



# Ready the Workplace

*Make your workplaces safe to minimize spread of COVID-19 and ensure machinery is working well and factory tidied up*

Potential quick wins you may wish to consider while getting the workplaces ready to restart your business. Additional suggestions can also be found under additional resources.

COVID-19 Prevention and Preparedness	
<p><b>Health Monitoring</b></p> <p><i>Screen health of all staff, contractors and visitors before entering your company's premises</i></p>	<ul style="list-style-type: none"> <li> Ensure that all staff, contractors and visitors fill out self-declaration before entering premises, stating absence of any symptoms and risk factors and zero contact with COVID-19 infected or suspected people</li> <li> Use a contactless thermo scanner to measure and record body temperature on entering and exiting premises</li> <li> Establish procedure and assign roles, assign responsibility and create a room to care for people feeling or turning unwell</li> <li> Prevent non-essential visits and disallow entrance of people who are at risk due to pre-existing conditions and/or age</li> </ul>
<p><b>Maintain Safe Distance</b></p> <p><i>Decongest your business to enable 5-6 feet interpersonal distance for everyone at any time</i></p>	<ul style="list-style-type: none"> <li> Stagger start and break times to avoid unnecessary gatherings (e.g. 5-10 minutes between every subgroup)</li> <li> To the maximum extent, stop physical workflows, particularly paper-based approvals, planning etc.</li> <li> Avoid opposite seating/standing at workbenches, conveyor belts, equipment, office desks, etc</li> <li> Implement one-way movement of goods and people to avoid facing people</li> <li> Make sure all workstations are sufficiently spread out (~1.5 mtr) or if impossible create additional shielding or physical separation between work stations (with screens, curtains or alike)</li> <li> Make virtual/digital meetings the standard, even those internal to the business</li> <li> Minimize physical (face to face) meetings and where unavoidable keep these short and punctual, and make sure there is sufficient social distance between participants</li> <li> Reduce use of elevators – when in use only with reduced numbers and all stand facing elevator walls.</li> <li> Physically demarcate with floor markings all work stations/places, standing locations and walkways</li> <li> Observe distance whenever lining up (entry, lunch, ware house)</li> <li> Disable half of toilets, showers, taps etc.</li> <li> Disallow travel, including commuting, with more than one person per two-wheeler or more than one passenger in four-wheeler</li> </ul>

CHECKLIST



# Ready the Workplace

## Avoid Contact Transfer

*Minimize risk of contact transfers by reducing and eliminating points touched by multiple people*

- ✔ Strictly implement the practice of one person per workstation per shift
- ✔ Strictly no sharing of tools, utensils, equipment or other items without sanitization
- ✔ Change to handsfree operation of equipment, machinery, doors, taps, lights etc, through sensors and/or foot, elbow or knee operated switches
- ✔ Discontinue biometric (finger) scanners
- ✔ Discontinue use of reusable bottles, cups, cutlery – provide personal drink bottles and disposable alternatives
- ✔ Discontinue shared towels in bathrooms
- ✔ Discourage unnecessary holding of guard rails etc.
- ✔ Go paperless
- ✔ Go cashless

## Improve & Practice Hygiene

*Protect yourself and others by improving and practicing hygiene in everything you do*




- ✔ Promote heathy habits – no touching of mouth, nose or eyes by hand at any time!
- ✔ Impose coughing etiquette – sneeze or cough only in elbow, on shoulder or in disposable tissue which is disposed of immediately
- ✔ Strictly no spitting anywhere anytime
- ✔ Provide for hand washing and alcohol-based sanitiser at least at entrance, in lunch area and near workstations
- ✔ Wipe all working surfaces (desks, work benches, touch screens, etc.) and working objects (tools, devices, etc.) with sanitizer at start and end of each shift
- ✔ Clean and sanitize all frequently touched objects regularly and repeatedly during and between shifts (e.g. doorknobs)
- ✔ Consider fumigation of equipment, incoming vehicles
- ✔ Sanitize floors with 1% hypochlorite solution
- ✔ Hold incoming goods in separate quarantine area for at least 24 hrs (preferably 48+ hrs)
- ✔ Increase mechanical ventilation in workplaces
- ✔ Minimize air conditioning and make sure aircon filters are functional and cleaned
- ✔ Eat at workstation where feasible
- ✔ Allow only cooked and packaged food items



## Ready the Workplace

### Supplementary Use of PPEs

*Use Personal  
Protective Equipment  
as a supplement to  
social distancing,  
contact avoidance and  
improved hygiene*

-  Provide and promote for use face cover/masks for everyone at all times onsite and gloves when routinely operating multiple touchpoints
-  Ensure hand washing and sanitization before putting on and removing PPEs
-  Collect used PPEs separately and treat as COVID-19 suspected waste