

Note: This is not official translation from Ministry of Health and Sports. This translation is used only for internal circulation among Foreign Employees to understand.

Ministry of Health and Sports

Instruction for prevention and control of Coronavirus Disease 2019 (COVID -19) to factories, workshops/ workplaces and construction sites

(Version 3.0)

Updated as of (19-4-2020)

1. Employees who are possible to work from home must be arranged to work from home. (Work from home)
2. Employees who are not possible to work from home must follow the physical distancing guidance strictly.
 - Employees must work 6 feet (2 meter) distance from each other.
 - Mark on the floor to get a precise distance.
 - Place the employees side by side to avoid working face to face.
 - If necessary, be mindful not to exceed 15 minutes when working face to face.
 - Employees are to assigned to work in separate shifts, with each other assigned to the same shift. (Cohorting)
 - At dining time and work starting & ending time, ensure to set the different time for starting and ending time of work and also dining time in shifts.
3. Employees must give special attention to personal hygiene. (Hygiene)
4. Cleanliness of the factory/ workplace and the surrounding must be carried out very strictly. (Cleanliness)
5. Employees are compulsory to wear protective face masks and gloves.
6. Follow the instructions related to employee's health by the ministry of health and sports.
7. If an employee has experienced any of the following conditions. It must be considered as a close contact.
 - Someone who worked face to face for 15 minutes within 3-feets with Covid-19 confirmed patient.
 - Someone who had physical contacted Covid-19 confirmed patient.

Note: This is not official translation from Ministry of Health and Sports. This translation is used only for internal circulation among Foreign Employees to understand.

- Someone who has been near the environment of Covid-19 confirmed patient (example: bedroom, restroom, canteen, meeting room) for 15 minutes and more.
 - Someone who sit within 3 feet radius with Covid-19 confirmed patient (possibly all passengers who ride together on the vehicle/ shuttle depending on the patient's behavior and activity)
8. In the event any of the above occurrence, all employees (colleagues) who work with that employee (close contact) shall be restricted to commute/ travel either at work or at home until that employee's (close contact) first lab test result is released. If that employee's (close contact) test result is confirmed being a Covid-19 confirmed patient, all people who worked together must be quarantined at facility quarantine center determined by the Ministry of Health and Sports.
9. For the social security benefited employees who are being quarantined by the Ministry of Health and Sports, monitored the conditions of the disease, hospitalized for medical treatment, or for Pregnancy, it is applicable to obtain the medical certificate and entitle the social security benefits in accordance with the social security law through relevant Social Security Clinics.

(A) For the employer,

1. Must supervise to ensure that workers with one or more of the following conditions do not come to workplaces.
- Signs and symptoms suggestive of Covid-19 infection such as fever (38°C / 100.4°F and above), cough, breathing difficulty and fatigue;
 - Pregnancy
 - People who are being treated with anti-depressant drugs (Example- Immuno-suppressive drugs or cancer treatments)
 - Someone who has been exposed in contact with a c=Covid-19 confirmed patient in the past (14) days.
 - Living with Covid-19 suspected patient in a same house/ apartment
- Remark: People who are age over 50 and over non-contagious disease suffering, for example; high blood pressure (or) diabetes for 10 years &

Note: This is not official translation from Ministry of Health and Sports. This translation is used only for internal circulation among Foreign Employees to understand.

above, unable to control diabetes despite receiving the medical care) must not let them work with others employees and should assign them to other workplace to reduce the risk of infection.

2. Arrange the shuttle for employees to get on/ off the work with physical distancing guideline. On the ferries, ensure to provide hand sanitizer, disposable tissue and face masks. Broadcast the video file and audio file during their commute on shuttle/ vehicle.
3. Employees are compulsory to wear protective face masks and gloves at work.
4. At the entrance/ exit of the workplace
 - Arrange the different starting and finishing time of each department in order to avoid gathering crowd at entrance and exit of the workplace.
 - Check the body temperature of all employees with Thermal Scanner or Non Touch Thermometer before entering into workplace. If any staff have 38°C/ 100.4°F and above body temperature, staff must not be allowed to enter workplace and report the nearest social security clinic or public health department of the township to arrange for immediate medical attention.
 - Make sure that the staff who monitor/ check the body temperature must wear the face masks, gloves, protective cloth (apron) and face shield.
 - Arrange the distancing of 6 feet away from each other when staff go through entrance and exit. This shall be informed to staff in advance.
 - Supervisor shall supervise taking the attendance and avoid signing on the sign in/out manual attendance record or using fingerprint scanner for attendance recording
 - Truck drivers shall stay in a vehicle and not to stay close with workers who work on loading/unloading. Workers shall wash their hands (min. 20 seconds) often before and after the loading/unloading work completion.
 - Prepare contact numbers and address of all employees who report to the factory or work daily.

Note: This is not official translation from Ministry of Health and Sports. This translation is used only for internal circulation among Foreign Employees to understand.

5. In every hand-washing facility

- Supervise employees to wash their hand at least 20 seconds when they start working & leave the work.
- Make sure that the employees have the necessary support (soap, water, sanitizer, etc.) to assist proper hand-washing.
- Always place hand-washing posters near the employees' wash area and supervise whether there is a proper hand-washing.
- To let the hand dry after hand-washing put the necessary things (for example – tissue paper).

6. In the use of toilets

- Arrange to ensure that there are not too many employees waiting to use the toilets
- Supervise the proper cleanliness of toilet door knob, handle, flush handle toilet, etc.
- Provide adequate dustbins in the toilet and frequent disposal of garbage in right way. Manage the proper the drainage and sewerage system in order to not have leakage.in the waste water disposal, drainage and sewerage system.

7. At the canteen/pantry & lounge

- If possible, encourage the employees to bring the prepared food in containers, water bottles from their home.
- If food is prepared and provided in the factory/ workshop, be carefully taking care of the hygiene of the cooks and their health (illness, cough, shortness of breath and exhaustion)
- Arrange to eat 6 feet apart from each employee.
- Supervise the employees to wash their hands with soap or hand sanitizer at least 20 seconds before entering the canteen, lounge & before eating.
- Clean the table surfaces, common areas with soap and water (or) sanitizer which contains 70% alcohol.
- Supervise to wash their hands when someone come out from canteen

Note: This is not official translation from Ministry of Health and Sports. This translation is used only for internal circulation among Foreign Employees to understand.

8. To avoid working closely

- Follow the physical distancing guideline above to work 6 feet apart each other and to avoid working with people so close at workplace.
- Dispose all disposable personal protective items (such as Mask) for personal hygiene and safety. For non-disposable items, monitor and arrange to clean after using and ensure not to share within each other.
- Avoid using the elevator/ lift as much as possible and use staircase instead of elevator/ lift. While it's need to use elevator/ lift unavoidably, monitor that not more than 4 persons in the elevator/ lift and ensure not to face each other.
- Make good ventilation at work place as much as possible and open the window for good ventilation.

9. For Meeting and Education Workshop holding,

- Avoid group meeting. If in case it is necessary to make group meeting, arrange the seating plan 6 feet distancing from each other and must hold the meeting at well ventilation place.
- Should not hold group health education in the workplace. Distribute pamphlets, posters and using the audio file to regards workplace or sharing health education among the small group.
- Use the statements, announcements and instructions from MOHS for health education and instruct to follow these.
- The information stated by MOSH are available to get on official webpage or official Facebook page of MOHS (www.mohs.gov.mm & www.facebook.com/MinistryOfHealthAndSportsMyanmar), or by scanning QR code. Use and get reference from these pages such as the timely information, implementation, information form WHO, good to know about prevention of COVID-19, audio file for COVID -19 prevention, radio broadcasting and song for health education, correct way of surgical mask usage.
- Ensure to supervise not to spread rumors among the employees.

10. For Cleaning Procedure

Note: This is not official translation from Ministry of Health and Sports. This translation is used only for internal circulation among Foreign Employees to understand.

- Monitor often that the items which the employees use for every day need to clean by 70% ethanol. For example,
- The table that the employees use to use every day.
- Water tap and the items use for cleaning.
- Toilet flush button and toilet seat/ bowl.
- Door handle and stair case rails and veranda.
- Escalator rails and elevator/ lift buttons.
- Machinery items and tools
- Office equipment such as Items related to computer, copier.
- Clean the floor at least one time per day by 0.5% Sodium Hypochlorite Solution (or) 1% Chlorine Solution.
- Collect the rubbish often and dispose safely by every day.

B. For Employee

- Wash your hands often with soap and water at least 20 seconds. Do not touch eyes, nose and mouth without washing your hands. Take care of personal hygiene. Have nutritious meals and sleep well at night.
- Wearing the mask is mandatory during the working time.
- Avoid traveling to crowded places except your home and work.
- Avoid to visiting the other work sites than our own at work.
- If you have been exposed in contact with a positive patient of COVID-19 disease in the past 14 days; or living with a person who is identified as a suspect (probable) person of COVID-19 disease or Quarantined person, contact to the nearest Health Department and follow strictly according to the rules and regulations.
- If you have fever (temperature 38 C/ 100.4 F and above) or any suspicious symptoms such as cough, shortness of breath, please avoid going to workplace and also in physical contacting with people and call to the nearest Health Department and get the treatment as soon as possible.
- If you are suffering any of the above symptoms or receiving medical treatment, report it to authorized personnel at work via supervisor immediately.

Note: This is not official translation from Ministry of Health and Sports. This translation is used only for internal circulation among Foreign Employees to understand.

- Observe any suspicious symptoms among staff and immediately report to authorized personnel via supervisor.
- Do not use public transport. Try to take the shuttle transportation provided by company as much as possible for commute to and from work.
- If any of a family member of employee is suffering symptoms, report it to authorized personnel at work via supervisor immediately.
- When you arrive back to home or dormitories from work, take bath and wash your clothes immediately.

(C) For Supervisor

- Demonstrate the staff and demonstrate good hand washing way.
- At the entrance and exit to the workplace, ensure to check the temperature with thermometer to prevent the sick employee entering the workplace. Those who are above a certain temperature shall not be allowed in entering the workplace and arrange to get medical treatment.
- Ensure to record the contact list of employees (address and phone numbers) if necessary to contact to them.
- Keep the record details list of employee who are entitled on the Social Security benefits at your workplace. If necessary, to contact them in timely manner address and phone numbers shall be recorded too.
- Always monitoring the employees in your department; If there is anyone with suspected symptoms, immediately send to the nearest health center.
- Ensure that the visitors do not visit to workplace unnecessarily.
- Avoid visiting the other work sites or unnecessary place than own workplace.
- Record daily attendance of employee who report to the workplace.

(D) For Construction Site

- If the construction works during the COVID-19 epidemic, the employer must monitor to the employee's sickness and also family

Note: This is not official translation from Ministry of Health and Sports. This translation is used only for internal circulation among Foreign Employees to understand.

members' of employee and restrict or prevent not to come to workplace if either one of the above occurrence.

- The total number of employees at site should be limited to 50 people.
- Record the daily employee list who come/ report to site.
- Must follow the physical distancing guidelines strictly during working time.
- Employees must work 6 feet (2 meter) distance from each other.
- Mark on the floor to get a precise distance.
- Place the employees side by side to avoid working face to face.
- If necessary, be mindful not to exceed 15 minutes when working face to face.
- Employees are to assigned to work in separate shifts, with each other assigned to the same shift. (Cohorting)
- At dining time and work starting & ending time, ensure to set the different time for starting and ending time of work and also dining time in shifts.
- (If it is difficult to follow the Physical Distancing guideline for a particular business activity, it shall be decided whether continuity of the particular activity is necessary. If necessary, prepare the containment and prevention of infection as much as possible first and the continue proceeding the business activity.)

For Employee

- Wash your hand with soap and water for at least 20 seconds.
- Washing your hand thoroughly when especially sneeze, cough, before in work place, before and after the meal, before handling the equipment and after working hours, after using public transportation and arriving home.
- If you have condition do not wash your hand with soap and water, use Hand Sanitizer.
- Be careful not to touch our faces at all times in the workplace.
- Should use stairs rather than elevator and crane. If elevators and crane are necessary to be used, the load must be minimized and

Note: This is not official translation from Ministry of Health and Sports. This translation is used only for internal circulation among Foreign Employees to understand.

clean frequently on the doors and buttons with 70% Ethyl Alcohol Spray.

- Ensure proper ventilation in the workplace and need to open the window during the working time as much as possible.
- Ensure to clean inside the commercial used vehicles. Especially after usage of different drivers. Disinfection is needed.