



## **Ministry of Labour**

### **Guidelines number (9) SOPs of Safety and Health Measures applied to curb spread of COVID 19 virus in Large Industrial Establishments**

“These SOPs shall apply on all establishments depending on each establishment's current situation”

This guide has been reviewed by the National Epidemiological Committee

Updated on 4<sup>th</sup> April 2020



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### Chapter One: Emergency Response Team

Goals of the Preparedness and Emergency Response Plan:

- Contain and control emergency situation,
- Minimize negative impact as much as possible on persons, objects, equipment and environment,
- Provide first aid and healthcare services to the infected persons, if any,
- Evacuate persons from infected to safe areas,
- Maintain date for follow-up and investigation purposes,
- Report concerned persons and institutions,
- Understand duties and responsibilities of each individual in emergency situations,
- Enhance discipline principles and trust among staff,
- Avoid panic situations,
- Avoid spread of fake news and rumors among staff and the public, and
- Learn on gaps, take remedial and precautionary measures, and update the Preparedness and Emergency Response Plan.

Members of the Emergency Response Team are well-trained on crisis management, physically fit and capable to perform their duties efficiently. They are well aware of the work site, therefore they are capable to take the decision to evacuate the area or request assistance from outside.

The composition of the team has been carefully selected to merge ability to identify, manage and curb potential spread of the virus from outside. The team shall be in direct contact with the cameras of the Control and Monitoring Room.



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The team shall monitor and follow-up the following operations to identify whether there is risk of infection from one person to another:

- Transport and Supply Operations (Logistics Operations)
- Staff and Workers' Dorms
- Corridors and Assigned Pathways
- Work Site
- Meals and Mess Hall
- The Clinic



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### Chapter Two: The Key Elements of Site Preparedness and Emergency Response Plan

Emergency Response Team Control Room:

The following items have been provided:

- A special telephone line,
- Intercom system,
- A copy of the Preparedness and Emergency Response Plan,
- A list of the names of the ERT members,
- A list of the names of persons trained on First Aid and Fire Fighting,
- Personal Protective Equipment (PPE)
- Addresses and contact numbers of Government authorities and institutions,
- Internal drawings and sketches of factories showing areas of necessary equipment, entrances, exits, and evacuation and emergency plan, and
- Diseases and Epidemic Protection Instructions in all languages.

#### Key Personnel:

The Manager in-charge shall be responsible to manage and lead the operations in emergency situations. The following individuals are assigned to perform and control in such situations:

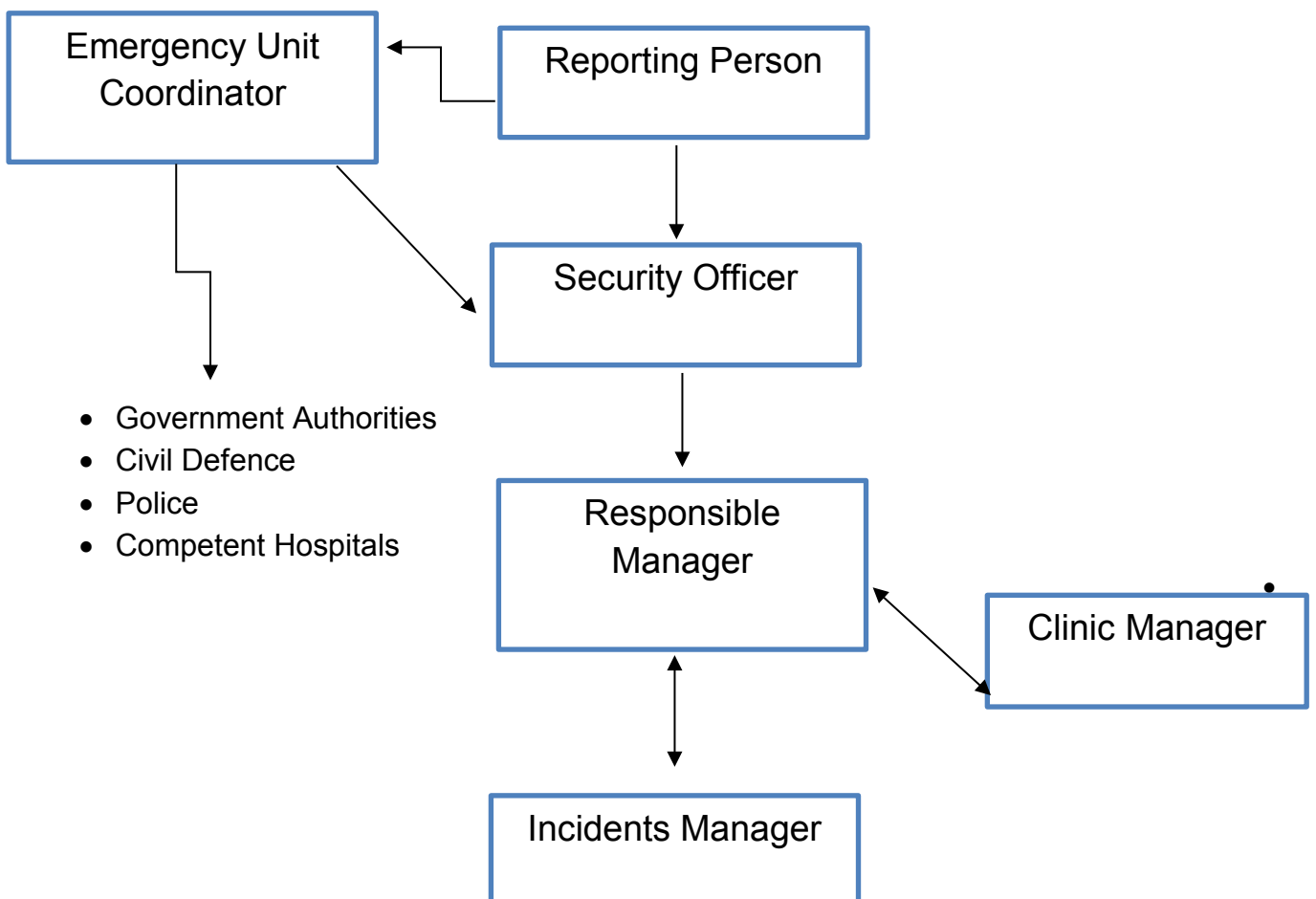
	<b>Position</b>	<b>Tasks</b>
<b>1.</b>	Main Supervisor	Chairman of the Board
<b>2.</b>	Incidents Supervisor	Security Manager



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		1 <sup>st</sup> alternative: Safety Manager 2 <sup>nd</sup> alternative: Compliance Manager
3.	Emergency Services	HR section, Transport and Supply section (Logistics services, care section, engineering section, the Clinic, Security, Kitchen, and Facilities & Services section).

### Chapter Three: The Organization Structure and Communication in Emergency Situation





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### Duties of the Responsible Manager:

- Upon receipt of a notification of an incident, the Responsible Manager shall move to the Emergencies Management Center.
- Shall instruct Incidents Manager to move to the incident's site and provide accurate notification.
- Upon receipt of the notification by the Incidents Manager, the Responsible Manager shall take any of the following decisions:
  - Announce emergency situation
  - Request external assistance (from competent authorities)
  - Stop operations of the factory
- Order security staff to announce emergency situation via warning sirens.
- Instruct Emergency Unit Coordinator and OSH Manager to visit affected areas for problem solving.
- Provide first aid and inform the hospital to receive the infected persons.
- Secure an ambulance with paramedics to move immediately to the site.
- Take necessary measures to inform authorities / area residents on severity of situation to evacuate the area if needed, in coordination with concerned authorities or other institutions.
- Coordinate with internal departments and external institutions to provide care and/or rehabilitation of casualties.



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### **Duties of On-Site Incidents Manager:**

- Shall submit reports to the Responsible Manager, and shall stay at incident site.
- Upon receipt of a message from the Responsible Manager, the Incidents Manager shall rush immediately to the incident's site.
- Shall assess severity of the situation, and inform the Responsible Manager on the details of the situation.
- Control and supervise rescue efforts, and inform Civil Defense.
- Take appropriate measures related to losses of persons, equipment, materials and environment or reduce the losses to the minimum.
- Inform the Responsible Manager to announce emergency situation or stop that.
- If needed, arrange for evacuation during the emergency situation, with the approval of the Responsible Manager, the Incidents Manager shall publish instructions for evacuation in the designated area using mobile public address system.
- Verify the ID numbers of the Emergency Response Team members after incident's completion.





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### **Duties of Emergency Unit Coordinator:**

- Shall go to the main entrance immediately upon receipt of instructions by the Responsible Manager,
- Shall perform as a coordinator under the supervision of the Responsible Manager
- Shall receive notifications and respond to communications from government authorities and external institutions
- Shall check number of people inside the factory once evacuation is announced, verify the number at the emergency assembly point, and identify ID numbers of missing persons.
- Ensure provision of medical healthcare and assistance to casualties.
- Inform families / relatives of casualties.
- Lead Civil Defense, Police, and visitors to the concerned areas in cooperation with security staff.

### **Duties of the Staff of Concerned Departments:**

- Officials of the concerned departments shall refer reports to the Responsible Manager and perform work per his/her instructions.
- Officials of the designated departments shall issue correct instructions to responsible staff concerning current situation, if any.

### **Duties of the Medical Team:**

1. Shall monitor the health situation of staff on a daily basis upon entry to facilities.
2. Upon hearing warning sirens, First Aid Team shall assemble immediately in front of the Occupational Health center.
3. An ambulance with a driver shall be on a standby basis next to the clinic.
4. Following a briefing by Emergency Management Center, the ambulance with a paramedic shall attend immediately.
5. If any symptom appears on the patient, the Medical Team shall inform Emergency Coordination Team and the Civil Defense.



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6. If no symptoms, the Medical Team shall continue offering needed healthcare for other diseases, as needed.

### **Duties of the Staff:**

- All staff shall comply with instructions of their superiors when exposed to any incidence.

### **Duties of Workers and Staff Dorms Section:**

- Shall ensure continuation of disinfection of dormitories of staff and workers regularly.
- Ensure that workers or staff not exit their dorms and not allow entry of visitors.
- Inform team leader in case of missing person or being outside the building.
- Inform the Medical Team if any staff / worker has any health symptom.
- Ensure availability of sufficient personal hygiene, sterilization and disinfection items at every floor of the buildings.

### **Duties of Transport and Supply Team (Logistics Services):**

- Shall ensure disinfection of goods containers prior to arrival to loading area.
- Raise awareness and precautions measures among drivers on COVID 19 corona virus.
- Ensure that drivers move individually to disinfection zones.
- Inform the Medical Team immediately if any health symptom appears on the driver in order to attend to necessary medical tests.

### **Duties of ERT (designated corridors and pathways):**

- Shall ensure that all workers pass through designated pathways to and from the factory.
- Ensure that no other persons except workers enter designated pathways.



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- Ensure that workers and staff enter in an organized way leaving distances between persons.
- Inform team leader in cases of violation.
- Ensure that all staff and workers wear personal protective equipment.

### **Duties of ERT (work site):**

- Shall ensure implementation of disinfection plans in factories and facilities.
- Ensure that all staff and workers wear personal protective equipment.
- Inform the Medical Team immediately if any health symptom appears on any staff /worker.
- Raise awareness among staff and workers on precautionous measures to be taken using internal public address system.
- Ensure full cleanliness of all areas of the factory.
- Ensure that 1.5 meters distance between workers is maintained.

### **Duties of ERT (Meals Hall):**

- Shall ensure availability of disinfection and disinfection items at the kitchen and mess hall.
- Ensure availability of basic food items

### **SOPs of Public Awareness:**

Due to the sudden outbreak of the virus, awareness training is crucial at work site and dormitories to help people curb spread of pandemic.

Awareness includes spread of knowledge of the symptoms, methods of protection of staff and colleagues, and measures to be followed if they or their colleagues are exposed to the virus. Awareness is the first defense line to combat COVID 19 virus. The Team shall work hard and commit, around the clock, to ensure implementation of such measures through the following:

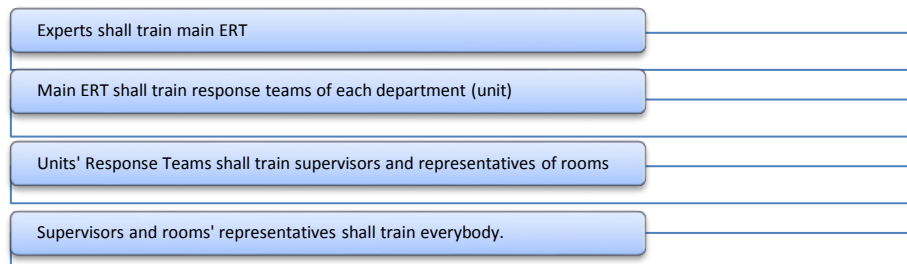


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### Awareness Brochures:

Brochures, issued by Ministry of Labor, have been distributed to all staff. In addition, brochures have been distributed in all rooms of workers' dormitories to ensure availability to all workers and staff.

### Awareness Training Process:



### Television and Public Address System:

Awareness messages shall be broadcasted via the Public Address system once every two hours during factory's duty hours.

### Doing Business:

Every day in the morning, information on proper cleanliness practices shall be given.

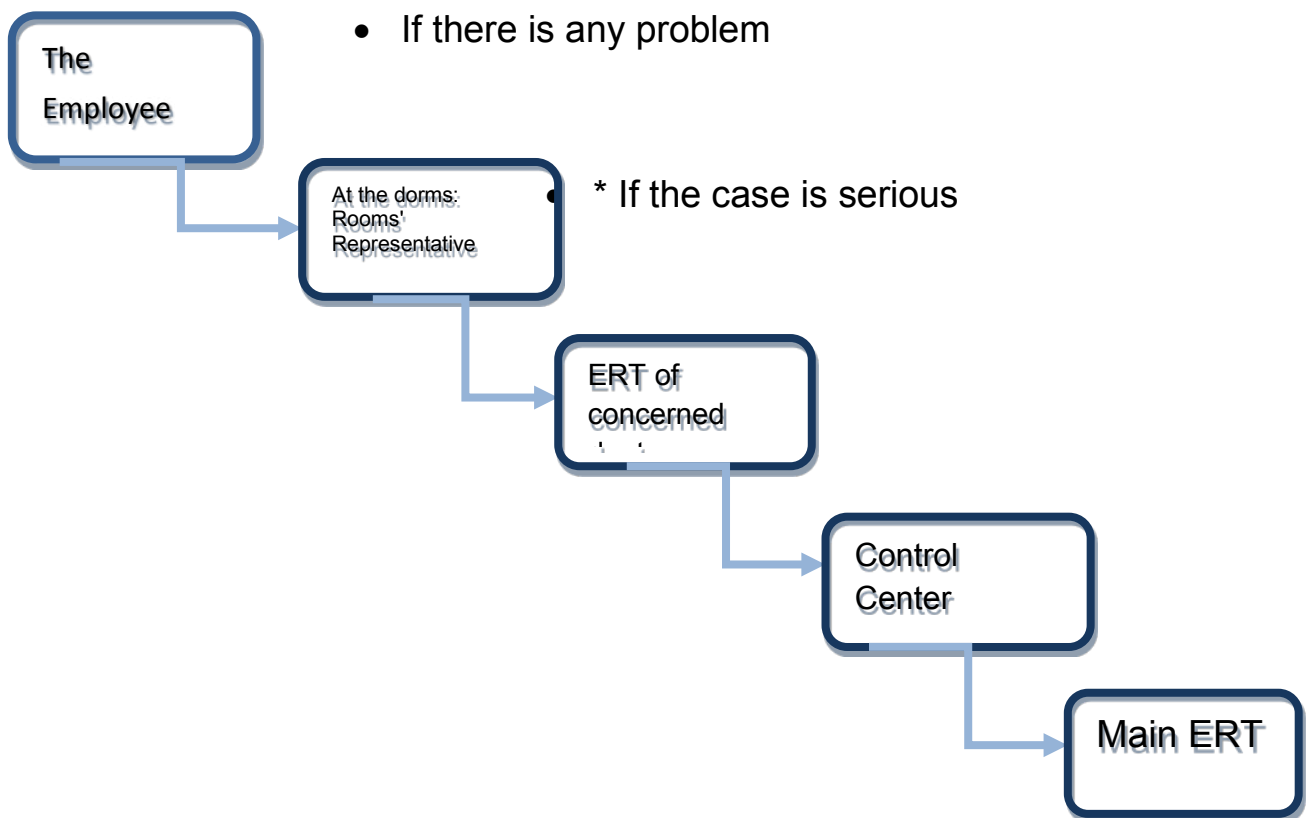


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### Role of HR Team:

Prepare lists of authorized personnel and workers to work. The list includes full name, ID number for local workers, passport number for migrant workers, place of residence and phone number.

### Hierarchy of Communications:



### Chapter Four: Transport and Supply (Logistics Operations):

Transport and Supply (Logistics Operations) play a vital role in commercial transactions and flow of goods. But, in the meantime they represent a threat as they are potential transmitters of the virus. In order to avoid spread of the virus via transport and supply means, the following precautions shall be taken:



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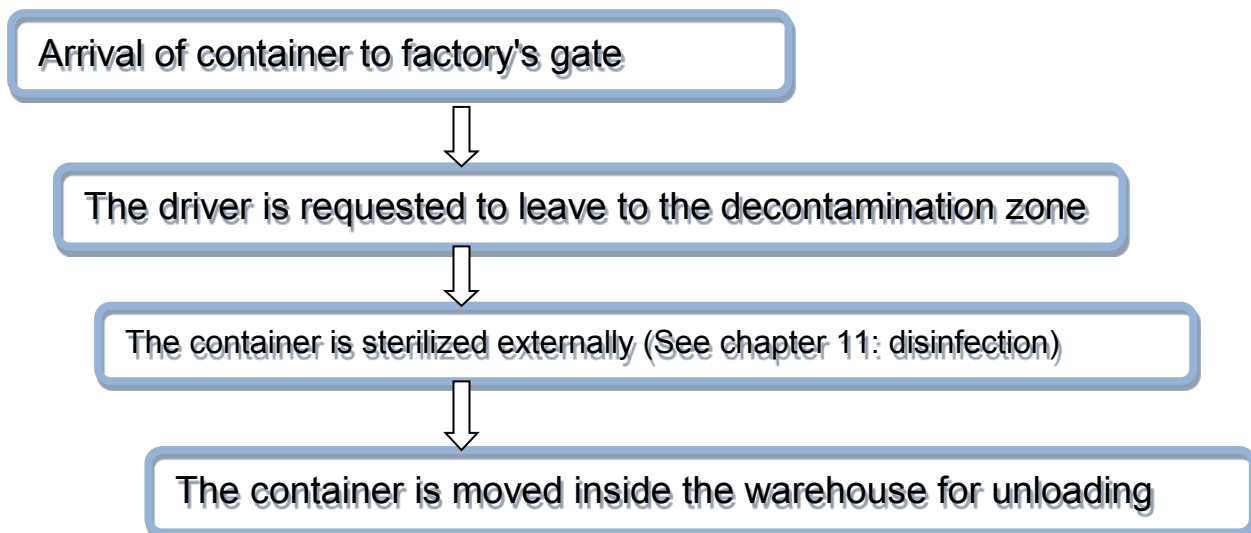
- All incoming and outgoing vehicles are sterilized via use of detergents and disinfection sprays. The driver is isolated directly in the decontamination zone of specified rooms.
- Awareness brochures on COVID 19 virus are distributed to all drivers.
- All drivers shall be given personal protection equipment which are kept in a special box.

### 1. SOPs of disinfection of goods' containers

#### The Purpose:

Ensure that all incoming containers from all areas are virus-free.

#### Procedures:





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### Chemical Material used: Terralin

#### Containers' Disinfection Record:

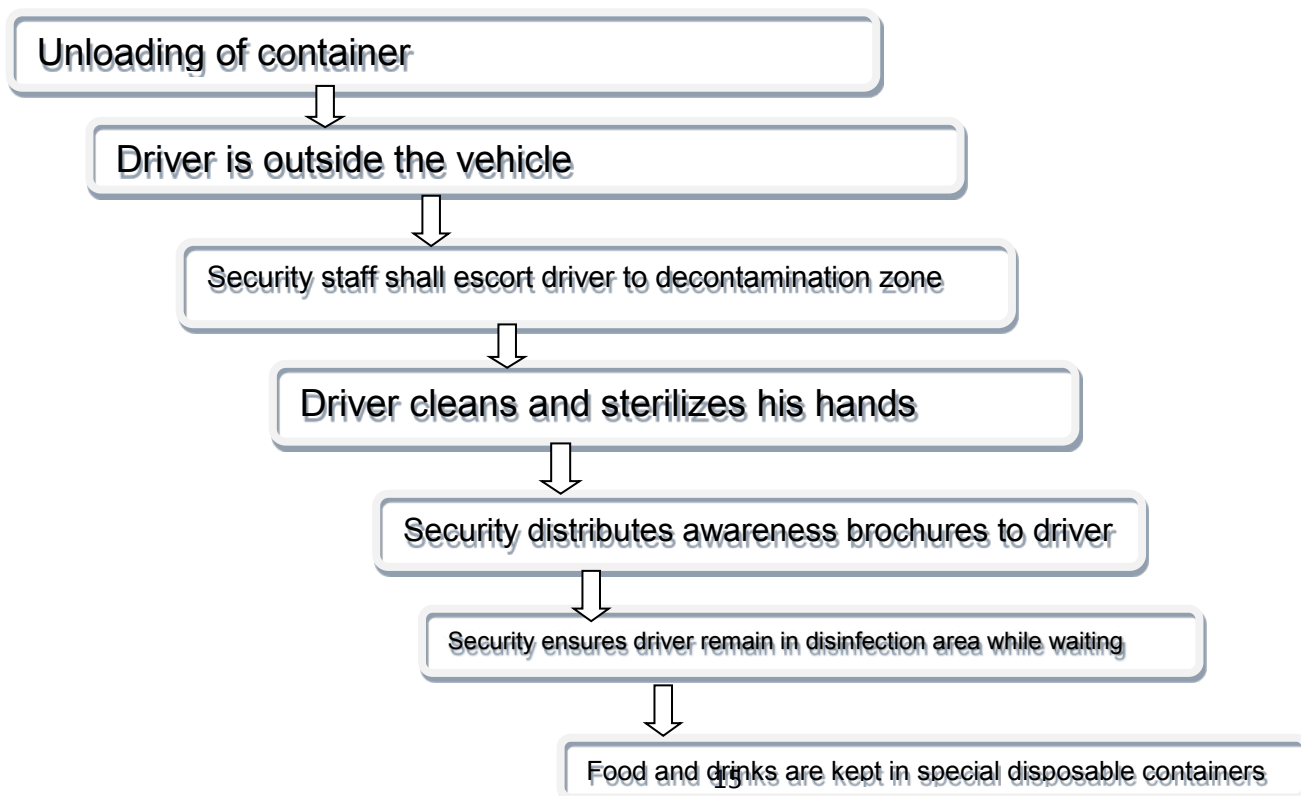
Sr.	Date	Truck no.	Container no.	Driver name	Time In	Time Out	Security officer		Container sterilized	Supervisor signature
							ID no.	Name		
1										
2										
3										
4										
5										

## 2. SOPs to transfer drivers of goods' containers to disinfection zones

### The Purpose:

Ensure that all incoming external parties coming from various areas are virus-free.

### Procedures:





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### Drivers' Disinfection Record:

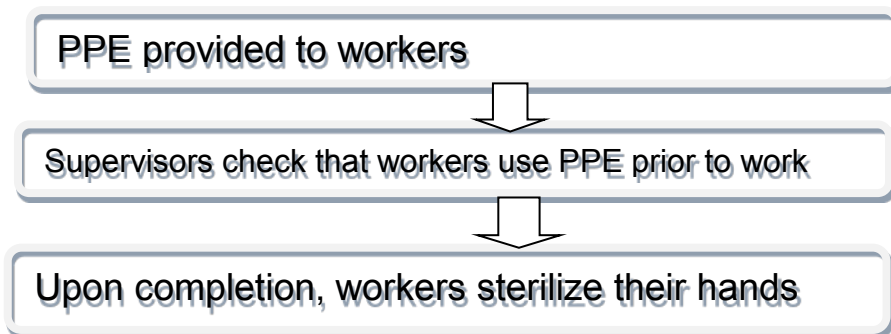
Sr.	Date	Truck no.	Container no.	Driver name	Time In	Time Out	Security officer		PPE Box	Supervisor signature
							ID no.	Name		
1										
2										
3										
4										
5										

### 3. SOPs of Loading / Unloading processes

#### The Purpose:

Ensure safe contact with loading workers.

#### Procedures:



### Loading / unloading workers' Record:

Sr.	Date	Truck no.	Container no.	Driver name	Worker's		Supervisor Name	Time In	Time Out	Gloves	mask	Supervisor signature
					ID no.	Name						
1										○	○	
2										○	○	
3										○	○	





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### 4. Establishment of an isolated area for workers

An isolated dormitory shall be availed to workers. The following facilities shall be provided:

- Hand sanitizing units
- Disposable protective gear
- Water distributor
- Toilet items
- Other basic needs

### Chapter five: Security

#### 1) Personal Protocol

- Awareness and training
- Regular use of disinfection processes
- Mandatory use of PPE (e.g. gloves and masks)

#### 2) Inspection of staff and Regulators:

- Staff / Inspector enters through the gate
- Security officer checks ID of staff
- Regulators: Security staff bans Inspector from entry, and informs Control Center for further measures:
  - If entry is rejected by Control Center, the security officer shall write down visitor's details in specific log. A permit is given to the visitor after having performed the following:
    - All persons shall sterilize prior to entry and after exit.
    - PPE for all shall be provided upon entry.

### Visitor's Record:

Sr.	Date	Visitor's name	Concerned person	Visit purpose	Time In	Time Out	Supervisor Name	Security Officer		PPE Box	visitor signature
								Name	ID		
1										○	
2										○	



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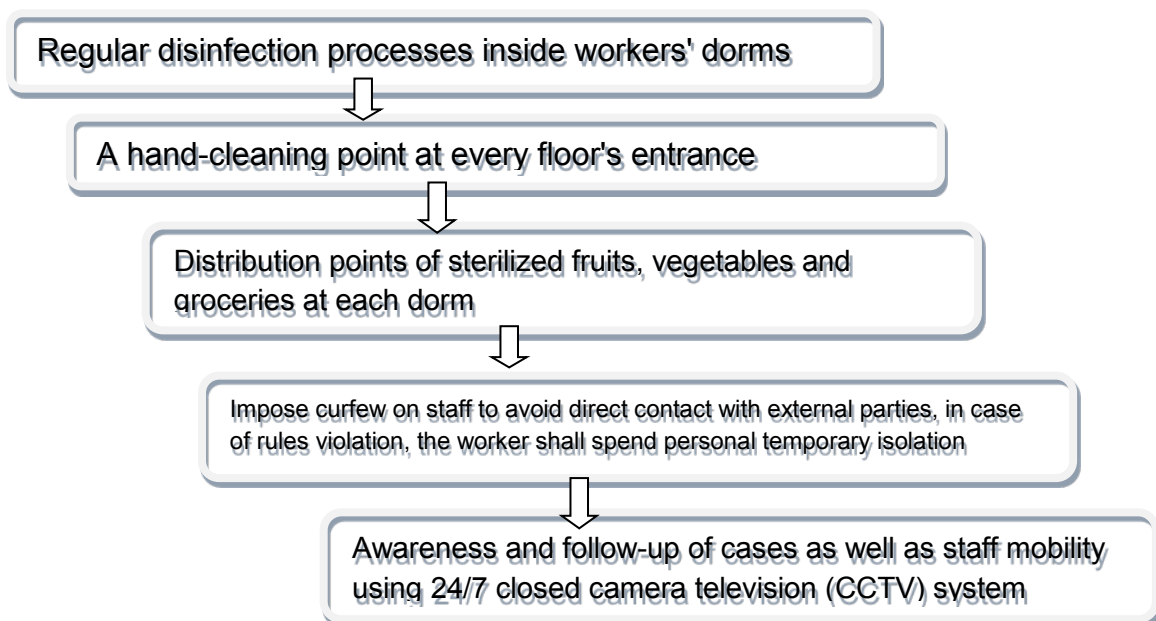
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- Establishment of isolated areas security officers to avoid contact and stay away from others
- Provision of sufficient quantities of personal hygiene material in dormitories.

### Chapter six: Dormitories

#### 1. SOPs of dorms and housing areas

##### Procedures:



### Chapter Seven: Mobility

#### 1. SOPs of mobility through designated pathways

##### Purpose:

Staff and workers avoid contact with external environment, and provision of a safe pathway.



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### Procedure:

- Special pathways, free of external communication, from dorms to factories have been designated (See Chapter 11: Disinfection Processes).
- All designated pathways are sterilized twice a week via chemicals spraying.
- Members of the Emergency Response Team have been distributed and mandated to ensure staff and workers wear PPE, and monitor their safe mobility from dorms to factories.
- To minimize risk of infection, strict mobility measures have been applied while moving through the pathways with 45 seconds interval between room residents.
- Temperature of persons shall be checked prior entry to factory (See SOPs of health situation)

## 2. SOPs of mobility using transportation means

### Purpose:

Guarantee safe passage for staff.

### Procedure:

- Transportation vehicles shall be sterilized prior to each trip round (See Chapter 11: Disinfection Processes)
- The driver shall sterilize himself prior to each trip round (See Chapter 11: Disinfection Processes)
- Vehicle's air conditioner / heater switched off while staff bus riding
- Each vehicle is provided with a hand-cleaning unit.
- Drivers wear PPE.
- Each passenger shall follow hand-cleaning measures while bus riding
- The Transportation Coordinator shall ensure follow-up of all safety procedures.



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### Chapter Eight: Work Site

Occupational Safety and Health Standards at work site:

- It is necessary to train staff and raise their awareness on COVID 19 virus in accordance with OSHA 18001 - 4.4.2
- It is necessary to avail personal protective equipment (PPE) in accordance with OSHA 18001 – 4.3.1
- Implementation of all processes is a must as required in the legal instructions, SOPs, implementation methods, risk mitigation measures, and all work-related matters in accordance with OSHA 18001 – 4.3.1
- Work site disinfection twice a week to avoid spread of COVID 19 virus
- Secure medical facilities and ensure sufficient quantities of resources during working hours in accordance with OSHA 18001 – 4.3.2 and 4.4
- Provide sufficient disinfection points at work place as well as at entrances and exits in accordance with WHO regulations on COVID 19 virus.

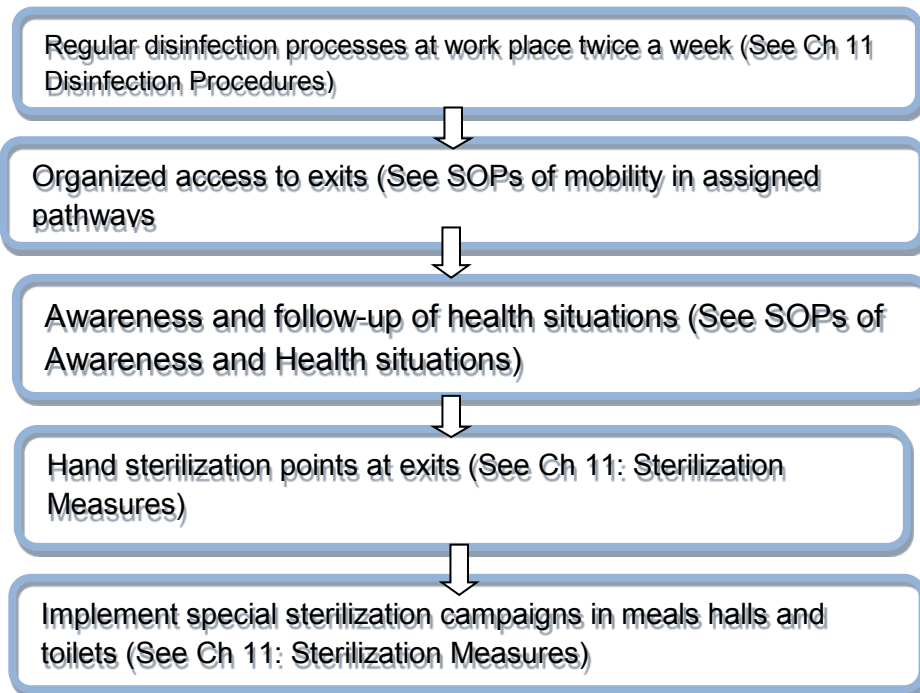
#### Additional Measures:

- An Emergency Response Team was established to monitor and support operations.
- Pursuant to recommendations of the Jordanian Government, all air-conditioning systems have been stopped at work place to avoid potential spread of COVID 19 virus.

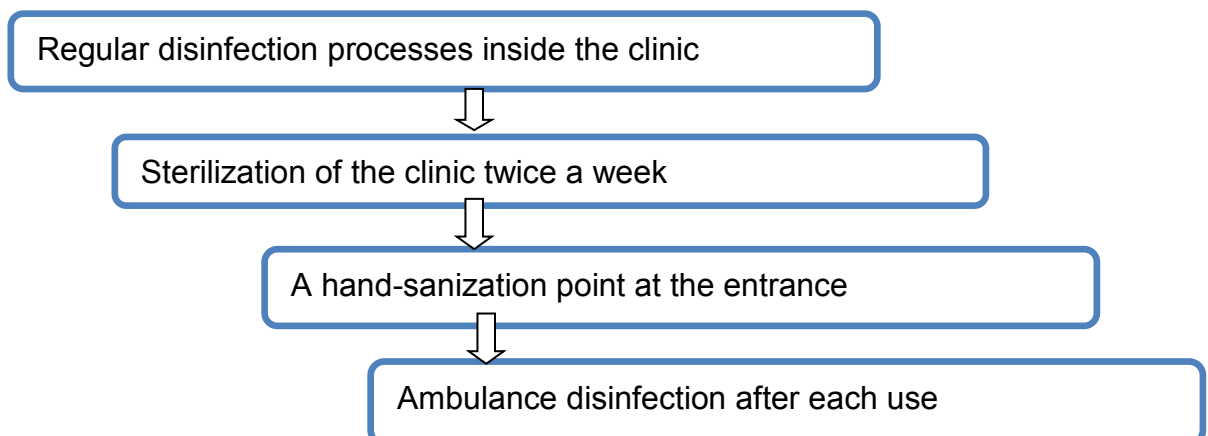


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### 1. SOPs at work place



### Chapter Nine: Clinic and Pharmacy





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### 1- SOPs of Health situation monitoring

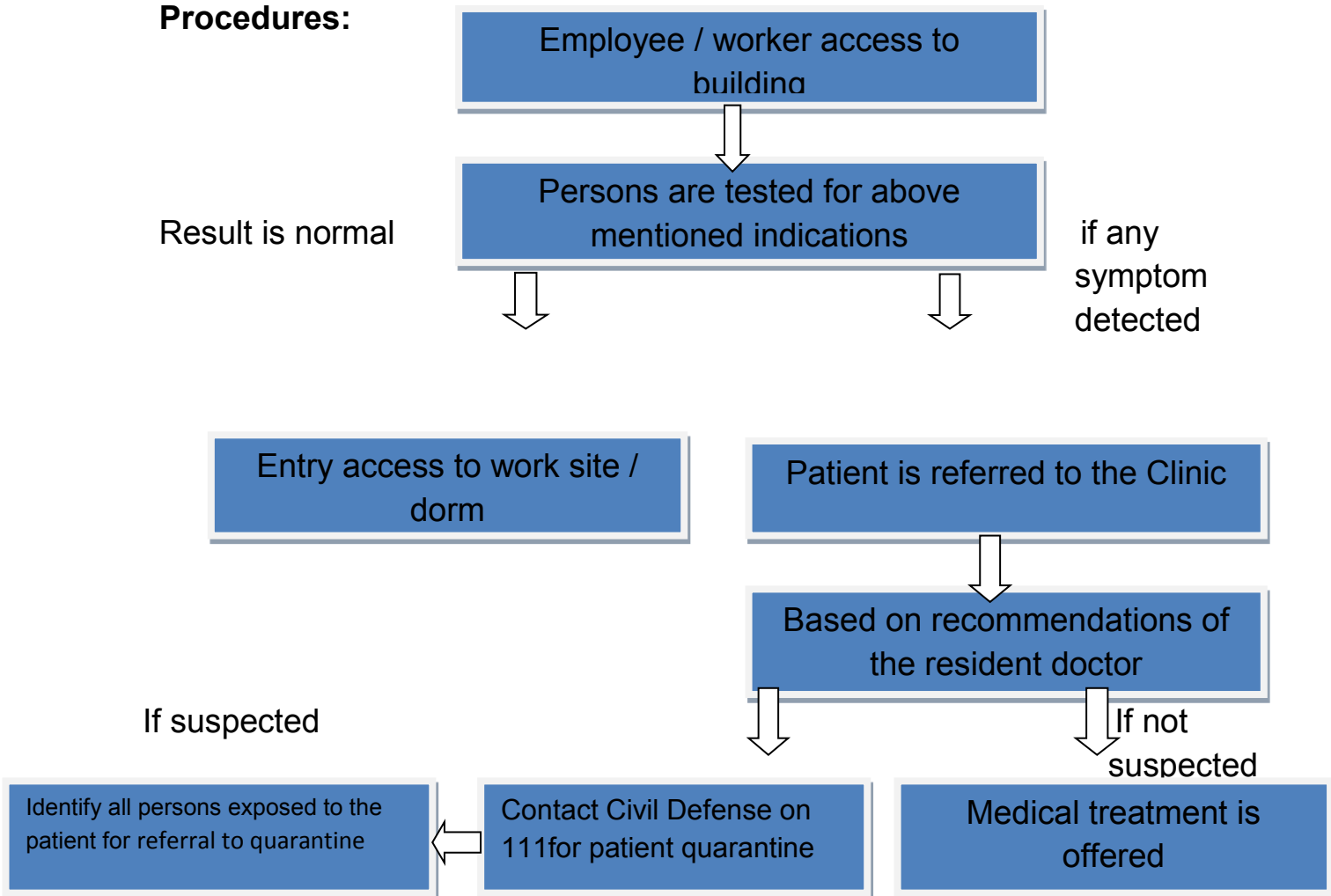
#### Purpose:

Monitor health situation of staff and workers for early detection of the virus and control its spread in the community.

#### Indications:

- Body temperature
- Cough symptoms
- Cold symptoms

#### Procedures:





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### WHO Health Control Protocol which that Applicable in the Jordanian Ministry of Health

#### Test and Triage:

**Test:** The place where the person is assessed and tested to know his situation. If there is suspicion that the person is infected, COVID 19 protocol shall be applied.

**Isolation:** If confirmed, the person shall be given a mask immediately and directed to a separate area (an isolation room, if any). A one meter distance minimum shall be maintained between suspected persons and other patients.

**Triage:** Triage shall be made according to case seriousness. It is a standard method for classification of patients. This method is used to distinguish persons that need immediate medical care, others who can wait, and patients who need to be referred to other medical facilities depending on their situation.

Standard and unified methods need to be applied to assess seriousness of cases. An appropriate zone shall be designated for implementation of this approach or the medical healthcare system implemented (e.g. integrated triage method among agencies)

Example: Case One: A patient moderately affected, but has suspicions of COVID 19 virus, contacted the hotline to enquire on the case. The patient has been requested to arrange for necessary medical test, or get proper health situation assessment at the Community Center, or stay at home and apply self quarantine (as stated in the Test Strategy and according to availability of facilities).

Example: Case Two: A patient severely affected, but has suspicions of COVID 19 virus, requested assistance for care prior to hospital admission. An ambulance is dispatched to take the patient to the hospital. The patient was checked, and found having infected with COVID 19 virus. He was triaged to get proper medical care.

#### Standard Forms used for suspected case notification:

##### AO Form



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### Notification with minimum information for potential and suspected COVID 19 virus cases

Protocol of Investigation of COVID 19 virus case (for minor cases and persons exposed to patients)

#### 1- For Cases:

<b>Unique Case ID – Group number (if any)</b>		
<b>1- Case</b>		
Live <input type="checkbox"/>	Dead <input type="checkbox"/>	
<b>2- Information of Data Collector:</b>		
<b>Name:</b>		
<b>Agency:</b>		
<b>Phone number:</b>		
<b>e-address:</b>		
<b>Date:</b>		
<b>3-a- information of the Person reporting the case:</b>		
<b>First Name:</b>		
<b>Family Name:</b>		
<b>Sex:</b>	Male ( ) Female ( ) unknown ( )	
<b>Date of Birth: (d/m/y)</b>	( / / ) ( ) unknown	





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<b>Mobile phone no.:</b>	
<b>Age: (y, m)</b>	Year ( ) month ( ) ( ) unknown
<b>e-address:</b>	
<b>Address:</b>	
<b>ID no. of the Reporter: (if available)</b>	
<b>Country of Residency:</b>	
<b>Case Status:</b>	Suspected ( ) potential ( ) confirmed ( )
<b>3-b Information of the Respondent (if other than the patient)</b>	
<b>First Name:</b>	
<b>Family Name:</b>	
<b>Sex:</b>	Male ( ) Female ( ) unknown ( )
<b>Date of Birth: (d/m/y)</b>	( / / ) ( ) unknown
<b>Relationship with the patient:</b>	
<b>Address of the Respondent:</b>	
<b>Mobile phone no.:</b>	
<b>4- Patient's Symptoms: (since the beginning)</b>	
<b>Date of 1<sup>st</sup> sign of symptom: (d/m/y)</b>	( / / ) No symptoms ( ) unknown ( )
<b>Temperature (≥38 C.) and date</b>	Yes ( ) no ( ) unknown ( )
<b>Sore throat</b>	Yes ( ) no ( ) unknown ( )
<b>Nasal emission</b>	Yes ( ) no ( ) unknown ( )
<b>Cough</b>	Yes ( ) no ( ) unknown ( )
<b>Breath difficulty</b>	Yes ( ) no ( ) unknown ( )
<b>Vomiting</b>	Yes ( ) no ( ) unknown ( )
<b>Nausea</b>	Yes ( ) no ( ) unknown ( )
<b>Diarrhea</b>	Yes ( ) no ( ) unknown ( )
<b>7- Contact with other persons prior to symptoms' signs (before Feb. 2020 and during the past 14 days)</b>	
<b>Have you travelled inside country during the past 14 days?</b>	Yes ( ) no ( ) unknown ( ) If yes: Please indicate travel dates: From ( / / ) to: ( / / )



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	Areas visited: Cities visited:
<b>Have you travelled outside country during the past 14 days?</b>	Yes ( ) no ( ) unknown ( ) If yes: Please indicate travel dates: From ( / / ) to: ( / / ) Countries visited: Cities visited:
<b>During the past 14 days, have you been in contact with any person either COVID 19 virus suspect or positive?</b>	Yes ( ) no ( ) unknown ( ) If yes: Please indicate date:(d/m/y) ( / / )
<b>Has the patient attended a big gathering or human assembly during the past 14 days?</b>	Yes ( ) no ( ) unknown ( ) If yes, please indicate:
<b>Has the patient been exposed to a person suffering from similar disease during the past 14 days?</b>	Yes ( ) no ( ) unknown ( )
<b>Locations of contact during the past 14 days:</b>	house ( ) hospital ( ) work place ( ) tourists group ( ) school ( ) unknown ( ) other ( ) please indicate:
<b>Has the patient visited or been received at any facility of the In-patient clinics during the past 14 days?</b>	Yes ( ) no ( ) unknown ( ) If yes, please indicate:
<b>Has the patient visited or been received at any facility of the Out-patient clinics during the past 14 days?</b>	Yes ( ) no ( ) unknown ( ) If yes, please indicate:
<b>Has the patient visited or been received by any ordinary therapist during the past 14 days?</b>	Yes ( ) no ( ) unknown ( ) If yes, please indicate:
<b>The patient's job (please identify the place)</b>	Health sector ( ) Works with animals ( ) Lab worker ( ) Student ( ) Other ( ) please indicate:



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	For each job, please indicate work place:
<b>8- Status of Completed Application</b>	
<b>Application has been completed</b>	Yes ( ) No ( ) Partially ( ) If no or partially, please indicate reason: Missed ( ) Did not try ( ) Did not do it ( ) Refused ( ) Other ( ), please indicate:

### Chapter Ten: The Kitchen and Supply Area and dining halls

- Provision of hand sanitizers at all entry and exit points.
- Supply the Kitchen with sufficient quantities of vegetables covering a period of four weeks.
- Supply sufficient quantities of cereals and food items covering a period of three months.
- Ensure sufficient quantities of basic food items and strategic commodities available at the supply market of companies at the dormitories to cover daily needs of workers.

### SOPs

Clean and disinfect surfaces and kitchen appliances after each use

Clean and disinfect ovens daily

Clean and disinfect basins and containers continuously during the day once used

Disinfect storage areas daily



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Disinfect main store twice a week

Provide customers with hand sanitizer upon entry and exit

### Chapter Eleven: Disinfection Processes

#### Introduction:

#### The Purpose:

Avoid being exposed to, have control and learn about the chemicals used to control all (insects, crickets, rats, mice, etc.) as well as learn about components of those chemicals, and their effects on workers and staff health.

#### The Scope:

This policy and SOPs shall be valid in all companies' facilities and the surrounding environment to achieve control on the diseases of the sector.

#### Terms and Definitions:

##### COVID 19

Corona virus disease (COVID-19) is an infectious disease caused by a new virus. It causes diseases for human and animal among those respiratory illness (like the flu) with symptoms such as cough, fever, and in more severe cases, difficulty breathing.

Corona virus disease spreads primarily through contact with an infected person when they cough or sneeze. It also spreads when a person touches a surface or object that has the virus on it, then touches their eyes, nose, or mouth.



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### Responsibilities:

#### Site Manager:

- Ensure availability of resources to set an implementable program, and participate in assessment of procedures.
- Ensure training of persons in charge of similar tasks.

#### Facilities and Services Management:

- Submit reports concerning disinfection programs and important results in periodic administrative meetings
- Ensure that the contracting agency / company employee mandated to manage the facilities shall have good knowledge of legislations and best practices as well as the requirements of the company.
- Review reports concerning disinfection programs and remedial measures.
- Coordinate for maintenance and repair of structures of disinfection programs.
- Supervise the integration process effectively between disinfection program and other plans of the factories such as cleaning and waste disposal processes.
- Prepare a monthly timetable of disinfection program for the contracting agency.

#### Disinfection Program Vender / Provider:

- Provision of service on a monthly basis and respond immediately to additional service requests by the Management.
- Materials used in disinfection programs shall be authorized by competent Government Authorities.
- Fill Disinfection / Control Report and identify the following:
  - Targeted Diseases
  - Location of each disinfection point
  - Type of treatment (e.g. chemical)
  - Name of the chemical compound and concentration used in practice.
- Shall have a valid license from City Authorities and authorized to operate.



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### **Environment, Health and Safety Management:**

- Audit and update Policy of Disinfection Program and SOPs.
- Ensure that implementation of Disinfection Program is conducted in agreement with responsibilities of all above specified parties.
- Coordinate and report any urgent problem to the Facilities and Services Team.

### **Requirements:**

#### **26.4.1 General Requirements**

1. All units shall ensure disinfection of workers prior entry to work site.
2. Facilities and Services Management shall be contacted upon arrival of a third party / Disinfection Program vendor to disinfect facilities.
3. Cleanliness of place shall be maintained. All facilities shall be kept well-organized and free of unnecessary piles of equipment.
4. Using PPEs is mandatory when disinfection processes are implemented. Disposable gloves shall be used once minimum, along with body cover (unified outfit or suit) and protective mask (N95 type mask is recommended).
5. Training of factory managers and assistants on disinfection procedures and program implementation.
6. Proper use of chemicals inside the factory.
7. Chemicals shall not be used if there is a children nursery zone in the factory. Toys and other items children play with shall be removed prior to chemicals use.
8. Employees shall be notified on disinfection process two days minimum in advance but not before more than thirty days, except in emergency cases.



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9. Units shall be notified immediately if no previous notification was made on the emergency case with detailed description of the case, along with types of chemicals used.

#### Procedures of the Disinfection Program:

- a. Check all exits of facilities weekly and keep details of the Program in a special log.
- b. If any area in the factories or dorms found lacking cleanliness as required, workers shall notify the Facilities Team at the site immediately.
- c. Facilities and Services Team shall record all details of the Disinfection Program in the special log as follows:

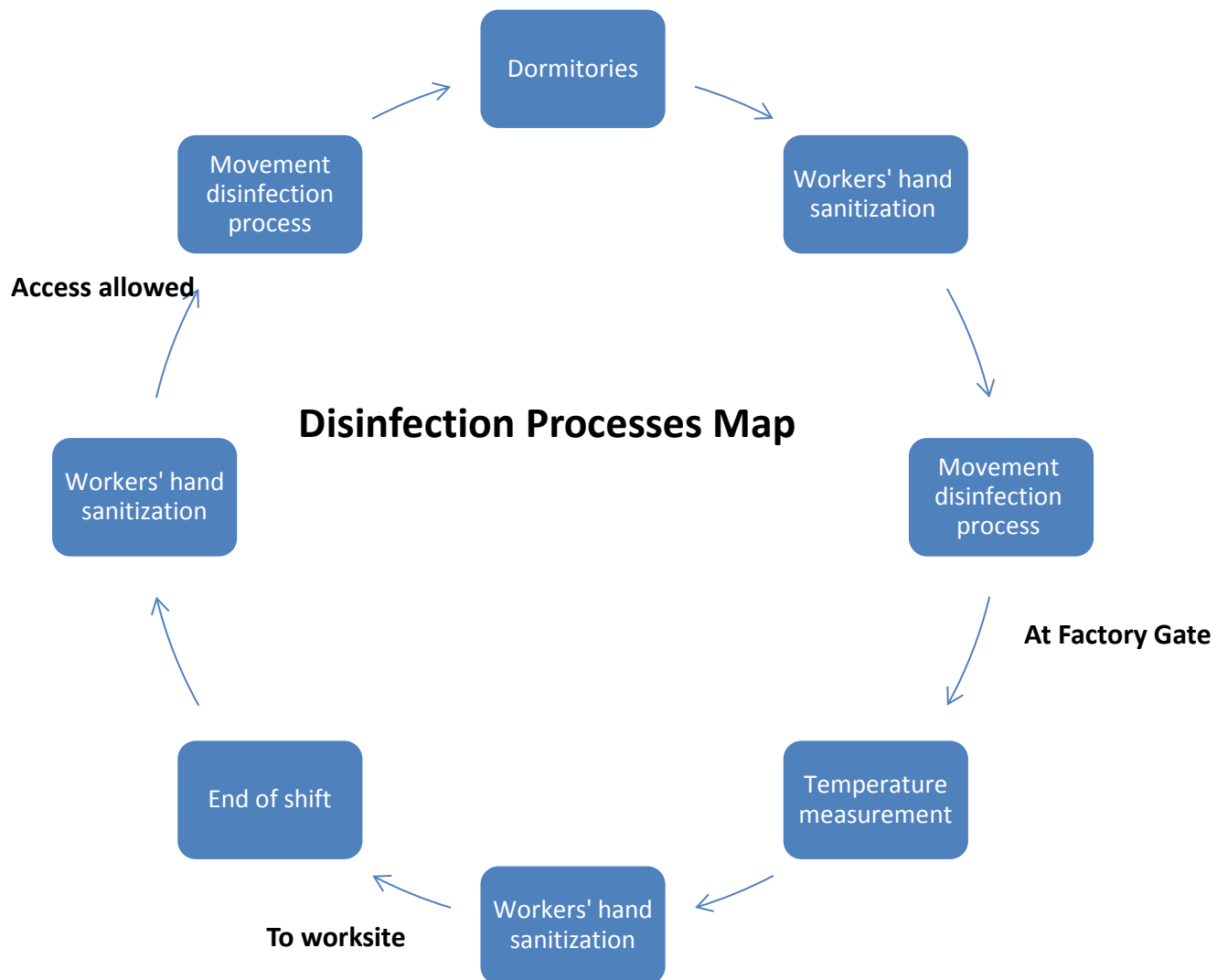
Sr.	Date	Time	Description	Location	Date & Time of Disinfection	Completed on	By	signature
1								
2								
3								
4								
5								
6								

- d. Facilities Manager shall review the log monthly with the presence of the Vendor's team to ensure proper implementation of the program.
- e. Safety Manager shall coordinate with the Facilities and Services Manager and the Vendor's team Facilities Manager to discuss monthly timetable and emergency arrangements of the program.



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- f. Safety Manager shall inform the Vendor of the timetable and types of chemicals used, to ensure necessary safety measures are taken by concerned department.







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### Disinfection of the Kitchen and Supermarket

Arrival of supplies truck

Driver isolation at disinfection zone

Truck disinfection from outside

Truck unloaded

Disinfect main store twice a week

Disinfect supplies store twice a week

Provide customers with hand sanitizers at entry and exits



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**Disinfection of the Clinic and Pharmacy**

Daily cleaning inside the clinic

Clinic and Pharmacy disinfection twice a week

Hand sanitizers at clinic entry.

Daily disinfection of the ambulance



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### Safe Use of Disinfection Chemicals:

#### → Labels:

- Chemical product shall be packed and marked according to instructions of the Standards and Specifications Department.
- The label shall be in English and local language. It shall include ingredients, safety instructions (warnings) and measures to be taken in case of product swallow or pollution.
- All chemical detergents shall be kept in their original packaging.
- Take safety measures and wear recommended protective gear.

#### → Storage and Transport:

- Chemical detergents and products shall be stored in closed areas, and shall not be accessible by unauthorized persons.
- Never leave chemicals and detergents at places where food is kept.
- Keep detergents and chemicals in dry places, away from fire or under sun directly.
- Never transport detergents in food trucks.

#### → Public Cleanliness:

- Never eat, drink or smoke while using chemicals and disinfectants.
- Keep food in thoroughly closed packages.
- Use proper equipment to measure quantities, mix and transport chemical disinfectants.
- Never use hands in mixing or handling chemicals. Always use protective gloves while dealing with disinfectants.
- Wash hands and face with soap and sanitizers when each pump use.
- Take a shower at the end of every day.

#### → Protective Cloths (PPE):

- It is inappropriate to use sandals.



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- Certain instances require additional protection. Required PPE shall be mentioned on labels.
- PPE shall be properly maintained and inspected regularly for tearing or erosion that may allow infection.
- Protective clothes must be washed with water and soap daily separate from other clothes.
- Gloves require special care and must be replaced once any sign of tear appears on them.
- After use and prior to take them off, gloves shall be washed with water; afterwards they will be washed from inside and outside.

### **→ Safe Techniques:**

- The body shall be away while using spraying device.
- Regular maintenance of equipment to avoid leakage, and wash skin after each accidental touch of materials.
- Persons shall stay away during spraying.
- Kitchen appliances and food packages shall be removed and put outside prior to spraying. Or, as an option, they may be put in the middle of the room and covered with a plastic can.
- If furniture spraying from below close to the wall is required, it is important to be careful and never leave any unsprayed surface.
- Floors shall be fully brushed or washed after spraying.

### **→ Types of Services of Disinfection Program:**

1. Chemical disinfection – Chemical Spraying (the factory, and shared spaces, dorms buildings, areas of containers loading and unloading)
2. Hand sanitizing points – at each entry and exit of the factory, dorm and supply area.



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### Composition / Information of the elements:

#### Mixes / Alloys:

**Chemical Nature:** A solution of the following components with harmless additives

#### Hazardous Compounds

Chemical Name	*Standard number *number in the chemical essences register *Enzyme Classification number *Registration number	Classification (EEC/548/67)	Classification no. 1271/2008 EC Regulation item number	Concentration (%)
Quaternary ammonium compounds, benzyl-C12-16-alkyldimethyl, Chlorides	68424-85-1 270-325-2	Xn; R21/22  C; R34  N; R50	Acute Tox. 4; H302 Acute Tox. 4; H312 Skin Corr. 1B; H314 Aquatic Acute 1; H400  M-Factor 10	22%
2-Phenoxyethanol	603-098-00-9 122-99-6	Xn; R22 Xi; R36	Acute Tox. 4; H302 Eye Irrit. 2; H319	10-20%
	204-589-7 1- 21 19488943- 21-XXXX			
Tridecylpolyethylene glycol ether	69011-36-5 polymer	Xi; R41	Eye Dam. 1; H318 Aquatic Chronic 3; H412	5-15%
Propan-2-ol	603-117-00-0 67-63-0 200-661-7 01- 2119457558- 25-XXXX	F; R11 Xi; R36 R67	Flam. Liq. 2; H225 Eye Irrit. 2; H319 STOT SE 3; H336	3-8%
Alkyl polyglycol ether	31726-34-8 Polymer	Xn; R22 Xi; R38 Xi; R41	Acute Tox. 4; H302 Skin Irrit. 2; H315 Eye Dam. 2; H319	<5%



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Tetrahydroxypropylethylendiamin	102-60-3 01- 2119552434- 41-XXXX	Xi. R36	Eye Irrit. 2; H319	<5%
Amines, n-C10-16-Alkyltrimethyle Nedi-, reaction products with chloroacetic acid	139734-65-9	Xn; R22 C; R34 N; R50	Acute Tox.4; H302 Skin Irrit. 2; H315 Eye Dam. 1; H318 Skin Sens. 1; H317 STOT SE 3; H335 Aquatic Acute 1; H400 Aquatic chronic 1; H410	0.9%

For the full text of the R-phrases and H-statements mentioned in this section, see Section 16.

### Required Personal Protective Equipment (PPE)

Appropriate PPE shall be used to implement this work. Although that disinfection materials do not harm persons, but necessary protective and health measures shall be applied to protect persons working in the disinfection program.

In general, persons working with chemicals must wear protective long sleeve shirts, pants, socks, boots, type A gloves (anti chemicals), eye goggles and masks. (NB. This is one example of PPE. Requirements change depending on type of insecticides used).

### Training and Communication

1. All staff and workers shall receive instructions and get training on COVID 19, disinfection program and how to combat harms of this pandemic on health.
2. Safety Management shall ensure efficiency of all workers of the contractor / vendor of disinfection program regarding training and licensing.



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### Documentation

- Policy of Disinfection Program and SOPs shall be reviewed annually.
- Reports of Disinfection Program and its timetable shall be documented once monthly for each facility.
- Training logs: Each facility shall keep its logs for a period of three years minimum. Training at the facility shall be conducted every six months.
- .
- Incidents logs: Incidents logs, containing exposure to COVID 19, shall be kept for a period of five years minimum.



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