



AMERICAN SOCIETY OF  
SAFETY PROFESSIONALS

# Overcoming the challenges of preparing for and working in a post COVID-19 world

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## Agenda Overview

- 3 key steps to re-opening safely
- An example from Europe
- Preparing your place of work
- Assessing your processes
- Protecting your people
- Key takeaways

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## 3 Key steps



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## 3 Key Steps To Re-Opening Safely

1. Perform a risk assessment and develop your COVID-19 policy
2. Put a system in place to implement your COVID-19 policy
3. Test all your policies and monitor for updates

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## 3 Key Steps To Re-Opening Safely

### Perform a risk assessment and develop your COVID-19 policy

- Look at all the individual activities your staff and customers perform on a day to day basis.
- Break it down step by step and take into account expert guidance.
- Use the guidance to identify new controls that must be implemented.

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## 3 Key Steps To Re-Opening Safely

### Put a system in place to implement your COVID-19 policy

- Your system must have the ability to train staff remotely and track who has yet to be trained.
- You will need controls to request and approve access to specific areas of your site.
- Specific reminders of controls in place will need to be periodically given to workers.
- You will need the ability to retrieve accurate records of all of these controls and approvals as well as people who visit your site.

For a business of less than 50 employees it may be adequate to use paper and spreadsheets.

Larger companies will need an alternative system that easily manages repetitive processes across higher volumes of employees, visitors and contractors on a more frequent basis.

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## 3 Key Steps To Re-Opening Safely

Test all your policies and monitor for updates

- All controls in your policies need to be fully tested in as close to a real scenario as possible.
- Remember that the situation is fluid so testing should include different guideline scenarios.

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## An Example From Europe



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# Example

- Phased approach
  - Phase 1: May 18<sup>th</sup>
  - Phase 2: June 8<sup>th</sup>
  - Phase 3: June 29<sup>th</sup>
  - Phase 4: July 20<sup>th</sup>
  - Phase 5: August 10<sup>th</sup>



# Example

- Clear Messaging

# How to apply this to your work environment



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## EPP – Environment, Process, People

1. **Environment** - Preparing your place of work
2. **Process** - Assessing how your processes work
3. **People** - Protecting your people

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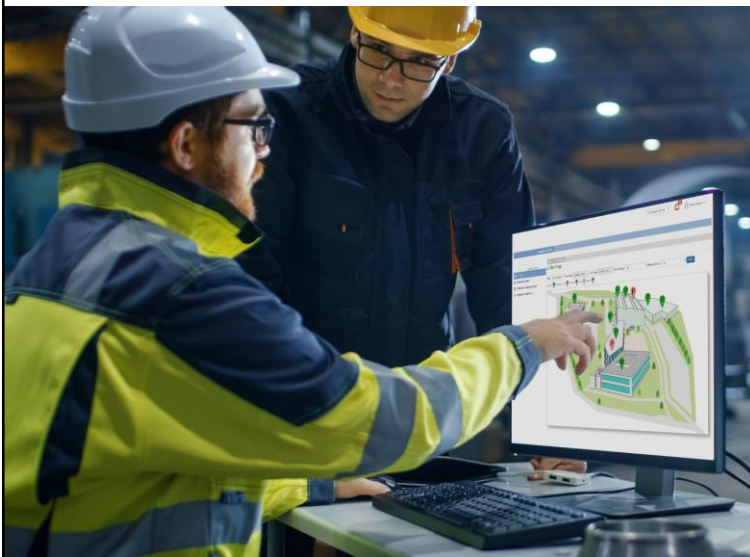


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# Preparing your place of work



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## 3 Key Steps For Business

1. Risk Based COVID-19 Policy
2. COVID-19 Policy Implementation
3. Test and Update

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## Place of Work

The first risk will be managing the workforce coming on site to prepare your building.

### Space Planning:

Furniture Moves  
Barriers Required  
Sanitation Stations

### Maintenance:

HVAC  
Machine Calibration  
Plumbing  
Deep Cleaning

## 3 Key Steps For Business

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## Assessing your processes



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## Assess Each Process

Most companies will have to make changes to their processes, whether it's how products are assembled, introducing new shift patterns or closing off high volume traffic areas.

**The important thing to remember is that the requirements can change.**

A policy where system implementation allows for the tightening and loosening of controls, in a planned way, is key to protecting your people and keeping your business running.



## 3 Key Steps For Business

1. Risk Based COVID-19 Policy
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## Protecting Your People



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## Protect People

Planning work in hazardous environments is what Safety Professionals do. Whether its hot work near dust or cleaning in a confined space there are controls that can be put in place to reduce the risks.

Going to work during a pandemic needs to be managed in the same way:

- Does everyone **understand** the risks and **agree** to follow the controls before arriving on site?
- Can security do checks whilst following distancing guidelines?
- Are there tools in place for constant monitoring and reminding of safety procedures?
- Are there safety controls specific to every activity?
- Are you confident that people from outside your company have their own COVID-19 policy?

Not only will following these guides **protect your staff** but it will also help them **feel comfortable returning to work**.

## 3 Key Steps For Business

1. Risk Based COVID-19 Policy
2. COVID-19 Policy Implementation
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## Key Takeaways



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## Key Takeaways

- There are 3 key steps you need to take to re-open safely.
- The system you implement is the key to you moving from re-opening to staying open.
- Guidelines and your own requirements will change.
- We've all been trained for this.

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