



Ministry of Labor

Translation from Arabic

SOPs of Textile and Apparel Factories and Companies in Development and Qualified Industrial Zones

- I. Factories and companies of Textile and Apparel Industries in Development and Qualified Industrial Zones shall be located within a closed area. Workers' dorms shall be also inside the development or industrial zone to ensure that workers do not leave the zone.
- II. **General Conditions:**
 1. All work sites and workers' dorms shall be disinfected by specialized companies. (Full disinfection)
 2. Full compliance with occupational safety and health standards and public safety standards at work place in accordance with provisions of Jordanian Labour Law.
 3. Compliance with SOPs no. 9 - Occupational safety and health measures to curb spread of COVID 19 (for large industrial zones).
 4. Workers of any company are not allowed to mingle and socialize with workers of other companies. Each company shall be held liable on behalf of its workers, and shall take necessary precautions and measures.
 5. The labor force authorized for work shall be in good health condition and do not suffer chronic diseases on condition of the approval of the company's accredited doctor.
 6. Loading and unloading workers of every company shall be isolated from other workers due to their mingling with other persons while loading and unloading operations.



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7. Companies shall provide means and methods of separation between workers of factories, and ensure non-mingling and leave enough safe distances between workers.
8. Companies shall have independent dorms inside the development or qualified industrial zones and shall not share their dorms with other companies.
9. Full adherence with non use of air conditioning units except in cases when air percentage is 100% from outside to inside only.
10. Arrange for a movement mechanism for workers from factory to dorms consecutively with one meter distance minimum between one worker and another.
11. Arrange for temporary barriers to identify pathways of workers to ensure workers do not mix with workers of other factories, under supervision of the company.
12. All workers are prohibited to leave outside the development or qualified industrial zone no matter the reason is. If any worker leaves for health reasons, he / she shall not return to the zone. The company shall provide outside housing.
13. Workers are prohibited to move from one dorm to another within the companies housing compound. The company shall identify methods of monitoring and control of workers between dorms if there is more than one building.
14. Follow-up and monitoring of the factory through use of CCTV system installed in production areas, workers' inspection area prior entry and exit of the facility and linked directly to the MOL Control Room.



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15. Companies shall have daily attendance log (Non-use of electronic daily attendance finger print machine).
16. Companies shall have logs at each room of the dorms to show persons socializing in the room and the independent dorm.

III. General Standards

1. No person is allowed to enter the establishment and its dorms if he/she was outside country one month prior to this date unless having a virus-free evidence.
2. Periodic inspection on factories by work teams of Ministries of Industry, Trade & Supply and Health.
3. Factories SOPs shall be re-evaluated based on reports of specialized agencies and inspection visits.
4. Prepare a weekly report OSH specialist and Company's doctor approved by Ministry of Labor on the situation of the factory.
5. Inform Ministry of Health and Ministry of Labour immediately on any suspicion of COVID 19 cases, under legal liability.
6. If non-compliance, the factory shall be closed and banned to re-operate until the end of the crisis.



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