

**Kingdom of Cambodia**  
**Nation Religion King**

**Phnom Penh Capital Administration**

No: 011/21 Ph.K

**Plan**  
**On**  
**Measures to Control Covid-19 at Factories/Enterprises in Phnom Penh Capital**

Phnom Penh capital is the heart of the Kingdom of Cambodia, is the hub of all sectors including political, economic, social, heritage, cultural, tourist and diplomatic sectors and based on the geographical factor, infrastructure, labour force and public administrative service, around 60% factories/enterprises are based in Phnom Penh.

Despite the circumstance of Covid-19, the activities of businesses and productions of almost all factories/enterprises have still operated as normal and only a few have suspended their operations. **As of the first quarter of 2021** in Phnom Penh there were **746 factories** and **4,985 locations** of small-scale/handicraft industries which have created **476,359** direct jobs and tens of thousands of indirect jobs and the Phnom Penh Capital Investment Board has registered **34** more factories.

However, the “20 February 2021 Covid-19 community outbreak”, according to the experience of Covid-19 spread to factories/enterprises in Phnom Penh and to the accommodations of workers/employees and staff and other factories/enterprises, mainly resulted from **(1)** joint living of staff and workers/employees of factories/enterprises in rented rooms or rented building **(2)** joint transportation means of staff and workers/employees who are not working in the same factories/enterprises **(3)** buying food from not-well-organized food stalls **(4)** non-compliance with the instructions of the Ministry of Health and **(5)** other factories etc.

As stated above, it shows the necessity and importance to pay attention to this sector, especially in the circumstance of Covid-19, to continue to implement the policy “**2 Knots and 4 String Ends**” of **Samdech Akka Moha Sena Padei Techo Hun Sen, Prime Minister of Cambodia**, for all staff and workers/employees in Phnom Pen.

The launch of Plan on Measures to Control Covid-19 at Factories/Enterprises in Phnom Penh Capital aims to ensure the welfare, safety and livelihood of staff and workers/employees as well as production sustainability of factories/enterprises in Phnom Penh through the determination of necessary measures divided into 3 phases (1) ad hoc measures to combat and prevent Covid-19 in factories/enterprises (2) medium-term measures to prevent Covid-19 in factories/enterprises and (3) long-term measures to control Covid-19 in factories/enterprises.

**A- Ad hoc measures to combat and prevent Covid-19 in factories/enterprises (for current implementation)**

1. Promote the implementation of Joint Instruction 045/21 K.B/S.N.N.Kh.L dated 06 May 2021 of the Ministry of Labour and Vocational Training and Ministry of Health on Criteria for Suspension and Resumption of Businesses/Productions by Administrative Measures to Prevent the Spread of Covid-19 and Necessary Measures When Resuming Operations.

2. Promote the implementation of all instructions and measures of the Ministry of Health, Ministry of Labour and Vocational Training and relevant national ministries/institutions.
3. Continue to implement 3 prioritized tasks: **(1) administrative measures (2) health measures and (3) social protection measures** in accordance with the law and regulations related to the fight against Covid-19.
4. Promote the implementation of “**National Vaccination Campaign**” to prevent Covid-19 for staff and workers/employees in Phnom Penh using the overall forces and means, aimed at creating community immunity to prevent Covid-19 in factories/enterprises.

**B- Medium-term measures to prevent Covid-19 in factories/enterprises  
(for implementation not exceeding 1 year)**

❖ **For all employers, owners or managers of factories/enterprises, must:**

1. Prepare safety exit for emergency and emergency state control and set entrances/exits in proportion to the factory/enterprise space.
2. Prepare information counter and a system of sending voice to all buildings in factories/enterprises to educate and disseminate more health measures and other necessary measures to prevent Covid-19.
3. Prepare a room for rest and canteen with Covid-19 barriers and separate from work building.
4. Regularly clean and spray disinfectant inside and outside the buildings, especially the daily work building, toilets and canteen.
5. Be ready to prepare a location for conducting Covid-19 test, implementing quarantine measures or light Covid-19 treatment.
6. Be ready to have Antigen Rapid Test kits that are registered with the Ministry of Health and have factory/enterprise doctors in the factory/enterprise infirmary in accordance with the regulations and Labour Law to provide first aid service and cooperate with the health officers, occupational doctors and local authorities in conducting Covid-19 test.
7. Continue to regularly update the list of name and necessary information of all staff and workers/employees for the Ministry of Labour and Vocational Training through the automation system of the Ministry of Labour and Vocational Training so that it is easy for the authorities to identify persons who have directly or indirectly come into contact.
8. Conduct Covid-19 test for new staff and workers/employees. If negative, they are allowed to be employed but if positive, they must be kept in quarantine for 14 days to monitor their health.
9. Food and beverage stalls and other stalls that are not well organized are not allowed to sell inside and around the compound of the factory/enterprise except the service of selling foods that has relations and have permission to prepare for the factory/enterprise daily.
10. Staff and workers/employees are not allowed to go out to eat. Eating food shall be in the workplace by having to keep social distance of **1.5 meters**. Gathering in any form after work is not allowed.
11. Instruct staff and workers/employees not to avoid quarantine or Covid-19 test or Covid-19 vaccination in order to avoid high risk for themselves, public health and transitional fines as stipulated in the law and regulations.
12. Organize meetings to instruct or resolve issues via “**online**”, In case it cannot be organized, the employer, owner or manager of the factory/enterprise must strictly comply with the health measures and instructions of the Ministry of Labour and Vocational Training.

❖ **For staff and workers/employees, must:**

1. Stay in the rented rooms near their factory/enterprise and must not allow workers/employees who work at another factory/enterprise to come to stay with.
2. Implement hygiene measures “**Clean Eating, Clean Drinking and Clean Living**” and comply with the instructions of the Ministry of Health and strictly comply with the measures of “**3 PROTECTs and 3 DON'Ts**” of **Samdech Techo Prime Minister** in line with the new context of “**Normalcy in a new way in the fight against Covid-19**”.
3. Reduce the use of joint transportation means and instead use personal transportation means. In case of using joint transportation means, must wear masks, spray alcohol, strictly adhere to the hygiene of spraying disinfectant, taking temperatures as measures to prevent the transmission and spread of Covid-19 and especially must absolutely not eat food during the joint transportation and must not use joint transportation means with another factory/enterprise.
4. For truck drivers or Rermork (motorbike with trailer) driver, must transport only workers/employees of the same factory/enterprise and absolutely must not transport staff and workers/employees of many factories/enterprise together and each transportation must reduce the number of workers/employees to half and in proportion to the size of the transportation means. At the same, must strictly comply with health measures and regularly record the number and necessary information of passengers and must drive carefully and comply with the traffic law and must not go to any Covid-19 positive place.
5. Control information clearly to avoid provocation or rumor from negative-minded groups who intend to provoke unrest and effect on staff and workers/employees and must have confidence in the Royal Government, technical ministry/institution and authorities at all levels.

**C- Long-term measures to control Covid-19 in factories/enterprises  
(for implementation from 1 to 5 years)**

1. All factories/enterprises **should set up proper structures** (factory that has a standard) including **separate work building and should set up a joint accommodation building or accommodation rooms for staff and workers/employees, canteen, day care center, occupational doctor facility, food store, parking lot and garden** etc. in order to be easy to manage and ensure the safety, public order as well as welfare for their staff and workers/employees.
2. In case any factory/enterprise cannot set up proper structure as informed above, the employer, owner or manager of the factory/enterprise **should sign an partnership agreement the owner of rented houses or accomodation that have proper standard near their factory/enterprise** in order to help faciliate the rental of accommodations of staff and workers/employees
3. All factories/enterprises should prepare a joint transportation means with a joint expense between factory/enterprise and staff and workers/employees or according to any agreement for transporting staff and workers/employees to work in their factory/enterprise. The preparation of jont transportation means is part to help push truck drivers or rermork (motorbike with trailer) drivers to be more careful and comply with the traffic law and be punctual for work, properly implement health measures and avoid mixed transportation.
4. All factories/enterprises must cooperate with the Ministry of Labour and Vocational Training to regularly update the statistics, identity, address, phone number and other necessary information of staff and workers/employees working in each factory/enterprise

through the joint data management automation system for labour sector and must provide it to the Phnom Penh Capital Administration and the authorities as need. Each factory/enterprise should use staff and worker/employee data management system through One Standard Database to facilitate the entry of data, update, data use and staff, worker/employee data management to serve the prevention of Covid-19 and other necessary tasks.

5. All factories/enterprise **must cooperate with the authorities to prepare order and public order around their factory/enterprise** and not allow for factory market or not well-organized market to sell food, groceries and materials which affect public order, security, traffic jam and no hygiene etc and should implement the way of having meals in the workplace which is organized by the factory/enterprise.
6. All factories/enterprise should study and move their business location to **Phnom Penh Special Economic Zone** as the special economic zone is a hub of industrial activities and other activities and the zone is divided into general industrial area, export processing area, production center, free trade center, service center, residential center and tourist center etc. which make it convenient to control staff and workers/employees. Meanwhile, the special economic zone is administered as single window mechanism which is convenient in applying for business permit, license and registration as well as approval for incentives from the Royal Government with facilitation of relevant ministries/institutions and local authorities. In addition, the special economic zone will also be required to have a quarantine center and light Covid-19 treatment center.
7. The **Phnom Penh Capital Administration** will review and discuss with the Council for the Development of Cambodia (CDC) and relevant technical ministries/institutions to promote and set up more special economic zones in Phnom Penh, aimed at promoting and encouraging all factories/enterprises to move there in order to reduce challenges such as public order, traffic jam, traffic accident environmental and hygiene issues and risk of Covid-19 in the future.
8. In addition, the **Phnom Penh Capital Administration** will make efforts and promote zoning in line with the “**2035 Phnom Penh Land Use Master Plan**” to prepare land management plan and land administration in Phnom Penh capital and nearby areas, aimed at orienting investments to match other development projects such as airport expansion projects, port expansion projects, dry port projects, railway station projects on the outskirts (Samrong station), improvement of old railway station in Phnom Penh, railway transportation system projects and expressway projects etc. in which the areas that are suitable for factory/enterprise investments should be oriented toward the north and west of Phnom Penh capital.

Through the launch of the above Plan on Measures to Control Covid-19 at Factories/Enterprises in Phnom Penh Capital, staff and workers/employees in the factory/enterprise sector will benefit and pay more attention to their accommodation, transportation, eating and work environment, and challenges in this sector will also be gradually resolved, improved and contribute to the prevention of Covid-19 in an effective manner.

In addition, the control of statistic data, identity, address, phone number and other necessary information of staff and workers/employees of each factory/enterprise by using this digital system

not only helps make it convenient for the technical sector but also strengthens the land management and administration and this data can be used for other necessary tasks as needed by the authorities.

The **Phnom Penh Capital Administration** strongly hopes that the local authorities at all levels, technical units and institutions around Phnom Penh capital, employers, owners or managers of factories/enterprises, staff and workers/employees as well as all relevant parties will jointly implement this plan to achieve a good result in a highly responsible manner to ensure the welfare, safety and livelihood of staff and workers/employees as well as sustainability of production in line with the plan “**Normalcy in a new way in the fight against Covid-19**”.

Phnom Penh, 15 June 2021  
**Governor of Phnom Penh**  
(signed and stamped)  
**Khuong Sreng**

CC:

- Office of Council of Ministers
- Ministry of Interior
- Ministry of Economy and Finance
- Ministry of Labour and Vocational Training
- Ministry of Health  
*“for information”*
- Phnom Penh Police Station
- Phnom Penh Military Police Headquarters
- 14 District Administrations
- Technical units and institutions around Phnom Penh capital  
*“for implementation”*
- Archives