

# **BGMEA Factory Opening Guidelines**

April 22, 2020

## **General Views (Overview)**

- Steps to manage
- Decreased density
- Access Protocol
- Social distance
- Covid-19 Task Force
- Medical team
- Holiday policy
- Helpless / vulnerable workers
- Disinfection chamber
- Training
- What to do if a covid-19 suspect is found in the workplace
- Good practice

## **1<sup>st</sup> Stage Of Factory Management**

26 April – 02 May

The factories are being advised to start operations on 26 April with 30 per cent workers.

## **2<sup>nd</sup> Stage Of Factory Management**

02 May – 21 May

If success achieved following the health and safety guidelines, the factories can ask another 20 percent workers to join the work, meaning that the factories will run production activities with 50 percent of their labors.

## **It Is Advisable To Follow One Or More Of The Following Procedures For Opening A Factory.**

- Hire workers who live near the factory.
- Discourage those who have returned from the village or refrain from working at factory until the 2nd stage of management is over.
- Do not employ workers who are at health risk, such as those who are pregnant and age over 50 years.
- Primally the planning force can decide on priority basis to open the finishing section, sample section and partially swing section at the early stage.

## **Decreased Density In Factory Building / Premises**

- If possible, use Rota web apps or work on shift.
- Take measures to keep the factory open early and close late for reducing the density.
- Prohibit visitors who do not need to enter the factory.
- Turn off the biometric presence of workers and employees or arrange wiping the biometric machine with alcohol after each use.
- Restrict unnecessary movement during work hours in the factory building.
- Separates the loading and unloading workers from rest other workers.
- Advised drivers of delivery bus / truck / trailer to stay in their respective vehicles.

### **Access Protocol**

- Everyone should wear a mask and keep their own handkerchief.
- Arrange for hand washing outside the factory building. Plan to enter the factory in such a way that each entrant can reach the hand wash area in less than 30 seconds. As such, it will take 120 people 1 hour to wash their hands.
- Arrangements to spray disinfectant on workers' shoes or workers can put their shoes in polybags and put them in a specific place (shoe storage) before entering the factory premises.
- For those who enter the factory, keep and use a thermal gun to measure their body temperature. If someone's body temperature is above 37.2 degrees Celsius, send him home.
- Disinfect the vehicles as soon as they enter the factory premises.

### **Wherever Possible, Factories Must Ensure That Social Distance Is Maintained.**

- **Speed of movement:** - In such places where extra people move inside the factory, ensure to make one-way movement on those area.
- **Hours:** - Different departments should have different working hours. For example: - Cleaning section can enter the factory at 06:30 in the morning, cutting section can start work at 07:30 etc.
- **Lunch shift:** - Arrange Lunch shift in such way that everyone can keep distance of 6 feet from each other during the meal.
- **Signs:** Use instructions posters for maintaining distance of 6 feet or use signs indicating distance of 6 feet on the floor.
- **Transportation:** Factory provided buses / vehicles for the workers must ensure that the workers are seated in a jig jag posture and maintain social distance.

### **The Factory Employer Will Establish Clear Communication Channels Between The Workers And Themselves.**

- Announcement of preventive measures and directions at least 4 times a day through the PA system.
- Establish system for sending quick messages to workers and getting information from them.
- Post visible and clear messages with emergency phone numbers on notice boards.
- Factory authorities must be aware of Virus spread status and local news.
- Do not share any message that will increase panic.

### **Create A CODIV-19 Task Force Capable Of Implementing, Monitoring And Inspecting Guidelines**

- Members must be energetic and responsible. From the beginning of the task force, there will be members of OSAS and PC committee, management staff, doctors / nurses etc.
- Have clear and immediate communication with each other and keep in touch with top management on daily basis.
- Task Force members will be aware of SOPs.

### **Factories Must Have Onsite Medical Teams To Assess Suspected Patients And Quarantine Them.**

- Appoint a doctor (and a nurse).
- Consider online training for health workers from the World Health Organization.

- Set a separate area for patients and if there are many entrance doors, use one door to enter and another to exit.
- Factories should option to provide minimum number of personal safety equipment (PPE). These include enough numbers of FFP-3 or N-95 masks, face shields, gloves and bodysuits.
- Medical service providers / doctors must use PPE-Level-2 or higher-level PPE (these are basically water and droplet resistant) and PPE-Level-1 other than cleaning staff and doctors (based on fabric that will not get wet easily) Can use.
- Cleaners will be employed with the medical team, whose job will be to disinfect and keep clean the surface of all objects around the patients.
- Give the medical team the proper knowledge for disposing PPE equipment in a safer process.
- The factory must take full responsibility for transporting the suspected patients to their home / hospital by vehicle.

#### **Instructions on leave policy**

- Workers will be assured that if any of them shows symptoms of Covid-19 infection, they need to take leave and the authorities will not take any disciplinary action against them in this regard.
- Certificate for sick leave at work is not required.
- If any family members of a worker identified with signs of COVID-19 infection, the worker should be strongly encouraged to stay at home.
- The workers who has returned home and stayed at self-isolation, to those whose family members have symptoms should be consider to paid full salary during proceeding to leave.

#### **Medical Service Providers**

- Please see the list of private hospitals (given here). Find out which of these hospitals is closest to your unit and patient in time. Try to build an ongoing relationship with the management there.
- See also the list of government hospitals (given here).

#### **Workers At Risk**

- Consider to give full paid salary to workers who are at risk, such as pregnant woman and staff over age 50 years.

**BGMEA advises member organizations not to use disinfection chambers and tunnels for hazardous chemicals. Because these are not effective enough to prevent Covid-19. Rather, they create health problems and, to a lesser extent, discredit workers.**

#### **Disinfection Guideline**

BGMEA is advising its member organizations to give utmost importance to the following issues.

- Always keep the surfaces of the most exposed parts of the factory, such as door handles, handrails, toilet seats, disinfected. Keep common areas, such as canteen tables, where the virus can spread easily, clean and disinfect them regularly.
- Disinfect the machines after work at end of the day.
- Disinfect the dining area immediately after each shift.
- Disinfect the toilet immediately after each use.
- Those who will be engaged in disinfection work, they will cover the whole body, wear gloves.
- Make sure PPE is properly destroyed.
- Make sure that PPE equipment having adequate stocks of soap, toilet paper, disinfectant.

### **Increase Natural Ventilation –**

- BGMEA recommends that any heating, ventilation or air conditioning system inside the factory should be operated in 100% exhaust mode, so that the same air does not circulate inside the building. Try to have as much natural air in the building as possible.

### **BGMEA strongly recommends the use of visual aids in training workers and employees.**

- Identify who will be the main trainers.
- Choose a training schedule that is not limited to the following topics.
  - Symptoms of COVID-19.
  - Ways to spread the infection.
  - Proper hand washing method.
  - If you suspect that you have COVID-19 disease, what will you do?

### **If Someone Inside The Factory Is Infected With COVID-19**

Record the name of the staff worker, card number, valid/active mobile number to contact and symptoms has been shown.

People with symptoms should do the following tasks as soon as they leave the factory building.

- Disinfect of suspects' workplaces.
- Search and prepare list of people who came close contact with infected person.
- Keep continuous contact with them to know if the symptom of the suspect get worsen or anyone from that suspect's family also got symptoms.

The factories must understand and instruct the workers and employees on what to do if someone develops symptoms of COVID-19 infection.

- If you have symptoms, you need to stay at home for 7 days in self-isolation.
- If your fever doesn't get too high after 7 days, you don't need to stay home anymore. The cough can last for several weeks even after the infection is gone.
- If you are living with someone who has symptoms of infection, you need to stay home for 2 to 14 days. This is because it can take up to 14 days for symptoms to appear.
- If symptoms occur in multiple persons at home, stay at home for 14 days from the day the symptoms appear in the 1st person.

### **Good Practice On The Factory Premises**

Things To Do: -

- Wash your hands in proper process for 20 seconds.
- Wear a mask and keep handkerchief.
- Maintain distance of 6 feet wherever possible.
- Whenever you have a cough or sneeze, cover your face and nose using a tissue or arm (not a hand). Discard the tissue bin immediately after use and wash your hands afterwards.
- Use elbows or legs to open the door instead of using hands.

**What Can't Be Done: -**

- Do not touch your eyes, nose and mouth if not your hand just washed properly.
- Do not shake hands or touch other people's things (such as mobile phones).
- Do not create large teams inside the factory. Meetings at the management level must be held at distance of 6 feet.

- If you or any member of your family has symptoms of COVID-19 infection (fever and persistent dry cough), you must not come to work and inform your superior.

### **Good Practices While Staying At Home**

#### **To do: -**

- Stay in a room where the air is well ventilated through the windows. If you do not have your own toilet, clean it immediately after each use.
- Use towels, drinking water glasses, food containers, bedding or anything you have shared with family members so far. Separate them and use them separately from everyone else.
- If you do not have the necessary groceries and medicines to last for 2 weeks, get help from friends, neighbors or family members to buy them. Avoid direct contact when interacting with them. Wash your hands before and after any interaction with others.

#### **What can't be done: -**

- Do not leave the house unless absolutely necessary.
- Do not allow visitors to enter the house.