



# BGMEA FACTORY OPENING GUIDELINES

April 22, 2020

## OVERVIEW

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Operational Phases

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Reduce Density

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Entrance Protocol

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Social Distancing

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COVID-19 Task Force

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Medical Team

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Vulnerable Workers

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Disinfection Chambers

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Training

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Steps to follow if suspected COVID19 onsite

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Good Practices

### FIRST PHASE

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

FIRST PHASE  
APRIL 26- MAY 2

#### 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		

### SECOND PHASE

On **May 2<sup>nd</sup>** 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.

SECOND PHASE  
May 2- May 21

#### 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

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



## MEDICAL INSTITUTIONS

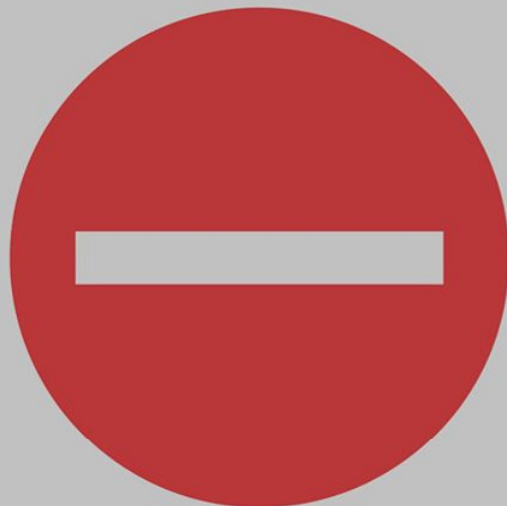
- Please find the list of private hospitals [here](#). Find out ahead of time which hospital is nearest to your unit, and accepting patients. Try to develop an ongoing relationship with the management there.
- Please find the list of public hospitals here (TBD).

## 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 COVID19 (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.