



BGMEA FACTORY OPENING GUIDELINES

April 22, 2020

OVERVIEW

Operational Phases

Reduce Density

Entrance Protocol

Social Distancing

COVID-19 Task Force

Medical Team

Leave Policy

Vulnerable Workers

Disinfection Chambers

Sanitisation Guidelines

Training

Steps to follow if suspected COVID19 onsite

Good Practices

FIRST PHASE

On **April 26** factories are advised to start operations with 30 percent of their workforce.

SECOND PHASE

On **May 2nd** based on the success of following health and safety guidelines, factories may invite an additional 20 percent of their workforce, bring the total to 50 percent of the workforce.

APRIL 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

FIRST PHASE
APRIL 26- MAY 2

MAY 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

SECOND PHASE
May 2- May 21

Factories are advised to open using one or more of the following methods:

- Prioritize workers that live nearby.
- Those who have returned to villages should be discouraged, or not permitted on premises until after second phase of operations.
- Exclude vulnerable workers, or those most at risk, such as pregnant women and workers over age 50.
- Planning team may decide to prioritize opening finishing section, sample section and parts of sewing initially.

REDUCE DENSITY ON FACTORY PREMISES

Where possible,
introduce rota or shift
work

Open factory earlier, and
close later in the day to
reduce density of
workers on site

Restrict nonessential
visitors

Stop biometric
attendance of workers
and staff, or clean with
alcohol wipe after every
use

Restrict unnecessary
movement within the
premise during work
hours.

Isolate loading and
unloading workers from
other workers

Drivers of delivery
trucks/buses advised to
remain in their vehicle

ENTRANCE PROTOCOL



Everyone needs to wear a **mask**, and have their own handkerchief.



Create **hand washing facilities** outside the building. Create entry plan such that each individual has 30 seconds at handwashing station. At this rate, 120 individuals can wash their hands in an hour.



Spray bottom of **shoes** with disinfectant, or provide shoe storage for worker store shoe in poly bag before entering building



Procure and use a **thermometer** gun to check temperature of everyone entering the site. If > 37 degrees, send home.



Disinfect **cars** upon entry.

WHERE POSSIBLE
FACTORIES MUST
ENSURE **SOCIAL
DISTANCING**
MEASURES



Flow

One directional flow of movement through the premises to most frequented areas



Working Hours

Enforce different working hours for different sections. For example,, cleaning may enter at 6:30am, cutting section etc.



Lunch Shifts

Create lunch shifts such that those eating can maintain 6 feet from each other



Signage

Put posters, or markings on the floor visually demonstrating a 6 feet distance



Transportation

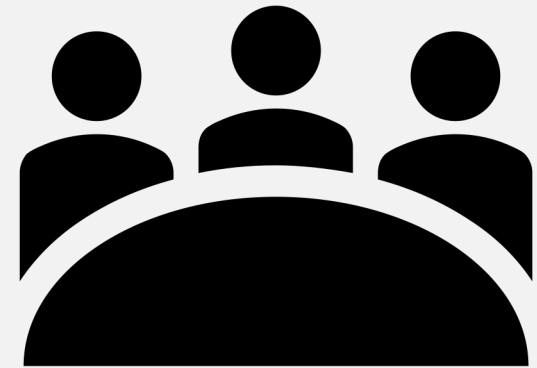
Ensure that riders sit in a zig zag manner and maintain distance

FACTORY EMPLOYERS SHOULD ESTABLISH **CLEAR COMMUNICATION CHANNELS** BETWEEN WORKERS AND THEMSELVES

- PA system announcements **at least four times a day** to announce preventive measures and guidelines.
- Create system to transmit messages and get information quickly from workers.
- Post visible and clear messages on **notice boards** including important phone numbers.
- Factory management must **stay informed** about the virus, its transmission and the local news.
- Do not circulate messages that will contribute to panic.

CREATE **COVID19 TASK FORCE**
CAPABLE OF IMPLEMENTING,
MONITORING AND AUDITING
GUIDELINES.

- Members must be energetic and responsible, and should already be OSH/PC committee members, management personnel, doctors and/or nurses etc.
- Establish clear and instantaneous communication amongst themselves and communicate daily with top management.
- Member(s) of the task force should have brief SOP





FACTORIES SHOULD HAVE AN **ON-SITE MEDICAL TEAM** AND A **SEPARATE AREA** TO ASSESS AND QUARANTINE SUSPECTED PATIENTS

- Enlist one doctor (and a nurse)
- Consider online training for medical staff from [WHO](#)
- Identify **separate area** to assess patients, and if multiple entries are available, then use one door to enter, and another door to exit.
- Provide minimum **Personal Protection Equipment (PPE)** which includes sufficient number of FFP3 or N95 masks, face shields, gloves, and a bodysuit
- Assign cleaner to the medical team, and ensure they are sanitising and cleaning all surfaces between patients.
- Teach medical team about **proper PPE disposal** in a safe manner
- Factories must take full responsibility to transport suspected patients back to their home/hospital

LEAVE POLICY GUIDELINES

Assure workers that if they display any COVID 19 related symptoms and need leave, they will not face any punitive action from management

Workplaces will not require a sick leave certificate

If any member of the household is displaying symptoms, permit and actively encourage employees to stay home

Consider paid sick leave to ill individuals who have showed symptoms and have returned home to self-isolate and those who have a household member who is showing symptoms

MEDICAL INSTITUTIONS

- Please find the list of private hospitals [here](#). Find out ahead of time which hospital is nearest to your unit, and accepting patients. Try to develop an ongoing relationship with the management there.
- Please find the list of public hospitals here (TBD).

VULNERABLE WORKERS

Consider paid leave for the most vulnerable workers, or those most at risk, such as pregnant women and workers over age 50.



BGMEA ADVISES
STRONGLY AGAINST THE
USE OF **DISINFECTION
CHAMBERS OR TUNNELS**
THAT USE HAZARDOUS
CHEMICALS, AS THEY ARE
NOT EFFECTIVE ENOUGH
TO COUNTER COVID19,
MAY CAUSE ADVERSE
HEALTH HAZARDS, AND
SHOWS LITTLE REGARD
FOR A WORKERS'
DIGNITY.



SANITISATION GUIDELINES



- BGMEA advises all members to put maximum emphasis on
 - Frequent, and quality cleaning and disinfecting of highly used surfaces including **door knobs, handrails, toilet seats, work surfaces, and common areas** where transmission of the virus may occur such as canteen tables
 - Disinfecting **machines** at the end of the day
 - Disinfect dining areas after each shift
 - Disinfect toilets after every use
- Sanitisation staff must be adequately dressed, with absolute body covering, gloves.
- Ensure proper disposal of PPE
- Ensure that there is stock of sufficient stock of PPE equipment soap, toilet paper, disinfectants

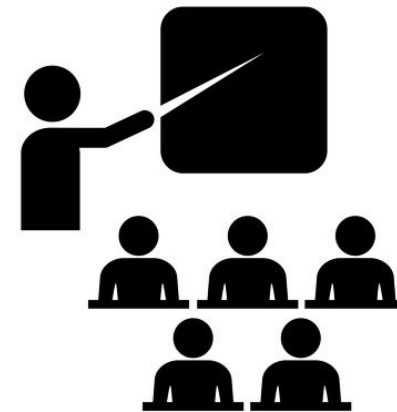


INCREASE NATURAL AIRFLOW

BGMEA recommends that any heating, ventilation, and air conditioning (HVAC) system on site runs in 100 percent exhaust mode, meaning no recirculation of air within the structure. Try to have as much natural ventilation as possible within the premise.

BGMEA STRONGLY RECOMMENDS THE USE OF VISUAL AIDS TO TRAIN WORKERS AND STAFF

- Identify key trainers
- Create training schedule on topics including but not limited to:
 - Symptoms of COVID19
 - Modes of transmission
 - Proper handwashing procedure
 - What to do if you suspect you have COVID-19



IF ANYONE IS
DISPLAYING COVID19
SYMPTOMS ON THE
PREMISES

Staff must keep **record** of worker's name, card number, an operational contact number and the displayed symptoms

After individual is accompanied off the premise in a respectful manner, do the follows:

Disinfect their workstation

Trace and maintain list of anyone that has come into close contact with suspected individual

Maintain contact with patient to see if their symptoms worse, or if anyone in their household has developed symptoms



FACTORIES MUST UNDERSTAND AND PROVIDE GUIDELINES TO STAFF AND WORKERS ON WHAT TO DO IF SOMEONE DISPLAYS COVID19 SYMPTOMS

If you have symptoms, you will need to stay at home to self isolate for 7 days.

- After 7 days, if you still do not have a high temperature, you no longer need to stay at home. A cough can stay several weeks after the infection has gone.

If you live with someone who is showing symptoms, you will need stay at home for 14 days from the day their symptoms start, because it can take 14 days for symptoms to appear.

- If more than 1 person in the household has symptoms, stay at home for 14 days from the day the first person started showing symptoms.

GOOD PRACTICE: ON FACTORY PREMISES



DO'S

- Wash hands for 20 seconds in the right manner
- Wear mask and carry handkerchief
- Maintain 6 feet distance where possible
- Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. Put used tissues in the bin immediately and wash your hands afterwards.
- Open doors with elbows and feet instead of hands.



DON'TS

- Do not touch your eyes, nose or mouth if your hands have not been washed recently.
- Do not shake hands, or touch items belonging to others (e.g. mobile phones).
- No large groups inside the premises. Management meetings will have to strictly adhere to 6 feet distancing.
- If you, or a member of your household starts to display symptoms of COVID 19 (fever, and dry persistent cough), then **do not** come to work and inform a superior immediately.

GOOD PRACTICE: AT HOME



DO'S

- 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 or any other household item commonly shared in the family setting.
- If you don't have enough grocery or medicine for 2 weeks, ask your friends, neighbours or family members to help you with grocery and medicine shopping. Avoid direct contact when interacting with them. Wash hands directly before and after any interaction with others.



DON'TS

- Do not leave your home unless absolutely necessary.
- Do not allow visitors.