

## **Covid-19 - Advice to the Fork Lift Truck Industry**

### **Keeping your people safe and your business running**



#### **Early Warning / Preventative**

- Test staff's temperature before entering the building
- Use a non-contact infra-red thermometer
- If someone develops symptoms at work, send them home immediately and deep clean their workspace and any areas they might have been
- Conduct all meetings remotely via conference calls and webinars
- Prevent non-employees from visiting site



#### **Remote Working**

- All personnel who can work from home should be told to do so
- Ensure you have sufficient equipment and IT support for remote working including laptops, mobile phones, VPN connectivity
- Make sure staff are trained to use equipment remotely
- Make sure your managers are trained to manage staff remotely
- Use this time to train staff using online courses



#### **Operational Staff**

- Operate a one week on, one week off system for those who can't work from home due to the nature of their job
- Ensure staff have the appropriate PPE and provide disposable gloves and face masks where appropriate
- Do not neglect these employees and where possible provide them with perks such as free lunch, fruit, chocolate



#### **Lockdown**

- Be prepared to allow staff with children to stay at home should the schools close
- Be prepared for staff being unable to arrive on time or travel at all if public transport is restricted



### Communication

- Keep your staff informed with morning briefings
- Follow the daily government updates to ensure you are following the latest guidance
- Check your HR records are up-to-date (including for temporary staff) so they can be contacted at short notice
- Keep your customers informed of any changes to your service



### Contingency Planning

- Make sure your business has a plan for worst case scenario and ensure all managers are aware of the procedures to follow should government advice change
- Work out the minimum capacity your business can run at and plan for that
- Check your insurance policies for cover
- Make sure your HR policies are updated inline with current government advice



### Protect Vulnerable Staff

- Workers over the age of 70 should be sent home as they are at risk of severe symptoms
- Those with chronic health issues especially respiratory conditions such as asthma should also be sent home for their own protection
- Pregnant women should also be advised to stay at home



### Follow Local Guidance

- Follow the daily UK Government updates and comply with advice
- Check other countries where you operate and ensure you adhere to local restrictions