



GUIDELINE PROCEDURE FOR EMPLOYEES RESUMING WORK AFTER COVID-19 CONFINEMENT PERIOD

The Building and Civil Engineering Contractors Association's vision
is to work with the Government of Mauritius
to save jobs, maintain high productivity and
deliver the necessary infrastructure at excellent value for money
for the benefit of the population.

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1 INTRODUCTION

1.1 Scope

The Coronavirus, also known as COVID-19, has spread rapidly across the globe and throughout Mauritius. Accordingly, each and every employer of the Construction Industry should keep track of rapidly emerging developments, consider taking measures to maintain a safe workplace and reassure its employees that management is appropriately monitoring and responding to the situation. Having a carefully coordinated and well-thought-out approach to the Coronavirus will help to mitigate risks, particularly, for employees with comorbid conditions as well as those who are above 65 years of age.

1.2 Purpose

The purpose of this procedure is to ensure the health and safety of employees resuming work after the confinement period. This will be achieved through the implementation of the following measures:

- (i) Identify those employees who are at greater risks to COVID-19 and carry out a medical follow up.
- (ii) Ensure that employees commute safely to reach their place of work and home.
- (iii) Devise measures at the place of work to contain any risk of contamination including disinfection, social distancing, provision of Personal Protective Equipment (PPE), etc.
- (iv) Provide information, instruction and training to employees to get them acquainted with the procedure.
- (v) Carry out supervision to ensure that the procedure is effectively being followed.

It is to be noted that the measures proposed in this Guideline document are not intended to be exhaustive and applicable in all circumstances. The document is yet to be reviewed, and amended as necessary, subject to:

- (i) Resumption of activity and determination of certain impacts, for instance on labour behaviour and productivity, which cannot be fully appraised at this stage.
- (ii) Any regulation or policy that is put in place by Government, which obviously will take precedence if in conflict with any measures proposed in this document.

1.3 COVID-19 Referent / Training / Equipment

During this unprecedented crisis, the COVID-19 referent for our employees will be the Health and Safety Manager or Officer.

He will ensure that all workers

- (i) are trained according to this procedure and
- (ii) have obtained their own specific protective equipment described in section 3.

1.4 Personal behavior

Keep calm and be very polite with clients and the public. Due to the stress caused by the prevailing condition about COVID-19, people can be in an annoying mental state.

Above all, be **CAREFUL**, be **PROFESIONAL**, be **HELPFUL**, be **READY** to fight COVID-19.

2 CORONAVIRUS

2.1 What is Coronavirus?

The Coronavirus, also known as COVID-19, is an infectious disease caused by a new virus. This new disease can therefore spread easily from one person to another and based on the rate of its expansion, the World Health Organisation has declared this disease as a Pandemic.

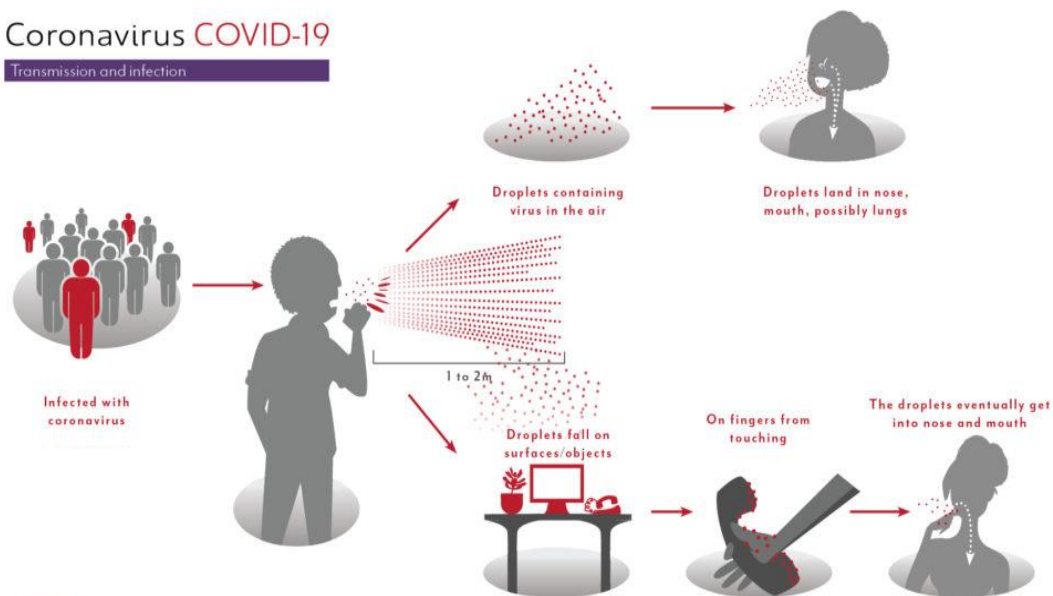
2.2 How is Coronavirus spread?

Coronavirus is commonly spread from an infected person to others through:

- Air, by coughing and sneezing
- Close personal contact, such as touching or shaking hands
- Touching an object or surface with the virus on it, then touching your mouth, nose or eyes before washing your hands
- Rarely, faecal contamination.

Coronavirus COVID-19

Transmission and infection



2.3 Symptoms of Coronavirus

People suffering from COVID-19 disease suffer from mild to severe respiratory illnesses with symptoms including: /

- Fever
- Dry cough
- Sore throat
- Diarrhea
- Loss of taste.
- Fatigue
- Blocked nose / Nasal congestion
- Severe headaches and pains
- Difficulty in breathing



Fièvre



Fatigue



Toux sèche



Nez bouché



Gorge irritée



Douleurs



Diarrhée



Respiration très difficile

2.4 Crisis Management

The Crisis Management team or committee, which was set up following the outbreak of COVID-19 and prior to the confinement period, shall continue to operate. The purpose of this committee is to monitor the current situation in the country and the company. The Committee will decide on important issues where required and establish effective communication with the employees where their interest is concerned. The committee shall meet at least once a week or when the matter may require, it shall meet at an earlier time.

The Crisis Committee constitutes of the following persons:

- The Top Management (Chief Executive Officer, Chief Financial Officer, Chief Operating Officer, Plant Manager, Operations Manager, Contract Manager, etc.)
- Health and Safety Manager
- Communication Manager
- IT Manager
- HR Manager
- Company Doctor (where available)

2.5 The roles and responsibilities of Crisis Committee members

2.5.1 Top Management

The Top Management shall:

- hold the crisis management meeting as required to monitor the situation in Mauritius and the company.
- take decisions deemed appropriate for the benefit of the company and ensure the health and safety of the employees.
- ensure prompt communication on important decisions where interest of employees are concerned.

2.5.2 Health and Safety Manager

The Health and Safety Manager shall be the referent for COVID-19 in the company. He will also co-ordinate with the person designated for communication in the dissemination of information and shall:

- Ensure all persons in charge understand this COVID-19 Procedure to be observed.
- Ensure the plan is being implemented on sites and places of work.
- Ensure sufficient respiratory masks are available in stock.
- Brief employees on the evolution of the virus, its incidence, the need for safety measures to prevent infection and personal hygiene practices including proper hand-washing techniques.
- Educate on how to use respiratory masks and measurement apparatus such as thermometers through information and training.
- Liaise with the company doctor and the Ministry of Health (Hospitals and Health Offices) regarding screening, treatment of affected personnel and disinfection of affected areas including office and dormitories.

- Inform management of his findings during the daily monitoring exercise.
- Make inspections to ensure the plan is respected
- Inform management of any gap or discrepancy in the implementation of the plan.

2.5.3 Communication Manager

- The Communication Manager shall establish an effective communication with the employees. He/she must keep the employees informed on a regular basis of the Crisis Management decisions particularly where their interests are concerned. This role can also be taken up by the HR Manager if there is no Communication Manager.

2.5.4 IT Manager

The IT manager must:

- ensure a continuous technical support for those who are working from home and assist them in case of trouble with software and hardware.
- assist the Communication Manager in providing assistance and deciding appropriate means of communication for sending messages to employees, such as e-mails, sms, WhatsApp messages, etc.
- also ensure safeguard of all data deemed important for the company.

2.5.5 HR Manager

The HR manager:

- will ensure that employees receive their salaries at the end of month.
- shall attend any complain or request of employees related salaries and other conditions of employment.
- shall collaborate with the company doctor to ensure those employees who are at risks due to their medical conditions are not allowed to work during the confinement and during the transition period after the confinement.

2.5.6 Company Doctor (if available)

The company doctor

- will provide assistance during the transition period when work will resume by identifying those workers who are at greater risks due to their medical condition.
- will also provide counselling and medical treatment to employees where required so as to dissipate any unresolved tension, anxiety, fear, sleep disorders, etc.

2.6 Employees including office staff

All employees shall cooperate with the measures set up by the company and shall:

- take reasonable precautions to prevent spread of the disease.
- follow basic personal hygiene practices and other control measures issued by the Ministry of Health or World Health Organization.
- wear respiratory masks and/or gloves provided to them during high incidence of the disease in Mauritius while at work, travelling and when in contact with other people on sites and in the office.

2.7 Security at site and Head office entrance

- The Security agents, Watchpersons or any other designated person shall ensure that recording of temperatures of all persons accessing sites and office premises are done and:
- request employees, visitors, clients, delivery persons and any other person entering the site or head office to fill the Health Declaration Form.
- restrict entry of all persons presenting high temperatures (above 37.5°C) and inform management accordingly.
- restrict access to persons not wearing a protective mask.

2.8 Procurement

- The Procurement Department shall ensure all resources, materials and equipment necessary to implement the procedure are readily available. The person shall collaborate with the Safety and Health Manager for procuring necessary PPE (disposable mask, gloves, etc.), hand sanitisers, disinfectants, thermometers, etc. required on resumption of activities.

3 HOW TO PROTECT FROM CORONAVIRUS

3.1 A typical working day

All the following steps and procedures are applicable to a typical working day.

QUAND / OU	MOYENS	MESURES	MOYEN MIS A DISPOSITION PAR L'ENTREPRISE	COMMENTAIRES
Départ de chez eux	Personnes aptes (non à risques)	<60 ans et pas de risques aggravants les personnes à risques à envoyer à la HSE	Entretien téléphonique avec le médecin pour valider/lever l'inaptitude	En cours
		<ul style="list-style-type: none"> • Prise de température / evaluation état de santé • Déclaration en cas de non conformité état de santé HSE 	Checklist santé en kreol	A finaliser et distribuer
	EPI	Lavage des mains		
		Port du masque propre (+1 change), uniforme propre	Procédure / masques	
Transport	Contract bus / véhicule entreprise	Prise de température à la montée dans le bus	Thermomètres Infrarouge	Chauffeur cabstar
		Port du masque obligatoire	Masques	Masques à être fournis
		Lavage des mains à la montée	Solution hydroalcoolique	
		1 place libre entre deux personnes	Augmenter la capacité de transport	Chantier fait provision - David - facilitateur
		Désinfection du véhicule journalier	Solution hydro alcoolique /solution adaptée prévoir spray	Référence Procédure
	Véhicule individuel	Incitation pour le covoiturage	Prime si véhicule personnel et 3 passagers et désinfection de la voiture	A définir la prime
Transport en commun	Port du masque	Appliquer les gestes barrière		
Arrivée sur chantier	vestiaire	<ul style="list-style-type: none"> • Prise de température a l'arrivée sur chantier • Renseigner les températures 	Thermomètres	chef de chantier / timekeeper
		Tour de rôle: 3 par container	Desinfection 3 fois par jour spray javel	Une personne dédiée sur chaque chantier/installation
		Lavage de mains	Eau + savon	organiser des points d'eau
		Port du masque	Masque	Essuie mains?, le mieux est de laisser sécher
	sanitaire	Distance de sécurité 1m	Pas de poignée de main, salutation à distance	
		Nettoyage régulier dans la journée	Eau javéalisée	une personne dédiée
		Désinfection par l'utilisateur	Lingette désinfectante / spray javel + essuis tout	Remplacer des robinets par des 1/4 de tour
	Daily Briefing	Lavage de mains	Eau + savon	
		Gestes barrières	Daily safety briefing type à préparer	Pas de CR, l'animateur remplit la fiche
		Port du masque	En permanence	

QUAND / OU	MOYENS	MESURES	MOYEN MIS A DISPOSITION PAR L'ENTREPRISE	COMMENTAIRES
Travail	Tous chantiers	Journée à planifier sur 10 heures et équipes décalées	07hr00-18hr00	note interne à faire
	Terrassement / asphalte / gomaco	Distance de sécurité possible RAS		
		Lavage de mains régulier	Eau +savon	réserve d'eau/solution désinfectante pour les équipes
		Port du masque	Masque	
	Bureaux	Distancer les postes de travail	1m minimum	A verifier
		Lavage de mains régulier	Eau + savon +gel sur les point de passage	
		Nettoyage journalier	Javel	Personne dediée
	Réseaux / maçonnerie / bordure	Port du masque	Masque	
		Port des gants	Gants	
		Lavage de mains régulier	Eau + savon	mise en place de points d'eau à désinfecter à proximité
Gestes barrières dans la mesure du possible				
Pause	Déjeuner	Lavage de mains	eau + savon	
		Gestes barrières (1m)	Réorganisation des tables	Sandwich les 3 premiers jours
		Prise de repas en différée		Achat scotch pour marquage
		Prise de repas en extérieur à privilégier		
Retour au domicile		Chaussures à l'extérieur		
		Douche/lavage des mains		
		Lavage du masque	A l'eau chaude et detergent normal, lavage à main	Pas plus de 5 fois

3.2 Recommendation for high-risk workers during the initial transition period post confinement

The following categories of persons are not recommended to start work during the initial transition period, unless arrangements are made to limit their exposure and contact with others (e.g. office work with social distancing, work from home, etc):

- (i) a person already showing symptoms of flu or similar to COVID-19 - to strictly consult and follow doctor's advice and stay home in self-isolation.
- (ii) a person having been in contact with an infected person during the last 14 days - to declare all information in the Health Declaration Form (Annex 1) and to follow the instructions of the HR or Health & Safety Manager.
- (iii) a person above 65 years of age.
- (iv) a person having comorbidities or any illnesses such as diabetes, asthma, cardiovascular diseases, cancer, lung diseases or under immunosuppression medications (e.g. cortisone, prednisone, etc) - to declare all information in the Health Declaration Form (Annex 1) and to follow the instructions of the HR or Health & Safety Manager.

However, once the company has satisfactorily ensured that all preventive measures have been effectively implemented and are working, the above persons shall be allowed to work after an initial transition period of 1 or 2 weeks on the basis of their medical assessment by a competent doctor and depending on the nature of their work.

If any further information is required or in case of any doubts, the Health & Safety Manager or HR Manager or Health Coordinators must be called for guidance (see Annex 1).

3.3 Basic Prevention and Basic Hygiene Practices

- (i) Avoid close contact with people who are sick and crowds of more than 10 persons including colleagues.

**PAS RESTE PRES KOT ENE DINOUNE MALADE OU KOT ENA
PLIS KI 10 DIMOUNES**



- (ii) Keep a safe distance of at least one metre from other persons, including colleagues, where possible.

**GARDE ENE DISTANCE DE 1 METRE ENTRE DIMOUNES MEM
OU COLLEQUE**



- (iii) Avoid touching your eyes, nose, and mouth with unwashed hands.

NA PAS TOUCHE OU LA BOUCHE, LIZIE EK LENEZ



- (iv) Cover your mouth and nose with a tissue when you cough or sneeze, then throw the tissue immediately in a waste basket and wash/disinfect your hands. If you have no tissue, you may use your elbow to cover your mouth or a towel or handkerchief.

**QUAND OU GAGNE TERNER, SERVI PAPIER TISSUE OU BIEN
OU COUDE, ZET PAPIER DANS POUBELLE ET LAVE LA MAIN**



- (v) Wash your hands regularly with soap and water for at least 20 seconds. You can also use an alcohol-based hand sanitizer to disinfect your hands. See below how to wash hands.

**LAVE OU LA MAIN REGULIEREMENT AVEK
SAVON ET DELO POU 20 SECONDES OU BIEN
SERVI HAND SANITISER**



- (vi) Take temperature reading before leaving your home. A person is considered having fever when his corporal temperature is at 37.5°C or above. In case of temperature greater than 37.5°C, do not leave home and call a doctor or hotline number.

3.4 Personal Protective Equipment (PPE)

3.4.1 Site PPE

It is mandatory to wear appropriate PPE on all sites, these include safety shoes, high-visibility jacket, hardhat, protective gloves and respiratory protective equipment in case of exposure to dust or when social distancing cannot be kept between co-workers. Wash hands before using mask and prevent yourself from rubbing your eyes in any case. Every employee will be provided with a set of masks, 1 or 2 masks to be used per day. When returning back home, the used masks must be removed after washing hands (see below) and properly washed as per instructions in section 3.4.4 if the masks are washable, else to be thrown in a bin outside the house.

Use clean masks on each day

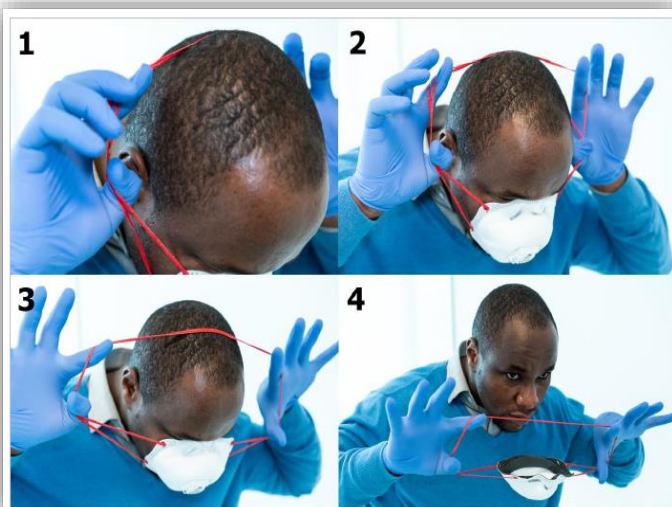


3.4.2 Wearing of Mask



	<p>Step 1</p> <p>Wash your hands before putting on the mask.</p>		<p>Step 2</p> <p>Select a suitable mask that fits well.</p>
	<p>Step 3</p> <p>Hold the mask with a cupped hand and place it firmly over your nose, mouth and chin.</p>		<p>Step 4</p> <p>Stretch and position top band high at the back of head. Stretch and position bottom band under the ears.</p>
	<p>Step 5</p> <p>Press the thin metal wire along the upper edge gently against the bridge of your nose so that the mask fits nicely on your face.</p>		<p>Step 6</p> <p>Perform a fit check by inhaling and exhaling. During exhalation, check for air leakage around face.</p>

3.4.3 How to remove mask and gloves





**THROW DISPOSABLE GLOVES / WORN AND
TORN MASKS IN BIN OUTSIDE HOUSE**



3.4.4 Washing of reusable cloth masks

- Follow steps in section 3.3.3 above for removing mask from face, put it to soak in warm water (40°C) and a normal detergent for some time and rub gently with hands to clean.
- Let dry for at least 24 hours and reuse the following day.
- Use only clean mask on each day.

It is not recommended to use a mask more than once, unless it is a re-usable one. For re-usable masks, it is recommended to re-use them 3 or 4 times at the most or as per manufacturer’s specifications. Any torn and worn mask must be disposed of as contaminated waste and be replaced by new ones.

Replacement masks will available on site, to see with supervisors.



**RESUABLE MASKS CAN BE HANDWASHED TO A
MAXIMUM OF 3 to 4 TIMES AND LET DRY FOR
AT LEAST 24HRS**

3.5 Clean and disinfect frequently touched objects and surfaces

Drivers should, as far as possible, stay inside their vehicles. If you have carried passengers in your vehicle, clean and disinfect the door handles, the steering wheel, dashboard and rear side of the front seats, or any other surface which had likely been touched by the passengers, regularly (after every single trip for MINITRUCK or PERSONNEL VEHICLE) or when someone else had driven your vehicle.

Travelling by public transport is allowed provided that, as far as possible, all precautions are followed and PPEs are worn (disposable mask and gloves). In one vehicle: 2 persons per row, meaning not more than 4 persons per vehicle.

Drive with windows down whenever possible to increase ventilation. It is not recommended to use car air conditioning.



To disinfect the surfaces, you may use the following:

- ✓ Cleaner Disinfectant Spray
- ✓ Wipes containing at least 60% alcohol
- ✓ Bleach (Javel) mixed into water to the ratio of 15 ml in 1 litre of water (CDC)
- ✓ Dettol or Savlon mixed in water
- ✓ Hand sanitizer with a tissue paper
- ✓ Soap and water



Wet the surface first, allow for 1 minute and wipe off or clean the surface with water or simply with a dry cloth. Wear disposable gloves and once used throw away in bin.

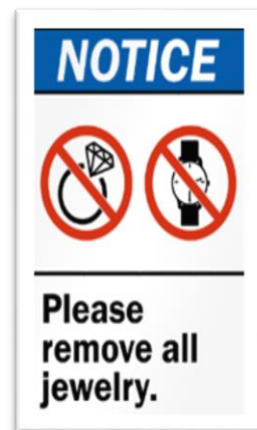
3.6 The responsibilities for cleaning and disinfecting company vehicle

The responsibilities for cleaning and disinfecting a company vehicle remain on the owner of that vehicle. By owner, it is understood to be the person to whom the vehicle has been allocated, this includes Site Agents, Site Supervisors, drivers of personnel vehicles such as minitruck and minibus, truck drivers, etc.

For the purpose of cleaning and disinfecting a company vehicle, the owner or the driver must follow steps which have been described in Section 3.4.

3.7 Other precautions

- Avoid wearing jewellery such as ring, bracelet, watch and any other accessory such as wallet. Disinfect your mobile phone and your car key when back home.
- Bring your own food from home and avoid handling money.
- Keep on your facemask when talking. You are advised to limit conversing so as not to affect the protective quality of masks.
- Avoid smoking because it makes your lungs vulnerable in catching COVID-19 more easily and you may be infected if your hand is not washed.
- Keep calm and be very polite with people/clients. Due to the stress caused by the COVID-19, some people can be in an annoying mental state, particularly in areas known for social instability.
- Avoid spitting in public.



3.8 Isolation

Where a person is suspected of COVID-19 disease case, the person must be isolated from the other workers and he/she will be requested to stay in a designated area (can be an office container on site or preferably an open space with natural ventilation) until medical assistance will be sought and if need be the Health Authority will be contacted for transportation to hospital for treatment.

4 EMPLOYEES TRAVELLING TO WORK

4.1 Picking up IN THE MORNING by personnel vehicles

- Every employee must check his body temperature in the morning, if higher than 37.5°C or suffering from fever/symptoms similar to COVID-19, do not go to work and inform the HSE department. If there is no thermometer at home, use the back of the hand and check at the neck.
- For those travelling by personnel vehicle (minitruck, minibus and bus), temperature will be checked by the driver with an Infrared Thermometer, if higher than 37.5°C, he/she will be requested to stay at home until further notice. Hand sanitizer will be provided before entering the vehicle.
- Personnel vehicles will transport only limited number of passengers to allow security distancing. It is expected that the number of personnel vehicles will be increased to carry all passengers. After each trip, the driver will have to disinfect the vehicle as per section 3.4.
- The driver will maintain a register to record names of passengers on each trip. Each vehicle shall carry masks, disposable gloves, hand sanitizer and IR Thermometer.
- The working hours will be extended to allow flexibility, starting from 07hr00 and ending at 18hr00.

4.2 Employees travelling by own means of transport

Those travelling by own means of transport (private car) or by company vehicle will be encouraged to practice carpooling by transporting his/her colleagues, on the way to work and back home, to a maximum of 2 persons per row, 4 persons per vehicle. The owner will also be required to disinfect his vehicle after every trip, see section 3.4.

Messengers and other employees riding motorcycle while at work must avoid carrying passengers on the rear seat to keep social distancing.

4.3 Employees travelling by public transport

For those travelling by public transport, mostly public buses, to take health and safety precautions such as wearing PPE, i.e. masks and gloves.

Public transport will have their own H&S regulation toward Covid-19. The employee will check that the buses are disinfected, airy, and that one place over two is remaining free. If not, he will have to take the following bus presenting the correct H&S disposals. As far as possible avoid touching surfaces inside the bus and most importantly, in any case, do not touch your eyes, nose and mouth. Tender exact amount of fare to the conductor as this will prevent you from taking back change money, which may be contaminated during handling.



5 HEALTH AND SAFETY MEASURES ON WORK SITES AND HEAD OFFICE

5.1 Check at the entrance

5.1.1 Access to construction site

- Before allowing access on site, body temperature of all employees as well as sub-contractors will be checked by the Site Supervisor or other designated persons and a record will be kept, see annex 2. In case where the temperature of a person is higher than 37.5°C, the matter will be referred to the doctor for advice.
- All persons working on site, including sub-contractors, will require to fill a Health Declaration Form, see annex 3 to report the status of his/her health and whether he/she has been in contact with an infected person to COVID-19. The information will be analysed and where required will be referred to the medical doctor for advice.
- Delivery persons will be requested not to have any contact with site workers and to remain in their vehicles as far as possible.
- Daily records will be kept for every person working or visiting the site, this will be for the purpose of contact tracing.

5.1.2 Access to Head Offices

- Access will only be granted to staffs after body temperature has been checked by the Security Guard. Record will be kept for this exercise and any person with temperature higher than 37.5°C will be referred to doctor for advice.
- All persons working at Head office will have to fill the Health Declaration Form.
- Temperature for all visitors will also be checked and no access will be allowed to a person showing symptoms of fever.
- Delivery persons will be requested not to have any contact with site workers and to remain in their vehicles as far as possible
- Security Guards will keep record for all visitors coming to office and details will include name, address, telephone number, time of visit and the person with whom he has appointment. These information may be used in case of Contact Tracing.
- Only visitors who have appointment will be allowed, otherwise it will be requested to call for information.



5.2 Holding of Meeting, Daily Briefing, Training and reorganisation of canteen and mess room

- Crowding will be prohibited inside a confined area. Meeting and daily briefing held outside will be favoured and participants will be requested to comply with barrier gestures, including not touching the face and keep safe distance with others.
- For all meetings and briefings, no attendance will be circulated and for record purposes the Supervisor or the person holding the meeting will record the name of participants himself.
- Canteen will be reorganised and for the first days, sandwich will be provided to allow staff to eat in their office or outdoor. Some tables and chairs will be displaced from canteen to outdoor shed area to allow sufficient space for staffs having lunch.
- Workers on site will be encouraged to take lunch outdoor under shade areas, while the mess room benches will be marked by means of tapes to maintain the safe distances.
- Flexible time for lunch will be privileged, 11h00 -11h30, 11hr30-12h00 and 12h00-12h30.
- Canteen and mess room tables and chairs must be disinfected after each round.
- Hands must be washed with water and soap or using alcohol-based sanitiser before using water dispenser, coffee machine or using tap at the canteen and mess room.
- Training will be rescheduled as far as possible. However, safety induction training will be allowed with limited number of participants so as to allow security distancing.

5.3 Provision of facilities for washing purposes and cleaning of toilets and mess room

- All sites will make arrangements to ensure sufficient water points for workers to wash their hands frequently and make provision for soaps at all times as well. The taps and soap must be provided at various points close to the working zones of the workers, to encourage and facilitate the washing of hands.
- A person will be designated on sites for the purpose of cleaning and disinfecting facilities provided on site, including toilet and mess room, in addition to door handles, coffee and water dispensers, telephone, photocopier, table tops, chairs and any other surface likely to be touched by workers regularly. Temporary staffs should be recruited for that purpose if necessary.
- The designated persons must wear disposable masks and gloves and dispose them as contaminated waste.

5.4 Organisation of work

5.4.1 Head Office

- Head of Department must organise work layout in a way to allow sufficient space between staff sharing same office.

- Where possible and practicable, work from home must be allowed, in particular for those employees who will require to stay home due to chronic health problems and those over 65 years of age.
- During working hours, the main door at the reception must remain open at all times. It is advisable to let doors and windows in offices open for natural ventilation.
- As far as possible work must be segregated, e.g. documents such as invoices to be handled and processed only the next day.
- Hand sanitizer will be placed at different locations to encourage and facilitate its use by the staff.
- Use of mask will be encouraged, however most important is to follow the protective gestures, including not touching face and keeping safe distance of 1m at least.
- Any employee who is suspected as COVID-19 case will be requested for isolation in a dedicated office until doctor's advice is received and if required arrangement to be made for transporting him to health institution for treatment via the Hotline for medical assistance.
- A receptionist will be allowed to handle important and urgent documents provided that he/she wears a mask and washes his/her hands with water and soap or use alcohol-based hand sanitizer. Documents should then be scanned and transmitted through mail as much as possible.
- Handling of documents at Head Office and on sites:
 - The Receptionist or any designated person must take all necessary measures while receiving visitors with documents and acknowledging documents.
 - To ensure that any correspondences from the Post Office / receipts or invoices from visitors or from sites are kept in a quarantined area / box for at least 3 hours before opening.
 - Site Clerks must ensure that all documents that are sent to Head Office are put in sealed envelopes which are, in turn, then placed in a closed plastic folder or casing. Once received at Head Office, the closed plastic folder / casing must be kept in a quarantine area/box for at least 3 hours after delivery. Site Clerks must clearly write on the plastic folder or envelope the time of departure from site.
 - In case of urgency, the plastic folder / casing containing important documents, or in the case of any urgent document received from a visitor, it must be cleaned using disinfecting wipes / cloth before opening. After handling the received documents, the receptionist or site clerk must properly wash their hands with soap or with sanitizer in the manner described in this document earlier.
- Stationeries such as pens, staplers, etc. must not be shared otherwise these must be disinfected after being used by other persons than the owner.
- It is will be requested to disinfect hands with hand sanitizer or wash with water and soap before using water dispenser and coffee machines. The cleaners will regularly clean these machines.
- Visitors will be required to use their own pen to sign any document.

5.4.2 Work sites and production plants

- PPE, including mask, must be worn at all times on site. See section 3.3
- Workers must keep a safe distance of at least 1m while carrying their jobs, including asphalt application team, concrete slipform team, surveyor and laboratory teams.
- Operators and drivers must disinfect their machines and vehicles before and after any mechanical intervention is made or when operating other vehicles.
- No person shall be admitted in the control room and weighbridge office.
- Delivery note must not be handed to drivers but rather favouring scanned copies to sites by the Weighbridge clerk signed by himself instead. The clerk will communicate to the driver the Delivery Note number and the net weight.
- Truck drivers and helpers must wear masks and remain inside their vehicles.
- Any employee, including sub-contractor, who is suspected of disease COVID-19 case will be isolated in a dedicated place until doctor's advice and if required arrangements will be made to transport him to nearest hospital via the Hotline for medical assistance.
- It is advisable not to pass your mobile phone to another person, otherwise it must be disinfected after use.
- Handrails of scaffold access staircases and other surfaces, where people regularly circulate, must be disinfected with adequate disinfectant. Production Manager or Site Management must designate a person(s) as appropriate for this task.

5.4.3 Sub-contractors working on site

- List of sub-contractors (name, address and telephone number of each employee) working on site will be maintained daily by timekeeper.
- Persons above 65 years of age, suffering from comorbid conditions or fever symptoms will not be admitted to site.
- All workers will be required to fill the Health Declaration Form. (*Annex 1*)
- Sub-contractors will be instructed to comply to safety rules and practice protective gestures as described above.
- It is highly advisable for sub-contractors to carry out a screening of their employees before allowing them in the personnel vehicle.
- The temperature of sub-contractors will be checked at the site entrance and for temperature higher than 37,5°C the case will be referred to the doctor for advice and thereafter, if required, the sub-contractor will transport the person to hospital via the Hotline for medical assistance.
- Subcontractors must seek written permission from site management before leaving site for lunch or other and their temperature must be taken again when re-entering.

5.4.4 Visitors and Customers

- All visitors, consultants, suppliers and their employees must abide to the rules and regulations as laid down in this procedure.
- They must ensure that they have adequate hand sanitizers in their vehicles. All workers must wash their hands before entering and when leaving the vehicles.
- Visitors and suppliers must ensure that high-risk persons with underlying health conditions who are more at risk due to COVID-19 are not sent to sites, offices or places of work, as far as possible.
- All visitors, suppliers and their employees must undergo a temperature screening at the entrance and fill the Health Declaration Form. (*Annex 1*)
- All visitors, suppliers and their employees should respect the social distancing of 1m where possible.
- All visitors and suppliers must ensure that all their employees wear mask on site while at work.
- All visitors and suppliers must ensure that in case any of their employees falls sick on site, they are informed promptly and they take immediate steps to attend to the sick person.

5.4.5 Carrying out roadworks on public road and other non-restricted zones

- All working sites shall be demarcated by means of safety barriers, traffic cones, warning tapes, traffic signs, site warning notifications, etc.
- Public must be prevented to have access to worksite and workers must not come in contact with members of public.
- Temperature check must be carried out in the morning with all workers, including sub-contractors.
- List of employees, including sub-contractors must be kept daily.
- As far as possible, it must be ensured that works on these zones are being carried out without causing any major inconvenience to the public. Proper access must be provided to nearby residents and any damage caused to existing services must be repaired as soon as possible to cause least inconvenience.
- Provision must be made for water and soap or alcohol-based hand sanitiser for the convenience of workers to wash or disinfect their hands regularly.
- Stock of masks, disposable gloves must be available on site or in site transport.

5.4.6 Employees required to work at Client's Premises

Due to the nature of activities, several employees are required to work offsite and at Clients' premises after a site is handed over. In order to protect the health of these employees, Clients will be required to fill the "Waiver Form" in order to inform the employee of any known case of COVID-19 living and working on his premises. (*refer to Annex 3*)

Employees requiring to work at Clients' premises will continue to take same safety precautions, including social distancing, no handshakes, wearing of mask, washing of hands frequently, etc.

5.4.7 Employees required to work offsite and outside office premises

- All persons required to work offsite including messengers and drivers going to banks or other places for dispatch etc must wear protective masks at all times.
- They must follow the safety procedures put in place therein and must avoid crowded places and close contact with other persons. Social distancing measures must be taken at all times.
- They must avoid touching surfaces or other objects as far as possible.
- They must wash their hands using alcohol-based hand sanitizers if soap and water is not available, as frequently as possible.

5.5 Dormitories

Due to the density of workers staying in dormitories, more specific precautions have to be taken to protect the workers and to avoid spread of the disease in case an infection occurs.

The following should be implemented as far as possible:

- The dormitory should be partitioned to physically separate workers working on different sites (no mixing of workers from different groups as far as possible)
- To provide separate common facilities (e.g. bathrooms, toilets, etc) for each working group and these to be regularly disinfected with adequate means
- The workers to take breakfast/lunch/dinner at different times and not all together and to proceed with disinfection in between different groups having meals. In any case, to respect social distancing at all times.
- Daily cleaning of floors and rooms with anti-viral solution
- Minimum 2 or 3 isolation rooms to be kept and maintained and remaining accessible at all times
- Any person living in dormitory who is suspected to be a COVID-19 disease case will be immediately put in isolation from the other workers in the dedicated area and health authority will be contacted for transportation to hospital for treatment via Hotline for medical assistance
- In the event of a suspected case, the dormitory will be thoroughly disinfected before allowed to be reused by the other workers
- All windows and openings must be opened for proper ventilation

- Disinfection of all areas by anti-viral solution should be done on a regular basis
- Regular inspection has to be done by HR and Health & Safety personnel to ensure dormitory is clean and in good hygienic condition at all times
- All measures elaborated above for local workers exactly apply to expat workers in dormitories as well.

6 RETURNING BACK HOME AFTER WORK

- Remove your shoes and leave them outside overnight.
- Remove your clothing, leave it outside for at least 24 hours and have it washed after. Wear clean clothing the next day.
- Remove your mask with precaution, see Section 3.3.3. Do not touch the outside exposed area of the mask. Hold only the string while removing it. During the removal of your mask, make sure you do not touch your face, mouth, nose and eyes at all. After the removal, please wash again your hands for 20 seconds.
- Go immediately for a hot shower from head to toe.
- Make sure you do not have any contact with your family members during all these steps until you have thoroughly bathed from head to toe.



7 MONITOR YOUR HEALTH

- If you feel sick while you are travelling, avoid contact with others / call your Employer immediately, see Annex 1.
- If you are unable to reach your Employer, contact hotline 8924 to follow directions from the local authorities.
- Stay home if you are sick and inform your Employer.
- Notify immediately your Employer if you have been diagnosed of COVID-19.



 **COVID-19
CORONAVIRUS**

 **HOTLINES**
8924 de 9h00 à 16h00

Après 16h00

8925	Hôpital Dr.A.G.Jeetoo - Port-Louis
8926	Hôpital SSRN - Pamplemousses
8927	Hôpital de Flacq
8928	Hôpital Victoria - Candos
8929	Hôpital J.Nehru - Rose-Belle

8 ANNEXES

8.1 Annex 1: Health Declaration Form

8.2 Annex 2: Toolbox Talk – Procedure for Employees post COVID-19 confinement

8.3 Annex 3: COVID-19 – Client Disclosure Form
