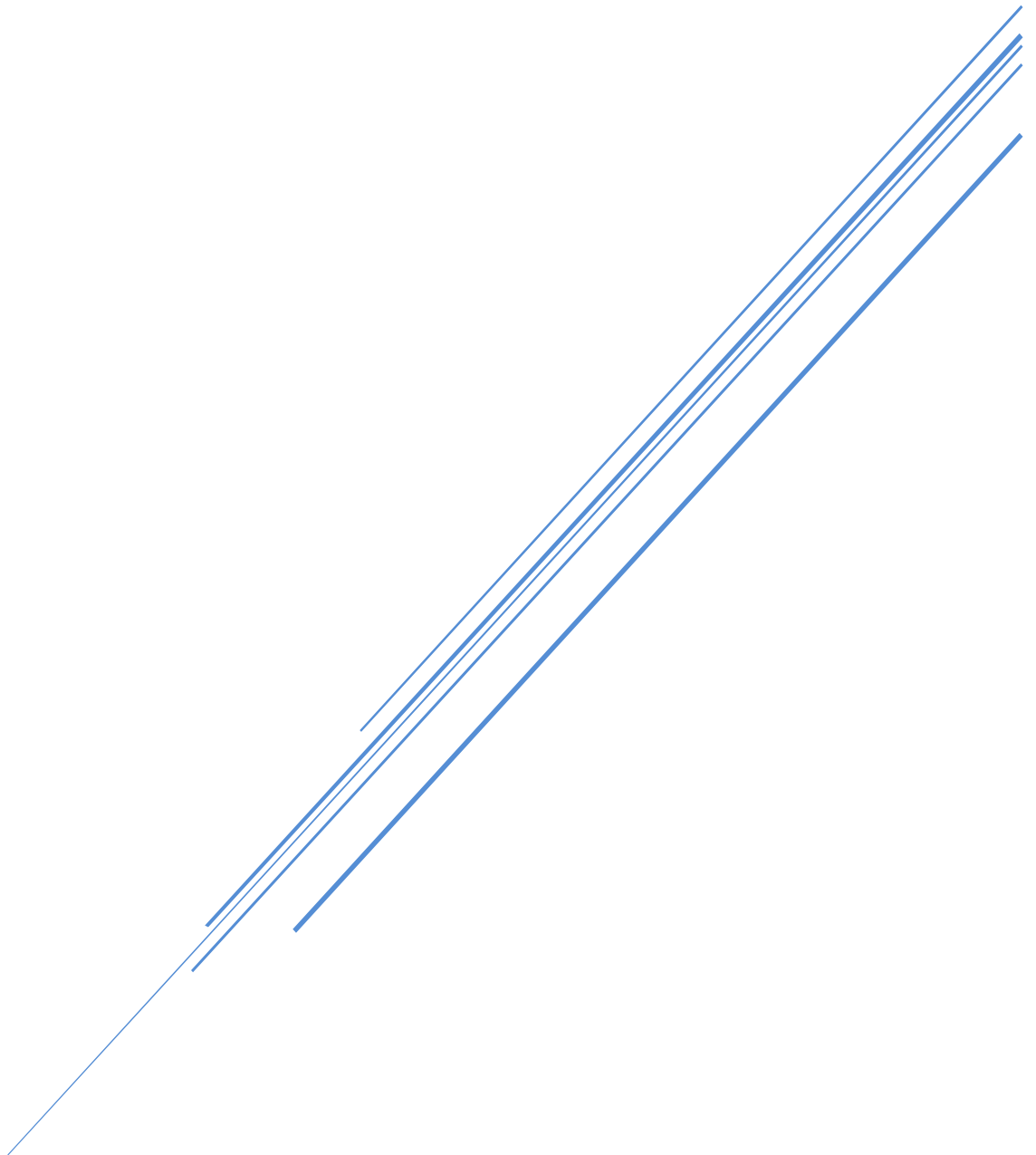


GENERAL GUIDELINES TO RESUME WORK AFTER THE COVID-19 LOCKDOWN



General Guidelines to resume work after the Covid-19 lockdown

Purpose

The purpose of this protocol is to provide guidelines to adopt by an organization in preparation of the return to work after COVID 19 confinement period.

Scope

The protocol covers the guidelines for planning and execution of operations and sanitary measures. It involves all employees and relevant stakeholders.

The present requirements have to be adapted to specificities of each site and organisation.

References

1. International Labour Organisation – Prevention and Mitigation of COVID 19 at work
2. World Health Organisation - <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public>
3. Data Protection Act 2017
4. Ministry of Health and Wellness <http://health.govmu.org/English/Pages/covid%20-19.aspx>

Responsibilities

Crisis response team

Protocol

1. Prior to resuming work for different phases

- a. Appoint a COVID-19 Crisis Team Leader.
- b. Appoint a multidisciplinary crisis management team involving decision makers.
- c. Define clear responsibilities of each team member.
- d. Plan, as the team, what action should be taken, by whom and when. Look for a way to apply the measure.
- e. Seek clarification from Occupational Safety and Health authorities, labour inspectorates, national safety organizations or national OSH professional associations, Employers and Workers organisations.
- f. Apply for work permits for relevant employees as required.
- g. Identify a workplace system (e.g. Whatsapp, Email etc.) for providing up-to-date reliable information to workers on the emerging situation on COVID-19, with reference to information released by national or local health authorities.
- h. Map all the critical activities and support activities and identify the most sensitive activities with the level of risk.
- i. Plan your manning, shift work, teleworking for non-critical activities to limit the spread of COVID 19 in your workplace as applicable.
- j. Provide and stock the relevant infrastructure to maintain preventive measures:
 - i. Arrange office workspace for social distancing.
 - ii. Arrange for transportation of employees while maintaining sanitary precautions and social distancing.

- iii. Review adopt and train on new cleaning and disinfection procedures.
- iv. Arrange for cash less payment as far as possible.
- v. Foresee means to record attendance especially where digital fingerprints are used.
- vi. Be equipped with a gun thermometer for temperature screening.
- vii. Provide enough PPE for protection.
- viii. Provide cleaning chemicals, disinfectants, wipes and relevant amenities.
- ix. Install platforms and provide office equipment for teleworking for relevant employees.
- k. Communicate with suppliers and customers for smooth re-opening of operations.
- l. Devise a communication plan.
- m. Inform and train relevant employees on the decisions taken.

2. Upon resuming work

a. Access on site

- i. Control the access on site of employees, visitors and contractors.
- ii. It is recommended that the front liner (e.g. security guard, watchman or receptionist) be provided with a gun thermometer to monitor the employees and visitors/contractor's temperature before accessing the premises.
- iii. Request the purpose of the visit for any visitor/ contractor.
- iv. Request to present the relevant authorizations to be allowed access.
- v. If there is a queue, ensure that the distancing measures are abided by (1-2m)
- vi. Ensure that all persons accessing the site are equipped with at least a mask.
- vii. Ensure that the visit is logged in the appropriate document.
- viii. Request the person to disinfect his hands.
- ix. Allow access as appropriate.

b. Assess the risk of potential for interaction with workers, contractors, customers and visitors at the workplace and contamination of work environment

- i. Establish necessary measures so that for everyone on site are respecting 1-2m distancing.
 - Manage break times with limited no. of persons at a time
 - Manage meetings
 - Manage production lines, supplies and deliveries

c. Employees attending other premises (e.g. for deliveries: supplier, customers, consumers, or other administrative work – bank, workshops etc.)

- i. Provide recommended mask and gloves, and any other relevant PPE to employees.

- ii. Equip vehicles with disinfectant (hydrogel, approved wipes) and covered bin.
- iii. Inform employee that he may be subjected to temperature control at the destination he is appointed to.
- iv. Respect social distancing always.
- v. Use cash less systems as far as possible.
- vi. Quarantine received products and disinfect them as applicable before using them.

3. Dealing with suspected cases

- a. Encourage employees having a direct family member, close relative or immediate contact being infected by COVID19 to inform their respective Manager promptly and to stay at home until such time that they have been cleared by the contact tracing process of the Ministry of Health and Wellness.
- b. In the case where the diagnostic is positive, the employee will stay at home, with applicable sick leave policy.
- c. Identify any employee having symptoms such as sore throat, cough, difficulty in breathing, and fever to stay at home until they recover or consult a medical practitioner or call the Ministry of Health and Quality of Life hotline (8924).
- d. Management reserves the right to deny access to any visitor screened at site entrance if found to have a body temperature above 37 °C and/or symptoms like coughing, shortness of breath.

4. Dealing with confirmed cases after testing or onsite

- a. Notify the employees or management as applicable.
- b. Isolate and disinfect the area.
- c. Dispose of materials, where required in a sanitary manner.
- d. Inform the Ministry of Health and Wellness officers to initiate contact tracing.

5. Return to work of treated persons

- a. Obtain medical clearance from doctors.
- b. Present the medical clearance to management.
- c. Wear applicable PPE and abide by all measures mentioned above.
- d. Integrate the person and provide support for integration.

6. Training

- a. Create awareness on this procedure and specific procedures such as:
 - i. Handwashing and disinfection
 - ii. Proper use of masks and gloves
 - iii. New procedures set up during the resumption till normal phase is reached

- b. Avoid face-to-face meetings and trainings, giving preference to phone calls, email or virtual meetings. If you need to organize meetings, organize the space to allow for physical distancing.

7. Waste management

- a. Handle all waste in a hygienic manner well enclosed in a plastic bag.
- b. Keep plastic bags in a covered bin.
- c. Ensure that covered pedal bins are available at all handwash stations.
- d. Masks and disposable gloves are to be disposed of in covered bins.

8. Other guidelines

- a. Reassure and support all employees.
- b. Communicate with relevant stakeholders clearly as and when necessary as per communication plan.
- c. Follow any updates on the guidelines from the relevant institutions.

9. Data protection

- a. Ensure that all information is treated in a confidential manner as per the Data Protection Act 2017.

If an employee feels she/he is at risk, she/he should inform his management and avoid endangering his life.

Disclaimer:

The guidelines have been prepared to the best of our knowledge and are not exhaustive. They are not legal advices. The Government of Mauritius will regulate for the reopening of organisations and businesses in Mauritius and for Covid-19 related matters. Those regulations may impact on those guidelines and require amendments.

Change ACT Ltd requires you to adapt these recommendations to your organization specifically and to check their validity and suitability for your organisation. Change ACT Ltd. cannot be held responsible for any incidents, illnesses and/or accidents and accepts no responsibility whatsoever to any use of these guidelines in respect of any kind of event (whatsoever or howsoever occurring) that any user may suffer from the application of these guidelines.

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