Covid-19 Safe Work Protocols:
Some helpful tips for the manufacturing industries

What we know about COVID-19

- The most likely way you'll catch the virus is by breathing in micro-droplets a person close to you has released by sneezing, coughing – or just breathing out
- You can, however, also catch it via the hand-to-face pathway: touching a surface where live virus material is present, then touching your mouth, nose or eyes
- Spread of COVID-19 is highest from people with symptoms
- Spread of COVID-19 before symptoms appear is less common
- No cases reported yet of COVID-19 spread from people without symptoms

Keep the virus out !

- The most important thing to do by far is to keep the virus out of your site
- The virus is most likely going to come to your site in a person, not on a parcel
- Screening infectious people before they enter your site is critical
- Even people with mild symptoms can spread the virus. Mild symptoms can easily be hidden
  - ➢ Provide incentives for people to be honest about symptoms / disincentives to hiding symptoms

Stop the virus from spreading

- Keeping people 2 metres apart at all times is the general rule – it's the safe thing to do
- Where operationally required, you can go to 1 metre, but
  - ➢ It means a higher risk for your employees, and your operation - Don't just do it because it's more convenient
  - ➢ You have to be able to keep records of employees working at 1m distance at all times
  - ➢ As much as possible, avoid people working face-to-face at 1m – or provide face masks. Sitting side-by-side, e.g. in assembly, reduces the risk. - Remember, we don't want people breathing onto each other!
- Employees involved in 'roaming' tasks (maintenance engineers, *etc*.) should always be keeping the 2m distance
- Scheduling is an important tool – stagger and arrange gaps between shifts and meal breaks, *etc*.

Make sure contact tracing will work

- If you have a Confirmed COVID-19 case at your site, all Close Contacts must also be sent and stay home
- By separating your employees into smaller teams, and your floor plan into 'zones', you reduce the risk
- Keep records of who is on site when – and where – at all times
  - ➢ In most cases, it will be easy to keep location records – who has been operating what machine on which shift, for example
- Remember that it is a prerequisite for having people working at 1 metre distance that their details are recorded at all times.