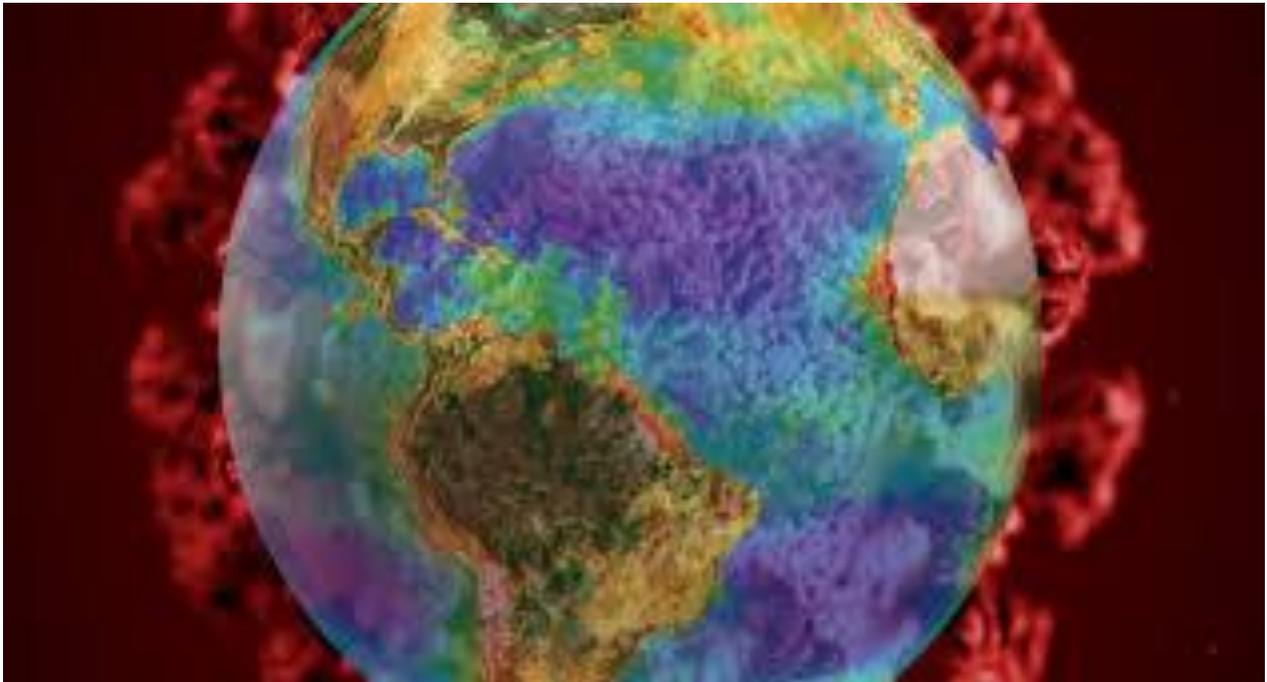


COVID-19 Safe at Work Guide



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Table of Contents

Introduction.....	3
COVID-19 Safe at Work Model.....	4
COVID-19 Response Team.....	5
Access.....	6
Sanitation.....	7
Protection.....	8
Isolation.....	9
Materials.....	10
Communication.....	11
Georgia Manufacturing Extension Partnership’s (GaMEP) Services.....	12
References.....	13

This COVID-19 situation is rapidly changing. Refer to the CDC website for the most recent guidance and regulations.

Introduction

For manufacturers operating during the COVID-19 pandemic, employee safety and health is business critical and ensures availability, productivity, and profitability. Whether a manufacturer has remained at full operation or slowed with plans to return to regular operations in the near term, implementing an effective COVID-19 response plan is a priority for moving forward as the economy re-opens. A well-designed, clearly communicated COVID-19 response plan ensures that key stakeholders – workforce, suppliers, customers, and local communities – can have confidence that manufacturing organizations are taking serious action to incorporate worker safety protocols and prevent the spread of COVID-19 all while making value-added contributions to the local and national economy.

The Georgia Manufacturing Extension Partnership (GaMEP) has thoroughly reviewed many of the best practice resources for safe manufacturing during COVID-19 from federal and state resources, as well as leading manufacturing companies, to curate the *COVID-19 Safe at Work Guide*. Our objective with the *Safe at Work Guide* is to provide a simple-to-understand model for an effective COVID-19 response plan.

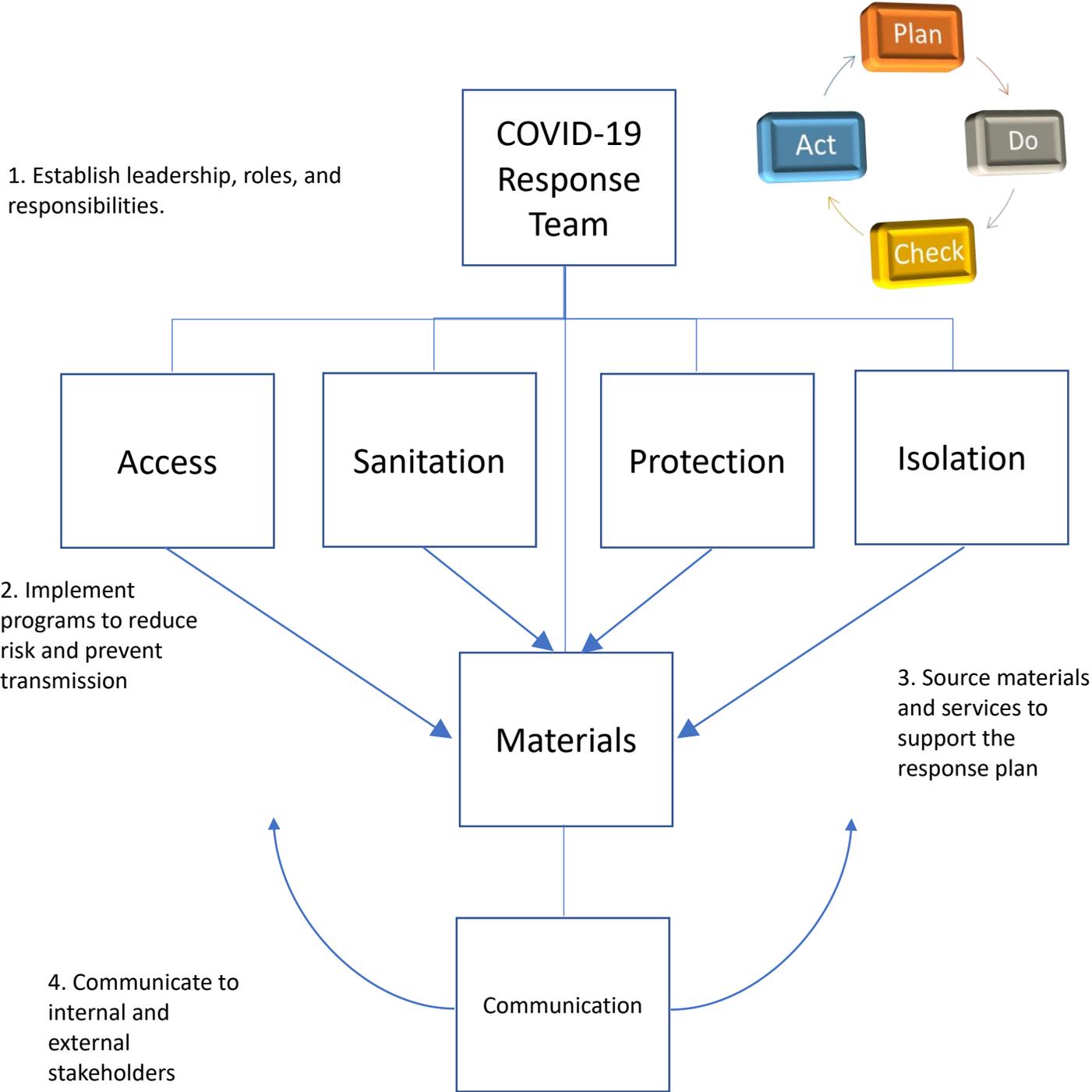
The GaMEP has identified seven basic elements that reflect best practice response:

1. Organizing a **COVID-19 Response Team** – lead, evaluate, problem solve
2. Establishing **Access** controls – reduce risk from outside sources
3. Implementing **Sanitation** plans – clean and disinfect routinely
4. Installing **Protection** rules and controls – prevent spread within facility
5. Institute an **Isolation** process – quarantine and assist symptomatic individuals
6. Procure and manage **Materials** – obtain and replenish critical supplies and services
7. Effectively **Communicate** – promote changes and train employees for success

The *Safe at Work Guide* covers each basic element in sequence with a focus on recommended “Take Action!” measures manufacturers should take. Aligned with these recommended actions are “Key Considerations” that help you think through more specific criteria your organization may consider. Additionally, references are provided to more extensive resources developed by trusted federal, state, and private entities.

The GaMEP stands ready to assist Georgia manufacturers’ efforts to implement and promote a safe and productive work environment during these challenging times. Please contact us via our website gamep.org/contact-us/ if the GaMEP can support your organization’s efforts to implement safe operations.

COVID-19 Safe at Work Model



COVID-19 Response Team

The COVID-19 Response Team will drive the organization’s response plan. The team should be cross-functional, and led by the highest level of authority for the facility. The leader of that team will establish roles and responsibilities regarding the protection of employee health at the facility. The team should meet daily, ensure plans are implemented, identify issues and drive corrective actions.

<u>Take Action!</u>	<u>Key Considerations:</u>
<ul style="list-style-type: none">• Form Leadership Team • Establish Roles and Responsibilities • Set Cadence for Leadership Team Meetings	<ul style="list-style-type: none">• Top management on-site should lead and establish team.• The team should be cross-functional to ensure broad visibility and capability from across the organization. • Members should be tasked with leading each key COVID-19 safety health program, such as Access, Sanitation, Protection, Isolation, Materials, and Communication. • Meet at least daily.• Ensure programs are being implemented effectively.• Solve Problems.



Sanitation

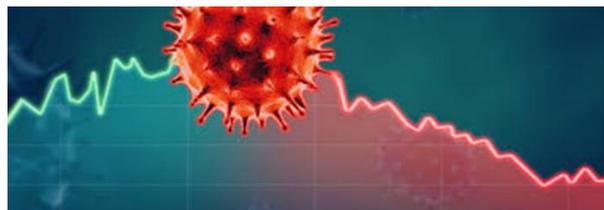
To ensure that the virus isn't being transferred via respiratory droplets on surfaces, clean and sanitize frequently touched surfaces multiple times a day using sanitizers proven to kill COVID-19. Train cleaning staff on proper disinfection techniques and target high-traffic surfaces.

<u>Take Action!</u>	<u>Key Considerations:</u>
<ul style="list-style-type: none">• Implement Sanitation Plan to Routinely Clean and Disinfect Target Areas  <ul style="list-style-type: none">• Establish Sanitation Protocol for COVID-19 exposure/outbreak within plant.	<ul style="list-style-type: none">• Target high-traffic surfaces for frequent disinfection, such as common work surfaces, equipment, break areas, company vehicles, and restrooms.• Use cleaning chemicals that are proven to kill COVID-19, such as Alcohol-based wipes or spray containing at least 70% alcohol (ethanol), Chlorine solutions (at least 1,000 ppm), bleach (sodium hypochlorite), Quaternary ammonium, Hydrogen peroxide, and Peroxyacetic acid.• Follow best practice Sanitation Procedures – clean dirty surfaces with soap/detergent and water, dry, disinfect with effective chemical, allow to dwell for required time.• Make sure Sanitation staff have appropriate PPE and training.• Close off areas visited by the ill persons.• Open outside doors and windows and use ventilating fans to increase air circulation in the area.• Wait 24 hours or as long as practical before beginning cleaning and disinfection.• Consider if a third-party sanitation provider may be required for deep cleaning of facility.

Isolation

Isolation is used to separate sick people from healthy people. Plans, space, and protocols need to be established for isolating employees who begin to exhibit COVID-19 symptoms during the workday.

<u>Take Action!</u>	<u>Key Considerations:</u>
<ul style="list-style-type: none">• Establish Ongoing Wellness Checks to Identify Employees who exhibit COVID-19 symptoms while at work. • Establish a dedicated space to quarantine isolated employees. • Establish a Return-to-Work policy for employees who fail screenings or otherwise exhibit symptoms.	<ul style="list-style-type: none">• Train employees and supervisors on key symptoms to monitor for - such as fatigue, coughing, sneezing.• Establish a process for employees to self-report symptoms that involves minimal interaction.• Establish and communicate a leave policy that encourages employees who may have COVID-19 symptoms or may have had contact with infected individuals to stay home.• Implement the Sanitation Plan if/when a COVID-19 exposure is suspected or confirmed. • Train and provide PPE to personnel who will receive employees in the Isolation space.• Do not use a break room or other common areas – establish a dedicated space. • Ensure the space is included in the Sanitation Plan.• Consider protocol for symptomatic employees to return to work, such as a negative COVID-19 test or 14-day self-quarantine.



Materials

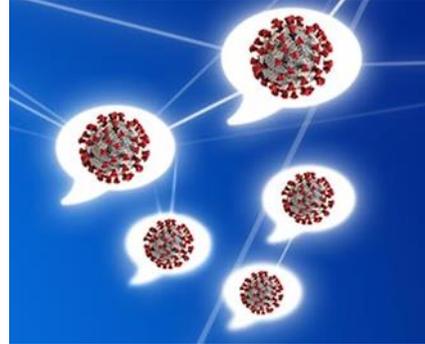
Ensuring a ready supply of materials for safe operations during COVID-19 is critical. Develop a COVID-19 materials inventory to support your access and wellness, protection and sanitation processes. Establish a process to manage the COVID-19 materials inventory. Check inventory levels routinely and re-order based on suppliers' lead time to ensure a steady quantity of these critical supplies.

<u>Take Action!</u>	<u>Key Considerations:</u>
<ul style="list-style-type: none">• Develop a COVID-19 Materials Inventory List • Establish an inventory check and re-order process	<ul style="list-style-type: none">• Identify materials and services required to support your Access & Wellness, Protection, Sanitation, and Isolation plans.• The list may include PPE, Disinfectants, Hygiene Products, Cleaning Equipment and Tools, Infrared Thermometers, Sanitation Services, Medical Support Services, and Waste Management, etc. • Identify and train personnel to manage the COVID-19 materials inventory and services.• Maintain 30-day supplies of key materials.• Identify alternate sources for hard to procure materials such as PPE.



Communication

Plan to communicate internally and externally. For employees, communicate new COVID-19 policies and procedures, provide effective training, and update them regularly on plant status. Additionally, the organization should be prepared to communicate externally to key stakeholders in the event of a COVID-19 exposure.



<u>Take Action!</u>	<u>Key Considerations:</u>
<ul style="list-style-type: none"> • Develop and communicate general COVID-19 training for employees returning to work. • Train employees on key aspects of the COVID-19 response plan. • Establish a list of key stakeholders in the event of a COVID-19 exposure. 	<ul style="list-style-type: none"> • If the plant is shut down or staff is furloughed, ensure that all employees are aware of policy and procedural changes prior to their return. • Train employees on new procedures related to Access, Sanitation, Protection and Isolation Plans. This may include the screening process, cleaning routine, social distancing rules and signs/symptoms of COVID-19. • Gather contact information for media, local officials, state officials, suppliers, and customers. • Ensure HR has a mechanism to communicate safety and health updates to all employees.

GaMEP Support

The Georgia Manufacturing Extension Partnership's (GaMEP) mission is to help Georgia manufacturers increase their top-line growth and reduce their bottom-line costs. The GaMEP website provides current information on the crisis as well as sources of support and assistance, including a series of webinars designed to help manufacturers sustain their business during this pandemic.

The GaMEP can assist manufacturers with continuity planning, supply chain issues (such as assisting in locating raw materials for critical needs), and production challenges related to changes in demand or labor disruption due to the pandemic. Also, updated information and learning opportunities related to COVID-19 can be found at gamep.org/coronavirus.



The GaMEP is closely monitoring the COVID-19/coronavirus situation. We are committed to you, our manufacturers, and our mission to serve manufacturers across Georgia. Our greatest concern is for the health, safety, and well-being of our clients and staff. As a Unit of Georgia Tech, we will continue to comply with its operational directives, and that of the University System of Georgia.

As we navigate this uncertain time together, we would like to be your resource for the latest information on the virus, and how this will impact your business. Please continue to visit this resources page for the latest in helpful links, webinars, and current information.

COVID-19 Assistance Request Form

Name *
First Last

Email *

Company Name *

Description of your question or request. *
This will allow us to get your contact information to the right person within the GaMEP.

Are you a manufacturer? *

Upcoming Webinars

- GaMEP Webinars
 - Tues. March 31 (3:15-4:15 pm): COVID-19: Resources for Success - [Click here for more information and to register](#)
 - Wed. April 1 (3:15-4:15 pm): A Call to Action for Manufacturers: Meeting the Need for Critical Medical Supplies - [Click here for more information and to register](#)
- Partner Webinars
 - Thurs. April 2 (9:15-10:00 am): Workforce Alternatives to Adjust During Changing Times - [Click here for more information and to register](#)

- ↳ Important Websites
- ↳ Fact Sheets for Manufacturers
- ↳ Resources
- ↳ Past Webinars
- ↳ Frequently Asked Questions

Survey to Help Manufacturers Manage Business During Coronavirus COVID-19 Pandemic

The purpose of this short survey is to help us better identify resources and areas of need to assist you in navigating through this pandemic. [Click here for a question survey.](#)

References

- COVID-19 Response Team
 - [Georgia Tech SHES: COVID-19 Pandemic Continuity of Operations Plan](#)
 - [Lear Corporation: Safe Work Playbook \(p. 9\)](#)
- Access
 - [CDC: Prepare your Small Business and Employees for the Effects of COVID-19](#)
 - [OSHA: Guidance on Preparing Workplaces for COVID-19](#)
 - [Catalyst Connect \(PA's MEP\) COVID-19 Back to Work Playbook \(p. 25-26\)](#)
 - [CIRAS \(Iowa's MEP\) Screening Guide](#)
- Sanitation
 - [CDC: Disinfectants for Use Against SARS-CoV-2](#)
 - [CDC: Cleaning and Disinfecting](#)
 - [Alabama Technology Network \(AL's MEP\) Return to Work Plan \(p. 12-13\)](#)
 - [Catalyst Connect \(PA's MEP\) COVID-19 Back to Work Playbook \(p. 6-8\)](#)
- Protection
 - [Catalyst Connect \(PA's MEP\) COVID-19 Back to Work Playbook \(p. 5-6, 17-21\)](#)
 - [CIRAS \(Iowa's MEP\) COVID-19 Preparedness Checklist](#)
- Isolation
 - [CDC: What to Do If You Are Sick](#)
 - [CDC: Prevent the spread of COVID-19](#)
 - [Catalyst Connect \(PA's MEP\) COVID-19 Back to Work Playbook \(p. 13-16, 22-24\)](#)
 - [CIRAS \(Iowa's MEP\) Responding to a COVID-19 Exposure at your Business](#)
- Materials
 - [Catalyst Connect \(PA's MEP\) COVID-19 Back to Work Playbook \(p. 4\)](#)
- Communication
 - [CDC: Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 \(COVID-19\)](#)
 - [Catalyst Connect \(PA's MEP\) COVID-19 Back to Work Playbook \(p. 27-28\)](#)
 - [CIRAS \(Iowa's MEP\) COVID-19 Preparedness Checklist](#)