

Checklist: Covid-19 Prevention and Safety Guidelines for Re-opening of the Factory

Name of Factory:

Factory ID:

	Covid-19 Preventive Measure / Action	Date Implemented	Parties / Staff / Dept. Responsible for Monitoring
1	Provide transportation to employees to and from the factory whereby safe distancing can be maintained in the vehicle		
2	Provide protective nose and mouth face mask to each employee and each person in the chain of activity with your factory (i.e. drivers, security guards, canteen staff, cleaning and maintenance persons, medical persons, monitoring officers, etc.)		
3	Have trained persons check workers and entrants to the factory premises temperature with forehead style scanner thermometers and safely isolate persons with a temperature higher than 37.8 degree Celsius. Temperature takers should be provided gloves, goggles, face masks, and gowns		
4	Have all persons who are allowed entry to the factory premises thoroughly wash hands with soap and water or sanitize hands with alcohol based hand sanitizer. Hand washing and hand sanitizing should be done regularly during the day		
5	Have all entrants to the factory facilities disinfect his/her shoes at the entry		
6	Post signs / poster prominently throughout the factory premises with information on preventing Covid-19 (hand sanitizing, frequent handwashing with soap, social distancing, wearing protective mask, avoid touching eyes, nose, mouth)		
7	Regularly (throughout the time of occupancy of the premises) clean doorknobs, door handles, faucets, toilets seats, lift buttons, and other frequently touched surfaces with disinfectant or a bleach-water		
8	Disinfect vehicles that enter the factory premises		

9	Implement social distancing throughout the factory premises whereby 6 feet distance between persons is maintained at all times (including in lines to enter the factory, b/w workstations, in the canteens, in the washrooms, etc.). Social distancing to be maintained among employees and other persons entering the factory facilities. Post and demarcate 6 feet distances through the factory facilities		
10	Introduce one directional flow of persons in the most frequented areas and minimize flow of persons within the factory premises		
11	As possible, introduce staggered work shifts to reduce the total number of persons in the factory buildings at the same time		
12	Suspend the use of biometric timekeeping devices by workers		
13	Install plexiglass or plastic sheathing separations b/w workstations		
14	Grant (paid) leave to vulnerable workers (pregnant women, older workers, workers with existing health concerns)		
15	Do not allow workers with fever to return to factory facilities until s/he is free of fever for at least 24 hours		
16	Restrict non-essential visitors from visiting the factory facilities		
17	Utilize the safety committee to communicate, motivate, and apply the safety and preventive measures. Conduct start-to-the-day brief meetings of the safety committee each day for these purposes. Conduct a weekly meeting of the safety committee to more fully assess implementation		
18	Establish departmental level teams to work with the safety committee on the day-to-day implementation of safety and preventative measures		
19	Ensure that persons diagnosed with Covid-19 or known to have a household member diagnosed with Covid-19 are safely isolated, with paid leave, for at least 14 days and cleared medically prior to return to work. Properly disinfect any areas or workstations in the factory where such person has been and trace		

	those who have come in close contact with such person		
20	Have adequate number of health professionals on-site to oversee implementation and provide consultation / care to persons with fever and / or in need of isolation. Ensure the health professionals have adequate and necessary supplies, personal protective equipment PPE, and areas to perform this work and isolation		
21	Perform thorough cleaning and disinfection of the full factory facilities daily. Cleaning staff should be provided adequate PPE and training / instruction as required		
22	Establish and maintain natural airflow /ventilation (i.e. non-recirculated) throughout the factory facilities		