



Ready the Workplace

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

COVID-19 will remain for a period of time hence all efforts are needed to keep people safe whilst working with COVID-19. This requires: maintaining social distance; minimizing commonly touched surfaces and objects; improving hygiene, cleaning and sanitization; use of personal protective equipment; and health monitoring. The lock down will have impacted your machinery, buildings and inventories. Make sure to conduct necessary maintenance and sort and clear out unnecessary items so that you can resume operations in a safe and efficient manner.

Background

Getting ready to restart means making sure that people (Man), procedures (or Methods), Machines and Materials, often referred as 4Ms, are available and being taken care off to resume operations in a safe, efficient and productive manner.

First and foremost, MSMEs owners and operators are to ensure the health and safety of everyone in their premises. From now on, this needs to include efforts to prevent the spread of COVID-19. Even though the virus and the associated disease/s are new and hence not all details are known, to keep people safe make sure we apply what we already do know ⁽¹⁾.

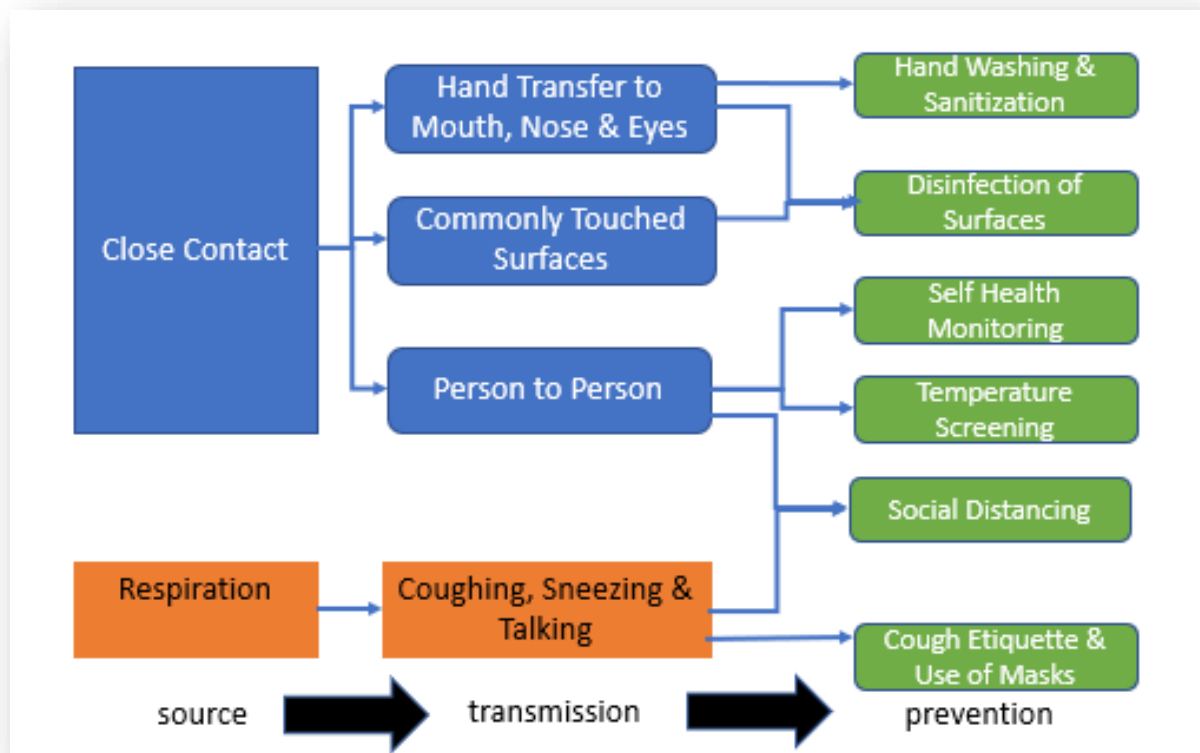
The World Health Organization (WHO) identified as the most common symptoms of COVID-19: fever, dry cough, and tiredness. Some patients may have aches and pains, nasal congestion, sore throat or diarrhea. These symptoms begin usually gradually. Some people become infected but have only very mild symptoms. Most people (about 80%) recover from the disease without needing hospital treatment. Around 1 out of every 5 people who gets COVID-19 becomes seriously ill and develops difficulty breathing. Older people, and those with underlying medical problems like high blood pressure, heart and lung problems, diabetes, or cancer, are at higher risk of developing serious illness. However, anyone can catch COVID-19 and become seriously ill. Even people with very mild symptoms, or with no symptoms, of COVID-19 can transmit the virus.

When someone who has COVID-19 coughs, sneezes or exhales they release droplets of infected respiratory fluid. Most of these droplets fall on nearby surfaces and objects, such as desks, tables, telephones, equipment, tools, products, floors, etc. People could catch COVID-19 by touching contaminated surfaces or objects and then

¹ Check World Health Organization (WHO) for regular updates on available knowledge and guidance on COVID-19 in the workplace, see: <https://www.who.int/docs/default-source/coronaviruse/getting-workplace-ready-for-covid-19.pdf>

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touching their eyes, nose or mouth. If they are standing within 1 meter of a person (PPEs), such as masks and gloves. Implementation of these measures requires changes in the location and set up of workstations/workplaces and the flows of materials and people, which are to be reflected in updated Standard Operating Procedures (SOP).



The machines and inventories of materials, work in progress and final products have been standing idle in your business during the lock-down or even longer during start up at lower production levels. While standing idle, dust and rust may have appeared on equipment, and leaks of hydraulic or lubrication oil, water, process chemicals or otherwise may have shown up. Moreover, the lock down may have caused deterioration of the inventories in your business. For example, chemicals may have reached their shelf-life, all stocks would have accumulated dust and dirt, rodents and other pests may have spoiled some stocks and metal parts may have started rusting. If there has been a loss, in what form and can stocks still be used for the same or different purpose? Overall, before you start you need to get machinery and facilities back into proper working order and sort through the inventories you have on site.



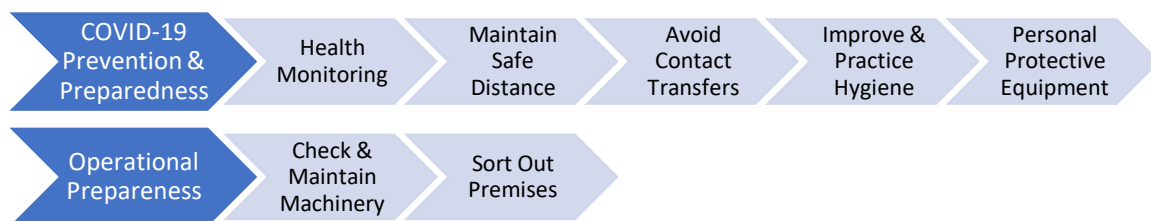
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Approach

Getting ready involves two parallel tracks. First, to improve COVID-19 prevention and preparedness through a comprehensive Occupational Safety and Health (OSH) approach. Second, to ensure operational preparedness, through the established practices of preventive and productive maintenance ⁽²⁾ and 5S techniques ⁽³⁾. These two tracks are interlinked through Standard Operating

¹Preventive maintenance means taking measures in advance, before corrective action is needed with regard to functioning of the equipment. Productive maintenance is when result of maintenance of equipment is measured (normally in economic terms, e.g., cost-benefit analysis) and the result is positive (i.e., tuning your boiler regularly will not only prevent damage, it will also save fuel costs). If the savings are superior to the maintenance costs, that is productive maintenance. Together, they are referred to as PPM. PPM is useful as a means for enhancing productivity, minimizing down time, and maximizing efficiency. It involves keeping equipment operating at peak performance levels to help reduce waste (www.apo-tokyo.org).

Procedures (SOP) that need to reflect COVID-19 measures and associated changes in work flows and work stations/places.




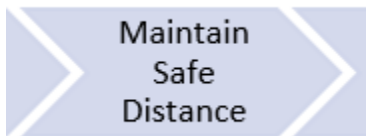

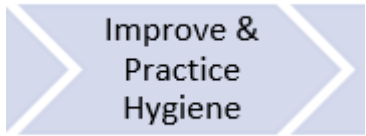
COVID-19 Prevention & Preparedness

Rebuild productive teams for your key business processes and operations.

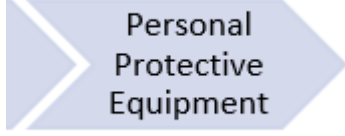
A comprehensive approach for COVID-19 prevention and awareness involves health monitoring, distancing, avoiding common touch points, improving hygiene and complementary use of Personal Protective Equipment (PPEs). You will need to make sure staff feels safe at work. This involves information and training of staff to empower them to keep themselves safe at all times. Following summarizes these main approaches. A further set of common measures can be found in the accompanying [checklist](#). Please also refer [to additional resources](#) for some of industry specific guidelines. For suggestions to embed COVID-19 prevention and preparedness into your overall Occupation Safety and Health (OSH) approach, refer to [specialist module](#). Remember though to perform risk assessment for all activities and movements of your workforce from arrival of any person to her/his departure

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from your business to find out what specific measures are specifically needed in your business.

 <p>Health Monitoring</p>	<p>Screen health of all staff, contractors and visitors before entering your company's premises</p> <ul style="list-style-type: none"> ✓ Only healthy people should report for work, hence request a self-declaration for everyone entering the facility. Check body temperature with contactless thermo-scanner and restrict entry for non-essential visitors and deliveries, and for people at risk due to underlying conditions or age. ✓ Work to avoid stigmatization of people who are not feeling well and keep in mind that some infected people do not have any symptoms
 <p>Maintain Safe Distance</p>	<p>Decongest your business to enable 5-6 feet interpersonal distance for everyone at any time</p> <ul style="list-style-type: none"> ✓ Reorganize work and business processes through e.g. staggered start and break times, restrictions of physical workflows and minimization of meetings ✓ Reorganize workstations/work places e.g. to avoid opposite seating, include additional separation screens, achieve one-way movement of people and goods and use of location markers
 <p>Avoid Contact Transfers</p>	<p>Minimize risk of contact transfers by reducing and eliminating points/objects touched by multiple people</p> <ul style="list-style-type: none"> ✓ Enforce: One person per shift per workstation ✓ Handsfree operations: use sensors or foot or elbow operated switches ✓ Go paper- and cash-less, discontinue biometric systems and terminate reusable cups, bottles, cutlery
 <p>Improve & Practice Hygiene</p>	<p>Protect yourself and others by improving and practicing hygiene in everything you do</p> <ul style="list-style-type: none"> ✓ Cough and sneeze in your elbow or in a disposable tissue! ✓ Stop sharing anything and clean and sanitize everything you use

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	<ul style="list-style-type: none"> ✓ Keep on washing and sanitizing hands ✓ Limit canteen offerings to cooked and prepacked foods only
 <p>Personal Protective Equipment</p>	<p>Use Personal Protective Equipment as a supplement to social distancing, contact avoidance and improved hygiene</p> <ul style="list-style-type: none"> ✓ Face cover and gloves can be regularly used, however, for dealing with suspected cases full body suit and eye protection are also needed ✓ Clean and sanitize hands before putting on or off PPEs ✓ Dispose of used PPEs as COVID_19 suspected infectious waste

¹5S is a set of workplace management techniques that focuses on improving and maintaining processes, equipment, workplaces and people. 5S stands for consecutively: sort, set in order, shine, standardize and sustain (www.apo-tokyo.org).

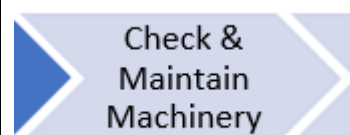
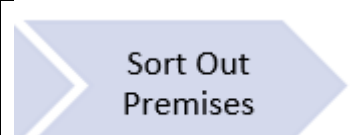
Operational Preparedness

Next, turn attention to your machinery, facilities and storage areas. *Is all in working order to start safe, efficient and productive operations?*

The lock down has created both an urgent need and unique opportunity for improving operational preparedness. Idle machinery and stocks need to be checked and cleared out and maintained before you can run. And downtime provides a good opportunity to improve on your housekeeping, logistics and visualization throughout the business, which adds greatly to efficiency, quality and reduction of rejects and waste, and keeps people safe. Focus both on machinery and work stations, and practice what makes common sense, but, admittedly, requires continuous effort to achieve: maintenance and sorting & ordering. There are many knowledge resources available to assist in this endeavor – several are included as **additional resources** to this module. A further and more detailed introduction and overview on operational efficiency can be found in **specialist module**, which zooms in on lean manufacturing, materials, water and energy efficiency and industrial automation.

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Following summarizes the main approaches for maintenance and sorting and ordering. A further set of common measures can be found in the accompanying [checklist](#).

 <p>Check & Maintain Machinery</p>	<p>Ensure all equipment and utilities will run safely, reliably and efficiently</p> <ul style="list-style-type: none"> ✓ Conduct comprehensive cleaning and check performance of machinery, tools, utilities and buildings, and undertake repair and maintenance as found necessary
 <p>Sort Out Premises</p>	<p>Clear out and tidy up your work stations, work flows and people movements</p> <ul style="list-style-type: none"> ✓ Remove all unnecessary items and organize necessary items at each workstation/work place for efficiency and elimination of errors and defects ✓ Improve visualisation of workflows ✓ Remove hazards from the shop floor