

Ministry of Labor

Guide No. (15)

Work Procedures for Safety and Health Protection Measures to Limit the Spread of the Corona Virus

(The Sector of Support Professions No. (1))

“Mechanical maintenance of vehicles/ electrical maintenance of vehicles/ vehicles’ oil change and its accessories/ maintenance of vehicles’ tires and batteries”

This Guideline has been reviewed by the National Committee for Pandemics

Updated on 20/4/2020

Dears of the support professions sector,

This guide was made to ensure your safety as well as the safety of others at the workplace, considering Corona Virus's high level of danger and the speed of transmission. Therefore, please follow these procedures and do not take them lightly, in addition to the health instructions set out in applicable laws, the Jordanian Labor Law and the Occupational Health and Safety Instructions issued pursuant thereto.

Safety procedures prior to commencing work:

- Ensuring the absence of symptoms (coughing and sneezing) on daily basis.
- Educating employees about the virus, its dangers, its pace of spread, as well as the precautions that must be taken before entering the workplace.
- All workplaces must be sanitized prior to the entry of employees.
- Employees are to be provided with cleaning supplies such as liquid soap, sanitizers and wet wipes.
- Avoiding turning on any air conditioners unless 100% of the supply of the air is from outside the workplace.
- Providing proper ventilation inside the workplace.
- Placing warning signs obligating employees to regularly sanitize and leave a safe distance of not less than one meter and a half between themselves, in addition to wearing face masks and gloves.

Safety procedures during work:

- Requiring employees to wear personal protection supplies such as face masks and gloves (also replacing them on regularly and as soon as they are contaminated).
- Maintaining the sanitization of the workplace, and especially those areas that are directly touched (floors and doors) every two-hours.
- Ensuring that employees wear medical gloves.
- Leaving a safe distance between employees (a minimum of one meter and a half).
- Avoiding touching the eyes, nose, or mouth in any way.
- All employees must wash their hands during work or when needed for a period of (20) seconds.
- Preparing a spray pump such as the manual spray pumps used in spraying crops, and if unavailable using empty spray bottles.

- Sanitizing products such as Clorox that is used in homes can be used after being mixed with water.

Safety procedures during performing the maintenance (flat tires/ batteries/ mechanical/ electrical):

- When receiving vehicles for maintenance, all areas that are directly touched are to be sanitized such as the frame of the wheel, vehicle door, the bumper etc. before performing any works (precautions should be taken as the vehicle may be contaminated).
- The vehicle must not enter the workplace until areas thereof which are directly touched are sanitized using the proper tools, and a plastic cover or any other available item must be placed on seats of the vehicle prior to commencing work.
- Sanitizing the hands, wearing medical gloves and then wearing synthetic gloves over the medical gloves before proceeding with the maintenance works.
- Since some disinfectants contain a high percentage of alcohol, caution must be taken when smoking or handling hot surfaces.
- Avoiding gatherings of more than one person and leaving a safety distance of a minimum of one meter and a half.
- Avoiding collective consumption of food and drinks.
- Using disposable paper cups for drinks.
- Keeping a distance from any person who appears to suffer from symptoms of sneezing, high fever and coughing.
- Increasing water intakes, sleeping for a sufficient number of hours, and consuming foods that strengthen the immunity system as well as maintaining the general health.
- Avoiding common areas (such as cafeterias and changing rooms).