

MANUFACTURING

AVERAGE LEVEL OF CUSTOMER INTERACTION

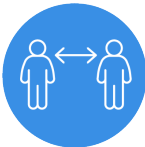


Work requires some contact with other employees.

EMPLOYEE + CUSTOMER PROTECTION



- Keep a minimum quantity of 15-day supply of PPE.
- Employees working within six feet of others should wear masks.



- Implement rotational shift schedules where possible (e.g., increasing the number of shifts, alternating days or weeks) to reduce the number of workers in the facility at the same time.
- Stagger start times and mealtimes.
- Install temporary physical barriers, where practicable, between workstations and cafeteria tables.
- Reduce congestion in common spaces wherever possible. For example, close salad bars and buffets within cafeterias and kitchens, require individuals to sit at least six feet from one another, place markings on the floor to allow social distancing while standing in line, offer boxed food via delivery or pick-up points, and reduce cash payments.
- Suspend all non-essential in-person visits, including tours.
- Create protocols for minimizing personal contact upon delivery of materials to the facility.
- At a minimum, train workers on:
 - Routes by which the virus causing COVID-19 is transmitted from person to person.
 - Distance that the virus can travel in the air, as well as the time it remains viable in the air and on environmental surfaces.
 - Symptoms of COVID-19.
 - Steps the worker must take to notify the business or operation of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.
 - Measures that the facility is taking to prevent worker exposure to the virus.
 - Rules that the worker must follow in order to prevent exposure to and spread of the virus.
 - The use of personal protective equipment, including the proper steps for putting it on and taking it off.



- Conduct a daily entry screening protocol for workers, contractors, suppliers, and any other individuals entering the facility. The screening should include:
 - A questionnaire that covers symptoms and potential exposure to people with or suspected of having COVID-19.
 - Temperature checks (as soon as no-touch thermometers can be obtained).
 - Visit www.kentcountybacktowork.com to learn how you can participate in the Kent County Back to Work Health Check program.
 - Create dedicated entry point(s) at every facility for daily screening and ensure physical barriers are in place to prevent anyone from bypassing the screening.



- Adopt protocols to limit the sharing of tools and equipment to the maximum extent possible.
- Frequently and thoroughly clean and disinfect high-touch surfaces, paying special attention to shared equipment (e.g., tools, machinery, vehicles).
- Ensure there are sufficient handwashing or hand-sanitizing stations at the worksite to enable easy access by workers. Provide disposable paper towels and discontinue use of hand dryers.
- Shut areas of the manufacturing facility for cleaning and disinfection, as necessary, if a worker goes home because he or she is displaying symptoms of COVID-19.



- Notify plant leaders and potentially exposed individuals upon identification of a positive case of COVID-19 in the facility.
- Maintain a central log for symptomatic workers or workers who received a positive test for COVID-19.
- Send potentially exposed workers home upon identification of a positive case of COVID-19 in the facility .
- Encourage workers to stay home and self-report to supervisor as soon as possible after developing symptoms of COVID-19.
- In all cases, follow guidelines for staff exposures and symptoms. <https://www.accesskent.com/Health/pdf/COVID-19/Staff-Symptom-Reporting.pdf>

MORE MANUFACTURING RESOURCES

National Association of Manufacturers
<https://www.nam.org/>

Michigan Manufacturers Association
<https://mimfg.org/Advocacy-Issues/COVID-19-Resources>

Michigan Department of Labor and Economic Opportunity
https://67e71e04-edb7-4d3e-9bea-977600569e7b.filesusr.com/ugd/bc96e8_aef19319603b4db-c9d3702697a5d3180.pdf

West Michigan COVID-19 Business Coalition
<https://www.covidwm.org/restarting-operations>