

COVID-19 Safeguards Plan

Implementing Partners with Cash for Work sites

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1. Background

COVID-19 is a very contagious virus that has infected over seven million people around the world and killed nearly half a million, as of early June 2020. The impact on Jordan has been low due to the measures taken by the Government and the support given to those measures by the people, but it is still important to comply with the necessary safety measures to maintain this low impact.

Cash for Work (CFW) sites allow communities to earn income and improve their communities. All sites were closed in mid-March when the virus was starting to spread across Jordan. This Safeguards Plan has been written for implementing partners to allow these sites to restart as soon as possible by providing adequate protection to keep the workers safe when on site.

Your project donor and technical adviser will support you in the implementation of this Safeguards Plan with additional funding, guidance and resources.

2. Protection of workers

The objective of this Safeguards Plan is to protect the workers from infection and allow them to return to site and earn income. All parties – donors, technical advisers, implementing partners and the workers themselves – have a responsibility in this. Donors must make sure that funding is provided; technical advisers must provide guidance, partners must supervise the sites in compliance with this plan; and workers must follow the site safety measures.

The site safety measures are given in Annex 1.

Additional site safety measures for group leaders and contractor foremen are given in Annex 2.

3. Measures to be taken by implementing partners

Implementing partners should comply with the following paragraphs.

3.1 Safety equipment for workers

The safety equipment in the following table should be provided for each worker, in addition to the safety equipment that was provided before COVID-19, such as reflective vests, work gloves, hats, etc (all of which should still be worn).

Safety tools	Target group	Specifications	Notes
Hand sanitizer	All workers	Hand Sanitizer 50ml Gel Pocket Bottle or 1000 ml hand sanitizer bottle for each work site containing at least 60% alcohol	For the Pocket Bottle: One bottle every 2 days For work site bottles: Adequate sanitiser must be available on all sites for all workers
Fabric Mask ¹	All workers	Three layers fabric masks (manufactured from polyester and cotton) or Disposable masks	Fabric masks are preferred for environmental reasons If using disposable masks, they should be replaced every day. For workers exposed to severe dust; disposable masks must be used and replaced every 2 hours
Work clothes	All workers	Fabric: Linen or cotton with polyester ratio Work clothes should cover the body fully and should be comfortable and be suitable for the work being done. They can be overalls, coats or other protective clothes	Work clothes should be washed or disinfected after the worker returns home, and should not be worn at home
Safety boots	All workers	Shoes or boots should be suitable for the work being done, They should cover the foot completely	
Reusable water bottles	All workers	1.5 litre water bottle with a label to write the worker's name	

3.2 Other safety equipment for sites

In addition to the safety equipment that was provided before COVID-19, such as traffic cones, sign boards, and first aid kit. The safety equipment in the following table should be provided for each site.

Note that groups working more than 100 metres apart should be considered as two sites.

Safety tools	How many for each work site	Specifications	Note
Disinfection substance	1	According to the specifications of MOL MOL specifications listed in Annex 6	Shared areas must be disinfected Hand tools must be disinfected before being used by another worker and after work has finished each day
Spray pumps	1	At least Ten-liters manual spray pump to spray the disinfectant substance	
Mobile sanitary facilities (toilets and washing facilities)	1	Separate (male, female) mobile sanitary facilities for men and women which are sufficient in number and conveniently located, with adequate water and soap quantities	If safe and clean facilities are available within 1 km, mobile facilities are not required
Thermometer guns	1	<ul style="list-style-type: none"> · Measure the forehead · Large LCD · Non-contact measurement · One second measurement · Measure the body and objects · Celsius measurement · Fever reminders · Accuracy: the error is less than or equal to 0.2°C 	Each group leader to have a thermometer gun and take the temperature of each worker on arrival each day
Fire extinguisher	1	Size: 2 kilo Type: CO2, halon, or dry chemical extinguisher that is marked B, C, BC, or ABC. An alcohol-type or alcohol-resistant (ARF)	Each group leader to have a fire extinguisher

3.3 General safety measures

- 1- Awareness campaigns for implementing partners and workers about the coronavirus (Annex 1)
- 2- Maintaining the physical distance (at least 1.5 metres) between the workers.
- 3- Use thermometer guns to check the workers "body temperature" to detect infected workers before entering work sites. (Annex 2)
- 4- All cash workers with fever or flu like symptoms such as coughing and shortness of breath (with or without fever) should stay at home and contact a doctor to have the symptoms clarified. (Annex 3)
- 5- Reminding continuously the workers to wash/disinfect their hands regularly during the work and before breaks.
- 6- Disinfection of indoor work sites, safety equipment, hand tools, hand tool storage area, sanitary facilities and changing rooms.
- 7- Disinfection should take place on a daily basis (before workers entering work sites, while working and before leaving the work site.) and using antiseptics recommended by the Ministry of Labour.
- 8- Avoid using long-term masks (washable) for construction workers exposed to dust.
- 9- Changing the medical masks every two hours for workers exposed to dust.

- 10- Preventing gatherings of workers for whatever reasons.
- 11- Limit the provision of transportation by implementing partners where possible, and if not possible, refer to the guidelines for transportation (Annex 1 and 3).
- 12- Recruit "safeguards workers" to ensure the best implementation of the new safety plan

3.4 Transport to site

Where possible workers should be allocated to a site close to their home so that they are able to walk to the site. If a worker has to use a vehicle to go to site, seating should be sufficient so that he or she can sit as shown in Annex 1, and the vehicle must have sanitiser available.

If the implementing partner arranges a bus to take workers to site, these arrangements should comply with Annex 3.

3.5 Management and supervision of sites

The implementing partner should have enough staff to supervise every site and ensure that:

- All safety equipment is available on the site
- The workers and the group leaders or contractor foremen are complying with all site safety measures
- Maintaining the physical distance: Work is allocated by individual task so that all workers are at least 1.5 metres apart
- Reminding continuously the workers to wash/disinfect their hands regularly during the work and before breaks.

3.6 Awareness campaigns

The implementing partner should conduct awareness- raising campaigns for workers and local communities on how to spread and prevent coronaviruses, provided that awareness campaigns must include the information mentioned in Annex 1. (The implementing partner should consider using the social media for this purpose.)

The awareness-raising brochure and site safety measures should be printed and given to all workers.

3.7 Self protection

All staff of the implementing partner must comply with all parts of this Plan, including all site safety measures, even if making a short visit to the site.

3.8 Coordination with technical adviser

The implementing partner must coordinate closely with the donor technical adviser to:

- Arrange site visits to ensure compliance
- Discuss any measures that are difficult to comply with
- Report any instances of non-compliance

4. What to do if a worker is unwell

If a worker feels unwell in the morning and calls the group leader, they will be told to stay at home and contact medical services. The day will be recorded as sick leave.

If a worker's temperature is measured on arrival in the morning and is more than 38 degrees, they will be told to go home and contact medical services. The day will be recorded as sick leave.

If a worker feels unwell on arrival in the morning or during the day, he or she should report to the group leader or foreman. They will be told to go home and contact medical services. The worker should stay 3 days at home, and it should be recorded as sick leave.

All workers on sick leave should report to the group leader every day and should return to work when given clearance by the medical services. They should bring a medical report when they return to work.

In case a worker has COVID-19, it's noted that each worker may take up **to 28 days sick leave** (a medical attestation is needed).

It may be necessary to implement the Emergency Response Plan, described in detail in Annex 5.

5. In case of non-compliance

If a worker does not comply with the site safety measures in Annex 1, he or she should be instructed to comply immediately. If the worker does not comply, he or she should be sent home without being marked as present for the day. If the worker does not comply again, his or her contract should be terminated.

If a group leader or contractor foreman does not comply with the site safety measures and other requirements in this Plan, he or she should be taken off his/her duties until there is compliance without being marked present for the day. The implementing partner should allocate another group leader for the site.

If an implementing partner does not comply with the site safety measures and other requirements in this Plan, the donor will halt site activities until there is compliance. If the implementing partner does not comply again, the donor will undertake action and terminating the IA .

6. Annexes

1. Site safety measures for workers
2. Additional site safety measures for group leaders and contractor foremen
3. Bus arrangements
4. Disinfection procedure
5. Emergency Response Plan
6. Further information and links

Annex 1 Site safety measures for workers

All those on site, including group leader, contractor foremen and visitors to the site, must comply with the following measures.

Going to work

Health

- If feeling unwell with any of the symptoms in the list below, do not go to work and call the group leader or foreman

Clothing

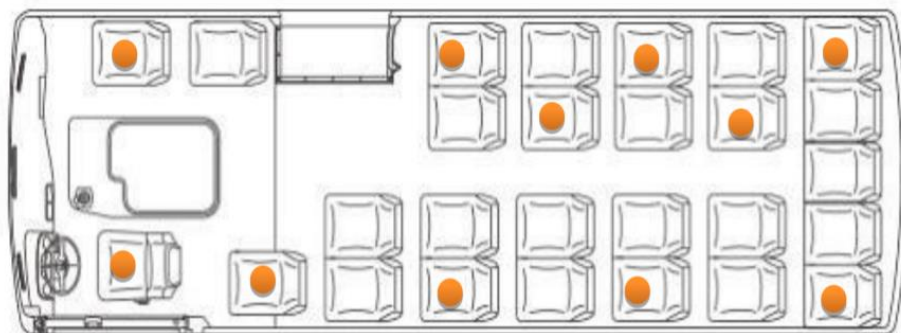
- Collect all safety equipment for the day, including reflective vest, etc from before
- Put on clean work clothes

Food and water

- Fill a water bottle with safe drinking water for use during the day
- Avoid sharing cups and bottles with other workers
- Take food if required and avoid sharing with other workers

Travel to work

- Walk to work where possible
- Wear a mask when going to work
- If it is necessary to use a vehicle to go to work, the number of passengers on the car/bus is not more than 50% of the total number passengers licensed for the car/bus and the passengers should sit as shown below:



Arriving at work

- Ensure that the group leader or contractor foreman takes your temperature
- Wash hands with water and soap or use sanitiser
- Keep a distance (at least 1.5 metres) between yourself and others

Working on site

Safety equipment

- Wear safety equipment at all times
- Do not share safety equipment

No contact with others

- Keep more than 1.5 metres for all other people at all times
- Do not touch other workers
- Do not share hand tools if they have not been disinfected
- Do not share water bottles
- Do not share food
- If collecting waste, use hand tools instead of your hands where possible
- Avoid touching the eyes, nose, and mouth after touching the surfaces.
- Keep throat wet and drink warm water constantly

Washing hands

- Wash hands with water and soap or use sanitiser
- Before and after eating
- Before and after using a toilet
- After coughing or sneezing
- Use the following method:



Health

- If you cough or sneeze, use a paper tissue or your clothes to cover your nose and mouth
- Avoid touching the eyes, nose, and mouth after touching the surfaces.
- Drink often to keep your throat wet

If you feel unwell, with any of the following symptoms, report to the group leader or foreman

- Temperature over 38 degrees
- Feeling feverish
- Feeling excessively tired
- Difficulty breathing
- New cough
- Sore throat
- New muscle aches
- Diarrhoea

If you notice another worker who is unwell, report to the group leader or foreman

If you get a small cut, report to the group leader or foreman

Leaving work

- Wash hands with water and soap or use sanitiser
- Take all safety equipment home

Getting home

- Work clothes, masks and other safety equipment should be removed on arrival at home and not worn in the house
- Clean all safety equipment
- Store all safety equipment separately from other household items
- Wash work clothes and dry in the sun
- Continue to follow safety measures when at home

Annex 2 Additional site safety measures for group leaders and contractor foremen

Group leaders and contractor foremen must comply with the following measures.

Temperature and unwell workers

The temperature of each worker should be taken on arrival at work. If the temperature is more than 38 degrees, the worker should be told to go home and contact medical services. The worker must be given 3 days sick leave.

In case a worker has COVID-19, it is noted that each worker may take up to 28 days sick leave when off work due to the COVID-19 virus leave.

If a worker reports other symptoms, the worker should be told to go home and contact medical services.

Disinfection

Disinfection of indoor worksites, safety equipment, hand tool storage area, sanitary facilities and washing facilities.

Disinfection should take place on a daily basis (before workers entering work sites, while working and before leaving the work site) and using antiseptics recommended by the Ministry of Labour.

Training

The site safety measures must be explained in detail to all workers when work starts. During this training, all should be at least 1.5 metres apart.

Supervision

All workers must be supervised and all site safety measures should be followed.

If it is not possible to keep all workers 1.5² metres from each other, it may be necessary to reduce the number of workers on each site.

If it is not possible to adequately supervise all workers, it may be necessary to reduce the number of workers on each site.

If a worker does not comply with these guidelines, the group leader must ensure that the compliance measures above are enforced.

Hand tools

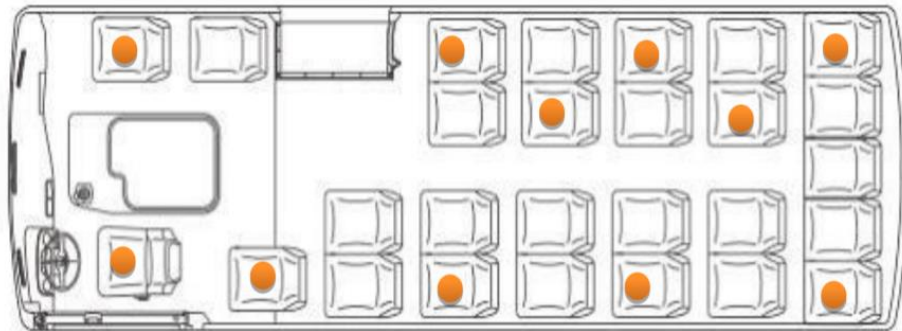
Workers should be given sufficient hand tools so that they do not need to share with other workers, but if tools are shared, the tools should be disinfected before being given to another worker

² this should be increased where feasible

Annex 3 Bus arrangements

Provide sanitizers and ensure that the safety equipment such as masks and gloves are used by passengers and driver.

Buses to be occupied maximum by 50% of the bus capacity as per the following chart:



The bus must not stop for loading and unloading on the bus route

Buses must be sterilized daily inside and outside

Do not use flammable materials as a sterilization material on buses

Buses are to be used for the regular transportation of workers from housing to the work site and return only

Bus number and all movements are documented using a log sheet reflecting the number of trips, duration, number of passengers and destination on a daily basis.

Annex 4 Disinfection procedure

Closed or under-cover work sites should be disinfected every day. It is not necessary to disinfect outdoor work sites.

Clean and sanitize frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs. Dirty surfaces can be cleaned with soap and water before sanitization.

Clean shared spaces such as offices and break/lunch areas at least once per day.

Sanitize shared surfaces (door handles, machinery controls, etc.) regularly.

Disinfect tools that are transferred from one worker to another

Portable toilets should be cleaned at least twice per day and sanitized on the inside. ensure that hand sanitizer dispensers are always filled. Frequently touched items (i.e. door pulls and toilet seats) to be sanitized.

Access to the job site and site offices shall be limited to only those necessary for the work.

- **List of disinfectants recommended by MoL:**

- 1) BX 2: (Each 1 kg and a quarter of the concentrated substance is mixed with 10-liters of water and this covers an area of 50 square meters) or
- 2) Rm35 and Rm735-2: (Each 10 with 10-liters of water and covers an area of 50 square meters) or
- 3) The alternative substance is called (high sodium buclorate) available in the local market every 1-liters of mixed Covering 5 square meters, or according to the instructions for use.

Annex 5 Emergency Response Plan

The ERP is designed to:

- Ensure the safety of workers and visitors at work sites, and local communities
- Minimize risks to the workers and public safety
- Minimize the impact of any incidents that may occur

Emergency Contact List

Emergency Contact List	
Municipality coordinator/Contractor	
Municipality supervisor/ MPWH engineer	
Group Leader / Contractor foreman	
Project Site engineer	
Project ESS officer	
Project helpline (if available)	
Ministry of Health	193
MOL	
Police, Ambulance, Civil Defence 911	

Levels of Emergency

As soon as possible after the initial alarm raised (as classified in the three Emergency level) below, and based on the information provided, the Level of Emergency must be assessed. This will be carried out by implementing partner coordinator and ILO ESS officer and site engineer.

The Emergency level classification to be identified is as follows:

- **Level 1 (Low):** Suspected or verified case/cases near the work site or near the worker or implementing partner staff places of residence.
- **Level 2 (Moderate):** Suspicion of infection for a worker or implementing partner staff who is in a direct contact with the workers
- **Level 3 (Significant):** Verified infection for a worker or implementing partner staff who is in a direct contact with the workers

Level 1 (Low)

Suspected or verified case/cases near the work site or near the worker or implementing partner staff places of residence.

Response:

- 1- Identify worker or implementing partner staff who live near the infected person's area
- 2- If the Implementing partner staff living near the affected person's area: The Implementing partner should limit his/her direct contact with the workers for 14 days.
- 3- If a worker living near the affected person's area: The Implementing partner should limit his/her direct contact with other workers for 14 days.
- 4- Implementing partner should monitor the health of those persons
- 5- The implementing partner must constantly monitor the health status of these people, and in case one of the symptoms appears, the worker/staff should stay at home and contact a doctor to have the symptoms clarified.

Communication protocol:

- 1- MOH, Civil Defence and local authorities

- 2- ILO ESS officer and ILO site engineer

Level 2 (Moderate)

Suspicion of infection for a worker or implementing partner staff who is in a direct contact with the workers

Response:

- 1- Close the sites and send the workers home on paid sick leave for 3 days.
- 2- Disinfection of work site, hand tools and safety equipment.
- 3- Report the case to the MOH and local authorities on the case and provide them with all required information.
- 4- Preparing a list of names for workers and persons who were in a direct contact with person suspected of being infected
- 5- Request all the worker who work in the same work site to do laboratory investigations
- 6- Preparing a list places that the worker visited and worked in within the work site
- 7- Provide the local authorities with all the required information.

Communication protocol:

1. MOH, Civil Defence and local authorities
2. ILO ESS officer and ILO site engineer

Level 3 (Significant)

Verified infection for a worker or implementing partner staff who is in a direct contact with the workers

Response:

- 1- Shut down the work site
- 2- Report the case to the MOH and local authorities on the case and provide them with all required information.
- 3- Disinfection of work site, hand tools and safety equipment.
- 4- Preparing a list of names for workers and persons who were in a direct contact with person infected person
- 5- Request all the worker who work in the same work site to do laboratory investigations
- 6- Preparing a list places that the worker visited and worked in within the work site
- 7- Provide the local authorities with all the required information.

Communication protocol:

- 1- MOH, Civil Defence and local authorities
- 2- ILO ESS officer and ILO site engineer

Annex 6 Promotion material WHO in Arabic which can be shared on the work site or through WhatsApp with the workers

WHO Information Resources¹ Available in Arabic

1 Link to all WHO information resources available in Arabic:

<http://www.emro.who.int/ar/health-topics/corona-virus/information-resources.html>

2 Link to all Arabic WHO videos: <http://www.emro.who.int/ar/health-topics/corona-virus/videos.html>

1) Videos

Video Title	Link	Main Points	Form of Video
Corona Virus: 7 Steps to Avoid the Spread of the Virus	https://youtu.be/O0OGdzpLi_U	<ul style="list-style-type: none"> • Wash hands • Avoid touching mouth, eyes, and nose • Cover mouth with napkin or elbow when sneezing • Avoid crowded places • Stay home if you feel ill, even if you're just experiencing low fever and slight coughing • Seek medical attention (by phone first) if you have fever, coughing, or difficulty breathing • Stay up to date with the latest WHO info. 	Video does not have spoken audio; consists of pictures, texts, and music
How Does the Corona Virus Spread and How Do You Protect Yourself from It?	https://youtu.be/VC8v-uo9RiY	<ul style="list-style-type: none"> • Thorough explanation of disease transmission • Avoiding spread through washing hands, physical distancing from others, cleaning surfaces frequently, covering mouth when sneezing and coughing, getting rid of used napkins in the correct manner, etc... 	Video audio is in English and has Arabic subtitles as well as informative illustrations
FAQs for Students and Teachers about Coronavirus	https://youtu.be/p5potXXFDfY	<ul style="list-style-type: none"> • Dr. Amjad Al Khouli, WHO epidemiology advisor in Middle East Region, explains responsibilities of schools and universities with regards to prevention of spreading of COVID 19, how to ensure food safety during the epidemic, trusted information sources to stay up to date on COVID 19 	Video audio in Arabic (Egyptian accent); Questions are written out on screen and spoken and WHO advisor then answers these (with Arabic subtitles as well)

2) Info Sheets

The WHO info sheets/ posters are categorized according to the following subjects:

Avoiding COVID-19 in the Workplace

8 info sheets about: cleaning and sanitizing offices and surfaces, encouragement of work from home, employees adhering to any local laws regarding lockdowns or the avoiding of crowds or travelling, employees encouraged to stay at home if they show even slight symptoms, adhering to local laws when travelling for business purposes, encouraging personal hygiene and keeping of medical masks and/or napkins in the office, placing hand-

sanitizer in focal areas in the office and encouraging employees to wash hands, as well as a poster summarizing all these points

Link to all posters in this category: <http://www.emro.who.int/ar/health-topics/corona-virus/protection-against-covid-2019-at-workspace.html>

When (and How) to Use a Mask

7 info sheets about when and how to use a mask, how to put it on and take it off, as well as how to dispose of it

Link: <http://www.emro.who.int/ar/health-topics/corona-virus/when-to-use-a-maks.html>

How to Protect Yourself and Others from COVID-19

3 posters about how to protect yourself and others: Protecting students and teachers in schools and nurseries, how to protect yourself and others from being sick, and how healthcare workers can protect themselves

5 info sheets about how to protect yourself exactly and whether there is a treatment for COVID-19

1 poster about how to stay healthy when travelling

Link to all info sheets and posters within this category: <http://www.emro.who.int/ar/health-topics/corona-virus/protect-yourself-and-others.html>

'Correcting Myths and Misunderstandings

22 info sheets correcting myths and misunderstandings

Most info sheets here are a question and its answer per info sheet regarding a specific topic like smoking and corona, garlic as a treatment, putting salt solution in the nose as a way to protect yourself, etc.

Link to all info sheets within this category: <http://www.emro.who.int/ar/health-topics/corona-virus/myth-busters.html>

3) An FAQ Section with Answers

This section has 14 FAQs about corona virus relating to the type of virus, how it might develop, if there's a reason people should be scared, what the who recommends, how well-equipped Middle Eastern countries in a medical sense, etc...

Link to this section: <http://www.emro.who.int/ar/health-topics/corona-virus/questions-and-answers.html>

4) Technical Instruction Sheets

2 technical instruction sheets about how to be transparent with regards to sharing information on COVID-19 in communities and how to respond quickly and effectively to individuals showing signs of breathing problems

Link to technical instruction sheets: <http://www.emro.who.int/ar/health-topics/corona-virus/technical-guidance.html>

5) Further Information in Arabic

Statistical Report on Countries in the Region:

<https://app.powerbi.com/view?r=eyJrljoiN2ExNWl3ZGQtdk3My00YzE2LWFjYmQtNGMwZjI0OWQ1MjFhliwidCI6ImY2MTBjMGI3LWJkMjQ0NGl3OS04MTBiLTNkYzI4MGFmYjU5MCIslmMiOjh9>

Monitoring Reports: <http://www.emro.who.int/ar/health-topics/corona-virus/situation-reports.html>

About COVID-19: <http://www.emro.who.int/ar/health-topics/corona-virus/about-covid-19.html>