

## COVID-19 health and safety checklist

This checklist should serve as inspiration, and our recommendations must only be applied if in accordance with the regulations provided by local health authorities and governments.

The check list is not a stand-alone tool, but should be used in conjunction with the document titled: 'Discussion Sheet on Factory Health and Safety' which provides further explanation on each topic.

### GENERAL FACTORY MEASURES

- Check the guidance provided by local health authorities and governments
- Professional disinfecting is an option to bring factory hygiene to a baseline
- Optimise factory layout for practicing social distancing
- Supply sufficient facilities for hand washing
- Upgrade cleaning protocols throughout the factory
- Supply sufficient materials for cleaning and disinfecting
- Supply sufficient personal protection equipment (PPE)
- Calculate the increase in price as a result of taking COVID-19 precautionary measures

### PERSONAL MEASURES FOR EACH WORKER

- Wash hands thoroughly and frequently and avoid touching mouth and face
- Avoid touching surfaces in common areas
- Sneeze and cough into elbow or into a paper tissue
- Possibly wear a face mask if in close proximity to other workers

- Wipe down the workstations daily, especially if these are shared with another workers
- Monitor your own health and contact a medical professional if you feel unwell and/or show symptoms of COVID-19 BEFORE entering the work facility or taking transport with other workers.
- Uphold 1.5 meters of social distancing from other people at all times<sup>1</sup>
- Uphold all measures during both working hours as well as during transport and leisure time

## **SOCIAL DIALOGUE, GRIEVANCE AND REMEDIATION**

- Encourage factory management to keep workers well informed about what measures are being taken and why.
- Check that there adequate access to grievance mechanisms internally and externally
- Follow up if the supplier is engaging with unions, worker representatives and local stakeholders to agree on measures taken and their implications.
- Encourage a strong social dialogue between factory management and workers

## **PREPARING THE FACTORY**

- Stock up on PPE inventory. Face masks, gloves, disinfecting hand gel, soap, cleaning alcohol, paper towels.
- Set up an efficient and safe waste management system
- Body temperature measuring devices such as infrared thermometers can be considered
- Establish sufficient hand-washing facilities

<sup>1</sup> The concept of social distancing is not equally interpreted in all parts of the world. Our advice comes from what seems to be the most widely accepted interpretation of keeping a minimum of 1.5 meters between people at all time. Guidance from local health authorities and governments should however always be considered leading.

## Checklist for COVID-19-related health and safety measures

Extend and upgrade factory cleaning protocols

Allow frequent aeration of the work premises to let in fresh air.

Allow workers to go outside during breaks for some exposure to sunlight/daylight.

### Factory clinic

Overhaul the factory clinic and check that it has sufficient capacity in terms space, staff and medical supplies.

Ensure adequate training for medical staff to deal with COVID-19 related health issues

### Signs, screens and markings

Produce clear signs and instructions in the local language that can be placed in prominent places all over the factory

Produce the appropriate floor markings to indicate distance and direction

Produce leaflets/handouts and posters to inform all workers

## WORKFLOOR

### Rearranging the work floor

Increase the space between workstations to enable social distancing

Install solid transparent barricades around the workstation<sup>2</sup>

Rearrange the working schedule to accommodate the social distancing efforts

Make masks available to workers in areas where social distancing is not possible?<sup>3</sup>

Check the need to use plexiglass screens or plastic to isolate workers from each other

<sup>2</sup> Please keep in mind that constructed cubicles must not block the influx of air into the working area and re-evaluate FIRE-HAZARDS.

<sup>3</sup> Please refer to guidance on the correct use of masks provided by the WHO: <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/when-and-how-to-use-masks>

## Checklist for COVID-19-related health and safety measures

Check that proper air circulation is not compromised

Re-evaluate FIRE HAZARDS

### Prepare training on health and safety measures

Set up a COVID-19 task force within the factory

Educate security personal on observing and upholding safety measures

Arrange training on health and safety for worker representatives

Appoint safety ambassadors

## DURING WORKING HOURS

### Upon entering the facility

Make hand washing and/or disinfection of hands mandatory upon entering and every hour during the working time. In between, hand washing and disinfection should be done when needed.

Monitor the status of health and wellbeing of the workers when they enter the factory

Possibly measure workers' temperature to check for fevers

Set up procedures for workers with raised temperature or those not feeling well and do not allow them into the factory

Ensure paid sick leave is available if workers need this

Make sure grievance mechanisms are well established

Reduce the visitors to the factory to an absolute minimum and have clear protocols for receiving visitors

### Workstations

Disinfect at the contact points of machines, especially if they are shared between several workers

### Social distancing measures

- Place clear signs and instructions in prominent places across the factory
- Are floors of corridors and hallways marked with stickers to indicate the proper distance?
- Make all passages one-directional, so people are always moving in the same direction
- Separate using clear barriers where needed
- Arrange the lunch hall in such a way that workers can uphold social distancing

## AFTER WORKING HOURS

### Factory-owned living quarters

- Implement and observe similar precautionary measures as taken in the factory

### At workers' homes and during leisure time

- Provide workers with sufficient information about upholding health and safety measures as well as upgraded hygiene procedures at home
- Positively reinforce the individual responsibility for upholding all health and safety measures and the notion that this also applies during leisure time

## TRANSPORTATION

### To and from the factory

- Contact the transport company to arrange and coordinate safety measures
- Implement an extended hygiene protocol with the transport company

## Checklist for COVID-19-related health and safety measures

- Arrange transportation vehicles/shuttles in such a way that social distancing can be observed
- Have face masks available to workers during transportation
- Implement and observe similar measures if workers use public transport
- Implement and observe similar measures if workers are commuting in other ways to the factory, such as on individual scooters or motorcycles
- Discuss the possible gender-related issues that could occur due to the change in transportation patterns with the worker representatives and look for ways to mitigate these

## WORKERS IN QUARANTINE

### In the event of suspected or confirmed infection cases

- Make sure paid sick leave can be available to workers who need to be quarantined
- Isolate not only the worker but the entire family
- Set up a task force with workers to support the quarantined staff and their family
- Set up procedures for communicating
- Increase support measures in the case of confirmed cases of COVID-19 or the hospitalisation of workers or their family members as a result of their infection.