

# COVID-19

## Tips for Manufacturers: To Keep Your Employees Safe

Stay updated on the latest information.  
Find resources and webinars for manufacturers on COVID-19.  
Ask questions in our discussion forum.

<https://gamep.org/coronavirus/>

Reference: [cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

Keep an eye on changing legislation and travel restrictions.

Set calm, informed tone with employees with regular communication.

Post guidance to prevent employees from getting sick.

Sanitize hands and high-traffic surfaces (door knobs, handrails) with alcohol-based sanitizer.

Few potential guidelines to keep employees safe:

- Enforce anyone who is sick to stay home
- Cancel any nonessential visitors or customer visits to the facility
- Cancel any up upcoming trips for the team, even if they are domestic.
- Identify higher-risk employees and change the way they work.
- Close all doors; have them call to enter; screen them to be authorized to come inside.

Prepare contingency and mitigation plans with upper management for possible scenarios:

- Work from home
- Relaxing work rules around sick leave
- Assured supply of raw materials
- Lack of PPE (masks, gloves)
- Business travel
- Proper training of employees to conduct medical screening, clean-up, using PPE
- Employee is out sick (not an OSHA recordable)

- Instruct employees to report to their supervisor or HR if they show symptoms. If an employee is confirmed to have COVID-19, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality.
- Sick employees should follow the CDC's What to do if you are sick with coronavirus disease 2019 (COVID-19).
- Employers should consult with the local health department for additional guidance.

## Follow these steps to help prevent spreading:



Clean and disinfect surfaces



Cover coughs and sneezes



Wear a facemask if you are sick



Wash your hands often and for at least 20 seconds.



Stay home if you are sick



Avoid close contact with others

Questions? Visit  
<https://gamep.org/coronavirus/>