



**Guideline for Prevention and Control of
Coronavirus Disease 2019(COVID-19)
In factories, workplaces and construction sites
(Version 3.0)**

Updated as of (19-4-2020)

1. Workers who are likely to work from home must work only from home
(Work from Home)
2. To follow the Physical Distancing Guidelines for work that cannot be done from home
 - To separate with the distance of six feet of each other at work
 - To ensure the distance there must be markings on the floor.
 - Employees should be placed side-by-side without working face to face as much as possible.
 - Not to work face to face for at least 15 minutes if required.
 - Employees are assigned to separate shifts and must be assigned to the same workers in each shift (Cohorting)
 - Arrange time for different shifts for lunch breaks and the entry and exit time for workers
3. Workers must follow the personal hygiene practices (Hygiene)
4. Make effort on the cleaning for the factories surroundings (Cleanliness)
5. Workers are required to wear facemasks and gloves.
6. Follow the instructions issued by the Ministry of Health and Sports for the health of workers (Staff sickness advice)

7. If an employee has experienced any of the following situations, he/she should be considered as a Close Contact;
- Worker who worked face-to-face within three feet for more than 15 minute with the COVID-19 positive patient
 - Worker who has had physical contact with the COVID 19 positive patient
 - Worker who has been living closely for more than 15 minutes with COVID-19 patient (eg, bedroom, lounge, dining room, meeting room, etc.)
 - Workers who seated in with a COVID-19 patient within three feets at all 360 degree (depends on the patient's behavior and activity, it is also possible everyone who rides together on the vehicle)
8. In the event of any of the above circumstances, the employee who has worked with the COVID-19 positive wroker will remain at wrok or at home with restriction of movements as long as the employee's initial laboratory results are not yet released. If the worker is a laboratory-certified COVID - 19 positive patient, all employees who work together must be quarantined at the place recommended by the Ministry of Health and Sports.
9. For the workers who have applied social security benefits, the applicants should be able to apply for the medical certificate through the relevant social security clinics for the quarantined period as instructed by the Ministry of Health and Sport, quarantined period during investigation, period during

hospitalization, for pregnancy or maternity leave and benefits under the Social Security Law.

(A) For Employers

1. Must supervise the workers not to come to the workplace, If he/she meets any of the following conditions;
 - Fever (temperature 38. C / 100.4 ° F and above); Cough; Suffering from suspicious symptoms such as difficulty breathing and lethargy
 - Pregnancy
 - Those who are being treated with immune-suppressive drugs (for patients taking immune-suppressive drugs or anti-cancer drugs)
 - (Contact with COVID-19 positive patients during last 14 days ago
 - Worker who is identified as (COVID-19) suspected patient; Living in the same house with those who are quarantine

Note: To assign the workers (People who are 50 years of age or older who suffer from non-communicable diseases (such as hypertension or 10 years of age or over-the-counter diabetes) or who have no control of the disease) at the low risk of workplaces where workers are likely to contract the disease.

2. Arrange transportation for workers in accordance with Physical Distancing procedures during work entry and exit. To provide alcohol hand wash, face

masks and disposable tissue on the bus. To give health information by video or audio file during transportation.

3. To supervise workers to wear face masks and gloves at work
4. At the Entry and Exit of the workplace
 - In order to avoid crowding out at work, identify the suitable time for work in and out times separately by its own department.
 - Provide a Non-Touch Thermometer or Thermal Scanner and allow all employees to enter the workplace only after the temperature is checked. If it is beyond 38.C/ 104.F, do not allow him/her to work and contact the nearest social security clinic or township health center by phone call for the prompt medical treatment.
 - To arrange the mask, glove, apron and faceshield to ensure the mandatory wearing of the staffs proving temperature check for the workers
 - Make necessary arrangements for workers to enable them to maintain a 6-feet distance between each of them while entering and leaving workplace and to avoid crowding at the workplace entry and exit. They must be informed beforehand about these arrangements.
 - Assign the supervisors at the entrance to check employees' attendance at work. (Avoid making employees sign the attendance sheet together or checking their attendance by using fingerprint scanners)
 - While loading or unloading vehicles, the drivers must stay in the vehicle and avoid staying very close to the workers. Ask the workers to wash

their hands at least 20 seconds very often before and after loading and unloading the vehicles.

- Keep the contact phone number and address of the daily attendance of the worker to the workplace up to date and get ready to contact immediately in case of emergency.
5. Provide adequate hand-washing facilities in every hand-washing facility,
- To supervise to make sure all the workers wash their hands whenever they enter and leave workplace. Provide adequate supply of soap, water and hand sanitizer to ensure proper hand-washing
 - Put up the posters of proper hand washing techniques, check whether the workers follow the instructions, and wash their hands properly
 - Provide necessary utensils such as tissue papers to dry their hands after hand washing
6. For using toilets,
- Make necessary arrangements so that there will not be many workers waiting to use the toilet.
 - Must check to ensure that toilet doors, door handles and flush handles/ flush levers are cleaned very often.
 - Provide adequate rubbish bins in the toilets, and collect and dispose of the rubbish very often. Make sure there is no leakage in wastewater drainage or sewage system.

7. **For lunch and break time**

- To encourage to bring lunch box and water bottle from home whenever possible
 - To supervise the health issues and personal hygiene (fever, cough, difficult breathing and lethargy) of the food handlers if the food is provided by the factories.
 - Make sure that the workers can sit and eat or rest at a 6-ft distance from each other.
 - Check to ensure all the workers wash their hands at least 20 seconds using soap or hand sanitizer before entering the dining room or the living room.
 - Ensure the proper cleaning of tables in the dining room and areas with high human contact using soap and water or sanitizer containing 70% isopropyl alcohol.
 - Check to ensure they wash their hands before leaving the dining room.
8. To avoid crowding
- To strictly follow the above mentioned physical distancing instructions, to work with a distance of 6-feet for avoiding the working with crowd.
 - Disposable personal protective equipments must be disposed of properly once they have been used. Inspect to make sure non-disposable equipments are cleaned frequently and not shared among the workers.

- Avoid using elevators so much as possible. Take the stairs instead. If unavoidable, check to ensure that not more than 4 people take the elevator and not facing each other.
 - Ensure adequate natural ventilation in workplace. Open the windows.
9. In meetings/ Educational activities
- Avoid conducting meetings with a large group of workers. If unavoidable, the attendants must be kept at least 6 feet apart from each other and the meeting be held in a well-ventilated venue.
 - Avoid conducting health education activities with a large group of workers in factories. Disseminate health knowledge through posters, pamphlets and audio files to relevant workplaces as well as individual or small group knowledge sharing.
 - Inform the workers about the importance of compliance to the instructions, notifications and information issued by MOHS.
 - Information issued by MOHS can be obtained by browsing the MOHS website or Facebook page (www.mohs.gov.mm) and www.facebook.com/MinistryOfHealthAndSportsMyanmar) or through QR code scanning. Refer to correct and accurate information and the activities carried out by MOHS which are updated and presented in a timely manner as well as the statements and preventive measures issued by WHO, audio files regarding COVID-19 prevention, health education radio broadcastings and recommendations regarding proper using of surgical mask.

Inspect and make sure no fake news or rumors are circulating among the employees.

10. For doing the cleaning,

- Check and ensure that the daily equipments used by workers are cleaned very often using 70% ethanol, including
 - Tables or other utensils used by workers everyday
 - Water tap and other things used in washing and cleaning
 - Flush levers and toilet seats
 - Door handles, stair handrails, verandas
 - Escalator handrails and elevator push buttons
 - Machines and tools used in operations
 - Computer and accessories,
 - Copiers and other related office equipment
- Make sure that the floors are cleaned with 0.5% Sodium Hypochlorite Solution (or) 1% Chlorine Solution at least once a day every day.
- To collect the waste frequently and dispose regularly on the daily basic.

(B) For Workers

- Wash the hands at least 20 seconds frequently using water and soap. Avoid touching eyes, nose or mouth. Maintain good personal hygiene. Eat nutritious food and get enough sleep.
- The face mask must be applied during working.

- Avoid crowded places as much as possible except going to and from workplace and home/hostel.
- Avoid visiting to other department at the workplaces.
- Contact the supervisor and responsible township health department by phone to follow the instructions of the Ministry of Health and Sport if workers has contact history with COVID-19 positive patients during last 14 days ago, he/she is identified as (COVID-19) suspected patient or he/she is living in the same house with those who are quarantine.
- If signs and symptoms suggestive of COVID-19 such as fever (38 °C/100.4 °F or higher), cough, breathing difficulty and fatigue appear, don't go to workplace and avoid social contact as much as possible and then inform the nearest health centre by phone to get prompt treatment.
- To inform supervisor and the senior responsible person if the worker undergone above suggestive symptoms.
- Monitor the occurrence of signs and symptoms among fellow employees and report to the responsible person through respective supervisors.
- Use transport services provided by employer. Avoid using public transport as far as possible.
- To inform the supervisor and the senior responsible person if the symptoms suggestive of COVID-19 develop within the family member of the worker.
- Wash the workplace attire immediately and take a shower after arriving back to the hostel or home.

(C) For Supervisors

- Teach and demonstrate how to wash hands properly to the employees.
- Keep infrared thermometers or thermal scanners at the workplace entry/exit and check the body temperature of employees before they enter the workplace. Employees with a body temperature higher than designated level must not be allowed to enter the workplace and must facilitate to ensure that they get the necessary medical care.
- Monitor the occurrence of fever or other signs and symptoms suggestive of the disease and report via phone and send the employee to the nearest health center as necessary.
- Keep the contact phone number and address of the worker up to date and get ready to contact immediately in case of emergency.
- Keep the list of workers who applied for the Social Security Benefit up to date and get ready to contact immediately in case of emergency.
- Monitor the occurrence of fever or history of fever or other signs and symptoms suggestive of the disease among the workers and report via phone and send the employee to the nearest health center as necessary.
- Check to ensure unnecessary visits to the workplace.
- Monitor the workers to avoid visiting to other department and other unnecessary areas at the workplaces apart from the assigned area.
- To record the daily attendance list of the workers.

(D) For Construction

- During COVID-19 pandemic period, the employer of the construction site must supervise the workers not to come to the workplace if the workers get fever or the family members of the workers have been quarantined.
- To arrange not more than 50 workers working for each specific areas
- To record the daily attendance list of the workers.
- To follow the Physical Distancing Guidelines for work that cannot be done from home
 - To separate with the distance of 6-feet of each other at work
 - To ensure the distance there must be markings on the floor at every 6-feet.
 - Employees should be placed side-by-side without working face to face as much as possible.
 - Not to work face to face for at least 15 minutes if required.
 - Employees are assigned to separate shifts and must be assigned to the same workers in each shift (Cohorting)
 - Arrange time for different shifts for lunch breaks and the entry and exit time for workers

If it is limited to follow the Physical distancing instructions at the workplace, decide whether to continue running the work or not. If it is

necessary to work, continue work after implementation of the risk mitigation measures for the spread of the disease.

- Workers have to-
 - Wash their hands carefully at least 20 seconds
 - Wash their hands carefully after sneezing and coughing, before start working, before and after the meal, before handling equipments at work and after work stoppage, on the bus and after returning home.
 - Wash hand with hand sanitizer when Soap and water is not applicable.
 - To follow strictly to avoid touching the faces at anytime during the workplace
- To use the ordinary stirway than the lift and escalator. If you cannot avoid using the lift and escalator, mitigate the risk of the contact by reducing the load of the staff and workers in the lift and regularly clean the surface of frequent contacts, door and buttons by using 70% Ethyl Alcohol Spray.
- Ensure adequate natural ventilation in workplace. Open the windows.
- To clean and disinfect the interior of the transporter especially after different driver have been used.