



Coronavirus

COVID-19

# How to keep your workplace COVID-safe



## Guidance for factories and manufacturing settings

# Know how to stay safe wherever you are



## 1 Stay 2m apart at all times

If this is not possible stick to 1M, keep it brief, avoid being face to face and wear a face covering that covers both the nose and mouth.

## 2 Wash your hands regularly

with soap and warm water for 20 seconds.



## 3 Use 60-70% hand sanitiser

In the absence of handwashing facilities.

## 4 Wear a face covering

In enclosed public spaces, and on public transport.



## 5 If you need to cough or sneeze

Do it into a tissue, or your elbow. Throw away your tissue in a bin as soon as you can.

## 6 Follow local COVID-19 restrictions as appropriate



# The following is specific guidance for employers and employees in factories and manufacturing settings:

## It is vital that employers play their part by:

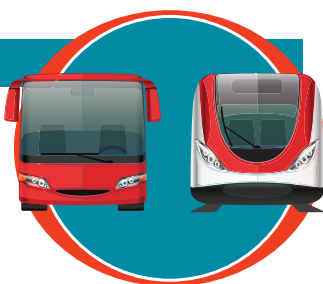
- making their workplaces as safe as possible (where working from home is not possible)
- requesting that workers self-isolate if they have been asked to do so
- supporting their workers when in isolation

Although this may seem disruptive for businesses, it is less disruptive than an outbreak of COVID-19 in the workplace, and far less disruptive than further lockdown restrictions.

We are all responsible for keeping the virus under control, so please follow the advice below closely.

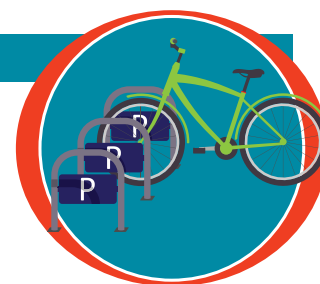
### Travelling to work

- Avoid car sharing where possible – only travel with people inside your bubble, or stick to fixed travel partners.
- When travelling with someone else, open windows, wear face coverings and sit as far apart as possible.
- Limit passengers in corporate vehicles by leaving seats empty.
- Clean vehicles that workers take home – do this regularly and before other people use them.
- Encourage walking or cycling where possible.
- If using public transport you must wear a face covering.
- Where workers are required to stay away from their home, log details of where they are staying and making sure any overnight accommodation meets social distancing guidelines.



### Entering the workplace

- Apply hand sanitiser on entering the building with signage reinforcing social distancing.
- Stagger arrival and departure and break times to minimise congestion or crowding in areas such as locker rooms and canteens.
- Provide additional parking and install bike racks to help people to cycle to work.
- Reduce congestion, for example, by having more entry points to the workplace.
- Use markings and signage and introduce one-way flow at entry and exit points.
- Provide handwashing facilities (or hand sanitiser) at entry and exit points.
- Avoid using touch-based security devices. If you have to use them, clean regularly and ask staff to hold their passes above pass readers rather than touching them.



## On the floor

- Reduce job and equipment rotation.
- Clean all equipment before and after use
- Introduce one-way systems through buildings.
- Reduce maximum occupancy for lifts; provide hand sanitiser for the operation of lift.
- Encourage the use of stairs wherever possible – provide a flow system on stairs leading to different levels of the building. Review layouts, line set-ups or processes to allow people to work further apart from each other.
- Avoid shouting, consider information boards to communicate.
- Using floor tape or paint to mark areas to help workers comply with social distancing guidelines (2m, or 1m with risk mitigation where 2m is not possible) where 2m can't be sustained:
  - o arrange for people to work side by side or facing away from each other rather than face-to-face
  - o install clear screens to separate people from one another
  - o use a consistent pairing system if people have to work in close proximity
  - o make hand hygiene facilities and hand sanitiser available for all staff to use at workstations.



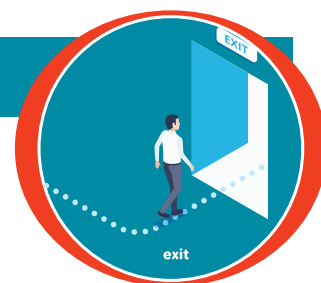
## Ventilation

- Increase the existing ventilation rate by adjusting the fan speed.
- Operate the ventilation system when there are people in the building.
- Monitor and manage filters in accordance to manufacturer instructions.
- Keep doors and windows open if possible.
- Use ceiling fans or desk fans to improve air circulation, provided there is good ventilation.
- Do not use recirculated air.



## Moving around the workplace

- Reduce movement by discouraging non-essential trips within buildings and sites, for example, restrict access to some areas, encouraging use of radios, telephones or other electronic devices, where permitted, and cleaning them between use.
- Reduce occupancy of vehicles used for onsite travel, for example, shuttle buses.
- Manage use of high traffic areas including corridors, lifts, turnstiles and walkways to maintain social distancing.
- Make sure that people with disabilities are able to access lifts.



## Shift patterns

- Split workers into fixed teams or shift groups so that where contact is unavoidable, this happens between the same people.
- Put in place drop off or transfer zones to stop people having to pass job information, spare parts, samples, raw materials etc to each other.



## Meetings



- Where possible hold virtual meetings via Microsoft teams/Skype to avoid person to person contact.
- Use remote working tools to avoid in-person meetings.
- Limit people attending meetings – only attend in person if absolutely necessary and maintain social distancing guidelines (2m, or 1m with risk mitigation)
- Avoid transmission during meetings by not sharing pens, documents and other objects.
- Provide hand sanitiser in meeting rooms.
- Hold meetings outdoors or in well-ventilated rooms whenever possible.
- Use floor signage to help people maintain social distancing in areas where regular meetings take place.
- Take contact details from all attendees, record the length and duration of the meeting along with the the room name/no and all parties attending.

## Taking or making deliveries/handling goods



- All staff must apply hand sanitiser before and during the delivery process.
- Try to maintain 2m social distancing
- Put in place procedures to minimise person-to-person contact during deliveries to yours or other sites
- Maintain consistent pairing where two-person deliveries or unloading is required.
- Minimising contact during payments and exchange of documentation, for example, by using electronic payment methods and electronically signed and exchanged documents.
- Revise pick-up and drop-off collection points, procedures, signage and markings.
- Consider non-contact deliveries and pre-booked slots - minimising unnecessary contact at gatehouse security, yard and warehouse.
- Consider ordering larger quantities less often to reduce frequency of deliveries,
- Where possible and safe, having single workers load or unload vehicles.
- Encourage drivers to stay in their vehicles where this does not compromise their safety and existing safe working practice, such as preventing drive-aways.



## Bathrooms and toilets

- Put in place a cleaning schedule which demonstrates cleaning frequency and products and the dedicated colour coded equipment used for each area.
- Provide regular reminders and signage to maintain hygiene standards.
- Provide hand sanitiser in multiple locations in addition to washrooms.
- Keep toilet areas clean.
- Put in place measures so that social distancing can take place in bathrooms, toilets and changing areas.
- Provide more waste facilities and more frequent waste collection.
- Provide hand-drying facilities – use a paper towel dispenser or electrical dryers.
- Keeping the facilities well ventilated e.g. keep doors open where appropriate.
- Make sure lockers and changing rooms are kept clean and clear of personal items so they can be thoroughly cleaned.



## Break times

- Stagger break times to reduce pressure on break rooms or places to eat and make sure social distancing of 2m is maintained in staff break rooms.
- Use safe outside areas for breaks and make sure people stay 2m apart.
- Create additional space by using empty parts of the worksite or building.
- Use protective screening for staff in receptions or similar areas.
- Provide packaged meals or similar to avoid opening staff canteens, where possible.
- Encourage staff to stay on-site during working hours.
- Reconfigure seating and tables to maintain spacing and reduce face-to-face interactions.
- Consider use of social distance marking for other common areas such as toilets, showers, lockers and changing rooms and in any other areas where queues typically form.
- Make sure smoking areas allow 2m social distancing in all weathers, use signs and floor markings to encourage this.



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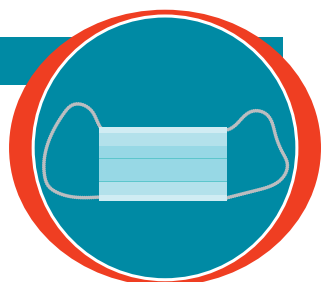
## Cleaning and hygiene

- Clean shared equipment before and after use.
- Clean frequently used work areas and equipment between uses, and objects and surfaces that are touched regularly e.g. door handles, pump handles and printers.
- Create an increased cleaning schedule for all touch points and busy areas.
- Clear workspaces and remove waste and belongings from the work area at the end of a shift.
- Carry out a deep clean in all areas if a known or suspected COVID-19 positive case is identified and follow specific guidance for suspected cases of COVID-19.
- Provide adequate access to non-recycling bins for single use face coverings PPE and cleaning products.



## Face Coverings

- Employers should support their workers to use face coverings safely if they choose to wear one.
- Workers should wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it.
- When wearing a face covering, avoid touching your face or face covering, as you could contaminate your hands and transfer the COVID-19 virus.
- Change your face covering if it becomes damp or if you have touched it.
- Continue to wash your hands or use hand sanitiser regularly.
- Change and wash your face covering daily.
- If the face covering material is washable, wash in line with manufacturer's instructions. If it is not washable, dispose of it carefully in your usual waste.
- Continue to practise 2m social distancing at all times.



## Know the symptoms

- Know the COVID-19 symptoms - make sure staff do not come to work if they have the following Symptoms of COVID 19
  - o The most common symptoms of COVID-19 are recent onset of:
    - new continuous cough
    - high temperature
    - a loss of, or change in, normal sense of taste or smell (anosmia)
- For most people, COVID-19 will be a mild illness and individuals may not demonstrate the classic symptoms and may present with milder symptoms including flu like symptoms, sore throat, lethargy and headache.



## Keeping records and reporting cases

- Keep contact details for everyone working in the workplace, including postcodes so they can be quickly contacted if an outbreak occurs.
- Record and monitor levels of sickness within the workplace so that cases of COVID-19 can be quickly identified.
- If there is more than one case of COVID-19 in a workplace, contact your local health protection team to report the suspected outbreak.
- Reconfigure seating and tables to maintain spacing and reduce face-to-face interactions.
- Consider use of social distance marking for other common areas such as toilets, showers, lockers and changing rooms and in any other areas where queues typically form.
- Make sure smoking areas allow 2m social distancing in all weathers, use signs and floor markings to encourage this.







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**Remember we haven't  
beaten the virus – yet!**

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