



Manufacturing Sector COVID-19 Protocols for Recovery

Background Information 2

Purpose 2

Scope..... 2

Crisis Management Team 2

Remote Working..... 2

Core Business and Key personnel 3

Protocol for Employees Returning from Abroad 3

Procedure for an Employee Displaying Symptoms..... 3

Procurement of Sanitary and Hygiene Materials..... 3

Manufacturing Sector Communication Protocol 4

Medical Planning..... 4

Internal Communication to Staff 4

Initial Prevention Plan 5

Screening Procedures 6

Sources of Critical Information 9

Business Continuity Plan 9

Current Controls..... 11

Responsibilities 13

Administrative Controls 13

Guidelines for Increasing Business Functionality in Addition to the Existing Business Continuity Plan. 14

Deep-Cleaning and Disinfection Procedures 15

Social Distancing 16

Establishing Normal Operations 17

Appendix 18

BACKGROUND INFORMATION

Coronaviruses (CoV) are a large family of viruses that cause illness ranging from the common cold to more severe diseases such as MERS-CoV and SARS-CoV. Coronavirus disease (COVID-19) is a new strain that was discovered in 2019 and has not been previously identified in humans. Common signs of infection include respiratory symptoms, fever, cough, shortness of breath, breathing difficulties, chills, muscle pain, headache, sore throat and loss of taste or smell. In more severe cases, infection can cause pneumonia, severe acute respiratory syndrome, kidney failure and death.

PURPOSE

This plan is to establish a framework for continued safe business operations in light of the pandemic while ensuring additional provisions are in place for business transactions to occur within the Manufacturing Sector with a focus on protecting employees, security personnel, customers and other stakeholders from the COVID-19 Pandemic.

SCOPE

Currently the Sector has its Business Continuity Plan for COVID-19 response at Level 2/ Yellow. This document seeks to provide additional guidelines to several areas of operation, which include: -

1. Initial Prevention Plan
2. Business Continuity Plan
3. Current Controls
4. Incoming goods from suppliers and the supply of goods to customers
5. Marketing Sales Representatives to customers
6. Reopening of sales office
7. Receivables

CRISIS MANAGEMENT TEAM

A Crisis Management team will be appointed who will be responsible for activating/ deactivating the pandemic protocol

REMOTE WORKING

Taking effect on Monday 16th March 2020, Managers are required to make the necessary provisions to allow the majority of staff to work remotely with special consideration for the following:

- Colleagues who are over the age of 60 – Obtain a list of history and background activities from the company.
- Colleagues who have pre-existing medical conditions such as Heart Disease, Diabetes, Lung Disease, Asthma and Immuno-compromised systems – Obtain a list of history and background activities from the company.
- Colleagues who may be exhibiting symptoms of COVID-19

CORE BUSINESS AND KEY PERSONNEL

The following groups are considered to be key personnel who are vital for the operation within the Manufacturing Sector:

- Finance
- Audit Committee
- Receptionists
- IT
- Payroll

PROTOCOL FOR EMPLOYEES RETURNING FROM ABROAD

All staff returning from travel abroad where COVID-19 is present are encouraged to work from home for no less than fourteen (14) days prior to returning to work, while seeking the proper medical care should they exhibit any symptoms of the coronavirus. Employees are required to obtain a fit-to-work prior to coming back onto the premises.

PROCEDURE FOR AN EMPLOYEE DISPLAYING SYMPTOMS

The following guidelines are provided to be followed when an employee is suspected of having the COVID-19 virus within the building. This protocol will be coordinated by the HSE Manager/Officer and must be followed to ensure there is no cross-contamination and avoid the spread of the virus to other members of staff.

- Immediately quarantine the affected employee in a self-contained room or a secured office area with its own air conditioning. This employee should not be allowed to leave until medical care arrives.
- Notify your HSE personnel. They will assist in completing the Quarantine Form (**APPENDIX 3**)
- Call the emergency numbers provided by the Ministry of Health. (See **APPENDIX 4 and 5**)
- All persons who may be coordinating this plan will be required to wear the necessary PPE (N95 respirator, gloves and disposable coveralls).

PROCUREMENT OF SANITARY AND HYGIENE MATERIALS

The HSE Manager/Officer is responsible for the procurement of the following sanitary and hygiene materials for the company:

- N95 respirators
- Cloth masks
- Latex gloves
- Lysol
- Hand sanitizer and/or dispenser
- Cleaning agents - bleach and sanitiser

MANUFACTURING SECTOR COMMUNICATION PROTOCOL

The Manufacturing Sector Communication Protocol will be handled by the Communications Manager. The following information will be sent directly to the leadership teams:

- Pre-pandemic information delivery
- Memos/ Instructions/ Protocols
- Information policy during the pandemic and after pandemic is over
- Educating staff about proper hygiene standards
- Information about medical treatment facilities
- Proper protocol when symptomatic

MEDICAL PLANNING

All Medical assistance will be provided by the Ministry of Health. The MOH contact numbers can be found in **APPENDIX 4 and 5**.

Employees are required to fill out the Coronavirus Screening Questionnaire (**APPENDIX 3**) and submit to the HR department.

The HSE Manager/Officer will be responsible for the following:

- Pandemic training
- Determining lock-out of infected staff
- Determining lock-out of visitors on the compound
- Creating protocols if staff show symptoms at the workplace
- Staffing arrangements

INTERNAL COMMUNICATION TO STAFF

Internal communication will be handled by the Communications Manager, to highlight the following:

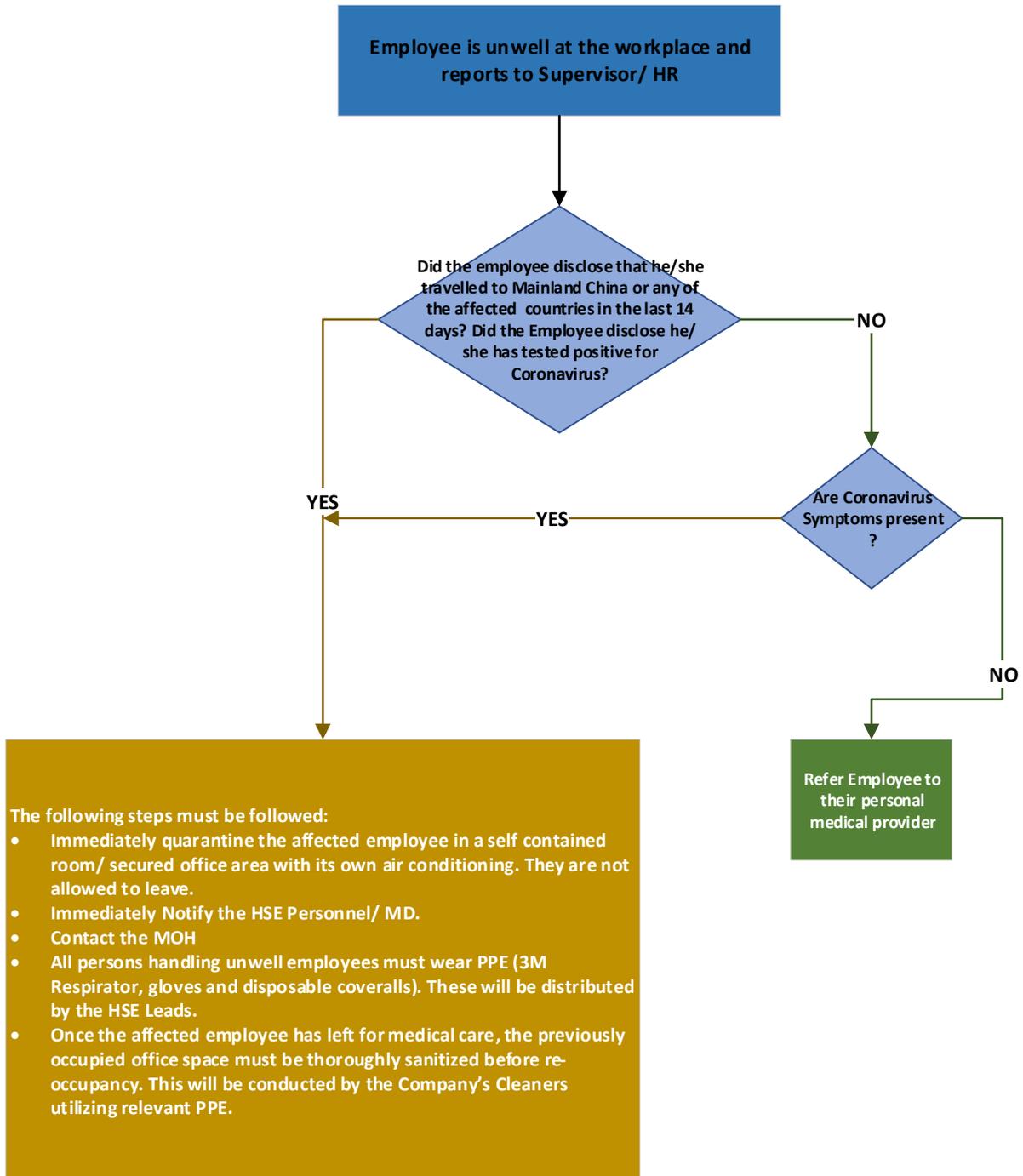
- Pre-pandemic information
- Information on COVID-19 during the pandemic
- Educating staff on proper hygiene standards and protocols
- Information supplied by the Ministry of Health (MOH)

INITIAL PREVENTION PLAN

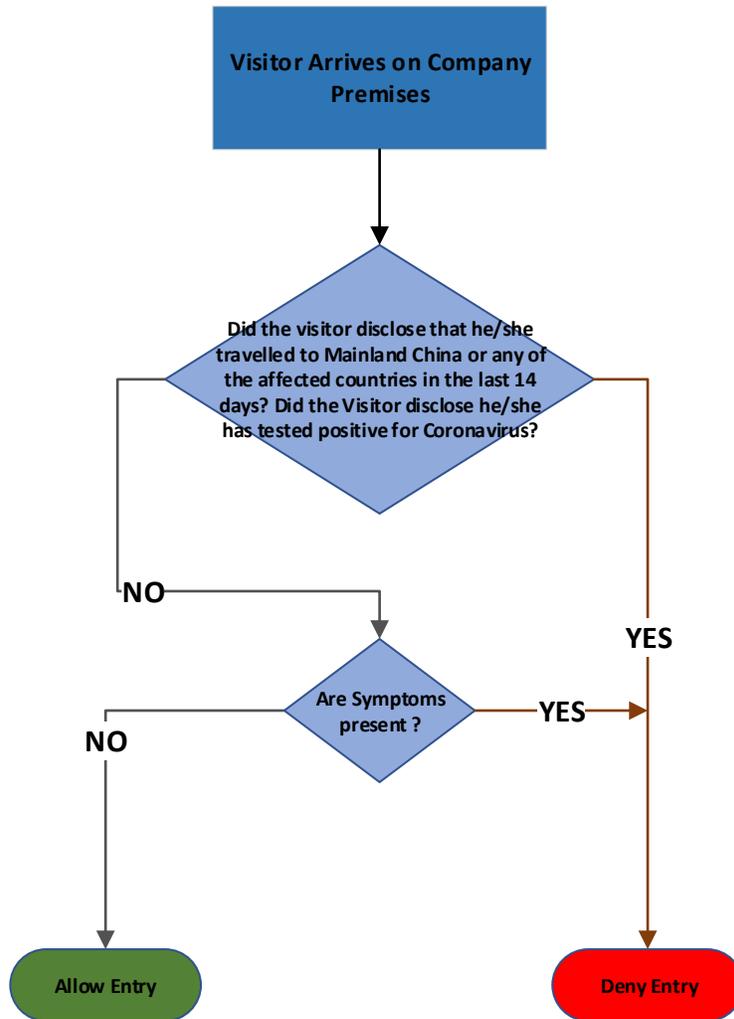
1	Medical Declaration	<ol style="list-style-type: none"> All staff members to declare any travel or any travel within their household upon entry. All staff returning from travel abroad where COVID-19 is present are encouraged to work from home for no less than fourteen (14) days prior to returning to work.
2	Entrance to Building	<ol style="list-style-type: none"> On entry all staff must wash or sanitize hands. Sanitizer stations to be strategically positioned near entry points. Employees are required to fill out the form in Appendix 1 Door handles and common areas to be cleaned with Lysol daily. Visitors are required to fill out the form in Appendix 2 declaring that they have not been in contact with anyone diagnosed with COVID-19, before entering the building.
3	High Risk Staff	<p>Special restrictions for high-risk employees according to CDC Guidelines, including conditions as follows:</p> <ol style="list-style-type: none"> Uncontrolled asthma Diabetes Respiratory ailments Heart Disease High blood pressure Immuno-compromised Elderly (over the age of 60) <p>Each Department Manager to identify these persons and monitor. Employees over the age of 60 are considered high risk and will work from home.</p>
4	Access Limitations	<p>Entry of the following persons into the building will be left to discretion of the management:</p> <ol style="list-style-type: none"> Visitors who exhibit COVID-19-like symptoms
5	Social distancing	<p>Staff are advised to adhere to the following:</p> <ol style="list-style-type: none"> Avoid large crowds and gatherings Avoid any personal contact between work colleagues (handshakes, hugs, etc.) Consider having meetings via video/ voice conference as an alternative to face-to-face meetings
7	Remote Access	<p>Employees who are unwell or may have been exposed to a confirmed COVID-19 case should be self-quarantined.</p> <ol style="list-style-type: none"> Laptops are provided for staff who can work from home. Remote Access to Company Shared Drive
8	Fit to Return to Work	<p>Any employee on sick leave must provide the sick leave and return to work only with a Fit to Work.</p>

SCREENING PROCEDURES

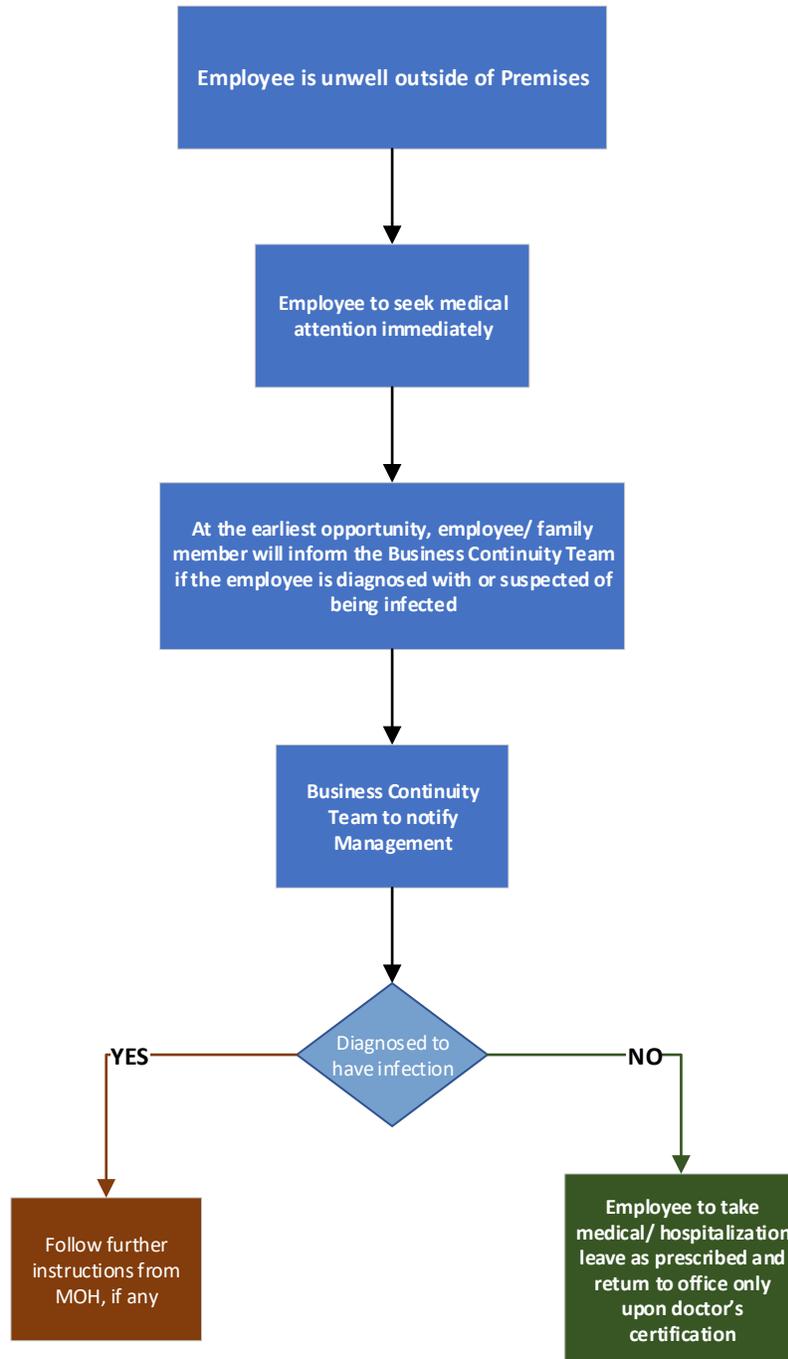
Screening Procedure for Management of Unwell Employees on Premises



Screening Procedure for Visitors on Premises



Screening Procedure for Management of Unwell Employees Outside of the Workplace



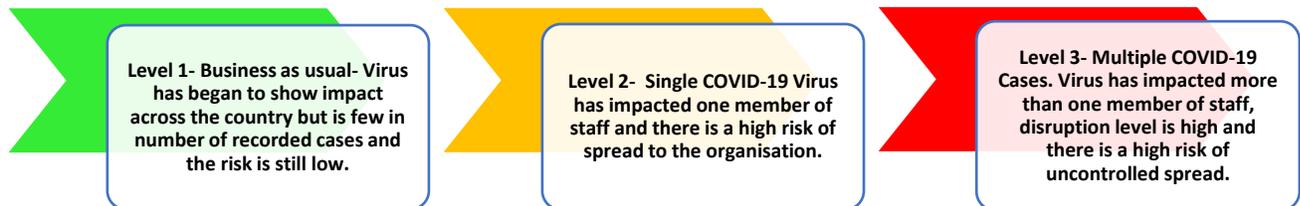
SOURCES OF CRITICAL INFORMATION

The following are useful sources of information that should be communicated to all staff:

- 1) Caribbean Public Health Agency- <http://carpha.org/>
- 2) World Health Organization- <https://www.who.int/>
- 3) Pan American Health Organization- www.paho.org
- 4) Centers for Disease Control and Prevention - <https://www.cdc.gov/>
- 5) Ministry of Health- <http://www.health.gov.tt/>

BUSINESS CONTINUITY PLAN

All efforts are required to protect our staff and ensure that a plan is in place for continuity. Levels of response are dependent on the transmission of the virus:



Level 1: Business as usual - Virus has begun to show impact across the country but is few in number of recorded cases and the risk is still low.

1. Human Resource Management
 - a. Work from Home Policy - High risk employees to work from home. Employees over the age of 60 and unwell will work from home or be on leave if their job cannot be done from remote locations. All staff returning from travel that visited an affected country are asked to work from home for a period of fourteen (14) days.
 - b. Core business personnel will be identified who are essential for business operations.
 - c. Emergency contact information updated and available by all departmental heads.
2. Information Technology
 - a. IT Operating Systems routinely backed up on server and critical information saved on backup system
 - b. Hardware and software provisions made to all applicable staff.
3. Emergency Resources
 - a. Emergency resources and personal protective equipment available and being managed to ensure continued supply to critical departments and to ensure supply is available for unforeseen circumstances.

- b. Sanitation suppliers contact information and initial engagement to ensure building sanitation services are available.
4. Communication
- a. Emergency support information provided to all staff in the form of emails from Communications Department. See **Appendix 4 and 5** for a list of emergency numbers.
 - b. Communications Department will be responsible for updating the staff with all the relevant news and updates with respect to COVID-19.
 - c. Important communications will be distributed on a departmental level to reduce panic and understand dynamic situations.
 - d. Sanitization and Personal hygiene campaign to initiate at all departments, with particular emphasis placed at points of entry and common areas.

Level 2 - Single COVID-19 Virus has impacted one member of staff and there is a high risk of spread to the organisation.

1. Human Resource Management - Contingent exists from activation of Level 1 Protocol and additional requirements detailed below:
 - a. Work from Home Policy - non-essential staff to work from home
2. Information Technology - Contingent exists from activation of Level 1 Protocol
3. Emergency Resources - Contingent exists from activation of Level 1 Protocol and additional requirements detailed below:
 - a. Emergency resources and personal protective equipment dispatched for critical areas
 - b. Sanitation to be executed as per risk identified.
4. Communication - Contingent exists from activation of Level 1 Protocol and additional requirements detailed below:
 - a. Communications Department and specific department succession plans to initiate to ensure operations are remote where possible but continued.

Level 3 - Multiple COVID-19 Cases. Virus has impacted more than one member of staff, disruption level is high and there is a high risk of uncontrolled spread.

1. Human Resource Management - Contingent exists from activation of Levels 1 and 2 Protocol.
2. Information Technology - Contingent exists from activation of Level 1 Protocol
3. Emergency Resources - Contingent exists from activation of Level 1 Protocol and additional requirements detailed below:
 - a. Emergency resources and personal protective equipment dispatched for critical areas
 - b. Initiate work shut-down, clean-up and sanitization of the work zone.
4. Communication - Contingent exists from activation of Level 1 Protocol and additional requirements detailed below:
 - a. Communications Department and specific department succession plans to initiate to ensure operations are remote where possible but continued

CURRENT CONTROLS

This plan will utilize Engineering Controls, Administrative Controls and the use of Personal Protective Equipment as a means of providing a framework to reduce exposure to COVID-19. It is important to note that these controls cannot be used in isolation of each other but in conjunction with each other to ensure effectiveness. Additional auditing of the entire process must be continuous to ensure the Health and Safety of all.

	Considerations	Controls
1	Compound access / exit	<ul style="list-style-type: none"> Site Entry Screening Procedure (COVID-19) implemented.
2	Procedures for suspected persons displaying COVID-19 symptoms	<ul style="list-style-type: none"> See Business Continuity Plan Infection, Prevention and Control protocol for employees under investigation for COVID-19 be followed
3	Preventative Material Inventory	<ul style="list-style-type: none"> Confirm operation has adequate supply of soap, disinfection, hand sanitizer, paper towels, tissues and other consumables Confirm stock of face masks, face shields, gloves, and glasses on site and on order with lead time
4	Personal Protective Equipment	<ul style="list-style-type: none"> Ensuring daily stock count
5	Disinfection Measures	<ul style="list-style-type: none"> For reopening of business units, disinfect prior to anyone returning to work Where necessary, replace HVAC filters or clean/ disinfect Sanitation rotation increased, a combination of food safe disinfectant solutions applied through mist, spray and liquid on all contact surfaces in office and production areas
6	Deep cleaning and disinfection protocol	<ul style="list-style-type: none"> Where persons are identified or suspected of COVID-19, prepare for the triggering of deep cleaning and disinfection procedures
7	Inbound Parts/Materials/Packages	<ul style="list-style-type: none"> Management of incoming supplies
8	Compliance	<ul style="list-style-type: none"> Management, Supervisory and HSE Audits using 2019 Novel Coronavirus (COVID-19) HSSE Compliance form (See APPENDIX 6) Management, Supervisory and HSE Risk Assessments using the HSSE RA form (APPENDIX 7)
9	Transportation	<ul style="list-style-type: none"> Hold meetings with transportation provider(s) to review protocols and implement the Transportation Disinfection Checklist

10	Isolation Protocol	<ul style="list-style-type: none"> • Infection, Prevention and Control Protocol for Employees Under Investigation for COVID-19 to be followed
11	Social Distancing Protocol	<ul style="list-style-type: none"> • Continuously communicate and audit social distancing practices • Management to continuously audit social distancing practices
12	On-Site Health Screening	<ul style="list-style-type: none"> • Screening forms for employees and visitors (See APPENDIX 1 and 2) • Single Entry/Exit points • Ensure protocol for pre-shift screening prior to plant entry • Ensure barriers are in place to prevent anyone from missing screening protocol
13	Daily Self-Screening Protocol	<ul style="list-style-type: none"> • Daily Self-Screening protocol is distributed to all employees for voluntary, home self-screening • HR team prepared to receive inquiries or reports of symptomatic employees prior to shift
14	Self-Quarantining and Return to Work Protocol	<ul style="list-style-type: none"> • Review and understand protocol and adjust as necessary for local, legal and cultural environment • Host Pre-Return to Work Trainings: <ul style="list-style-type: none"> ○ Review of changes with respect to COVID-19 • Host First Day Trainings/Orientation: <ul style="list-style-type: none"> ○ Host return to work for persons who have been at home as high risk ○ Host first-day training orientation for all plant staff
15	Visitors & Contractors Self-Screening	<ul style="list-style-type: none"> • Plan in place for screening Visitors and Contractors incorporated into Site Entry Screening Procedure (COVID-19) <ul style="list-style-type: none"> ○ Visitors & Contractor Self-Screening Checklist printed and available as needed (See APPENDIX 1 and 2)
16	Labour Relations Alignment	<ul style="list-style-type: none"> • Educate local Union on response plan and return to work protocols for their cooperation
17	Signage	<ul style="list-style-type: none"> • Facility signage to be increased as to COVID-19 best practice (See APPENDIX 8)

RESPONSIBILITIES

HSE Manager: the HSE Manager has overall responsibility for the site's pandemic preparedness and ensuring that the response plan is being properly communicated and adhered to by all persons, coordinating and aligning with HR, Executive Management Team and BCP.

Management: work together to manage social distancing logistics regarding arriving and departing shifts, as well as visitors and contractors. Providing site specific options regarding social distancing within the plant, including potential mitigation measures to manage risk of employees required to work < 1 meter from others. Develop protocols to ensure the wellness of all employees and the overall pandemic preparedness and response plan, ensuring alignment with HSE, HR, Executive Management Team and Group BCP. Manage daily and periodic disinfection logistics, including routine and deep cleaning, disinfection processes. Drives process continual improvement and ensure 100% compliance of BCP, and any approved variations as needed.

HR/HSE/Management - work to manage all pandemic related communications, in accord with Local Health, the BCP and Group directives. Manages the training function of the company related to pandemic preparedness and response, including both employee, management and pandemic response training and practices as per Group directives and Ministry of Health guidelines.

Logistics - work to secure all necessary supplies to implement and sustain the site pandemic preparedness and response plan, including direct procurement by the plant, as well as coordination with Group procurement policies related to accessing centrally located supplies or leveraging supplies from other Group Companies.

The Manufacturing Sector presently has a Business continuity Plan in effect. At the entrance of the compound the following are required:

1. Persons are asked upon entry to fill out a declarant form (**Appendix 1 and 2**)
2. Person's temperature is taken and recorded
3. Persons not meeting the requirements of the screening form are not allowed to enter the premises
4. Hand washing stations are provided at the entrance of the compound and throughout the facility sales office/ warehouse for pickup and delivery of goods

ADMINISTRATIVE CONTROLS

- All employees are instructed to at stay home if exhibiting symptoms of COVID-19.
- Posters posted at points of entry ensuring that all personnel entering compound are aware of COVID-19 Protocols (**APPENDIX 8**)
- Security Personnel trained as to the requirements and response to COVID-19 protocols
- Customers, visitors and contractors must ensure that they have face masks prior to entry. It will be the responsibility of the respective Managers to ensure that this information is communicated to their stakeholders.
- The entrance and exit of the factory, and throughout the factory have been outfitted with additional hand washing stations/ hand sanitizers.

GUIDELINES FOR INCREASING BUSINESS FUNCTIONALITY IN ADDITION TO THE EXISTING BUSINESS CONTINUITY PLAN

Incoming Goods from Providers: Persons coming onto compound to deliver goods must adhere to the following protocols at the gate:

- Purchasing department to liaise with providers as to our necessary protocols
- Providers should be asked to sanitize goods vehicle (fog if possible)
- Truck driver and lorry men to practice safe protocols (using face mask, practicing social distancing, practicing proper hand hygiene regularly and complying with customer protocols for COVID- 19)

Supply of Goods to Customers: Goods being transported to the customer via transport:

- Sanitize goods vehicle
- All goods to be sanitized using a disinfectant solution to be transported to customer
- Truck driver and lorry men to practice safe protocols (using face mask, practicing social distancing, practicing proper hand hygiene regularly and complying with customer protocols for COVID-19)

Market Representatives Field Visits:

- All sales reps shall practice social distancing always
- Using face mask, practicing proper hand hygiene regularly and complying with customers protocols for COVID-19
- Managers to communicate regularly with sales rep
- Managers to communicate regularly with customers for feedback on the sales rep practicing the proper protocols, and any changes to the customer work environment

Reopening Sales Office:

- All visitors/ customers to follow protocols at the gate
- Persons to wear mask when entering the compound
- Persons should always be advised to practice social distancing
- Persons are to be advised to use the hand washing stations before entering the sales office
- Only two persons to enter the sales office at one time
- Persons should remain in their vehicles at the front and will be guided by security to proceed to the sales office after the previous customer has left the office.
- Where possible persons can order online or via phone so goods can be verified if in stock and prepared beforehand so that time taken on the compound will be reduced.

Collecting Cheques:

- Cheques can be left in the sales office once open for business
- Providers should be advised to call first to get confirmation if cheques are ready for pick up
- All visitors/ customers to follow protocols at the gate
- Persons should always be advised to practice social distancing
- Persons to wear mask when entering the compound

- Persons are to be advised to use the hand washing stations before entering the sales office

Although the office can continue to work in rotation, where there is the need for staff to work continuously at the office, persons will have to adhere to additional guidelines, some of which includes:

- Staggered work hours to be implemented
- Increased cleaning schedules to be incorporated in the office areas
- Face masks will have to be utilised
- Persons to have hand sanitizers available at the workstation
- Persons to practice regular hand hygiene
- Maintain social distancing
- Staggered lunch breaks

First Day Re-Orientation Training for persons returning to work: Topics to include at a minimum:

- Company's COVID-19 Response
- Signs and symptoms of COVID-19
- Daily self-screening for symptoms
- Isolation Protocol for symptomatic employees
- Social distancing measures
- Personal hygiene
- Disinfection measures

Note: This must be done for all employees at business units which are reopening, and employees who are returning to work from quarantine or those were placed on Stay at Home due to High Risk.

DEEP-CLEANING AND DISINFECTION PROCEDURES

The **General Disinfection Measures Procedures** must be followed regularly, whereas the Deep-Cleaning and Disinfection Protocol is triggered when an active employee is identified as positive for COVID-19 by testing.

Coronavirus COVID-19 - Deep Cleaning and Disinfection:

COVID-19 "deep-cleaning" is triggered when an active employee is identified as being COVID-19 positive by testing. Sites may opt to have a deep cleaning performed for presumed cases, at their discretion.

Deep cleaning should be performed as soon after the confirmation of a positive test as practical. If a delay is proposed of greater than a shift, the Executive Management should seek advice from both the Group HSE Manager and Sector Head and take steps to perform an additional disinfection of potentially impacted common surfaces during the interim period.

While the scope of deep cleaning is presumed to be the full plant, Management may reduce the footprint to be deep cleaned if there is sufficient rationale to do so, and they gain consensus of the Group HSE Manager and Sector Head.

Note: For the company's purpose, deep cleaning is defined as a more comprehensive cleaning using advanced technologies and more aggressive cleaning solutions that are administered by an external 3rd party.

For Deep Cleaning to be done if required:

Identify an approved external company that should carry out the deep cleaning activity; this company must have the minimum requirements of:

- Trained personnel to execute the process of cleaning, disinfection and disposal of hazardous waste
- Proper equipment and PPE to perform the task
- All necessary procedures and permits to perform disinfection services and manage any wastes generated.
- Use of approved COVID-19 disinfectant chemicals to perform this activity

The HSE and Management Teams must coordinate and supervise the cleaning and disinfection process

SOCIAL DISTANCING

Social distancing is a simple, yet very effective, mechanism to prevent potential infection that relies on simple distance to avoid infection.

In practice, this means:

- Staying 1 to 2 meters (3 to 6 feet) away from others as a normal practice
- Eliminating contact with others, such as handshakes or embracing co-workers, visitors, or friends
- Avoiding touching surfaces touched by others, to the extent feasible
- Avoiding anyone who appears to be sick, or who is coughing or sneezing
- Avoid gathering when entering and exiting the facility
- Remain in your car until your scheduled window of start time
- Ensure 1 to 2 meters (3 to 6 feet) of space between each person while you wait in line to enter the plant
- When you talk to someone in line, make sure you do not point your head directly at them
- Where a minimum distance cannot be maintained due to workplace design, one or more mitigation strategies need to be implemented including engineering, PPE and/or administrative controls as appropriate
- Operators need to stay within their marked areas
- Workers are strongly encouraged to disinfect their own workspace multiple times during the shift, giving special attention to common surfaces
- Employees must be reminded to avoid touching their faces and must wash their hands thoroughly with soap and water several times during the work hours to reduce risk and prevent person-to-person potential infections

Note: *Although Social Distancing has been communicated to all via several means, it remains the responsibility of all persons to conduct self-audits and more so for Management to be leading this protocol.*

ESTABLISHING NORMAL OPERATIONS

When the pandemic is over, the Crisis Management Team will restore conventional operations in the organization by rolling back all previously mentioned measures in reverse order.

APPENDIX

Appendix 1: Employee Screening Form



2019 NOVEL CORONAVIRUS (COVID-19) EMPLOYEE SCREENING FORM

In order to ensure the health and well-being of yourself and all employees, this form **MUST** be completed and returned to the HSSE Department

Name _____ Date of Birth: _____ Age: _____

Telephone: _____ Company: _____

Position/Department: _____

Home Address: _____

Please list ALL countries visited in the previous 14 days: _____

Have you, or any family members residing with you, visited any countries affected by the COVID-19 Virus within the previous fourteen (14) days? YES NO

Have you, or your family members, had any direct contact with a person who was diagnosed with COVID-19 within the past fourteen (14) days? Or, has anyone in your household been asked to self-quarantine?
YES NO

If yes, supply details: _____

Have any of your residing family members' place of employment or school confirmed a case of COVID-19?
YES NO

Do you reside with someone (spouse/ child) who works in a high-risk job? (Doctor/ Nurse/ healthcare professional)
YES NO

If yes, supply details: _____

Do you or any of your residing family members have any of the following symptoms? (tick ONLY if answer is YES):

Fever Cough Runny nose Sore throat

Headaches Shortness of breath General feeling of being unwell

Do you suffer from any chronic diseases? Please list: _____

By signing this form, I declare that the responses contained herein are true and correct. I also hereby consent to Construction Site collecting, processing and storing any of my personal and sensitive data (as defined in the Data Protection Act 2011) provided in this form for the purposes of determining the level of my exposure to 2019 Novel Coronavirus (COVID-19) and any further action required to be taken.

Employee Name: _____ (Block Letters)

Employee Signature: _____ Date: _____

Appendix 2: Visitor Screening Form



2019 NOVEL CORONAVIRUS (COVID-19) VISITOR SCREENING QUESTIONNAIRE

Please complete the following form and return to the HSSE Department

**FAILURE OR REFUSAL TO COMPLETE THIS FORM WILL RESULT
IN DENIAL OF ENTRY UNTO COMPOUND**

Name _____ Date of Birth: _____

Telephone: _____ Gender: _____

Company: _____

City & Country of Residence: _____

Please list ALL countries visited in the previous 21 days: _____

Have you, or any family members residing with you, visited any countries affected by the COVID-19 Virus within the previous fourteen (14) days? YES NO

Do you reside with someone (spouse/ child) who works in a high-risk job? (Doctor/ Nurse/ healthcare professional)
YES NO

If yes, supply details: _____

Have you, or any family members residing with you, had any direct contact with a person who was diagnosed with COVID-19 within the past fourteen (14) days? Or, has anyone in your household been asked to self-quarantine?

YES NO

If yes, supply details: _____

Do you have any of the following symptoms? (tick ONLY if answer is YES):

Fever Cough Runny nose Sore throat

Headaches Shortness of breath General feeling of being unwell

By signing this form, I declare that the responses contained herein are true and correct and agree to my immediate removal from any of construction Site should any of my responses herein be found to be untrue and incorrect. I also hereby consent to the Business Unit collecting, processing and storing any of my personal and sensitive data (as defined in the Data Protection Act 2011) provided in this form for the purposes of determining the level of my exposure to the COVID-19 virus and any further action required to be taken.

Name: _____ (Block Letters)

Signature: _____ Date: _____

APPENDIX 3: COVID-19 Incident Investigation Form

Name of worker:			
Date of arrival on site:		Suspected:	<i>Example : infected</i>
Job - Occupation:		Number of days on the site:	
Telephone:			
Employees in contact with the worker:	Name	Job	Telephone
People in contact with the worker outside the site:			
Symptoms:			
Areas visited on the site:			
Places visited outside of the country:			
Quarantine /containment measures taken:			
Date of onset of symptoms and description:			
Other immediate actions:			

PUBLIC HEALTH UNITS CONTACT NUMBERS



Ministry of Rural Development
and Local Government

Port of Spain City	299 – 0870 ext 2501/2502/2506
San Fernando City	652 - 2543
Arima Borough	612 – 4222 ext 117
Chaguanas Borough	665 – 5320 ext 3057, 3058
Point Fortin Borough	648 - 4570
Diego Martin	632 – 0713/6459
Tunapuna/Piarco	645 – 9077 ext 1203, 1204, 1205, 1208
San Juan/Laventille	675 - 0280 ext 1208
Sangre Grande	668 – 2461 ext 123, 125, 131
Couva/Tabaquite/Talparo	636 – 9054 ext 1239, 1240, 1242
Princes Town	655 – 3494 ext 222, 242, 260
Mayaro/Rio Claro	644 - 2261 ext 5033
Penal/Debe	647 – 8622/ 647 – 0961 ext 119
Siparia	649 – 9894



TOBAGO EMERGENCY CONTACTS

CALL CENTRE	211
COAST GUARD	639-1461
AMBULANCE	639-4444
FIRE STATIONS	
CROWN POINT	639-8556
ROXBOROUGH	660-4369 / 660-4900
SCARBOROUGH	639-1000 / 2108
POLICE STATIONS	
CHARLOTTEVILLE	660-4388
CROWN POINT	639-0020 / 0042
MORIAH	660-0029 / 0100
OLD GRANGE	639-8888 / 631-0734
ROXBOROUGH	660-4333 / 4901
SCARBOROUGH	639-2512
REGIMENT	639-3443
T&TEC	639-2015
TEMA (NATURAL DISASTER)	660-7489
TSTT	639-2482
WASA	639-9272



www.tha.gov.tt  

Appendix 6: HSE Compliance Audit Form

2019 NOVEL CORONAVIRUS (COVID-19) HSSE COMPLIANCE AUDIT FORM

DATE: _____ TIME: _____

HSSE personnel MUST complete to ensure compliance with the MOH

Company: _____

HSSE Personnel: _____ HSSE Signature: _____

1. Employees practicing social distancing on entry/exit of facility? (6 feet apart) Yes No

If no, why: _____

2. Security/HR ensuring that the COVID 19 employee screening form is completed for each employee? Yes No

If no, why: _____

3. Security personnel practicing good hygiene while interacting with staff? Yes No

If no, why: _____

4. Personnel facilitating the completion of COVID 19 screening form/temperature checks, issued and are wearing the required PPE? Yes No

If no, why: _____

5. Employees sanitizing after each use of biometrics/log books? No N/A Yes

If no, why: _____

6. Employees' temperature is checked and recorded on entry to the facility? Yes No

If no, why: _____

7. Personnel are practicing good housekeeping and hygiene practices in the performance of duties? Yes No

If no, why: _____

8. Availability of wash station/sanitizer for washing/sanitizing of hands on entry to facility? Yes No N/A

If no, why: _____

Recommendations

Discussed with Manager Supervisor Name: _____

Appendix 7: Risk Assessment

ADDITIONAL COVID-19 PROTOCOLS

It outlines the assessment of risks associated with the transmission of COVID-19 in the workplace and where business is conducted for Manufacturing Sites.

1. Section 1- General activities in Offices, Production, Public places
2. Section 2- Warehousing and distribution activities
3. Section 3- Sales and Retail activities

1. GENERAL SITE ENTRY CONTROLS

Existing Controls What is being done already to reduce the risk or limit the harm (the preventative and protective control measures?)	Persons at Risk: (People, Assets, Environment, Image)	Risk Rating (Low , Medium High)			Additional Controls/Measures What further must be done already to reduce the risk or limit the harm (the preventative and protective control measures?)	Risk Rating (Low , Medium High) ALARP			Target Date
		L	M	H		L	M	H	
Persons are monitoring their own health and if they are unwell or have symptoms of the flu when off the job, they are advised to stay home and follow the sickness reporting protocols.									
Persons who are unwell or have symptoms of the flu while at work, go to the Quarantine Room on the premises or if at the customer's premises or in a public place to conduct company business they seek medical treatment to prevent others becoming unwell and they follow established sickness reporting protocols									
Persons always practice good personal hygiene, washing of hands, use of hand sanitizer, covering coughs/sneezes, use of tissue and safe disposal, use of face mask, sanitization of cell phones and									

Existing Controls What is being done already to reduce the risk or limit the harm (the preventative and protective control measures?)	Persons at Risk: (People, Assets, Environment, Image)	Risk Rating (Low , Medium High)			Additional Controls/Measures What further must be done already to reduce the risk or limit the harm (the preventative and protective control measures?)	Risk Rating (Low , Medium High) ALARP			Target Date
		L	M	H		L	M	H	
other similar portable communication devices									
Persons are practicing social distancing at the workplace and in other places when they are conducting company business and interacting with customers and the public									
Employees, Contractors and Visitors are complying with site entry screening procedures including taking of their body temperature at the company premises and in other places when they are conducting company business and interacting with customers and the public									
Provisions for washing/sanitizing of hands are maintained at the access to the workplace and/or persons make provision to maintain the required hygiene when they are conducting company business and interacting with customers and the public									

Existing Controls What is being done already to reduce the risk or limit the harm (the preventative and protective control measures?)	Persons at Risk: (People, Assets, Environment, Image)	Risk Rating (Low , Medium High)			Additional Controls/Measures What further must be done already to reduce the risk or limit the harm (the preventative and protective control measures?)	Risk Rating (Low , Medium High) ALARP			Target Date
		L	M	H		L	M	H	
Cleaning and sanitization of the general areas, plant and equipment especially high touch surfaces is evident, and provision is made for deep cleaning/disinfection as needed.									
Business critical meetings are managed to limit the number of persons physically in the meeting room and steps are taken to avoid congregation and or limit the duration of in-person meetings									
Measures are in place to maintain social distancing in offices and other common areas such as kitchens, Canteens and sanitary facilities									
Measures are in place to assess persons with chronic illnesses who are required to return to work									
Measures are in place to instruct and familiarize persons returning from Special leave and Work from Home arrangements about workplace practices and the necessary precautions									

Existing Controls What is being done already to reduce the risk or limit the harm (the preventative and protective control measures?)	Persons at Risk: (People, Assets, Environment, Image)	Risk Rating (Low , Medium High)			Additional Controls/Measures What further must be done already to reduce the risk or limit the harm (the preventative and protective control measures?)	Risk Rating (Low , Medium High) ALARP			Target Date
		L	M	H		L	M	H	
to be used in other places when they are conducting company business and interacting with customers and the public									
Measure are in place to ensure the maximum capacity of persons working in offices does not exceed these limits.									
Measure are in place for additional equipment as required in response for COVID-19									

2. TRANSPORT & DISTRIBUTION CONTROLS

Existing Controls What is being done already to reduce the risk or limit the harm (the preventative and protective control measures?)	Persons at Risk: (People, Assets, Environment, Image)	Risk Rating (Low , Medium High)			Additional Controls/Measures What further must be done already to reduce the risk or limit the harm (the preventative and protective control measures?)	Risk Rating (Low , Medium High) ALARP			Target Date
		L	M	H		L	M	H	

Existing Controls What is being done already to reduce the risk or limit the harm (the preventative and protective control measures?)	Persons at Risk: (People, Assets, Environment, Image)	Risk Rating (Low , Medium High)			Additional Controls/Measures What further must be done already to reduce the risk or limit the harm (the preventative and protective control measures?)	Risk Rating (Low , Medium High) ALARP			Target Date
		L	M	H		L	M	H	
Employees and Contractors to monitor their own health and if unwell are advised to stay home and follow the established sickness reporting protocols.									
Employees and Contractors (e.g. Block Transport Contractors /Delivery personnel) who are unwell with symptoms of the flu while at work, go to the Quarantine Room on the premises or if at the customer's premises leaves and seeks medical treatment to prevent others becoming unwell and follows sickness reporting protocols									
Persons always practice good personal hygiene, washing of hands, use of hand sanitizer, covering coughs/sneezes, use of tissue and safe disposal, use of face mask, sanitization of cell phones and other similar portable communication devices									
Cleaning and sanitization of company vehicles (Ac / Elevators) especially high touch surfaces is evident, and provision									

Existing Controls What is being done already to reduce the risk or limit the harm (the preventative and protective control measures?)	Persons at Risk: (People, Assets, Environment, Image)	Risk Rating (Low , Medium High)			Additional Controls/Measures What further must be done already to reduce the risk or limit the harm (the preventative and protective control measures?)	Risk Rating (Low , Medium High) ALARP			Target Date
		L	M	H		L	M	H	
is made for deep cleaning/disinfection as needed.									
Limits are put in place to minimize the number of persons (apart from the Driver) in the vehicle cab to only essential persons to accomplish tasks safely.									
Safety and hygiene measures are put in place at the company's Yard and Delivery / Warehouses to maintain the general hygiene of goods and materials loaded onto distribution vehicles for delivery to other sites and public premises including appropriate PPE									
Safety and hygiene measures are in place to handle goods and other materials brought from public places and customer's premises including persons being provided with the appropriate PPE									

3. OFF PREMISE CONTROLS

Existing Controls What is being done already to reduce the risk or limit the harm (the preventative and protective control measures?)	Persons at Risk: (People, Assets, Environment, Image)	Risk Rating (Low , Medium High)			Additional Controls/Measures What further must be done already to reduce the risk or limit the harm (the preventative and protective control measures?)	Risk Rating (Low , Medium High) ALARP			Target Date
		L	M	H		L	M	H	
Employees and Contractors to monitor their own health and if unwell are advised to stay home and follow the sickness reporting protocols									
Employees and Contractors (e.g. On the Road CSR's) who are unwell with symptoms of the flu while at work, go to the Quarantine Room on the premises or if at the customer's premises leaves and seeks medical treatment to prevent others becoming unwell and follows									

Existing Controls What is being done already to reduce the risk or limit the harm (the preventative and protective control measures?)	Persons at Risk: (People, Assets, Environment, Image)	Risk Rating (Low , Medium High)			Additional Controls/Measures What further must be done already to reduce the risk or limit the harm (the preventative and protective control measures?)	Risk Rating (Low , Medium High) ALARP			Target Date
		L	M	H		L	M	H	
sickness reporting protocols									
Persons always practice good personal hygiene, washing of hands, use of hand sanitizer, covering coughs/sneezes, use of tissue and safe disposal, use of face mask, sanitization of cell phones and other similar portable communication devices									
Cleaning and sanitization of vehicles especially high touch surfaces is evident, and provision is made for deep cleaning/disinfection as needed									
Limits are put in place to minimize the number of persons (apart from the Driver) in the vehicle cab to only essential persons to accomplish tasks safely									
COVID-19 Safety and hygiene measures at the customer's premises are assessed in advance as part of the B2B supply									

Existing Controls What is being done already to reduce the risk or limit the harm (the preventative and protective control measures?)	Persons at Risk: (People, Assets, Environment, Image)	Risk Rating (Low , Medium High)			Additional Controls/Measures What further must be done already to reduce the risk or limit the harm (the preventative and protective control measures?)	Risk Rating (Low , Medium High) ALARP			Target Date
		L	M	H		L	M	H	
arrangement using as a minimum the Site Entry Controls employed by the Business Unit									
Safety and hygiene measures are in place to handle goods and other materials brought from public places and customer's premises including persons being provided with the appropriate PPE									
Suitable safety and hygiene training and instruction is provided to all employees and Contractors who are required to servicing equipment or provide other services at customer premises									

Appendix 8: Relevant Signage and Posters (MOH)



Do you have questions about COVID-19 (NOVEL CORONAVIRUS)?

If you are seeking General Information about COVID-19
Please visit the following pages:

Ministry of Health

www.facebook.com/MinistryofHealthTT
www.instagram.com/minhealthtt
www.twitter.com/MOH_TT
www.health.gov.tt

Ministry of Communications

www.moc.gov.tt
www.facebook.com/news.gov.tt
www.instagram.com/ministry_of_communications
twitter.com/newsgovtt

Other Trusted Sources:

World Health Organization (WHO) - www.who.int
Pan- American Health Organization (PAHO) - www.paho.org
Centers for Disease Control and Prevention (CDC) - www.cdc.gov

If you have symptoms or concerns about your risk of exposure to coronavirus and you have symptoms, including:



Fever



Cough



Shortness of Breath

Contact Us

Call our FREE 24-hour Hotline for assistance
877-WELL (9355)



www.health.gov.tt



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Ministry of Health

COVID-19 (NOVEL CORONAVIRUS)

New Public Hospital Visiting Rules

The Ministry of Health advises of the following changes to the visiting rules at all public hospitals:

- **There will only be one visiting session from 4 - 6 pm daily. There will be NO morning visiting session.**
- **Adult patients will only be allowed one visitor per day.**
- **Only parents or legal guardians will be allowed to visit paediatric patients. (24 hr visiting rule still applies)**
- **Any visitors who exhibit flu-like symptoms (e.g. cough, runny nose) will not be allowed on the ward.**
- **Exceptions will be made only if absolutely necessary and at the discretion of the medical professionals.**

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Ministry of Health

COVID-19 (NOVEL CORONAVIRUS) Symptoms and Treatment

COVID-19, PREVIOUSLY CALLED THE NOVEL CORONAVIRUS, IS A RESPIRATORY ILLNESS THAT IS PART OF A FAMILY OF VIRUSES THAT INCLUDES THE COMMON COLD, THE SEVERE ACUTE RESPIRATORY SYNDROME (SARS) AND THE MIDDLE EAST RESPIRATORY SYNDROME (MERS).

Symptoms include:



Shortness of breath



Coughing



Fever



Acute diarrhoea

In severe cases symptoms may also include:



PNEUMONIA



SEVERE ACUTE RESPIRATORY SYNDROME



KIDNEY FAILURE

Treatment for the COVID-19

COVID-19 is treatable! Persons who are affected are reminded to:



Visit your nearest health facility and or doctor



Get plenty of rest



Take medication as prescribed by a medical professional



Drink lots of fluids

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Do you think you have been exposed to COVID-19?

Protect Yourself, Your Loved ones and Everyone from COVID-19

Self-Quarantine

Who should self-quarantine?



PERSONS WHO HAVE RECENTLY TRAVELLED TO TRINIDAD AND TOBAGO FROM ANY COUNTRY



PERSONS WHO HAVE COME INTO CONTACT WITH SOMEONE WHO HAS RECENTLY TRAVELLED TO TRINIDAD AND TOBAGO FROM ANY COUNTRY



PERSONS WHO HAVE COME INTO CONTACT WITH SOMEONE WHO IS SUSPECTED OF HAVING COVID-19 (AS DETERMINED BY A HEALTH CARE PROFESSIONAL)



PERSONS WHO HAVE COME INTO CONTACT WITH SOMEONE WHO HAS TESTED POSITIVE FOR COVID-19



PERSONS WITH ANY OF THE SIGNS AND SYMPTOMS: FEVER, COUGH, SHORTNESS OF BREATH, EXTREME TIREDNESS

How to self-quarantine?



STAY IN YOUR HOME OR ACCOMMODATION. DO NOT GO TO WORK, SCHOOL OR OTHER PUBLIC AREAS



SEPARATE YOURSELF FROM OTHERS IN YOUR HOME OR ACCOMMODATION



DO NOT HAVE VISITORS IN YOUR HOME OR ACCOMMODATION



USE SEPARATE FACILITIES. IF SHARING, THESE SHOULD BE CLEANED BEFORE USE BY OTHERS



WEAR A MASK WHEN YOU ARE AROUND OTHERS, IF YOU HAVE BEEN TOLD TO DO SO



HAVE FOOD, MEDICATION AND OTHER SUPPLIES DELIVERED TO YOU



TRY TO KEEP AWAY FROM YOUR PETS. IF UNAVOIDABLE, WASH YOUR HANDS BEFORE AND AFTER CONTACT

SOURCE: PUBLIC HEALTH ENGLAND



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Ministry of Health

Protect Yourself from **COVID-19** (NOVEL CORONAVIRUS)

COVID-19, PREVIOUSLY CALLED THE NOVEL CORONAVIRUS, IS A RESPIRATORY ILLNESS THAT IS PART OF A FAMILY OF VIRUSES THAT INCLUDES THE COMMON COLD, THE SEVERE ACUTE RESPIRATORY SYNDROME (SARS) AND THE MIDDLE EAST RESPIRATORY SYNDROME (MERS).



1

Wash your hands frequently with soap and water or use an alcohol-based hand sanitizer.



2

Cover your nose and mouth with disposable tissue when you cough or sneeze. Discard the tissue immediately.



3

Cough and sneeze into the crook of your elbow if you do not have a tissue.



4

Avoid close contact with people who have flu-like symptoms.



5

If you develop fever, cough or difficulty breathing after coming from a country with the COVID-19, please seek medical attention at the nearest health Institution.

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The Proper Way to Wash your Hands

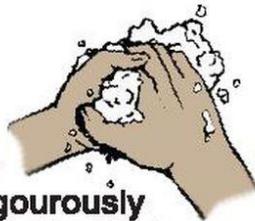
1 Wet your hands.



2 Apply plenty of soap.



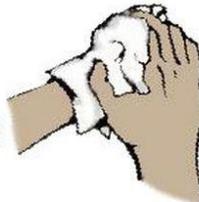
3 Scrub your hands together vigorously for at least 20 seconds. Wash the front and back of your hands, and under the nails.



4 Rinse your hands thoroughly.



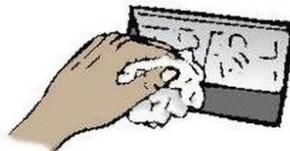
5 Dry your hands with a paper towel.



6 Use a paper towel to turn off the water.



7 Put used paper towels in trash.



When to wash your hands:

BEFORE, DURING and AFTER preparing food – especially raw meat, poultry, eggs and fresh produce.
BEFORE and AFTER eating.
BEFORE and AFTER changing a baby's diaper.
AFTER handling money.
AFTER using the bathroom.
AFTER sneezing, coughing or using a handkerchief.
AFTER touching any part of your body.
AFTER handling garbage or trash.
WHENEVER YOUR HANDS ARE DIRTY.



COVID-19: GUIDELINES FOR THE USE OF MASKS

Current international guidelines recommend the use of masks to reduce the risk of COVID-19. Thus the Ministry of Health recommends the following:



Members of the public should wear masks once they go out in public

Persons must also follow all the other personal protection guidelines.

- Stay at home
- Wash your hands properly with soap and water or use an alcohol-based hand sanitizer
- Cover your coughs
- Avoid touching your face
- Avoid close contact with people who are ill
- Sanitize surfaces that are touched often
- Practice social distancing

The use of a mask alone will not reduce the risk of getting COVID-19

Cloth masks (including homemade masks) are recommended for use by the general public. Surgical masks and N95 masks should be left for healthcare workers

It is highly recommended in areas of high foot traffic (e.g. supermarkets, pharmacies, hardware stores, banks)

Persons must follow the recommended guidelines for the use of masks

The use of masks at home is recommended for every member of the household if:

- a family member believes that they have been exposed to COVID-19
- someone in the home has COVID-19 symptoms

#StayHomeStaySafe



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Use of Cloth Face Coverings to Help Slow the Spread of COVID-19

How to Wear Face Cover

Face coverings should—

- fit snugly but comfortably against the side of the face
- be secured with ties or ear loops
- include multiple layers of fabric
- allow for breathing without restriction
- be able to be laundered and machine dried without damage or change to shape

CDC on Homemade Face Covers

CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies), **especially** in areas of significant community-based transmission.

CDC also advises the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Cloth face coverings fashioned from household items or made at home from common materials at low cost can be used as an additional, voluntary public health measure.

Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.

The cloth face coverings recommended are not surgical masks or N-95 respirators. Those are critical supplies that must continue to be reserved for healthcare workers and other medical first responders, as recommended by current CDC guidance.

Should cloth face coverings be washed or otherwise cleaned regularly? How regularly?

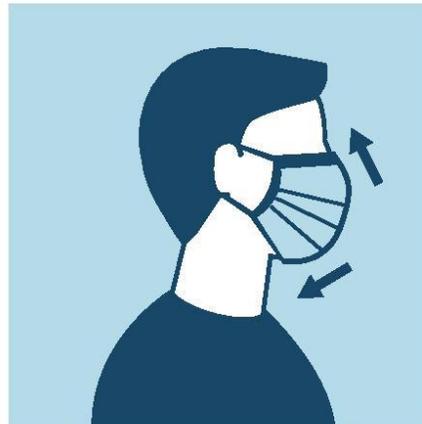
Yes. They should be routinely washed depending on the frequency of use.

How does one safely sterilize/clean a cloth face cover?

A washing machine should suffice in properly washing a face covering.

How does one safely remove a used face cover?

Individuals should be careful not to touch their eyes, nose, and mouth when removing their face covering and wash hands immediately after removing.



CS316353B 04/03/2020, 6:08 PM

cdc.gov/coronavirus



Cover your coughs and sneezes please.



always **carry** tissues



always **cover** your coughs and sneezes with a tissue



always **throw** used tissues in a bin



always **wash** your hands

Coughs and Sneezes Spread Diseases

Protect yourself and others against seasonal Influenza A H1N1



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