

**Attention: The CEO, HR department / Representative**

When the current lockdown is eventually behind us and the green light has been given by the South African Government along with the health department that it is safe to return to work, our industry will be able to do so, but along with a lot of new measures and controls in place **(based on learnings from China)**

FLIC has put together below, a list of **(recommended)** preventative measures and procedures, that manufacturers will need to follow. These recommended measures could be subject to change from time to time according to recognized best practice. Some of this planning could be done during the lockdown period by the individual factories.

- 1) The entire workplace and factory as well as outside areas where people will be during breaks needs to be disinfected and sanitized with suitable disinfectants as stipulated by the Health Dept. This must be carried out weekly and more often if feasible. Sanitization of the factory workplace and equipment should be carried out every four hours as recommended internationally.
- 2) An exhaustive employee list including learners in training on factory floors or classrooms should be drawn up. Information regarding the whereabouts of each employee for the 14 days prior to work being resumed. should be added to the lists. Keep the list handy for the health department if they come to check on factories.
- 3) All employees on arrival at work each morning must have their temperatures taken before entering the premises. Any employee found to have a temperature in excess of 37.4 degrees must be isolated and sent for testing. They should not be allowed to enter the premises.
- 4) Temperature readings should also be taken again after the lunch break before the worker returns to his/her workstation (optional).
- 5) A cloth, surgical or N95 mask, should be worn at all times by all employees including staff and management. Factories must provide their employees the correct masks. If the masks are washable then the employees are responsible for washing these daily prior to the next working day.
- 6) Hand washing for at least 20 seconds with soap and water should be carried out by all, before work commences and after all breaks. Interim hand washing is also to be encouraged without it impacting on production.
- 7) Currently 70% alcohol-based hand sanitizers are widely used and are effective. Hand sanitizer dispensers may also be provided at accessible points at factory floor. Innovative sanitizer spray booths/stations, fabricated/customized are available.
- 8) There must be no group gatherings of more than three people in the workplace as well as in the workers free time. These gatherings must also observe the social distance gap of 1.5 – 2.0 meters.
- 9) The workspace environment needs to be re-laid where necessary to observe the minimum social distance of 1.5m – 2.0 meters in all directions of the individual worker.
- 10) All office space layouts to adhere to the social distance rule of 1.5 – 2.0 meters.



- 11) Any meetings held must take place in a suitably laid out environment observing social distancing of 1.5 -2.0 meters between participants.
- 12) Wherever possible staff should try their best to limit the number of physical meetings with suppliers and customers. Teleconference meetings should be encouraged wherever possible.
- 13) Any outside visitors on arrival, must have their temperatures taken as well as be provided with soap and water to wash their hands with, prior to meeting the person they came to visit. This meeting needs to take place in a correctly laid out environment observing the social distance.
- 14) Any truck arriving from a supplier must have been disinfected prior to a load being delivered. The delivery note should stipulate this has been done by the supplier prior to loading the goods to be delivered. The same should happen with outgoing deliveries from the individual factories.
- 15) All high frequency touch zones such as doorknobs, toilet seats and handles, machine surfaces, transport vessels amongst others should be wiped down at least 2 – 3 times per day with the specified disinfectant as prescribed by the health department.
- 16) Common sense should prevail with regards to personal hygiene and should always be carried out by all employees. Extra care should be taken too avoid touching one's face.
- 17) Disregarding any of the above recommended protocols could be deemed as a serious offence. These regulations are put in place in place to protect, not punish. Buy-in from the Unions at plant level is to be sought so that they can communicate to their members the seriousness and dangers of committing a health-related offence.

### **Disclaimer**

Whilst FLIC has attempted to put together the above list of minimum recommendations and guidelines, you are reminded that it is your companies' responsibility to comply with the applicable regulations as amended from time to time. The implementation of the above is the responsibility of the individual factories. FLIC absolves itself of any responsibility for the above measures being implemented and monitored.

**Below is a link to the WHO website on advice for the workplace for further information**

<https://www.who.int/docs/default-source/coronaviruse/advice-for-workplace-clean-19-03-2020.pdf>



**Further documentation containing relevant information and reading material for the Owner / HR dept to print out and digest prior to implementation of the recommended guidelines.**

Regards

The FLIC team