



Operational Guidelines on preparedness and response for
COVID-19 outbreak for Apparel Industry



25th October 2020

Environmental, Occupational Health and Food Safety Directorate
Ministry of Health

Contents

1.	General health measures to be followed in enterprises during the current COVID - 19 outbreak	1
1.1.	The transmission of COVID-19.....	1
1.2.	Employee groups who should not report for work.....	1
1.3.	Cleaning and disinfection of surfaces	1
1.4.	Guide for meal rooms and canteens	1
1.5.	Instructions for the staff at any service counter.....	2
1.6.	Instructions to be followed after detecting a worker with symptoms suspected of COVID 19	2
1.7.	Transport of workers	3
1.8.	Instructions to be followed on returning home	3
1.9.	Maintain good personal health and hygiene	3
1.10.	When to perform hand hygiene	3
2.	Specific health measures to be followed in enterprises during the current COVID - 19 outbreak	4
2.1.	Responsibilities of the management of the enterprises.....	4
2.1.1.	Accepting new recruits.....	5
2.1.2.	Service and maintenance staff /contract staff.....	6
2.2.	Instructions for employees.....	6
2.2.1.	Physical distancing	6
2.2.2.	Hand hygiene.....	6
2.2.3.	Respiratory etiquette.....	6
3.	Steps to be followed in case a positive worker is found in an enterprise	7
4.	Monitoring mechanism	11
5.	Resources.....	12
6.	Annexures	13

Operational guidelines on preparedness and response for COVID-19 outbreak for Apparel Industry

1. General health measures to be followed in enterprises during the current COVID - 19 outbreak

All apparel enterprises are expected to follow this health guideline strictly to protect the workforce from COVID-19 infection. Additionally, response measures are stipulated in order to prevent further spread of the disease within the workplace and better manage the affected workers.

1.1. The transmission of COVID-19 may happen as follows:

- Person to person transmission by direct contact with an infected person. (eg: hugging, shaking hands). The virus can enter the body through nose, mouth or eyes
- When an infected person coughs, talks, sneezes or exhales, surfaces and objects can get contaminated due to deposition of droplets containing the novel corona virus (COVID-19). If an uninfected person touches such surfaces, the hands of that person can get contaminated with the novel corona virus. When he/she touches the face, nose, mouth or eyes with contaminated hands, the novel corona virus can enter the body and infect the person.

1.2. Employees should not report for work when they belong to following groups

- Those having temperature above 98.4 °F or 37 °C, body aches and/ or acute onset respiratory symptoms such as cough, runny nose, sore throat and shortness of breath
- Those who are being quarantined for COVID-19. They can report for duty only after obtaining the quarantine completion certificate issued by the Medical Officer of Health (MOH)

1.3. Cleaning and disinfecting surfaces

- Maintain regular housekeeping practices, including routine wiping/cleaning and disinfecting of surfaces, equipment, and other items in the work environment
 - First clean by damp dusting/wet mopping or washing with soap and water or a general-purpose detergent.
 - Secondly disinfect
 - all metal surfaces with minimum of 70% v/v alcohol solution
 - all non-metal surfaces with 0.1% sodium hypochlorite solution
- Disinfection chambers and foot baths are not recommended

1.4. Guide for meal rooms and canteens

- Meal and tea breaks to be given in a batch-wise manner to prevent overcrowding
- Maintain a minimum distance of one meter among persons in the canteen

- Avoid sharing food, beverages, glasses, plates and other utensils during meals
- Allocate dedicated person(s) to serve meals/food/ beverages served in buffet style
- Self-serving of meals arranged in buffet style should not be allowed to prevent cross contamination

1.5. Instructions for the staff at any service counter (if applicable)

- Always wear a mask (Mask should be worn securely and properly and should not be touched thereafter until it is removed)
- Keep a minimum distance of one meter from the customer. Alternatively have a blind/glass/plastic shield in front of the counter leaving a space at the bottom to carry out the transactions or to provide services
- There shall be minimum handling of cash. (Ask for a credit/debit card). When using the credit/debit card, ask the customer to insert it and also to remove it from the machine
- The officer in the counter should not share his/her pen with customers (The customer should use his/her own pen).
- In case the customer does not carry a pen he/she may use the pen of the cashier. However, it should be disinfected immediately afterwards (Please refer section on disinfection)
- Keep an alcohol based hand sanitizer by the side (one per each person in the counter) and use it as frequently as possible

1.6. When an employee suspected of COVID 19 is detected at the workplace

If an employee develops COVID-19 like symptoms (fever, cough, cold, sore throat or difficulty in breathing) during work hours the following measures should be followed:

- Isolate the person immediately in an isolation room/ space preferably with a dedicated washroom facility.
- He/she should continue to wear a face mask.
- Provide first aid medical assistance if required.
- All persons attending the patient should wear face masks, maintain physical distance of 1 meter at all possible instances and practice hand hygiene frequently. In addition, should wear an overall and face shield.
- Inform the Medical Officer of Health (MOH)/Public Health Inspector of the area and seek advice.
- Inform the Suvaseriya ambulance service (Tel: 1990) or transfer to the closest government hospital preferably with isolation facilities to treat suspected COVID-19 patients.

1.7. Transport of workers (if applicable)

- Clean and disinfect the vehicles (the seats, all handles, interior door panel, windows, locks, exterior door handles, poles, etc.) before passengers are allowed in
- Number of workers should not exceed the number of seats
- All persons in the vehicle must wear masks while travelling
- Conduct awareness to drivers regarding COVID-19 preventive measures regularly
- Maintain details of workers transported according to batches. Details should consist of the name, ID number, contact details and the address (temporary and permanent).

1.8. What needs to be done on returning home from the workplace

Before entering the house,

- Wash the hands properly with soap and water and remove the mask with minimal handling. Safely dispose it to a pedal operated closed bin lined with a garbage bag. Wash your hands again with soap and water
- Remove the clothing and shoes/slippers and leave them outside. Wash them before wearing again or taking them inside
- Take a bath before entering the house
- If bathing facilities are not available outside, enter the wash room without touching anything inside the house and bathe yourself
- Clean/disinfect your accessories, bags using soap and water or minimum 70% v/v alcohol solution
- Refrain from participating large gatherings (Ex: Funerals / Weddings / Excursions / Sports and Religious Activities etc.) as much as possible

1.9. Maintain good personal health and hygiene by practicing the following

- A balanced diet
- Drinking adequate amounts of clean water
- Regular physical exercise
- Abstain from unhealthy habits such as smoking and consuming alcohol

1.10. Performing hand hygiene

- Wash hands with soap and water at least for 20 seconds before entering. (Foot operated tap is the best for the wash basin). Alternatively, a hand sanitizer with alcohol (minimum 70% v/v Alcohol) can be adopted.

- Wash hands or sanitize as above
 - Before wearing the mask
 - Before and after removing the mask
 - Before and after meals
 - After using the washroom

2. Specific health measures to be followed in enterprises during the current COVID - 19 outbreak

2.1. Responsibilities of the management of the enterprises

- Should develop a COVID-19 preparedness and response plan for the workplace
- Should appoint a responsible worker as the focal point to monitor the implementation of the plan.
- Reorganization of the workplace physically and administratively in order to prepare for COVID-19 (e.g.: Minimum essential number of staff should be used, limiting operations to essential processes, implementing flexible work hours, changing office arrangements to maintain the required physical distance at the workplace).
- Improve ventilation in the workplace and where feasible install air filters.
- Where air conditioners are not used leave the doors open. Appoint a designated person to open and close entrance/exit doors (if not left open).
- All workers on duty must be traceable staff.
- A register /registers should be maintained for workers and their name with initials, employee number, addresses (permanent and temporary), contact details and ID card number must be documented.
- Screening for respiratory symptoms and thermal screening (with a non-contact medical grade thermal scanner) of all the workers at the time of entrance to the workplace. Any person recording a temperature above 98.4 0 F or 37 0 C or respiratory symptoms should be sent back to seek medical advice.
- Hand washing facilities with soap and water must be available at the entrance preferably with a pedal operated tap and sink. Ensure facilities for hand washing and hand sanitizing at other appropriate places within the workplace.
- Provision of welfare facilities for all workers (e.g.: adequate facilities at meal rooms, toilets, changing rooms, provision of pedal operated closed bins etc.).
- Ensure adequate supply of personal protective equipment (mask, gloves, etc.)
- Avoid in-person meetings and non-essential training. Use methods of communications like video conferencing.

- Arrange the workforce and the tasks to prevent cross contamination. Prevent mixing of workers as much as possible at all times.
- Ensure raising awareness on COVID-19 prevention among all workers regularly. Consider using public address system/ posters/ notices/ videos on electronic screens etc. for the purpose.
- Prevent queues at entrances, meal rooms and lifts.
- Ensure cleaning and disinfection of all surfaces and equipment
 - The door knobs/handles shall be cleaned and disinfected before every shift and every three hours.
 - Floors, office equipment and furniture/ work stations shall be cleaned and disinfected a minimum of twice a day. (Or after every shift in places where there are shift duties)
 - Disinfect all contact points of workers in all service areas as frequently as possible (At least 4 times a day). E.g. Door handles and knobs, etc.
- Ensure safe and proper waste management and cleaning
- All cleaning staff should be given training on the correct procedure of cleaning techniques, personal hygiene and waste management
- All cleaning staff should be provided with necessary personal protective equipment
- Monitoring and evaluation of all activities to ensure the adherence to all above COVID-19 preventive activities
- A register /registers should be maintained to document the details of persons with a history of recent foreign travel. The register should include the following details
 - name with initials
 - addresses
 - contact details
 - date of arrival in Sri Lanka
 - date of visit to the workplace
 - Country visited
 - Passport number
 - Name and designation of the person issuing the Quarantine certificate

2.1.1. Accepting new recruits from man power agencies or otherwise

- Refrain from recruiting workers from workplaces having positive COVID-19 patients within the past 14 days
- Shall be screened using the checklist annexed (annexure 1)

- Ensure that persons with fever and /or respiratory symptoms for the previous 3 days are not recruited
- Foreign returnees should be recruited only with a quarantine completion certificate issued by the area Medical Officer of Health (MOH)

2.1.2. Service and maintenance staff /contract staff

- Before getting the services, shall be screened using the checklist annexed (annexure 3)
- It is better to obtain the service and maintenance operations from dedicated persons for a particular enterprise as much as possible
- Maintenance staff/contract staff shall follow COVID - 19 operational and response health guidelines mentioned herein
- Avoid contact of maintenance staff/contract staff with the staff of the enterprise if possible

2.2. Instructions for employees

2.2.1. Physical distancing

- Maintain at least 1 meter distance with all persons at all times.
- Maintain a distance with persons inside the lift and avoid facing them. Use the stairs as much as possible.

2.2.2. Hand hygiene

- All workers should wash hands with soap and water for at least 20 seconds before entering the premises, when leaving the premises and as frequently as possible.
- If handling items received from outside workers must wash hands after handling them.
- Mobile phones, pens etc. should not be shared. Avoid using common telephones, fax machines, desks, or other work tools and equipment, whenever possible.
- Refrain from touching frequently touched surfaces.

2.2.3. Respiratory etiquette

- Wear a face mask properly when on duty. Avoid touching face (especially eyes, nose, mouth) and/or face mask at all times.
- When not wearing a face mask (during meals etc.) cover coughs and sneezes with a tissue.
- After removal of face mask safely dispose it to a pedal operated closed bin lined with a garbage bag and wash hands with soap and water.
- Do not wear non-essential personal accessories/ornaments (eg: wrist watch, bracelets, jewellery, etc.)

3. Steps to be followed in case a positive employee for COVID-19 is found in an enterprise

Step 1: Identification of a COVID-19-positive employee

As soon as a member of the staff is found to be infected with COVID-19 all relevant precautions should be taken to limit the spread of the disease within the enterprise.

- Isolate the patient immediately in an isolation room/ space preferably with a dedicated wash room facility.
- He/She should continue to wear a face mask. Take all relevant precautions to limit the spread of the disease, until transfer to the health facility.
- Inform the area Medical Officer of Health immediately.
- Transfer of the patient to a health facility should be done as per the instructions of the Medical Officer of Health/ Regional Epidemiologist.

Step 2: Identify all close contacts of the Covid-19 positive employee

When a test results is known of a COVID-19 positive patient, he/she may be either attending work (if the sample is taken during routine surveillance) or may be already under quarantine (when identified as a contact of a known patient).

Identifying of all close contacts of the newly identified COVID-19 patient and quarantining them is essential to break the transmission of the disease.

If an employee was tested positive, determine the close contacts (First Contacts) of the patient. A close contact is defined as someone who was within one meter proximity for at least 15 minutes or had direct physical contact with the person who tested positive during the exposure risk period.

Collect following information about the COVID-19 positive employee:

- 1) The date when symptoms began (if applicable)
- 2) The date of sample collection for the positive test; and
- 3) The last date that the patient present at the workplace

This information should be used by the employer to identify all individuals who may have had close contact with the patient during the exposure period. The exposure period is defined as:

- Start: 7 days before the person had symptoms (or, for asymptomatic patients, 2 weeks before date of sample collection for the positive test)
- End: last day the positive person was at work place.

Complete the case and contact data collection forms. The employer should gather the following information for all employees who have been identified as close contacts, including any vendors/suppliers, visitors, or others who had close contact with the employee at the worksite.

- Name with initials
- Phone number
- Permanent address
- Current address (if different from the permanent address)
- ID number

Provide these details to the area Medical Officer of Health/area Public Health Inspector.

In order to facilitate this process, inform all employees in advance that, if they are confirmed having COVID-19, they need to provide a list of other people with whom they had close contact during the exposure period.

Step 3 : Communicate with all employees about work exclusion, quarantine & testing recommendations for close contacts

- All close contacts (First contacts) identified according to the above-mentioned criteria, should undergo mandatory 14 day quarantine.
- Sample collection for COVID-19 testing will be determined by the Regional Epidemiologist or the area Medical Officer of Health.
- Even if the test is negative, close contacts should remain in quarantine for the full 14 days.
- All others present at the workplace, but NOT identified as close contacts, may return to work as usual but should be advised to self-monitor for symptoms for 14 days after the last day that the person diagnosed with COVID-19 was at the work place.
- The enterprise should strictly conduct symptom monitoring for all employees attending work. If they develop symptoms, please follow step 1.

Step 4: Disinfection recommendations after a confirmed COVID-19 case at the workplace

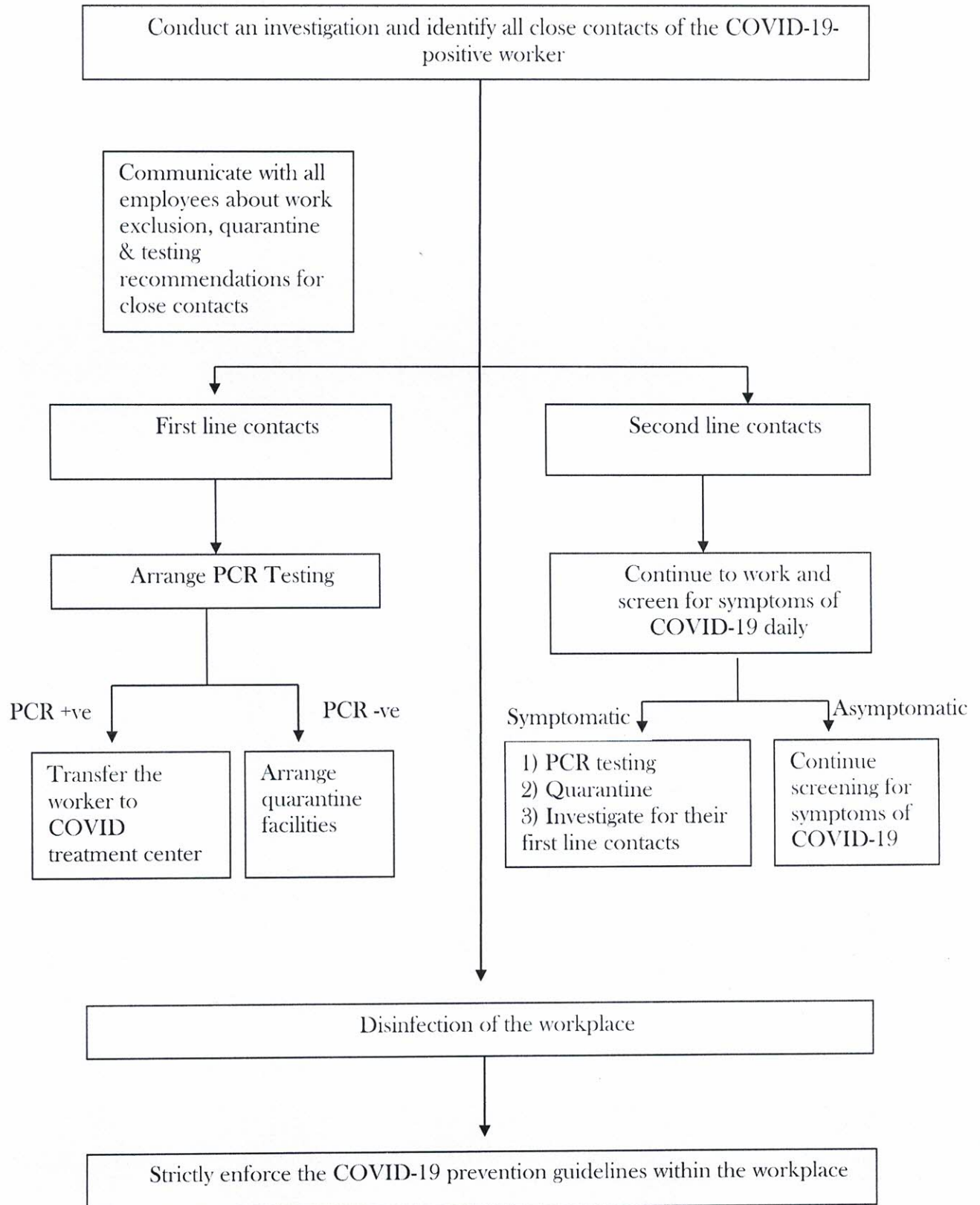
- Until cleaning and disinfection are completed, close off areas visited by the patient within the last 48 hours.
- If safe, open outside doors and windows and use ventilating fans to increase air circulation in the area.
- Wait 24 hours or as long as practical before beginning cleaning and disinfection.

- Clean and disinfect all areas used by the patient including office rooms, bathrooms, common areas, shared electronic equipment (like tablets, touch screens, keyboards, remote controls, and ATM machines), focusing especially on frequently touched surfaces as per the cleaning guidelines mentioned above. Continue routinely cleaning and disinfecting all high-touch areas throughout the day, following the health guidelines. Clean visibly dirty surfaces and objects using soap and water prior to disinfection.
- If many workers have become positive for COVID-19 the whole building has to be closed for 48 hours for cleaning and disinfection.

Step 5: Preventing workplace COVID-19 further transmission

Strictly enforce the COVID-19 prevention guidelines mentioned above. All persons must be instructed to wear face masks at all times while at the workplace or performing work offsite, especially when interacting with or in a space visited by members of the public, working in a space where food is prepared or packaged, working in or walking through common areas, or in an enclosed area with others. As appropriate, restructure the workplace to better support physical distancing. Ensure that all personnel are properly trained on the above protocol and that the protocol measures are being strictly implemented and followed.

Steps to be followed in case a positive employee is found in an enterprise



4. Monitoring mechanism to be followed in enterprises during the current COVID – 19 outbreak

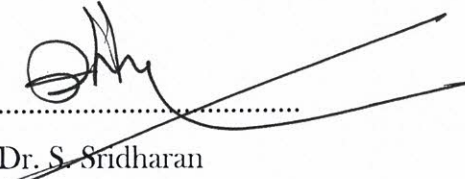
Responsibilities of the management of the enterprises

- It is compulsory to appoint a focal point from each enterprise responsible for the implementation of the COVID-19 preparedness and response measures, as per the guidelines issued by the Ministry of Health.
- The focal point shall be made responsible for ensuring health and safety of all employees. He/she shall assess the preparedness and response of the enterprise to COVID-19 using the annexed checklist (annexure 2) on a daily basis.
- The focal point in each enterprise shall ensure the completion of the summary sheet attached (annexure 3), and send it to the following authorities on a weekly basis
 - Enterprises within the BOI zones to the Zonal Manager
 - Enterprises outside the BOI zones to the Director/ Industrial Relations BOI
- The summary sheet of the preceding week shall be sent to either zonal managers or Director, Industrial Relations BOI depending on where the enterprise is located by Monday of the following week.
- If there are employees with symptoms suspicious of COVID-19, they should not be allowed to work. They should be sent to the nearest government hospital for medical advice and management.
- The focal point shall maintain daily records of employees with suspected symptoms of COVID-19 and send these records to the area Medical Officer of Health and the area Public Health Inspector daily.
- It is mandatory to inform the area Medical Officer of Health (MOH)/ area Public Health Inspector (PHI) in case of detecting a suspected or a positive case in the workplace.
- The statistics of the PCR tests done shall be sent to the zonal managers or Director, Industrial Relations BOI daily by completing the format attached in Annexure 4 every week.

5. Resources

The following additional guidelines issued by the Ministry of Health with regard to prevention and control of COVID -19 can be downloaded from the health ministry websites.

Guideline	Website
1. Workplace Guidelines for Prevention of COVID-19 - Manufacturing Industries (Factories)	https://eohfs.health.gov.lk/occupational/index.php?lang=en
2. Workplace Guidelines for Prevention of COVID-19 - General guidelines	https://eohfs.health.gov.lk/occupational/index.php?lang=en
3. Operational guidelines on preparedness and response for COVID-19 outbreak for work settings	http://www.health.gov.lk/moh_final/english/article_read_more.php?id=885
4. Instructions for Selected Public Activities/ Work Settings for the Prevention and Control of COVID-19	http://www.health.gov.lk/moh_final/english



Dr. S. Sridharan

Director General of Health Services (Covering up)

Dr S. Sridharan
Director General of Health Services (Covering Up)
Ministry of Health
"Suwasiripaya"
385, Rev. Baddegama Wimalawansa Thero Mawatha,
Colombo 10

Date:.....

Employ Number Name of the Institution.....

Full name:

Telephone number:

1. During past 3 days, have you been suffering from symptoms suggestive of COVID-19?
(Fever / body ache / cough / runny nose / sore throat / shortness of breath/Loss of smell)
Yes ☐ No ☐
2. Has anyone living in the same household / close associates had COVID-19 symptoms during the last 04 days?
Yes ☐ No ☐
3. Has anyone living in the same household / close associates been diagnosed with COVID-19 disease or positive PCR test within last 03/04 days?
Yes ☐ No ☐
4. Has anyone living in the same household / close associates been quarantined either formally or voluntarily?
Yes ☐ No ☐
5. Did you visit a person who has been self-quarantined / who has been diagnosed or treated due to COVID 19 during Last 30 days?
Yes ☐ No ☐
6. Has anyone living in the same household / close associates come from abroad or from an area that has been locked down due to COVID-19 in the last 30 days?
Yes ☐ No ☐
7. Have you visited any foreign country or area that has been closed due to COVID-19 during the last 30 days?
Yes ☐ No ☐
8. Have you attended any event/ function or gathering in the last two weeks? (Ex: Funerals / Weddings / Excursions / Sports and Religious Activities etc.)
Yes ☐ No ☐
9. From where you come to work
From home ☐ from boarding place ☐ other ☐

Checked by:.....

දිනය/...../2020

සේවක අංකය ආයතනයේ නම

සම්පූර්ණ නම

දුරකතන අංකය

1. පසුගිය දින 03 තුළ දී ඔබට COVID - 19 රෝග ලක්ෂණ තිබුණේද ?

(උණ / ඇඟ රිදීම / කැස්ස / සොටු දියර ගැලීම / උගුරේ අමාරුව / හුස්ම ගැනීමේ අපහසුව/ගද සුවද නොදැනීම)

ඔව් නැත

2. පසුගිය දින 03 ඇතුළත දී ඔබගේ නිවැසියෙකුට / සමීපව ඇසුරු කළ අයකුට COVID - 19 රෝග ලක්ෂණ තිබුණේද?

ඔව් නැත

3. පසුගිය දින 04 ඇතුළත දී ඔබගේ නිවැසියෙකුට / සමීපව ඇසුරු කළ අයකුට COVID - 19 රෝගී තත්වයක් හෝ PCR පරීක්ෂණයකින් රෝගය ඇති බවට හෝ තහවුරු කර ඇතිද ?

ඔව් නැත

4. ඔබගේ නිවැසියෙකුට / සමීපව ඇසුරු කළ අයකුට මේ වන විට දී නිල වශයෙන් හෝ ස්වේච්ඡාවෙන් වෙන්කර නිරෝධායනයට ලක් කර තිබේද ?

ඔව් නැත

5. පසුගිය දින 30 තුළ ඔබ COVID 19 හේතුවෙන් ස්වයං නිරෝධායනයට ලක් වන අයකු / රෝගය වැළඳුණු හෝ ප්‍රතිකාර ලබා ගන්නා අයෙකු හමුවීමට ගියේද ?

ඔව් නැත

6. පසුගිය දින 30 තුළ ඔබගේ නිවැසියෙකු / සමීපව ඇසුරු කළ අයකු විදේශයක සිට හෝ COVID - 19 හේතුවෙන් වසා දමා ඇති ප්‍රදේශයක සිට පැමිණියේද?

ඔව් නැත

7. ඔබ පසු ගිය දින 30 තුළදී කිසියම් විදේශයකට හෝ COVID - 19 තත්වය හේතුවෙන් වසා දමා ඇති ප්‍රදේශයකට සංචාරය කළේද?

ඔව් නැත

8. පසුගිය සති දෙක ඇතුළත ඔබ විසින් ජනතාව ඒකරාශී වන තැන් / පිරිස රැස්වූ අවස්ථාවකට සහභාගී වූනේද? (උදා: අවමගුල්/ මංගල උත්සව / විනෝද සචාර / ක්‍රීඩා තරග හා ආගමික කටයුතු ආදිය)

ඔව් නැත

9. ඔබ සේවයට පැමිණෙන්නේ නිවසේ සිට බෝඩීමේ සිට වෙනත්

Checked By

Check list to monitor workplaces for preparedness and response to COVID-19 for Enterprises

	Name of the enterprise		Date of inspection	
	Address of the enterprise		MOH area	
			PHI area	
	Please mark the following items as follows Available/Satisfactory - √ Not available/unsatisfactory - X			
1	Availability of an identified focal point for COVID-19 preventive activities			
2	Availability of a preparedness and response plan for COVID-19			
3	Availability of a mechanism to inform COVID-19 patients or any other workers with suspected symptoms of COVID-19 to the area MOH and PHI			
4	Supervision of workers in terms of adhering to COVID -19 prevention health instructions is being done satisfactorily by the supervisors			
5	Availability of records on details of workers per shift/day			
6	Availability of updated records on workers with symptoms suspected of COVID-19 (Eg: Temperature more than 98.4F, body aches and/ or respiratory symptoms; cough, runny nose, sore throat etc.) (Fact sheet on COVID 19 is available at - https://www.epid.gov.lk/web/images/pdf/Fact_Sheet/fact-sheet-covid-19-english.pdf)			
7	Screening the workers for respiratory symptoms is being carried out before they enter the workplace			
8	Checking the body temperature of all workers before entering the workplace on a daily basis			
9	Availability of hand washing facilities/alcohol hand sanitizers at the entrance of the workplace			
10	Availability of adequate hand washing facilities/alcohol hand sanitizers inside the workplace			
11	Maintaining physical distancing inside the workplace (One meter apart between two persons)			
12	Maintaining the recommended distance during the transport of workers (if relevant)			
13	Workers and cleaning staff are provided with required PPE, in adequate amount to prevent the transmission of COVID-19			
14	Workers are wearing masks while working			
15	Ventilation in the workplace is satisfactory			
16	Maintaining cleaning and disinfection activities as recommended in the guideline 'Operational guidelines on preparedness and response for COVID-19 outbreak for work settings'			
17	Maintenance of a chart on cleaning and disinfection activities			
18	Awareness for workers on COVID -19 prevention has been done			
19	Lunch, tea breaks are given in small groups to prevent overcrowding of the canteen/ dining room			
20	Availability of bag lined pedal bins to discard waste (gloves, masks, tissues etc.)			

Any other comments:

Name of the Officer :
 Designation :
 Signature :

Date:

Summary sheet**(To be filled by the focal point of the relevant enterprise)**

Name of the enterprise :

District where the enterprise is located :

Period of reporting (The period from Monday to Sunday : From to
of each week. Please write the dates)**1. Summary of activities**

The following must be assessed and marked with a 'tick' to indicate the satisfactory (available) or unsatisfactory (not satisfactory) nature. These must be discussed and the problems identified must be documented.

	Satisfactory/ available	Unsatisfactory/ Not available	Remarks/ problems identified (if any)/ <u>if unsatisfactory</u> <u>please give reasons</u>
Administrative requirements			
1 Functioning focal point available for COVID-19 preparedness and response.			
2 The COVID-19 preparedness and response plan is updated with latest circulars/guidelines etc. and functioning well			
3 Mechanism to inform workers with suspected symptoms of COVID-19 to MOH and PHI			
4 Supervision of workers on adherence to COVID – 19 prevention and health instructions by supervisors			
5 Maintenance of records of workers with symptoms suspicious of COVID-19			
6 Precautions taken during transport of workers (Eg: maintain the recommended distance etc. if relevant)			
Maintaining distance			
7 Maintenance of physical distance inside the workplace			

Screening				
8	Screening of workers at the entrance (temperature, respiratory symptoms, etc.)			
Hand hygiene				
9	Availability of adequate hand washing and sanitizer facilities at the entrance and at strategic locations in the workplace			
Respiratory etiquette				
10	Workers are wearing masks while working			
Worker welfare				
11	Action taken to prevent overcrowding (Eg: tea, lunch breaks are given in small groups)			
12	Provide facilities to workers to prevent contamination (Eg: not sharing equipment)			
13	Availability and provision of personal protective equipment (PPE) (Eg: mask, gloves)			
14	Awareness of workers on COVID-19			
15	Availability of methods for safe waste disposal (Eg: pedal operated bins, waste disposal system etc.)			
Improving ventilation				
16	Techniques used for improving ventilation (Eg: leaving doors open etc.)			
Cleaning and disinfection				
17	Techniques for disinfection and keeping premises clean (including maintaining check lists)			

2. Any other problems identified should be tabulated as follows;

Problems identified	
1.	
2.	
3.	

Any special problem directed to health sector can be mentioned in the above list or mentioned separately as matters to be addressed by the focal point in the Ministry of Health.

3. Please mention the following details, regarding the facility level focal point (PS: if these details were completed before and if there is no change please refrain from filling this part)

Name :

Contact details:

Number of workers:

Signature:

Name and designation of the person completing the form:

Date:

Information of employees with symptoms suspected of COVID -19 and details of PCR testing

	Name of the enterprise	No. of workers with suspected COVID-19 symptoms during the last week	No. of workers with suspected COVID-19 symptoms during the last week informed to the MOH/PHI	No. of PCR tests done during the last week	No. of positive PCR tests during the last week	No. of PCR test results pending for the week
1						
2						
3						
4						
5						