



THE REPUBLIC OF UGANDA

MINISTRY OF GENDER, LABOUR AND SOCIAL DEVELOPMENT  
DEPARTMENT OF OCCUPATIONAL SAFETY AND HEALTH

# STANDARD OPERATING PROCEDURES FOR PREVENTION AND CONTROL OF COVID-19 IN THE AGRICULTURAL SECTOR



April 2021

1<sup>st</sup> Edition



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## FOREWORD

Agriculture has for several years been a critical part of Uganda's economy, contributing approximately 37% of the Gross Domestic Product (GDP). Uganda's Vision 2040 of "a Transformed Ugandan Society from a Peasant to a Modern and Prosperous Country" cannot be achieved without attention being given to the agricultural sector. This is further evidenced in NDP III (2020/21 – 2024/25 which recognizes agro-industrialization as one of the key development programs, in order to harness the opportunities within the sector.

The Ministry of Gender, Labour and Social Development with its vision of a better standard of living, equity and social cohesion is also a key stakeholder in this development program, as it aims to promote gender equality, social protection and transformation for inclusive participation of the vulnerable in the development process.

The Standard Operating Procedures (SOPs) for the agriculture sector, herein presented, are developed specifically to address COVID-19, other infectious diseases and other occupational safety and health hazards that are common within the various components of value chains of the agricultural sector. The Ministry is particularly interested in ensuring the safety and health and COVID-19 preparedness of the largely rural and illiterate majority, not to mention the women and youth who form a large proportion of those involved in the agricultural sector. That is why these simplified measures have been proposed to supplement the more generic MOH National Guidelines on COVID-19.



**FRANK K. TUMWEBAZE (MP)**

MINISTER

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- Ministry of Gender, Labour and Social Development (MGLSD) for spearheading and coordinating the process and making technical input into the SOP development process.
- Ministry of Agriculture, Animal Industries and Fisheries (MAAIF) for the technical input during the entire SOP development process.
- Ministry of Health (MoH) for the technical input during the entire SOP development process
- District Local Governments (DLGs) for supporting the field teams and for their involvement in the SOP validation process.
- Private sector and Civil Society Organisations such as the Africa Agribusiness Academy (AAA), Uganda National Association of Community and Occupational Health (UNACOH), Farmers Co-operatives, Associations and Groups for their co-operation and technical input during the entire SOP development process.
- Other stakeholders such as the Academia and the Media for providing information to the public regarding the development and dissemination of these SOPs.
- The individual participants that represented various stakeholder institutions and made technical input.

## ACRONYMS / ABBREVIATIONS

AIDS	Acquired Immune Deficiency Syndrome
CAO	Chief Administrative Officer
COSH	Commissioner for Occupational Safety and Health Department
COVID-19	Corona Virus Disease of 2019
DAO	District Agricultural Officer
DOSH	Department of Occupational Safety and Health
DLGs	District Local Government
DLO	District Labour Officer
DPO	District Production Officer
DVO	District Veterinary Officer
FAO	Food and Agriculture Organization of the United Nations
HIV	Human Immuno Virus
IPC	Infection Prevention and Control
MAAIF	Ministry of Agriculture, Animal Industry and Fisheries
MGLSD	Ministry of Gender, Labour and Social Development
MOH	Ministry of Health
MoU	Memorandum of Understanding
OSH	Occupational Safety and Health
OSHMIS	Occupational Safety and Health Management Information System
PPE	Personal Protective Equipment
PLWHA	People Living with HIV/AIDS
PWDs	People with Disabilities
SDS	Safety Data Sheets
SOPs	Standard Operating Procedures
UNBS	Uganda National Bureau of Standards
VHT	Village Health Team

## GLOSSARY:

**Bio-Security Systems** means the procedures or measures aimed at preventing the introduction and/or spread of harmful organisms, to minimize the risk of transmitting infectious diseases caused by harmful biological elements (like viruses, bacteria or other microorganisms) or biochemical substances to people, animals and plants.

**Employer** means a person or an institution that engages an individual or group of persons to undertake work for pay, and is in charge of the workplace or work environment;

**Employee** or **worker** means a person who performs work, regularly or temporarily for an employer and includes a public officer;

**Emergency Preparedness and Response Plan** is a documented plan to identify and deal with major emergencies (sudden events, whose occurrence may be predicted with some degree of certainty), lack of which may lead to severe losses, multiple causalities and possible collapse of an enterprise

**Hazard** means anything (object, substance or individual) or condition with the potential to cause harm.

**Risk** is the chance, high or low, that a hazard will cause somebody harm.

**Risk Assessment** means the process of Identifying hazards or risks that may cause harm then analyzing and evaluating the risks associated with that hazard.

**Running water** means water distributed through pipes and fixtures such as household taps, dispensers or containers with fabricated faucet or tap.

**Smallholder farmer** means a farmer who undertakes crop growing, livestock rearing, fisheries, apiary, agro-processing and/or agroforestry for commercial purposes and home consumption on an area of 2 to 3 acres of land;

**Infectious Waste** means those solid wastes which may pose a substantial threat or potential hazard to human health or the environment when improperly treated, stored, transported, disposed of or otherwise managed. They include bodily fluids like e.g. saliva, mucous, pus, faeces, urine, vomit, etc.

**Value Chain** means activities or stages involved from production, processing, transportation, marketing up to the consumption of an item in a given sector;

**Workplace** or **Working Environment** means all places of work or areas where work is carried out, whether permanent or temporary.

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## **I INTRODUCTION**

### **1.0 Background**

The COVID-19 pandemic has affected key sectors of Uganda's economy causing a negative impact on livelihoods of Ugandans, including agriculture sector workers, the majority of whom are youth and women and are susceptible to contracting COVID-19. The workplace in general and agriculture sector, in particular, may facilitate the spread of COVID-19 due to some work-related practices if the largely rural and illiterate workers are not targeted with simple measures.

The Government of Uganda, through the Ministry of Health, put in place national guidelines to protect the general population from COVID-19. However, the varying nature in which work is organized and performed presents different challenges in the prevention of COVID-19. This, therefore, calls for sector-specific Standard Operating Procedures (SOPs).

Ministry of Gender, Labour and Social Development (MGLSD) through the Department of Occupational Safety and Health (DOSH) has the mandate to ensure safety and health of persons at work and the working environment. Therefore, MGLSD has developed these Standard Operating Procedures (SOPs) specifically for the agriculture sector, to supplement the MoH national guidelines on COVID-19 prevention and the MGLSD SOPs on COVID-19 prevention at the workplace.

### **2.0 Purpose**

The purpose of these SOPs is to guide employers, employees and other actors in the agriculture value chain, on basic provisions required to ensure own and others' safety and health in relation to the COVID-19 global pandemic.

### **3.0 Scope**

These SOPs apply to all agriculture sector workplaces, institutions, enterprises and small-scale farms in Uganda. However, some provisions may be scaled up or down to suit the specific aspects of a given agricultural workplace or stakeholder.

These SOPs shall be disseminated to the above-mentioned categories as well as other stakeholders involved in their implementation

## **II COVID-19 PREVENTION**

COVID-19 prevention at the workplace is part of Occupational Safety and Health (OSH), which is a legal requirement under the OSH Act, 2006. Under the said law, employers and self-employed persons have to put in place systems and structures to promote workplace safety and health culture, and employees are obliged to comply with the safety and health provisions made by the employer.



## 1.0 Arrangements, Planning and Documentation

### Employers and self-employed persons should:

- 1.1 Designate, train and equip someone to oversee Safety and Health at the workplace, including enforcing these SOPs and related matters.
- 1.2 Document, display and communicate to the workers an official Policy Statement, showing management's commitment and the workers' role in preventing the spread of COVID-19.
- 1.3 Set up, train and facilitate a committee or task force (for workplaces with more than twenty employees<sup>1</sup>), to oversee these SOPs and related matters.
- 1.4 Display the emergency contact details, for workplace emergency teams and the task force contact details provided by the Ministry of Health.
- 1.5 Undertake pre-entry induction for all new staff and visitors, for COVID-19 awareness-raising including all necessary control measures.
- 1.6 Do a thorough risk assessment<sup>2</sup> and then put in place necessary controls.
- 1.7 Draft an emergency preparedness and response plan<sup>3</sup> which should cater for People with Disabilities (PWDs) like the deaf or blind.
- 1.8 Maintain accurate OSH and COVID-19 related information<sup>4</sup>, documentation/records and readily avail these to inspectors and co-operate with inspectors who may visit their workplace from time to time.
- 1.9 Ensure that persons accessing the workplace thoroughly and regularly wash or sanitize their hands for at least 20 seconds as recommended by MOH - with running water and soap or to rub their hands using UNBS approved sanitizer s of at least 70% or above alcohol content.
- 1.10 Undertake daily COVID-19 symptoms checks for all employees (see COVID-19 symptoms checklist in Annex 1).
- 1.11 Encourage employees to stay home, if they can work remotely or through virtual meetings and avoid busy public areas whenever possible.
- 1.12 Encourage employees to avoid shared equipment (computers, staplers, etc.) and shared rooms (offices, bathrooms, lobbies, etc.), by staggering the employees' work schedules.
- 1.13 Establish or strengthen bio-security systems to cover aspects of infection prevention and control (IPC) in addition to animal health and food safety.
- 1.14 Ensure that every employee or visitor accessing the workplace correctly wears their mask (covering their nose and mouth).
- 1.15 Ensure that every person has their details registered before entry to the workplace i.e. name, contacts, next of kin, address, temperature reading.
- 1.16 Maintain these records in safe custody for future reference, if necessary.
- 1.17 Put in place appropriate measures in line with the recognized symptoms and officially accepted control measures for preventing COVID-19 spread.

<sup>1</sup> OSH act requires workplaces with more than 20 employees to form OSH committees for more effective OSH management Samples in Annex <sup>2</sup>'risk assessment', <sup>3</sup>'emergency response plan' and <sup>4</sup>COVID-related information

- 1.18 Advise employees with COVID-19 symptoms to self-isolate at home, seek the appropriate medical attention, inform the employer or supervisor, and when necessary the nearest COVID-19 taskforce.

**Employees should:**

- 1.19 Adhere and familiarize themselves with the workplace policy and measures on COVID-19 management, emergency measures and co-operate with the person or task force in charge of Safety and Health-related matters.
- 1.20 Self-isolate at home, seek the appropriate medical attention, inform the employer or supervisor, and when necessary, the nearest COVID-19 taskforce in case they display any three of the COVID-19 symptoms like cough, flu, fever / high temperature, loss of taste or smell or loss of appetite.
- 1.21 Co-operate with inspectors who may visit their workplace from time to time to monitor these SOPs and OSH issues and other related matters

## **2.0 Employee Health Management**

**Employers and self-employed persons should:**

- 2.1 Carry out a thorough risk assessment by qualified personnel (both safety and health risk assessment)
- 2.2 Draft, document and promote non-discriminatory employee health policies, SOPs on COVID-19 and other health conditions at the workplace.
- 2.3 Undertake risk-based<sup>4</sup> pre-employment, periodic, impromptu and post-employment medical examinations of workers at the workplace.
- 2.4 Have arrangements for management and referral of all serious medical cases, eg COVID-19 suspects.
- 2.5 Train first Aiders and maintain accurate First Aid records with a well-equipped First Aid facilities
- 2.6 Designate an isolation area for persons suspected to have COVID-19

**Employees should:**

- 2.7 Respect and uphold workplace policies and SOPs on health.
- 2.8 Participate in medical examinations as conducted at the workplace and /or as planned by the employer.

## **3.0 Information, Instruction, Training, Supervision, Capacity building**

**Employers and self-employed persons should:**

- 3.1 Provide appropriate induction, information, instruction, supervision and technical guidance to workers and undertake regular and continuous trainings and sensitization of employees on COVID-19.
- 3.2 Assess and regularly appraise employees to monitor compliance and address gaps for continual improvement.

- 3.3 Liaise with relevant MDAs, DLGs, labour unions, employers and other stakeholders in the provision of continuous sensitization and capacity building through virtual trainings, posters, loudspeakers, radio messages, etc.
- 3.4 Use the appropriate media and existing communication channels like community radios, loudspeakers, mobile public address systems, group SMS, Radios, Televisions, print media, meetings, farmers or youth groups, etc. to publicize information at the workplaces and in the communities.
- 3.5 Create a live registry<sup>5</sup> / filing system at the workplace for staff bio-data, temperature records, telephone contacts, next-of-kin, etc. maintaining principles of human rights, ethics, confidentiality and non-discrimination.

**Employees should:**

- 3.6 Participate in the training and sensitization organized at the workplace.
- 3.7 Apply the information received through instruction and supervision.
- 3.8 Seek support for improvement, based on the appraisals and feedback,

**4.0 Safety Signage, Housekeeping, Air Quality Monitoring**

**Employers and self-employed persons should:**

- 4.1 Ensure proper housekeeping so that no hazards are introduced at the workplace.
- 4.2 Display clear (legible, visible and preferably pictorial) safety signage at the workplace, and where possible translated into applicable local languages.
- 4.3 Ensure adequate ventilation and lighting in indoor workplaces, with openable windows and fume extraction systems where necessary.
- 4.4 Regularly monitor the workplace including air quality by taking note of the dust levels, temperature, odours, etc.

**Employees should:**

- 4.5 Ensure proper housekeeping wherever they undertake their work and remind colleagues to do the same
- 4.6 Follow the instructions in the safety signage displayed at the workplace and remind colleagues to comply safety signage.
- 4.7 Ensure the responsible use of the lighting and ventilation systems provided by the employer.
- 4.8 Report to the employer about any suspicious air quality parameters such as dust levels, temperature, odours, etc.
- 4.9 Seek redress from the OSH Committee/taskforce, District Labour Office or OSH Department in case the employer is non-responsive to these legal requirements or related workers' complaints.

*4. Risk-Based Medical Examinations are medical check-ups undertaken depending on the risk assessment done for each employee.*

*5. Live registry is a filing system that is regularly updated to ensure that data therein is current at any one time.*

## 5.0 Employee Rights and Complaint Management

### Employers and self-employed persons should:

- 5.1 Incorporate the cost of ensuring safety and health (including the purchase of PPE, temperature guns, hand sanitizers, detergents and disinfectants) into the business costs. These costs should not be borne by the employees.
- 5.2 Enforce the correct use, application and supervision of these provisions by the employees, including the consistent and correct use of PPE.
- 5.3 Treat all workers with equality, dignity and respect, irrespective of gender, race or medical condition. Do not terminate employees suffering from COVID-19 but grant them sick leave with pay in accordance with the law.
- 5.4 Ensure timely payment of employees' wages and other emoluments.
- 5.5 Refer to the Employment Act, Workers' Compensation Act and other labour laws, in case safety and health-related disputes arise at the workplace.

### Employees should:

- 5.6 Adhere to the safety and health provisions and requirements of the employer, including the consistent and correct use of PPE.
- 5.7 Avoid misuse of OSH provisions of the employer (e.g. PPE, temperature guns, hand sanitizers, cleaning detergents, disinfectants etc.) for prevention of the spread of COVID-19.
- 5.8 Refer to the Employment Act, Workers' Compensation Act and other labour laws, and seek redress from the labour office, when disputes associated with safety and health issues arise at the workplace.

## III COVID-19 WORKPLACE CONTROL MEASURES

In addition to the above COVID-19 preventive measures at the workplace, employers and self-employed persons should put in place and employees should abide by, the following measures to control COVID-19 spread.

### 1.0 Cleaning, Sanitization, Disinfection and Waste Management

#### Employers and self-employed persons should:

- 1.1 Provide an adequate supply of clean water and soap for handwashing and cleaning surfaces in addition to potable drinking water.
- 1.2 Ensure that surfaces are cleaned using regular cleaning detergents, then disinfected using UNBS-approved disinfecting agents like Chlorine-based household bleach in appropriate dilutions as per MoH Guidelines.
- 1.3 Ensure safe handling of Infectious waste and safe waste disposal in relation to COVID-19 prevention, as described in the MoH National Guidelines.
- 1.4 Maintain an adequate supply of paper towels, hand driers or tissues for all persons at the workplace.

- 1.5 Ensure effective waste management, thorough sorting of waste to avoid mixing infectious waste with ordinary waste.
- 1.6 Provide and maintain automatic or foot-operated (non-touch) and polythene lined covered bins for used tissue disposal and these should be emptied at least once or twice daily.
- 1.7 Ensure timely collection and effective disposal of medical and general waste, by a licensed waste handling company.
- 1.8 Ensure that infectious waste is not disposed of in unmonitored open areas, but in a sanitary landfill or burnt in an appropriate incinerator.

**Employees should:**

- 1.9 Thoroughly and regularly wash hands with running water and soap or rub hands using UNBS approved alcohol-based sanitizers, for at least 20 seconds before entering the workplace, after using the washrooms, etc.
- 1.10 Follow the employer's instructions on safe handling and disposal of Infectious waste as per MOH National Guidelines on COVID-19.
- 1.11 Cover mouth and nose with paper towels/tissues or folded elbow while coughing or sneezing.
- 1.12 Dispose used tissues into automatic or foot-operated (non-touch) and polythene lined covered bins which should be emptied regularly.
- 1.13 Avoid mixing infectious waste, like contaminated tissues, with ordinary paper waste.

**2.0 Body Temperature Checks and Use of Temperature Guns**

**Employers and self-employed persons should:**

- 2.1 Ensure that their workplace has an adequate number of functional body temperature guns for use at every point of entry into the workplace.
- 2.2 Ensure that temperature guns are correctly calibrated and constantly re-calibrated and correctly set to ensure accurate body temperature readings.
- 2.3 Ensure the quality and credibility of the temperature guns used, based on guidance and quality mark from UNBS.
- 2.4 Ensure the correct storage and handling of the temperature guns to avoid damage or faulty readings.
- 2.5 Ensure that the correct body part (forehead or wrist) is targeted for body temperature reading.
- 2.6 Sensitize workers and visitors on normal body temperature range (35.5 to 37.2 degrees Celsius) and how the body temperature gun operates (i.e. not by emitting infra-red radiation, but rather by absorbing radiation, concentrating and converting it into the human body temperature reading. Any temperature above or below the range can be suspected for COVID-19)
- 2.7 Ensure that temperature screeners are trained as per thermometer manufacturers' instructions and related health and safety precautions.

- 2.8 Assign trained persons to operate the temperature guns or ensure that operators of temperature guns are trained to observe the necessary precautions, including maintaining arm's length distance, use of barriers and appropriate PPE like Latex Gloves, facial Masks, face shields or aprons.
- 2.9 Ensure that every person with body temperature above 37.2 degrees Celsius or below 35.5 degrees Celsius is provided with a medical mask then sent to screening area for symptom check by trained medical personnel before being placed in the isolation room/ area, if the need is identified.

**Employees should:**

- 2.10 Note that the normal body temperature ranges from 35.5 to 37.2 degrees Celsius, thus should keep away from and inform management of any person with body temperature outside this normal temperature range.
- 2.11 Accept to have their body temperature taken before accessing the workplace.
- 2.12 Be aware of how body temperature guns work (i.e. they do not emit infra-red radiation, but rather operate by absorbing radiation, concentrating and converting it into the human body temperature reading).
- 2.13 Observe the necessary precautions, including maintaining a distance of arms' length, use of appropriate barriers, facial Masks, etc. while having their body temperature taken or while taking other people's temperature.
- 2.14 Correctly put on a mask, fully covering the nose and mouth, before they are screened for temperature while accessing the workplace.
- 2.15 Provide correct details for registration upon entry to the workplace i.e. names, contacts, next of kin, address and temperature reading.

**3.0 Social distancing in relation to ongoing work processes**

**Employers and self-employed persons should:**

- 3.1 Maintain social distancing at all times; during work, rest or meal breaks.
- 3.2 Ensure that there is a distance of at least 2m or 6 feet distance between persons at the workplace.
- 3.3 Provide an appropriate barrier between persons at the workplace and between work stations, where 2m or 6 feet distance is not possible.
- 3.4 Adopt cohort worker system where employees are organized into cohorts/work teams to reduce interaction and minimize infection spread.
- 3.5 Ensure that safety signage (Stickers, Posters, Markings, etc.) on social distancing are clearly displayed around the workplace and at all work stations to remind people to social distance and use their masks.
- 3.6 Adopt the use of modern technologies and mechanical methods to reduce the physical closeness or contact of people at the workplace e.g. cashless payments, video conferencing, virtual meetings, outdoor/standing meetings, using Public Address systems, etc.

- 3.7 Ensure that general and shift workers' schedules are staggered to avoid overcrowding at the workplace.

**The self-employed persons and Employees should:**

- 3.8 Comply with social distancing measures put in place by the employer.
- 3.9 Try to avoid close contact with persons while working or socializing inside or outside the work environment and maintain an appropriate barrier or distance of at least 2 m or 6 feet between persons while working or resting.
- 3.10 Follow the reminders or safety signage on social distancing (Stickers, Posters, Markings, etc.) at the workplace

**4.0 Workplace Accommodation Standards and Facilities**

Where the employer opts to accommodate workers as a measure to reduce exposure to risk of COVID-19, they should:

- 4.1 Emphasize the preferred and safer option of accommodating workers in-house, as opposed to living and mixing freely with the community.
- 4.2 Provide gender-sensitive and PWD friendly accommodation areas.
- 4.3 Arrange for workers to work and take rest or meal breaks in shifts, maintaining social distancing at all times.
- 4.4 Ensure that beds are spaced at least 2 meters or 6 feet from each other.
- 4.5 Provide for adequate natural cross ventilation within the workplace accommodation, meal areas, resting areas and work stations.
- 4.6 Put in place measures for prevention of malaria and various communicable diseases like cholera, TB, etc. within the accommodation area e.g. by providing mosquito nets, proper hygiene and sanitation, etc.
- 4.7 Provide a balanced diet for workers accommodated at the workplace.
- 4.8 Ensure adequate handwashing stations with soap and running water or alcohol-based hand sanitizer at entrances and around the workplace.
- 4.9 Provide disposable tissue paper and covered foot-operated or non-touch dust bins in the accommodation areas and work sites.
- 4.10 Routinely clean and disinfect common areas like eating rooms, shared tables, accommodation rooms, and worksites are
- 4.11 Ensure adequate space, ventilation, lighting and housekeeping in the accommodation areas per public health and OSH legal provisions.
- 4.12 Restrict the access of non-accommodated staff into the accommodation area and thoroughly screen workers before admission for accommodation.
- 4.13 Organize employees into cohorts (working groups/teams) to facilitate reduced interaction and minimize the possibility of infection between groups.
- 4.14 Ensure emergency preparedness measures for the workers accommodated.

**Employees should:**

- 4.15 Comply with the safer option of being accommodated in-house, as opposed to living outside the workplace and mixing freely with the community.
- 4.16 Abide by measures put in place within the accommodation area for the prevention of malaria and various communicable diseases like cholera or TB
- 4.17 Always try to eat a balanced diet to boost their body immunity.
- 4.18 Use and immediately dispose off tissue paper in covered foot-operated or non-touch dust bins in the accommodation areas and work sites.
- 4.19 Comply with screening procedures before entry into the worksite or accommodation area and restrict physical interactions with other persons.

**5.0 Use of shared Vehicles, Plant, Boats, Tools, Equipment, Machinery;****Employers and self-employed persons should:**

- 5.1 Discourage the sharing of tools and equipment where possible.
- 5.2 Enforce cleaning and disinfection of shared tools/equipment between each use and before or after assembling/disassembling.
- 5.3 Ensure that frequently touched surfaces of the vehicle, equipment, plant or boat (door handles, seat belts, mirrors, gear shifts, control knobs and buttons) are constantly cleaned, sanitized and disinfected with soap or alcohol-based sanitizers as per WHO guideline on vehicle disinfection.
- 5.4 Ensure that vehicles are thoroughly disinfected before accessing the premises and before they are put to use.
- 5.5 Ensure that there is regular hand washing with soap and running water and /or sanitizing after handling workplace tools and equipment or before entering and after disembarking from vehicles or plant
- 5.6 Ensure that drivers, operators and cabin occupants always put on their masks correctly while in a shared vehicle or plant.
- 5.7 Ensure that new employees or groups recruited and repatriated for work are screened or tested before and after being transported to the work location. Quarantine may be in separate accommodation camp and work area before general deployment with other workers.
- 5.8 Ensure that the drivers' or operators' schedules for any cargo pickups, deliveries, refuelling, vehicle repair, etc. are staggered to avoid crowding.
- 5.9 Ensure that drivers or operators use their PPE at all times, regularly clean and disinfect it and at no time should they share the PPE or personal items.
- 5.10 Establish separate sanitation facilities for transporters to avoid the possibility of contamination between field-based and office-based employee teams.
- 5.11 Ensure that everyone coughs or sneezes into the bent elbow or while covering the mouth with tissue, to avoid contaminating surrounding surfaces or air.



- 5.12 Provide drivers, operators and vehicle occupants with disposable disinfectant wipes, which should be safely disposed of, upon disembarking.
- 5.13 Avoid the use of the vehicle Air Conditioner, but allow the natural flow of air through the vehicle cabin.
- 5.14 Ensure that if a third party e.g. mechanic must have access to the interior of the vehicle or plant, the third party should clean and disinfect the vehicle or plant before returning it to the owner.
- 5.15 Ensure that all transport facilities or vehicles have a well-equipped first aid kit and appropriate safety, health & hygiene related stickers or posters.
- 5.16 Ensure that transporters are routinely trained and sensitized in disease prevention, control and reporting, with drivers or operators availed with pocket-size leaflets/booklets for continuous sensitization on COVID-19.
- 5.17 Ensure that long-distance drivers and vehicle occupants always pack emergency supplies like drinking water, dry food ration.
- 5.18 Ensure that workers are thoroughly screened before entry into the worksite or before boarding any official shared transport.

**Employees should:**

- 5.19 Avoid the sharing of tools and equipment where possible.
- 5.20 Clean and disinfect shared tools and equipment between each use, before and after assembling/disassembling.
- 5.21 Sanitize and disinfect their hands and surfaces upon entering and disembarking from vehicles while at work.
- 5.22 Regularly wash hands with soap and running water and /or sanitize, after handling workplace tools and equipment.
- 5.23 Not report to work, operate a vehicle or travel when they display COVID-19 symptoms, Self-isolate, inform the employer or supervisor, avoid accessing the workplace or close physical contact with fellow workers, seek medical attention, and if necessary contact the nearest COVID-19 taskforce.
- 5.24 Avoid face-to-face contacts, assembling or unnecessary physical interactions by using appropriate barriers and electronic options like personal mobile phones, walkie-talkies, etc.
- 5.25 Use appropriate barriers, personal mobile phones, walkie-talkies, etc. to communicate while at work.
- 5.26 Abide by the employer's staggered drivers' schedules for any cargo pickups and deliveries to the workplace to avoid crowding.
- 5.27 Always put on their masks, wash hands frequently with soap and running water or use alcohol-based hand sanitizers (at least 70% alcohol), before entering and after disembarking from the vehicle, etc.
- 5.28 Always practice social distancing while in dispatch areas, delivery points, locker rooms, during refuelling, vehicle repair, etc.

- 5.29 Use the separate sanitation facilities for transporters to avoid the possibility of contamination between field-based and office-based employee teams.
- 5.30 Constantly clean, sanitize and disinfect all frequently touched surfaces of the vehicle, plant or boat (handles, gear shifts, control knobs, etc.)
- 5.31 Make use of the disposable disinfectant wipes and safely dispose of them, upon disembarking.
- 5.32 Ensure that crew members in the same cabin or vehicle always wear their masks correctly as long as they are inside the cabin or vehicle.
- 5.33 Ensure that if a third party must have access to the interior of the vehicle e.g. mechanics, other drivers or inspectors the third party should clean and disinfect the vehicle before returning it to the owner.
- 5.34 Ensure that all transport facilities or vehicles have a well-equipped first aid kit and appropriate safety, health & hygiene related stickers or posters.
- 5.35 Study and practice information in the pocket-size leaflets or booklets for continuous sensitization on infectious disease control.
- 5.36 As as long-distance drivers and vehicle occupants, always pack emergency supplies like drinking water and dry food ration in case of emergency.

## **6.0 Psychosocial support to employees**

### **Employers and self-employed persons should:**

- 6.1 Provide psychosocial support through counselling of suspected or confirmed COVID-19 cases and ensure that psychosocial issues arising as a result of COVID-19 are addressed in accordance with MoH and MGLSD guidelines.
- 6.2 Ensure that COVID-19 suspected cases and contacts are handled humanely and workplaces are encouraged to ensure accurate and timely reporting.
- 6.3 Advise workers with underlying health risks (diabetes, high blood pressure, HIV/AIDS, cancer, old age, obese, etc.) to take extra COVID-19 precautions.
- 6.4 Encourage all employees to engage in appropriate routine fitness and exercises both within and outside the workplace.
- 6.5 Not penalize any worker who stays home due to COVID-19 symptoms, with medical evidence and has communicated to the employer or supervisor.
- 6.6 Ensure that the Labour Rights of persons suspected or confirmed to have COVID-19 are respected as provided for in the Labour laws of Uganda.

### **Employees should:**

- 6.7 Seek and offer psychosocial support to fellow workers or third parties suspected or confirmed to have an infectious disease like COVID-19.
- 6.8 Feed on healthy balanced diet both at work and at home, as advised.
- 6.9 Take note of their underlying health risks (diabetes, high blood pressure, HIV/AIDS, Cancer, older persons over 60 years of age, obese, etc.) and take extra precautions

against contracting an infectious disease like COVID 19 and inform the health team about this condition.

- 6.10 Engage in routine fitness and exercises both within and outside the workplace.

## **7.0 Personal Protective Equipment (PPE)**

### **Employers and self-employed persons should:**

- 7.1 Provide the appropriate PPE to all workers and visitors (where applicable) accessing the work premises, noting that face shields may be used concurrently but should not replace face mask.
- 7.2 Ensure that the appropriate PPE including face masks are provided and correctly used by all employees and visitors accessing the work premises.
- 7.3 Avoid mixed storage, ensure that reusable PPE is not shared (by branding, labelling, etc.) and regularly disinfected to avoid cross-contamination.
- 7.4 Ensure that damaged, single-use or worn-out PPE is safely disposed of and immediately replaced.
- 7.5 Ensure that medical practitioners and those in the isolation area use medical (preferably N95 respirator) masks.
- 7.6 Ensure that all persons handling COVID-19 suspected cases at the workplaces perform hand hygiene before and after removing their PPE, which includes face, hand and full body protection.

### **Employees should**

- 7.7 Use their PPE at all times, regularly clean and disinfect it and at no time share the PPE, phones, tools and other personal items.
- 7.8 Follow appropriate disinfection and storage procedures for reusable PPE to prevent cross-contamination.

## **IV COVID-19 EMERGENCY RESPONSE MEASURES**

### **1.0 COVID-19 related First Aid**

#### **Employers and self-employed persons should:**

- 1.1 Where applicable, have a clinic or health facility equipped to give first aid to suspected COVID-19 cases, with appropriate PPE, temperature guns, etc.
- 1.2 Put in place arrangements for referral to health facilities, contacting the MOH COVID-19 response emergency contacts.
- 1.3 Undergo thorough screening before entry into the workplace or shared transport.
- 1.4 Designate a person in charge of emergency response at the workplace, specifically trained in first aid provision to suspected COVID-19 cases
- 1.5 Identify and designate an isolation area, whose specifications for privacy, cross infection prevention, etc are as guided by the MoH Guidelines.

- 1.6 Contact LCs, VHTs and other available local leaders in case of suspected COVID-19 cases, in reference to MOH guidelines.
- 1.7 Report to the authorities in case they are penalized by the employer for staying home due to COVID-19 symptoms, having notified the employer.
- 1.8 In case death occurs at the workplace for suspected COVID-19 case, MOH emergency teams shall be called to conduct post-mortem before burial.

## **2.0 Emergency contacts**

- 2.1 Functional and up to date Emergency contacts of MoH (0800-203 033, 0800-100 066) and district task forces should be widely disseminated.
- 2.2 MoH authorities and the respective district task force should be informed using these contacts and these should respond promptly.
- 2.3 Every workplace should display contacts of the nearest COVID-19 testing centres as well as the Isolation and quarantine centres. According to the latest MOH Guidance, mild and asymptomatic cases shall be managed at home, while the serious cases shall undergo institutional management.

## **3.0 Clean up, Disinfection and Action after Confirmed COVID-19 Case**

- 3.1 In case of a confirmed case of COVID-19 at the workplace, the person should be transferred to an approved medical or quarantine facility.
- 3.2 Access to the areas previously used by the sick person including bathrooms, common areas, shared equipment, etc. should be restricted and the area well aerated for at least a day, then the areas are cleaned and disinfected.
- 3.3 Workers without close contact with the confirmed case can return to work after disinfection.
- 3.4 Routine cleaning and disinfection should be done to maintain a healthy environment.
- 3.5 All contacts of the confirmed case should be listed, traced, advised to self-isolate 14 days from the last time of contact. District COVID-19 task force and MOH COVID-19 task force should be informed of confirmed cases.
- 3.6 Once sick employee recovers and is ready to return to work, they should provide MOH health certificate indicating that they are not infectious; and be given all the necessary psychosocial support to avoid any possible stigma and discrimination.
- 3.7 Record all actions taken to address and contain the occurrence or outbreak during and after the incident.
- 3.8 Information sharing regarding the confirmed case should uphold employee privacy and confidentiality.

## ANNEXES

### Annex 1.0 Risk Assessment (see sub section 1.6, 2.1)

#### 1.1. Steps for Risk Assessment

1. Identify the hazards
2. Decide who might be harmed and how (Risk)
3. Evaluate the risks (Risk Rating) and decide on precaution (control measures)
4. Record your findings and implement them
5. Review your assessment and update if necessary

Risk Rating			
Likelihood of Harm	Severity of Harm		
	Slight Harm	Moderate Harm	Extreme Harm
Very unlikely	Very low risk	Very low risk	High risk
Unlikely	Very low risk	Medium risk	Very high risk
Likely	Low risk	High risk	Very high risk
Very likely	Low risk	Very high risk	Very high risk

**Note:** This is based on the British Standards Organizations (Maybe amended to suit user)

1.2. Sample Risk Assessment Document for COVID-19

**Example of Risk Assessment**

<b>Task</b>	<b>Hazard</b>	<b>Risk (Who and How)</b>	<b>Risk Rating</b>	<b>Control Measures</b>	<b>Responsibility (&amp; timeline)</b>
Routine work at the workplace	COVID-19 exposure through ignorance	Employees not aware of the risks from COVID-19 and get infected due to lack of awareness of the SOPs.	Very High	Employer to institute and disseminate SOPs on COVID-19 (what it is, the risks associated with it, Its symptoms and how to avoid catching or spreading it)	Employer (Immediate)
	Ineffective Self Isolation	Employees not aware of the need to self-isolate or how to effectively self-isolate.	High	Employees advised regularly on the need for, the circumstances that warrant and the measures to take during self-isolation.	Employer (Immediate)
	COVID-19 exposure	Employees exposed through close contact with asymptomatic COVID-19 case	High	Employees advised regularly on the need for, social distancing, use of masks, regular hand washing	Employer (Immediate)
	Contracting of COVID-19	Fellow employees, family members and the general public exposed to COVID-19 by a sick employee	Very High	Sick Employee treated as per workplace policy and MOH guidelines. Fellow employees reminded of the need to self-isolate, if preciously in contact with a sick employee	Employer (Immediate)
Delivering products to customers	Drivers get close to customers or fellow employees during pickups and deliveries	May be exposed to customer or fellow employee who is asymptomatic or has been in contact with someone with COVID-19	Medium	Drivers and all other employees reminded regularly of the need for, social distancing, use of masks, regular hand washing	Employer (Immediate)

## **Annex 2.0 Emergency Preparedness and response plan** *(see sub section 1.7)*

### 2.1. Steps for Emergency preparedness plan development

#### 2.1.1 Emergency Forecasting

1. Identification of possible emergencies
2. Identification of the possible consequences arising out of the emergency
3. Documentation of the required actions with written procedures
4. Establishment of the available resources (human, technological, technical)
5. Detailed lists of personnel (Names, mobile telephone numbers, their duties and responsibilities)
6. Floor Plans/layout of the building or workplace
7. Legible maps showing assembly or isolation area, evacuation routes and service conduits i.e. gas, power and water lines.

#### 2.1.2 Vulnerability Assessment

1. How likely is an emergency to occur
2. What means are available to stop or prevent the emergency
3. What is necessary to manage the given emergency

#### 2.1.3 Emergency Procedures

1. Pre-emergency preparations including documentation and drills
2. Provisions for alerting and evacuating staff,
3. Provisions for handling casualties
4. Provisions for containing the danger.

## **Annex 3.0 List of Required OSH / COVID-19 related information** *(sub section 1.8)*

- 3.1 OSH Policy Statement and Human Resource Manual (addressing aspects of COVID-19 related rights and responsibilities such as sick leave, treatment, non-discrimination, etc.)
- 3.2 General Register indicating (workplace details, statutory equipment, OSH inspections, accidents, occupational diseases)
- 3.3 Staff Human Resource Records (indicating employee's name, residence, next of kin)
- 3.4 Staff Attendance book (indicating name, daily temperature readings upon arrival and departure)
- 3.5 Security visitors' book (indicating name, contact and temperature readings)