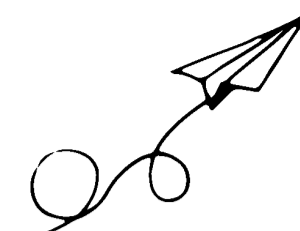


Factory Readiness and Risk Assessment



Employers are recommended to use this workplace readiness assessment to make an informed decision about workplace testing programs for SARS-CoV-2 for their employees.

Section 1: ASSESS YOUR INFORMATION

Are you using the latest COVID-19 Information to track your local risk and set safety rules for Infection prevention?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you know your employees' vaccination status?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are employees routinely tested for COVID-19?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you do daily temperature checks and health assessments?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you tracking the risk level in communities where employees may travel for work?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you reporting cases to BBMP/ICMR (Reporting authority)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is your company in regular touch with your local public health department for up-to-date information on community resources and opportunities to collaborate on community health?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Section 2: ASSESS YOUR POLICIES

Do you have a vaccination policy?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you offer paid leave for employees to get themselves and their family members vaccinated?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you offer paid sick leave to allow workers to stay home when they fall sick or need to isolate themselves?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you conducting health education sessions and continuing to address myths and misinformation about COVID-19 and vaccination?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have a way for employees to report safety concerns and issues anonymously?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Section 3: ASSESS YOUR OPERATIONS

Are there any areas of your company that lack indoor ventilation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your company have enough supply of tests for workers?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have a stock of masks to distribute as needed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your workspace accommodate social distancing?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are your sanitation protocols up to date?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you reduced frequent touchpoints with hands-free solutions?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is your workplace prepared to offer on-site booster shots if a new variant requires them?	<input type="checkbox"/> Yes <input type="checkbox"/> No

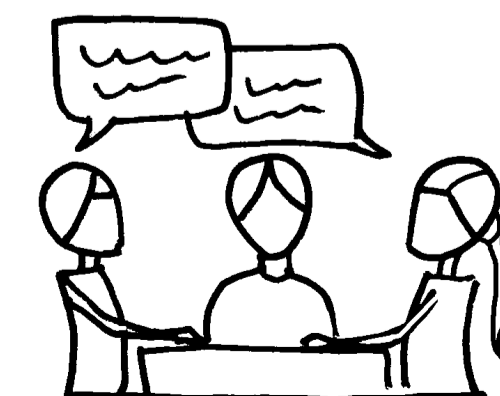
Section 4: ASSESS SYSTEMS OF SUPPORT

Do you support employees who want to continue wearing masks?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have a policy to address employee concerns about working with unvaccinated coworkers or in unsafe conditions?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you considering and incorporating employee feedback—including that of employees who belong to adversely affected populations—into your planning for upcoming health challenges?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you offer support/flexibility for employees with new family care responsibilities or continued vulnerability to disease?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are your company managers trained to check in on employees' mental well-being and needs?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your company offer support for employees' mental well-being and needs?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Do your company have employee-led groups for women, people with disabilities, mental health, or other affinity needs?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do your employees access affordable healthcare through your company's health insurance?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your insurance plan comply with the Mental Healthcare Act, of 2017?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your company offer a Worker well-being/Welfare Program?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you assessed its offerings to meet your current challenges or demands?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you regularly informing your staff about benefits such as employee insurance and paid sick leave?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Section 5: ASSESS YOUR FLEXIBILITY

Are you inviting your workers to help identify creative and flexible solutions?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are employees cross-trained in other company functions in the event of an outbreak at your workplace?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you prepared to hire temporary workers to supplement your workforce if employees get sick?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you identified ways to expand social distancing protocols if needed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are there any operations appropriate to move outdoors?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you working with other local businesses to identify cooperative and creative solutions during a public health crisis?	<input type="checkbox"/> Yes <input type="checkbox"/> No



Factory Readiness and Risk Assessment

Employers are recommended to use this workplace readiness assessment to make an informed decision about workplace testing programs for SARS-CoV-2 for their employees.



Low Risk

IF

Community spread is low (less than 5%)

AND

The vaccination rate among the workforce is high (greater or equal to 90 percent vaccination coverage)

There are no outbreaks among your workforce.

THEN

- ⌘ Help employees keep their vaccinations up-to-date
- ⌘ Upgrade indoor ventilation systems
- ⌘ Support employees who choose to keep wearing masks
- ⌘ Post visual cues for social distancing recommendations
- ⌘ Consider making masks available on site for workers at high risk or for those who choose to wear a mask
- ⌘ Continue to follow ICMR quarantine and isolation guidance for workers who are exposed or who test positive for COVID-19.

To access data on community transmission and vaccination rates in your area, refer to reports shared by your local municipal health department or national health department.



Medium Risk

IF

Community spread is moderate (between 5-10%)

OR

The workforce vaccination rate is low

There is an outbreak among the workforce

THEN

- ⌘ Make masks available for workers at high risk
- ⌘ Consider requiring masks for unvaccinated workers
- ⌘ Require masks for workers who have been exposed to COVID-19
- ⌘ Consider weekly testing of unvaccinated employees
- ⌘ Consider expanding hybrid or remote work options
- ⌘ Implement protocols for social distancing
- ⌘ Consider allowing business travel only for vaccinated employees
- ⌘ Help your employees keep their vaccinations and booster doses up-to-date
- ⌘ Upgrade or improve the indoor ventilation systems
- ⌘ Continue to follow ICMR quarantine and isolation guidance for workers who are exposed or who test positive for COVID-19



High Risk

IF

Community spread is high (above 10%)

THEN

- ⌘ Require masks indoors for all workers
- ⌘ Require weekly testing for all workers
- ⌘ Pivot to remote work where possible
- ⌘ Enforce social distancing protocols on site
- ⌘ Consider suspending company travel
- ⌘ Help employees keep their vaccinations and booster doses up-to-date
- ⌘ Maintain improved ventilation
- ⌘ Continue to follow ICMR quarantine and isolation guidance for workers who are exposed or who test positive for COVID-19
- ⌘ Consider reducing the number of workers in each shift to allow the maximum social distancing possible

