

Practical Guidance for Shifting Practices

Valuable insights from your manufacturing peers

UKG and Manufacturers Connect

At UKG, we understand that manufacturers are facing unique challenges, working harder than ever to ensure your operations run smoothly, your employees are kept safe, and policies are updated to help you get through this uncertain time. We recently connected with our manufacturing customers to better understand how they are tackling today’s workforce management challenges.

Here are a few of the practices shared that you might consider implementing:



Timeclock procedures

Implement “touchless” clock-in/clock-outs by leveraging proximity badges or mobile devices. Stagger shift start time to decrease the number of employees lining up to start a shift.

Communication

Digitally share updates (safety procedures, leave policies, social distancing reminders, etc.) via mobile or monitors in the plant.

Employee schedules

Redesign shift schedules (staggered star times, schedule groups, etc.) to support social distancing.

Sanitation

Regularly clean facilities, equipment, and timeclocks; add extra time between shifts for sanitation.

Attestation

Proactively ask employees health screening questions on mobile and timeclocks.

Leave policies

Provide extra leave or sick time to cover employees if/when they need to quarantine or address personal issues.

Fatigue

Evaluate shifts and overtime frequently to ensure employees are getting adequate rest time.

Contact tracing

Implement contact tracing to identify employees who may have come into contact with someone symptomatic.