



Business Activity Resumption & Recovery Plan Post Lockdown

JUNE 2020





SPEAKER



BUREAU
VERITAS

OBJECTIVES FOR TODAY

1. Introduction: COVID-19
2. Post-lockdown and resumption of activity
3. Recovery Plan
4. In the long run

Coronavirus (COVID-19)

COVID-19 is a new coronavirus that has been identified as the cause of an outbreak of respiratory illness globally.

SEVERE SYMPTOMS

- **High fever** (100.4 or higher)
- **Pneumonia**

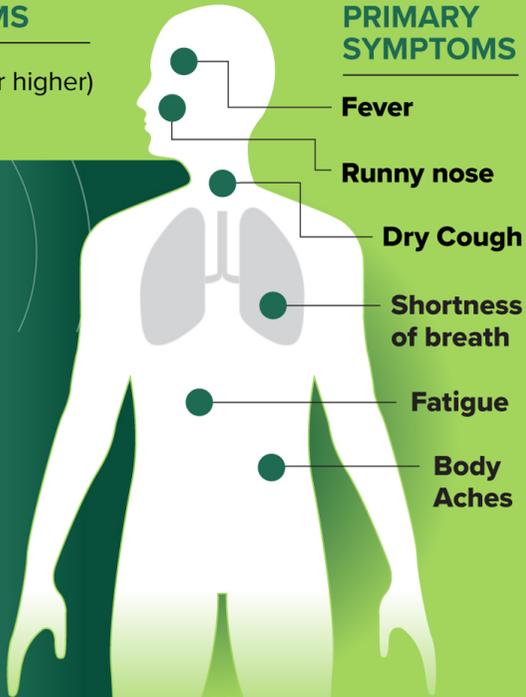
PRIMARY SYMPTOMS

- **Fever**
- **Runny nose**
- **Dry Cough**
- **Shortness of breath**
- **Fatigue**
- **Body Aches**

TRANSMISSION

Spread from person to person through sneezing or coughing.

Respiratory droplets containing the virus can remain on surfaces even after the ill person is no longer near.



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1 – Covid 19

WARNING



- ▶ The specificity of this period is that **scientific and technical knowledge** about the virus is not complete. The public response is also **evolving regularly**.

- ▶ As a consequence, **the content of this module**, in particular the knowledge of the virus and the preventive measures are likely to evolve according to **new scientific knowledge** and new political decisions to come.



NEW CORONAVIRUS AND COVID-19

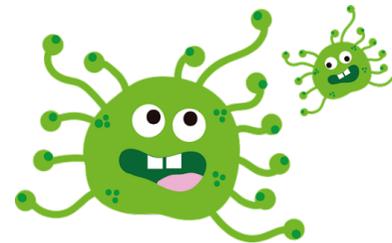
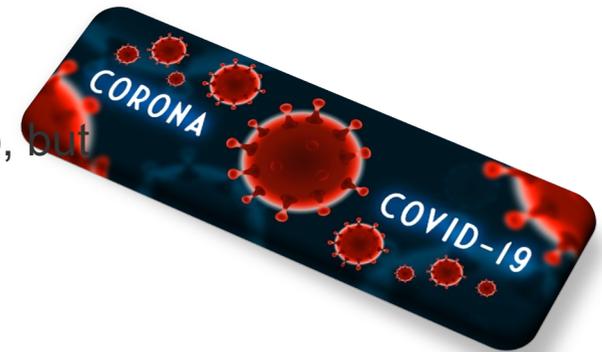


SARS CoV-2 is the new coronavirus (severe acute respiratory syndrome with coronavirus # 2). This family of viruses is responsible for colds or respiratory syndromes.

The initial reservoirs are animals (rodents, bats, ...).

COVID-19 is the name of the disease (Coronavirus disease 2019), but tends to be used to denote the virus.

In other words, it's a pathogen.



LOCKDOWN: A PUBLIC HEALTH RESPONSE

Objectives of lockdown in pandemic phase:

- ▶ Reduce the peak of severe cases
- ▶ Avoid health services from being overloaded.

This lockdown:

- ▶ Reduces the number of deaths on a population.
- ▶ Limits the circulation of the virus
- ▶ Is not intended to continue after the peak.



During this lockdown:

- ▶ keeping people in business primarily concerns activities that are essential to the population (health, police, food, logistics, energy, etc.),
but any kind of companies need to organize themselves to best manage this new risk, since it will be necessary to restart in different levels with the risk of COVID-19.

PREVENTION / PROTECTION

We can retain 3 prevention principles:

Prevention (do not contaminate the environment):

1- Any person even asymptomatic can / must cover the mouth. The wearing of the surgical mask is requested for people who sneeze or cough, the wearing of a washable textile "postilion mask" is starting to be requested (from the beginning in China, since April in Lombardy, USA ...) and will probably be generalized

Protection (not to be contaminated by the environment):

- 2- Stay away from other people, when meeting them or chatting (1 to 2 m)
- 3- Only touch your face with clean hands.

From these principles flow the various versions of the barrier measures communicated by Governments.



PREVENTION / PROTECTION

Examples of barrier measures in companies:



► Creation of a traffic direction and display of instructions



► Elimination of one seat out of 2 in the meeting room.

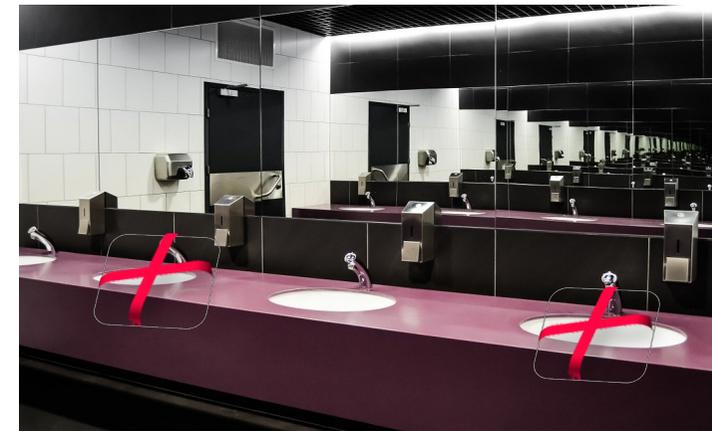
PREVENTION / PROTECTION



- ▶ Delimitation of work areas



- ▶ Remove a urinal in 2 / a sink in 2



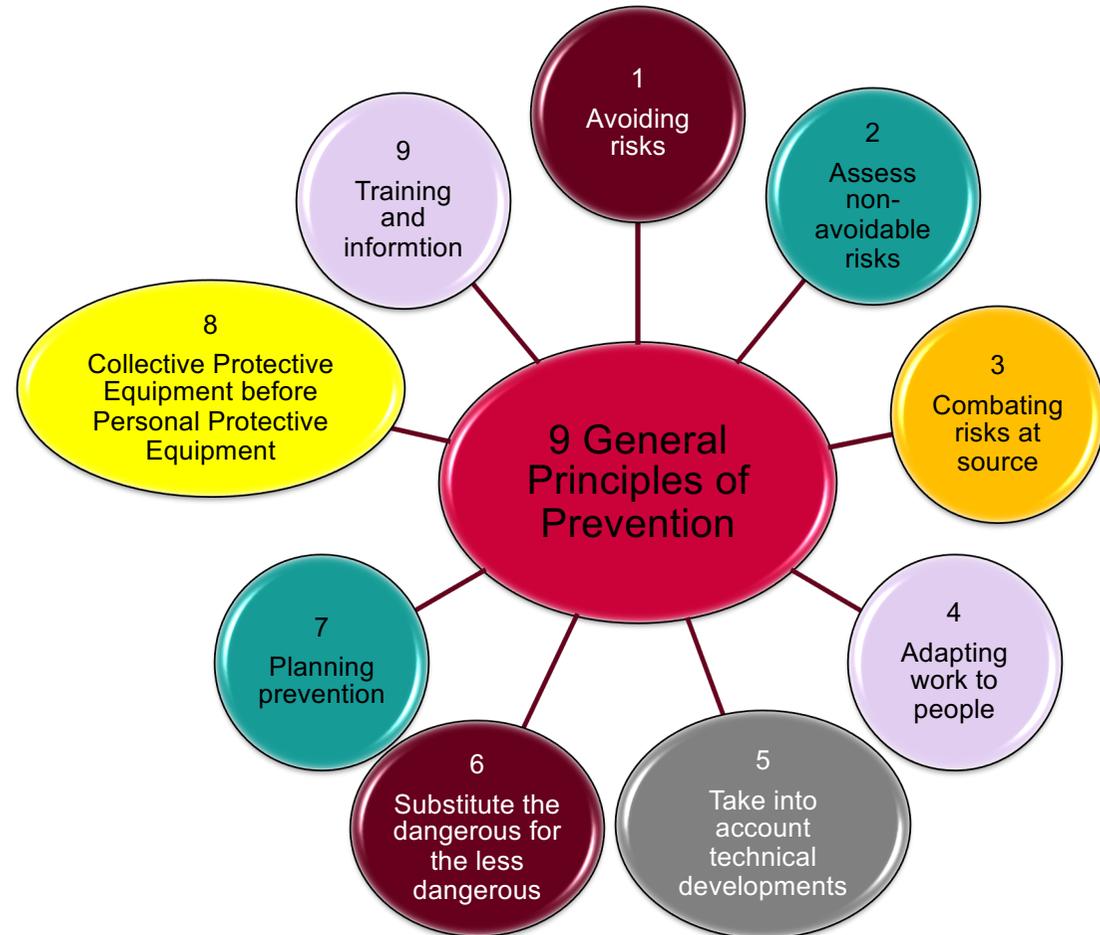
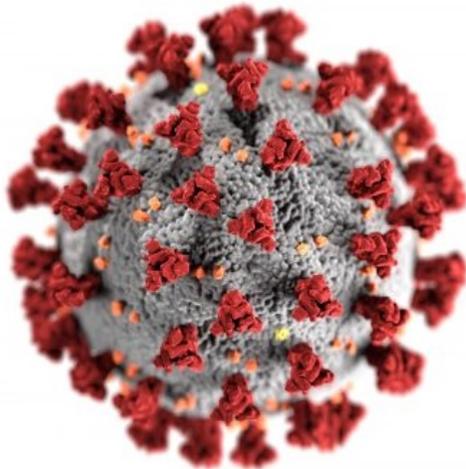


2 – Post-lockdown

or resumption of activity after the epidemic peak

COVID 19 AND EMPLOYER OBLIGATIONS

- ▶ COVID-19 should be treated as an occupational hazard.
- ▶ Use the 9 General Principles of Prevention





3 – Restart Plan

Unprepared restart is guaranteed failure

RESTART PLAN IN 5 STEPS

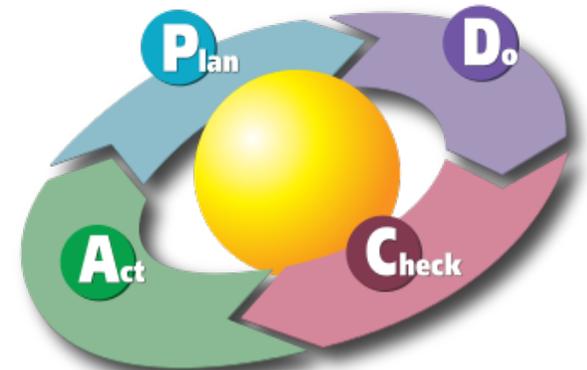
Step 1: Define the restart target and the schedule (what, when)

Step 2: Define the general operating organization (how, from generic guides)

Step 3: Define the "COVID" standards specific to each zone or activity

Step 4: Formalize and communicate these standards to the personnel who will return to the sites

Step 5: Check their adequacy and audit their correct application



STEP 1: DEFINE THE OBJECTIVE AND THE SCHEDULE

In the prerequisites before restarting, you should especially think of the following steps:

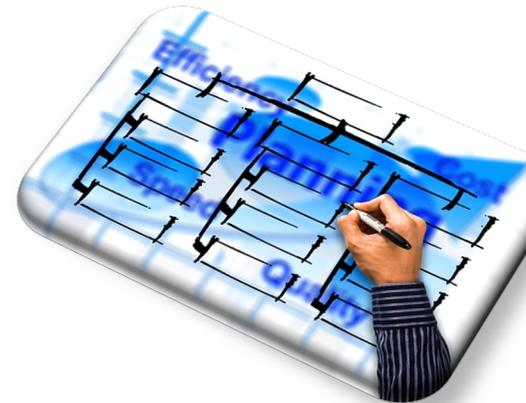
- Disinfect places, especially if there have been cases of COVID 19 in the company
- Materialize the barrier measures before the arrival of staff (marking, signage)
- Check the condition of the equipment, process, installations and that their level of security has not been degraded by the shutdown or by intruders if the site has not been guarded.

Examples :

- ▶ Hot water circuit stopped with standing water (legionella)
- ▶ Construction site abruptly stopped on first day of lockdown (scaffolding, electrical installation)
- ▶ Stock of FFP3 masks, necessary to protect themselves from harmful dust, deposited at the time of lockdown in front of hospitals but not renewed thereafter
- ▶ Raw material, material or equipment stored for a long time in unsuitable places

STEP 2: DEFINE THE GENERAL ORGANIZATION

- ▶ Access conditions for staff coming to work (e.g. taking temperature at home in the morning)
- ▶ Transport (prefer the individual vehicle to public transport)
- ▶ Staff entry and exit flows (timetables, marked flow on the ground, distances, open turnstile)
- ▶ Ritualized hand washing, arriving and departing
- ▶ Welcome training "COVID standards" to be applied on the site
- ▶ PPE "Covid" required (anti-pinch mask for all? Alternative mask? Surgical?)
- ▶ Conditions for taking meals



STEP 3: DEFINE SPECIFIC STANDARDS

Each activity will have its own prevention and protection measures: Process Production

- ▶ Logistics
- ▶ Maintenance
- ▶ Providers physically present (EE, drivers)
- ▶ Offices
- ▶ Meetings
- ▶ Collective spaces, WC, refectory
- ▶ Supplies



STEP 4: FORMALIZE AND COMMUNICATE THESE STANDARDS

- ▶ **Train** staff in barrier gestures and COVID company standards
- ▶ **Explain** why, reassure, ensure proper understanding (e.g. the correct use of a mask)
- ▶ **Remind** daily (daily TOP5 principle)

Raise awareness & inform

STEP 5: CHECK AND AUDIT



- ▶ Create a daily fundamentals checklist
- ▶ Appoint "auditors"
- ▶ Document this verification

This daily control step should not be overlooked or underestimated because it has 4 absolutely essential objectives:

- ▶ Ensure compliance with standards
- ▶ Detect / anticipate application problems
- ▶ Check the adequacy, readjust the instructions, follow actions
- ▶ Keep the history of the means put in place by the employer





4 – In the Long Run

Documents, organization,
means

BUSINESS CONTINUITY PLAN



Following the Restart Plan, it will be necessary to establish the Business Continuity Plan

This Business Continuity plan will organize the operation of the company:

- ▶ For the lifetime of SARS CoV-2 (2 years of global circulation, like for the H1N1 Flu?)
- ▶ For the other potentially pandemic viruses that will follow.

- ▶ As long as making a crisis management plan, other situations must be foreseen (flooding of premises, computer virus, etc.)
- ▶ And this in a very probable context of global economic recession which will weaken the financial means of the company.
- ▶ In parallel to the necessary national economic recovery plans or strategic business plan, for the HSE the 3 key documents of the period will be: Restart Plan / Risk Evaluation Plan / Business Continuity Plan





**RESTART
YOUR BUSINESS
SAFELY**