

**Covid-19 Employment Guidelines**  
**Migrant Workers Precautions for Work, life, and Going out**  
**Management**

April 24, 2020  
May 7, 2020 Revised

**1. Intro**

Covid-19 has reached a global pandemic, although the current epidemic in Taiwan is relatively stable, a large-scale of cluster infection outbreak was detected in migrant workers' dormitories in Singapore, and considering Taiwan's migrant workers living conditions and mass gatherings during holidays, to avoid community infections among migrant workers who have entered the country, increasing the risk of community infection, In line with the "Guidelines for the Prevention of COVID-19" and the "Social Distancing Precautions" issued before the principles on the treatment of migrant workers and compliance with the relevant labor laws, we should strengthen the preventive measures for migrant workers, take into account the employer's life management obligations and the rights and interests of migrant workers on leave, and with community epidemic prevention's safety as the primary objective, provide these guidelines to facilitate employers, private employment service agency (broker) and migrant workers to follow.

**2. Work and Life Management Measures**

Employers should inform migrant workers for orientation and recommend measures such as strengthening epidemic prevention measures to avoid the risk of mass infection, which may have an impact on the safety and health of migrant workers and nationals, or may be

unable to operate as a result of the closure of workplaces due to the existence of a confirmed case. The employer may also appoint private employment service agencies(broker) if necessary. The measures proposed are as follows:

- 1) To strengthen epidemic prevention awareness by means of multiple channels (e.g. sticking posters, send SMS, setting up Line group instant messaging software or playing videos in migrant workers' dormitories, etc.) or by establishing working rules to strengthen the concept of health knowledge and epidemic prevention among migrant workers. It is proposed to strengthen it's orientation to remind migrant workers that if they feel unwell(sick) they should immediately report to their employers or private employment service agency(broker) or call 1955 hotline for assistance.

- 2) Workplace and Dormitory Space Diversion

- 2.1) Principle of diversion: Foreign workers who stay in the same dormitory should be arranged at the same place of work (location), same shift workers should avoid contacting different shift workers. If the employer appointed the private employment service agency(broker) to handle the life management of migrant workers, they should prevent workers from different companies to stay together to avoid cross infection. Meals at the same dormitory should be arranged on a regular basis, dining areas and seats should maintain social distance or have clapboard facilities. Workers from different shift should take turns in taking their

meals and washing their hand and face.

2. 2) Flexible on and off duty hours: Migrant workers on and off duty hours can be flexible in order to avoid on and off duty at the same time. Employer must take the body temperature of foreign workers on duty.

2. 3) Transportation vehicle disinfection: For transport measures such as transportation vehicles and commuters, employers are advised to take body temperature before moving onto the vehicle and to have an in-vehicle routine cleaning process (at least once every 6 hours), to disinfect the surfaces of frequently contacted objects and to provide space separation for passengers under the principle of maintaining the passengers' social distance.

2.4) Management of in and out persons at the dormitory(logbook):  
The employer shall have control mechanisms for in and out of persons at the dormitory and implement the management of migrant worker visitors.

Such as strengthening of hand washing, respiratory hygiene and cough etiquette, maintaining personal hygiene and proper handling of oral and nasal secretions, and as much as possible avoid going to crowded places where air is not in good circulation etc.. Strengthening orientation of maintaining social distance, outdoor 1 meter, indoor 1.5 meters above.

### **3) Strengthening of Life Management and Assistance in Medical Treatment**

**3.1)** Reduction of migrant workers going out opportunities: It is recommended that employers provide leisure equipment to meet the needs of migrant workers and coordinate their frequent places of worship in a timely manner, use

videoconferencing to meet or communicate, in order to reduce the number of migrant workers going out.

**3.2)** Assistance of migrant workers in purchasing masks: Employers should provide assistance to migrant workers to purchase masks and provide necessary equipment such as computers, card readers or home translation guidelines for multilingual purchasing.

**3.3)** Monitoring of migrant workers health condition and assistance for those who are feeling unwell(sick) to seek medical treatment: Keep an eye on and pay attention to the health problems of migrant workers. If they have symptoms such as fever, headache, runny nose, sore throat, cough, muscle soreness, burnout/weary, abdominal pain, smell and taste abnormality, assist them for medical treatment, If a migrant worker has a suspected pneumonia condition, In addition for seeking medical assistance as soon as possible, it is recommended that the employer or a private employment service agency(broker) should immediately arrange a one-person one-room residence. If the migrant worker is diagnosed as a confirmed case, you must notify the health authorities for assistance. In regards to employers or private employment service agency(broker) to assist in the medical treatment process, details as attached. If the employer or private employment service agency(broker) is not in a position to do so, please contact 1955 hotline for assistance, the

employer's expenses will be partially covered by the Ministry depending on the circumstances ◦

### **3. Management Measures for Migrant Workers Going Out**

3.1. Principle of migrant workers going out on day off: It is recommended that employers should agree to a leave for migrant workers under labor laws or labor contract and avoid migrant workers day off concentrated on the same day, depending on the job requirements. If a migrant worker is required to cooperate with the competent health authority in carrying out home isolation or home quarantine, he or she shall be given an epidemic prevention leave in accordance with the provisions of the Special Regulations for the Prevention and Control of Severe and Special Infectious Pneumonia and Special Regulations on Rescue and Revitalization, provided that the migrant worker does not go out or work. The rules concerning migrant workers going out during day off are as attached:

3.2. Strengthening of orientation on epidemic prevention for migrant workers whose going out: Employers should remind migrant workers to avoid crowded and air-tight public places during holidays or non-working hours, to maintain social distance, outdoor 1 meter, indoor 1.5 meters above, and remind migrant workers to wear masks to reduce the risk of infection.

3.3. Mechanism for implementing TOCC recording: Employers are advised to take active care of the health of migrant workers

when they return after going out, take body temperature measurements at the entrance of residency, and to inquire and record information on travel history, contact history and clustering(TOCC), including traces of travel during day off period, places staying for more than 15 minutes, means of transportation and contact history etc..

#### 4. Other matters

For information on severe special infectious pneumonia related information, latest announcements, protection announcements, etc., please contact the Department of Health and Welfare's Global Information Network (<https://www.cdc.gov.tw>) of the Department of Disease Control, or contact epidemic prevention toll free hotline 1922 (or 0800-001922), or migrant workers may contact 1955 hotline for assistance.

## ATTACHMENT

### **Principles for Migrant Workers Going Out on day off**

- 1、Epidemic Prevention quarantine leave : Migrant workers should cooperate with the competent health authorities to implement the requirements of "home isolation ", "home quarantine", "centralized isolation" or "centralized quarantine", and shall not go out to work. During the absence of work, the migrant workers may request "quarantine leave" in accordance with Article 3, Item 3 of the Special Regulations for the “Prevention and treatment of severe special infectious pneumonia (COVID-19)” and “Special Regulations on Relieving Difficulties and Revitalizing the Economy”, employers should give workers leave and should not be regarded as absent without leave, forcing workers to take personal leave or other types of leave, and shall not withhold full attendance bonus, dismissal or other disadvantages treatment to workers.
- 2、Special leave: In accordance with paragraph 2 of Article 38 of the Labor Standards Act, special leave periods are based on the principle of workers scheduling, but employers should exercise greater orientation and coordination to avoid special leave on the same day from different migrant workers.
- 3、General sick leave
  - 3.1) A migrant worker who is required to be treated or recuperated for ordinary injury, illness or menstrual reasons may apply for ordinary sick leave in accordance with the standard set out in Article 4 of the Labor Leave Rules. When taking leave, the reasons

and the number of days of leave should be requested orally or stated in writings; but in case of illness or emergency, you can also entrust others to handle leave procedures. When going through leave procedures, the employer may require the migrant workers to submit relevant supporting documents.

- 3.2) According to the "Guidelines for Epidemic Prevention of New Coronavirus Infections", if the reason for sick leave is due to flu-like symptoms, such as fever, headache, runny nose, sore throat, cough, muscle aches, burnout/ tiredness, and diarrhea, if the symptoms started, allow migrant worker to rest more frequently, measure and record body temperature regularly, drink water and supplement with appropriate amount of nutrition, observe and use the medicine to relieve symptoms (e.g. antipyretic, analgesic drugs).

See to it if symptoms still persist, let migrant worker rest at his residence for more than 24 hours after the symptoms are relieved. Employers should agree migrant workers' leave during that period.

- 3.3) In the event of continuous fever for 24 hours or symptoms such as runny nose, sputum, severe vomiting or asthma, the employer should agree to take leave and seek medical attention immediately. The employer should also send staff to accompany the migrant workers to the hospital (avoid mass transport as much as possible) to assist the migrant workers to follow the social distancing rules.

4 、 Personal Leave: Migrant workers who have to deal with an accident, may personally apply for leave according to the standards stipulated



in Article 7 of the Labor Leave Rules. When requesting leave, in principle, migrant worker should state the reasons and days of the request in person, either orally or in writing; however, in case of illness or emergency, you can also entrust others to handle the leave procedure. When going through leave procedures, the employer may require the migrant workers to submit relevant supporting documents. In order to avoid clustering and increase the risk of infection, when migrant worker requests for personal leave, employers should provide necessary pandemic prevention information, including social distance considerations.

- 5 、 Marital leave, funeral leave, sick leave etc. and other labor leave rules or type of leave stipulated in the Gender Equality Act, are handled in accordance with the current regulations. However, the employer should still provide the necessary pandemic prevention information, including social distancing considerations.
- 6 、 Employers should encourage migrant workers to rest or relax in the residence at their homes and provide appropriate facilities during such periods as national holidays, official holidays and rest days.
- 7 、 In accordance with section 14 of the Gender Equality Act, employers are advised to instruct migrant workers to rest at their homes during menstrual period.