International Organization for Standardization
Organisation internationale de normalisation
Международная организация по стандартизации

TMB Secretariat
Vote form
Number: **37/2020**
Date: 2020-08-08

ISO TECHNICAL MANAGEMENT BOARD

SUBJECT
IWA on Guidelines for Social Distancing in Workplaces and Workflows

BACKGROUND
In July 2020 SAC (China) submitted a proposal to the TMB secretariat for the development of an ISO International Workshop Agreement (IWA) on *Guidelines for Social Distancing in Workplaces and Workflows.* SAC is willing to provide the secretariat for the development of this IWA. Please find attached as annex: - The ISO IWA Proposal form, including details on the background, purpose and justification   - The outline of the IWA

ACTION
The members of the Technical Management Board are invited to: - Approve the proposal for an IWA on Guidelines for Social Distancing in Workplaces and Workflows, and   - Allocate the secretariat to SAC (China).   By **5 September 2020**.

PROPOSAL FOR AN INTERNATIONAL WORKSHOP AGREEMENT

A proposal for an International Workshop Agreement (IWA) shall be submitted to the secretariat of the Technical Management Board at ISO/CS (tmb@iso.org). Proposals will be referred to the ISO Technical Management Board for approval (4-week ballot).

Once the proposal for the IWA is approved by the TMB, the proposer will be requested to prepare an announcement/ invitation to the workshop, which will be circulated to the ISO members by ISO/CS. Please note that the announcement must be made at least 90 days in advance of the agreed date to allow potential attendees adequate time to plan on attending the workshop (Annex SI.3).

See the ISO Supplement Annex SI for full details of the Procedure for the development of IWAs.

Proposer
A proposal to hold an ISO workshop for the purpose of developing one or more IWAs on a particular subject may come from any source, including ISO member bodies, liaison organizations, corporate bodies etc. An organization that is not an ISO member body or liaison organization, or is not international in scope, shall inform the ISO member body in its country of its intent to submit such a proposal. SAC(China)
Contact details of proposer **Name:** Mr. YAO Xin **Email:** ccpityx@163.com
Title of the proposed IWA Guidelines for Social Distancing in Workplaces and Workflows

Purpose and justification

The IWA document aims are:

-The current pandemic due to COVID-19 has influenced the routines, activities, working environments and lifestyles of people in most of the world. Previously existing workflows, working styles and lifestyle activities are transforming into new ways of daily work and life due to the outbreak, which in turn increases personal and societal safety at workplaces, organizations and where people engage in activities when more than one person is involved, giving protection to the health and lives of individuals and our societies.

-It is crucial to ensure the personal safety and health of producers, providers, workers, consumers and the general public during this pandemic and safety-related emergencies that occur in the future to ensure normal levels of production, provision, consumption, participation, and activities by introducing and developing social distancing standard.

-COVID-19 and other pandemics have a gigantic influence on the world economy, therefore the establishment of economic confidence through the improvement of social distancing terms, definitions and standards needed internationally to protect economic activities and social recovery. Establishing economic confidence will bring new opportunities, new economic benefits and new competitive advantages to innovative organizations and individuals.

-Social distancing workplace solutions has become a catalyst for new and rapid social change and economic development as it introduces new ways for working, changes in the workplace environment, fast global adoption of new technical innovations, new ways of commonly communicating and the creation of new employment opportunities from micro-services to new roles, larger corporate changes to start-ups, and expanding the roles of gig workers and sharing economy businesses.

-Long term adoption of social distancing guidelines is important to mitigate if not prevent future large-scale issues impacting health and safety such as a pandemic.

-Also, long term adoption of solutions can provide "at the ready" international guidelines for health and safety that reduce the impact on economic and social development in the event of an outbreak..

-Social distancing is a very important tool for global, regional and local economic and social development, bringing new technological innovations, new ways of working, new job opportunities, and more importantly, future epidemic and contagion prevention benefits.

-Standard terms and common practices for social distancing allow greater interaction between various countries and businesses that operate internationally, allowing a uniform method for cross border efforts by those who conduct international business or leisure activities.

-The agility of social distancing guidelines around defined terms and definitions allows for future safety measures without the need to change the guidelines while also guiding organizations publishing safety information to have a common language and lexicon for what they are addressing that is universal, worldwide.

Justification 1: This IWA document is based on good and effective practices of many countries in the world during the pandemic outbreak. Because of the global public health and security crisis caused by COVID-19, all countries have taken active and effective prevention and control measures.. These protective measures can effectively protect human life, health, and safety both for the individuals involved and the greater circle of people with whom they interact. Providing workplace and work processes that are safer through common social distancing terms, definitions and guidelines for usage also protects the safety and health of consumers and the general public. The new social distances standard help the development of SDG Goal 3: Good Health and well-being, SDG Goal 1: No Poverty, and SDG Goal 6: Clean Water and Sanitation.

Justification 2: Social distancing in workplaces and workflows provides many concrete approaches during an outbreak or pandemic that makes significant contributions to the health and safety of producers, providers, workers, consumers and the general public. An increase in the spread of an epidemic impacts confidence in world economics and economic development. Industries most effected by a lack of social distancing have great need for an international standard. Many industries, including manufacturing, media & entertainment, and service industries can use a social distancing standard-based system to revise workflows, accelerate the upgrading of manufacturing, virtual operations, new lifestyles and service industry innovation and development, changing their normal work styles using concreate actions. Social distancing guidelines conform to the international standard SDG Goal 12: Responsible Consumption and Production, SDG Goal 8: Decent Work and Economic Growth.

Justification 3: Social distancing in workplaces and deployment of new of workflows brings new management models, new management methods and new technological progress. It promotes the innovative development of human society, promotes technological facilities, helps cities in areas related to construction, guides the media and entertainment industry (sports, broadcasting, film, theatre, etc) to bring technological revolutions and contribute to SDG Goal 9, Industry, Innovation and Infrastructure.

Justification 4: Social distancing in workplaces, deployment of new of workflows and implementation will result in a new business models, new economic development opportunities, new social connection modes and new economic cooperation patterns. The standards of social distancing not only ensure the security of producers, providers, workers, consumers and the general public's life and health, but it also brings new business opportunities, new jobs, new and newly reformed partnerships, international connections and collaboration between cities, communities and nations, and is committed to SDG Goal 11:Sustainable Cities and Communities, SDG Goal 17: Partnerships.

Does the proposed IWA relate to or impact on any existing work in ISO committees?

☐ Yes ☒ No

Please list any relevant documents and/or ISO committees

1. ICC "Coronavirus guidelines for business"(March 2020)
2. BSI PAS 3000:2015 Smart working
3. ISO 45001:2018 Occupational health and safety management systems — Requirements with guidance for use
4. ISO 31000:2018 Risk management — Guidelines
5. IEC 31010:2019 Risk management — Risk assessment techniques
6. ISO 26000:2010 Guidance on Social Responsibility
7. ISO 22301:2020 Security and resilience – Business continuity management systems – Requirements
8. ISO 22395:2018 Security and resilience – Community resilience – Guidelines for supporting vulnerable persons in an emergency
9. ISO 22320:2018 Security and resilience – Emergency management – Guidelines for incident management
10. ISO 22316:2017 Security and resilience – Organizational resilience – Principles and attributes
11. BSI-2020 Safe working during the COVID-19 pandemic - General guidelines for organizations
12. ICC-2020 Practical steps for business to fight COVID-19
13. ACCI-2020 COVID-19 Employer Guide Managing the workplace in the face of the outbreak, Edition3
14. T/CCPITCSC 042-2020 Specification for contactless delivery service, published by CCPIT Commercial Sub-council
15. WHO (2020), Getting your workplace ready for COVID-19
16. WHO (2020), Advice on the use of masks in the context of COVID-19

Relevant stakeholders (list of organizations that may be interested)
China（SAC）
United States（ANSI）
United Kingdom （BSI）
Singapore（SSC）
Canada（SCC）
France （AFNOR）
Germany （DIN）
India （BIS）
Iran （ISIRI）
Jamaica （BSJ）
Japan （JISC）
Korea （KATS）
Mexico （DGN）
Norway （SN）
Russian Federation （GOST R）
Sweden （SIS）
Pakistan （PSQCA）
South Africa （SABS）
Spain （UNE）
International Chamber of Commerce(ICC)
International Council for Small Business(ICSB)
Member body willing to act as secretariat
Click or tap here to enter text.
Number of meetings to be held (if more than one is envisaged) and proposed dates
Workshop, Beijing, China, 24th-26th Nov. 2020
Annexes are included with this proposal (give details)
Guidelines for Social Distancing in Workplaces and Workflows (draft outlines)

INTERNATIONAL WORKSHOP AGREEMENT

IWA
XX

First edition
2020-06

Guidelines for Social Distancing in Workplaces and Workflows

CONTENTS

1   Scope

This document provides general guidance to organizations on how to keep a social distancing in workplace and workflow.

This document is applicable to global use by the government, businesses (public, private, and non-profit), platforms and workers (staff, contract, and gig workers).

NOTE Refer to Annex A for supplementary information on ISO standards.

2   Normative References

The following documents, in whole or in part, are normatively referenced in this document and are indispensable for its application. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

ISO 45001:2018 Occupational health and safety management systems — Requirements with guidance for use

ISO 31000:2018 Risk management — Guidelines

3   Terms and Definitions

For the purposes of this document, the following terms and definitions apply.
ISO and IEC maintain terminological databases for use in standardization at the following addresses:
— ISO Online browsing platform: available at http://www.iso.org/obp
— IEC Electropedia: available at http://www.electropedia.org/

3.1 workplace
3.2 workflow
3.3 social distancing
3.4 smart working
3.5 flexible working
3.6 remote working
3.7 common areas

4   Basic Principles

Systematic principle, Prevention first principle, PDCA principle、Work from home (WFH) utilizing virtual operational tools and remote working whenever possible The exclusion of symptomatic or potentially-infectious people from common workplaces, Physical and other means of distancing (e.g. temporally through schedules, staggered entry and exit times), Sanitary Measures: Hand washing, Proper respiratory etiquette, Environmental Filtration, Maintaining

hygiene measures for tools, equipment and surfaces that are frequently used. Adapting to emerging data as put out by WHO and other international health and safety bodies referenced in Annex A.

5 Risk Assessment

Considering environment, Tasks, Threats, Available resources -- including the risks to individuals, others, businesses, economics and society of not doing it

6 Basic Assurances

6.1 Organizational
6.2 Material
6.3 Operational (including Supply chain management, production, distribution, interaction)
6.4 Personnel
6.5 Communication
6.6 Financial
6.7 Professional knowledge
6.8 Privacy and non-discrimination

7 Communication, Training and Education

Signage requirements, mask requirements and etc.

8 Staff Management

Staff return, Daily management, Visitors, Health monitoring, Information communication, Work-related travel and deliveries

9 Workplace Management

9.1 Office area management (Offices, Cubicles, Conference rooms, Public areas, Private meeting areas (home, club, etc.)   Office equipment and Supplies)
9.2 Workshop management (Environmental remediation, Equipment and Facilities, Operating requirements)
9.3 Business restaurant management
9.4 Isolated observation room management

10 Supervision and Evaluation

10.1 Monitoring and evaluation
10.2 Management review, incidents and reporting
10.3 Improvement

Annex A

(informative)

Supplementary information on ISO standards

To understand the proper use of ISO standards that are written for guidance, it is highly recommended that users refer to http://www.iso.org/iso/foreword.html where relevant ISO directives, resolutions and their implications are presented.

Bibliography

[1] ICC "Coronavirus guidelines for business"(March 2020)

[2] BSI PAS 3000:2015 Smart working

[3] ISO 45001:2018 Occupational health and safety management systems — Requirements with guidance for use

[4] ISO 31000:2018 Risk management — Guidelines

[5] IEC 31010:2019 Risk management — Risk assessment techniques

[6] ISO 26000:2010 Guidance on Social Responsibility

[7] ISO 22301:2019 Security and resilience – Business continuity management systems – Requirements

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[15] WHO (2020), Getting your workplace ready for COVID-19

[16] WHO (2020), Advice on the use of masks in the context of COVID-19