



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



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<p>Avoid Contact Transfer</p> <p><i>Minimize risk of contact transfers by reducing and eliminating points touched by multiple people</i></p>	<ul style="list-style-type: none"> 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
<p>Improve & Practice Hygiene</p> <p><i>Protect yourself and others by improving and practicing hygiene in everything you do</i></p>	<ul style="list-style-type: none"> Promote healthy 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
<p>Supplementary Use of PPEs</p> <p><i>Use Personal Protective Equipment as a supplement to social distancing, contact avoidance and improved hygiene</i></p>	<ul style="list-style-type: none"> 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