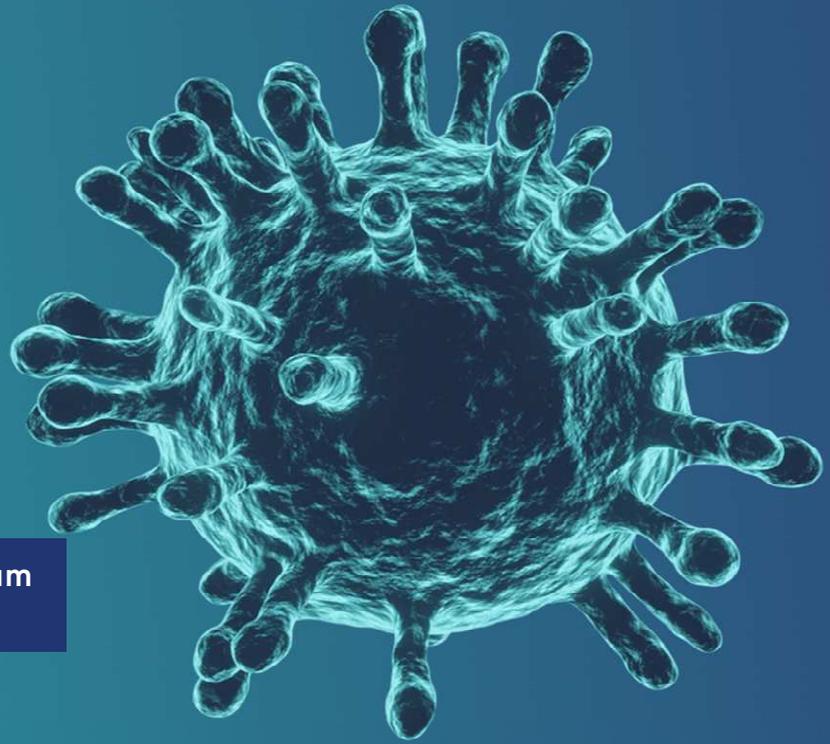




International Labour Organization



▶ Building resilience during and after the COVID-19 pandemic



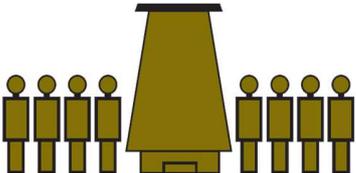
For Micro, Small and Medium Enterprises (MSME)

Business Advisory Note: Creating a COVID-19 safe business environment (Part 4)

Developed in partnership with:



Ministry of Commerce, Trade, Tourism and Transport



Fiji Commerce & Employers Federation

In this advisory note:



Includes:
Simplified actions, web links and phone contacts.

- ▶ **What rules or policies should I use to operate my business during COVID-19?**
- ▶ **What will happen if I breach the COVID Safe Business Protocols?**

► What rules or policies should I use to operate my business during COVID-19?

The Ministry of Commerce Trade, Tourism & Transport (MCTTT) has established the COVID Safe Business Protocols. This sets the minimum parameters for safely operating your businesses during the COVID-19 pandemic. These are designed to ensure **minimal** risk when continuing business. However, you can develop additional customized protocols that best suit your business.

There are in total of 25 non-negotiable provisions. Some important ones for MSME's are:

You must ensure that all employees, customers, clients are wearing appropriate **Personal Protective Equipment (PPE)**. As business owner, you must bear the responsibility to provide all employees with PPE.

You must ensure that everyone entering our business has **downloaded the careFIJI mobile app** and keeps the **device Bluetooth turned on**. As employer/business owner must bear the responsibility to **provide smartphones for staff**.

You must set up **temperature monitoring** at the **entrance and employee gate**, only those with a **temperature below 37.8°C** can enter. Those that have fever and/or **COVID-19 like symptoms** must be **documented** and **referred to a fever clinic**.

You must **maintain Operational Bubbles** and ensure no interaction between shifts. **Space for lunch must allow for physical distancing**. You must **provide transportation to staff**, from home to the business site, to maintain the integrity of the respective Bubbles.

You must maintain an **Absentee Register**. Should a staff not report to work, you must contact the employee to ascertain the reason for the absence. Should the **staff report sick with COVID-19 like symptoms**, **call 158** immediately with all details of your staff.



You must register and acquire, **careFIJI check-in**, a unique digital geo-identification indicator, **QR Code** (checkin.digitalfiji.gov.fj), to identify the location of businesses.

You must establish a **dedicated isolation room/section** for suspected COVID-19 cases. **Staff** should be **trained in recognizing and responding to symptoms of COVID-19**. You must **call 158** should a **staff show symptoms of COVID-19**.

You must ensure everyone maintains **2m physical distance** and **operate at a max. capacity of 50%**. You must also provide provision for **hand washing facilities** and/or **sanitizers** to employees and customers.

For full details on the protocols including delivery service and on-call service guidelines, go to: <https://www.mcttt.gov.fj/covid-19-essential-business-and-movement/>

▶ What will happen if I breach the COVID Safe Business? Protocols?

If your business fails to comply and commits an offence, you will be liable on conviction to:

- *a fine not exceeding F\$10,000 or imprisonment for a term not exceeding 5 years or both under the Public Health Act 1935.*
- *in addition, your approval to operate may be revoked.*



Source:

[MCTTT- Essential-Business-and-Support-Industries
www.covidpass.mcttt.gov.fj](https://www.covidpass.mcttt.gov.fj)

Informal Economies Recovery Project

Implemented jointly by:

International Labour Organization (ILO)
United Nations Educational, Scientific and Cultural Organisation (UNESCO)
United Nations Development Programme (UNDP)
International Fund for Agricultural Development (IFAD)

<https://pacific.un.org/index.php/en/131555-un-mptf-informal-economies-recovery>



UN COVID-19 Response
and Recovery Fund
#RecoverBetterTogether