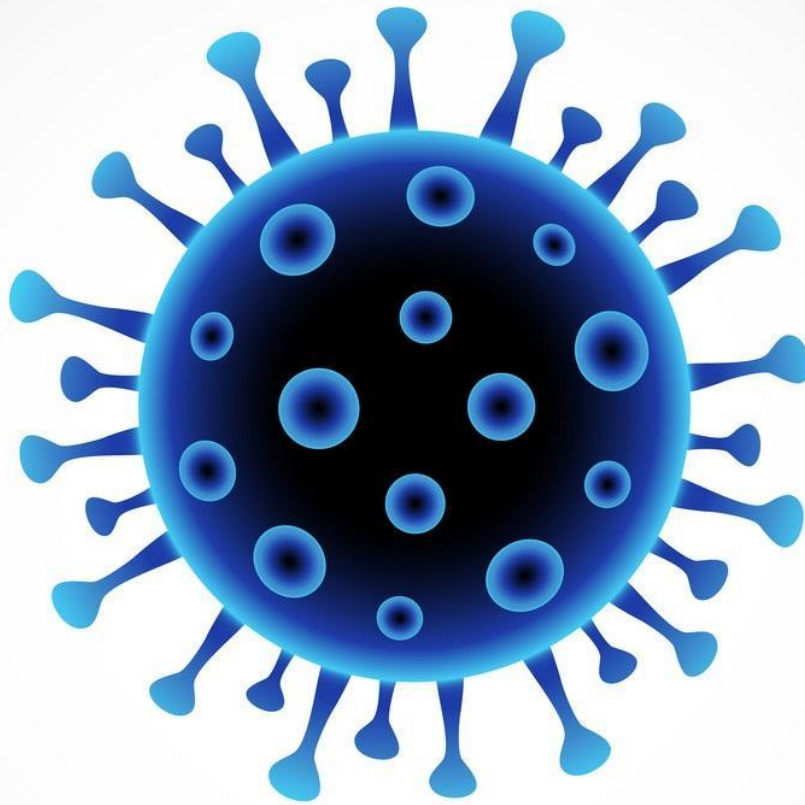




COVID-19

nCoVID-19 Containment Plan

[Company]
[Company Address]
[Company E-mail]
[Company Phone]

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Revision Summary

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1				
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1. Introduction

As the nCoVID-19 also known as corona virus is spreading rapidly across the world, the things are changing rapidly during these uncertain times. People are being contracted daily and deaths are taking place. During these uncertain times, one thing does remain constant for an organization in terms of well-being, health and safety of its employees, contractors, sub-contractors, and others people who might be affected due to organizational activities, and that is prevention of spread of nCoVID-19.

To spearhead the, planning to prevent the spread of virus, and use of resources to contain it, it is necessary that organization develop and implement a **nCoVID-19 Containment Plan**. The plan is established to monitor the spread of virus, sharing of information and guidelines, implementation of protocols, exposure reduction, and ensure the operations don't halt due to any incident.

2. Objective

The objective of the developed and implemented plan is to ensure that the;

- Legislative requirements are met effectively.
- Relevant and approved code of practice is being practiced.
- The resources are being used efficiently and within the budget.
- Workers are aware of the approved protocol and they are safe from contracting virus.
- Control measures are relevant and upon need being changed or modified.

3. Procedure

3.1. Responsibilities

3.1.1. CEO/MD

- Assist the junior management in establishing nCoVID-19 plan and implementing.
- Provision of guidance and information to the junior management.
- Approving code of practice and monitoring the implementation.
- Review upon making changes or if there is any incident of exposure to nCoVID-19.
- Approving and allocating resources to ensure cost-effective compliance.

3.1.2. HSE Officer

- Developing and implementing nCoVID-19 plan.
- Use of resources to implement the nCoVID-19 plan.
- Inspection of the worksite to ensure the worksite is fully decontaminated.
- Monitoring and recording the health of the workers.
- Training and development of the workers according to the requirements and spread of virus.

3.1.3. Workers

- Compliance with the nCoVID-19 plan.
- Ensuring their workplace, equipment, and tools are decontaminated.
- Monitor their own health on regular basis.
- Report any breach of code of practice, and any incident to the higher management.
- Compliance with the organizational instructions and training.
- Other activities allocated by the higher management.

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3.2. Daily Toolbox Talk

- Everyday, all the workers on the worksite shall participate in a Toolbox Talk arranged for the instructions and training of the workers.
- Toolbox talk shall be held in an open area with maintenance of social distance of at least 2m.
- Toolbox shall be conducted in groups. Each group shall consist of 10 people.
- All those workers who enter the worksite after the toolbox are required to read the toolbox talk and sign the attendance sheet.
- Site supervisor in the presence of the HSE Officer shall deliver the toolbox talk.

3.3. nCoVID-19 Daily Compliance

Site supervisor, site foreman, and team leaders are responsible to ensure compliance with the Corona Virus plan on the worksite. Daily toolbox talk is delivered, attended by the participants and attendance sheet is being signed. Any changes in the workforce, working team or of any other kind shall be updated to the Site Management by the Site Supervisor, Site Foreman, team leader.

3.4. Self-Monitoring Health Procedure

All the workers shall be instructed to monitor their health to ensure they are not suffering any illness due to nCoVID-19. If they do face any problem, the site management, HSE Officers shall be informed immediately.

Workers shall be required to check the items listed below;

- They have no symptom of
 - o Fever above 100° F.
 - o Cough
 - o Breathing problem e.g., shortness of breathing
 - o Body pain e.g., pain in ribs
 - o Loss of smell and taste sense
- They haven't come in contact with anyone who is r recently diagnosed with nCoVID-19 illness. Close contact means;
 - o Living in same place where covid-19 patient is living
 - o Looking after someone who is covid-19 positive
 - o Working 6ft near someone who has been tested positive
 - o Used utensils of the person who is covid-19 positive
- Any worker who can't self-certify himself or demonstrates any symptom of corona virus, shall be removed from the site and sent for medical treatment.
- If worker is found corona positive, he/she shall not be allowed to enter the site unless his/her medical treatment has been completed, quarantine is completed, and corona test is negative.
- The returning worker has to present his medical clearance certificate or letter issued by the physician who treated him/her for corona illness.

The self-certification can be performed by every worker on daily basis and specially in the morning toolbox talk, the worker shall sign the attendance sheet to acknowledge that he has attended the toolbox talk, and certified that he has no symptoms of corona contraction at all.

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The worker who contracted corona should be able to perform the job efficiently. It is observed that the workers who contracted corona feel weakness post-treatment, if they are unable to perform the job, the top management/HR department shall be notified about it so that the substitute shall be arranged.

Organization can't force a worker to perform the job despite knowing about his/her illness, as per labor law.

4. Worksite and Office Decontamination Plan

The organization is bound to develop, implement, and ensure compliance of a decontamination plan of decontaminating worksite and office facility.

The following steps are included in the Decontamination Plan of the Office and Worksite decontamination;

- Anti-germs spray and sanitizers approved by the **National Health Authority** shall be used for decontamination.
- Before start of the use, the office staff shall spray the anti-germs substance at the common use items, horizontal and vertical services, handles of doors etc.
- The workers will use the sanitizers placed nearby the entrance doors to sanitize the hands.
- The organization shall install a walkthrough gate to ensure everyone who enters the worksite is sprayed with anti-germ spray.
- The workforce working onsite, shall be liable to use the sanitizers to sanitize the hands.
- The anti-germ spray shall be used at worksite to decontaminate the tools & equipment.
- Visitors entering the worksite or office building shall be sprayed with anti-germ spray, whereas sanitizer shall be provided for hands sanitation.
- nCoVID-19 awareness, sanitation, hand-sanitizer related signages shall be placed at office and worksite to spread awareness about the nCoVID-19.

5. Corona Virus Prevention Plan

The [Company] has implemented a Corona Virus Containment Plan at all levels of the organization, applicable to everyone either working at worksite or office.

Following measures are taken and it is necessary to comply with them to prevent the spread of the corona virus.

5.1. Social Distancing

- Social Distancing shall be observed by all the workers and office management during their stay at worksite, and office.
- Departmental rooms, where office staff works in form of groups are bound to maintain their social distance.
- Meetings and conferences shall be held by maintaining distance of 6ft. participants shall sit by keeping one seat vacant between two people.
- Worksite workers shall be located to remote sites to ensure their exposure to each other is minimum.
- Minimize the entry of visitors and those who are compelled to visit due to nature of work, shall be instructed to maintain the 6ft distance during their stay.
- Meetings shall be held virtually thorough online meetings to ensure participants don't interact physically.

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- All kind of meetings that are to be held in physical presence, shall be conducted in an outside, open, meeting rooms, that should be enough large to accommodate 10 people by maintaining 6ft distance rule.
- Where multiple workers are required to perform an activity will be limited. Where it is not possible, the workers are required to wear the PPEs.
- Anyone who is asking to give access to the worksite or office shall be checked for the temperature.
- No Gathering signs shall be placed at the worksite to spread awareness about corona virus.
- If any worker sees any breach of rule, the top management or HSE Department shall be notified about it.

5.2. Personal Protective Equipment

5.2.1. Personal Protective Equipment Required

- Workers are required to use the Personal Protective Equipment provided by the organization.
- Following PPEs shall be used for protection against the corona virus by all staff members;

S/ #	PPE	Use Method
1	Face Mask Face Shield	The face mask shall be used by all of the workers and office staff. The face mask shall be put on the nose to cover the nose, mouth and chin. The flexible top of the mask shall be able to fit around the nose. The moldable strip in the top border of the mask can be mold around the nose. If the mask is without ear loops (with long straps), put upper straps over the head or behind the head and tie there the upper straps should be above the ears. Now adjust the mask on nose, pull down to the chin and the other straps will be secured around the neck. If mask is with ear loops, put the mask around face and secure both loops behind ears.   Mask with Ear Loops Mask without Ear Loops Face shield can be used for the protection against the corona virus. The shield comes with a protection sheet, and head strap. Shield cover the face from forehead to the chin.

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S/ #	PPE	Use Method
2	Goggles	Goggles shall be used to protect the workers against the corona virus in combination with other PPEs. The bottom of the goggles should sit on the top of the face mask. These goggles can be used with face shield as well to increase the protection. The goggles should be of approved standard. Use of damaged, defective, or goggle of wrong standard is discouraged. 
3	Gloves	Workers are to use the gloves with the face shield and safety goggles to ensure their hands are safe and not exposed to the corona virus as much possible as they can. The gloves should be of approved standard. Worker has to extend his hand in the glove so that the glove cover his hand and wrist fully. 
4	Shoes Cover	The shoes of the workers should be covered with the disposable safety covers. The worker is required to keep his shoe in the cover so that the cover's top border that accommodates the elastic band cover the shoe till top border. 

5.2.2. Safe Usage Practice

- The worker will come to the worksite with PPEs on, mask and hand gloves at least. At the entrance gate, the security guard or Safety officer will check the worker's temperature using digital temperature meter.
- Once the temperature has been checked and worker is safe to enter the site, worn PPEs shall be removed, hands shall be sanitized with sanitizer, and new PPEs placed in bulk nearby shall be provided.
- Removed PPEs shall be discarded safely and dumped at a safe location as per legislation and organization's waste management code of practice. Discarded PPEs should not be touched from front or from outside. Clothing should be turned inside out before disposal.
- The worker will cover themselves with provided with PPEs all the time during they stay at worksite.
- The worn PPEs shall be discarded after using for one shift. Before start of new shift, new PPEs shall be provided to minimize the risk of contracting virus.

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- If workers have to remove the mask and gloves for lunch, they will have to wash hand immediately right after removing hands.
- Face shield, goggles, hard hat shall be cleaned with anti-septic spray, wipes dipped in anti-septic spray to ensure they are clear and safe for use.
- To remove PPEs and eye goggles or face shield, remove it by loosening the strap instead of touch the front surface.
- To remove mask don't touch it or grab from front. Use your finger to remove the ear loop or over head band and neck band. Discard it properly so that no one else use it. If it is N95 mask or any other that can be used again, don't put it open, use a paper to cover it and ensure no one touches it.
- Wash hands on frequent intervals with anti-septic soap or substance.

5.2.3. General Requirements

- Avoid touch the face, eyes, nose, mouth etc. Wash hands on regular intervals or use sanitizer, wipes.
- Don't touch the surface of objects of common share.
- When shift ends or you remove PPEs for lunch/dinner, wash hands and face to clean yourself.
- Damaged PPEs shall be changed immediately.WE4

5.3. Hygiene

Remind workers about washing hands daily at the workplace. Instruct them to ensure their personal hygiene is within the required limits. The rules of personal hygiene include;

- Wash hands after using the bathroom, removing the face mask and PPEs.
- Wash hands after touching the common use objects, tools, surfaces and other objects.
- Wash face when removing the face mask.
- Don't use each other's utensils, tools, equipment etc.
- Try to bring food from home, don't share with others neither take from others.
- Don't touch your face with your hands and if you do it, wash your face and hands immediately.
- If you have cough problem, cover your face with tissue paper, cloth etc. If cloth or tissue is not available, use your elbow to cover your face.

5.4. Hand Wash

Hand washing is a critical activity and compulsory for everyone either onsite or offsite. The workers should be provided with appropriate facilities onsite and at office to ensure their hands are clean all the time. The facilities include;

- Hand wash station
- Soap or hand wash
- Sanitizers
- Clean towel or tissues for drying hands

5.5. Reporting Illness

- If someone is found suffering any symptoms, he must be isolated and quarantined immediately. The supervisor must inform the top management through verbal or email.
- If someone remained in contact with the person who is positive, should quarantine himself immediately and instruct all them who met him.
- Contracted person should seek medical assistance if needed on immediate basis.

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5.6. Onsite Positive Test Reporting

- If someone feels ill or detect symptoms during self-monitoring should inform the Site Supervisor & Safety Officer.
- If someone on site is seen suffering illness, the case should be reported to higher management.
- Other workers must maintain a safe distance from the ill-person.
- The medical team should be responsible to take care of the ill-person, and if required should be shifted to the hospital for better treatment.
- All those people who were in contact with the ill-person should be quarantined for the safety of others.
- Workers must keep an eye for any other case.

6. Attachments

- Corona Virus Risk Assessment
- Corona Virus Toolbox Talk
- Self-Monitoring Questionnaire
- Facility Inspection Checklist w.r.t Corona Virus
- Corona Virus Awareness Posters

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Attachment 1: Corona Virus Toolbox Talk

The toolbox talk titled as **CORONA VIRUS TOOLBOX TALK** is based on the evidences, research reports, and medical cases present as record, and provided by the **National Command Operations Center (NCOC)** for Corona Virus, and **National Institute of Health (NIH)**.

Symptoms	Prevention
- High Fever - Cough - Shortness of Breathing - Body Pain specially in lung - Loss of senses of taste, smell - Body rashes	- Wash hands often with soap for 20sec at least. - Use alcohol-based hand sanitizer on regular intervals. - Avoid touching and using the items of common use. e.g., hand railing, door handle, etc. - Avoid touching eyes, mouth, face, with unwashed hands. - Use elbow or sleeve for coughing and sneezing. - After using tissue for sneezing/coughing discard it immediately and safely. - If use elbow or sleeve, wash hands and face immediately. - Use surgical or fiber made gloves as much as possible to ensure hands remain safe. When changing gloves or removing, wash hands immediately. - Maintain social distance of 6ft from others. - Disinfect the items, and surfaces with alcohol-based solvent to prevent the spread of corona virus. - Use NIH & NCOC guidelines to stay update.

Worksite Work Procedure & Guidelines

- Maintain 6ft distance from other workers.
- No gathering of more than 10 workers with distance of 6ft at worksite.
- Disinfect all surfaces, tools, and equipment before use.
- No tools, and equipment sharing. If any equipment is commonly shared, disinfect it.
- Avoid eating meal in groups.
- No in-person meetings. Use online meeting portals to ensure social distancing and exposure to covid-19. Workers who have to attend meeting in-person should do it in a well ventilated, open area with maintaining at least 6ft distance.
- Don't touch the railing of the stairs. Avoid directly touching the buttons of elevator. Use stick or wear disposable gloves for this purpose. Don't use elevator when it is occupied by multiple people.
- Ensure visitors visiting the jobsite are healthy, disinfect them before entering the jobsite.
- Use hand gloves, masks when present on worksite or in a meeting.

Medical Cases

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- If any medical case is detected, report to the HSE department immediately.
- Maintain social distancing. Avoid mixing up with other workers.
- Other workers who were in contact should isolate immediately.
- Check the patient for corona virus with PCR Testing.
- Consult with doctor for medical treatment and supply medication on regular basis.
- Monitor the health other the primary patient as well as of those who were in contact.
- Shift worker to the hospital for proper treatment if necessary or situation deteriorates.
- Only return to worksite if medical reports are clear, and second test results are negative.

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