

## Guidebook

**For the Preventive Requirements of the Establishments of food, feed, and drug products, cosmetics and medical equipment and ways of dealing with and responding to employees' injuries.**

**To reduce the prevalence of Covid-19**

Disclaimer: The English version is a translation of the original in Arabic for information purposes only. In case of a discrepancy, the Arabic original will prevail.

Second edition

## Introduction

Sensing what the government of the Kingdom of Saudi Arabia is doing in taking precautionary measures and preventive actions to control the new Coronavirus (COVID-19) and to prevent its spread. And on the basis of the role of Saudi Food & Drug Authority (SFDA) in ensuring the safety of food, feed and drugs products, cosmetics and medical equipment. Also, providing the required cleaning methods to protect the health of citizens and residents. Preventive requirements and the way of dealing with and responding to food, feed and drug products establishments, cosmetics and medical equipment have been prepared to reduce COVID-19.

These requirements are complementary to technical regulations and the Saudi approved standards directed to such establishments and the Ministry of Health and the Saudi Center for Disease Prevention and Control (Weqaya) recommendations.

## Field:

These requirements, procedures and ways of dealing with and responding to shall be obligated to apply to all of food, feed and drug establishments, cosmetics and medical equipment.

## Establishments Requirements:

- Good ventilation in the establishment areas and halls.
- Providing a suitable number of sinks allocated for workers and visitors provided with soap and hand sanitizer and beside them there is an explanation for the optimal use of washing and sanitizing. In addition, activating the social distancing in the factory (2 m between people).
- The visitors shall be vertical queued with the obligation of social distance.
- Ensuring that all insect and rodent control systems are efficient.
- Stray animals shall not be entered in the perimeter of the establishment.
- Canceling the face-to-face meetings and changing them to virtual meetings via modern technological means.
- Reassessing the mechanism of attendance and the main tasks to continue the production process. Activating remote working. Making alternative plans when there is a high rate of absenteeism of employees due to getting an infection or contacting with an infected person.
- Cancelling the fingerprint attendance system and using another way.
- Intensifying the awareness programs about how to reduce the spread of the virus to the workers by using the understood languages for them.
- Preventing workers from shared usage of their colleague's phones, desks or other work tools and equipment, as much as possible.

- Having plans to sustain and double the production in addition to the logistic support to access for the product easily through sale outlets.
- Forming specialized teams to follow up the developments and recommendations issued by Ministry of Health, Saudi Center for Disease Prevention and Control (Weqaya), World Health Organization and relevant authorities.
- Forming local teams to every company branch to manage pandemic crises and its main mission is implementing precautionary measures and necessary warnings to protect their employees from infection.

## Cleaning and sterilization requirements:

- Increasing the frequency of cleaning the establishments and their facilities and making additional cleaning and disinfection/ sterilizing procedures in case there is an employee that has been suspected of/confirmed with covid-19 in the establishment.
- The food, feed and drug products, cosmetics and medical equipment contact surfaces shall be cleaned and disinfected after every production process.
- Cleaning and disinfecting the surfaces touched frequently and consistently in workplace. Such as, work devices, keyboards, electronics, chairs, tables, fixed telephones, doorknobs, stairs baluster, control devices, etc.
- Washing and cleaning the workers' clothes that are used inside the food establishment properly, provided that the clothes shall be handed over to workers right before work and received them after work. Also, not allowing the workers to go to dorms in working clothes.
- If the surfaces are dirty, they shall be cleaned by detergent or soap and water before disinfection/sterilizing.

- Removing visible contamination if it is in the process of cleaning floor, carpets and curtains. Also, disinfecting and sterilizing by the suitable materials to use on these surfaces after cleaning.
- If washing these surfaces are possible, then wash them in accordance with the manufacturer's instructions by using warm water then dry them completely or by using suitable sterilization products.
- Providing disposable napkins so that employees can wipe the commonly used surfaces. Such as, (doorknobs, keyboards, remote controls, desks, work tools and other equipment) before each use.
- Most of the disinfectants are effective for disinfection/sterilization. Manufacturer's instructions for all cleaning and sterilization products, such as, (concentration, how to use them and the contact time\when to use them, etc.) shall be followed.
- Permitted and authorized to use disinfectants shall be used in the establishments of food, feed, and drug products, cosmetics and medical equipment, such as, chlorine. After checking the following:
  - Checking the expiration date of the disinfectant before using it.
  - Checking the good practices in using disinfectants inside the establishment.
  - Disinfectants shall not be mixed with other chemicals.
  - Raw materials used in manufacturing process or processing shall be in isolation during the cleaning and sterilizing process.

## Requirements of Workers:

Work procedures that are operated in establishments shall ensure that the workers confirmed with COVID-19 will not deal with the final products whether they are food, feed, drug, cosmetics and medical equipment, follow the rule “clean wherever you are”, knowing that workers shall not work if they have any symptoms of COVID-19 and the staff’s health status shall be followed constantly by the administration and emphasize constantly on the good personal hygiene practices while taking into account the following:

- Hand hygiene by washing them properly with water, soap and disinfectant.
- The importance of raising awareness among workers about the symptoms and modes of transmission of the disease, and informing the supervisor immediately if any respiratory symptom appears or if they have a high temperature. Also, it is important to put an internal policy for this.
- In case of coughing, sneezing or nose blowing, hands shall be washed with water, soap and disinfectant, avoid touching the eyes, nose or mouth.
- Measuring workers’ body temperature daily when they enter the establishment, and workers with high fever shall be excluded lest they are infected with COVID-19.
- Changing the gloves immediately when workers touch any part of their bodies.
- Wearing protective clothing, clean head covers and special shoes as needed during work, and emphasizing on wearing gloves during the cleaning process.

- Safe food handling and eating food shall be in the designated places. Also, preventing groupings while eating.
- Avoiding close contact with anyone showing symptoms of respiratory system disease, such as, cough and sneeze.
- Cleaning crew shall wear disposable gloves and outfits or garments in all of the tasks in the cleaning process, including touching the garbage.
- Obliging all workers, technicians, administrative staff and all the establishment's employees to wear medical or cloth face masks upon entry and get rid of them in the right way upon exit if they are disposable, in accordance with the recommendations of Ministry of Health.
- Facemasks, gloves and outfits shall be removed carefully to avoid contaminating who is wearing them and the surrounding area. Make sure you clean the hands after taking off the gloves in conformity with the recommendations of Ministry of Health.
- Gloves and outfits that are used by workers shall be compatible with disinfectant products.
- Using the additional personal protection equipment (PPE) shall be taken into consideration based on the cleaning products\disinfectants that are used and if there is a risk of spraying.
- If the garments are not available, wearing coats, aprons or workwear while cleaning and disinfecting is possible. Reusable clothes (washable) shall be washed after that.

## The Importance of Hand-Washing for Workers in Establishments

Washing hands considered an important process. Workers in food, feed, drugs, cosmetics and medical equipment establishments are obligated to wash their hands in the following stages:

- Before work.
- After coughing, sneezing or nose blowing.
- Before handling cooked or ready-to-eat food.
- After handling or preparing raw food.
- After touching garbage.
- After using the phone.
- After cleaning duties.
- After using toilet.
- After eating, drinking or smocking.
- After touching money.
- Generally, on a regular basis.

## The Best Way to Wash Hands

- Put hands under the running warm water.
- Use enough amount of soap to make a good foam
- Rub all the parts of hands with water and soap frequently for 40 seconds every time, or disinfect hands with an approved disinfectant for at least 20 seconds.
- Follow the right way to wash and sanitize hands (annex 1,2)
- Rinse hands well under running water.
- Dry hands well by using disposable paper towels, if possible.

## Utensils and Tools Used in Preparing Food in The Establishments:

- All the tools and utensils used to make, prepare, cook and serve food shall be safe and useable.
- Tableware (spoons, knives, plates and cups) shall be food grade plastic, safe to use and not reusable.
- Tableware shall be covered.
- Putting ketchup, mayonnaise, mustard, sugar, salt containers, etc., on the establishments' tables and displaying them for repeated use is prevented and only using single-use products allowed.
- Bread and its products shall be filled by the establishment and it shall not be displayed in random ways that lead to contamination.
- Checking food is cooked properly.

## Procedures for Dealing with and Responding to Workers Infected by COVID-19 Virus

Identifying where and how can workers get infected with COVID-19 at work:

- Through the public, clients and co-workers;
- Patients and people at high risk of getting infection, such as:
  - Travelers who visited infected countries as the transmission of COVID-19 continues.
  - Healthcare workers who had direct contact with people confirmed with or suspected of COVID-19)
  - People who had close contact with a person confirmed with or suspected of COVID-19

Therefore, establishments should reduce direct contact between employees, identify work assignments that allow them to keep a two-metre distance from other workers, clients and visitors, or remote working if it is possible considering that some workers might be at higher risk to get sick more than others, such as, older persons and people with chronic medical conditions.

### Isolation of Sick Employees:

- Employees who show symptoms such as, (fever, cough and shortness of breath) shall be isolated immediately when they arrived at work and in case they got infected

while working, they shall be isolated from other employees, clients and visitors and sent them home.

- If one of the employees is confirmed with COVID-19, employers shall inform other employees of their possible exposure to COVID-19 at workplace but maintain confidentiality. Then, the employees shall self-monitor the symptoms (fever, cough and shortness of breath)
- Follow the Ministry of Health guidelines related to dealing with patients and isolation methods to provide temporary housing for isolation as required.
- Close the areas visited by the person suspected of COVID-19/patient. Open doors and external windows and use ventilation fans to increase the air circulation in the area. Wait 24 hours if possible before starting to clean and disinfect.
- Follow the Ministry of Health guidelines related to COVID-19 in the areas that patients are sheltered and isolated. This includes focusing on cleaning and disinfecting the common areas in which employees/others who provide services might contact with patients and reducing the cleaning and disinfecting of bedrooms/bathrooms used by patients as possible.
- Continuing the routine cleaning and disinfecting in the areas that patients used or visited.
- Precautionary hold for good for 72 hours from the last contact with the worker confirmed with (or suspected of) COVID-19 infection from the production date of all the products that were produced in the factory and the products that were stored in the warehouse that were handled by the worker confirmed with or suspected of (COVID-19) infection”.
- The guidance manual for workers in companies, food factories or desalination water to fight Corona virus (COVID-19) issued by the Saudi Center for Disease Prevention and Control (Weqaya) must be consulted.

Annex No. (1)

Wash your hands

## For prevention

40 to 60 seconds is

the amount of time required to wash hands

- 1- Wet hands with water and add enough amount of soap
- 2- Rub hands palm to palm.
- 3- Make sure to rub between the fingers properly by interlacing fingers together
- 4- Rinse hands with water properly to get rid of the soap.
- 5- Dry hands with a single-use paper towel.
- 6- Turn off the water sink by using paper towels to avoid contaminating hands

It is better to wash hands with water and soap rather than using hand sanitizers

Annex No. (2)

### The proper and safe way to use hand sanitizers

20-30 seconds in the required amount of time to sanitize hands

- 1- Apply the sanitizer in your hand palm, covering all your hand surfaces
- 2- Rub hands palm to palm
- 3- Right palm over left dorsum with interlaced fingers and vice versa
- 4- Palm to palm with fingers interlaced
- 5- Back of fingers to opposing palms with fingers interlocked
- 6- Rotational rubbing of left thumb then the right one
- 7- Rotational rubbing backwards and forwards with right hand fingers in left palm and vice versa
- 8- Let your hands dry