apply enough soap to cover wet hands.
- Scrub all surfaces of the hands —including backs of hands, between fingers and under nails, and wrists —for at least 20 seconds.
- Rinse thoroughly with running water.
- Dry your hands with a clean, dry cloth, single-use towel or hand drier as available.
- Wash your hands often, especially before and after eating; after blowing your nose, coughing, or sneezing; after going to the bathroom/toilets/latrines and whenever your hands are visibly dirty. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 70% alcohol. Always wash hands with soap and water.

#### 5.5 Preventive measure for childcare facility:

- Provide training on COVID-19 prevention for care facility attendants and encourage their use of PPEs
- Provide hand washing stations in front of the child care facility to ensure proper hand washing before entering the child care room.
- Provide hand sanitizers/adequate soap in the washroom of the childcare facility and ensure frequent hand washing.



- Change the clothes the children wore from their residence and use clean clothes provided by the child's family, to reduce the risk of infection.
- Wash clothes with detergent and drying them in sunlight/dryer. Encourage mothers to bring at least two sets of clothes with them if the factory does not provide clothes to the children.
- Check the temperature of children and attendants using a thermal scanner.
- If mothers/children are feeling uncomfortable/feverish/cold, they should be discouraged from attending office/child care to avoid more infection.
- If possible, the factory could arrange a separate temporary room for isolation.
- The factory should arrange awareness training for the childcare attendants (by the in-house trained doctor, welfare officer, mother's at focal work person) on breastfeeding and nutritious food intake, etc.
- Provide a hand washing point in front of the breastfeeding rooms or a convenient place nearby.
- Ensure proper hand washing, use a spray to clean up clothes and sandals/shoes when the Parents/attendants bring children from home to breastfeeding.
- Ensure frequent cleaning of bed sets (bedsheets, pillow cover, towels, etc.) and toys in the room.

## 5.6 Precaution from COVID-19 during Pregnancy and Breastfeeding: Pregnant people should protect themselves from COVID-19:

- Avoid people who are sick or who have been exposed to the virus.
- Clean your hands often using soap and water or alcohol-based hand sanitizer.
- Clean and disinfect touched surfaces frequently.

## 5.7 Breastfeeding if you have COVID-19

Yes. Women with COVID-19 can breastfeed if they wish to do so. They should:

- Practice respiratory hygiene during feeding, wearing a mask where available;



- Wash hands before and after touching the baby;
- Routinely clean and disinfect touched surfaces.

---

## 6. Identification and isolation of potential and confirmed cases of COVID-19

The Factory should have a screening system for prompt identification of COVID-19;

Prepare a separate room in case workers present suspicious symptoms or need to consult with in-house medical staff(s). Such quarantine areas need to be isolated from the production floors, medical rooms, and common areas.

The employer must restrict the number of personnel entering isolation areas and protect workers in close contact with (i.e., within six feet of) a sick person or who have prolonged/repeated contact with such persons, by using new engineering and administrative controls, safe work practices, and PPE.

### 6.1 The employer must contact COVID-19 hotline numbers for the necessary diagnosis of the suspected workers.

In case any confirmed case is found, the factory should provide leave to the workers and proper counseling for self- quarantine. The points below clearly explain and advise the following during self-quarantine:

- Do not leave your home.
- Do not allow visitors.
- Only household members who are caring for the person suspected or confirmed of having COVID-19 should stay at home.
- Separate yourself from other people in the household. Use facemasks if you have one when in the same room with other people, to protect them.
- Stay in a well-ventilated room with a window that can be opened. If a dedicated toilet is not available, the isolated person should clean the toilet thoroughly after each use.
- Use separate towels, eating utensils, drinking glasses, bedding sets, or any other



household item commonly shared in the family setting.

- ❑ If you do not have enough grocery or medicine to last you for two weeks, ask your friends, neighbors, or family members to help you with grocery and medicine shopping. Avoid direct contact when interacting with people, for example, by arranging groceries to be dropped at the door. Wash hands thoroughly before and after any interaction with others.
- ❑ For workers with household and care responsibilities, inform partners, family members, and dependents about the need to avoid contact, which may reduce the worker's ability to perform their household duties.

## 6.2 The Factory should identify people who have been in contact with infected workers and instruct them to be in self-quarantine.

If respiratory protection has not been used at this time, anyone who has approached within six feet of the suspected individual should be sent home for 14 days. The COVID-19 task force/welfare team should continually follow up with him or her daily to ask whether they or someone else in their household has developed symptoms.

## 6.3 The employer should contact the relevant authorities (e.g., Ministry of Public Health and Population (MSPP)) to inquire about the infected workers.

---

# 7. Safe Transportation guideline from COVID-19

Transportation of goods, workers, and the staff are essential for the smooth operation of the factory, at the same time it represents a threat, as they are potential transmitters of the virus. To avoid the spread of the virus via transport and supply means, the following precautions measures must be taken:

## 7.1 Transportation of goods

- ❑ The factory must ensure the disinfection of all containers of goods before arrival to the loading area.
- ❑ All incoming and outgoing vehicles are sterilized by using detergents and disinfection sprays.
- ❑ Raise awareness and precautions measures among drivers about COVID-19.



- Ensure that drivers move individually to disinfection zones.
- Inform the Medical Team immediately if any health symptom appears on the driver, to perform necessary medical tests.
- Awareness brochures on the COVID-19 virus are distributed to all drivers.
- All drivers must be given personal protective equipment, which is kept in a special box.

## 7.2 Transportation of workers/staff:

- The number of passengers in the vehicle should not exceed 50% of its capacity with zigzag sitting arrangements.
- Vehicles must be disinfected every day, in particular doors and windows, handles, and all points of contact from inside and outside before and after each trip. DO NOT disinfect when passengers are in the vehicle;
- Each passenger must follow hand-cleaning measures while using transport.
- Each vehicle should be provided with a hand-cleaning unit.
- Drivers and passengers must wear at least medical mask, to ensure effective protection among passengers. All passengers should wear a mask.
- A special log must be used to document daily information about vehicles, numbers, and trips of all vehicles designated for workers' transport from home to the factory and vice versa. The log must include the number of trips, times, and the passengers for each trip in order to promote traceability in case there are suspicious cases of COVID-19.
- The transportation coordinator/ COVID-19 taskforce team should ensure compliance of all safety procedures.

---

## 8. Protecting workers at the community level from COVID-19

Due to higher rents, most of the workers live in shared accommodation, which poses a greater risk of being infected by the COVID-19 virus. Therefore, factories should educate workers on how to protect their family members or people who are living within the



community from COVID-19.

- Leave what is not necessary at Work.
- Place work clothes in your dirty clothes bag or directly wash them when you get home.
- Disinfect your phone, name tag or ID card, eyeglasses, and keys;
- Handle possible contaminated items (footwear, work bag, work clothes) with care.
- Wash your work clothes and dirty clothes bag with detergent or soap
- Leave your work shoes outside the home.
- Keep your home clothes and shoes in a clean and washable bag, separate from your work clothes.
- Shower immediately after arriving home.
- Do not leave the house if it is not for urgent reasons.
- Social gatherings and face-to-face meetings in the neighborhood should be avoided.
- Use simple social distancing tactics like replacing hugs and handshakes with alternatives like waves or smiles.

---

## 9. Official page and hotline number related to COVID-19

If the worker or enterprise experiences or found cases related to COVID-19, immediately report to the Ministry of Public Health and Population, using the local authority hotline number provided. 4-343 3333.

World Health Organization <https://www.who.int/>

---

## 10. Prevention and Mitigation of COVID-19 at RMG Factories: Checklist



## 10.1 Preparation

This Checklist is a tool to check the necessary actions to mitigate the spread of the COVID-19 pandemic at the RMG factories. Successful implementation of the tool is dependent upon the coordination between employers, management, and workers to establish an improved response mechanism and preparedness to fight COVID-19. Employers should involve the Bipartite Committee, Safety Committee, Medical Staff, and Welfare Officer(s) in the process.

### How to Use the Checklist?

1. Prepare a team, including senior management, mid-level management, supervisors, medical staff, workers' representatives, and safety personnel. Ensure that women and men are represented in this team, particularly from workers' representatives.
2. Brief and train the team on the steps to implement the Checklist.
3. Complete the Checklist and plan what action should be taken, by whom, and when.
4. If the measure has already been taken, mark 'Yes,' mark 'No' if not started yet, mark 'in-progress' if you have started the action but not completed yet.
5. Set the 'Target Date' and mention 'Completion Date' after completion, write the responsible personnel (designation preferred)/team.
6. Use the space beside 'Remarks' to add comments, to describe a situation or to add a suggestion.
7. Look again at the items you have done already and identify what is necessary to do. Discuss with the team, and plan to sustain completed items, complete ongoing items. Also, take new actions when necessary.
8. Immediately after completion of the Checklist, organize a group discussion with the team to prepare suggestions for higher management.
9. Continue working on the Checklist and track the changes you are doing in the factory. The team should seek clarification from the Ministry of Public Health and Population regarding COVID-19.

This list could be modified, as the team should add to the Checklist any additional items they consider appropriate to improve the response to COVID-19 within their factory. Management needs to comply with national legal obligations and directions in establishing their workplace COVID-19 prevention and control plan.



Checkpoint	Status			Target Date	Completion Date	Responsible person	Remarks
	Yes	No	In Progress				
A. Policy and procedure							
Develop an infectious Disease Preparedness and Response Plan.							
Form a gender representative COVID-19 task force with members of the safety committee, safety officers and the medical staff of the factory (If there is no medical staff, factory can have a temporary contracted medical staff to provide support into the factory especially to inform workers).							
Identify the role of the response team and medical staff welfare officer, safety officer and <del>supervisor</del> to reduce the risk related to							
Develop policies to ensure workplace flexibility to reduce the risk of COVID-19 (e.g. flexible sick leave policy, leave for workers with family responsibilities, work planning related to							
Consult with the Ministry of Health, WHO or reliable sources to collect/develop information materials regarding virus.							



Checkpoint	Status			Target Date	Completion Date	Responsible person	Remarks
	Yes	No	In Progress				
A. Risk Assessment, Management and Communication							
Mapping of the hazards of all sections including utility							
Mapping of disproportionate risks facing different groups of workers (women workers, men workers, pregnant workers, migrant							
Train management, workers and their representatives on the adopted measures to prevent the risk of exposure to the virus and on how to act in case of COVID-19 Infection							
Update management, Workers and their representatives with the latest Information regarding COVID-19							
Assist workers to manage any emerging psychosocial risks, new forms of work arrangements and social contacts with friends							
Frequent meetings with Bipartite and Safety Committee (not gathering too many people at a time), encouraging them proactively to prevent COVID-19 and engaging them as							
Establish a monitoring and evaluation mechanism of the COVID-19 prevention strategies and plans (preferably by							



## B. Prevention and Mitigation Measure

Checkpoint	Status			Target Date	Completion Date	Responsible person	Remarks
	Yes	No	In Progress				
<b>Awareness and Motivation of Management and Workers</b>							
Arranging awareness training for all employees (limited people at a time), creating awareness on COVID-19 symptoms and preventive actions by using the PA system or audio clip every couple of hours and during meeting.							
Display awareness posters with several emergency instructions throughout the factory and distributing leaflet on COVID-19.							
Motivating all the employees to maintain personal hygiene in their home as well.							
Encouraging all employees to self-report any state of illness at any time.							
<b>Preparing the Medical Centre</b>							
Providing appropriate PPE to all the medical staff.							
Allowing all employees to visit the in-house doctor(s) for any COVID-19 related symptoms.							
Maintain a separate register to document suspected COVID-19 cases or workers who have been sent backhome due to illness.							
<b>Preparation for Daily Protection Measure in the Factory including entry into the Factory</b>							
Establishing adequate hand wash stations ensuring at least two meters distance from one tap to another throughout the factory							



adequate number of water tap and soap to facilitate frequent hand wash							
--	--	--	--	--	--	--	--

Checkpoint	Status			Target Date	Completion Date	Responsible person	Remarks
	Yes	No	In Progress				
Ensuring adequate distance while washing hands							
Spraying disinfectant throughout factory including standard production tools and equipment (such as trolley) before workers' arrival, during break period and after workers depart from the factory; routine cleaning to be continued with more attention to disinfecting stairs' handrail, lift button, inside of lift, exit doors' handle, fire doors' handle,							
Checking of body temperature of all employees (both workers and management) during entry.							
Check in the medical center or send workers home if the body temperature is high (see section D) and record in the COVID-19 register.							
Spraying disinfectant on entire clothing (if possible)							
Arrange hand sanitizer at the gate and different sections where it is not possible to set hand wash station.							
Take adequate safety measures while maintaining workers' attendance via the biometric system, proximity card or register.							



Checkpoint	Status			Target Date	Completion Date	Responsible person	Remarks
	Yes	No	In Progress				
Making sure that every employee and visitor entering the premises puts on mask (provide mask at the main entry if someone doesn't							
Collecting the used mask in a separate waste bin if anyone wishes to change to get a							
<b>Personal Protective Equipment (PPE) for Workers</b>							
Providing mask to the employee who wants to change/has not been given one at the main entry or if he/she forgot to bring one).							
Collecting the used mask and gloves in separate waste bin if anyone wishes to change							
Monitoring by the welfare team and production team of respective floor and supported by the medical team to check that all employees are							
<b>Providing appropriate PPE to all the medical staff.</b>							
Making sure the employees who are assigned with enabling access (i.e., security team), checking the body temperature (i.e., medical team), ensuring hand wash (i.e. management team), managing queue (i.e. security team), cleaning toilets and floor (i.e., cleaner and							
Line Management (Sewing/Finishing/Cutting)							



Checkpoint	Status			Target Date	Completion Date	Responsible person	Remarks
	Yes	No	In Progress				
Ensuring adequate distancing of workstations, i.e. in sewing floors and finishing floors*							
Line managers/supervisors are guiding workers to maintain distance							
<b>Toilets</b>							
Ensuring hand wash items in all the toilets always and encouraging employees to wash hands very							
Cleaning of toilets with disinfectant regularly (if possible once in every hour)							
Keeping supplies such as hand tissue or dryer in toilets to avoid using ordinary towels							
<b>Drinking- Water</b>							
Drinking water stations and taps are disinfected and cleaned regularly							
Make sure workers are allowed to bring clean and empty bottle for drinking safe water							
Educate workers so that they avoid direct contact of their water bottle with the water tap or dispenser							
<b>Canteen and Dining Area</b>							
Rearrangement of sitting to ensure social distance							
Take necessary precautions in canteen/cafeteria and dining area (including marking for social distance and scheduling of lunchtime)							



Checkpoint	Status			Target Date	Completion Date	Responsible person	Remarks
	Yes	No	In Progress				
Ensure social distance in the drinking water fountain and wash stations							
Multiple scattered breaks to reduce the number of people in the break room							
<b>Visitor Management</b>							
Visiting policy/restriction/guideline during COVID-19 outbreak							
Checking of body temperature of all visitors during entry							
Denying access to visitors if the body temperature found is beyond the normal range							
Restriction/safety measures for casual/construction workers and other daily							
<b>Transportation of Goods and Materials</b>							
Raise awareness among drivers and porters about COVID-19							
Making sure drivers and porters have adequate PPF							
Making sure drivers and porters are maintaining social distance while traveling for official reasons especially during transportation of							
Disinfection of containers before arrival to the loading area							
<b>Transportation of Workers/Staff</b>							



Checkpoint	Status			Target Date	Completion Date	Responsible person	Remarks
	Yes	No	In Progress				
Number of passengers in the vehicle should not exceed 50% of its capacity and using a zig-zag sitting arrangements.							
Vehicles are disinfected every day, in particular doors, window' handles, and all points of contact from inside and outside before and after each trip. Do not disinfect when passengers are on board							
Making sure drivers and passengers have adequate PPE.							
Each vehicle provided with a hand-cleaning unit/sanitizer.							
Instant health check-up for drivers and helpers if found with any COVID-19 symptoms.							
If possible arrange accommodation for drivers and helpers for a period of time.							
<b>Day Care</b>							
Encouraging workers to keep their children at home instead of bringing them to factory (child care) for the time being if they have someone to							
Ensure adequate safety measures (i.e., providing PPE to the caregivers, conducting regular health check-up for caregivers as well as for babies, restriction on visitors to the child care facility) if workers still need to keep their children at child							
Vulnerable Groups							



Checkpoint	Status			Target Date	Completion Date	Responsible person	Remarks
	Yes	No	In Progress				
Ensure pregnant and lactating mothers are kept away from factory for the time being (if required, by giving them extended leave)							
Track aged workers and workers with respiratory problems to provide special attention to reduce risk regarding COVID-19 (if Others							
Make sure workers are allowed and requested to bring one pair of sandals/footwear to keep for own use in factory							
Encourage workers to avoid cash transactions as much as possible and wash hands every time they are in contact with hard cash							
Ensuring hygienic food supply for the workers by requesting food vendors that sell food inside the factory to maintain cleanliness and take precautionary measure regarding COVID-19 (if possible) if there is no in-house							
D. Arrangements for suspected and Confirmed COVID-19 Cases							



Checkpoint	Status			Target Date	Completion Date	Responsible person	Remarks
	Yes	No	In Progress				
Developing an SOP/protocol on how to deal with any emergency related to COVID-19 especially suspected/infected worker							
Arranging adequate logistics (an isolation room**, bed, vehicle for transportation to hospital) for dealing with any suspected/infected case							
Sending away immediately with leave if the body temperature is found higher/ any COVID-19 symptom observed							
Posting of the national helpline in the factory and make workers aware of the helpline to seek support.							
Motivate workers to share if they have suspected/infected COVID-19 patient in their home							

\* Adequate distancing of workstations can be ensured, i.e. re-laying the workstations to maintain distance and reducing workers from similar operations, e.g. if there are six single needle operations, remove three and adjust the line flow.

\*\* Isolation room should be away from the medical center, production area or areas frequently visited by workers –staff and must have easy vehicle access to transfer suspected COVID patients to the hospital.

---

## Disclaimer

These Guidelines are intended for informational purposes only, and should not be construed as legal advice. In addressing labour-related issues, it may be necessary to consult an expert such as a labour inspector, a lawyer, or a representative of your employees' association or union federation. The LCO and FC shall not be held liable for any damage incurred as a consequence of reliance on these guidelines.