

Coronavirus (COVID-19)

Tips & Recommendations for Manufacturers During a Pandemic

As states begin to lift stay-at-home orders, employers have started to develop plans to keep their workers and the public safe from the spread of COVID-19.

Here is a list of tips and recommendations, from MEMIC manufacturers and consultants, to keep your employees healthy.

Communication

- Designate one person to oversee your company's COVID-19 response plan and efforts.
- Enhance frequency of communication from upper management to plant and at-home employees.
- Create a communication plan to respond to employee questions or concerns.
- Train managers and supervisors on answers to frequently asked questions to ensure consistency.
- Write messages on notepads or hand-held white boards to communicate if masks or ambient noise make communicating difficult.
- Provide signage to remind employees of PPE, hand washing, and social distancing requirements.
- Post signs limiting access (e.g., "Non-essential visitors and vendors not allowed in facility; call '1-800' to discuss your business needs").

Operational Mitigation

- Reduce employee density by having as many employees as possible work from home.
- Designate one entrance for all employees and visitors to enter through.
- Larger companies should consider a separate exit at shift change to allow distancing of employees as they enter/exit facility.
- Check with in-house legal counsel and/or state health department on clarification regarding employee temperature checks and health assessments.
- Provide employees wrist bands after they "pass" entrance assessments when entering the facility.
- Suspend food and vending services - have employees bring meals from home.
- Replace coffee pots with single-service brewers (e.g., Keurig).
- Stagger break times to limit numbers of employees using breakrooms and restrooms at the same time.
- Suspend use of drinking fountains, refrigerators, microwaves, ice machines, and other shared equipment.
- Allow employees to take breaks in vehicles (alone, no idling, must stay on premises).
- Instruct employees to park vehicles leaving one open spot between each vehicle.
- Replace "washable" cups, plates, and silverware with "single-use / disposable" variety.
- Ensure that visitors adhere to the same rules as employees (e.g., temperature check, health questionnaire, PPE, social distancing, etc.).
- Instruct delivery truck drivers to stay in designated areas / use designated rest rooms while docked for loading & unloading.
- Develop a response plan for employees who show Covid-19 symptoms in the workplace.



Physical Distancing

- Split shifts to reduce the number of employees and increase physical distancing.
- Stagger shift start times to reduce lines while entering.
- Limit the number of people in common areas and breakrooms (e.g., remove number of chairs).

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- Limit in-person meetings, training sessions, or other gatherings. Use technology, even if in the same building, to physically distance.
- Mark 6' intervals in high traffic areas to designate where employees stand while waiting. (e.g., employee entrances, time clocks, temperature checks).
- Erect plexiglass or similar barriers (e.g. <https://goffscurtainwalls.com/>) where proper social distancing cannot be maintained.
- Group employees into area-specific teams to limit cross-contamination and assist with contact tracing (e.g., use color coded badges or wrist bands).

Cleaning & Disinfecting

- Locate hand sanitizer and face masks at front entrance and throughout the facility.
- Insist on hand washing as soon as employees enter workplace.
- Establish a schedule for cleaning of work areas at the start, throughout, and the conclusion of each shift.
- Ensure employees follow manufacturers' instructions for cleaning protocols and PPE requirements.
- Establish a "Use it, clean it, put it away" policy for infrequently used tools, carts, and equipment.
- Locate cleaning supplies (e.g., wipes, cloth, disinfectant, etc.) in breakrooms and train employees on proper use.
- Clean shared vehicle and equipment "high-touch" surfaces between each use.
- Ensure anyone using cleaning chemicals is using them in accordance with [EPA List N: Disinfectants for use against Covid-19](#).
- Ensure or improve HVAC filtration system rating to MERV-13 (ASHRAE 2017b) or highest level achievable.



Your Input Matters!

If your company has additional tips or recommendations that you would like to have included here, please email them to safetydirector@memic.com.

[Pandemic Recovery Safety Planning](#)

[Preventing Cross-Contamination](#)

[Homemade Masks in the Workplace](#)

[Equipment Cleaning & Disinfection](#)

[Hand Hygiene](#)

[Social Distancing](#)

[Working from Home](#)

[Delivery Drivers](#)