

# Guideline for factory opening by BGMEA

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To open factory the following instructions are advised to be followed:

- Engage workers that live near by the factory first
- Avoid workers who came back from village or restricted to engage them until the 2<sup>nd</sup> management step is finished.
- In the primary stage of opening planning: finishing section, sample section and sewing section can be opened partly on priority basis.

# Reduction of Density in the Factory Building / Premise

- Where possible, make a work shift
- Open factory before scheduled time and close late
- Restrict nonessential visitors
- Stop biometric attendance of workers and staff, or clean machine 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 are advised to remain in their vehicle

# Entrance Protocol

- Everyone has to wear mask.
- Outside of factory building, facility for washing hands has to be set up. Make a plan to enter the factory properly so that every worker has time for at least 20 seconds to wash hands.
- Disinfection spray for workers' shoes are necessary or make preparation so that workers can keep their shoes with polybag in the specific area (shoe storage) in the premise before the entrance.
- To measure body temperature of those who enter factory, thermometer gun has to be prepared and used. Person with a body temperature more than 37.2°C has to be sent home.
- Disinfect car after entry

## To keep social distance all the possible measures have to be implemented

### Moving flow

Create one way movement through the premises to most frequented areas in the factory

### Working hour

Enforce different working hours for different sections. For e.g. cleaning may enter at 6:30 am, cutting section may begin at 7:30 a.m etc.

### Lunch shift

Create lunch shifts such that everyone can maintain 6 feet distance from each other.

### Signal/Mark

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

### Transportation

Factories providing transportation must ensure that workers sit in a zig zag manner and maintain social distance

## Factory Authority should establish close communication channel between each other:

- Announce Prevention system & safety instruction through PA system at least 4 times a day.
- Prepare system to give & send quick information from workers.
- Emergency phone numbers & safety instructions should be visible on Notice Board.
- Factory authority need to be well informed of spread of Virus and local news.
- Authority should not spread such news that create panic.

# Holiday Instruction

- Workers need to be assured that for present of any COVID 19 related symptoms, they need leave and they will not face any punitive action from management.
- If any member of the family of employee showing COVID 19 symptoms, authority should strongly encourage employees to stay home.
- Consider a policy of paid sick leave to
  - (1) ill individuals who have showed symptoms and have returned home for self-isolate, and
  - (2) those who have a family member who has showing symptoms



# Treatment provider's facility

- Factories should have an onsite/nearby treatment center and find the hospital, and keep the communication with such authority.

# Disinfection Chamber

- BGMEA advises its distinguished members strongly against the use of dangerous chemicals such as Bleaching Solution in “disinfection chambers” as they are not effective enough, may cause health hazards, and disregards workers’ dignity.

# Cleaning Guideline

- BGMEA advises all valued members to put maximum emphasis on as follows;
  - Disinfecting and clean highly used surfaces including door knobs, handrails, toilet seats which are frequently touched. Common areas such as canteen tables also need to be cleaned frequently where high chance of spread of the virus may occur.
  - Disinfecting machines at the end of the day.
  - Disinfecting the food area after every shift.
  - Disinfecting toilet after every time use.
- Sanitization staff must be adequately dressed, with absolute body covering and gloves.
- Ensure that PPE are disposed of properly
- Make sure that PPE, soap and toilet paper are stocked enough.

# Advice for introducing natural wind

- BGMEA advise to install heater, ventilation or air-conditioner in 100% ADJUST mode inside the factory so that indoor air flow does not remain inside. Arrange natural air to flow inside the building as much as possible.

# Recommendation of Training for staff members

- Identify key trainers for training.
- Create the topics but not limited to the following;
  - Symptoms of COVID-19
  - Modes of transmission
  - Proper handwashing procedure
  - What to do when in doubt of infection of COVID-19 or when infected with COVID-19

# If someone is infected with COVID-19 in the factory

1. Record the staff name, card number, active contact number and displayed symptom
2. As soon as isolate the symptomatic person and leave the factory, the following works have to be done;
  - Disinfect their work station
  - Identify and make the list for the persons who come near the suspected individual
  - Keep communication

# Factories have to understand and announce the procedures in case of infection for their staff members

- If you have symptoms, you will need to stay at home self isolate and not interact with anyone for 7 days.
- After 7 days, if you 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 to 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 one person in the household have symptoms, stay at home for 14 days from the day the first person started showing symptoms.

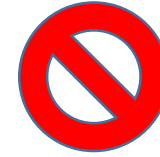
# Good Practices in Factory Premises

## ☐ Do's



- Wash hands for 20 seconds in the right manner.
- Wear mask and keep handkerchief.
- Maintaining 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 elbow or leg, not with hands.

## ☐ Don'ts



- Do not touch your eyes, nose or mouth if your hands have not been washed.
- Do not shake hands, or do not touch items belonging to others (e.g. mobile phones).
- No congregating inside the premises. Management meetings will have to strictly adhere to 6 feet distance.
- If you, or a member of your household starts to display symptoms of COVID19 (fever, and dry persistent cough), then **do not** come to work and inform a superior immediately.



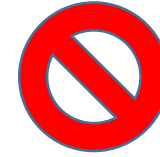
# Good Practices in Factory Premises

## 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 to last you for 2 weeks, ask your friends, neighbors 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.
- Do not allow visitors.