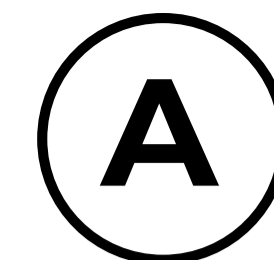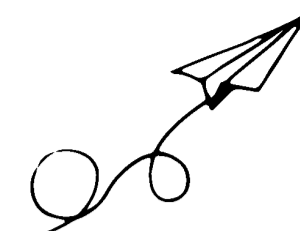# Factory Readiness and Risk Assessment

(A)

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?	❑ Yes ❑ No
Do you know your employees' vaccination status?	❑ Yes ❑ No
Are employees routinely tested for COVID-19?	❑ Yes ❑ No
Do you do daily temperature checks and health assessments?	❑ Yes ❑ No
Are you tracking the risk level in communities where employees may travel for work?	❑ Yes ❑ No
Are you reporting cases to BBMP/ICMR (Reporting authority)?	❑ Yes ❑ 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?	❑ Yes ❑ No

Section 2: ASSESS YOUR POLICIES

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

Section 3: ASSESS YOUR OPERATIONS

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

Section 4: ASSESS SYSTEMS OF SUPPORT

Do you support employees who want to continue wearing masks?	❑ Yes ❑ No
Do you have a policy to address employee concerns about working with unvaccinated coworkers or in unsafe conditions?	❑ Yes ❑ 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?	❑ Yes ❑ No
Do you offer support/flexibility for employees with new family care responsibilities or continued vulnerability to disease?	❑ Yes ❑ No
Are your company managers trained to check in on employees' mental well-being and needs?	❑ Yes ❑ No
Does your company offer support for employees' mental well-being and needs?	❑ Yes ❑ No

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

Section 5: ASSESS YOUR FLEXIBILITY

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

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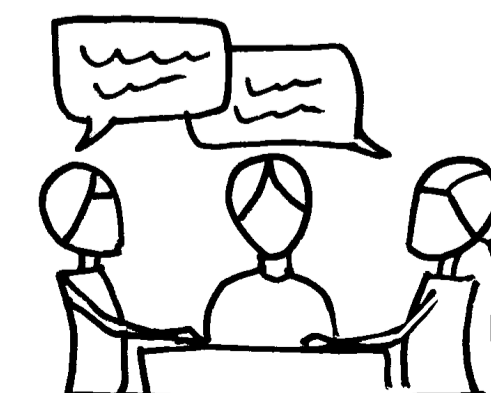
Factory Readiness and Risk Assessment

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

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Project Steering Committee:
Team role matrix
Members of the project steering committee

Roles

Testing Supervisor

Who plays these roles

Test planning and organisation can be performed by one or two human resource department / administration personnel based on the workforce size.

This person/people should have:

- ⌘ Access to the employee database, i.e employee names, demographics, units, and supervisor details
- ⌘ Access to workforce schedules, shift timings, and details of all individuals who work in each shift
- ⌘ Knowledge and understanding of the disease prevalence in the community
- ⌘ Access to infrastructure and the the kits to be used in the programme

Time required

This personnel will be expected to spend 1-2 hours a week in planning activities and 1-hour during each testing event.
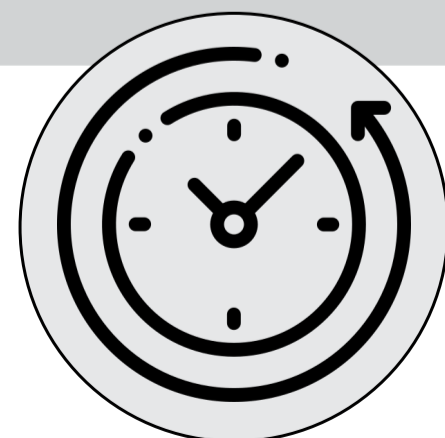
Role description

The test planning and organisation personnel will be responsible for

- ⌘ Preparing testing plans based on workplace--level and community--level disease prevalence
- ⌘ Deciding who gets tested and when, based on the recommended criteria
- ⌘ Using the insights generated from the routine testing data to
  - » initiate contact tracing and further testing activities
  - » manage the testing load
  - » select and deploy trained peers
- ⌘ Taking stock of the material (PPE, testing kits), performing inventory management and placing orders when necessary
  - ⌘ Deploying the mobilisation personnel and following up with them to ensure that that the employees are adhering to the agreed schedule.

Time required

The test planning and organisation personnel will be expected to spend one or two hours a week in planning activities and one hour at each testing event.
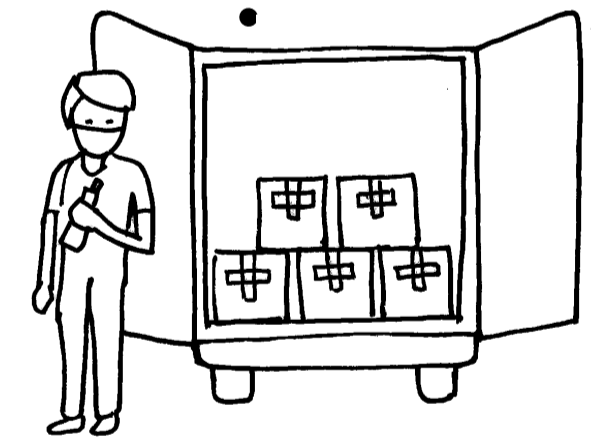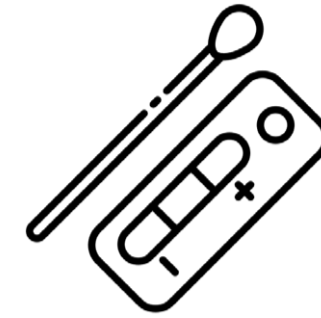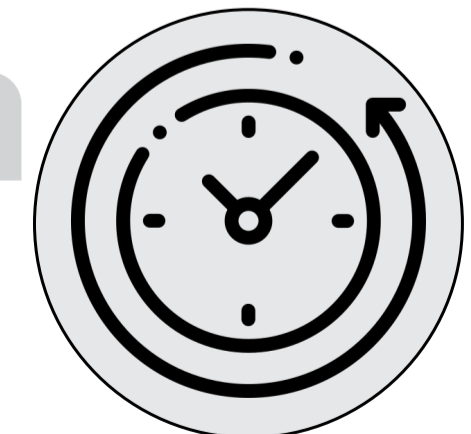
Project Steering Committee:
Team role matrix
Members of the project steering committee

Roles

**Demand generation and post-test counselling**

Who plays these roles

- Demand generation and post-test counselling can be performed by the unit supervisors or by mid-level managers in the factory.
- Welfare officers or health--care staff at the factory can also be designated to perform this role in factories where these resources exist.

Role description

- Building awareness of the importance of self-testing for workers periodically in meetings and gatherings
- Using the information, education and communication (IEC) material material available to conduct demand--generation activities before and during the implementation of a testing programme
- Coordinating with the testing supervisor to generate testing schedules for one or all units
- Mobilising the workers to the testing site appropriately on the day of the testing event
- In the case of on-demand testing, reminding the workers about the availability of the tests and the process of accessing the tests at the workplace
- Provisioning counselling for those workers who test positive and referring them to external partners or clinics for follow-up diagnosis and treatment
- Following up with the workers receiving treatment to ensure treatment adherence and recovery.

Time required

The expected time commitment is four to five hours per week during the planning period and one to two hours during the testing period.
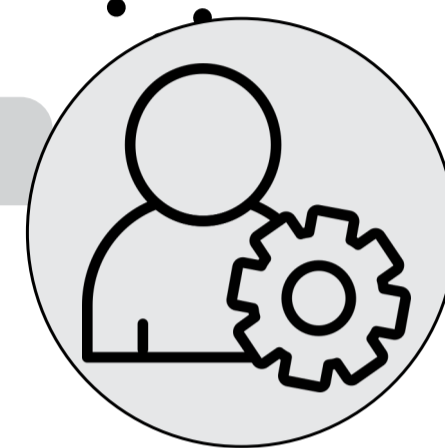
Roles

Technical Support

Who plays these roles

- Trained welfare officers / clinical staff should assume this role.
- In the absence of trained welfare officers / clinical staff, the testing supervisor can seek this support from partner organisations

Role description

- Ensuring that the most accurate and appropriate tests are being used for testing
- Providing frequent training and support to peer assistants to ensure that their knowledge is up-to-date
- Assisting the peer assistants and testing supervisors in resolving any discord or discrepancy in the test the test results
- Providing the most up-to-date information about the testing model

Time required

The expected time commitment from the personnel providing Technical Support will be around three to four hours per week during the planning and one hours during testing.

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