



Investment Priority- Safety First

Factory Opening Guideline (Getting your workplace ready for COVID-19)



**Government of the People's Republic of Bangladesh
Bangladesh Export Processing Zones Authority
Prime Minister's Office
BEPZA Complex
House # 19/D, Road # 6, Dhanmondi, Dhaka-1205.**



Ref : 03.06.2616.319.22.001.20-593

Date : 25 April 2020

Office Order

WHEREAS it is expedient and necessary to make provisions relating to health, safety and safety at workplace etc of the workers/employees as well as owners/investors, in order to combat Coronavirus Disease (COVID-19) and to prevent its spread across the country, as a precautionary measures and to fulfill the purpose of the section 35 of Bangladesh EPZ Labour Act, 2019, the Authority in exercise of the power conferred under section 180 (f) & (g) & 204 (2) of the said act hereby issued "Factory Opening Guideline" for the safety of the workers/employees and investors of all the enterprises operating in EPZs under BEPZA.

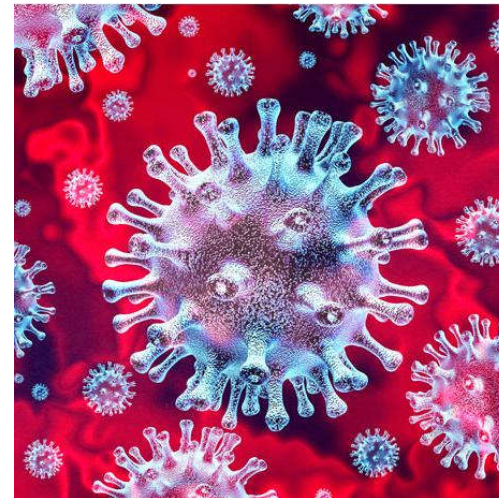
The guideline should be followed by all concerned with utmost caution. This order will come into effect from 26 April 2020 and remain in force until further instructions provided by the Authority.

*Major General S M Salahuddin Islam, BP, SPP, ndc, psc
Executive Chairman, BEPZA.*

A large blue gear-shaped graphic with a white arrow pointing clockwise around its perimeter. Inside the gear, the text 'Be ready to fight the Coronavirus Disease (COVID-19)' is written in white, italicized, sans-serif font.

*Be ready to fight the
Coronavirus Disease
(COVID-19)*

-
- **Be Smart**
 - **Be Informed**
 - **Be Prepared**
 - **Be Careful**
 - **Be Supportive**
 - **Be alert**
 - **Be Safe**
 - **Be Kind**





Pre-Requisites

- Obtain necessary permission from Bangladesh Export Processing Zones Authority (BEPZA) as a pre-requisite.
 - The enterprises can only be opened phase wise subject to properly observances of the propositions of this guideline.
 - For the purpose of the section 35 of Bangladesh EPZ Labour Act, 2019 the enterprises operating in EPZs under BEPZA, initially, will be permitted to open in a limited range. Hence, an enterprise will be allowed to engage only 20%-25% workers/employees in their factory during 26 April 2020-10 May 2020 for the safety of the workers/employees as well as investors.
 - Later, duration of phase and engagement of workers/employees may be gradually increased depending on the success rate of health & safety measures following this guideline subject to prior permission of Additional Inspector General (General Manager, concerned zone).
 - Follow the INSTRUCTIONS issued by BEPZA and the Government of Bangladesh time to time in this regard, failing which the consequences should be borne by the enterprise/company solely and the Authority shall have to take necessary actions against the responsible industry/company as per section 188 of Bangladesh EPZ Labour Act, 2019.
-



Entrance Protocol



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



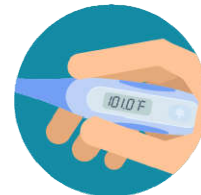
- Spray bottom of shoes with disinfectant, or provide shoe storage for worker store shoe in poly bag before entering building.



- Disinfect cars/ vehicles upon entry



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



- Procure and use a thermometer gun to check temperature of everyone entering the site and send home anyone with a temperature reading higher than normal body temperature of 37 degree Celsius or 98.6 Fahrenheit.





Reduce density inside premise

- Engage workers that live near by the factory first
- Where possible, introduce roster work i.e. shifting/section wise (e.g. cutting, sewing, washing, finishing etc based on product & line)
- Organize the workflow to restrict crowding or grouping, and limit the number of employees in a space at any given time.
- To reduce density of workers on site staggered opening and closing time
- 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 are advised to remain in their vehicle





- Create one directional flow of movement through the premises to most frequented areas
- Enforce different working hours for different sections. For e.g. cleaning may enter at 6:30 am, cutting section may begin at 7:30, sewing section begins at 8:00am etc.
- Create lunch shifts such that those eating can maintain 6 feet from each other
- Reduce entrance/exit points
- Put up posters, or markings on the floor demonstrating a 6 feet physical distance
- Factories providing transportation must ensure that riders sit in a zig zag manner and maintain distance





Improved Communication

- 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 at least four times a day.
- 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.





COVID19 Task Force



- Create COVID19 task force
- Number of task force members depends on size of factory
- Members must be energetic and responsible, and should already be OSH, WWA or 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



Medical Facilities

- Factories should have an onsite medical team and separate area to assess and quarantine suspected patients.
- Regardless of whether they have a medical team or not, factories should seek to provide the bare minimum Personal Protection Equipment (PPE):
 - FFP3 or N95 mask
 - Face shield
 - Gloves
- Assign cleaner to the medical team, and ensure they are sanitising and cleaning all surfaces between patients.
- Any medical staff should also be instructed to dispose of all PPE equipment in a safe manner





Leave Policy

Workers need to be assured that should 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 a policy of paid sick leave to ill individuals who are particularly vulnerable:
 - Those who have showed symptoms and have returned home to self-isolate
 - Those who have a household member who is showing symptoms
 - For vulnerable employees, including those over 50, immune-compromised, and/or pregnant



Disinfection Chamber



BEPZA advises its distinguished investors strongly against the use of ‘disinfection chambers’ as they are not effective enough, may cause health hazards, and disregards workers’ dignity.



Sanitisation of Premises

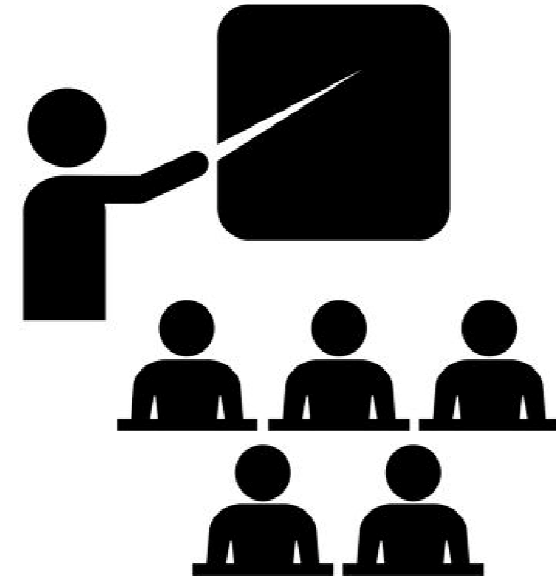
BEPZA advises all valued investors to put maximum emphasis on:

- Frequent and quality cleaning and disinfecting of highly used surfaces including include 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
- Sanitisation staff must be adequately dressed, with absolute body covering, gloves. Ensure that these are disposed of properly, wrapped up in a poly bag.



Training Session

- Identify key trainers, and create training schedule on topics including but not limited to symptoms of COVID19, modes of transmission, and effects of the virus, means to prevent infection of the virus such as proper handwashing procedure and other guidelines mentioned in key documents.
- BEPZA strongly recommends the use of visual aids/videos to ease the learning process for the workers and staff.





Quarantine Procedures

- If possible, create an isolation area that is away from busy areas, dedicated to staff to care for patients. If multiple entries are available, then use one door to enter, and another door to exit.
- Create first responder team who will have access to PPE, in addition to the medical unit, and guide them to the pre-specified area for further assessment
- Staff must keep record of worker's name, card number, an operational contact number and the displayed symptoms
- After medical unit has confirmed that a worker or a staff is a suspected COVID19 patient, a minimum of the following steps should be taken:
 - Disinfect their work station
 - Keep close eye on anyone who has come within 6 feet of the suspected individual
 - Welfare team should continually follow up with them on each day to ask whether they or someone else in their household has developed symptoms.





Guidelines for Self-Isolation

- 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 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.





General Guidelines on Factory Premises



Do's

- Wash hands for 20 seconds in the right manner.
- 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



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 congregating 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 COVID19 (fever, and dry persistent cough), then **do not** come to work and inform a superior immediately.



Once 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 to last you 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.
- Do not allow visitors.

The end