

COVID-19 Emergency Preparedness and Response Guidelines

Estate & Mill Operations in Nigeria

23 March 2020



Estates and Mills Guidelines to Mitigate Risk of COVID-19 Infection amongst workers

Every estate and mill would need to implement the following practices in-order to minimize any potential risk of COVID-19 within their operations.

Location	Area	Risk Mitigation Procedure
Estates	Health screening and monitoring	<input type="checkbox"/> All workers during morning muster must be subjected to health screening using a non-contact thermometer, and also screening of COVID-19 symptoms.
		<input type="checkbox"/> Records of workers' screening should be kept and maintained for record-keeping purposes
		<input type="checkbox"/> Workers are all to be reminded during morning muster to maintain personal hygiene, and maintain a “social distance” of more than 1m to the next person during operations as much as possible.
		<input type="checkbox"/> Any workers who are identified to demonstrate symptoms would to be given access to medical treatment immediately, or be quarantined if medical access is not available.

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Mills	Health screening and monitoring	<input type="checkbox"/> All workers during morning muster must be subjected to health screening using a non-contact thermometer, and also screening of COVID-19 symptoms.
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		<input type="checkbox"/> Any workers who are identified to demonstrate symptoms would to be given access to medical treatment immediately, or be quarantined if medical access is not available.

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Location	Area	Risk Mitigation Guidelines
Estate & Mills	Mitigation steps throughout operations	<input type="checkbox"/> Operations are to minimize transporting workers to locations in large numbers . Efforts should be made to minimize large number of workers to be together in an enclosed location / vehicle
		<input type="checkbox"/> Workers are all to maintain personal hygiene, and maintain a “social distance” of more than 1m to the next person throughout the day operations as much as possible
		<input type="checkbox"/> Operations should endeavour to minimize large congregation of workers, e.g. during break periods by implementing staggered breaks as much as possible
		<input type="checkbox"/> Operations should make available wash basins filled with treated water (Dettol)/hand sanitisers at strategic locations , e.g. worker transport, entrances to estate/mill offices, clinics, etc

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Location	Area	Risk Mitigation Guidelines
Estate & Mills	Mitigation steps throughout operations	<input type="checkbox"/> Operations should regularly conduct disinfection of locations of high volume of workers, e.g. church, creche, canteens, workers' transport etc
		<input type="checkbox"/> Operations should endeavour to work with a reduced number of workers during operations to reduce risks of worker infection

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Location	Area	Risk Mitigation Guidelines
Estates & Mills	Screening of Visitors / Suppliers	<input type="checkbox"/> Visitor and supplier entrance into operations should be limited as much as possible to only critical requirements.
		<input type="checkbox"/> All visitors are to be screened using a non-contact thermometer for fever, and also for COVID-19 symptoms at the point of entry to operations
		<input type="checkbox"/> Any visitors / suppliers found to demonstrate any symptoms are to be denied entry into estate and mills operations
	Quarantine of symptomatic workers	<input type="checkbox"/> Any worker who is found to demonstrate COVID-19 symptoms are to be denied entrance to operations and is to be sent for immediate medical treatment to State COVID-19 Isolation Center at UCTH, Calabar. RMO to provide his recommendations on this.
		<input type="checkbox"/> If the operations location is far from medical access, the worker should be quarantined until he / she is given access to medical treatment. Estate and mill operations should to the best of their efforts set up a location for quarantine in the event of this happening.

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Location	Area	Risk Mitigation Guidelines
Estates & Mills	Residential Housing Complex	<input type="checkbox"/> Once in every 3 days, Estate/Mill PIC to conduct health screening at all housing residents (including workers dependent/relatives, etc.) using a non-contact thermometer, and also screening of COVID-19 symptoms. Records specific to the housing complex of screening should be kept and maintained for record-keeping purposes.
		<input type="checkbox"/> All residents to sign a copy of the Health Declaration Form.
		<input type="checkbox"/> Every Camp Master is to provide feedback on dependents at the Worker's Quarters to RMO in the event that the dependent demonstrates symptoms.

The format of the summary report is as below: -

Estate/Mill name:

Date of reporting:

1. Health Screening and Monitoring			
Number of workers & Staff scanned	Number of Visitor/Supplier/Contractor/Transporter/FFB supplier scanned	Number of housing resident scanned	Number of "Stay at Home Order" and quarantine scanned
2. Cases			
Numbers of workers & staff showing symptoms.	Numbers of Visitor/Supplier/Contractor/Transporter/FFB supplier of showing symptoms.	Number of housing residents showing symptoms.	Number of outsiders denied entry.
3. Stay at Home Order and quarantine.			
Number of persons under stay home order.	Number of persons under quarantine.		
4. Suspected & Confirm COVID – 19 (In the workplace)			
Number of Suspected or Person Under Investigation	Number of Confirm COVID -19		

Symptoms of COVID-19

Fever (temperature 38° C and above) OR acute respiratory infection (*sudden onset of respiratory infection with at least one of: shortness of breath, cough or sore throat*) with or without fever.

WHAT IS THE COVID-19?

COVID-19 (Coronavirus Disease 2019) is a new strain of the coronavirus that has never been previously identified. Based on current available information, human-to-human transmission of COVID-19 is via respiratory droplets or direct contact.

SYMPTOMS



Fever



Cough



Breathing Difficulty

Health Screening and Monitoring

HOW

1. Body temperature measurement using a non-contact infrared thermometer
2. Interview and observe if the employee shows any symptoms
3. **If the employee has visited any area with confirmed cases of COVID-19 during the past 14 days, as per the government regulations in place, access to the office/perimeter shall be *DENIED*.**
4. If the body temperature measured $\geq 38^{\circ} \text{C}$ OR shown any of the symptoms;
 - **For employee:** To seek immediate medical treatment at clinic or nearest hospital and obtain doctor's advice. In locations where access to medical treatment is limited, the worker should be quarantined until medical treatment can be given
 - **For non-employee:** To communicate to the host of the premise about his/ her condition and reason of denied entry



Health Screening and Monitoring (Cont'd)

Procedures of Measuring Body Temperature

- Hand must be sanitized using alcohol-based hand sanitizer
- Wear surgical mask
- No strain of hair, perspiration, cosmetic layers or cap covered on the forehead of the tested person.



1. Aim the thermometer towards the center of forehead, stand within distance range of 3-5 cm
2. Press the measuring trigger, the temperature will display immediately (≈ 1 second).
3. When there is still perspiration on the forehead, take the temperature behind the ear lobe with the distance range of 3-5 cm

Disinfection services - covered for both suspected and confirmed COVID-19 and shall be conducted within virus incubation period of fourteen (14) days.

Suspected COVID-19 Reported	Confirmed COVID-19 Reported
Disinfection to be conducted at least TWICE A WEEK using alcohol based disinfectant cleanser	Disinfection to be conducted EVERYDAY using alcohol based disinfectant cleanser
Area to be disinfected : <ul style="list-style-type: none">• Suspect COVID-19 residence• Public areas within proximity eg canteen, church, school etc	Area to be disinfected : <ul style="list-style-type: none">• Confirmed COVID-19 residence• Public areas within proximity eg canteen, church, school etc

THANK YOU

