

Manufacturing Guidelines:

Monitoring Employee Health

- Monitor the temperatures of all employees, contractors and visitors that enter the facility. Any person who displays a temperature at or above 100.4 (CDC recommended) shall not be admitted to the facility.
- Direct sick employees to stay home or go home should they develop symptoms at work.
- If they develop symptoms at work, designate an isolation area.
- Identify where and how workers might have been exposed to COVID-19 by creating two categories of those who have come into contact with infected individuals: Category 1/ Close Contact and Category 2/ Limited Contact. Inform employees of potential exposure and act in accordance with CDC guidelines.
- Be very organized with a set of documented responsibilities for those assigned to conduct employee screening prior to building admittance.
- Have signage explaining the process to avoid confusion.
- Ensure that sick leave policies are flexible and consistent with public health guidance.

Workplace Sanitization

- Provide employees easy access to hand washing or hand sanitizers, and require employees to wash/sanitize hands at the beginning and end of each shift, before and after lunch or any other breaks including restroom visits.
- Clean and disinfect frequently touched surfaces in the workplace at least as often as each shift change and/or product line change over.
- Provide protection and disinfecting materials at time clocks to prevent spread of infection.
- Provide proper PPE supplies and train employees as to the proper donning and doffing of masks and gloves.
- Open or remove doors where possible to reduce or eliminate touched surfaces.

Social Distance

- Mark floors and work areas with 6-foot distance markers to remind workers to social distance.
- Stagger shift start/stop times, break times, and lunchtimes to minimize congregations at the time clocks or break areas.
- Separate chairs in training rooms/break rooms to ensure social distancing.

- Keep team members consistent in an effort to isolate and contain any potential outbreak.
- Isolate key personnel without whom the factory cannot operate (e.g., boiler operators, wastewater treatment engineers, lead electricians, maintenance, etc.) to prevent essential workers from getting ill.
- Eliminate all routine shift hand-off meetings or limit them to just particular people or if possible, do this virtually.

Facility Logistics

- Implement flexible worksites such as telework.
- Zone the factory floor and prohibit employees from wandering into zones where they do not need to be to perform their jobs.
- Put up partitions such as plexiglass to separate people that work together in the production process.
- Increase ventilation rates and the percentage of outdoor air that circulates into the system.
- Share your procedures with your supply chain to communicate expectations for all visitors.
- Assemble a team whose responsibilities include implementing and monitoring guidelines as mandated by the CDC, OSHA, the State and by the company.

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