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Covid19: Member Operations and Best Practice Share

Updated May 2020

Covid19: Best Practice Guidance for Returning to Work

> The GMB Union issued useful guidance for social distancing in a manufacturing environment, it can be found here

> HM Government updated guidance on 11 May 2020 on working safely in factories, plants and warehouses - the guidance can be found here

> A toolkit for returning to work after lockdown can be found here

> A quick guide summary to individualised risk assessment for advising on work ability/return to work in employees with health conditions and vulnerable group employees can be found here

> The Scottish Enterprise Digital Transformation Team have produced this useful document with suggestions and suppliers for digital tools to aid social distancing, and can help advise on implementation.

> Some member companies have found it useful to test employees to ascertain if they have or have had Covid19, and they recommended this company for testing.

Covid19: Best Practice Guidance for Returning to Work

Coronavirus: How to run a factory during a pandemic

The Control Techniques factory in Newtown, Wales is still running at full production, despite the coronavirus pandemic.

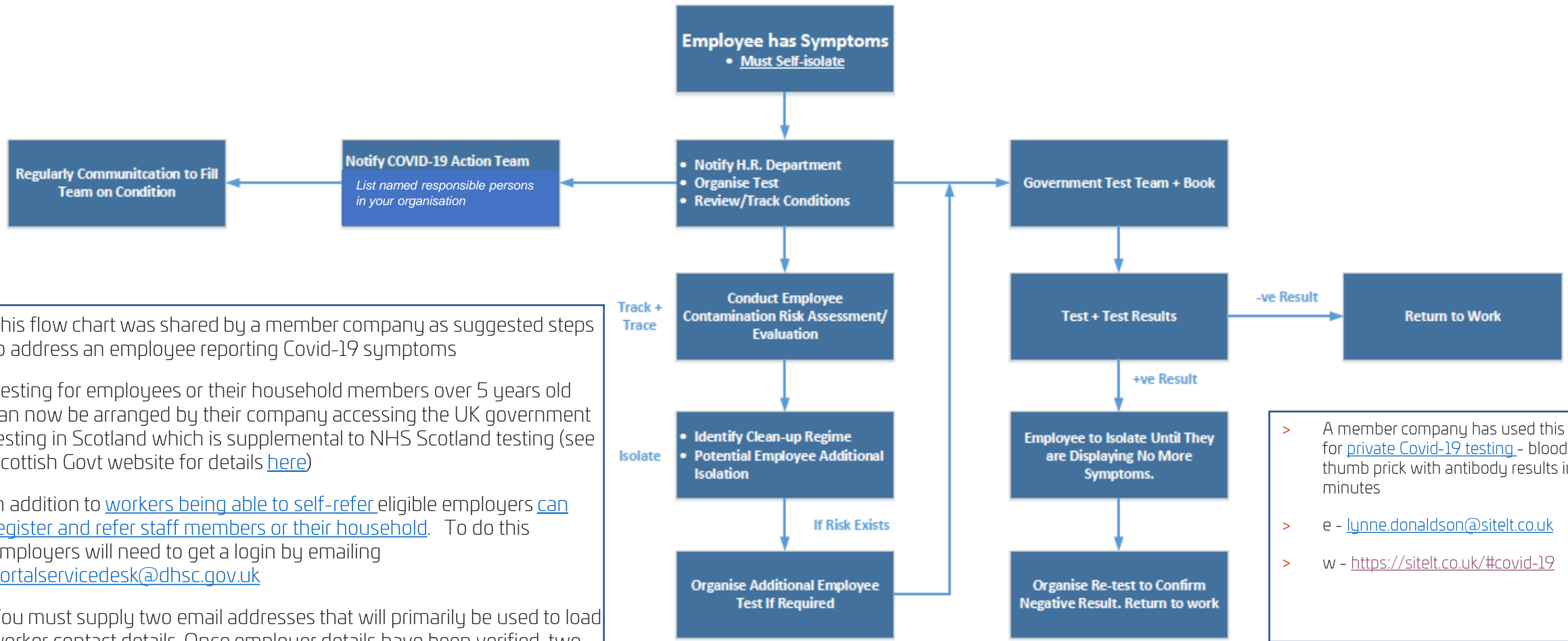But lots of things have had to change, from the shift patterns and the corridors to the canteen and the toilets.

The company managers showed video journalist Jim Reed how they did it.

🕑 12 May 2020

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Covid19 Symptom: Facility Containment Plan Flowchart Example

COVID-19 Symptom
Facility Containment Plan
Flow Chart

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                              Employee has Symptoms
                                • Must Self-isolate

Regularly        Notify COVID-19         • Notify H.R. Department      Government Test
Communitcation   Action Team             • Organise Test               Team + Book
to Fill Team on  List named responsible  • Review/Track Conditions
Condition        persons in your
                 organisation

Track +                         Conduct Employee                       Test + Test      -ve Result   Return to Work
Trace                           Contamination Risk Assessment/         Results
                                Evaluation
                                                                       +ve Result

Isolate          • Identify Clean-up Regime                            Employee to Isolate Until
                 • Potential Employee Additional                       They are Displaying No More
                   Isolation                                          Symptoms.

                                If Risk Exists

                 Organise Additional Employee                          Organise Re-test to Confirm
                 Test If Required                                      Negative Result. Return to work
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> This flow chart was shared by a member company as suggested steps to address an employee reporting Covid-19 symptoms

> Testing for employees or their household members over 5 years old can now be arranged by their company accessing the UK government testing in Scotland which is supplemental to NHS Scotland testing (see Scottish Govt website for details here)

> In addition to workers being able to self-refer eligible employers can register and refer staff members or their household.   To do this employers will need to get a login by emailing portalservicedesk@dhsc.gov.uk

> You must supply two email addresses that will primarily be used to load worker contact details. Once employer details have been verified, two login credentials will be issued for the employer referral portal.

> Employers should then login at https://coronavirus-invite-testing.service.gov.uk/DaraTestDemand/Login   to make referrals.

> A member company has used this company for private Covid-19 testing - blood testing via thumb prick with antibody results in 15 minutes

> e - lynne.donaldson@sitelt.co.uk

> w - https://sitelt.co.uk/#covid-19

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Return to Work Webinar May 18/19

> What are the issues with remaining open or re-opening?

> Returning Safely and Best Practice

> Engaging with our employees

> What next?

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Context

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> The most telling blow for closing business was delivered in initial guidance which closed public facing and hospitality venues;

> These remain the only business that were mandated to close by the UK Government – pubs, cafes, restaurants, hairdressers, leisure venues etc.;

> UK Government guidance was clear on the need to work from home if you can, but if not to remain working safely;

> There was and remains no UK Government requirement to be deemed as 'essential', nor is there any definition of what essential means;

> Going to work was and remained one of the four reasons for being outside and travelling during lockdown.

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Context

> Scottish Government advice was/is subtly, though materially different;

> Despite the UK Government advice being linked from SG website, the words of the FM and other SG politicians was much more focussed on public health rather than on maintaining industry;

> Employers were urged to consider whether remaining open was essential – meaning actively involved in the fight against COVID – and if not, to take personal responsibility for their decisions;

> A swell of negative public opinion, naming and shaming in newspapers, letters from Trade Unions and politicians was focussed on employers who remained open, even if limited or risk assessed;

> Despite representation from ScotEng and other industry bodies, this divergent rhetoric remained;

> This creates confusion for members with sites across the UK with sites being open and closed under the same pandemic circumstances.

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Context

> UK Government issued partial guidance on Sunday 10 May with a road map to returning to work in a managed way;

> There remains a more cautious outlook for Scotland (and Wales/NI) than is proposed for England;

> Stay Home replaced by Stay Alert, though that was rejected by SG who state:

> *"As such we would advise that all business premises, sites and attractions not required by law to close should close now unless:*

- *essential to the health and welfare of the country during this crisis (as defined below); or*
- *supporting (or being repurposed to support) essential services; or*
- *wider public health, health and safety or other considerations apply and require a facility or service to continue to operate or a specific period of time for a safe shutdown process to be completed; and*
- *apart from in exceptional circumstances critical to lives and safety, capable of working in a way which is fully consistent with established social distancing advice."*

Context

> Police Scotland have authority to investigate workplaces not working safely –as do HSE and other regulators;

> New powers introduced within the Coronavirus Act;

> There is likely to remain considerable pressure on employers who remain open or who choose to re-open in any capacity;

> Pressure on establishing safe ways of working in our current situation is likely to be intense;

> It is vital that employers take action on two fronts:
  - Establish safe ways of working
  - Engage with your employees to deal with concerns about returning to work.

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Safe Ways of Working

> Establishing safety protocols to reduce COVID risk in the workplace

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UK Government Guidance
Who should go to work

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Objective: That everyone should work from home, unless they cannot work from home.

> Consider who is essential to be on site; for example, office staff should work from home if at all possible.

> Plan for the minimum number of people needed on site to operate safely and effectively.

> Monitor the well-being of people who are working from home and helping them stay connected to the rest of the workforce, especially if the majority of their colleagues are on-site.

> Keeping in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security.

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UK Government Guidance
(May 11th 2020)

The government is clear that workers should not be forced into an unsafe workplace.

> Carry out a COVID-19 risk assessment and share the results with employees.

> Have cleaning, handwashing and hygiene procedures in line with guidance

> Take all reasonable steps to help people work from home

> Take all reasonable steps to maintain a 2m distance in the workplace
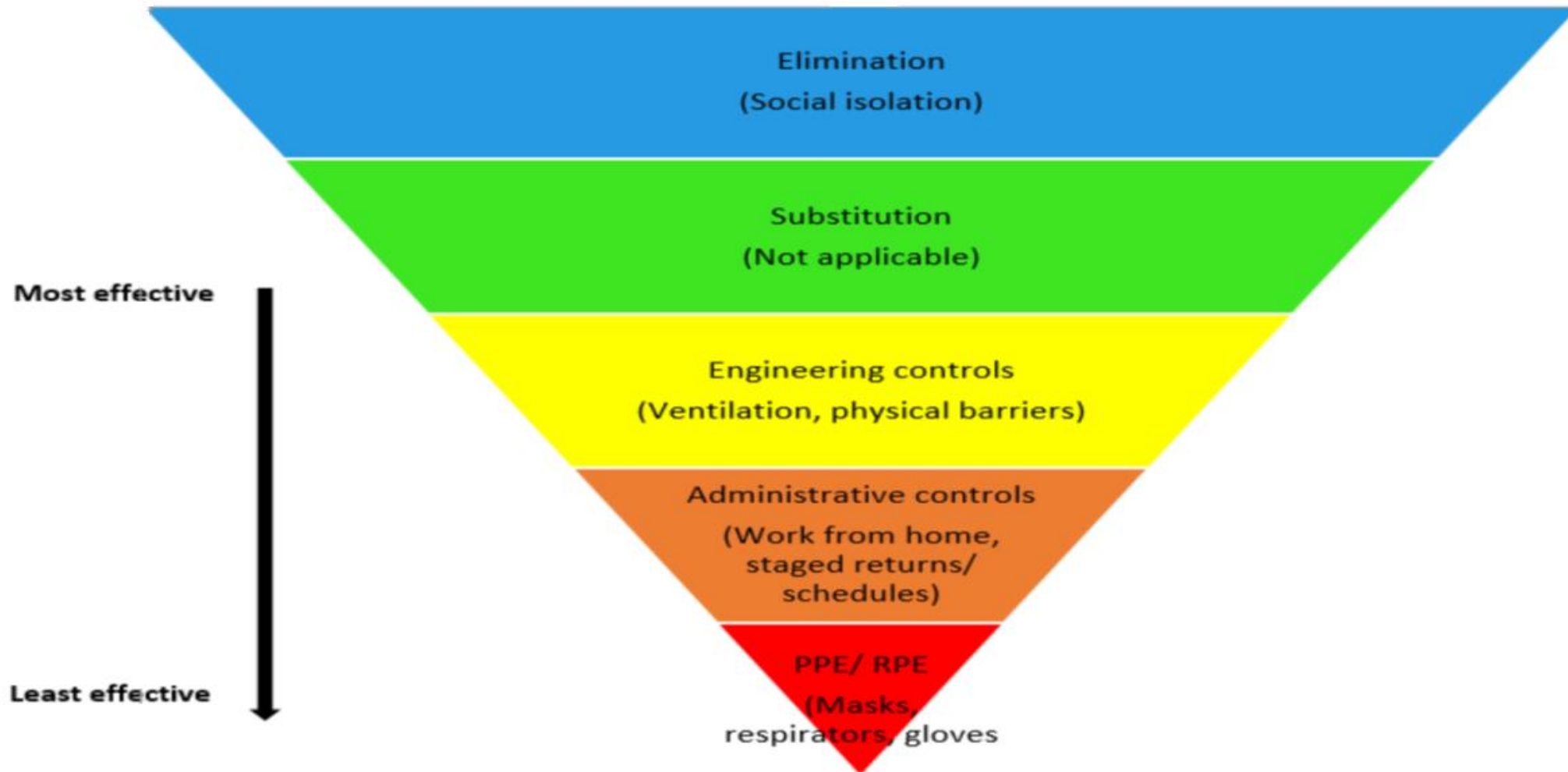
> Manage the transmission risk where people cannot be 2m apart

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Covid 19: Risk Assessment

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You must:

> identify what work activity or situations might cause transmission of the virus;

> think about who could be at risk;

> decide how likely it is that someone could be exposed;

> act to remove the activity or situation, or if this isn't possible, control the risk.

Employers have a duty to consult their employees

Covid-19: Risk Assessments

Covid-19 Hierarchy of control

Elimination
(Social isolation)

Substitution
(Not applicable)

Engineering controls
(Ventilation, physical barriers)

Administrative controls
(Work from home, staged returns/ schedules)

PPE/ RPE
(Masks, respirators, gloves

Most effective

Least effective

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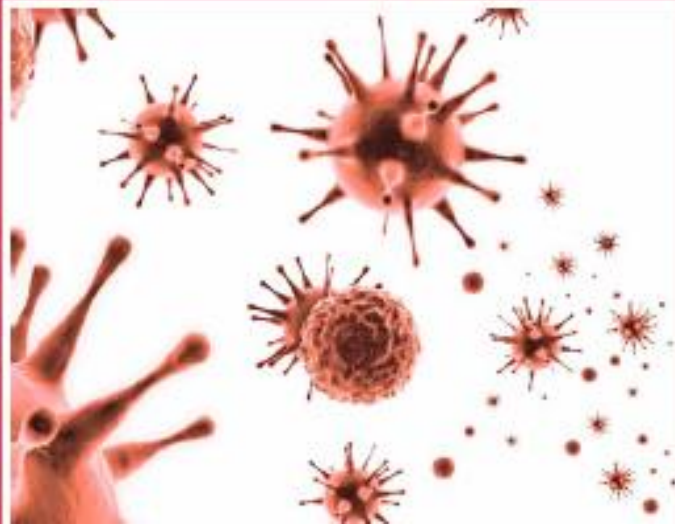
HSE Guidance

Working safely during the coronavirus outbreak – a short guide

HSE

Talking with your workers about preventing coronavirus

HSE

Social Distancing – HSE Guidance

Getting into and leaving work – You should think about:

> identifying where people can travel alone in their own transport (or walk, or cycle if it is safe to do so) when getting to and from work to maintain social distancing;

> staggering arrival and departure times so people can keep to the 2 m social distancing rules by not using entry/exit points at the same time;

> providing handwashing facilities (running water, soap and paper towels) at entry/exit points. People should be able to wash their hands when they get to work and leave. If this is not possible, provide hand sanitiser.

Work Area – You should think about how you can organise your work area so that you can keep people 2m apart, where possible:

> Physically arrange work areas to keep people 2m apart;

> Mark areas using floor paint or tape to help people keep a 2m distance;

> Provide signage to remind people to keep a 2m distance;

> Avoid people working face-to-face, for example working side-by-side.

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Social Distancing – HSE Guidance

Where you cannot keep a 2m physical distance, you should think about:

> Assigning one person per work area;

> Reducing the number of people in the work area;

> Assigning and keeping people to shift teams (sometimes known as a cohort), that is people on the same shift working in the same teams, to limit social interaction;

> Keeping the number of people working less than 2m apart to a minimum;

> Using screens to create a physical barrier between people.

You need to think about how to keep the work area clean and prevent transmission by touching contaminated surfaces. You should consider the following:

> decide on how frequently you need to clean the work area, equipment and vehicles, for example cleaning at the end of each use if equipment is shared between people or between shift changeovers;

> identify objects and surfaces that are touched regularly and decide how frequently you clean them;

> provide hand sanitiser for people getting in and out of vehicles or handling deliveries, if they are unable to wash their hands.

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Social Distancing – HSE Guidance

Moving around

> You need to think about how people travel through work environments.

> Restrict the amount that people rotate between jobs and equipment.

> Limit the number of people who use lifts and work vehicles.

> Reduce the number of people in high traffic areas including lifts, corridors, turnstiles and walkways.

Common areas including canteens, toilets, showers, and changing facilities.

> Physically moving tables / chairs so they are 2m apart;

> Staggering breaktimes

> Where this is not possible, creating additional space for people to take their breaks in;

> Using outside areas for breaks if the locations are suitable and it is safe to do so;

> Encouraging workers to stay on-site during working hours.

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Guidance on PPE

COVID-19 RISK CONTROL MEASURES:

ARE FACE MASKS / COVERINGS REQUIRED IN OUR CURRENT SETTING?

- AS WE ARE NOT CARRYING OUT ANY AGP's (AEROSOL GENERATING PROCEDURES) THE WEARING OF SURGICAL MASKS AND OR FACE COVERINGS **DO NOT** PROVIDE ANY INCREASED LEVEL OF PERSONAL PROTECTION COMPARED TO **2 METRE SOCIAL DISTANCING** AND SO **ARE NOT REQUIRED** IN OUR CURRENT SETTING**

- **IMPROPER** USE OF SURGICAL MASKS / FACE COVERINGS AND OR RESPIRATORS CAN ACTUALLY **INCREASE THE RISK** OF INFECTION (see slide 13)

** For some non-routine task where social distancing of 2 metres is not possible surgical masks or face coverings may be considered as a precautionary measure only after all other alternate risk controls have been considered.

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> Member company example communication shown

> HSE have verbally stated caution on use of facemasks where not already used as they may add more risk than they reduce

> UK Gov Guidance advises "When managing the risk of COVID-19, additional PPE beyond what you usually wear is not beneficial. This is because COVID-19 is a different type of risk to the risks you normally face in a workplace, and needs to be managed through social distancing, hygiene and fixed teams or partnering, not through the use of PPE"

> HSE Guidance advises "Continue providing the PPE that you normally use to protect yourself or workers, for example exposure to wood dust, flour, welding fume, silica dust"

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Member Company Best Practice

> Clear desk policy for easier cleaning.

> Extra sanitising stations – regularly refilled.

> Review your fire risk assessment in line with new measures.

> Statutory inspection should be carried out as normal to ensure equipment (lifting pressure systems etc) remains safe to use.

> Quarantining goods in and decontaminating before issue

> Taped off seats in breakout areas to ensure 2 metre distancing.

Keeping Safe on Site

Precautions & procedures to keep employees safe

JD GROUP

Our values

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Sanitizing Stations

We have placed large containers of hand sanitizer at key areas throughout
the site and actively encourage all employees to use them regularly

__Visitor / Supplier Signage__

We have clear signage on both entrance doors for any visitors or suppliers, we have also cancelled all meetings with any external visitors and requested that for deliveries / pick-ups the material is left outside the building and the driver remains in their vehicle when an employee is outside, the employee has been instructed to use appropriate PPE such as disposable gloves

Internal Signage
We also have clear instructional signage for employees placed at key
locations such as the Canteen and Toilets as pictured above

Internal Signage

We also have clear instructional signage for employees placed at key locations such as the Canteen and Toilets as pictured above

Back to Work – Dealing with Issues

> Process and best practice on engaging your employees to return to work

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There is understandable anxiety in relation to many COVID related issues.

We should encourage staff to focus on the things that they can control – their approach to their own health and safety
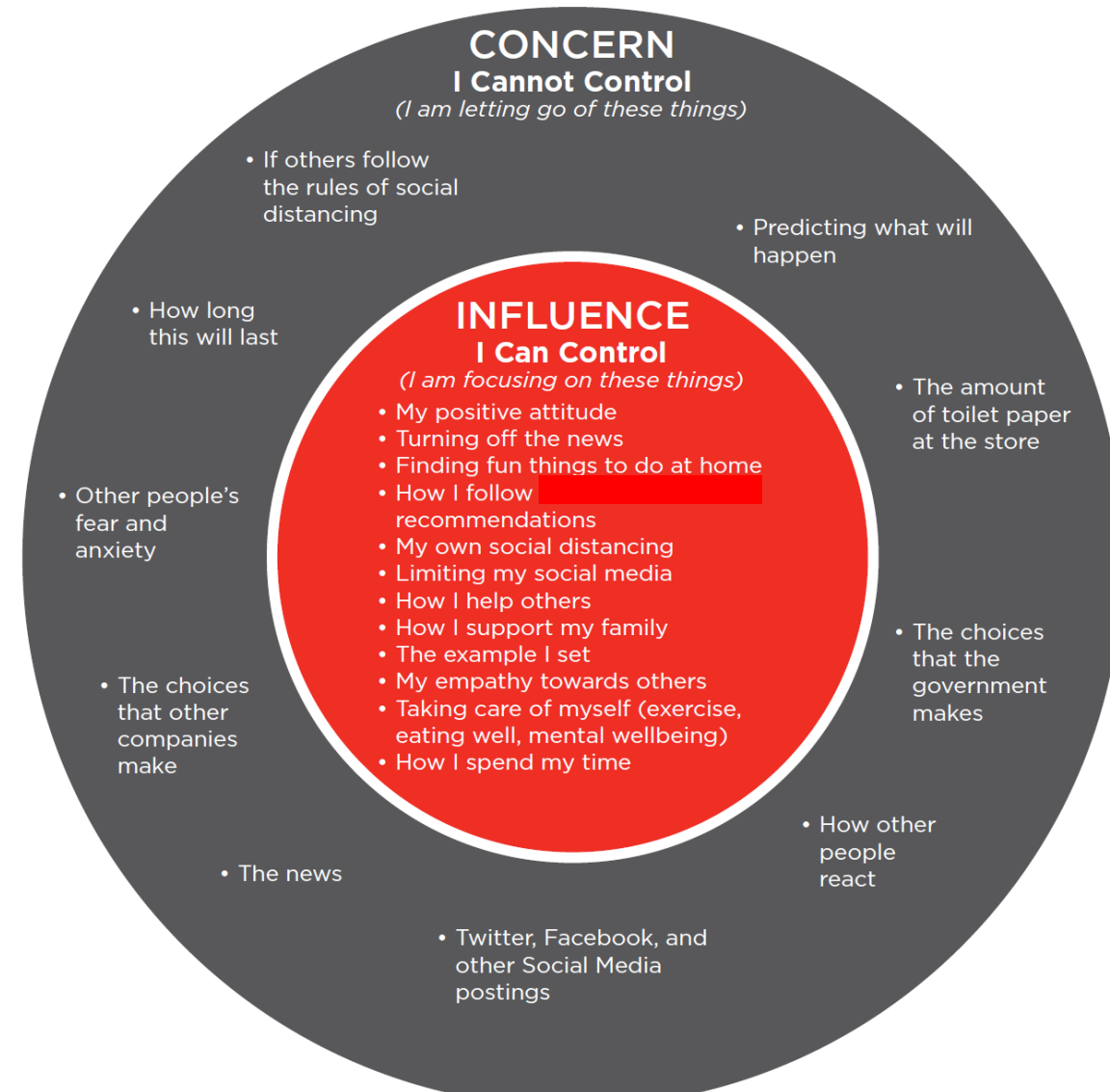
Try to minimise the elements that are not within the control of the company or the employee

Encourage positive stories, and try to ensure a sense of normality within day to day activities

Encourage well being initiatives, treat mental health risk assessment as you would any other risk assessment

Maintain a simple message

Furloughing

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> Current furlough support scheme (JRCS) runs as is until the end of July, then continued support for three months with details to be announced.

> Will allow a part time or reduced return to work for employees;

> Those who can work from home should continue to do so, generally;

> Likely to request employers to share the burden to make up the 80% figure;

> Further details for members as they are known;

> Positive that benefits are to be extended, but does mean that the business case for a return to work is weakened as employees may question why we are returning when financial incentives are available.

Unfurloughing (De-furloughing?..)

> Terms and potential duration likely included in your notification/agreement letter at commencement

> Whilst no minimum notice period ask people to return, employers should act reasonably understanding that employees may have to make alternative arrangements for childcare etc.

> The rights to request Flexible Working, Parental Leave etc. remain

> Employee's responsibility to comply with reasonable request;

> Where selecting staff to return, but not all, you should do so on a fair basis – skills, competence, risk etc.

> You may need to be innovative in working hours and practices – changing shift patterns, weekends etc.

> You should write to those affected outlining the timetable to return, and also to highlight the changes (reversion) to their pre-furlough terms and conditions,

Back at Work

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> Be 100% clear that you have introduced new ways of working; include details in your letter so that they know from day 1.

> Take every step possible to make compliance with the new ways of working easy to follow

> Tool box talks, markings, signs, reminders – anything that drills home the important messages – 2 metres distance, wash your hands, don't touch your face, reduce shared resources, consider canteens and rest areas, car sharing etc.

> PPE – if we provide masks etc. then it becomes our responsibility to ensure the proper use – this probably means we have the burden of liability;

> Health and Safety requires compliance by staff – they need to understand and comply with our systems; remind them of that, correct and call out poor adherence;

> Discuss the protocols routinely and evaluate what works and what doesn't, and be prepared to change.

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What's next?

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> Potential for significant economic impact – with potential job losses;

> Potential for redundancy post furlough, or before;

> Social distancing likely to be in place for some time – at least some measures for all of 2020;

> Consider how to deal with the ongoing mental health strain on your employees at all levels;

> Likely to impact on foreign holidays, on social gatherings for some time;

> Those with elderly or ill relatives or friends will be in a heightened state of anxiety for some time

> Change is difficult for all of us, and uncertainty is worse.

> Develop a solution and strategy for dealing with supporting mental health issues.

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This too shall pass..

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> We are proving we can work differently, think creatively, flexibly, and solve seemingly insurmountable issues;

> We will reflect on this difficult time, and one day will be proud we got ourselves and each other through it;

> Tiny acts of kindness mean a huge amount;

> We have this shared experience

We will help

> Scottish Engineering have support services for Employment Law, HR and Health and Safety Services available to our members

> Please see our website or contact any of the team – 0141 221 3181

Thank you

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