



## Guidelines for Factory Operations during COVID – 19 scenario

updated 20 May, 2020, version 2.1



dutch-bangla pack ltd

le packaging  
RBC





## 1.0 Personal Hygiene

### 1.1 Entrance Protocol:

- ✓ Hand wash followed by hand sanitization.
- ✓ Feet sanitization at main entrance to the premises.
- ✓ Separate uniform and shoes for production areas.

### 1.2 Fit to Work Protocol:

- ✓ Temperature checking of every employee and visitors at main entrance to the premises.
- ✓ Regular health check-up (including temperature measurement) in residential facilities.



le packaging  
Pvt. Ltd.



## 1.0 Personal Hygiene

### 1.3 PPE:

- ✓ Face masks for every employees and visitors.
- ✓ Gloves for sewing and liner extrusion and shaping operators.
- ✓ Additional face shields for more exposed employees (supervisors).
- ✓ Full body PPE for house keepers, security personnel etc.

### 1.4 Additional Protocols

- ✓ Compulsory hand sanitization in the middle of every shift.
- ✓ Hand wash every time employee leaves work stations for breaks.
- ✓ Updated laundry policy for effective sanitization of uniforms, masks etc.



le packaging  
Pvt. Ltd.



## 1.0 Personal Hygiene

### 1.5 Social Distancing



- ✓ Sewing: Minimum gap of 1.5 meters between personnel.
- ✓ Management team separate out into different offices.
- ✓ Use of online meetings to replace physical meetings.
- ✓ Increase floor based trainings to replace classroom based trainings.
- ✓ Reduced no. of trainees per classroom training session.
- ✓ Digital payment of wages to avoid worker congregation during salary disbursement.

### 1.6 Guest Protocol

- ✓ All unnecessary visits have been minimized.
- ✓ Designated separate entrance changerooms for visitors.
- ✓ Identical hygiene procedures for employees.



l& packaging  
Pvt. Ltd.



## 2.0 Facility Hygiene

### 2.1 Workplace cleaning routine:



- ✓ High frequency cleaning of frequent contact surfaces (door handles, railings etc.)
- ✓ Disinfection of work and machine surfaces during every shift.
- ✓ Regular cleaning of external premises and garden.
- ✓ Special cleaning procedure for canteen.

### 2.2 Check points:

- ✓ Primary checking: At the main entrance to the premises (temperature checking).
- ✓ Secondary checking: In the production floor (by hygiene supervisors for personal hygiene).



l& packaging  
Pvt. Ltd.



## 2.0 Facility Hygiene

### 2.3 High risk area classification:

- ✓ Comprehensive risk assessment, incorporated into OHSAS 18001 assessment, to identify physical areas into 3 risk categories: High, Medium and Low.
- ✓ Separate cleaning and hygiene strategy based on risk classification.

### 2.4 Transport:

- ✓ Thorough disinfection of all incoming transports (containers, cars etc.).
- ✓ Separate parking of internal and external vehicles.
- ✓ Separate waiting area for drivers.



dutch-bangla pak ltd

le packaging  
৯৯৯



## 3.0 Leadership

### 3.1 Infrastructure

- ✓ COVID Committee (multi disciplinary members, chaired by Head of Compliance).
- ✓ Bi-weekly reporting of Committee to top management.
- ✓ Floor meetings by Production section heads to promote awareness.



dutch-bangla pak ltd

le packaging  
৯৯৯



### 3.0 Leadership

#### 3.2 Capacity Building



- ✓ Awareness training for workers.
  - On Job awareness training on the operational guidelines.
  - Good Hygiene practices outside the workplace.
  - "Guidelines for COVID-19" banners at entrances and inside production locations.
  - Displaying *Emergency contacts* in every production floor.
  - "Public address" system in main gate to instruct social distancing and personal hygiene during exit and entry of employees.
- ✓ Participation of management employees in external informational seminars.
- ✓ External training of management employees (*under implementation*).



l e packaging  
BTL



### 3.0 Leadership

#### 3.3 Internal/External Communication

- ✓ Operational procedures circulated and displayed internally.
- ✓ Regular communication with relevant external authorities:
  - ✓ Local government office
  - ✓ Department of Inspection of Factories and Establishment, Ministry of Labor



l e packaging  
BTL



## 4.0 Risk Management

### 4.1 Disease prevention

- ✓ Drinking of lukewarm water regularly by employees.
- ✓ Active engagement by all relevant teams (HSE team, Welfare officer, Workers' participatory committee, On-site doctor, Nurses).
- ✓ Mitigation measures for physical gatherings (maintaining social distance during prayers).
- ✓ Promoting psychological health through counseling.



dutch-bangla pack ltd

le packaging  
n n c



## 4.0 Risk Management

### 4.2 Risk assessment

- ✓ Risk assessment incorporated into Health and Safety Management System (OHSAS) and Environmental management system (ISO 14001).



dutch-bangla pack ltd

le packaging  
n n c



## 4.0 Risk Management

### 4.3 Incident Management

- ✓ Comprehensive Incident Management procedure for positive and suspected cases.
- ✓ 20-bed isolation facility set-up (outside the factory premises) for immediate response to cases.

### 4.4 Procurement

- ✓ Minimizing cash transactions for local procurement.
- ✓ Geographically diversified purchase strategy (basic raw materials sourced from Middle-east, Vietnam, Thailand, S. Korea, Japan).



dutch-bangla pack ltd

le packaging  
n n c



## 5.0 Monitoring Measurement and Analysis

### 5.1 Internal Assessment

- ✓ Bi-weekly assessment of effectiveness of preventive steps by COVID committee.
- ✓ Hygiene score system (through internal audits) to create section-wise awareness.
- ✓ Hygiene supervisors for ensuring continuous adherence in all production stations.
- ✓ Health and safety officer, on-site doctors and nurses for health evaluation and advice.



dutch-bangla pack ltd

le packaging  
n n c



## 5.0 Monitoring Measurement and Analysis

### 5.2 External Assessment

- ✓ Third-party food safety and social compliance audits undertaken after implementation of preventive steps.
- ✓ Successful inspection by local administration:
  - Department of Inspection of Factories and Establishment, Ministry of Labor.
  - Chief Executive Upzila (local administrative region) office

### 5.3 Incidence evaluation

- ✓ Procedure for internal evaluation of incidences for positive and suspected cases.



**le packaging**  
B.V.



## 6.0 Compliance Management

### 6.1 Regulatory Compliances

- ✓ Public advise & Technical guideline- COVID-19 (World Health Organization)
- ✓ Technical Guideline –COVID-19 (Ministry of health & family welfare)
- ✓ BGMEA Factory opening Guidelines
- ✓ BPGMEA Guideline for COVID-19.
- ✓ <https://www.livecoronatest.com/> (LIVE CORONA RISKASSESSMENT)



**le packaging**  
B.V.





## 6.0 Compliance Management

### 6.2 Product specific compliance

- ✓ Implementation of High-care team for sensitive food and pharma grade products.

### 6.3 Wastage Management

- ✓ Proper storage (to prevent cross contamination) of PPE waste (masks, gloves etc.) after use.
- ✓ Safe disposal of PPE wastage to prevent cross contamination.
- ✓ Separation of production wastage and PPE waste at source.



dutch-bangla pack ltd

le packaging  
nl

Everyone of Us  
is a part of the  
Solution

dutch-bangla pack ltd

le packaging  
nl