COVID-19: Manufacturing Business Checklist

ENTRY TO/EXIT FROM BUILDING

- ☐ Schedule work shifts to reduce congregate settings and improve social distancing (i.e. stagger start and end times so all employees are not arriving and/or leaving at the same time)
- ☐ Install additional time clocks to prevent bottlenecks *(if applicable)*
- ☐ Hand sanitizer at entrances/exits

PERSONNEL SCREENING

- ☐ Pre-screen employees for fever and other symptoms prior to employees entering building
- ☐ Screen visitors to building

ENGINEERING CONTROLS

- ☐ Handwashing stations/hand sanitizers at every potential point of contact
- ☐ If fans are used in facility, blow clean air toward employees' breathing zone
- ☐ Install high-efficiency air filters and increase ventilation rates in the work environment

EMPLOYEE TRAINING AND EDUCATION

- ☐ COVID safety training, presentation, or information shared (in all common languages used by workers)
- ☐ Posters/signs put up to encourage frequent and proper handwashing (in all common languages used by workers)

PERSONAL PROTECTIVE EQUIPMENT MEASURES

- ☐ Provide personal protective equipment (PPE) based on the hazard to worker *(if applicable)*
- ☐ PPE is properly fitted and periodically refitted, as applicable; regularly inspected, maintained, and replaced as necessary
- ☐ Train workers who use personal protective equipment how to properly put it on, use/wear, remove, clean and store to avoid contamination of self, others, and environment

ADMINISTRATIVE CONTROLS AND WORK PRACTICES

- ☐ All non-essential meetings, huddles, conferences cancelled
- ☐ Stagger breaks to minimize intermingling of team members and/or expand break areas
- ☐ All non-necessary visitors not admitted to building
- ☐ Enhanced cleaning of all common areas, including additional downtime for fogging with a sanitizer as needed
- ☐ Publicly posted sick leave policy
- ☐ Specific procedures for disinfecting
- ☐ Physical 6-foot markings on ALL work benches/tables/conveyors/assembly lines for distance markers
- ☐ Modify workstations to minimize close contact between workers; install physical barriers (e.g., plastic sneeze guards) or ensure 6 feet or more between employees
- ☐ Reduce production line staffing to extent feasible to minimize close worker contact

EMPLOYEE SAFETY AND HEALTH

- ☐ Process for identifying and separating employees who become ill/symptomatic while at work
- ☐ Flexible leave policies to accommodate workers who are ill and make employees aware of policies
- ☐ Sick workers able to stay home without fear of reprisals
- ☐ Do not require a healthcare provider's note for employees who are sick with acute respiratory illness to validate their illness or return to work