Manpower

Protect and value your employees as you deploy manpower to achieve efficient and productive operations for restart and recovery of your business

Potential action points that you may consider for ensuring sufficient and properly skilled and motivated manpower for restartingand recovering your business are listed below. Additional suggestions can also be found under **additional resources**.

COVID-19 Prevention and Preparedness	
Stopping the spread of COVID-19 *Preventing the spread of COVID-19 virus in the work place* *See also Module "Ready the Workplace"*	✅ Screen health of all staff, contractors and visitors before entering your company's premises with contactless thermo-scanner and through self-declarations ✅ Create awareness and train of all employees on DOS & DONTS for to prevent spread of COVID-19 virus ✅ Ensureadequate supply of soap, sanitizers, tissues andPPEs (face cover/masks, gloves, as required) and waste disposal for employees ✅ Provide essential hygiene habits and skills to employees required for functioning ✅ Comply with social distancing norm of 6 feet ✅ Train dedicated staff on sanitization and screening of workers ✅ Encourage regular health check-ups of staff members
Supporting the workers *Bringing current policies in line to provide sufficient support to workers and their families*	✅ Ensure that employees have access to information and are continuously updated about recovery plans and achievements ✅ Ensure migrant workers have access to essential supplies, medical facilities and shelter in times of uncertainties ✅ Support workers in preparing for contingencies for such as lockdown situations
Communicating with employees *Communicating with employees regularly and keep them motivated and engaged*	✅ Provide flexibility to workers such as increasing sick-leave allowances, attendance policies, punctuality etc. ✅ Involve workers in decision making and ensure consideration of their recommendations ✅ Maintain regular channels of communication with your employees
Operational aspects of manpower management	

CHECKLIST

People	
	☑ Take stock which employees are available and willing to return to work
	☑ Plan actions to bring back workforce quickly for smooth restart after lifting of lockdown requirements
	☑ Promote multiskilling amongst workforce
	☑ Conduct labour planning for different business scenarios
	☑ Explore opportunities for employing local workforce or provide internships/apprenticeship
	☑ Asses roles that are essential to your business operations.
	☑ Prioritize work and ensure workers are brought back on the basis of priority
	☑ Monitor, support and facilitate on-the-job training for new workers or personnel with adjusted roles
	☑ Conduct a survey on skills, preferences, technical knowledge etc. of available workforce and see how they can best be put to use to meet the organization's objective.
	☑ Identify competency gaps due to manpower unavailability/ changeovers
	☑ Train the workers with core skills required for business activities skills required for maintaining the Quality and Productivity for the product to customer
	☑ Engage with training institutes in local area for quick access to common pool
	☑ Encourage workforce to join relevant online courses encourage them to read relevant guidelines and upgrade their skill levels during lockdown
	☑ Set up buddy system with senior (and/or retired) staff to bring new staff up to speed
	☑ Encourage healthy competition among workers
	☑ Award and acknowledge employees for their performance
	☑ Make employees feel important by taking feedbacks, suggestions promoting joint decision making etc.
Place	
	☑ Review the organization's structure, resources available in under the 'new normal'
	☑ Follow flexible work arrangements not requiring all people on your premises
	☑ Adjust workplace layout and zones, minimising physical proximity of people
	☑ Implement efficiency-boosting workplace

CHECKLIST

	arrangements such as 5S (Sort, Set in order, Shine, Standardize, Sustain)
	✓ Explore Low Cost Automation – e.g. instead of using motor use gravity for flow of material, implementing SMED on production lines etc.
	✓ Explore opportunities for introduction of more of Poka Yoke & LCAs for more flexibility
	✓ Acknowledge that skilled workers can work "Far From Workplace" and use their experience
PROCEDURE	✓ Closely monitor and follow advise by national and local authorities
	✓ Disinfect/fumigate/clean workplaces, equipment, tools and (parts) supplies
	✓ Train dedicated staff on sanitization and screening of workers
	✓ Develop detailed Standard Operating Procedures (SOPs) for your employees; ensure they are clear, have pictorial illustrations and are displayed across the workplace
	✓ Adjust administrative processes that require exchange/sharing of physical items such as handling of physical documents, shared stationery etc.)
	✓ Avoid the sharing of workstations, tools, materials etc. among workers and ensuing social distancing norms are strictly adhered to
	✓ Minimize travel between business locations and avoid non-essential business trips
	✓ Conduct meetings, discussions etc. using web- based platforms, to avoid contact but maintain communication
	✓ Go paperless, go cashless, contactless (to the max extent possible)
	✓ Introduce frequent Quality Checks by Supervisors/ Managers especially when operating with limited or new manpower

CHECKLIST

Disclaimer: Information intended for general advice