

Detailed Guidelines for Daily Quarantine in Meat Processing and Packaging Businesses

[General Requirements]

<Workers>

- Always wear a mask indoors and outdoors when it is not possible to stay 2 m apart.
- Wash your hands with running water and soap for at least 30 seconds or disinfect your hands frequently with a hand sanitizer when the workplace is polluted from processing.
- Actively seek cooperation in the process of identifying clinical symptoms of Covid-19 conducted by the manager of the company and if you have a fever or respiratory symptoms(cough and sore throat among others), immediately notify the manager and stay home(if necessary, get tested for Covid-19)
 - *Those who work in low-temperature environments such as cooling and freezing facilities should take extra caution.
- Keep at least 2 m distance (minimum 1 m) from one another.
- Wash your hands with running water and soap for at least 30 seconds or disinfect them with a hand sanitizer.
- Cover your mouth and nose with a tissue or your elbow, when coughing or sneezing.
- Refrain from behaviors that can spread respiratory droplets (such as speaking loudly, having unnecessary conversations, talking on the phone) and minimize physical contact (handshaking or hugging, to list a few).
- Use outdoor smoking area, as much as possible, instead of indoor smoking rooms.
 - When using a smoking room, thoroughly comply with quarantine rules such as keeping a safe distance, refraining from talking and disinfecting hands after using the room.

<Business Operators>

- Post and inform the guidelines to all workers
 - * Contract workers from partner agencies, dispatched workers, contract workers, foreign workers are included (inform guidelines written in English or their native language).

- Wear a mask at all times, and guide workers to comply with quarantine rules such as wearing a mask.
 - * Guide all people entering the facility to completely cover their mouth and nose.
- Guide workers to wash their hands with running water and soap for at least 30 seconds or frequently disinfect their hands with a hand sanitizer when the workplace is polluted from processing.
- Establish a cooperative quarantine system by designating a quarantine manager and establishing a contact network with local public health centers, to list a few.
- Identify the symptoms of Covid-19 on people entering the facility and restrict the entrance of workers with symptoms.
- Guide workers with symptoms to take a COVID-19 test, if they belong to your working group where close contact may occur. Report to the public health center the possibility of mass infection if there is an additional confirmed case in your work place.
 - * If a confirmed case is identified, inform and educate workers to follow the code of conduct.
- Instruct workers with fever and/or respiratory symptoms to stay at home or to leave work and go home immediately(if necessary, get tested for Covid-19).
- Keep at least 2 m distance (minimum 1 m) from one another.
- Provide hand washing facilities or hand sanitizers and post guidelines for hand washing and coughing etiquette.
- Keep windows open when possible to make sure fresh air is circulated. If it is not possible, for example, due to the use of air conditioners, open windows every 2 hours.
 - * If the work place is equipped with automatic ventilation system, keep running the system (allow maximum inflow of fresh air from outside), and natural ventilation should also be achieved at the same time. If the automatic ventilation system is temporarily unavailable due to safety management of equipment, natural ventilation should be achieved.
- Disinfect surfaces of items that are shared or frequently touched (for example, door knobs) more than twice a day.
- Instruct workers who have a fever or respiratory symptoms or traveled abroad within the past 14 days to refrain from using facilities or entering the workplace(if

necessary, get tested for Covid-19).

- Close down indoor smoking rooms to prevent the use and recommend using outdoor smoking area.
 - Guide people to keep a distance from one another and to refrain from having conversation in smoking area.

※ **Quarantine measures may vary by local government depending on the Covid-19 situation. Please check the COVID-19 website (ncov.mohw.go.kr).**

[Workers]

- Workers, day laborers (including part-time workers) and visitors in the workplace should check and examine COVID-19 symptoms (fever and respiratory symptoms, to list a few) every day and cooperate with quarantine efforts, such as managing the electronic or handwritten list of visitors (discard it after 4 weeks).
- Always wear a mask when working indoors or even outdoors when it is not possible to stay 2 m apart.
- Notify your symptoms to the operator(quarantine manager) and immediately leave the office if you have a fever or a cough during work.
- Clean and disinfect individual hygienic clothes and do not share them with others.
- When entering the workplace, wash your hands with running water and soap for at least 30 seconds or disinfect your hands with a hand sanitizer.
- Refrain from activities that can spread respiratory droplets (such as speaking loudly, having unnecessary conversations and talking on the phone) or minimize physical contact (handshaking or hugging, to list a few).
- Cover your mouth and nose with a tissue or your elbow, when coughing or sneezing.
- Keep at least 2 m distance (minimum 1 m) from one another during the process of de-boning or forming of meat.
- Use a distributed lunch schedule with time intervals.
 - Comply with the meal periods assigned to each group and when visiting a restaurant, comply with administrative order prohibiting private gatherings of particular numbers of people according to the level of social distancing measure.

- Use flexible working hours (work from home or flex-time work) and the leave policy (parental leave or sick leave, to list a few).
- Avoid business trips as much as possible.
- Recommend using online platforms or videos for workshops, education programs, training sessions and the like, but if not possible, practice personal hygiene thoroughly such as wearing a mask and using hand sanitizer during in person activities.
- Use personal items such as personal tea cups and teaspoons.
 - Thoroughly disinfect personal items used in individual office spaces(such as desks among others) and the workplace.
- Refrain from having small gatherings, club activities and business dinners, and return home early after work.
- When using cafeteria, sit in a row or zigzag, keeping the front seats unoccupied as much as possible. Use hand sanitizer and wear sanitary gloves before using utensils provided by the cafeteria and refrain from having conversations while serving or eating food.
 - Join the efforts to minimize crowding in the cafeteria by dispersing visitors and wear a mask immediately after eating.
- Wear a mask and refrain from having conversation in confined spaces such as commuter buses and elevators.
 - Refrain from having conversations and phone calls and eating food in a commuter bus, and do not get on the bus if it exceeds the capacity.
- Let in fresh outdoor air before start working.
- When sharing places (such as locker rooms, shower rooms and resting rooms, to list a few) keep a distance from each other, refrain from having conversation, and leave as soon as possible.
 - Keep every other locker room vacant to practice distancing.
 - Keep every other shower unoccupied to keep a safe distance from each other when using a shower room without partitions or booths.
- Do not use facilities such as resting room with multiple people at the same time.

[Business Operators]

- Establish quarantine guidelines in consideration of the density of workers, ventilation conditions and work methods and periodically check whether those guidelines are well

implemented.

- Include quarantine guidelines when mapping out a sanitary education program for workers.
- Train and manage workers to wear a mask when supplying or delivering meat products in person and encourage them to deliver contactlessly if possible.
- Provide day laborers (including part-time workers) with training sessions regarding quarantine measures in the establishment and properly manage the electronic or handwritten list of visitors (discard it after 4 weeks).
 - Day laborers with symptoms should report their symptoms to the person in charge, and operators should guide them to leave the office immediately without any penalty.
- Prohibit visitors from entering the work place, but if not possible, record and manage the purpose of their visit and the electronic or handwritten list of visitors (discard it after 4 weeks).
- Provide individual workers with freezer/special work wear (including work shoes and uniforms) and prevent them from sharing the items.
- Provide individual day laborers with freezer/special work wear (including work shoes and uniforms) after cleaning and disinfecting the items and prevent them from sharing of the items.
- Instruct workers to ventilate and disinfect the major meat processing establishments frequently.
- Instruct workers in confined establishments to wear a mask at all times.
- Designate a person in charge of quarantine for each area of establishments, and instruct them to check whether workers are wearing a mask and keeping a safe distance from each other at all times while working.
- Check workers' symptoms (fever, respiratory symptoms and the like) every day using a contact-less thermometer or thermal imaging camera (at least once a day).
- Guide workers to disinfect machinery, equipment, refrigerations, freezers, and the like, at least twice a day.
- Adjust the location and direction of worktables to secure a safe distance between workers or guide workers to keep a safe distance of at least 2 m (minimum 1 m)

from each other. If not possible, check whether workers keep wearing a mask and the workplace is sufficiently ventilated.

- Guarantee enough break times and guide workers not to use the resting room with multiple people at the same time.
- Use a distributed lunch schedule with intervals.
 - Divide workers into two or more groups for meal periods (if possible, with equal numbers of people in each group).
 - Comply with administrative order prohibiting private gatherings of particular numbers of people according to the level of social distancing measure, if you visit a restaurant.
- Create a corporate culture to allow workers to freely enjoy the benefits of the flexible working hours and leave policy.
- Avoid business trips as much as possible.
- Recommend using online platforms or videos for workshops, education programs and training session among others, but if not possible, measure body temperature, have workers wear a mask and provide disinfectants during in person activities.
- Ventilate the office, establishment and multi-functional spaces at least three times a day.
- Adjust the location and direction of monitors, desks and worktables or use idle spaces to keep at least 2 m distance (minimum 1 m) between workers.
- Prevent workers from engaging in activities that can spread respiratory droplets (such as talking loudly, singing and chanting).
 - * Give work instructions and announcements during break time and refrain from having conversation while working.
- Visibly mark (using stickers, paints or else) 2 m distance in smoking areas.
- Guide workers to keep wearing a mask and refrain from having conversation in confined spaces such as commuter buses, elevators and others.
- Thoroughly manage public facilities such as locker rooms, shower rooms and resting rooms, to list a few, to have workers keep a safe distance from each other by controlling the number of users, ventilating the facilities frequently using a proper ventilation system (at least once in every two hours) and regularly (at least once a day)

disinfect surfaces and shared items that are frequently touched (doorknobs, for example).

* Examples: When assigning personal lockers to workers, keep every other locker vacant.

- Install a sneeze guard between seats in the cafeteria or have workers sit in a row or zigzag, keeping the front seats unoccupied as much as possible.
 - Post and inform workers to immediately wear a mask after eating and guide them to refrain from having conversations without a mask while serving or eating food.
 - Place hand sanitizers at the entrance and on the table (if necessary, with sanitary gloves)
- Provide or place personal cleaning and disinfection supplies.
- Support, directly or indirectly, the purchase of masks and sanitary items for workers considering their work conditions and guide workers to disinfect and clean office equipment and supplies.
 - * Consider the work condition of meat processing establishments where workers have to replace their mask frequently due to high levels of humidity and contamination.
- Post instructions or provide education programs on personal hygiene practices such as washing hands, using a hand sanitizer and coughing etiquettes.
- When providing shuttles, give drivers a guidance on practicing personal hygiene such as placing a hand sanitizer inside the vehicle and having all passengers keep wearing a mask and guide them to regularly disinfect their car interior.
 - Introduce guidelines that ban conversation, phone calls and food consumption inside the bus, and control the number of passengers not to exceed the capacity.
 - * Frequently open the window for sufficient ventilation while driving.
- Provide a temporary meeting room for visitors, in accordance with the conditions of the workplace.
- Refrain from having small gatherings, club activities and business dinners and return home soon after work.

※ **The quarantine guidelines for public toilets, shared vehicles, cafeterias and dormitories in establishments follow the relevant parts (public toilet, public transportation, cafeteria, dormitory and the like) of the “Detailed Guidelines for Social Distancing in Daily Life” distributed by the Central Disaster and Safety Countermeasure Headquarters.**