

Ministry of Labor

Guide No. (16)

Work Procedures for Safety and Health Protection Measures to Limit the Spread of the Corona Virus

(Support Professions Sector No. (2))

“Technical field maintenance services: electrician, plumber, carpenter, blacksmith, installation professionals.....”

This guide has been reviewed by the National Epidemiological Committee
Updated on 20/4/2020

Dears of the support professions sector,

This guide was made to ensure your safety as well as the safety of others in workplaces considering the high level of danger and the speed of transmission the Corona Virus holds, as such please follow these procedures and do not underestimate them in addition to the health conditions and instructions as per the valid laws, the Jordanian Labor Law and the Occupational Health and Safety Instructions issued thereunder.

Safety procedures prior to commencing work:

- Ensuring there are not any symptoms of daily coughing and sneezing, perform a daily self-check for yourself.
- Commit to washing hands when needed for a period of (20) seconds.
- Preparing a spray pump such as the manual spray pumps used in spraying crops, and if unavailable using empty spray bottles.
- Sanitizing products such as Clorox that is used in homes can be used after being mixed with water.
- Providing employees with hand sanitizing products such as liquid soap, sanitizing products and wet wipes.
- When using vehicles for transportation from the workplace to the location where the requested service will be provided, each vehicle should not carry more than (%50) of its permitted passenger load as per its license.
- Ensuring there are plastic bags before arriving to the location the requested service will be provided.
- Ensuring there are medical face masks before arriving to the location where the requested service will be provided.
- Ensuring the presence of the equipment box (depending on the profession) to avoid requesting from the customer any equipment.
- Providing personal protective equipment such as construction gloves (linen for the sanitary installation and maintenance professions such as carpentry, glass and blacksmith \ and rubber gloves for electrical professions).
- Providing ladders for working on high ground levels and ensuring there are not defaults (such as cracks or wearing down), as well as providing personal protective equipment such as safety belts.

Safety procedures during work:

- When arriving to the location of the customer, personal protective equipment are to be worn such as masks, gloves, and occupational personal protective equipment.
- Properly disinfecting safety boots before entering the workplace.

- Avoid touching the walls and doors when entering the workplace.
- Leave a safety space (a minimum of one meter and a half) between technicians and the customer.
- Obligate technicians to wear personal protective equipment and to maintain the sanitization of the workplace, specifically surfaces that are directly touched (doors, floors, and surfaces).
- Avoid touching the eyes, nose, and mouth with hands in any manner.
- Immediately replace the medical face mask once soiled and dispose of in the proper manner.
- Technicians who are exposed to dust are to use (N95) masks, such technicians are carpenters and stone carvers.
- Avoid consuming meals and drinks in gatherings.
- Use disposable cups for drinks.
- Avoid any person carrying the symptoms of coughing, sneezing, and high temperature.
- Some sanitizing products are of a high percentage of alcohol, caution should be taken when using such products when smoking and around heated surfaces.
- Gloves are to be taken off, hands are to be sanitized, and then face masks are to be taken and hands are to be sanitized another time, then new gloves are to be worn and a new face mask is to be worn, afterwards the used face mask to be properly disposed of.
- Alcohol is not to be used inside vehicles as it is a flammable substance.
- Avoid using equipment belonging to the customers.
- Take all necessary precautions in respect of sanitizing the equipment as well as people prior to conducting installations in homes.
- Regularly test the employees for Corona Virus.
- Set a condition of obtaining a Corona Virus free certificate (every (14) days) from people that work as contractors for companies whom the nature of their profession includes installing devices in homes.
- Keep records which include the names of all the importers who conduct maintenance services at homes, as well as a record which includes the names and contact information of the customers.

Stay Safe