

Ready the Workplace

Getting your workplaces ready to restart business



Building Back
Business from
Crisis

MSME

An Initiative of the United Nations Industrial
Development Organisation

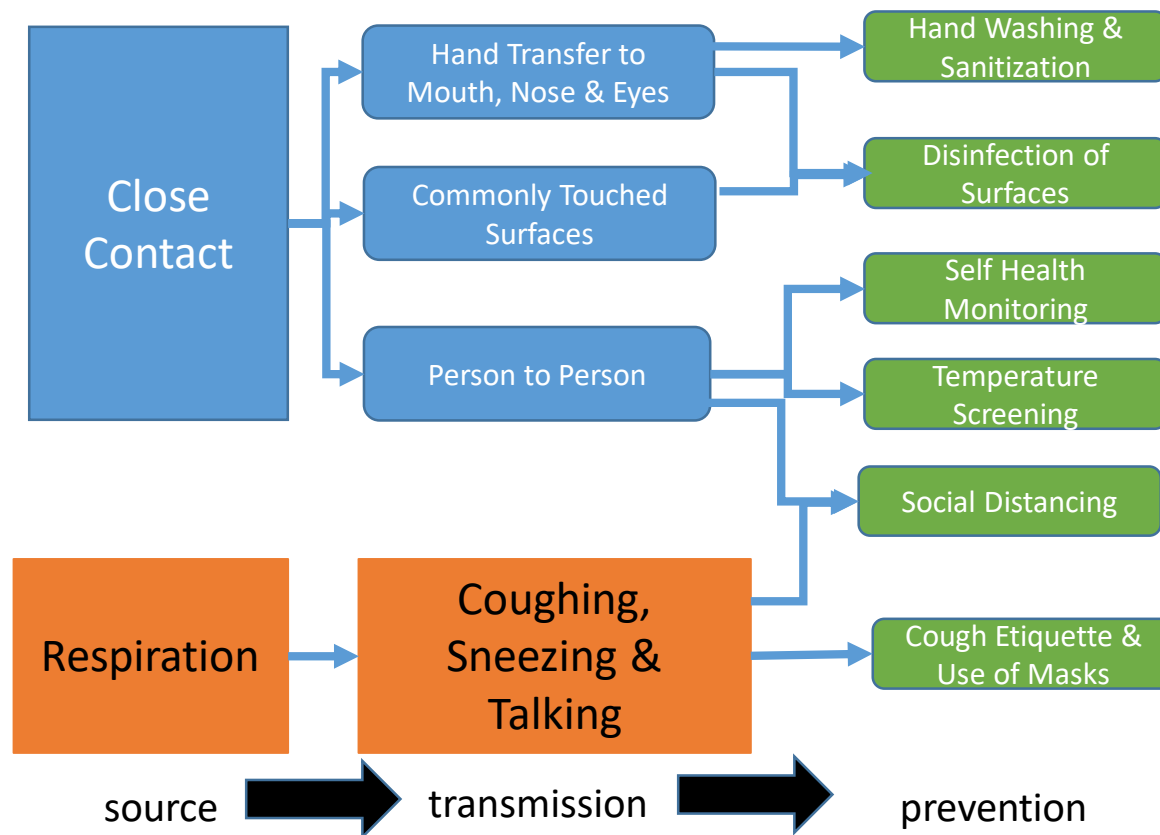
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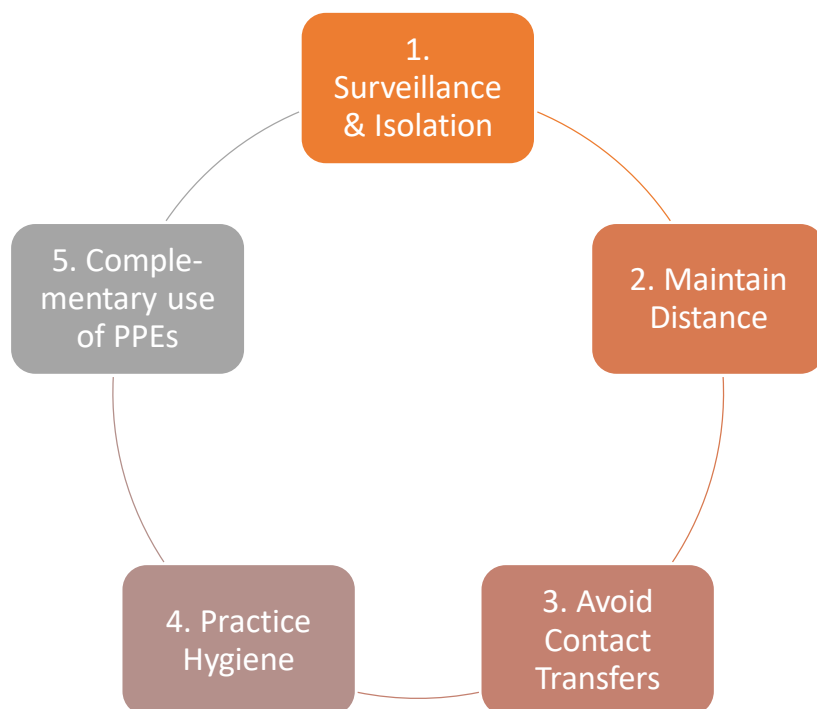
Ready to Restart?

- Are you geared up to fight COVID-19 in your business?
- Are all essentials in place and in order?
 - Machinery, tools and auxiliary equipment in safe and optimal running order
 - Factory and warehouse areas cleaned up for efficient operations

How to Protect from COVID19?



Minimize COVID-19 Transmission in Workplace



- Keys to infection prevention
 1. Surveillance and isolation of potential infections
 - People feeling unwell should recover at home
 2. Maintain distance at all times
 - Avoid inhalation of respiratory droplets by staying >1.5 m/5-6 feet apart in standstill and more if in motion
 3. Avoid contact transfers
 - Avoid accidental transfer of virus from objects and surfaces to eyes, nose and mouth
 4. Practice hygiene
 - Sanitize in particular hands
 5. Complementary use of Personal Protective Equipment (PPE)

1. Surveillance & Isolation

Screen health of all staff, contractors and visitors before entering company's premises

Self-declaration

Temperature Monitoring

Example of Notification Form for Employees

Respected employee name of which
Details of affected employees

Name	Employment ID	Contact of location
Age	Gender	Address
Occupation		
Emergency contact		
Symptoms		
<input type="checkbox"/> Fever	<input type="checkbox"/> Dry cough	<input type="checkbox"/> Sore throat
<input type="checkbox"/> Fatigue	<input type="checkbox"/> Headache	<input type="checkbox"/> Loss of taste or smell
<input type="checkbox"/> Runny nose	<input type="checkbox"/> Diarrhea	<input type="checkbox"/> Other
Date & time of notification		
Name & title of notifier		
I have taken care for the 14 days		
Country code		
Registration		
Details of receiving employer		
Name		
Address		
City		
Date & time of receiving		

Example of Health Screening Form for Visitors

Dear Sir/Madam

To ensure the spread of COVID-19 is not uncontrolled and reduce the risk of exposure for staff and visitors, strict controls and screening measures are in place. Your participation is requested to help us take precautionary measures to protect your safety in the building. Thank you for your help.

Visitor name	Phone number (include country code)
DOB / Year of birth	Address
Occupation of visitor (if applicable)	
Reason for visitor (purpose of visit)	Date of visit
Temperature reading of date	Health screening status

Self-declaration by visitor

No symptoms

If you have the following symptoms, please tick the appropriate box:

Fever Dry cough Sore throat Fatigue

Runny nose Headache Loss of taste or smell Diarrhea

Other

2. Have you been in contact with a confirmed COVID-19 patient in the last 14 days?

Yes No

3. Have you been in contact with a confirmed COVID-19 patient in the last 14 days?

Yes No

I am aware of all the above conditions in writing.



Temperature Monitoring Log

Name: _____
Department: _____

Date	Temperature (°C)			
	Morning reading	Initial by employee	Afternoon reading	Initial by employee

>37.5°C do not enter, seek medical attention
>38.0°C internal investigation and containment action

Restrictions



Non essential entries, e.g. food deliveries etc.
People at risk (age, underlying conditions)

1. Avoid stigmatization of people feeling unwell
2. Remember, screening is imperfect way to detect symptoms, and some infected persons do not develop symptoms

Maintain
Distance

Decongest your business to enable 5-6 feet interpersonal distance for everyone at any time



ALL AREAS

- No opposite seating / working positions
- Staggered shift times
- Designated pathways & location markers
- Minimize physical gatherings, incl informal gatherings
- Disable half (alternate) seats, toilets, taps etc



FACTORY & WAREHOUSE

- One way flow of goods and people
- All activities assigned to specific locations
- Spacing out work-locations and/or use of dividers (e.g. plastic sheeting)

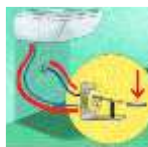


OFFICE

- Reposition work stations
- Discontinue paper and other physical workflows
- Video and teleconference in and outside office

Avoid Contact
Transfers

Minimize risk of contact transfers by reducing and eliminating touch points



ALL AREAS

- Use sensors, foot switches, etc. on doors, lights, taps, machinery
- Discourage touching of railings, guards etc.
- Encourage operation with feet, elbow etc.
- Increase ventilation and improve filters if air conditioning used



FACTORY & WAREHOUSE

- Hold incoming goods in quarantine
- Minimize manual handling
- One workstation one person
- Sanitize work places and tools between shifts



BUSINESS PROCESSES

- Go paperless
- Go cashless
- Discontinue biometric systems
- Terminate use of reusable cups, plates etc.

Practice
Hygiene

Protect yourself by practicing hygiene in everything you do



PERSONAL HYGIENE

- Stop sharing!
- Adopt healthy habits
- Regular handwash & sanitization (@entry, breaks etc.)
- Coughing etiquette
- Own water bottle, cutlery, food
- No spitting



CLEANING & SANITIZATION

- Pre-restart clean up and/or fumigation
- Frequent cleaning of high touch points (door knobs, surfaces)
- Wipe working surfaces and objects with disinfectant between shifts



STAFF FACILITIES

- Remove common towels, reusable cutlery
- Provide healthy food (only cooked or pre-packed)
- Eat at desk where possible
- Alternate seating in cars/buses

Complement
with PPEs

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

**Regular use, out of house
and at work**
face cover
mask
gloves



When dealing with confirmed or suspected case
Full body suit
Eye protection
gloves



1. Sanitize hands before putting on or removing PPEs particularly on face
2. Used PPEs are to be collected separately and treated as COVID19 suspected waste

Equipment and Utilities Check up

- Check operational status and undertake necessary maintenance

- ✓ Machinery and accessories

- ✓ Equipment, tools, dies, lubrication, hydraulics
 - ✓ Tear and wear, dust, rust, leaks

- ✓ Utilities

- ✓ Power, steam, compressed air, cooling, lighting

- ✓ Buildings

- ✓ Vehicles

- ✓ Fire, safety and environmental systems

Name of company

Maintenance Check List of ABC machine

Sl. No.	Mechanical			Electrical		
	Slack	Tight	Remarks	Slack	Tight	Remarks
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Mechanical Task Done By:			Electrical Task Done By:			
Mechanical Supervisor Signature:			Electrical Supervisor Signature:			
Mechanical MSME Signature:			Electrical MSME Signature:			

Factory Clean Out

- Use opportunity to improve workflow and operations
 - Remove unnecessary and unwanted items
→ red tag campaign
 - Improve visualization of work flows
→ visual factory

Red Tag

Designated place(s) where unwanted things can be collected temporarily and finally removed



Visual Factory

- Smooth process
- Visible performance
- Visual access to provisions, utilities



Ready to (Re)Start?



Machinery in working order



Factory tidied up



Prepared for COVID19

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