CORONAVIRUS (COVID-19)  
CONTROL & PREVENTIVE MEASURES

Implementation of safe practices for all factory staff through adaptation of infection control strategies necessary for prevention & control of COVID-19

WHAT IS CORONAVIRUS DISEASE 2019 (COVID-19)?

Coronavirus disease (COVID-19) is an infectious respiratory disease that can spread from person to person through close contact with a symptomatic person or by touching contaminated objects and surfaces.

What are the symptoms of COVID-19?
• cough,
• fever,
• tiredness, and
• difficulty breathing (severe cases).

PREVENTIVE MEASURES:
To avoid transmission among employees

- Avoid close contact with a symptomatic person. Maintain about 6 feet distance
- Washing your hands often for 20 seconds will help protect you from germs especially after visiting a public place or after blowing your nose, coughing/sneezing. Alternately, use a hand sanitizer that contains at least 60% ethyl alcohol
- Avoid touching your eyes, nose or mouth especially after touching contaminated objects or surfaces
- Cough or sneeze into a tissue or the crook of your elbow and dispose of the tissue immediately in a covered bin
- N-95 facemasks will be provided to all staff and must be compulsorily worn everyday in the factory premises and during travel
- Personal Protective Equipment (PPE) should be compulsorily worn during the handling and disposal of chemicals. (e.g., gloves, gown, mask, and eye protection gear)
- Frequently touched apparatus, equipment and surfaces must be cleaned daily with a strong disinfectant/EPA registered chemical germicide
- Plant supervisors must be fully aware of the COVID-19 symptoms. Any employee showing even slightest symptoms must be quarantined & sent home immediately

IMPORTANT PROTOCOLS FOR PLANT SUPERVISORS:
To maintain healthy business operations & mitigate risks of COVID-19

1. Plan flexible work hours and shifts to decrease density at the plant.
2. Each person’s body temperature must be measured daily at the point of entry using a forehead thermometer. Anyone with a fever (37.3°C or 99.1°F or above) should immediately be given a mask & sent home.
3. It is compulsory to sanitize hands everyday at the entry & exit points. Also place hand sanitizers at multiple locations of the plant to facilitate compulsory use every hour.
4. Scatter dining, keep 3 feet of distance while dining and avoid sitting face-to-face.
5. Stock up essentials such as hand sanitizers & masks in case the conditions deteriorate further. We must have ample supplies to keep our staff safe.
6. If the A/C must be used, disable re-circulation of internal air. Clean/disinfect & replace filters on a weekly basis.
7. Biometric attendance to be stopped until further notice. Keep an attendance register of each day’s contacts. So if an infection is identified the business can alarm those who are exposed to minimize risk and mitigate harm to other staff.

The world is battling COVID-19 on an unprecedented scale, which continues to expand globally and rapidly. It is imperative to take health and safety precautions, monitor information about the virus & prepare for emergencies.