

# GUIDELINES FOR COVID-19 PREVENTION IN THE WORKPLACE

## IN THE TEXTILE, CLOTHING, LEATHER, AND FOOTWEAR MANUFACTURING SECTOR



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DEUTSCHE ZUSAMMENARBEIT

EU4BusinessRecovery

For a resilient local economy

# GUIDELINES FOR COVID-19 PREVENTION IN THE WORKPLACE

## IN THE TEXTILE, CLOTHING, LEATHER, AND FOOTWEAR MANUFACTURING SECTOR

**giz** Deutsche Gesellschaft  
für Internationale  
Zusammenarbeit (GIZ) GmbH



International  
Labour  
Organization

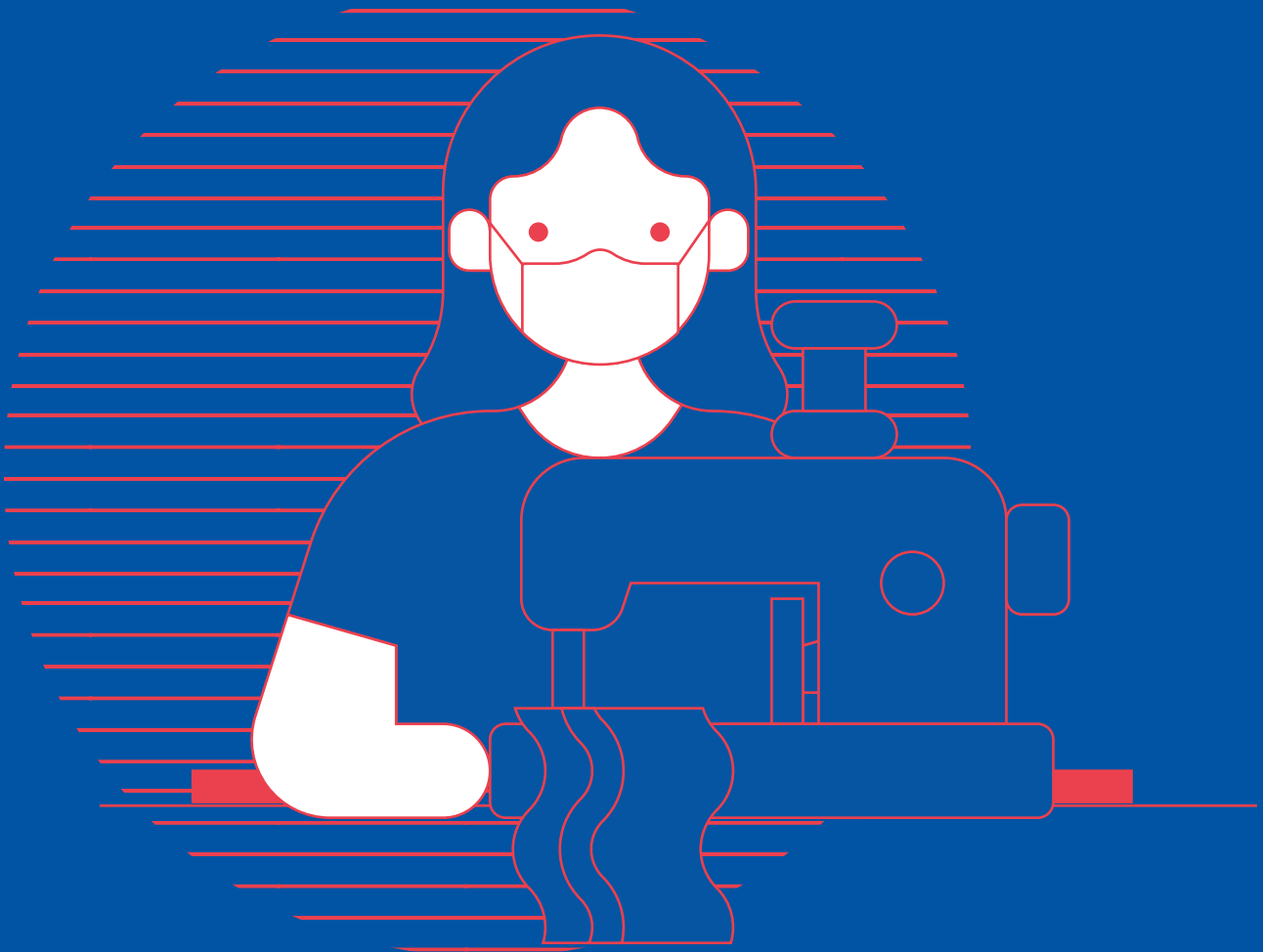


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# 1 Introduction










# 1. Introduction

The *Guidelines for Covid-19 prevention in the workplace in the textile, clothing, leather, and footwear manufacturing sector* are part of the activities of the EU4BusinessRecovery project (<https://eu4business.ba/o-eu4business-recovery/>), co-funded by the European Union and the Ministry for Economic Cooperation and Development of the Federal Republic of Germany, aiming to assist Bosnia and Herzegovina (BiH) in mitigating the adverse economic trends caused by the Covid-19 pandemic. The project is implemented jointly by the International Labour Organization (ILO), the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ), and the United Nations Development Programme (UNDP). The Guidelines are a product of an ILO expert team and an interdisciplinary working group representing the institutions and organizations responsible for the adoption and implementation of occupational safety and health standards (OSH) at various levels of government in Bosnia and Herzegovina.

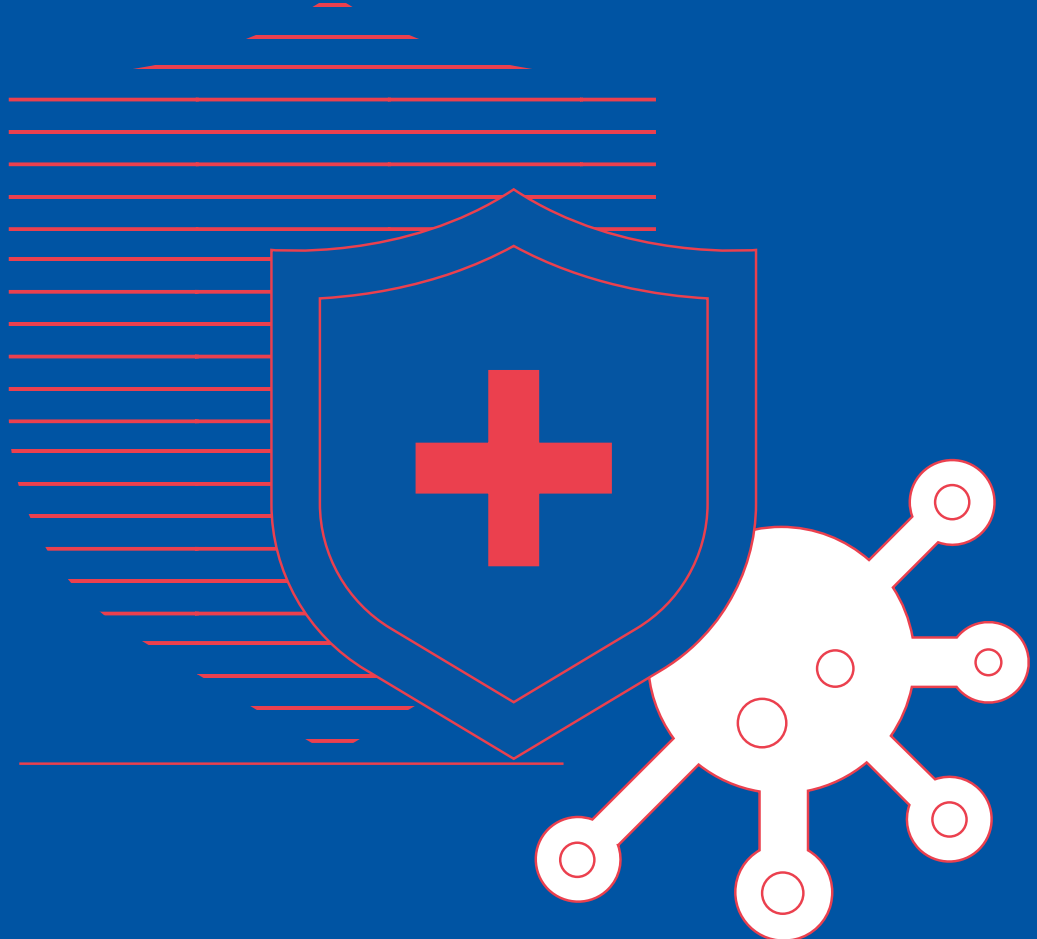
The *Guidelines* offer recommendations based on OSH standards, as well as good practices as recognized globally in the textile, clothing, leather, and footwear manufacturing sector. Employers and workers in this sector should use the *Guidelines* to identify workplace risk levels and appropriate controls to be put in place to prevent the spread of Covid-19. The *Guidelines* are complementary to the general guidelines for legal entities issued by the competent institutions at various levels of government in Bosnia and Herzegovina since the declaration of the Covid-19 pandemic. The *Guidelines* are suitable not only for preventing the spread of the Covid-19 virus but can also be used to prevent other infectious diseases.

## The Guidelines aim to:

-  1. identify an outbreak of Covid-19 in the workplace;
-  2. prevent the transmission of the virus in the workplace;
-  3. clearly stipulate workplace procedures while complying with all OSH measures and health standards;
-  4. preserve workers' health;
-  5. design a sustainable system of communication with workers;
-  6. ensure the implementation of Covid-19 prevention measures at work;
-  7. ensure unimpeded company operations in the course of the Covid-19 pandemic.

**In the event of a conflict between these Guidelines and relevant local regulations and recommendations, the relevant local regulations and recommendations of authorized institutions in the country shall take precedence.**

## 2 Policies and procedures at the company level



## 2. Policies and procedures at the company level

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### 2.1. Developing a Covid-19 preparedness plan

1. In order to manage Covid-19 prevention measures in a company, a crisis management team should be set up, consisting of: management representatives, the OSH department/workers in charge of OSH issues/OSH external consultants tasked with following up on the relevant legislation, and workers' representatives (depending on business size), or as required under relevant legislation. The crisis management team shall be responsible for implementing prevention measures and instigating a level of infection monitoring and control that is suitable for the current state of the pandemic.
2. Regular weekly meetings should be organized to discuss the state of the pandemic at the company level, depending on the local situation, or more frequently if necessary. If physical distancing cannot be ensured, meetings must be held online.
3. The crisis management team shall design criteria in accordance with Covid-19 risk levels for different parts of the company and actions for each defined criterion.
4. The crisis management team shall prepare or adopt a Checklist to ensure implementation of necessary measures for the prevention of Covid-19 in the company. The Checklist should be used regularly in accordance with the development of the pandemic.
5. The Checklist and Preparedness plan may be changed according to pandemic developments.
6. Based on the data collected using the Checklist, which makes it possible to assess the impact of the pandemic on company operations, the crisis management team shall draft a Preparedness plan with clearly specified activities, responsible persons, and implementation time-frames (specifying names, reporting lines, responsibilities, and contact information).
7. The Preparedness plan shall be available to all workers. Training should be provided to familiarize workers with the necessary activities, the expected response to crisis situations, the responsibilities of the crisis management team, as well as workers' overall responsibilities.
8. In cooperation with authorized organizations, a Risk Assessment Act should be drafted – in other words, draft changes and annexes to the current Risk Assessment Act – as the pandemic is a biological hazard that needs to be tackled.<sup>1</sup>
9. Documents should be drafted and adopted on internal procedures related to hygiene measures, receipt of goods within the company, and other relevant aspects.
10. Regulations are needed on leaves/absences from the workplace because of the coronavirus and workers' obligations for the purpose of keeping the supervisor and employer posted.
11. Procedures and rules prescribed by laws and rulebooks concerning Covid-19 should be integrated as fundamental rights, responsibilities and duties in OSH rulebooks.
12. Support should be provided to workers if they develop symptoms or one of their household members becomes infected.<sup>2</sup>

<sup>1</sup> The Rulebook concerning risk assessment in the workplace and work environment (RS Official Gazette no. 66/2008), Occupational Health and Safety Act (FBiH Official Gazette no. 79/20), Occupational Health and Safety Act (Brčko District Official Gazette no. 20/13).

<sup>2</sup> [https://www.ilo.org/global/topics/safety-and-health-at-work/resources-library/publications/WCMS\\_748638/lang--en/index.htm](https://www.ilo.org/global/topics/safety-and-health-at-work/resources-library/publications/WCMS_748638/lang--en/index.htm)



## 2.2. Mechanisms for regular communication with workers

1. Statements on the management's commitment to mitigating the risk of virus exposure and transmission of Covid-19 in the workplace and work areas should be clearly displayed (Annex 1). The statement should be signed by the responsible person.
2. All information and recommendations of relevant health institutions should be posted regularly on a bulletin board or other visible place.
3. An infection log (Annex 2) should be kept and regularly updated; any workers who were previously in contact with those infected<sup>3</sup> should be notified. All activities pertaining to workers' health must be implemented in line with the ILO's Technical and Ethical Guidelines for Workers' Health Surveillance.<sup>4</sup>
4. Recommendations of the authorized health institutions must be followed and it is important that workers be made aware of vaccinations.

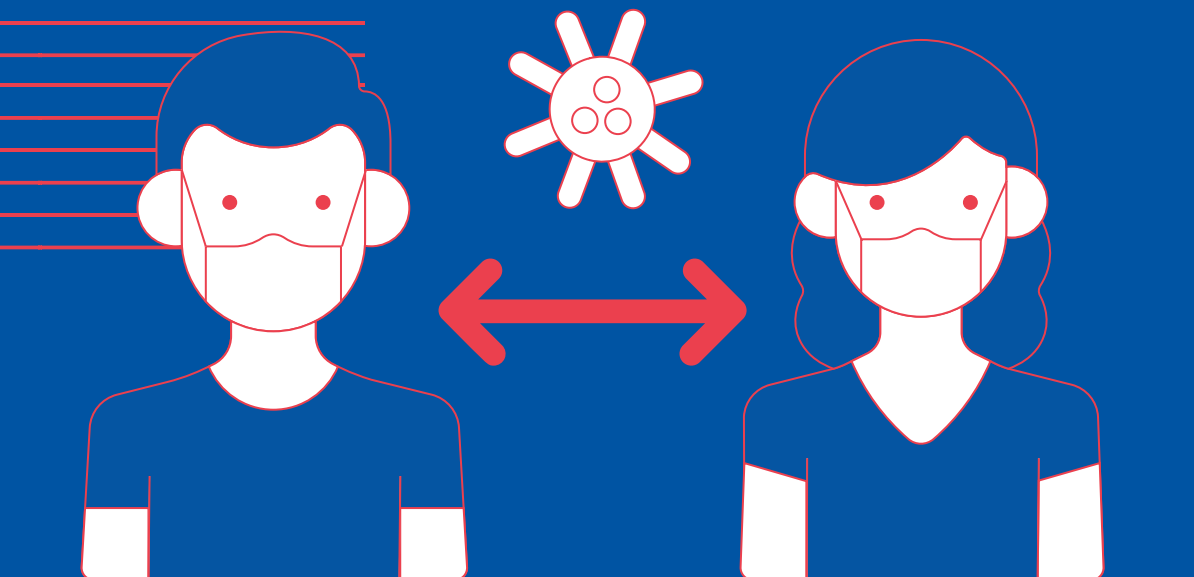
## 2.3. Ensure first aid and health care for workers in the course of the pandemic

1. A separate room should be equipped as an on-site health station, where a potentially infected worker could be isolated until the arrival of a medical team or their transport to a health facility.
2. Chairs or armchairs should be available for workers to rest, along with a first aid kit and a medicine box (portable medicine case) to provide urgent care in case workers develop symptoms.

<sup>3</sup> The Protection of the Population from Communicable Diseases Act (RS Official Gazette no. 90/17, 42/20 i 98/20) and the Decree promulgating the Protection of the Population from Communicable Diseases Act (FBiH Official Gazette no. 29/05) Article 11 and Article 16., and Item C of the Act.

<sup>4</sup> [https://www.ilo.org/global/publications/ilo-bookstore/order-online/books/WCMS\\_PUBL\\_9221108287\\_EN/lang--en/index.htm](https://www.ilo.org/global/publications/ilo-bookstore/order-online/books/WCMS_PUBL_9221108287_EN/lang--en/index.htm)

### 3 Preventive measures on a production line



## 3. Preventive measures on a production line<sup>5</sup>

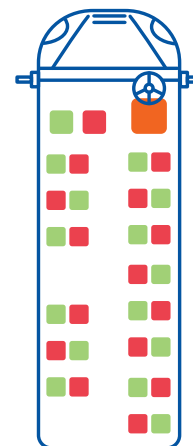
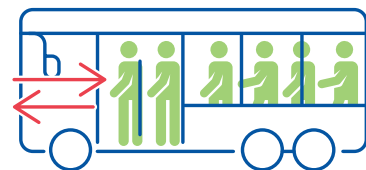
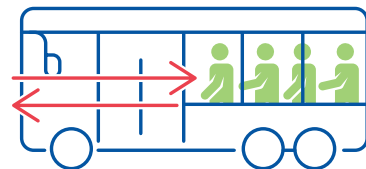
Every company's main goal in this context is to prevent the entry of the coronavirus into the factory, protecting the workers and workplaces. To this end, preventive measures must be introduced.

### 3.1. Organization of working hours and shifts

- Shifts should be organized so that workers do not meet. A thorough disinfection of the working premises shall be carried out after every shift.
- The third shift should be organized in accordance with measures at the local level (monitor the situation concerning curfews or other types of restrictions introduced to prevent the spread of the virus).

### 3.2. Transport of workers by the employer

- Wherever possible, employers should make efforts to organize the transport of their workers to prevent them from coming into contact with large groups of people (by purchasing or renting vehicles to transport workers).
- The first people to enter a vehicle should sit at the back, and others should take their seats towards the front in order to prevent interaction between passengers while boarding the vehicle.
- The number and seating arrangement of the passengers must ensure the required distance (1–2 m or one empty seat) between them.
- Seats that should not be used must be marked with tape or a warning sign.
- There should be no standing and holding the handgrips while on board, except when boarding and exiting the vehicle.
- Everyone (including the driver) must wear a protective mask while on board.
- Talking should be avoided while on board.
- The vehicle must be cleaned, disinfected and ventilated after each ride.



<sup>5</sup> Republika Srpska Public Health Institute, <https://www.phi.rs.ba/index.php?view=clanak&id=26>; FBiH Public Health Institute <https://www.zzjzfbih.ba/covid-19> BiH Brčko District Government <http://www.vlada.bdcentral.net/Content/Read/naredbe>

### 3.3. Public transport of workers<sup>6</sup>

- Passengers are required to wear protective masks.
- The employer should provide employees with personal protective equipment (PPE) for their journeys to the workplace and from it when using public transport (protective masks and gloves).

### 3.4. Entering the plant

#### 3.4.1. Entry of workers

- Workers should not be allowed to enter the plant if their body temperature is higher than 37.5°C, because this is one of the most common symptoms of Covid-19.
- Body temperature should be measured with a non-contact body temperature sensor, where possible.
- Thermometers should be provided that can perform multiple measurements in a short period of time without a pause, so as not to slow down workers' entry into the plant and avoid crowding.
- Thermometers (sensors) should be regularly maintained in accordance with the manufacturer's instructions to ensure accurate measurements.
- Barriers for disinfection of shoes and hands (preferably non-contact) should be located at the main entrance and at all official internal entrances.

#### 3.4.2. Entry by means of transport (transport of goods, delivery vehicles)

- Drivers must use and wear personal protective equipment when arriving at the plant, including a protective mask and disposable gloves as necessary (depending on the type of raw material).
- Contact between drivers and company workers (warehousemen, storekeepers) should be minimized.
- If possible, goods should be transported in open bed trucks with only one opening door so that the driver can park the vehicle at the ramp for the workers to unload the goods.
- Drivers should be prohibited from entering company premises, unless it is possible to provide a separate toilet for external visitors.
- Transport documentation should be left in a specified place, depending on the organization of the business. If there is a doorkeeper's service or desk, the documentation should be placed in a compartment without direct hand-to-hand delivery. Where there is no doorkeeper service, small businesses should specify a place for the handover of the documentation.

#### 3.4.3. Receipt of basic and auxiliary raw materials at the entry

- Depending on the sensitivity of raw materials and in line with the specifications, the unloaded goods should be disinfected and kept in a ventilated space for 24 to 48 hours.
- Raw materials usually come packed in rolls or cardboard boxes, so disinfection of the packaging is more acceptable from a production standpoint, because damage to raw

<sup>6</sup> Updated guidance for the operations of public and intercity transport service providers – Republika Srpska Public Health Institute, <https://www.phi.rs.ba/index.php?view=clanak&id=1045> Preporuke za rad javnog prevoza u kontekstu COVID-19 – ZZJZ FBiH <https://www.zzjzfbih.ba/wp-content/uploads/2020/05/Preporuke-javni-prevoz.pdf>

materials is reduced to a minimum.

- Where it is not possible to disinfect the goods, they should be left to air longer.
- Upon completion of these steps, raw materials can be distributed to warehouses and production lines.

#### **3.4.4. Entry of representatives of legal entities and other natural persons (service technicians, visitors)**

- The entry of other persons may be allowed only with prior notice, specifying the exact date and time of the visit. Exceptions to this rule include ad hoc meetings or emergency interventions, where all epidemiological measures listed below must be complied with.
- One entrance should be identified for all persons who may enter the working or auxiliary premises of the business for any reason. If it is possible, a separate entrance should be ensured for the workers.
- If it is not possible to provide separate entrances, the time of arrival of other persons should be scheduled to ensure they do not mix with the workers.
- All persons entering the company's premises for any reason shall have their body temperature measured by a worker in charge, using a non-contact thermometer.
- Persons entering the company's premises must use personal protective equipment (PPE) as prescribed to prevent the spread of Covid-19, and must undergo disinfection using a barrier and other means provided for disinfection.

### **3.5. Ensuring physical distancing**

Having due regard for the various technological processes in textile, clothing, leather and footwear manufacturing, the following preventive measures should be implemented:

- Depending on the type (serial, individual) and method (assembly lines) of production, every effort should be made to ensure the requisite distance between machine operators, in accordance with current regulations and recommendations of authorized institutions.
- Where it is not possible to ensure the requisite distance, install barriers made of Plexiglass or any other appropriate material.
- Where it is not possible to install barriers, ensure proper protection of workers by using personal protective equipment.

### **3.6. Use of personal protective equipment<sup>7</sup>**

The employer must ensure that the following personal protective equipment is available to workers:

- disposable or reusable face masks (in workplaces where it is possible to provide the requisite distance);
- FFP2 / N95 masks where it is not possible to ensure the requisite distance or face shields for workers who wear prescription glasses, which must be worn together with the masks. The face shield on its own does not provide full protection (Annex 3);
- gloves, as necessary;
- disposable shoe covers, as required, depending on production requirements.

<sup>7</sup> Coronavirus and FAQ, <https://www.bbc.com/serbian/lat/svet-51233564>

The employer must provide face masks free of charge for all employees and train them how to remove and properly dispose of PPE. It is recommended that educational posters on the proper use of protective masks be placed at several locations in the workplace and auxiliary premises.

It is necessary to identify a large number of places for disposal of used protective masks, gloves and disposable shoe covers, and to establish the procedure for disposal of masks, in such a way as to provide sufficient space when removing masks so as to comply with physical distancing requirements.

It is the plant manager's responsibility to monitor whether all workers are using masks in the prescribed manner, as well as protective gloves, if their use is mandatory.

Appropriate protective equipment must be provided for security guards and workers in the company administration.

### 3.6.1. Proper use of personal protective equipment

Before starting the work process and entering the production line, workers are required to use personal protective equipment (PPE).

- Before using personal protective equipment, it is necessary to rub hands with hand sanitizer or wash hands with soap and rinse with water for at least 20 seconds;
- the mask should cover both mouth *and* nose; make sure there are no gaps between the face and the mask;
- avoid touching the mask while using it, especially the front of the mask;
- replace the mask with a new one as soon as it becomes wet and do not reuse disposable masks;
- to remove the mask: remove it from the back (without touching the front of the mask) and discard immediately in a closed bin;
- if protective gloves are used, the gloves must not touch the face, eyes or mask.

#### **IMPORTANT:**

Personal protective equipment must be certified by the manufacturer, and certificates must be obtained from the manufacturer or supplier when procuring PPE for the purpose of proper use, maintenance and storage.

For disinfectants used, chemical suppliers are required to provide the recipients with Material Safety Data Sheet/Safety Data Sheet (MCRS/SDS) that show accurate information on the composition, use, storage, and health hazards to users, as well as environmental data. Workers who are in charge of disinfecting work and auxiliary areas must be provided with training in the proper use of disinfectants.

Personal protective equipment to prevent the spread of Covid-19 cannot be used as a substitute for other OSH equipment intended for manufacturing workplaces (protective gloves, goggles, and so on). Furthermore, such equipment must also be disinfected using appropriate disinfectants.

If workers use equipment that requires special clothing and protective equipment, such PPE must be used and cannot be replaced by any other PPE. For example, rotating machinery, where workers are strictly forbidden to get close to the machine while wearing a blouse with loose sleeves, scarves or gloves.

### 3.7. Hygiene

It is necessary to install hand washing and/or disinfection stations in several locations. Responsibility must be assigned for the maintenance of the hand washing and disinfection stations (cleaning staff/maintenance section). Hand washing materials and disinfectants must be in the original packaging labelled by the manufacturer.

Proper hand washing is shown in Annex 4.

Surfaces in work areas must be regularly cleaned and disinfected. It is recommended to disinfect floors and work surfaces at least twice during one shift.

**It is MANDATORY to keep records of the disinfection of the work area, using a log that should be posted in a visible place in the production area, toilet and other frequented areas (Annex 5).**

The log must show:

- the name of the legal entity;
- the name of the production facility or area;
- the date and time of disinfection;
- the first and family name and surname of the person who disinfected the area;
- the signature of the person who disinfected the area.

It is necessary to provide appropriate surface disinfectants that do not damage work surfaces. Disinfectants must be stored in the original packaging, which must be labelled by the manufacturer. Responsible persons who carry out routine disinfection of work and other surfaces must be familiar with the manner of use of the disinfectant and must be provided with the necessary PPE.

#### 3.7.1. Indoor conditions

- Fresh and clean air should be ensured in all workplaces.
- For jobs and tasks with medium or high exposure risk (jobs where, depending on the type of the technological process, distancing cannot be ensured at all or can be ensured only to an extent), the WHO recommends an increased ventilation rate with natural or artificial ventilation, preferably without recirculation of air.<sup>8</sup>
- In case of air recirculation, the filters should be cleaned regularly.
- An adequate number of air purifiers must be provided.
- Indoor ventilation shall be provided naturally by opening the doors of the halls, and artificially through ventilation equipment and devices.<sup>9</sup>
- Ventilation of offices is also mandatory at short and more frequent intervals.

#### 3.7.2. Breaks and meals

- It is forbidden to sit/gather in larger groups during breaks.
- Depending on the capacity of the business, the maximum number of workers (per square

<sup>8</sup> <https://www.who.int/publications/i/item/9789240021280>

<sup>9</sup> Rulebook on preventive measures for safety and health at the work place, Official Gazette of Republika Srpska no. 30/12.

meter) allowed on the premises of the canteen at the same time should be specified.

- If a canteen is provided, allow only small groups, depending on the number of workers on the shift and the capacity of the canteen.
- Disinfect the canteen area paying regard to legislation governing safe preparation and serving of food.
- If the above requirements cannot be met, organize daily distribution of lunch boxes.
- If the workers bring their own food, provide an adequate outdoor or indoor space where they will be able to comply with distance requirements and comply with all epidemiological and hygienic requirements for canteens and other types of food services (catering, and so on).
- Smoking should be allowed only in specifically marked areas (smoking zones).
- Requisite distances should be maintained in smoking zones.

### 3.7.3. Food preparation area<sup>10</sup>

- Staff involved in food preparation and distribution need to be trained in safe food handling.
- It is extremely important that staff involved in food preparation and distribution do not have any health conditions or symptoms such as: indigestion and respiratory problems, fever, visibly infected skin lesions (sores, cuts, and so on) or discharge from ears, eyes or nose.
- Self-service must be prohibited, and certain workers assigned to serve food to the other workers.
- It is important to use disposable gloves when handling food. If gloves are used, hand washing should be done before putting them on, when changing them, and upon removal. Gloves must be changed after performing activities that are not related to food, such as manual opening and closing of doors, emptying bins, handling money.
- Hand washing is extremely important upon removal of gloves to avoid subsequent contamination of food. It is important to wash your hands even when wearing gloves, pathogens can spread from the gloves to your hands while you are removing them.
- All staff should be aware of their responsibilities and the importance of complying with the rules for safe food handling. Posters to remind the staff of food handling rules can be helpful and should be placed in strategic places in the food preparation area.
- Tables must be disinfected after meals.

### 3.8. Organization of working groups

- In order to maintain the continuity of the production process in case of infection of a number of workers, it is necessary to organize, in advance, substitute groups of workers, who must not be allowed to meet.

### 3.9. Absence from work due to isolation or disease caused by the Covid-19 virus

- Leave policies should be flexible. Facility-level management staff should be trained and made aware of workers' specific needs in relation to Covid-19, including pregnant women, workers with disabilities and workers with family responsibilities and/or dependents, as

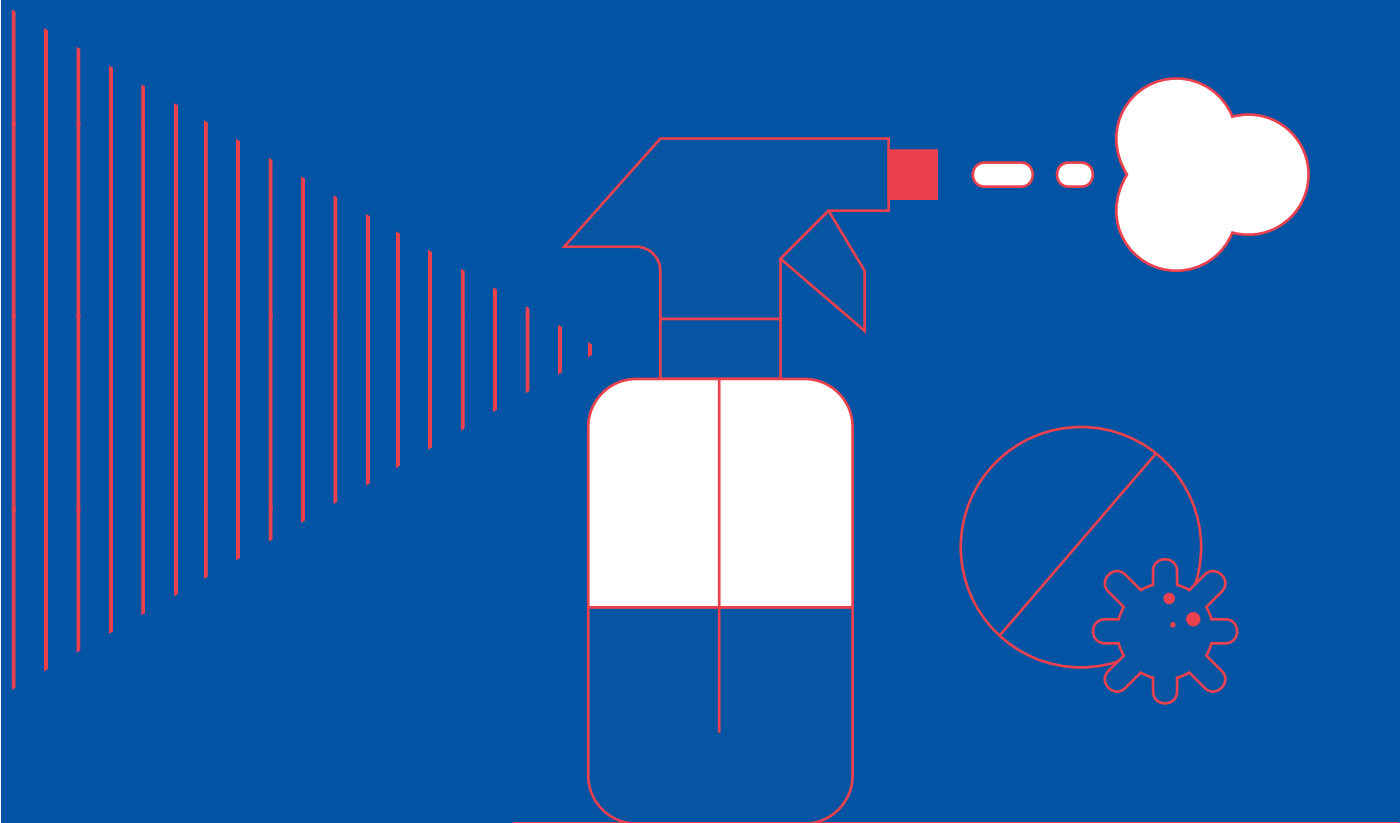
<sup>10</sup> Recommendations for safe food handling – Republika Srpska Public Health Institute, <https://www.phi.rs.ba/pdf/sadrzaj/Preporuke%20za%20sigurno%20rukovanje%20hranom.pdf> Recommendations – FBiH Ministry of Health <https://covid19.fmoh.gov.ba/preporuke>



well as workers at risk.

- Leave from work due to isolation or illness should be treated as paid leave (with mandatory submission of a certificate of isolation from a family medicine specialist).
- Workers should be informed of their rights concerning health care related to the Covid-19 pandemic.
- Workers should be provided with clear information on the symptoms of Covid-19; if any worker develops any of the symptoms, they must be instructed not to come into work until they have been tested, and they should be referred for testing to a health facility. During the entire procedure, from the onset of symptoms to their test results, the worker must be granted a paid leave of absence. Only after the test results are available may the worker be requested to present a medical certificate of illness (where the test is positive for Covid-19) or a negative test, which they must send to the HR department.
- If a worker reports that they have been in contact with a person who has developed Covid-19 symptoms or who is a confirmed case of Covid-19, the same procedure as in the point above should be followed.
- Working from home should be made available, as necessary and possible. Work from home should be treated as regular work and there should be means of monitoring it.

# 4 Corrective measures on a production line



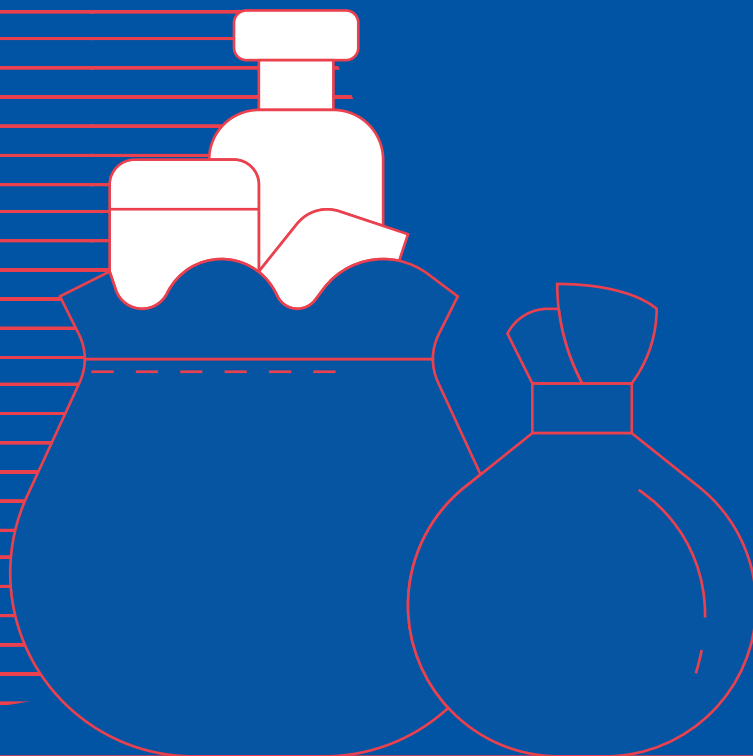
## 4. Corrective measures on a production line

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In the event of a Covid-19 infection among workers, it is necessary **IMMEDIATELY/WITHOUT DELAY:**

- to identify contacts, and to isolate critical and potentially suspect cases; and
- to disinfect the entire work area.
- At the same time, the responsible person must notify the competent epidemiological service of the infection in the company, provide accurate information on the number of persons who have been in contact with the infected person, and provide additional information as requested by the epidemiological service.
- Upon disinfection and ventilation of the working area, production can be restarted, provided that the workers from the second shift have not been in contact with the infected person or their contacts.
- If the workers concerned test negative for Covid-19, or upon completion of the isolation period, the contacts may return to work.
- During the period of isolation and testing, workers must be granted a paid leave of absence.
- If possible, the above actions should be conducted without frequent stoppages of production, all in line with the organization of working groups.

# 5 Waste management



## 5. Waste management

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According to the Waste Catalogue, wastes generated using anti-coronavirus agents can be classified in group 18, subgroup 18 01 03\* (Wastes whose collection and disposal is subject to special requirements in order to prevent infection).<sup>11</sup>

The implementation of all the measures required by the competent institutions, as well as the recommendations of this document, may result in large quantities of waste. In addition to common waste generated during the production process, companies must prepare for a significant increase in the quantities of waste generated from personal protective equipment, disinfectants or packaging.

To ensure proper waste disposal, appropriate waste bins must be set up in all areas, and regular and proper waste collection and disposal must be carried out. It is necessary to mark the places where the waste bins are to be located and to ensure the requisite distance in accordance with the regulations and recommendations of authorized institutions. Workers who remove their mask and put it in the bin must not leave the place in front of the bin before they put on a new mask, and other persons must keep the requisite distance. This ensures requisite physical distancing.

Disinfectant packaging must be disposed of after use in accordance with the instructions on the product label (recycling, return to the supplier, and so on). Also, if the packaging waste cannot be recycled or returned to the supplier, it must be disposed of in special bins, separate from other waste.

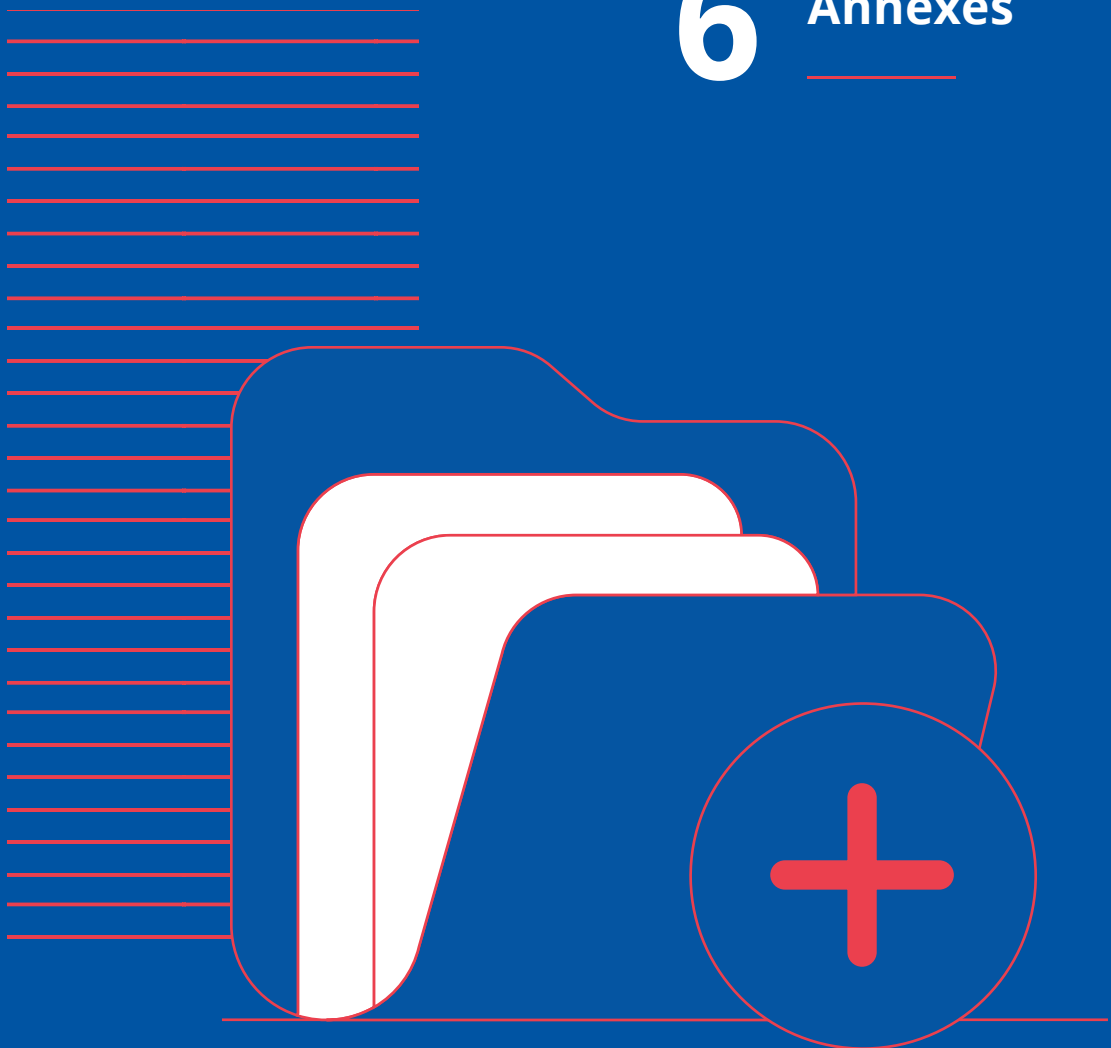
Waste must be treated in line with the relevant legislation.

If there is the slightest suspicion that the generated waste has been in contact with a person infected with Covid-19, the waste must be placed in a double bag, and the bag must be sprayed with disinfectant and disposed of in a closed bin. Persons treating potentially infectious waste must use all the aforementioned personal protective equipment, and the use of goggles is mandatory. Upon disposal of the infectious waste, the persons who disposed of the waste must disinfect their gloves and clothes before removing them and disposing of them in a double bag, upon which they must be sprayed with disinfectant. It is necessary to wash hands thoroughly with soap and warm water for at least 20 seconds.

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<sup>11</sup> The Rulebook concerning waste categories, analysis and classification (RS Official Gazette no. 19/15); the Rulebook concerning waste categories, including lists (FBiH Official Gazette no. 09/05).

# 6 Annexes



# 6. Annexes

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## ANNEX 1

Business name:

Date/reference number:

### Statement

**on the management’s commitment to mitigating the risk of virus exposure and transmission of the Covid-19 virus and transmission in the workplace and work areas**

With this Statement we undertake that the company ..... shall comply with all decisions of the city / municipality / canton / district / entity crisis management team in order to mitigate the risk of exposure to the Covid-19 virus and transmission in the workplace and work areas.

Signature of the responsible person

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**ANNEX 2**

**Infection log**

Infection log

**Legend:**

- Business name:** Positive - active  An onset of symptoms but without Covid-19 test results
- Recorded as at:** Contacts in isolation  Isolation ended
- Quarantine due to family members or close contacts  Negative test results but still in hospital

No.	Workstation	First and family name	Has the worker been in contact with a person infected with Covid-19?	Is the worker positive for Covid-19?	Are any family/ household members infected?	Date of contact	Date of isolation	Note



## **ANNEX 3**

### **Proper use of face shields<sup>12</sup>**

A face shield is personal protective equipment that must not be shared with others and requires proper and regular maintenance by the employee.

#### **INSTRUCTIONS FOR USE**

These items are designed for your personal protection. They must be used for as long as you are exposed to hazards. Discontinue use in case of dizziness or irritation, or if the item is damaged.

#### **AREA OF USE**

Face shields are designed to protect the eyes and face from mechanical shocks and splashes of liquid, and in the conditions of the pandemic caused by the Covid-19 virus, they limit the droplet transmission of the disease. However, they cannot prevent the spread of airborne infections and are therefore not an adequate substitute for masks and must be worn together with them.

#### **CLEANING AND MAINTENANCE**

To keep the face shield in good condition:

- do not use abrasive materials, clean it with warm water and dry with a soft cloth;
- all parts of the face shield that are in contact with the face should be disinfected with alcohol.

#### **STORAGE**

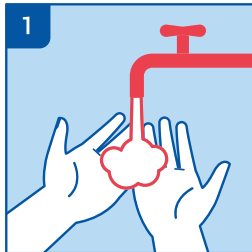
When not in use, it is recommended to store it in a clean and dry place.

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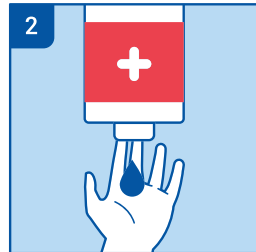
<sup>12</sup> <https://health-desk.org/articles/how-effective-is-it-to-use-only-a-face-shield-to-protect-from-covid-19>

## ANNEX 4

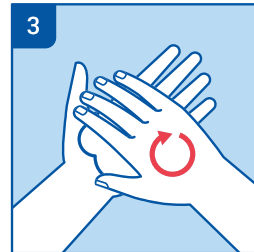
### Washing hands with soap and water



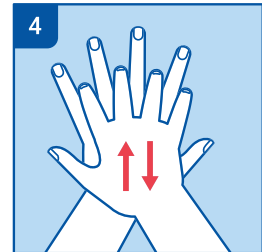
1  
WET HANDS



2  
APPLY SOAP



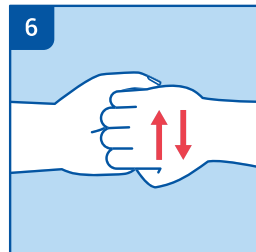
3  
RUB HANDS  
PALM TO PALM



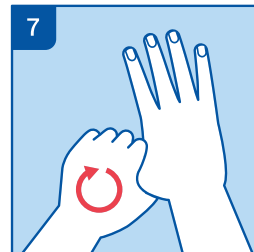
4  
LATHER THE BACKS  
OF YOUR HANDS



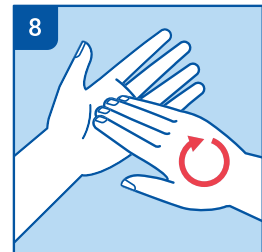
5  
SCRUB  
BETWEEN YOUR FINGERS



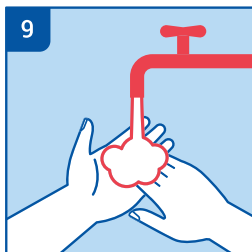
6  
RUB THE BACKS  
OF FINGERS ON  
THE OPPOSING PALMS



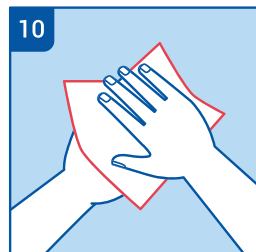
7  
CLEAN THUMBS



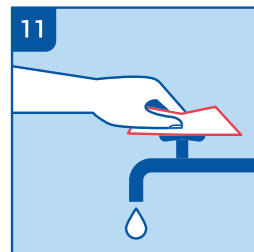
8  
WASH FINGERNAILS  
AND FINGERTIPS



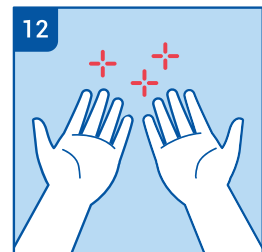
9  
RINSE HANDS



10  
DRY WITH  
A SINGLE USE TOWEL



11  
USE THE TOWEL  
TO TURN OFF THE FAUCET



12  
YOUR HANDS ARE CLEAN

Source: *Guidelines on Hand Hygiene in Health Care First Global Patient Safety Challenge- Clean Care is Safer Care*, ISBN 978 92 4 159790 6, Geneva, World Health Organization, 2009.



## 7. Sources of information

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1. Public Health Institute of Republika Srpska:  
<https://www.phi.rs.ba/index.php?view=clanak&id=26>
2. International Labour Organization: Managing work-related psychosocial risks during the Covid-19 pandemic:  
[https://www.ilo.org/global/topics/safety-and-health-at-work/resources-library/publications/WCMS\\_748638/lang--en/index.htm](https://www.ilo.org/global/topics/safety-and-health-at-work/resources-library/publications/WCMS_748638/lang--en/index.htm)
3. Public Health Institute of the Federation of Bosnia and Herzegovina:  
<https://www.zzjzfbih.ba/covid-19>
4. Government of Brčko District BiH:  
<http://www.vlada.bdcentral.net/Content/Read/naredbe>
5. International Labour Organization: Technical and ethical guidelines for workers' health surveillance  
[https://www.ilo.org/global/publications/ilo-bookstore/order-online/books/WCMS\\_PUBL\\_9221108287\\_EN/lang--en/index.htm](https://www.ilo.org/global/publications/ilo-bookstore/order-online/books/WCMS_PUBL_9221108287_EN/lang--en/index.htm)
6. Coronavirus and FAQ:  
<https://www.bbc.com/serbian/lat/svet-51233564>
7. UNICEF: Novel coronavirus pandemic: What we should know:  
<https://www.unicef.org/bih/covid19>
8. World Health Organization: Roadmap to improve and ensure good indoor ventilation in the context of Covid-19:  
<https://www.who.int/publications/i/item/9789240021280>
9. Union of Employers' Associations: Impact of Covid-19 on businesses in Republika Srpska  
<http://unijauprs.org/dokumenti/covid-19/covid-19-RS.html>
10. Public Health Institute of Republika Srpska: Updated instructions for public and intercity transportation services  
<https://www.phi.rs.ba/index.php?view=clanak&id=1045>
11. Public Health Institute of Federation of BiH: Recommendations for public transportation in the context of Covid-19  
<https://www.zzjzfbih.ba/wp-content/uploads/2020/05/Preporuke-javni-prevoz.pdf>
12. Public Health Institute of Republika Srpska: Recommendations for safe food handling  
<https://www.phi.rs.ba/pdf/sadrzaj/Preporuke%20za%20sigurno%20rukovanje%20hranom.pdf>
13. Ministry of Health of Federation of Bosnia and Herzegovina: Recommendations  
<https://covid19.fmoh.gov.ba/preporuke>

## 8. Recommended Reading

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1. Guidance note: “A safe and healthy return to work during the COVID-19 pandemic”, ILO, [https://www.ilo.org/global/topics/safety-and-health-at-work/resources-library/publications/WCMS\\_745549/lang--en/index.htm](https://www.ilo.org/global/topics/safety-and-health-at-work/resources-library/publications/WCMS_745549/lang--en/index.htm)
2. Sectoral brief: “COVID-19 and the textiles, clothing, leather and footwear industries”, ILO, [https://www.ilo.org/wcmsp5/groups/public/---ed\\_dialogue/---sector/documents/briefingnote/wcms\\_741344.pdf](https://www.ilo.org/wcmsp5/groups/public/---ed_dialogue/---sector/documents/briefingnote/wcms_741344.pdf)
3. Action manual for small and medium-sized enterprises, “Protecting Your Employees and Business from Pandemic Human Influenza”, ILO, [https://www.ilo.org/wcmsp5/groups/public/---asia/---ro-bangkok/documents/publication/wcms\\_101422.pdf](https://www.ilo.org/wcmsp5/groups/public/---asia/---ro-bangkok/documents/publication/wcms_101422.pdf)
4. Action checklist “Prevention and Mitigation of COVID-19 at Work”, ILO, [https://www.ilo.org/global/topics/safety-and-health-at-work/resources-library/publications/WCMS\\_741813/lang--en/index.htm](https://www.ilo.org/global/topics/safety-and-health-at-work/resources-library/publications/WCMS_741813/lang--en/index.htm)
5. Practical Guidance “Safe Return to Work: Ten Action Points”, ILO, [https://www.ilo.org/global/topics/safety-and-health-at-work/resources-library/publications/WCMS\\_745541/lang--en/index.htm](https://www.ilo.org/global/topics/safety-and-health-at-work/resources-library/publications/WCMS_745541/lang--en/index.htm)

