

# CORONAVIRUS COVID 19

## Members briefing no 1

11<sup>th</sup> March 2020

The situation with Covid 19 is changing on a daily/hourly basis. Every business is different and measures taken must be appropriate to the business. The following are some general (non-exhaustive) guidelines that could be considered to protect the feed industry while ensuring a continuous supply of safe feed to customers. These may change as time progresses

### Employees

1. Ensure there is a clear point of contact for employees and circulate key mobile numbers.
2. Provide ALL employees with the following posters and place in prominent areas of your business.
  - [how to prevent the spread of covid 19](#)
  - [symptoms of covid 19](#)
  - [what to do if you are sick with covid 19](#)
  - [hand washing](#)
3. Advise all employees
  - If you experience symptoms of covid 19, you should isolate yourself and phone your GP and your line manager (or nominated company point of contact).
  - Please inform the company if you have been contacted by the HSE and advised to self-isolate.
  - Please inform the company if you have been to infected areas - China, Hong Kong, Singapore, South Korea, Iran, Japan, Italy or plan to visit them. This list of countries is changing, and the [HSE web site](#) should be consulted.
4. Advise employees who can work from home to prepare for this in case the situation arises i.e. advise those with lap tops to take them home with them every evening.
5. Identify the employees who cannot work from home and who are critical to the manufacturing of feed and consider separate canteen and toilet facilities for these employees.
6. Cross train employees to increase the number of personnel who can manufacture feed where possible.
7. Limit access of hauliers and non-production employees to areas where key production employees operate.

### Customer visits by sales / technical staff

1. If you are aware a customer has an underlying medical condition, avoid visiting them and make contact by phone.
2. Explore ways to reduce visits where possible, phone, email etc.
3. If needs cannot be satisfied by phone/email and a visit is necessary: *(this is something to consider seriously.)*
  - Refrain from shaking hands with customers and maintain a distance of 1 metre.
  - If washing your hands in a customers premises avoid using towels which can harbour the virus.
  - If drinking/eating in a customers house be mindful of surfaces and remember that the mouth is a major entry point for infection.
  - If a customer is showing symptoms of illness similar to Coronavirus, please limit your exposure and leave the premises.
  - Avoid touching your face as the nose, mouth and eyes are the points of entry for the virus.

## **Deliveries to customers**

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1. Provide company drivers with hand sanitisers
2. Advise drivers to
  1. Avoid close contact with customers
  2. Follow the guidelines outlined in [how to prevent the spread of covid 19](#)

## **Visitors to your business**

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1. Consider not allowing **any visitors** to the site for the immediate future.
2. If a visit is un-avoidable, request prior notification from the visitor that they have not visited the infected areas or have any symptoms of covid 19.
3. If a customer collects from your business limit their access.

## **Supply Chain**

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1. Identify alternative suppliers, if supplies are coming from one of the infected zones (most appropriate for additive, premix and feed material importers).
2. Ensure your “goods in procedure” is clearly communicated to all transporters.
3. Delivery of goods to sites :- Drivers should remain in trucks and phone for attendance.
4. Avoid hauliers leaving their trucks and entering your premises unnecessarily.

## **Clean working environment**

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1. Ensure your business is operating good hygiene practices
  - Eating and drinking in designated areas only.
  - Adequate warm water and soap for hand washing.
  - Paper towels with bins.
  - Regular emptying of bins in a sanitary fashion.
  - Ensure that work surfaces are kept clean.