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Unofficial Translation by Roedl & Partner

Myanmar: Guideline for Prevention and Control of COVID-19 Disease in Factories, Workplaces and Construction Sites

(Version 3.0)

1/7

UPDATED AS OF 19 APRIL 2020

1. In case of workers who can be allowed to work from home, such workers shall be required to work from home.
2. In case of workplaces for which working from home is not possible, such workplaces shall strictly comply with the guideline for physical distancing:
 - A 6-foot space shall be kept between and among each worker at every workplace.
 - A specific mark shall be made on the floor to ensure the exact 6-foot spacing between each of workers.
 - Workers shall be required to work not face-to-face, but side by side, as much as possible.
 - Please ensure that workers shall not work face-to-face for more than 15 minutes if face-to-face contact is essential.
 - Repeating shifts shall be specified for workers. The same cohort of workers shall be grouped together during particular shifts.
 - It is required to determine check-in and check-out times and lunch times for workers.
3. Arrangements shall be made to ensure personal hygiene of workers.
4. Factories, workplaces and environment of the workplaces shall be kept clean.
5. Workers shall be required to mandatorily wear masks and gloves.
6. Workers shall be required to strictly comply with the instructions issued the Ministry of Health and Sports (the “MOHS”) in respect of the health issues of workers.
7. If a worker is a person with the following exposure to a confirmed case of COVID-19, such worker shall be considered as “close contact”:
 - Having had face-to-face contact with a confirmed case of COVID-19 within 3 feet for more than 15 minutes

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- Having had physical contact with a confirmed case of COVID-19
 - Having been in a closed environment (e.g. household, waiting room, dining room, meeting room, etc.) with a confirmed case of COVID-19 for more than 15 minutes
 - Having been seated on worker shuttle buses within 3 feet of a confirmed case of COVID-19 (in any direction) (all passengers on such worker shuttle bus may be close contact based on the action and movement of such confirmed case).
8. If any of the abovementioned event occurs, all workers who worked together with the suspect case of COVID-19 shall be quarantined or isolated at the workplace or at home until the test result of the suspect case is received. If such suspect case becomes a confirmed case, all workers who worked together with such confirmed case shall be quarantined and monitored at the facilities specified by the MOHS.
9. In respect of benefits for workers who are insured under the social security scheme, three types of period – quarantine/isolation period; monitoring and testing period based on the health condition; and hospitalization period, have been categorized as per the instructions of the MOHS. Workers or/and pregnant female workers who are insured under the social security scheme may apply for medical certificates in order to take medical leave and claim benefits through the respective social security clinics in accordance with the Social Security Law.

(A) Obligations for Employers

1. Employers must ensure that workers with one or more of the following conditions will not come to or enter the workplace:
- Signs and symptoms suggestive of COVID-19 infection such as fever (38 °C/100.4 °F and above), cough, breathing difficulty and fatigue;
 - Pregnancy;
 - Taking drugs which suppress the body's immune system (e.g. taking immunosuppressive drugs or being in chemotherapy);
 - Having contact with a confirmed case of COVID-19 in the last 14 days;
 - Living in the same house with a suspect case of COVID-19 or people who are in quarantine;

Note: Workers aged 50 and above years and with non-communicable diseases (i.e. hypertension or chronic diabetes (for 10 years and above) or uncontrolled diabetes despite the treatment of diabetes) should be required to receive treatment of such diseases, and assigned at the workplaces with lower risk exposure without being required to work together with other workers.

2. Employers must arrange worker shuttle buses for workers to and from workplaces and home in line with the guideline for the physical distancing, and make hand sanitizers, disposable tissue papers and masks available on those shuttle buses, as well as provide health education via television programs or audio files during their commuting time.
3. Employers must ensure that workers wear masks and gloves at the workplaces.
4. At the entrance and exit of workplaces,

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3/7

- Employers must specify different check-in and check-out times for different teams or sections as much as possible in order to avoid crowding.
 - Employers must provide a non-touch thermometer or thermal scanner and allow all workers or staff to enter the workplace only after having their body temperature measured, and prohibit workers with a body temperature of above 38 °C/100.4 °F to enter the workplaces and contact the nearest social security clinic or township health departments via phone for medical treatment as early as possible.
 - Employers must ensure that workers who measure body temperature of other workers or people wear masks, gloves, aprons and face shields.
 - Employers must make arrangements to ensure that workers maintain a 6-foot distance between or among each of them while such workers are entering and leaving the workplaces in order to avoid crowding at the entrance and exit of workplaces, as well as inform the workers of such arrangements in advance.
 - Employers must assign the supervisors at the entrance of workplaces to check the workers' attendance. (Requiring the workers to sign the attendance sheet together or checking their attendance through fingerprint scanners should be avoided.)
 - Employers must require the drivers to stay in the vehicles while loading or unloading vehicles and to avoid staying very close to the workers loading and unloading the vehicles, and require the workers to wash their hands often for at least 20 seconds before, during and after loading and unloading the vehicles.
 - Employers further must keep the record of contact addresses and contact phone numbers of daily workers for ease of communication if required.
5. Employers are obliged to provide adequate hand-washing facilities. At every hand-washing facility,
- Employers must ensure that all workers wash their hands whenever they enter and leave the workplaces for at least 20 seconds.
 - Employers must provide adequate supply of soap, water and hand sanitizers to ensure proper hand-washing.
 - Employers must put up posters of proper hand-washing techniques at every hand-washing facility, and ensure that the workers wash their hands properly.
 - Employers must provide necessary materials (such as tissue papers) to dry the hands of workers after hand-washing.
6. At restroom facilities,
- Employers must make necessary arrangements to ensure that there will not too many workers waiting to use the toilet.
 - Employers must ensure that toilet doors, door handles, and flush handles/levers are cleaned very often.
 - Employers must provide adequate rubbish bins in the toilets, and have the rubbish collected and disposed of very often, as well as must ensure that there is no leakage in wastewater drainage or sewage system.
7. For having lunch and taking breaks,
- Employers must encourage the workers to bring their lunch boxes and water bottles prepared at their home if possible.

- Employers must pay great attention to the personal hygiene and health conditions (sickness, cough, breathing difficulty and fatigue, etc.) of workers cooking and preparing meals for other workers in factories and workplaces.
- Employers must arrange to ensure that the workers can sit, eat or take rest at a 6-foot distance from each other in dining rooms and living rooms.
- Employers must ensure that the workers properly wash their hands with soap or hand sanitizer for at least 20 seconds before entering the dining rooms and living rooms, and before having meals.
- Employers must ensure the proper cleaning of surfaces of tables in the dining rooms and areas with high human contact by using soap and water; or sanitizer containing 70% isopropyl alcohol.
- Employers must ensure that the workers properly wash their hands before leaving the dining rooms.

8. To avoid working closely to each other

- Employers must strictly comply with the abovementioned guideline for physical distancing to ensure that the workers can work at a 6-foot distance from each other and crowding at workplaces can be avoided.
- Employers must require the workers to properly dispose of disposable personal protective equipment which have been used, and to clean non-disposable equipment whenever such equipment have been used, and to avoid sharing of such equipment among the workers.
- Employers must require the workers to avoid using elevators as much as possible and to take the stairs instead, and if not possible, ensure that no more than 4 people take the elevator and such people do not face one another.
- Employers must arrange to keep the workplaces well-ventilated, and if possible, must open the windows.

9. Regarding meetings or conducting educational activities,

- Employers should avoid convening meetings with a large number of workers. If unavoidable, the attendees must keep at least 6 feet apart from each other, and the meetings be held in a well-ventilated venues.
- Employers must avoid conducting health education activities with a large number of workers in factories and at workplaces, and must disseminate health knowledge among the workers or small groups of workers by distributing posters and pamphlets to respective workplaces or by arranging to ensure that workers can listen to the audio files at the respective workplaces.
- Employers must inform the workers of the importance of compliance to the instructions, notifications and guidelines issued by the MOHS while disseminating health knowledge among the workers.
- Employers may obtain the information provided by MOHS by browsing the MOHS's official website or Facebook page (www.mohs.gov.mm and [www.facebook.com/ MinistryofHealthAndSportsMyanmar](https://www.facebook.com/MinistryofHealthAndSportsMyanmar)) or via QR code scanning, as well as refer to correct and accurate information and the activities of MOHS which are updated and presented in a timely manner as well as the statements and preventive measures issued by the World Health Organization (WHO), audio files regarding COVID-19 prevention, health education radio broadcastings and songs, and recommendations regarding proper use of masks.
- Employers must ensure that no fake news or rumors are being circulated among the workers.

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10. In conducting cleaning and sanitizing,

- Employers must ensure that equipment used daily by the workers are cleaned and sanitized very often with 70 per cent alcohol, such as:
 - Equipment such as tables used by the workers
 - Water taps and other items used in washing and cleaning
 - Flush levers/handles and toilet seats
 - Door handles, stair handrails and verandas
 - Escalator handrails and elevator push buttons
 - Machines and equipment used in operations
 - Computers and accessories
 - Office equipment such as photocopiers
- Employers must have the floor properly cleaned and sanitized with 0.1% hypochlorite solution or soap and water during the interval between shifts (after the completion of each shift).
- Employers must ensure the proper collection and disposal of rubbish very often and daily.

5/7

(B) Obligation of Workers

- Employees are obliged to properly wash their hands with soap and water for at least 20 seconds very often, and avoid touching eyes, nose or mouth without washing their hands, and maintain good personal hygiene, and eat nutritious food and get enough sleep.
- Employees are obliged to mandatorily wear masks at work.
- Employees are obliged to avoid crowded places as much as possible, except going to and from workplaces and home/hostels.
- Employees are obliged to avoid visiting other workplaces, except the workplaces where they are assigned to work.
- Employees are obliged to inform their respective supervisors and the relevant township health departments by phone of (a) the contact they have with a confirmed case of COVID-19 in the last 14 days; or (b) living in the same house with the suspect case of COVID-19 or people who are in quarantine, if any, and strictly comply with the instructions of the health departments.
- Employees are obliged to avoid going to workplaces and having social contact with people as much as possible if signs and symptoms suggestive of COVID-19 such as fever (38 °C/100.4 °F and above), cough, breathing difficulty and fatigue appear, and inform the nearest the social security clinics or township health departments of such matters for medical treatment as early as possible, and strictly comply with the instructions of the health departments.
- Employees are obliged to monitor the occurrence of signs and symptoms among fellow workers and promptly report such occurrence, if any, to the superior officers through their respective supervisors.
- Employees are obliged to use worker shuttle buses arranged by the employers, and avoid using public transport as far as possible.
- Employees are obliged to promptly notify the superior officers through their respective supervisors of any occurrence that a family member at home has signs and symptoms suggestive of COVID-19.
- Employees are obliged to wash the workplace attire and take a bath immediately after arriving back home or to the hostel.

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(C) Obligation of Supervisors

- Supervisors are obliged to demonstrate to the workers under their respective supervision how to wash their hands properly.
- Supervisors are obliged to arrange to check the body temperature of the workers with thermal scanners or thermometers at the entrance and exit of the workplaces, and must not allow the workers with a body temperature higher than the designated level to enter the workplace, and must arrange to ensure that such workers get the necessary medical care.
- Supervisors are obliged to keep the record of contact addresses and phone numbers of all workers for ease of communication if required.
- Supervisors are obliged to keep the updated record of contact addresses and phone numbers of all insured workers under the social security scheme for ease of timely communication if required.
- Supervisors are obliged to monitor the occurrence of fever or other signs and symptoms suggestive of the disease and fever history among the workers under their supervision, and if a suspect case is found, must notify the nearest health departments of such matters and send such workers to such health departments.
- Supervisors are obliged to restrict unnecessary visits to the workplaces.
- Supervisors are obliged to ensure that the workers under their respective supervision do not visit other workplaces, except such workers are assigned to work, and do not make unnecessary visits to other places.
- Supervisors are obliged to keep the daily record of numbers of workers who come to work.

6/7

(D) At the construction sites

- Amid the COVID-19 pandemic, employers must ensure that workers with fever or with a family member in quarantine do not come to the workplace.
- Employers must ensure that there are no more than 50 workers in one space in any circumstances.
- Employers must keep the daily attendance records of workers.
- It is required to strictly comply with the guideline for physical distancing at workplaces.
 - Workers must be required to work at a 6-foot distance from each other at a workplace.
 - A specific mark shall be made on the floor to ensure the exact 6-foot spacing between each of workers.
 - Workers shall be required to work not face-to-face, but side by side, as much as possible.
 - Please ensure that workers shall not work face-to-face for more than 15 minutes if face-to-face contact is essential.
 - Repeating shifts shall be specified for workers. The same cohort of workers shall be grouped together during a particular shift.
 - It is required to determine check-in and check-out times and lunch times for workers.

(In case it is difficult to comply with the guideline for physical distancing in any operation, please make a decision whether it is essentially necessary to proceed with such operation. If necessary, please proceed with such operation only after taking measures minimizing the COVID-19 risk as much as possible.)

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- Workers
 - Must properly wash their hands with soap and water for at least 20 seconds.
 - Must properly wash their hands especially after blowing your nose, sneezing or coughing; before entering the workplace; before and after eating; before touching machines and equipment at work and at the completion of their respective shifts; after taking public transport and at the time of arriving back home.
 - Must use hand sanitizer if it is not possible to wash their hands with water and soap.
 - Must avoid touching their faces at the workplaces any time.

- It is advised to use stairs rather than elevators and lifting equipment. If taking elevators and lifting equipment is essential, please ensure that the minimum number of and volume of people and materials are loaded, and the physical contact is kept minimized as far as possible. Please also ensure that the common surfaces such as doors and handles or knobs or buttons are cleaned and sanitized with 70 per cent ethyl alcohol spray very often.
- Please ensure that the workplaces are kept well-ventilated, and as much as possible, the windows are opened.
- It is required to regularly clean and sanitize the interior parts of the vehicles used in operations, especially whenever different drivers are operating those vehicles.

7/7