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://gam ep.org/coronavirus/
Reference: 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 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
- Wash your hands often and for at least 20 seconds.
- Cover coughs and sneezes
- Stay home if you are sick
- Wear a facemask if you are sick
- Avoid close contact with others

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