

## COVID-19 – Best Practise Onsite Measures

UK Steel is dedicated to helping its members share best practices to minimise the risk of COVID-19 and the chances of any of their employees contracting the virus through the work environment. This is critical not only in ensuring the health and safety of your employees, but also in addressing any concerns they may have with continuing to attend site. It is also vital in terms of demonstrating to the wider public and media that the steel industry is taking every precaution, going above and beyond Government guidelines, to ensure that it can continue to operate safely during the crisis.

The below list of actions and precautions draws on the best practice of our membership, as well as incorporating the same from other manufacturing sectors where applicable. Member are encouraged to add to these.

### Informing:

- Inform employees of COVID-19 symptoms, what to do if becoming ill at home or work, or have members of the family become ill with the symptoms of COVID-19
- Issue 'how to' clean hands posters to raise awareness and inform employees on good hygiene practises. Translated into several languages for non-English speaking lorry drivers
- Make employees aware of risks associated with high-use touchpoints such as stair rails, door handles, pens etc.
- Inform First Aiders of how to deal with COVID-19 onsite to reduce risks of infection to themselves.

### Reorganising:

- Stagger breaks and request employees to avoid having meals together
- Stagger shift change handovers where possible
- Arrange staff on shifts to ensure a regular mix of the same people and to try to prevent people swapping shifts to make certain the virus does not spread across multiple teams
- Stagger showers and clocking times where possible
- Suspend all physical/face-to-face meetings
- Require all people who can work from home to do so
- Allow flexibility for when employees, who can work from home, need to be onsite and to go home as soon as that task is finished
- Encourage staff to bring in own lunch and minimise the use of communal kitchen areas

### Reducing risks:

- Temperature check everyone who enters the site, at all entrances, and isolate and re-check those with a higher than normal temperature
- Ensure all employees clean their hands immediately on entering the facility
- Make hand sanitiser available onsite at key points
- Issue instructions to maintain a 2-meters distance at all times and actively police this
- Issue face masks as standard PPE where requested
- Ensure provision of paper towels in the washrooms
- Regularly disinfect and clean welfare and communal facilities

- Introduce cleaning routines for shared workstations and equipment
- Discourage employees from entering parts of the site unless essential to their role
- Avoid bringing visitors/contractors onto the site, where possible
- Request delivery drivers remain in their vehicles as much as possible and minimise contact with onsite employees
- Ban handshaking in the office
- If a large percentage of employees travel on public transport, consider implementing work clothes' where staff change into clothes on arrival onsite that they only wear at the facility and can then change into travel clothes when they are ready to leave – particularly shoes
- Assess which parts of the machines the employees touch and introduce a rota for cleaning these areas, especially between shift changeovers
- Hold audits of COVID-19 procedures to ensure new rules are implemented.

### **Vulnerable employees:**

- Take extra care of vulnerable employees such as reception staff with their frequent interaction with visitors
- Consider assigning tasks that can be done in self-isolation to those aged 70 or over and those who have an underlying condition
- Carry out a new risk assessment for all pregnant women, to identify the risks and consider what measures can be put in place to protect them.

### **Testing positive:**

If any employees have tested positive for COVID-19, please find decontamination procedures here: <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>.

### **For further information contact:**

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