



STANDARD OPERATING PROCEDURES FOR PREVENTION OF COVID-2019

*Prevention is better than
cure*



The Urban Unit

Urban Sector Planning & Management Services Unit (Pvt.) Ltd.



Introduction

2019-nCoV (Covid-19) is an acute respiratory disease. The disease was first identified in December 2019 in Wuhan, the capital of China's Hubei province, and has since spread globally, resulting in the ongoing 2019–20 coronavirus pandemic. Common symptoms include fever, cough, and shortness of breath. Other symptoms may include fatigue, muscle pain, diarrhea, sore throat, loss of smell, and abdominal pain.

The virus is mainly spread between people during close contact, often via small droplets produced during coughing, sneezing, or talking. While these droplets are produced when breathing out, they usually fall to the ground or onto surfaces rather than being infectious over large distances. People may also become infected by touching a contaminated surface and then their face. The virus can survive on surfaces for up to 72 hours. It is most contagious during the first three days after onset of symptoms, although spread may be possible before symptoms appear and in later stages of the disease.

A novel coronavirus (2019-nCoV) is a new coronavirus that has not been previously identified. Public health officials and partners are working hard to identify the source of the "2019-nCoV". Coronaviruses are a large family of viruses, some causing illness in people and others that circulate among animals, including camels, cats and bats. This outbreak started in the month of December 2019, as an unknown cluster of respiratory illnesses first reported from Wuhan City, China.

Novel Coronavirus may also be referred to as:

- Severe acute respiratory syndrome Coronavirus 2, SARS-cov-2: this is the name of the virus
- Coronavirus disease, COVID-19: this is the name of the disease

SOPS FOR CONSTRUCTION INDUSTRY

In view of the ongoing pandemic, there are some measures related to personal hygiene and social distancing, which are required to be followed in letter and spirit to control the spread of the infectious disease. Moreover, it is also important for employers to keep safe distance and reduce contact between the work staff. These measures are needed to be constantly monitored and implemented by individuals and teams. Following measures are recommended for work teams in construction industry.

For Employers:

1. Every company must identify measures related to the work environment (Office/Site), share these with all its employees and implement these.
2. Provide employees with instructions on hygiene measures and behavioral conduct.
3. Every office shall have one or two staff members dedicated to ensure that safety precautions and hygiene recommendations are implemented.
4. Posters should be pasted on the cough and sneeze actions.
5. In case an employee is showing symptoms (Flu or high temperature), he should be isolated and tested for Covid-19.
6. Employer should encourage sick people to take leaves.
7. A distance of at least 1.5 m must be observed at workplaces/construction sites Offices must adjust the seating accordingly. There should be less number of meetings.
8. Hang out hand washing rules (at least 20 seconds with soap and water). Make sure that soap and paper towel are used instead of cloth towels.
9. Break rooms or prayer areas must be cleaned after use.
10. Companies should provide transport for staff who use public transport. Maximum distance should be kept in buses. Capacity should be reduced to half.
11. Equip these vehicles with paper towels, garbage bags and cleaning agents.
12. Consider work in shifts so that work teams have minimum meet ups.
13. Establish fixed, small work teams (e.g. 2 to 3 people) to reduce changing contacts within the company for trips and work assignments.
14. Coordination of the services should be, if possible, via electronic media (email, telephone, video chat).
15. Every company should have contact of all workers for tracking in case of any infection.
16. When different work teams are working on one construction site, set different times for the start and end of work and different times for use of other facilities i.e. canteens, prayer area. Coordinate regular cleaning and pay attention to hygiene together.
17. When having a meeting with other companies or customers, ensure that all hygiene and distance measures are communicated to them and implemented.
18. Avoid or postpone the work if people with cold symptoms meet the customer.
19. Avoid shared showers and washing facilities if possible or limit the group of people who use them.
20. If there are mobile toilets in place, then there must be adequate water supply, soap availability and a closed sewerage system.
21. Establish fixed, small work teams to reduce contacts within the company for trips, work assignments and overnight stays.
22. Ensure the workplaces and accommodations are cleaned using a cleaning schedule.
23. Ensure the tools and machinery are cleaned after the close of shift.
24. Companies shall implement 100% gloves policy for all workers.
25. Personal protective equipment should be assigned to an individual, not shared among groups.

26. Encourage sick employees to stay at home.

Procurement

27. In order to limit the people to people contact, use online methods for procurement or contact by phone.
28. Plan the procurement schedules in such a way that minimum trips and minimum workforce is used.
29. Pay for the goods online, by bank transfer or similar payment methods wherever possible.

For Employees/Workers:

1. Employees should come to work on foot, by bike, by car or by the transport provided by the company.
2. Wash hands after entering the workplace (20 seconds with soap)
3. Avoid touching other people (No Handshakes or hugs)
4. Observe distance rule of 1.5 meter in meetings, in prayers, canteens, breaks, washrooms. Use facilities with a time delay. There must be no rush at any point.
5. Avoid door handle contacts if possible.
6. Employees having cold symptoms must stay at home, contact the doctor on phone and inform the employer.

SOPS FOR WORKING IN FOOD RETAIL SECTOR

Food retail sectors and restaurants are very common in Punjab and usually filled with people/customers. Almost every city in Punjab has food streets and food courts etc, therefore it is adequate to follow standard operating procedures for prevention of Covid-19 in food retail sector.

Following actions/measures can be used for prevention of Covid-19.

For workplace:

- Maintain a distance of at least 1.5 m during coughing , sneezing and instruct workers and employees to use handkerchief or elbow to lessen down the spread of droplets.
- Develop regular hand washing/ disinfecting practices and wash hands with soap for at least 20 seconds.eg. wash/disinfect your hands properly after receiving cash and after doing such activities which requires the interaction of people.
- Establish a safe distance of 1.5 m in food streets, restaurants, cafe, retail shops when delivering goods and handing over freight papers, and if possible, conduct regular cleaning of working place.
- Always use personal protective equipment like good quality face masks and hand gloves during billing and transferring of goods.
- If possible install a disinfectant gate and block areas that should not be entered by customers. Eg. Disinfectant gate can be installed in entrance point of Lahore food streets like Anarkali, Fort Street, Gawalmandi etc.
- Provide hand sanitizer to customers and urge them to disinfect hands before paying cash or collecting items.
- Limit the number of customers who shop at a time (1 person per 10 square meters is appropriate)
- Increase ventilation of workplace or shops.
- Make sure that sanitizers , towel dispensers and disinfectants are filled.

For individuals:

- It is preferable to use your own vehicle for transportation and if using public transport, maintain a safe distance from other passengers as far as possible.
- Observe the instruction of using handkerchief and crook of arm when coughing/ sneezing.
- Wash hands several times a day for the interval of 20 seconds.
- Avoid contact of your hands with face.
- Avoid contact with other people (shaking hands, hugging etc)
- Keep a distance of 1.5 m from customers and public.
- If possible carry a hand sanitizer when travelling, using toilets and before going to any public place.
- If any one shows corona symptoms, don't panic and consult your doctor as soon as possible

WORKPLACE GUIDELINES /INSTRUCTIONS FOR COVID-19

These set of instructions and guidelines are interim as on what is presently known about novel Coronavirus Disease COVID-19. National Institute of Health is continuously updating all type of information on regularly basis as up to date information become available on COVID-19.

What is COVID-19: Coronavirus disease 2019 (COVID-19) is a respiratory illness that can spread from person to person. It is a novel coronavirus that was first identified during an investigation later converted into an outbreak in Wuhan, China in December 2019.

Spread of Disease: This virus probably emerged from an animal source but is now spreading from person to person. The virus is thought to spread mainly between people who are in close contact with one another (within about 6 feet) through respiratory droplets produced when an infected person coughs or sneezes. It also may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the most common way the virus spread.

Recommendations for the organization or employers:

- **Coronavirus Help/information/Surveillance Desk:**
 - NIH recommends for each organization to establish or notify focal person, help desk or surveillance desk for COVID-19 where they can process latest information or instruction for the employees
- **Encourage sick employees to stay home:**
 - Employees who have symptoms of fever (100.4° F [37.8° C] or greater using an oral thermometer), cough and/or acute respiratory illness are recommended to stay home and not encourage come to workplace until they are free of fever.
 - Develop the policies that permit employees to stay at home to care for a confirmed COVID19 affected family member(s).
 - During outbreak of the disease, the employees who appear acute respiratory illness symptoms (i.e. cough, sore throat, shortness of breath) with fever upon arrival to work or become sick during the day should be separated from other employees immediately. All such type of employees must be transferred to the hospital according to SOPs.
 - Sick employees should cover their noses and mouths with a tissue or mask when coughing or sneezing (or inside of elbow, if no tissue is available).
- **Behavioral and structural interventions within organization**
 - Place health education material and preventive information poster that encourage hygiene practices, cough and sneez etiquettes and how-to self-quarantine at home at entrance and common places of the official buildings.
 - In case of outbreak in the area, separate the visiting center/area /room with designated staff with mouth and hand cover PPEs who may disinfect the area.
 - Make necessary arrangements of washing or disinfection of the commonly used doorknobs, reception tables, shelves, library table, canteen tables.
 - Provide tissues and no-touch disposal receptacles for use by employees at their workplaces. o Instruct and circulate the information for the employees to clean their hands often with hand or wash their hands with soap and water for at least 20 seconds. Soap and water should be used preferentially if hands are visibly dirty.
 - Provide soap and water and hand rubs sanitizer in the workplace. Place hand rubs in multiple locations or in conference rooms to encourage hand hygiene.
- **Guidelines for Sanitation and Environmental cleaning:**

- Routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs.
- No additional disinfection beyond routine cleaning is recommended at this time.
- Use the disposable wipes/clothes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks) can be wiped down by employees before each use. Use sodium hypo chloride (NaOCl, household bleach) chlorine or bleach 5% to disinfect the surfaces or objects.
- Waste disposal SOPs for your organization so that the sanitary staff may properly dispose/burn the tissues or other consumable items within dustbins.
- Provide hand and mouth care PPEs to the sanitary staff and rostering for waste disposal and cleanliness/disinfection of the
- Use 5% bleach for disinfection of common washrooms and common official gathering places after use or each activity.
- **Traveling advise for the employees:**
 - Develop your own travelling advise for your employees with following recommendations;
 - Take record of each employee's travel to the different areas inside and outside of country.
 - Conduct surveillance about the areas where disease outbreak is going on and prohibit the employees not to travel to the areas of outbreak.
 - If someone seeks close connection with the people who travelled from the infected area with COVID-19, must inform the surveillance/administrative desk of the organization.
 - Advise employees who travel outside the area to check themselves for symptoms of acute respiratory illness before and end of travel and notify their official focal person and stay home if they are sick.
- **Additional Measures for COVID-19:**
 - Employees who are well but who have a sick family member at home with COVID-19 should notify their official focal person or supervisor and follow NIH health education material to evaluate their symptoms of potential exposure.
 - If an employee is confirmed to have COVID-19, employer should transfer him to the designated isolation facility, to minimize the exposure of COVID-19 with other fellow employees at workplace
 - The employer can leapfrog virtual meetings if conditions get worse.
 - During outreach situation, consider cancelling large work-related meetings or events.

Reference: National Institute of Health - Pakistan (Field Epidemiology & Disease Surveillance Division)

STAY AT HOME: GUIDANCE FOR HOUSEHOLDS WITH POSSIBLE CORONAVIRUS (COVID-19) INFECTION

Symptoms

The most common symptoms of coronavirus (COVID-19) are recent onset of:

- New continuous cough and/or

- High temperature
- For most people, coronavirus (covid-19) will be a mild illness.

Who is this Guidance for:

This advice is intended for:

- People with symptoms that may be caused by coronavirus (COVID-19), and do not require hospital treatment, who must remain at home until they are well
- Those living in households with someone who shows symptoms that may be caused by coronavirus (COVID-19)

Main messages

- If you live alone and you have symptoms of coronavirus illness (COVID-19), however mild, stay at home for 7 days from when your symptoms started.
- After 7 days, if you do not have a high temperature, you do not need to continue to self-isolate. If you still have a high temperature, keep self-isolating until your temperature returns to normal. You do not need to self-isolate if you just have a cough after 7 days, as a cough can last for several weeks after the infection has gone
- If you live with others and you are the first in the household to have symptoms of coronavirus (COVID-19), then you must stay at home for 7 days, but all other household members who remain well must stay at home and not leave the house for 14 days. The 14-day period starts from the day when the first person in the house became ill.
- For anyone else in the household who starts displaying symptoms, they need to stay at home for 7 days from when the symptoms appeared, regardless of what day they are on in the original 14 day isolation period.
- Staying at home for 14 days will greatly reduce the overall amount of infection the household could pass on to others in the community
- If you can, move any vulnerable individuals (such as the elderly and those with underlying health conditions) out of your home, to stay with friends or family for the duration of the home isolation period
- If you cannot move vulnerable people out of your home, stay away from them as much as possible
- Reduce the spread of infection in your home: wash your hands regularly for 20 seconds, each time using soap and water, or use hand sanitiser; cover coughs and sneezes
- If you have coronavirus (COVID-19) symptoms:
 - Do not go to a GP surgery, pharmacy or hospital
 - You do not need to contact 111 to tell them you're staying at home
 - Testing for coronavirus (COVID-19) is not needed if you're staying at home
- if you feel you cannot cope with your symptoms at home, or your condition gets worse, or your symptoms do not get better after 7 days, then use the NHS 111 online coronavirus (COVID-19) service. If you do not have internet access, call NHS 111. For a medical emergency dial 999
- if you develop new coronavirus (COVID-19) symptoms at any point after ending your first period of isolation (self or household) then you need to follow the same guidance on self-isolation again (Public Health England)

SOP FOR FACILITIES /FACTORIES /WORKPLACES FOR OCCUPATIONAL HEALTH AND SAFETY

SCOPE

1. Sanitary rooms and
2. Sanitary facilities,
3. Accommodations provided by the employer

Background

Information on measures to interrupt Covid-2019- Infection chain in shared Office facilities , sanitary rooms and sanitary facilities as well as accommodations. As a rule, these are simple hygiene and behavior measures and appropriate equipment, which are also common in the prevention of infectious diseases.

In addition to keeping distance between individual people, keeping a distance and reducing contact between work teams or individual members of different work teams also play a decisive role in everyday work.

Special attention should therefore be paid to these permanent work teams when using premises or accommodation. Always keep the team size as small as possible, as the entire work team may be quarantined if infected. The measures listed here are not final and can be supplemented by others.

The core of the measures of infection protection are the implementation of distance rules and hand hygiene, the implementation of contact restrictions as well as measures of an internal pandemic plan.

1: Infection protection measures when using company-shared sanitary rooms and sanitary facilities, in particular toilet rooms and washrooms

The implementation of distance rules and hand hygiene is of great importance and if possible these should be supported in all areas by technical and organizational measures for occupational safety.

The following measures provide implementation aids based on the measures regarding distance rules and hand hygiene:

- 1) Ensure compliance with the clearance rules of at least 1.5 m in all sanitary rooms through organizational measures, e.g. B. Limitation of the number of people or technical measures, e.g. lock every second wash area, distance markings on the floor at wash areas and washing facilities.
- 2) Implement the cough and sneeze label (cough / sneeze in the crook of your arm or in a (paper) handkerchief, disposal of handkerchiefs).
- 3) Ensure hand hygiene is implemented (at least 20 seconds with soap and water). Sufficient liquid soap and paper towels must be kept in stock and made available. Unhook hand washing rules.
- 4) Check whether cleaning intervals can be shortened, especially with regard to areas that many employees use (handles, door handles, fittings, sanitary facilities, toilet lids and basins). Sufficient disinfectant must be kept in stock and made available.
- 5) Make a note that door handle contacts should be avoided if possible, e.g. If possible, do not close the exterior doors of washrooms and toilets after leaving them or allow them to be opened without manual operation by taking appropriate measures.
- 6) Provide employees with instruction on hygiene measures and behavioral recommendations and repeat them as appropriate. Use electronic media for this if possible. Place notices for information and motivation in suitable places.

7) If possible, organization of working hours and times of use, e.g. n shifts to design the use so that a staggered use is guaranteed while minimizing the time spent together in these rooms.

2: Infection protection measures when using Office rooms & Facilities :

The implementation of distance rules and hygiene measures is also of great importance when operating break rooms, cooking facilities and tea kitchens as well as standby rooms. Break rooms, cooking facilities, tea kitchens:

- 1) Comply with the distance rule, e.g. by adjusting the seating.
 - 2) if possible, organization of working hours and times of use, e.g. . in shifts / work teams, for a single or staggered use of the rooms
 - 3) Put a note that door handle contacts should be avoided if possible, e.g. . If possible, do not close after leaving.
 - 4) Make sure that everyday items are made available and used as personally as possible.
 - 5) close-knit cleaning plans and more frequent cleaning of the rooms
- 1) If the willingness to work or work interruption is in the night hours or if the working time including standby time is longer than 12 hours, Standby room must be equipped with couches and further requirements
 - 2) Organization of single use. If this is not possible, limit sharing to a specified small work team.
 - 3) Ensure regular cleaning of the rooms, check shortened cleaning intervals.

3: Infection protection measures in accommodations provided by the employer

The employer is given the following information:

- 1) In the provisions for the use of the accommodation (e.g. cleaning, behavior in the event of fire, alarm plan), also make provisions for diseases and the pandemic.
- 2) Make sure that different work teams are accommodated in separate accommodations if possible, if this is not possible, at least in separate areas of an accommodation.
- 3) Ensure that the employees of a work team in the accommodation can keep a distance of more than 1.5 m from each other as far as possible.
- 4) Accommodation if possible in single rooms with their own toilet and washing facilities; Avoid accommodation in shared rooms if possible. If partners and close family members are present, allow accommodation in shared rooms.
- 5) When accommodating in multi-bed rooms, Reduce the occupancy of rooms and arrange the furniture so that distances of more than 1.5 m can be maintained.
- 6) Avoid simultaneous use of showers, washing facilities and changing rooms by members of different work teams. If possible, provide each work team with its own facilities.
- 7) Cooking and preparation, storage, cooling and washing facilities, dining and lounge rooms should also be made available exclusively for individual work teams if possible, but at least ensure sufficient safety clearances or avoid simultaneous use by different work teams through organizational measures. It must be possible to wash dishes at a temperature of at least 60 ° C.
- 8) Avoid shared leisure activities between members of different work teams.
- 9) If employees are accommodated for more than a week: Provide options for washing, drying and ironing clothes outside the sleeping and living areas; Provide washing machines; cleaning with at least 60 ° C must be possible.
- 10) Ensure frequent and thorough cleaning of the accommodation, where possible more frequent cleaning of such premises and facilities that are used by several work teams.
- 11) If there are any further contact restrictions, e.g. to people outside the accommodations.
- 12) Prepare precautionary plans for infections in the accommodation
- 13) Make arrangements for the separate accommodation of sick employees, e.g. with cold symptoms

4: Information for employees on the use of sanitary, break and standby rooms as well as accommodation:

Each individual contributes through his / her personal behavior to protect themselves and others from a Covid 2019 infection. Compliance with the measures regarding distance rules and hand hygiene is of great importance. In addition to the measures mentioned, it is of course also possible to develop and apply your own measures that serve the protection objective.

- 1) When using sanitary, break and standby rooms, as well as cooking facilities and tea kitchens, pay attention to the rules of distance (1.5 m apart), use rooms individually or with a time delay if possible.
- 2) Again, observe the employer's instructions regarding the cough and sneeze label (cough / sneeze in the crook of the arm or in a (paper) handkerchief).
- 3) Implementation of hand hygiene (at least 20 seconds with soap and water).
- 4) If possible, do not close the exterior doors of washrooms, restrooms and break rooms after use, so that the door handles do not have to be used when entering and washing hands.
- 5) Ventilate all rooms regularly and adequately.