



International  
Labour  
Organization

# ► COVID 19 Guidance Employment-Intensive Projects in Lebanon

EIIP Lebanon / ILO Regional office for Arab states  
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## Key Conditions

EIPs<sup>1</sup> must protect the health and well-being of workers and in line with national measures implement rigorous preventive measures at the workplace against the spread of the virus. These additional Occupational Safety and Health (OSH) measures include maintaining a minimum distance between workers at all times, the provision of protective equipment and the implementation of hygiene procedures. These measures are supported by awareness campaigns and information to the wider community to support behavioural change and reduce stigma.

## General Guidance Framework

### Purpose of the guidelines

These guidelines outline preventive and mitigation measures to be taken on employment-intensive works being implemented during the current COVID-19 crisis, as well as in the aftermath of the crisis when the virus remains a threat. These guidelines were developed by the ILO's EIIP Lebanon Programme based on a general guidance note prepared by the ILO and available relevant Lebanon specific information on COVID-19. The minimum requirement below must be met before any work starts. Annexes contain important information and more detailed guidance.

### Key information on COVID-19

In January 2020 the World Health Organization (WHO) declared the outbreak of a new coronavirus disease in Hubei Province, China to be a Public Health Emergency of International Concern. Two months later, on the 11th March 2020, the WHO declared the coronavirus Covid-19 outbreak as a pandemic.

When someone who has Covid-19 coughs or exhales they release droplets of infected fluid. If people are standing within one meter of a person with Covid-19 they can catch it by breathing in droplets coughed out or exhaled by them. In addition, most of these droplets fall on nearby surfaces and objects - such as desks, tables or telephones.

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<sup>1</sup> EIIP Lebanon is Funded by Germany through the German Development Bank (KfW)

People could catch Covid-19 by touching contaminated surfaces or objects – and then touching their eyes, nose or mouth. (WHO, 2020).

The most common symptoms of Covid-19 are fever, tiredness, and dry cough. Some patients may have aches and pains, nasal congestion, runny nose, sore throat or diarrhea. These symptoms are usually mild and begin gradually. Some people become infected but do not develop any symptoms and do not feel unwell. However, according to current knowledge, around 1 in 6 cases of Covid-19 results in serious illness and the development of breathing difficulties (WHO, 2020). Those who are more likely to develop a serious illness include older people and people with underlying medical problems. *See Annex I for more information on Symptoms and Modes of Transmission*

Estimates of the incubation period for Covid-19 range from 1-14 days, most commonly around five days. For more information, consult WHO Q&A on coronaviruses (Covid-19) available at:

<https://www.who.int/news-room/q-a-detail/q-a-coronaviruses>

## Minimum Requirements

### General requirements

EIPs Before the decision on launching or proceeding with EIP projects, project managers should make an evaluation and risk assessment. The following minimum requirements shall be met.

- No presence of government restriction for employment intensive types of works;
- Local authorities consider it sufficiently safe to work in target areas and have provided information on the project area in reference to COVID-19, the number of active cases and measures taken by the municipality and the health authorities;
- The nearest available and competent medical facilities with sufficient staff, and arrangements for isolation of any person who develops COVID-19 symptoms at work has been identified;
- Directory of COVID-19 hotlines/task force is up to date.

**MoPH Hotline: 01/594 459;**

*All key contacts and phone numbers included in Annex IV*

- COVID-19 prevention, mitigation and response is a contractual obligation and fully funded;
- Suspected cases shall immediately be requested to self-quarantine and reported to health authorities to facilitate testing and tracing.

## Communication, awareness raising and monitoring

- Contractors, site supervisors, workers, local authorities and public health authorities as well as communities agree to resume works and are able to meet the requirements of the measures outline in this SOP in its entirety;
- Situations that should trigger suspension or closing of works have been clarified and agreed by relevant stakeholders;
- Awareness session on responsibilities, procedures and best practices for key stakeholders including prevention, mitigation, and response in case of symptoms has been provided before work starts,
- COVID-19 information materials, posters and brochures etc. have been prepared in Arabic and are widely available in community and on site.

## PPE and Disinfectant

Provision of Personal Protective Equipment and Disinfectant

*See Annex II for further safety guidance*

- Provision safety masks
- Provision of gloves
- Provision of sinks, water and soap
- Provision of hand sanitizer
- Provision of disinfectant for work site, surfaces and tools
- Provision of disposal bins
- Provision of tissue
- Provision of drinking cups for each worker

## Procedure to follow in a suspected case

If a worker develops a **mild symptom** similar to that of COVID-19, the worker should immediately be requested to self-quarantine, reported to health authorities and tested. If tested positive, stay at home for at least 14 days, and not return to site until a second test comes out negative.

If a worker develops a **serious symptom** such as difficulties in breathing or high fever, project managers should immediately contact the nearest designated medical facility for testing (if possible) and arrange logistics. Care should be taken to ensure that risk of contact with other people is minimized as the project managers and contractors should create an environment in which all workers feel safe to report a symptom if they were exposed to a risk and that confidentiality is maintained.

If a worker tests negative he or she should be allowed back to site to recuperate the days missed due to self-quarantine. If a worker tests positive he or she should be entitled to a maximum of 10 days paid sick days at minimum wage.

In case of emergency site closure, decision on handling the situation would be taken according to context,

## Good practices

**Health management and monitoring team** established on site with the support of the SSO and the local municipality to ensure implementation of protective measures and for referrals and guidance of suspected cases. This team comprise:

- Municipal focal point;
- Contractor representative;
- Client representative (ILO/EIIP SSO);
- Workers representative (full time)

### *Division of Tasks and Key Phone Numbers Annex III*

- a. Establishment of a **project reception area**, including washing facilities and protective gear, to monitor and register the entrance of everyone entering the project site including any outside visitors.
- b. Provision of **sufficient safety gears** to prevent sharing. Each worker should mark their safety gears (gloves, helmets, vests, etc.) and they are to be washed and disinfected daily.
- c. Use of infrared **non-contact forehead thermometer** to monitor the temperatures of everyone entering the site and monitor other symptoms such as respiratory symptoms or difficulties in breathing. Those who have a fever (i.e. a temperature of 37.3 degrees Celsius or higher) should be requested to stay at home.

d. Maintain a **Health Register** - since many cases are asymptomatic – the daily use of control checklists, to register appearance and monitor exposure factors, is required (recent travels, exposure to people with recent travel, close contact to sick people, or participation in large gatherings etc.).

*On-site Procedural Checklist & Health Register in Annex IV*

- e. **Oblige everyone to wash their hands with soap and water upon their arrival at site** and remind contractors, site supervisors, and workers of the importance of regularly washing their hands with water and soap (especially at the occasions specified in this guidance), and to avoid touching eyes, nose, and mouth with unwashed hands.
- f. At the start of each work shift **remind contractors, site supervisors, and workers of the best practices and preventive measures** on-site, in household and at community level, including safe procedures for disposal of solid wastes (e.g. tissues, and other used cleaning consumables and materials).
- g. Daily disinfections of the work-site, common surfaces and of the hand tools before and after usage.
- h. Social distancing
- Work-site managers must ensure that **workers maintain safe working space of at least 2m** distance between each other. If this is unavoidable, explore the option of having work done in shifts of smaller groups.  
*Compare task work in EIP Guideline.*
  - The requirement **for social distancing must also be applied when the provision of accommodation for workers or transportation of workers is included** as part of the project, taking into consideration special needs for women and disabled workers.
  - remind contractors, site supervisors, and workers of the **importance of social distancing outside of work**, during lunch break, at home etc. and emphasise that hand shaking and other ways of physical greetings should also be avoided at all time during the crisis and after the crisis as long as the virus still remains a threat.

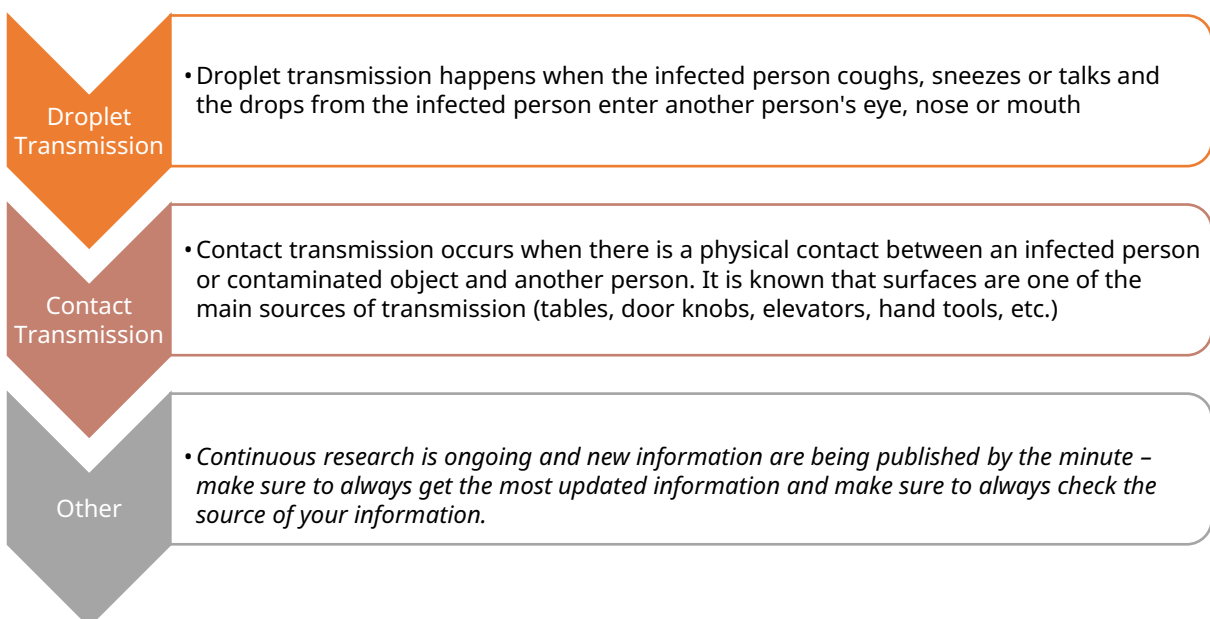
**As a crosscutting standard, it is very important that the project managing team not only raise awareness on the disease and be alert to suspected cases, it is extremely essential that they are alert to any kind of discrimination and stigmatization for any reported or suspected case.**

## Annex I: Symptoms and Modes of Transmission

Detailed information available on <https://www.who.int/health-topics/coronavirus>

- COVID-19 affects people differently; most people infected will develop mild to moderate symptoms, while others may experience more severe symptoms.
- People infected with COVID-19 virus can spread the virus even before showing significant symptoms.
- People who have underlying medical conditions and those over 60 years old have a higher risk of developing severe disease and death

Most Common Symptoms	Other Symptoms
<ul style="list-style-type: none"><li>•Fever</li><li>•Dry &amp; Constant Cough</li><li>•Shortness of breath/ difficulty breathing</li><li>•Tiredness</li></ul>	<ul style="list-style-type: none"><li>•Nasal Congestion</li><li>•Runny Nose</li><li>•Vomiting</li><li>•Sore Throat</li><li>•Muscle Aches</li><li>•Diarrhea</li></ul>





## Annex II: Protective Measures and Personal Hygiene Habits

Detailed information available on <https://www.who.int/health-topics/coronavirus>

No Handshake Policy (Limit all physical contact and promote this culture to be adopted in the community)	Maintain Safe distance between workers at all times (At least 1 - 2 meters)	Refrain from Smoking and other activities that weaken the lungs
Frequent washing of hands with <b>Soap</b> and <b>Water</b> for <b>over 30 seconds</b> as per the below figures	Do not touch Face before washing hands;	Keep hydrated at all times – eat and rest well to boost your immunity.
Constantly disinfect high-touch surfaces (ie door knobs, hand tools) with soap and water or bleach and try to avoid touching them with hands (open with elbows);	Adopt proper coughing and sneezing etiquette (cover mouth with tissue or sleeve – <b>Do Not Cough/ Sneeze in hands</b> )	Make sure that enough space for maintaining safe distance is ensured as well during break times - if space is confined, advise workers to take breaks in shifts

## Annex III: Division of Tasks and Key Phone Numbers

### Social Safeguard Officer (with the support of the Central team)

1. Kick-off meeting with the municipality and central team to allocate the focal points at the municipality, map the referral units, quarantine units (if applicable) and set on track all needed steps to promote and implement safe working conditions;
2. Meet with all members of the health team before work starts and brief them on responsibilities;
3. Provide guidance and detailed instructions on the COVID-19 steps;
4. Ensure that all the above recommendations are being implemented;
5. Regularly meet with the municipality to monitor the status and response to COVID-19;
6. Quality control on all sites to ensure that all workers and measures are in compliance with WHO and EIIP recommendations and guidance;
7. Identification of gaps, and proposing mitigating steps in coordination with central team;
8. Regular reporting to central team, contractor team and health focal point.

### Contractor and Contractor Team

1. Keep updated on all information from MOPH, WHO and EIIP central team;
2. Assign a focal point
3. Initiate and mobilize the COVID-19 response team on field;
4. Provide all needed sanitizing equipment, PPE on sites;
5. Assign one female worker (full time) to the Health Team and instructions her on her role;
6. Carry out health check and daily health briefing at the start of each shift;
7. Make sure that all recommendations are being implemented;
8. Constant coordination with SSO and municipality

### Emergency Contact List

Name & Function	Phone number
Municipality coordinator	
EIIP Response Team Site Focal Point	

Ministry of Public Health (COVID-19)	01/594 459
Lebanese Red Cross	140
Civil Defence	125
Police	112

# Annex IV: Procedural Checklist & Health Register for on-site use

## On-site checklist

Health Social Safeguard Officer in Charge:

Contractor in Charge:

Region:

Project Name:

Date:

### I. Preparation Phase

- A meeting with the municipality team took place informing them about the project and the ongoing procedure;
- Contractor and project team are briefed about the local situation in reference to COVID-19 outbreak;
- Municipality gave greenlight for initiation of the work;
- Municipality and project team have created a COVID-19 response team to follow up on the works on EIIP sites;
- A medical doctor or nurse is on the team or over-viewing the procedures*

### II. Awareness and Health Promotion

- Contractor's team are all trained and aware of:
  - What is COVID-19
  - Modes of Transmission
  - Prevention
  - Symptoms
  - Referrals
  - Use and disposal of PPEs (Gloves, masks, etc.)
- Workers on site are all briefed and aware of:
  - What is COVID-19
  - Modes of Transmission
  - Prevention
  - Symptoms
  - Referrals
  - Use and disposal of PPEs (Gloves, masks, etc.)
- Community Awareness

- Awareness material are present in the community, accessible and visible to all.
- Community awareness sessions are conducted with the support of the municipality on COVID-19 and best practices.

### III. On-Site there is

- Sufficient and operating sinks for handwashing available to all workers and project team onsite;
- Water and soap at all times;
- Sufficient amount of COVID-19 PPEs for all workers and project team on-site;
- Closed bins for proper disposal of used PPEs;
- Awareness material visible to all people;
- Enough space for social distancing;
- If no enough space is available for social distancing work is being done in shifts of smaller groups of workers;

### IV. During Work in Progress

- Workers and project team are maintaining proper social distancing (2 meters) at all times;
- All workers and project team are properly and efficiently using the COVID-19 PPEs;
- All used PPEs are being disposed properly;
- All workers and project team are maintaining a proper, sufficient and correct handwashing culture at all times;
- All tools are being sanitized properly before and after use;
- All surfaces are daily sanitized and cleaned properly;
- Health Response team is present regularly onsite;
- Health Response team is assessing the works onsite regularly and updating guidance and procedures accordingly;
- Referral systems are in place;
- Project Team and Health Response Team are attentive to any suspected cases, people at higher risk and people at higher exposure;
- Health Response team is following up with suspected cases and following the proper protocol for doing so;
- All people involved (Project Team, Health Response Team and Workers) are keen on supporting suspected cases or people at higher exposure while eliminating all kinds of discrimination or stigmatization



## Further Reference

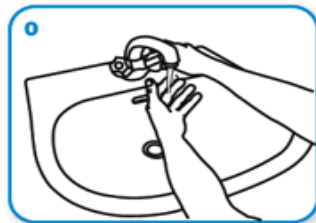
### Hand Washing

World Health Organization

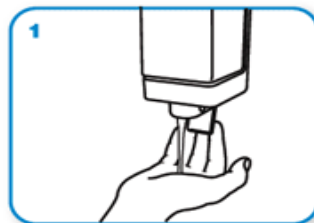
*When soap and water are not available, use an alcohol based sanitizer with at least 60% alcohol concentration adopting same methodology as washing hands.*

### Correct use of masks and gloves

*Use of Face Mask and Gloves (As per WHO)*



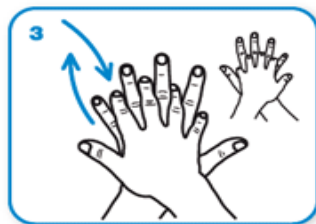
Wet hands with water



apply enough soap to cover all hand surfaces.



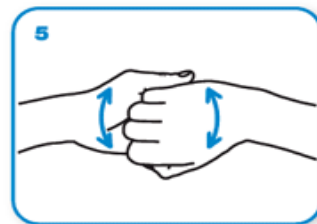
Rub hands palm to palm



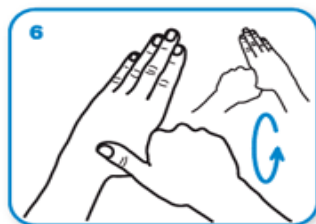
right palm over left dorsum with interlaced fingers and vice versa



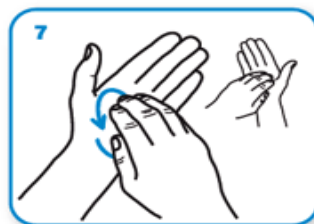
palm to palm with fingers interlaced



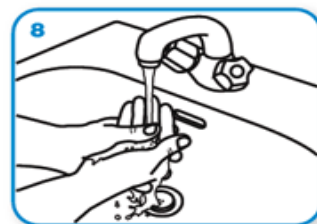
backs of fingers to opposing palms with fingers interlocked



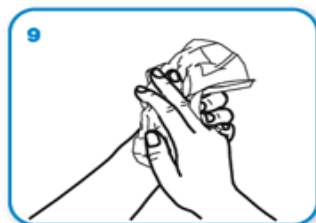
rotational rubbing of left thumb clasped in right palm and vice versa



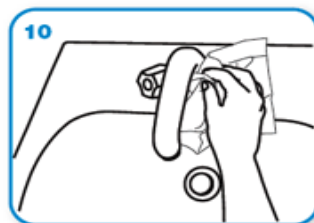
rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa.



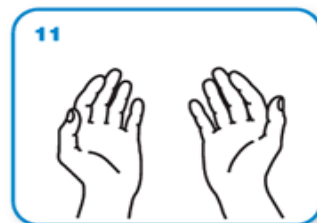
Rinse hands with water



dry thoroughly with a single use towel



use towel to turn off faucet



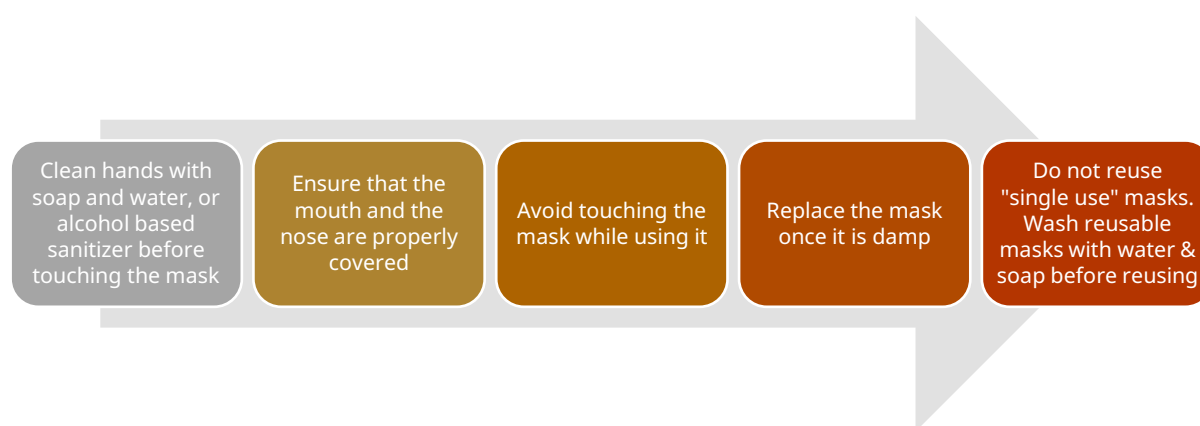
...and your hands are safe.

## Mask Usage

### When to use a mask?

- When caring for COVID-19 infected person;
- When coughing and sneezing;
- When being in close contact with people (crowded public places, public transportation, etc.);
- Dispose the mask when it becomes damp.

### How to Wear a Mask?



### How to Remove Masks

- When touching surfaces;
- With your finger remove the mask from behind (from the elastic attached to ear);
- Do not touch the mask from the front;
- Discard directly in a closed bin
- Clean hands with soap and water or with alcohol based sanitizer after removing mask

## Gloves Usage

### When to Wear Gloves?

- When touching surfaces;
- When present at a public space that requires hand use (Going to the supermarket);



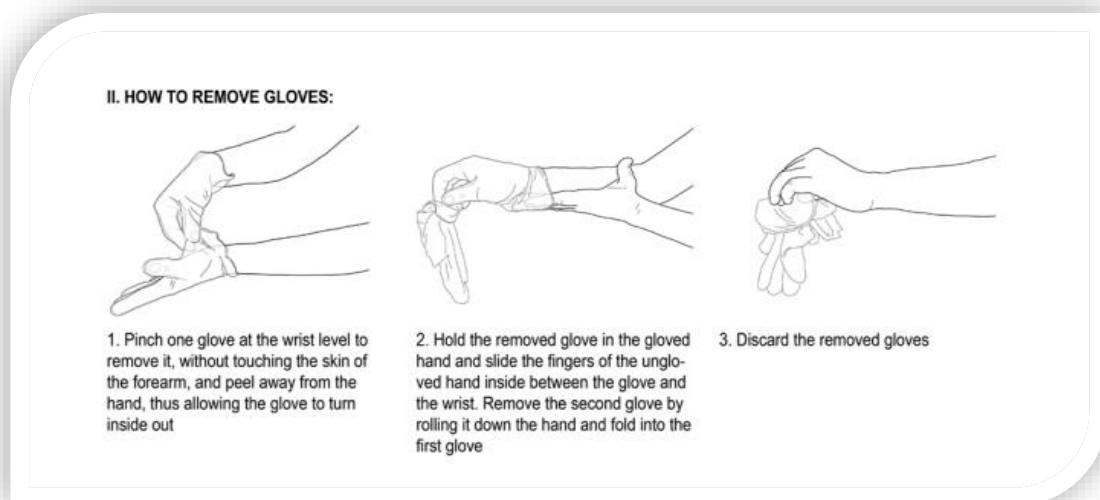
*The use of gloves does not replace the need for proper hand hygiene*

## How to Wear Gloves?



## How to Remove Gloves

1. Pinch the first glove and remove it to the outside without touching skin;
2. With the index remove the second from under the glove;
3. Once both gloves are upside down, discard directly in a closed bin;
4. Clean hands with soap and water or with alcohol based sanitizer after removing gloves.



## Social distancing - Task work and shifts

Group based work should be avoided to ensure physical distancing. EIIP preferable mode of work and payment is based on individual task work and it is hence important that suitable tasks are established and set out before work starts. Please consult with

the engineer in charge upon developing the work plan, to ensure that work is being planned taking into account highest safety measures, and EIIP best practices. Health and safety of the workers team is at the utmost priority of the EIIP. Work may be organised in shifts to reduce the number of workers present at the work site.

*Please refer to the EIIP guidelines and consult with the EIIP engineer for more information.*