

The background features several abstract geometric line patterns. In the top left, there are light blue lines forming a grid-like structure with a diagonal line. In the top right, there are red lines forming a complex, interconnected network of triangles and quadrilaterals. In the bottom left, there are yellow lines forming a star-like shape. In the bottom right, there are teal lines forming a grid-like structure with a diagonal line.

GUIDE TO GOOD PRACTICE

*designed to support
manufacturing companies
continuing or restarting
their activities*



In order to be able to support its member companies in the manufacturing industry sector, FEDIL, together with the STI (Service de Santé au Travail de l'Industrie), wishes to propose measures to be taken to enable the continuity and resumption of activities in the best health conditions. This basic document will be supplemented and updated regularly by specific notes or sheets/posters. This basic document will be supplemented and updated regularly with specific notes or sheets/posters. The document will be modified and adapted according to the new decisions of the public authorities.



USEFUL INFORMATION

HOTLINE: 8002 8080 - **CALL FROM ABROAD:** +352 4977 1 9200

GRAND-DUCAL REGULATION INTRODUCING A SERIES OF MEASURES ON HEALTH AND SAFETY AT WORK TO COMBAT COVID-19.

This Grand-Ducal Regulation specifies the obligations currently laid down in the Labour Code incumbent on employers and their employees with regard to safety and health at work in the context of the COVID-19 crisis.

TEMPORARY HEALTH RECOMMENDATIONS FROM THE HEALTH DIRECTORATE TO EMPLOYERS AND EMPLOYEES IN THE CONTEXT OF THE COVID-19 HEALTH CRISIS:

- *for the industrial/manufacturing sector*
- *for the administrative sector*

COVID-19 WEBSITE OF THE MINISTRY OF HEALTH

OCCUPATIONAL HEALTH SERVICE FOR THE INDUSTRY - STI: TRAINING SUPPORTS, INFORMATION AND AWARENESS POSTERS FOR EMPLOYEES.

ITM: COVID-19 - GUIDE FOR THE PROTECTION OF THE HEALTH AND SAFETY OF EMPLOYEES

WWW.EPI-COVID19.LU - INTERNET PLATFORM TO MATCH SUPPLY AND DEMAND FOR PERSONAL PROTECTIVE EQUIPMENT.

This platform, which functions as an evolving directory, aims to bring together all the information relating to the production and supply of the following personal protective equipment (PPE):

- *Surgical and FFP2 type masks;*
 - *Non-certified protective masks;*
 - *Visors;*
 - *Plastic protective screens;*
 - *Aprons;*
 - *Disinfectants.*
-

#01

**RECOMMENDATIONS
OF THE OCCUPATIONAL
HEALTH SERVICE FOR
THE INDUSTRY – STI**

1. GENERAL

1.1. INTRODUCTION

In this period of coronavirus epidemic responsible for a disease called COVID-19, the priority for companies is to adopt preventive measures to protect the health of their employees and to encourage them to look after their health and safety and that of their entourage.

This document lists the urgent and specific measures to be implemented to ensure the necessary sanitary conditions for the personnel of the manufacturing industry sector called upon to work in offices, workshops, warehouses and other places, in addition to any sanitary measures enacted by the public authorities.

In the context of this sanitary crisis of exceptional magnitude, the implementation of these measures is an unavoidable condition for the activities of the industry sector. It is up to each company to assess its ability to comply with them and to take the necessary measures.

Preventing contagion in the activities of the manufacturing industry sector requires paying close attention to preventive measures in activities on production sites and annexes (offices, suppliers, etc.).

This guide (produced on 10 April 2020) and its recommendations may be modified according to new decisions by the public authorities.

1.2. THE MAIN MEANS OF ACTION

The limitation of the risk of infection and the prevention of contagion require both:

- *organization within the company;*
- *the use of suitable equipment;*
- *effective training and communication not only of the means put in place within the company but also of the barrier measures to be adopted by each individual.*

Each means of action taken separately is essential but not sufficient. The joint implementation of these three means is a key element to limit the risks of infection. The application of these means must be part of a global approach, taking into account the organisation of companies, production sites and working methods that can be adapted in the context of the epidemic.

1.2.1. Organisation

Organisation should be adapted both at company level and in the various production workshops. Teleworking, where possible, should be promoted. The organisation of work should allow the application of social distancing (recommendation of the Luxembourg government - 2 metres).

The organisation of teams should be adapted to favour fixed teams and a lack of contact between different teams.

The possibility of staggering shifts and breaks should be studied.

The number of people and coactivity should be limited to reduce the risks of meeting and contact, all by reorganising operations.

The tools are allocated individually except in the case of systematic wearing of work gloves and the loan of equipment between employees should be avoided. If necessary, the equipment is disinfected between two employees.

A traffic plan allowing the 2-metre distance between people to be respected, particularly when crossing paths, is put in place. Circular traffic is to be favoured.

The reception of materials and equipment is organised in such a way as to avoid any physical contact. The exceptional organisation of the work is presented before each shift and every half-day.

Before each start of the task, the operating procedures that allow the 2-metre distance to be respected are checked.

Current operations are likely to be carried out in degraded mode due to the absence of employees, equipment, subcontractors or other usual resources.

The organisation must, even more than usual, take care to limit the already known health and safety risks so as not to create an additional burden on the emergency services.

1.2.2. Equipment

Otherwise, the organization, provision and use of adapted equipment is essential to enable basic hygiene conditions to be respected in the context of a COVID-19 epidemic.

Thus, at each workplace, running water points with liquid soap, disposable hand towels, pedal bins with lids and waste bags should be set up, and in the absence of running water, specifically dedicated and labelled water containers for hand washing should be installed.

In addition, hydroalcoholic gel can be used for disinfection purposes on previously cleaned hands. (Hydroalcoholic gel is not effective on visually soiled hands.)

Means for disinfecting surfaces that may be touched by employees must also be available, as well as disposable gloves for cleaning and garbage removal activities.

In addition, personal protective equipment should be made available in sufficient quantity (as part of protection against COVID-19 and as part of protection against other risks present during work) to limit both contamination and accidents.

1.2.3. Training Awareness Raising Communication

It is strongly recommended to train and set up a COVID-19 referent on the various production sites on site (per team/workshop/department/group: team leader, workshop manager, department manager, designated employee). The COVID-19 reference person ensures the implementation and respect of measures related to COVID-19 and informs his hierarchy when there are difficulties in applying these measures so that adjustments can be made if necessary.

The COVID-19 reference person is responsible for coordinating the preventive measures to be implemented, and also informs employees regularly (or even daily) at safety points that bring together, if possible in the open air, a limited group of employees (respecting the minimum distance of 2 metres). Informing employees is essential in this period of pandemic, ensuring that instructions are properly understood. It is a condition for their adherence to the recommended measures, which requires the commitment and good will of everyone. The occurrence of a case in the company must be reported to employees in the interests of transparency and to encourage compliance with the rules.

Posters showing the prevention measures, including compliance with barrier gestures, should be installed at strategic points on the site (changing rooms, toilets, etc.).

2. THE COVID-19 VIRUS: WHAT YOU NEED TO KNOW, HOW TO PROTECT YOURSELF

2.1. THE TRANSMISSION ROUTES

Coronavirus 2019 or COVID-19 is caused by a strain of coronavirus called CoV-2-SARS (SARS = Severe Acute Respiratory Syndrome).

The virus is found in humans in the:

- *nose, throat, bronchial tubes and lungs;*
- *faeces.*

Human-to-human transmission is mainly by direct respiratory transmission: inhalation of respiratory droplets expelled through the nose (sneezing) or mouth (coughing) of an infected person.

It can also be spread through contact with an infected surface or object: fingers that have become contaminated on a surface, if then brought to the mouth, near the nostrils or over the eye, can carry the virus.

Transmission through unwashed or improperly washed hands after using the toilet is also possible.

2.2. RECOGNIZING SYMPTOMS

The most common symptoms are as follows:

- *fever;*
- *cough, severe respiratory discomfort;*
- *sudden loss of taste and/or smell.*

Other less frequently encountered symptoms are:

- *diarrhea;*
- *fatigue;*
- *muscle and joint pain;*
- *sore throat;*
- *loss of appetite;*
- *headaches;*
- *runny nose.*

Some people, although infected, show no symptoms and feel fine.

2.3. THE SICK EMPLOYEE AND HIS ENTOURAGE

Any person presenting one or more symptoms of COVID-19 must stay at home and must immediately contact a physician by telephone or teleconsultation, or go to an advanced care centre in order to be treated and tested.

If the test proves positive, the sick employee must remain in isolation for a minimum of 14 days (sick leave), which may be extended by the attending physician if the symptoms persist. He or she will only be allowed to return to work if there have been no signs of illness for at least 48 hours.

The Ministry of Health does not recommend testing to assess recovery; the attending physician's report is authoritative.

A person who lives in the same household as a person who tests positive for COVID-19 must undergo **a self-quarantine** at home for 7 days after the diagnosis of the confirmed case. Afterwards, they can resume their professional activity but they must **monitor themselves** for another 7 days (taking their temperature in the morning and evening, appearance of clinical signs).

For colleagues who have been in close contact with a confirmed case of COVID-19: they must **monitor themselves** for 14 days (taking their temperature in the morning and evening, appearance of clinical signs).

They can come to work as long as they do not present any signs.

But if any of these signs appear, they should stay at home and contact a doctor for testing.

The incubation time is about 5 days, usually between 3 and 7 days. 14 days is therefore considered a good safety period to know whether a person is symptomatically infected, and to prevent it from infecting others outside its containment area. At present, screening is not available for asymptomatic individuals in the general population.

2.4. VULNERABLE EMPLOYEES

Are considered to be vulnerable people with chronic illnesses which make them more likely than others to develop a very serious form of the disease from the outset:

- Age \geq 65 years old;
- Cardiovascular problems: complicated hypertension, cerebral attack (stroke), infarction and coronary artery disease, heart surgery, heart failure;
- Insulin-dependent diabetes or with complications;
- Chronic respiratory pathology likely to decompensate (emphysema, etc.);
- Dialyzed kidney failure;
- Cancer under treatment.

Immunocompromised patients:

- Taking high doses of cortisone
- HIV infection
- Solid organ or haematopoietic stem cell transplantation
- Blood disease under treatment
- Hepatic cirrhosis

- *Morbid obesity BMI > 40*

These people are advised to contact their treating physician to assess the need for preventive work disability.

2.5. INDIVIDUAL HYGIENE MEASURES

Preventive measures are based on strict hygiene and a set of gestures known as barriers.

The location of wash basins must be clearly indicated. The obligation to wash hands when arriving at the site is displayed as well as the hand washing poster.

2.5.1. Hand washing

Recommend thorough and frequent hand washing with liquid soap and water:

- *at least at the beginning of the day;*
- *at each change of task;*
- *every 2 hours if gloves are not worn permanently;*
- *after impromptu contact with other people or wearing objects recently handled by other people;*
- *before drinking, eating and smoking.*

Drying is done with single-use paper towels.

If the hands are visibly clean, a hydroalcoholic solution may be used.

Practices must be adopted that preserve the integrity of the skin of the hands as much as possible:

- *use cold or temperate water;*
- *drying hands;*
- *do not alternate the use of several disinfectant products.*

You should also avoid bringing your hands to your face (nose, mouth, eyes) with or without gloves.

2.5.2. Hand disinfection products

Hydroalcoholic gel will be made available in the various rooms as far as it is available.

The provision of bottles of hydroalcoholic solution in combination with the installation of dispensers (wall-mounted devices or dispenser bottles) of hand hygiene products promotes optimal compliance with hand hygiene.

2.5.3. Protect your surroundings

Keep a social distance of 2 metres.

In case of coughing and/or sneezing, do so in the crease of your elbow or in a disposable handkerchief.

2.6. PERSONAL PROTECTIVE EQUIPMENT (PPE)

Personal protective equipment (safety helmet, earmuffs, safety goggles, welding helmet and mask, etc.) are more than ever personal objects, and it is recommended that they be cleaned with an alcohol-impregnated wipe after use and stored in a clean personal area (locker, etc.).

2.6.1. Working gloves

Working gloves protect the hands from mechanical and chemical damage but can also be a source of hygiene problems: as with bare hands, avoid touching the face with protective gloves and after removal, clean hands as specified in the general hygiene recommendations.

Also bear in mind the significant risk of tearing when wearing gloves and using rotating machines.

Don't forget to have visitors' PPE cleaned after each use: helmet, safety shoes, boots, etc.

2.6.2. Protective masks against COVID-19

The use of two types of masks is envisaged in the national plan:

- FFP2 respiratory protection masks;
- surgical masks or anti-projection masks.

Role and indications of the FFP2 type mask

Role: To protect the wearer against the risk of inhaling small droplets or particles in suspension in the air, which may contain the virus responsible for the pandemic.

Attention: a mask with a valve certainly gives better comfort when worn, but does not filter the exhaled air and does not protect the environment if the wearer of this mask is already ill.

Indications: Healthcare personnel will be the most exposed due to the nature of their professional activity (caring for the sick). Government recommendations call for staff to use FFP2 masks.

Role and indications of the surgical mask

Role: Avoid spraying the droplets emitted by the person wearing the mask towards the surroundings. It also protects the wearer from the droplets emitted by a person in front of him/her, but it does not protect against the inhalation of very small airborne particles and does not provide effective protection against the COVID-19 virus.

Indications: Wearing a surgical mask is indicated in work situations where employees have to get close to each other for long periods of time and therefore cannot comply with the distance instructions (2 metres minimum), provided that it is worn by everyone.

It must nevertheless be stressed that employees showing acute signs of illness do not go to work.

Ideally, it will be necessary to define the tasks and activities that do not allow for distancing measures to be respected and that require the surgical mask to be worn.

It is also very important to train employees in the correct wearing of the mask and the hygienic rules to be respected, and to provide waste bins equipped with plastic bags for the disposal of masks.

Link to the brochure «Wearing a mask as an additional barrier gesture» published by the Ministry of Health:

<https://coronavirus.gouvernement.lu/en/pas-sans-mon-masque.html>.

2.7. FIRST AID

It is important to provide first aid, particularly for dealing with life-threatening situations (accidents or illness, etc.) and to ensure the presence of a first-aider.

The rescuer will make sure to apply the basic rules of protection and will also wear a surgical mask.

He/she will also provide the injured/ill person with a surgical mask (except for respiratory crisis, cardiac arrest or loss of deep consciousness).

If he/she has to perform resuscitation for cardiorespiratory arrest, he/she may limit himself to chest compressions only and will not perform mouth-to-mouth resuscitation.

After the intervention, he/she will dispose of the used material in a plastic bag, and he/she will clean and disinfect his hands.

2.8. THE SICK EMPLOYEE AT WORK WITH SIGNS OF COVID-19 INFECTION

The presence of one or more symptoms of the illness in an employee is an alert.

If the employee is having difficulty breathing or has become ill, the employer must alert the emergency services.

If the employee's state of health does not show any apparent signs of seriousness, the person will be isolated and wear a surgical mask.

The person providing assistance (preferably a first-aider) will wear a Tyvek suit, an FFP2 mask, disposable gloves and protective glasses.

He/she will ensure that the patient's work area is sealed off (office, work tools, equipment, etc.), that work surfaces are disinfected and that equipment is disposed of correctly and that hands are washed and disinfected.

The sick employee must (if he/she is able to do so) return home and contact his/her GP by telephone.

If he/she cannot reach his/her GP, he/she may call the duty number of the Luxembourg Ministry of Health 8002 8080 (+352 49 77 1 9200 from abroad).

Alternatively, they can go to one of the four advanced care centres listed below:

- LuxExpo The Box - Luxembourg-Kirchberg;
- Rockhal - Esch-sur-Alzette;
- Daïchhal - Ettelbruck;
- Centre culturel et sportif – Grevenmacher.

2.9. SUPPLIES NECESSARY FOR COMPLIANCE WITH HEALTH REGULATIONS

2.9.1. Hand washing and disinfection

The following are to be preferred:

- contactless or lever operated valves;
- liquid soap;
- gel or hydroalcoholic solution;
- if there is no water point at the workplace, water containers clearly marked «hand washing water»;
- disposable hand towels.

2.9.2. Washing and disinfection of surfaces and tools

- disinfectant such as bleach diluted at 0.5% or 70° alcohol;
- disinfectant wipes (handles, computer keyboards, toilet seats, vehicles, engines, tools,...).

2.9.3. Material

- waste bins with pedal and lid for disposing of hygiene consumables after use;
- rubbish bags;
- disposable gloves for handling the bins and for cleaning/disinfecting.

2.9.4 Intervention kit for a person with symptoms of COVID-19 at work

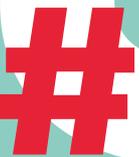
- an intervention procedure;
- a Tyvek suit;
- a pair of disposable nitrile gloves, large size;
- a surgical masks for the patient;
- two FFP2 masks for the first responder;
- hydroalcoholic gel;
- a garbage bag;
- disposable hand towels;
- disinfecting wipes in individual or small packaging;
- a pair of overglasses.



The implementation of these measures is an unavoidable condition for the activities of the sector.



02

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**FEEDBACK FROM
COMPANIES AND GOOD
PRACTICES PUT IN
PLACE**



*The information published on the following pages does not engage the responsibility of FEDIL nor that of the companies that share their good practices. **The content is given for information only.** It includes information that is not necessarily complete, exhaustive, accurate or up to date.*



1. HOW TO ORGANIZE INTERNALLY AND INFORM YOUR EMPLOYEES ?

1.1. ORGANIZATION

Update your risk assessment in order to decide on the appropriate measures to ensure business continuity, taking into account the health instructions designed to guarantee the health of your employees.

Impose telework when possible and use digital tools, possibly taking advantage of this telework experience in times of crisis which can be used as a basis for deciding whether or not to allow this practice in normal times.

Evaluation and monitoring of telework: In the current situation, telework makes it possible to meet the company's top priority (minimising the risk of contagion among the company staff). For many companies, the current operation (with X% permanently at home) is not viable over a longer period of time because interactions between services are weaker despite the development of videoconferencing tools. Furthermore, it is difficult to evaluate the work done or to maintain common objectives. An important point is to associate telework with the implementation of monitoring tools.

Presence of management to reassure employees, listen to fears, suggestions and adjust the actions taken.

Set up a crisis unit (CEO, HR, Production, R&D, ...), regularly inviting the staff delegation, IT managers and the CFO.

Missions of the crisis unit: The crisis unit meets every day and evaluates all the elements to be set up or to be followed up according to the internal and external elements and events of the company:

Internal:

Discussion about the measures to be set up or implemented, improvement or follow-up actions concerning the feedback of information following the presence in production, the management of stocks and supplies of products allowing to ensure the health of the workers, hygiene and the control of the sanitary situation.

Follow-up of cases of contamination (during - after), decision and information and communication to personnel. Monitoring absenteeism and its impact on production, decision making.

External:

Taking into account the evolution of the external situation (evolution of the epidemic) and the measures taken by the authorities.

Personnel management, monitoring of the legal procedures put in place (absences, vulnerable persons, leave for family reasons, partial unemployment) and evaluation of their applicability to the company.

Contact and/or exchange of information with communal and state authorities (Ministry of Economy, Ministry of Health).

Establish or update the **'business continuity plan'** for each department.

Designate a COVID-19 referent/responsible for each team/workshop/department/group: team leader, workshop manager, department manager, employee in charge of prevention, etc. He/she will be responsible for implementing and enforcing the measures taken.

Adapt hygiene measures in collaboration with the cleaning company.

Determine the actors in charge of disinfection. If it cannot be carried out by the cleaning companies (not provided for in the contract, not enough staff, etc.), it must be carried out by voluntary employees using the equipment concerned; in this case, it will be necessary to define who will take care of the «collective» equipment (door handles, stair railings, etc.).

Establish a cleaning protocol if not yet existent.

The evaluation of the application of the measures put in place can be carried out through a daily visit in production by one of the members of the crisis unit and the president of the delegation. The visit to each department, through all the teams, makes it possible to evaluate the effectiveness of the actions implemented and to raise any questions or actions requiring further improvement. It is important to underline that working with the delegation is essential.

Carry a stock of soaps, hydroalcoholic gels, disposable paper towels, disinfection products, masks (if necessary).

Provide waste bins and set up an emptying circuit in compliance with barrier hygiene measures, plan regular meetings with the staff and/or representative bodies to discuss the implementation of new health rules and their possible changes, allow for the escalation of difficulties, allow suggestions, etc.

1.2. INFORMATION AND COMMUNICATION

Recall general hygiene measures through infographics and internal notes (e-mail).

Explain why some employees are asked to return to work while others are instructed not to report to the workplace.

Post posters (infographics and displays available at <https://sante.public.lu>).

Set up a website or internal memos with the necessary information and regular updates about the situation in the company and business continuity. Don't forget small words of gratitude and encouragement to the staff.

In any case, maintain a high level of communication on the subject at all levels to reassure staff and ensure that any fears are taken into account. Update on the situation in each team: update on the health of each staff member and their entourage, communication of available information on the condition of confined persons, etc.

2. PREVENTIVE MEASURES FOR EACH PERSON ENTERING THE SITE (EMPLOYEES, VISITORS, TRANSPORTERS, EXTERNAL COMPANIES)

Before entering the site and resuming operations

Encourage employees to take their temperature at home before starting work, to be attentive to the appearance of symptoms related to COVID-19 (cough, temperature, etc.) and ask them not to go to work if this is the case while awaiting the decisions of the health authorities.

Ask employees if they are on sick leave for COVID-19 or if they have been in quarantine because of any direct contact with confirmed COVID-19 cases or cases of suspected symptoms. Ask them not to go to work if this is the case while awaiting the decisions of the health authorities.

On a daily basis at each site entrance

- If use of badge/turnstile: present the badge without coming into contact with the terminal and respecting the distance of 2 meters with colleagues, avoid contact of the turnstile with hands (give preference to arms or elbows).
- Mandatory hand cleaning for everyone at the reception desk, with hydroalcoholic gel before entering the site.
- Frontal temperature taking without contact with the person's compulsory consent: if temperature $\geq 37.5^{\circ}\text{C}$, then second temperature taking 5 minutes apart; if both are $> 37.5^{\circ}\text{C}$ → dismissal of the person; if other visible symptoms (cough) or declared → dismissal of the person; temperature $\geq 38^{\circ}\text{C}$ at the first temperature taking → dismissal of the person.

In the event of employees refusing to take their temperature, ask for a certificate on their honour that the employee has taken their temperature at home and does not have a fever.

In general, this is well accepted by staff, as it is seen as a reciprocal security measure.

Requirement to go through the guard station when arriving at work. (Protective equipment required for the guard post that measures temperature.)

Real-time detection of body temperature constitutes processing of personal data and must therefore be carried out in accordance with the privacy regulations in force. To this end, it is suggested that the temperature be measured and not recorded. Care must be taken to ensure that the procedures in place guarantee the confidentiality and dignity of the worker.

The data may be processed exclusively for the purposes of preventing infection with COVID-19.

3. BARRIER ACTIONS TO BE IMPLEMENTED

Barrier actions are behavioural measures that are individual but must be imposed collectively. Pedagogy is essential, but if individual behaviour deviates from the rule,

the employer's disciplinary power can be exercised. The employee must obviously not receive contradictory injunctions, i.e. be invited, directly or indirectly, to carry out actions which necessarily lead him/her to not respect the barrier gestures.

3.1. MOVEMENT OF PERSONS AND DISTANCES TO BE COMPLIED WITH

- **2-metre rule:** people must not be less than 2 metres away, unless they are wearing a mask
- Arrival in working clothes and departure in working clothes (**ideally close down the changing rooms**). If the changing rooms cannot be closed: limited access according to the capacity of each changing room, taking into account the distance rules (each employee must be separated by at least 3 cupboards on each side and each row)
- **Use of sanitary facilities:** recommend that employees (who have not made any physical effort) take their shower at home. Use of sanitary facilities: recommend that employees (who have not made any physical effort) shower at home.

Unplug blow dryers and ban roll-up fabrics; remind employees of the need to wash their hands when entering and leaving the sanitary facilities; use every second washbasin to keep the distance; close the taps with paper or elbow for push taps.

Use non-contact or lever soap dispensers (see 'nice to have' automatic detection taps). Automatic 'nice to have' light switches.

- Differentiated starting times for operations and maintenance.
- Confinement by building and limiting people's movements to the strict minimum.
- Formalize traffic routes/manage pedestrian traffic to avoid common paths and crossings/one-way pedestrian traffic.
- **Doors:** Wherever possible, access doors, including sanitary facilities and changing rooms, should be left open to limit contact with handles. Screens may be installed in front of the accesses to the toilets and changing rooms. Opening the staff exit door to avoid touching the handle. Automatic 'nice to have' doors.
- Shift stop 10 minutes before the theoretical time to avoid mixing between shifts
- Separation of entry and exit flows/different doors for different units - Avoid using the lifts. Only one person per lift at a time
- **Closure of the canteen is recommended, otherwise:** reorganization of the canteen to enable barrier gestures to be respected; presence of hydroalcoholic gel at the entrance with the obligation to use it before access; setting up different time slots according to the zones of the company to limit the number of people in the room; reduction in the number of seats. If the canteen does not accommodate employees under these conditions, extend the time slots or open another canteen in a dedicated room; possibility, at an exemption is granted for office staff to take their meals at their workstation. Eliminate the use of tea towels, reusable cloths; each employee cleans his place before and after each meal with a disinfectant wipe or a wipe everything with a cleaning product; wash his hands after cleaning the table.

By way of derogation, office staff may take their meals at their workstation. Eliminate the use of tea towels, reusable cloths; each employee cleans his or her seat before and after each meal with a disinfectant wipe or a wipe everything with a cleaning product; wash hands after cleaning the table.

- Increase the distance between chairs in break areas; it is advisable to temporarily suspend the use of common vending machines; do not use water fountains.

Some companies temporarily prohibit carpooling

3.2. HAND DISINFECTANTS

- Dispensers installed in many places. Preferably use non-contact or lever-operated dispensers.
- Protect small, hand-operated dispensers from theft.
- Employees are allowed to bring their personal disinfectant on site.

3.3. MASK WEARING

- Many companies require masks to be worn at the production and administration level (including those on hired labour).

**Mandatory for all persons, except when alone in an office.*

**Mandatory for delivery people at the site entry*

Acceptance by staff:

Very good acceptance by the staff from day one, as it is perceived as a solution for personal protection.

Availability of masks:

**Provision of FFP2 masks for production in the first instance (type of masks in stock).*

**Then double fabric masks with the possibility of inserting a filter (absorbent paper, coffee filter) - contact and supply by external seamstresses.*

**Provision of fabric masks for families (10 per person).*

- Implementation of instructions for the use and washing of masks to avoid any contamination (washing, duration of use of the mask, placement and removal of the mask preceded by hand washing, waste management (disposable mask).
 - *The mask must be worn during any movement in the company and in the offices when there is more than one person.*
 - *The mask must be changed every day and washed (by employees) at 60°C (temperature at which viruses are destroyed).*
 - *A mask can be worn for a maximum of 8 hours. A new mask must be worn at the beginning of the break.*
- Priority in the distribution of masks is given to people who cannot respect the social distance of 2 meters (packing operations, maintenance, replacement of certain equipment, ...). A mask must be worn in an area where other people may be present (for example: shop, production area, corridor, ...).
- Any other exceptions to not wearing the mask must be approved by unit management.
- When safety glasses become foggy because of the mask, the glasses can be replaced by a face shield.
- Provide clear instructions for the use and disposal of masks! **Any mask, if not properly used, is ineffective (single use, adapted to the size of the face, well positioned on the nose and mouth, ...).**
- 1 mask per day and per employee. Write the date of receipt indicated on the mask
- No self-service to prevent theft
- Disposal of disposable masks as medical waste in closed containers
- Strict monitoring of average consumption per unit.

3.4. WHAT ABOUT WEARING DISPOSABLE PROTECTIVE GLOVES?

Wearing disposable gloves is highly controversial. Regular hand washing provides better protection against VIDOC-19 than wearing rubber gloves. The virus may be on the gloves and there is a risk of contamination if you touch your face with the gloves. Gloves give a false sense of security.

3.5. MANAGE EXTERNAL CONTACTS (SUBCONTRACTORS, DELIVERIES, CARRIERS; ...)

- *Prohibit access to the workshops for people from outside the company (carriers/ suppliers, ...).*
- *A security guard registers all external persons arriving on the site. He takes their temperature with a thermal thermometer. He asks them if they have spent the last 14 days in a country at risk. If this is the case, they will be refused entry. If it is the driver of a lorry coming to deliver material, the security agent will give him a mask and the driver will have to stay in his lorry.*
- *For the reception of mail/packages/goods, plan to replace the signature on the delivery note by a photo for the delivery man of the person receiving the package with the said package.*
- *The postman will not enter the building. The receptionist has disinfectant for the management of mail.*

4. ORGANISATIONAL MEASURES IN THE WORKSHOPS

4.1 ORGANISATION OF PERSONS AND WORKSTATIONS

- *Passing team instructions via a single person*
- *Reorganising the work stations (minimum 2 metres distance between operators; possibility of separating with plexiglass)*
- *Setting up a differentiated circuit for the entrances and exits of the employees*
- *Keep only a minimum maintenance team necessary to support production, divide the team into 2 or 3 groups; alternate their presence on the site.*
- *The loan of tools and portable means must be limited to the strict necessity and under the condition of cleaning and disinfection.*

4.2. MEETINGS/DAILY BRIEFING

- *Organize meetings if necessary, preferably standing and in an open area (e.g. a storage area): if gathering in a meeting room, systematically clean work surfaces (desks, tables, pens/felt-tip pens on tables, chairs).*
- *To communicate, identify a quiet area to respect social distancing and put up floor markings.*

4.3. USE OF MEANS OF TRANSPORTATION WITHIN THE SITE

The use of means of transport within the site (bicycles, forklifts, golfettes, etc.) is limited to one person per transport vehicle. It will be systematically disinfected by the employee between each use using the disinfecting means provided.

4.4. CLEANING AND DISINFECTION

- *Cleaning of stations at the beginning of the shift by each operator (also regularly disinfect equipment, desktop computers, keyboards, telephones and tools, especially if they are shared)*
- *Remind staff not to share cups, glasses, dishes or utensils; ensure that dishes are rinsed well with soap and water after use.*
- *Remove magazines and newspapers from waiting rooms and common areas (such as coffee corners and kitchens).*
- *Systematically clean machines at the beginning/end of breaks by each operator.*
- *Aerate work areas every 4 hours. More explicit (4 times a day for 10 minutes).*
- *It may be necessary to increase the resources allocated to cleaning or to reorganize their work in order to prioritize disinfection activities. It should be ensured that personnel performing the cleaning are informed of the protective measures and the means to disinfect the equipment used once the work is completed.*

5. THE SICK EMPLOYEE AND HIS ENTOURAGE

- *Follow government recommendations (follow the instructions according to the Ministry of Health's decision tree):*

https://www.fedil.lu/wp-content/uploads/2020/03/20200318_MinSan_arbre-d%C3%A9cisionnel_FR_affiche-002.pdf

- *Follow the STI recommendations (described in this document).*
- *Some companies apply stricter measures such as self-quarantine or prolonged self-monitoring in case of symptoms/doubt (for example: 7 days more), to avoid any risk of contagion.*

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