1. **SCOPE**
   This GoodWeave International Standard Operating Procedure (SOP) applies to all country offices that undertake on-site inspections and audits as part of GoodWeave licensing and certification.

   This SOP defines modifications to the certification process during the COVID-19 pandemic. It also includes health and safety requirements to protect GoodWeave personnel as GoodWeave transitions back to in-person visits to production sites and worker communities.

2. **AUDITS AND INSPECTIONS**

   **2.1 On-site work during the COVID-19 Pandemic**
   As of August 5, 2021 GoodWeave is using a risk based approach to determine if it is safe to conduct on-site audits and inspections. The levels of risk are evaluated regionally by taking into account factors such as infections rates, vaccination rates, staff safety, restrictions on travel, availability of COVID testing and restrictions on workplace operations.

   On-site audits and inspections are conducted only when GoodWeave determines that risk to staff and to workers is minimal or can be mitigated. Risk levels are evaluated on an ongoing basis.

   Based on risk levels, GoodWeave may use a combination of on-site inspections and remote audits to conducting monitoring.

   GoodWeave’s procedures for mitigating the risks associated with on site work are described in sections 5 and 6 of the SOP below.

   **2.2 Remote Audits and Inspections**
   Remote audits and remote inspections are used in countries workplaces remain open but there are risks associated with conducting on-site work. Remote audits and inspections are conducted following [SOP 16 Remote Audits and Inspections](#).
2.3 Credibility of Remote Audits and Inspections
GoodWeave recognizes there are limitations to remote audits and inspections. SOP 16 Remote Audits and Inspections is designed to ensure the quality and consistency of information gathered during remote assessments.

GoodWeave may conduct periodic unannounced remote inspections to confirm the accuracy of information gathered during remote audits and to confirm the producer is in compliance with the GoodWeave Standard. Producers are expected to accept these unannounced remote inspections and refusal to accept them is considered a major non-compliance.

3. LICENSE RENEWALS AND APPLICATIONS

3.1 License Renewals for Existing Licensees
Exporters whose license expires while on-site work is paused are granted a grace period of up to three months for renewing their license. During this grace period their license is valid and labels may be issued.

An annual audit is required for license renewal and if an on-site annual audit cannot be conducted due to COVID-19, a remote audit is conducted. License renewal fees are due at the time of the renewal, as per existing SOPs. GoodWeave works with exporters whose license is expiring to determine if a remote audit may be used in lieu of an on-site audit.

3.2 Dormant Licenses
If a licensee that has not used certification labels in the past year they are considered dormant. During the COVID-19 pandemic, licensees will be granted an additional four months, or one year and four months total, before they are considered a dormant licensee. The GoodWeave International (GWI) Certification Division will consider requests from licensees to delay dormancy status if they have a good record of using certification labels in the past, and can demonstrate their intention to use certifications labels in the future.

3.3 New Licensee Applicants
GoodWeave will continue to accept new applications. Remote audits of applicant exporter and subcontractor (level 1 and level 2) production sites may take place while on-site work is paused. In order to approve an application, on-site inspections are required for sites that are audited remotely AND on-site inspections are required for a sample of level 3 sites in order to approve the application. Once on-site work resumes, it may take 3 months or more to inspect the required number of production sites and approve the application.

4. LABEL POLICY
GoodWeave continues to issue certification labels to licensees under the following conditions that have been approved by the GWI Certification Committee.

### 4.1 Conditions Under Which Labels are Issued

In countries where on-site work is paused, GoodWeave continues to issues labels to exporters with valid license agreements. GoodWeave issues labels when the following conditions are met:

- Licensee does not have any pending major non-compliances.
- If there are pending Major Non-Compliances, labels will only be issued after the licensee takes the required corrective action and after the licensee submits a letter guaranteeing to complete corrective action within the stipulated time frame.

If a current exporter adds a new subcontractor or home based worksite to their supply chain, labels will be issued for goods produced in that worksite only after a remote audit or inspection has taken place and the licensee submits a letter guaranteeing to allow GoodWeave to inspect the unit immediately once it is safe for the inspectors to visit worksites. The letter must state that ‘in case child labor is found in this facility by the GoodWeave team, we agree to delist the facility from our supply chain for any future production’.

### 5. PROCEDURES FOR MITIGATING RISKS ASSOCIATED WITH ON-SITE WORK

GoodWeave’s primary concern is for the health, safety, and well-being of its team members and for workers.

Any GoodWeave staff who are not comfortable resuming in-person visits, are at heightened risk, or live with vulnerable persons, are not required to do so. Management must confirm with each staff member individually about their willingness and risk factors for conducting in-person visits.

GoodWeave mitigates the risks associated with on-site audits and inspections by taking the following measures:

5.1 All staff conducting on-site work must be fully vaccinated and have undergone any mandatory waiting period after being vaccinated.

5.2 Reducing the number of on-site audits and inspections conducted each day/week to limit exposure of staff and workers. The time spent at each site is limited.
5.3 All on-site inspections are semi-announced. GoodWeave informs producers of the one-week window when their inspection will take place. Producers are informed of their one-week window approximately 5 business days before the start of the window.

- When informing producers of their one week window, GoodWeave asks the producer the following questions:
  - what percentage of workers at the production site have been vaccinated;
  - if any workers have tested positive for COVID-19 in the past month
  - What PPE is provided to workers to prevent the spread of COVID
  - What other protective measures are being taken to prevent the spread of COVID (e.g. staggering work shifts so fewer workers are on-site; enhanced sanitizing and cleaning)
  - If this information indicates it is not safe for GoodWeave staff to visit, a remote inspection is conducted instead.
- If producers indicate they do not feel it safe for GoodWeave to conduct an inspection, or if the production site has policies limiting outside visitors, a remote inspection is conducted instead.

5.4 On-site inspections of home based worksite are not taking place. Remote inspections are used to monitor home based worksites.

5.5 If an inspector suspects that they may be sick, they are not permitted to conduct in-person visits. They must remain at home or immediately return home if they become sick and report to their supervisor.

5.6 Inspectors should check their temperature every day before work and if they have a temperature over 37°C they should stay home and report to their supervisor.

5.7 If an inspector becomes sick or suspects that they are sick following an onsite visit, they must immediately notify their supervisor and get a COVID test as soon as possible. If an inspector tests positive for COVID, GoodWeave informs the producer.

5.8 If inspectors travel to worksites as teams, they must be in the same pairs or groups of four and if any one of them gets sick, they all must self-isolate in order to reduce the potential for infecting other inspectors.

5.9 If a member of an inspectors household or others who they are in close contact with test positive for COVID, the must inform their supervisor.

5.10 If inspectors travel to high-risk areas or are otherwise exposed to COVID, they should inform their supervisor.
5.11 During an inspection, if the inspector suspects workers or management have been exposed to COVID, or if there are other risks to the inspector or workers, the inspection may be terminated before it is completed.

6. HEALTH AND SAFETY REQUIREMENTS DURING ON-SITE VISITS

When conducting on-site audits and inspections or doing any other in-person work, all GoodWeave personnel must comply with the following health and safety precautions:

- Travel to and from production sites must minimize risk of exposure to COVID.
- All interviews with owners, management, workers, and home-based workers will occur on a voluntary basis.
  - GoodWeave receives verbal permission from each individual interviewed.
  - If appropriate, inspectors may obtain worker’s phone numbers and conduct worker interviews may be conducted over the phone, after they have left the site.
  - If the workers do not feel comfortable with the interview, then GoodWeave must not press the issue.
- When conducting interviews, GoodWeave will conduct interviews until the point that the minimum number of workers needed to be sampled for the producer has been reached, and no more than that minimum to limit exposure. Group interviews are not conducted.
- Protective masks or helmets with face coverings and face shields must be worn by GoodWeave personnel at all times. GoodWeave personnel must not share masks or face coverings under any circumstances. Face masks and shields should be sanitized after use and kept in a clean location until the next use.
- Personnel must also carry hand sanitizer with them and use the hand sanitizer if they touch any surfaces, documents or items. However, personnel should avoid touching anything that is not necessary.
- GoodWeave must ensure that any individuals they interact with are using a protective mask. GoodWeave must be prepared to offer protective masks and hand sanitizer to any individuals they come across that need them.
- Personnel must stand at least 6 feet (1.8 meters) apart during any conversations or interviews.
- Interviews should be conducted outside or in a well-ventilated environment.
- Social greetings, such as hand shaking and hugging, are not permitted.