

**OPERATIONAL GUIDELINES ON PREPAREDNESS AND RESPONSE FOR COVID-19  
OUTBREAK FOR WORK SETTINGS  
Specific Guidelines for the Survey General's Department**

For general measures in any work setting, refer the OPERATIONAL GUIDELINES ON PREPAREDNESS AND RESPONSE FOR COVID-19 OUTBREAK FOR WORK SETTINGS – General guidelines attached.

**Responsibilities of the Management**

- Should develop a COVID- 19 preparedness plan
- Should appoint a responsible worker as the focal point to monitor the implementation of the plan
- All workers have to be traceable and their names, addresses, telephone numbers and ID card numbers must be documented in a register.
- Maintain ventilation at the office. Where feasible leave entrance and exit doors and doors between sections open.
- Provision of adequate Personal Protective Equipment (face masks, gloves, etc.) for the employees
- Provision of welfare facilities for all workers (eg. Adequate and clean toilets, meal room, adequate hand sanitizers, disinfectants, pedal operated closed waste bins)
- Hand washing facilities with soap and water must be available at the entrance preferably a pedal operated tap and a sink. Ensure provision of adequate hand washing or hand sanitizing facilities at other appropriate places inside the office premises (including meal rooms and toilets), inside the vehicle and adequate hand sanitizers should be given to the field officers.
- Use digital platforms to conduct meetings
- Display health education messages and instructions using available methods (at the office through displaying of posters/ notices/ videos on electronic screens and display notices inside the vehicle)
- Check the temperature (with a non-contact medical grade thermal scanner) and screen for respiratory symptoms of all the staff at the entrance of the office. Any worker recording a temperature above 98.4 ° F or 37 ° C or respiratory symptoms should be sent to seek medical advice
- Educate and train all workers/officers on COVID-19 risk factors, prevention and control
- Ensure cleaning and disinfecting of frequently touched surfaces at office premises (eg. door knobs/handles) before starting work and every three hours. Floors, office equipment and furniture shall be cleaned before starting work. (or after every shift)
- Interior of the vehicles (the seats, all handles, Interior door panel, windows, locks, exterior door handles, poles, etc.) should be disinfected before starting/after each visit to minimize cross contamination. The door knobs/handles of the vehicle should be cleaned and disinfected before starting work and after each use. Clean the floors regularly
- All cleaning staff should be given training on the correct procedure of waste management and provided with necessary Personal Protective Equipment (face masks, gloves, impermeable apron etc.)
- Ensure proper and safe waste management.
- Reorganization of the field visits in order to maintain physical distancing (flexible working hours, Limit the number of workers as per the government circular, use minimal essential number of workers for field work, etc)
- Supervision and monitoring of adherence to COVID-19 preventive measures at the office/field
- For clients/visitors
  - Provide services online as much as possible
  - Limit the number of visitors to avoid overcrowding inside the office

- Restrict the movement of visitors and make arrangements so that client or visitor goes directly to relevant section
- Remove magazines, newspapers, etc from visiting area

### **For the employees**

#### **Inside the office**

##### **Physical distancing**

- Maintain at least 1-meter physical distance with persons at all times.
- Maintain distance with persons inside a lift and avoid facing them. Use stairs as much as possible.

##### **Hand Hygiene**

- Wash hands with soap and water at least for 20 seconds before entering the premises/before leaving, and frequently at work.
- Avoid using common telephones, fax machines, desks or other work tools and equipment whenever possible. Mobile phones, pens, other stationery items etc. should not be shared
- Refrain from touching frequently touched surfaces.
- Use the hand sanitizer after using the finger print scanner.
- Minimum number of workers/officers should handle any document.

##### **Respiratory etiquette**

- Wear a face-mask, while on duty (face mask should be discarded into a bag lined in a pedal operated closed bin after use and hand washed thereafter)
- When not wearing a mask (while taking meals), coughs and sneezes have to be covered by the inner side of elbow, sleeve or tissue (tissue should be discarded a bag lined in a pedal operated closed bin and hand washed thereafter)
- Refrain from touching face mask, face, mouth, nose and eyes at all times

##### **Others**

- Do not wear nonessential personal accessories/ornaments (such as wrist watch, bracelets, jewellery, etc.) and tie during working hours

#### **During Transportation**

- Arrange an appropriate vehicle for the size of group to enable them to maintain the at least 1 meter distance inside the vehicle once seated.
- Keep hands clean at all times. Perform hand hygiene upon arrival at the location and when necessary.
- Should wear face masks during the travelling inside the transport vehicle(face mask should be discarded into a bag lined in a pedal operated closed bin after use and hand washed thereafter)
- Refrain from touching face mask, face, mouth, nose and eyes at all times
- Water bottles, food etc should not be shared

#### **During field work**

##### **Physical distancing**

- Maintain at least 1-meter physical distance with persons at all times
- Get updated about the COVID-19 transmission status in the working area from the Medical Officer of Health/area Public Health Inspector
- Refrain from contact with clients/land owners by way of shaking hands
- Avoid going inside the houses and refrain for using chairs/furniture of the clients/land owners



### Hand Hygiene


- Wash hands with soap and water at least for 20 seconds before starting the field work and use alcohol based hand sanitizer to clean hands before and after each encounter with public and frequently at field
- Avoid using common work tools and equipment as much as possible
- Mobile phones, pens, etc. should not be shared
- Gloves should be worn in cleaning and disinfecting used equipment

### Respiratory etiquette

- Wear a face-mask, while on duty
- When not wearing a mask (eg. while drinking water), coughs and sneezes have to be covered by the inner side of elbow, sleeve or tissue (tissue should be discarded a bag lined in a pedal operated closed bin and hand washed thereafter)
- Refrain from touching face mask, face, mouth, nose and eyes at all times

### Others

- Do not wear nonessential personal accessories/ornaments (such as wrist watch, bracelets, jewelry, etc.) during working hours
- Keep a record including names, addresses, contact details and identity numbers of all land owners contacted at the field
- Clean and disinfect all field equipment properly and intensely before and after each use and frequently during work
- Do not share cups, glasses, plates spoons and other utensils when having meals, beverages or water
- Complete the field work at the earliest

  
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