

# Tips for keeping manufacturing sites open – March 2020

## Ensure Strict Cleaning Routines

The best way to protect yourself and your staff from the coronavirus is making sure that the environments they operate in are clean and employees are following healthy and safety guidance.

### Staff

1. Staff need to be responsible for their own hygiene and clean their hands each time they are entering and exiting the facility, with the hand washing technique guidance made clearly visible.
2. If it is not possible to have a hand wash station, hand sanitiser should be provided.
3. Ensure frequently used objects and surfaces are cleaned regularly and especially after use.
4. If you use an external cleaning company, work with them to ensure the same people visit your site to lower the chance of the disease spreading.
5. Protective shoe covers or a change of shoes for operating on the production floor may be advisable as well as protective clothes especially if using public transport to get to work.

### Employers

1. Hold checks throughout the day to make sure that proper procedure is being followed.
2. Pay extra cleaning attention to frequently used areas such as breakrooms and bathrooms
3. Ensure parts of your machines that are frequently touched are regularly cleaned, especially between shift changeovers.
4. Appoint someone in the management team to make sure cleaning practices are being carried out.
5. Provide tissues and no-touch disposal receptacles for use by employees

## Increase Changeover Times to Reduce Staff Interaction

By limiting interactions between staff, especially those on different shifts, you can help reduce the chances of the virus spreading between people

1. Stagger changeover times between shifts as much as possible which will also allow for additional cleaning time as well as minimising potential spread between staff.
2. Assign staff to the same shift teams and avoid swapping with others which will help protect teams.
3. Limit social interactions to essential only, applying the two-meter rule when interacting if possible.
4. Discourage staff from entering parts of your site unless essential to their role.
5. Rotate lunch and break times to avoid large gatherings and encourage staff to bring their own in.

## **Provide Clear Communication to Staff and Visitors**

It is extremely important to communicate with staff as much as possible and keep them informed of the Government guidance as it develops as well as the protocols the company are putting in place. Although minimising visitors is advisable, some visits may be unavoidable, and guidance must be accessible to all on site.

### **Staff**

1. Consider [printing guidance posters](#) and making them visible across your facilities:
2. Review your policies to ensure that any workers who are feeling symptoms know to stay at home and to keep you informed.
3. Ensure employees know the [latest guidance](#) and you communicate major decisions with them as soon as reasonably possible.

### **Visitors**

1. Minimise visitors from your facilities and only allow those who absolutely need to come to your facilities enter the premises.
2. Provide reception staff with appropriate cleaning supplies and guidance as they are most likely to interact with the majority of people coming in and out of the site.
3. Ensure clear requests to clean hands are clearly displayed at key areas

## **Decontamination processes**

If a worker does become ill and you need to clean your facilities then it is important to do it as correctly as possible to avoid cross contamination. Full decontamination procedures can be found at on [gov.uk](https://www.gov.uk)