



fashion&designinstitute

**POST- LOCK DOWN PROTOCOL TO BE FOLLOWED AT WORKPLACE**  
**FOR COVID-19**

**Responsibility**

The Management has the responsibility to provide suitable and sufficient equipment, facilities, information, instruction and training to enable protection and prevention of Covid-19 and its spread.

Employees have the responsibility to ensure adherence to the following guidelines and take all the necessary precautions individually and collectively for the safety of all co-workers.

1. The **cleaning personnel** would be instructed to carry out cleaning and disinfection of premises as per the procedures mentioned below:
  - To follow and maintain good hygienic standards.
  - Cleaning and disinfecting premises on a daily basis; floors, sanitary blocks, and surfaces/objects that are used and touched often (Handrails, Doorknobs/ handles, Counter/table tops, Cabinet/ file drawer knobs/ handles, Chair arms, Window sills, Light switches, Sinks and faucets, computer keyboards, Telephones, Copier/ printer/ fax control buttons) should be wiped, cleaned with disinfectants, (for example, dettol any other appropriate product) during the day, every two hours.
  - To use Disinfectants in an effective, safe and in a sufficiently ventilated space (proper concentration of disinfectant; paying close attention to hazard warnings and instructions for using personal, protective items such as respiratory masks, gloves and eye protection).
  - A thorough decontamination of the areas used by a person showing COVID -19 like symptoms.
2. Staff Members should wash their hands regularly with soap and water for 20 seconds (each hour at least).
3. Strictly refrain from touching your eyes, nose and mouth to avoid any type of infection from surfaces to the face.
4. Coughing or sneezing in disposable tissue papers shall be immediately discarded in covered bins.

5. In case of unavailability of tissue papers, you should cough or sneeze in your elbow or upper arms and not your hands.
6. A daily **temperature monitoring** would be carried out. Queue up in a line with a distance of at least one meter between each person so as to go through the temperature control. The body temperature of any person (staff, visitors, contractors) entering the premises would be taken daily by use of infrared thermometer close to the forehead of the person respecting a distance of 15- 30 cm. A well-equipped staff member would be designated at the reception to carry out this task. Employees with a reading of below 37.6°C (temp. limit set by World Health Organization) will be allowed in the building.
7. The temperature of each person would be **recorded on a daily temperature monitoring form**, which needs to be filled by the staff designated to carry out temperature control. A record of daily temperature monitoring should be kept by the HR section.
8. In the case a staff member shows **symptoms of COVID- 19**, the affected staff would be advised to:
  - Immediately inform their respective supervisors and HR Section;
  - Return back home if at work or stay home if still at home;
  - Seek immediate medical treatment at nearest hospital or any other medical institution;
  - Monitor their health, including doing temperature checks at least twice daily;
  - Adopt good personal hygiene.

The HR Section should be immediately report the case to the Ministry of Health and Wellness (hotline: 8924).
9. In the case **clients, visitors/contractors** show symptoms of COVID- 19, the affected person(s) would be advised to:
  - Immediately leave the premises;
  - Seek immediate medical treatment at nearest hospital or any other medical institution
  - Disinfect the areas visited (if in case)
10. Staff/Visitors/contractors would be allowed to enter the premises only if they are equipped with their masks and gloves to avoid contamination.
11. The use of the **finger print recognition for attendance registration** is not recommended. The Attendance Book will be kept in the Administration and HR Dept for monitoring and control. A delegated officer would record your attendance, thus ensure that as soon as you reach office, and before leaving the office, you meet the officer. Do check if the time in/out is well recorded.
12. Disinfect your bags and other belongings before placing them on the office desk, chair or any other surface in the office.

13. Disinfect your workstation, keyboard, mouse, office table and chair handle, telephone handset, office stationeries regularly and also avoid the sharing of office stationeries among colleagues.
14. **Wearing of mask** is compulsory at workplace throughout the day. Masks would be provided to all employees in the morning, on the first day of resumption of duty. The receipt of the masks should be acknowledged by signing the delivery sheet to be controlled by the Stores Section (in the absence of Stores officer, the HR to identify a staff for same). Employees would be responsible for maintaining their masks in good condition (including washing whenever required) and ensure that their nose and mouth are properly covered with the mask. The masks should be kept away from extreme temperatures, excessive moisture and damaging chemicals.
15. Avoid touching, re-adjusting or removing your mask unless when they have to be change to avoid any type of cross-contamination.
16. **Gloves** would also be provided to staff.
17. **'No hand shake and physical contact'** policy should be strictly maintained.
18. **Do not walk side by side and keep at least one meter** between two individuals while climbing the staircase and avoid touching the handrails.
19. **Hand sanitizer (200ML)** would be provided to each staff. Hand sanitizer would also be placed at several locations (the reception area, all laboratories and sanitary blocks). Sanitize your hands frequently, especially when you have been in contact with exposed surfaces or objects.
20. It is preferable to **allow cross ventilation of fresh air** in the work room by opening windows and doors as far as possible and wherever it is possible.
21. **Avoid the use of small places where there is no ventilation** of fresh air. Employees are thus advised to eat at their respective desks, where appropriate, except at reception area. The HR to identify a place for the Driver and Receptionist for lunch.
22. **Air conditioning systems should preferably not be switched on** except for labs where the room temperature is required to be kept low. Allow natural airflow in your offices by keeping office doors and windows open. If the temperature in the workroom is unbearable, it is advised to switch on the air conditioning system for about one hour in the morning and switch it off after for the day.
23. **Social distancing** of more than one meter with the other person should be maintained.
24. There would be **minimal gathering** at the workplace. Meetings should be conducted in the conference room only with a maximum of 5 persons and social distancing of at least one meter

should be maintained between persons inside the meeting room. Online meetings should be privileged, if practicable. There should not be gathering of persons at work at any one time.

25. Employees should **refrain from going inside offices of colleagues** unless really necessary. Any issues should be discussed on phone and through emails.
26. **Strictly avoid circulation of papers** among colleagues in their office or other departments. Use and promote the use of emails to circulate information among colleagues. All your emails should compulsorily be copied to the Registry- [registry@fdi.mu](mailto:registry@fdi.mu)
27. The Registry Department will be responsible to handle all mails or memo from external sources and do proper filing. . The staff will be provided with 2 pairs of gloves per days for this purpose. Documents where necessary shall be scanned for e-circulation.
28. Not to serve tea, coffee or water during meetings to avoid any type of cross contamination and refrain from sharing cups, glasses or bottles throughout the Covid-19 pandemic.
29. Staff should **compulsorily sanitize their hands in front of the FDI Driver and wear mask** before entering the FDI Van/Car. If not respected, staff won't be allowed to travel.
30. The driver to disinfect van/ car regularly.
31. Employees have to **strictly follow procedures** in place. No casual attitudes in terms of social distancing would be tolerated.
32. Failure to abide to this protocol may lead to disciplinary measures.

*The protocol may be subject to changes and would be adjusted as and when the need arises.*