



## Covid-19 Advice & Guidance for Manufacturers

John Quirke 16<sup>th</sup> April 2020

## About the Forum

- ▶ It's a not for profit and free of charge group.
- ▶ Our Why...Encourage the sharing of Lean & Best Practice between regional groups. Through workshops, visits and training.
- ▶ We have a no direct selling policy, and no staff poaching.
- ▶ 'Touchy' Issues shared in the room stay in the room.
- ▶ Co-ordinated by Ailsa Carson & Stuart Wood with regional Leads.
- ▶ S A Partners provides support to the network as part of its engagement activity in the global lean and CI community.
- ▶ We will be re-launching visits again from September. If you can volunteer please do let me know. The forums only work if participants volunteer to host at least one event every two years.



# Overview – Covid-19 Advice & Guidance for Manufacturers



Understand the virus and how it spreads



Defend your team, your community and your business



Managing on-site detection



Recovery, getting back on track



Useful links and available supports



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**Lifescience Sector Lead**  
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- **Covid-19 is a major threat to public health and the survival of your business**
  - It is a disease spread by contact with an infected person
  - Breathing droplets ejected by sneezing or coughing
  - Or by touching surfaces that have been contaminated and subsequently touching the mouth, eyes or nose
  - The virus can survive on surfaces for days
  
- **Covid-19 is a dangerous and virulent pathogen**
  - But it can be stopped by managing contact between people
  - And it is easily killed through good hygiene practices



- ▶ You may have an existing business continuity plans where many of these elements are covered.
- ▶ These plans should be reviewed and relevant information applied.
- ▶ However, Covid is a real and present issue, many business continuity plans are not prepared for the scale and impact of Covid-19.
  
- ▶ There will be many learnings from the pandemic and we will need to consider the potential long-term impacts as we move into what has been described as a ‘New Normal’.

# Defence: the goal

**Keeping manufacturing going means keeping employees safe and creating a workplace that is:**

- As safe as possible
- Controlled in how it looks after employees if they fall ill
- Fully engaged in protecting the business and the community

**Establish a Covid-19 core team with sub-teams as necessary.**

**The teams should have authority to:**

- Develop plans for workplace re-organisation
- Review and revise hygiene practices
- Establish plans for case management onsite
- Develop a training plan for employees
- Develop a communication plan for employees & stakeholders
- Develop practices based on simple documented procedures
- Complete business risk assessments – with a complete supply chain focus.



## You must have a PLAN

- When your people get infected you need to be working to a plan.
- The plan must be simple, clear and well-communicated as your decision-makers may be ill.

## Plan should be focused on

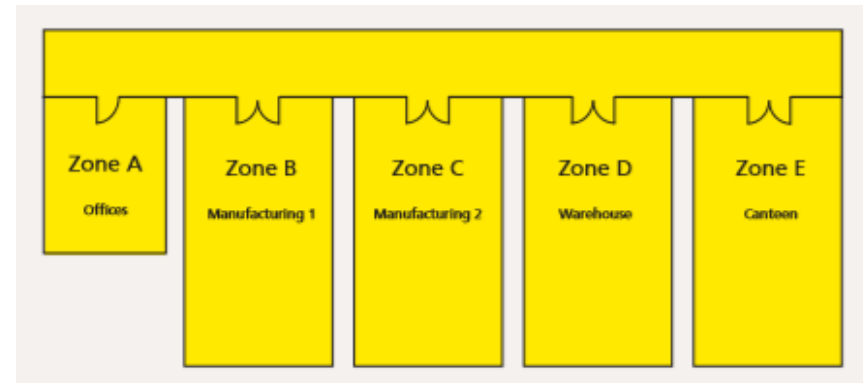
- Preventing infection on site
- Managing infected employees
- Business impact & risk analysis
- Communication Strategy

## The role of the employee:

- If they suspect they are ill, and are at home, they must inform their GP, inform their employer **and stay at home for 14 days** from the onset of symptoms.
- If the employee is well enough and can work from home, help them to do that where possible.
- While the employee is at home keep in contact with them for updates. This will be important for contact tracing.
- Following self-isolation and health clearance the employee can return to work but it needs to be handled sensitively.
- In some cases employees may be absent due to fear of contracting the disease. These situations should be reviewed in the context of risk to the employee. If there is no increased risk to the employee the employer can ask them to return to work.

## You must review your workplace and work practices:

- Organise the workplace into physically-separated zones
- Log movement between zones and other areas and maintain and review **contact log** of employee's movements
- Change shift patterns to avoid mingling
- Create a delay 'air gap' between shifts to allow for cleaning/disinfection of shared equipment
- Enable working from home where possible
- Stop all non-essential visitors to your site
- All essential visitors must record their previous movements and understand the control measures which apply to them on your site



NSAI Guidance

## You must change your workplace and work practices:

- Remove enough chairs in canteen/offices to ensure social distancing and stagger canteen use to minimise numbers
- All self-service food activity should stop. If food is provided it should be served or pre-covered
- Screens should be put in place at service tills and insist on contactless payment
- Establish meticulous and regular cleaning programmes (floors, door handles, bathrooms, surfaces, equipment) and review them regularly.
- Use cleaning products normally used for routine cleaning.

## When an employee becomes unwell on site:

- If an employee presents with suspected symptoms, your COVID response team must be informed immediately.
- The affected employee should be safely and quickly led by your COVID response team member via a **preplanned route to a predetermined isolation area**.
- This area should be well ventilated and should isolate the individual behind a closed door.
- The room should be supplied with tissues, hand sanitizer, gloves, face masks and clinical waste bags.
- The affected employee should contact their GP to inform them of the situation. Your COVID manager or team member should assess if the individual can safely make their own way home or arrange transport of the employee to a hospital. **Public transport must not be used.**

- If the affected case is confirmed, staff who have been in close contact should be asked to stay at home for 14 days.
- Close contact can be considered as:
  - Greater than 15 minutes face to face contact
  - Recent air travel
  - Physical contact
- Where the employee has shared space with other employees for more than two hours (cleanroom, or shop floor) a risk assessment must be completed with advice from public health, taking into account room size, ventilation, and social distancing practices.

## Following the infection incident your Covid-19 response team should:

- Carry out an assessment of the incident
- Notify and isolate any individuals that have been in direct or close contact with the infected person – all contacts should isolate for 14 days
- Close and isolate the affected area until it is cleaned and disinfected

## Health authorities may contact your Covid-19 response team to discuss the case in more detail. To help minimize down-time, they will require the following:

- Accurate and detailed records of direct and casual contact with the individual and precautions taken (this should be captured in your contact log)
- Documentation of all actions taken during incident
- A full risk assessment of the incident to determine further actions to prevent infection and recovery

## Site Shutdown:

- Your own risk assessments, continuity planning, and implementation team should tell you when it's time to shut down based on the number of cases on site.
- Or Health Authorities may direct temporary closure of an organization based on the severity of the infection and incident management.
- The length of this closure will depend on the severity of the outbreak and the procedures you have in place.

## Either way:

- Good documentation during the first phase helps understand where the business is now in relation to risk and its ability to control the risk.
- Recovery planning now will help enormously later.



## To recover the business as quickly as possible you should:

- Have documented procedures to restore business operations after an incident, including cleaning and decontamination
- Review facility layouts and procedures based on COVID-19 risk assessment
- Prioritise business-critical activities

## This should take into account:

- People & incident response
- Information & Data
- Suppliers and critical stockholdings
- Safety & welfare during recovery

## Post Shutdown:

- You'll need to understand which processes and functions are most urgent, how long it will take to restore each, and their dependencies (on other functions, processes, suppliers, people).
- Revise practices to keep employees and the workplace safe during and after getting back to work.
- Review and revise facility layouts and zoning activity.
- Complete a deep clean and carry out disinfection activity.
- Review cleaning and sanitation before restart.

## Communicate:

- What you plan to do
- When you plan to do it
- What you are asking them to do to help
- Don't forget suppliers, contractors, and customers

## The NSAI guidelines provide useful summaries of

- Practical guidance from NSAI, HSE, NHS, European Centre for Disease Control and other experts
- The NSAI document has action checklists for review with your team
- Includes links to useful resources such as suitable PPE selection and its use
- Sample risk assessment and risk register documents customized for COVID-19

- **Guidance and Checklists by NSAI [www.nsai.ie](http://www.nsai.ie)**
- **IDA Ireland <https://www.idaireland.com/>**
- **Travel risk advice by the Department of Foreign Affairs [www.dfat.ie](http://www.dfat.ie)**
- **Health advice from the Department of Health [www.hse.ie/eng/](http://www.hse.ie/eng/)**
- **Global advice from the World Health Organisation [www.who.int](http://www.who.int)**
- **Enterprise Ireland [www.enterprise-ireland.com](http://www.enterprise-ireland.com)**
- **Local Enterprise Offices <https://www.localenterprise.ie/>**
- **Visit the [Department of Business, Enterprise and Innovation website](#) - and review the business continuity checklist guide available [here](#).**
- **For EI clients who have queries email [clientresponse@enterprise-ireland.com](mailto:clientresponse@enterprise-ireland.com) or speak to your development advisor.**

- **Government Guidance documents**
- <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>
  
- **Contains useful information on Industry specific concerns and information videos from NHS.**

Published 7 April 2020

From: [Department for Business, Energy & Industrial Strategy](#)

#### Contents

- Overview
- Shops running a pick-up or delivery service
- Tradespeople and working in people's homes
- Construction
- Manufacturing and processing businesses
- Retail
- Logistics businesses
- Outdoor businesses
- Farming: visiting farms for animal health and welfare
- Fishing or other short-term offshore work
- Cargo-shipping or other long-term offshore work
- Transport businesses
- Waste management businesses

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#### Related content

[Coronavirus \(COVID-19\): providing unpaid care](#)

[Coronavirus \(COVID-19\): Business support](#)

[Coronavirus \(COVID-19\) information leaflet](#)

[Coronavirus \(COVID-19\): letter to the retail sector](#)

[COVID-19: guidance for food businesses](#)



# S A Partners Covid-19 Support



**Business Continuity Support**

Find out more about how we can help you through this period of disruption.

**Remote-Working Solutions**

Overnight our world has changed. For some this has created unprecedented demand and increased volumes. For others, supply chains have been decimated. To help you adapt and hopefully thrive during the weeks ahead, we have outlined some of the support we can offer.

**How we can support you?**

- Free Webinar Programme—focused on business continuity
- Optimising Design for re-purposed Manufacturing
- Managing Critical Assets during Disruption
- Coaching Managers to Build Resilience
- Supply Chain Management
- Online Accredited Courses— Lean, Shingo, Blanchard & Soundwave

For more information contact: [Megan.James@sapartners.com](mailto:Megan.James@sapartners.com) or call 07967 007 452



**We are here to Help**

**sapartners**  
Together, the power to improve

**Business Continuity**

Supporting you and your teams respond to disruption



**Strategy Formation Purpose System**

### Optimising Design for re-purposed manufacturing

Companies are being forced to rapidly review current processes and redesign them for current & future market demands. S A Partners can support you with rapid process redesign.



**Total Productive Maintenance Process System**

### Optimising Critical Assets & Removing Constraints

Over coming months manufacturers will need to maintain process and asset performance, with less resource and challenging supply chains. We can support you develop & deliver plans that focus on optimal performance, reliability and constraint management.



**Improvement Coach Programmes**

### Coaching Managers to build resilience

Building resilience within your teams will support them steer a course during the upcoming weeks. Our 1:1 Coaching will provide you and your teams with the peace of mind that they are continuing to focus on critical tasks and make the right decisions for the business.



**Supply-Chain Integration Process System**

### Supply Chain Integration

Managing supply chain variation through disruption will be critical in coming months. We can help you steer through this and create plans for optimising existing and future scenarios.



**Leadership Development Programmes**

### Online Accredited Courses

Over the last two years we have supported over 500 people gain accreditation through online learning. These courses will help your business continuity planning. The accredited Lean & Continuous Improvement training modules are available now as online learning modules.

To book or form more information, [events@sapartners.com](mailto:events@sapartners.com) or call 02920 881014

- ▶ Liz Connelly qualified Infection control nurse.
- ▶ Infection control support for Covid 19 - workplace hygiene and Covid - 19 management plans.



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