



INSTRUCTIONS FOR SELECTED PUBLIC ACTIVITIES/WORK SETTINGS FOR THE PREVENTION AND CONTROL OF COVID- 19

The instruction notes are given for a range of public activities and work settings. Some sectors such as tourism, large shopping malls, event management, etc. would require reference to several instruction notes.

The Instructions are subject to overall permission given by the Ministry of Health to resume functions (totally/selected).

Each instruction note is issued by the Director General of Health Services, Ministry of Health and Indigenous Medical Services and are for the establishment/owner/ responsible authority to follow in prevention of transmission of COVID-19.



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TOWARDS A NEW NORMAL



MINISTRY OF HEALTH
AND INDIGENOUS
MEDICAL SERVICES



World Health
Organization



GOVERNMENT MEDICAL
OFFICERS ASSOCIATION



SRI JAYAWARDENEPURA
KOTTE MUNICIPAL
COUNCIL



45. Tailors and dressmakers

Description

This guideline applies to tailors and dressmakers and their assistants working in small retail shops, and not those working in larger garment manufacturing organisations

Specific message/ Instruction/s

Owner/employer

- Staff should be trained on personal protection; maintaining physical distancing of at least 1 meter; correct way of wearing masks, pay attention to hand hygiene, and cover mouth and nose with a tissue or elbow when sneezing.
- Separate areas should be demarcated for various functions. If possible, a dedicated employee should take orders and measurements at the front of the shop. The rest of the employees should perform dedicated functions as much as possible (engaged in block cutting, stitching, ironing etc) should have minimal interaction with the customers and should be seated separately in the rear part of the shop.
- Do not allow employees to consume or drinks from shared utensils (plates/cups)
- Workstations should be arranged at a distance of at least 1 meter apart and ensuring employees do not face each other. Employees should avoid sharing workstations (e.g.-machines) and equipment (e.g.- scissors) as much as possible
- Install a facility for handwashing at the entrance of the shop, to be used by all customers and employees when entering and leaving the shop
- Limit the number of workers to the minimum required, as per the requirement, with preference given to permanent staff over casual staff, and if required by staggering shifts to minimize the number at a given time
- Verify area of residence of all workers and prepare a list of contact details.
- Ensure maximum ventilation by leaving doors and windows open if non-ac shop
- Operate the air conditioners (if any) at moderate speeds. Clean/ wash its filters once a week.
- Discharge condensate water of the air conditioners to the drainage system safely.
- Establish an employee health monitoring system, record the employees' health status every day, and those who feel unwell should seek medical treatment in time.
- Ensure workers facilities (toilets and changing/rest rooms) are regularly cleaned and disinfected and have good ventilation.
- Provide employees with adequate supplies of masks and hand sanitizer as required. Employees having interaction or direct contact with customers must always use a face mask and wash hands with soap and water in between clients
- When taking measurements and during fit-ons, do so in the minimum time and avoid standing directly in front of the customer as much as is feasible. When this cannot be avoided, (e.g.- for bust measurements), request the customer to look over their shoulder.
- For fit-ons, ensure the cubicle is well ventilated and ask the customer to come out of the cubicle for staff to check further adjustments, as much as possible
- Ensure that all customers wear masks in the shop. Display a notice that those with respiratory symptoms should refrain from entering
- Regularly clean and disinfect frequently touched surfaces (such as countertops, door handles, measuring tapes, fit on cubicle surfaces, etc.). Pattern books should be laminated, and the plastic covers disinfected regularly. Regularly required patterns (e.g.-saree jacket necks) can be



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displayed prominently on a poster with numbers to discourage customers from touching the pattern books

- Control people flow and reduce the number of customers in shop at a given time. Ask customers to call ahead of time to make an appointment to give an order or to check if their clothing is ready before picking it up. If necessary, to wait for alterations, ensure customers maintain physical distancing of at least 1 meter in the waiting area, or else wait outside the shop
- Encourage customers to pay the exact amount in cash to minimize handling of money
- Maintain a register of measurements for regular customers, and a list of names and contact details of all customers with date of the order
- You are required to fill the provided Assurance form, indicating compliance with the instructions given. The original of the Assurance form should be submitted to the area Medical Officer of Health. A copy of the same should be sent to the local government authority (municipal council/ urban council/ pradeshiya sabha) and another copy should be kept with you. The owner/ employer/ manager of the organization/ premises is responsible to ensure that the above guidelines are strictly adhered to.

User/ client

- Always wear a mask and ensure physical distance of at least 1 meter when interacting with employees.
- Postpone visiting your tailor/dressmaker unless for essential reasons
- Do not enter the shop if you are unwell or have symptoms of COVID-19
- Always to call ahead of time to make an appointment with your tailor/dressmaker to give an order and to check if your clothing is ready before picking it up.
- If necessary, to wait for alterations, maintain physical distancing of at least 1 meter in the waiting area, or else wait outside the shop
- Avoid touching surfaces such as pattern books, counter tops, measuring tapes, door handles, surfaces and hooks in the fit on cubicles, etc.
- Spend the minimal time possible in the fit on cubicle and shop
- Wash your hands/use hand sanitiser when entering and leaving the shop
- Where a distance of 1 meter cannot be maintained, e.g. during taking measurements and for fit-on adjustments, ensure that you do not stand face to face with the employee. When front measurements are being taken, turn your head to one side to avoid directly facing the other person.
- If possible, provide your tailor/dressmaker with a well-fitting garment to take measurements for the new garment, or use previous measurements taken by the same staff
- Give the exact amount of cash to minimize handling of money

Method/s of instruction

- Notice on mass media, social media
- Poster at entrance of tailor/dressmaking shops



Director General of Health Services

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