



# COVID-19 Manufacturing Workplace Readiness Guidance

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Best Practices  
for staying safe *and*  
staying open for business.

May 14, 2020

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Version 1

## A Note to Maine Manufacturers

In our ongoing effort to support Maine Manufacturers, Maine MEP has developed this guidance document with two goals in mind. First; to help keep your most important resource, your employees healthy and safe. Second; to help you maintain your ongoing manufacturing operations in this new normal we all find ourselves in.

We've compiled a list of best practices using input from various resources; health experts, other Maine companies and service organizations, and other state MEP centers.

- Our goal is to be practical, based on what we have learned about what businesses are doing.
- The guidance is not intended for one-size fits all. Rather it is a starting point and we hope it raises deeper questions about how to apply it to your unique situation. If you need customized input and guidance, please reach out to Maine MEP and we'll match the right resource to your challenge.

As we receive input, best practices, and suggestions from Maine's Manufacturers, we will incorporate them into future revisions. Please share your input by contacting Maine MEP at [Contact@MaineMEP.org](mailto:Contact@MaineMEP.org).

Thank you for your ongoing commitment to your employees, our Maine citizens, and our industry.

The Maine MEP Team

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## Disclaimer – Legal Statement:

The purpose of this document is to suggest ideas to consider as Maine's manufacturing industry and your business move towards 100% "fully functioning" in the aftermath of the COVID-19 pandemic.

There is no one size fits all scenario. These are guidelines, not requirements.

Before you chose to implement any of the ideas suggested in this document you must evaluate and determine, with the assistance of legal counsel, accounting and human resource teams, the legality and effectiveness of the potential application captured in this document. We can help in securing these resources if needed.

The overall intent of this document is to provide suggested ideas for your independent consideration only. The Maine Manufacturing Extension Partnership accepts no responsibility for any result or circumstance arising from or related to your decision to use or not use any idea submitted herein.

This is to be considered a 'living' document which is subject to revision or further developments as they arise. Updated copies of this document will be maintained on the Maine MEP COVID-19 Resource Page at <https://pages.mainemep.org/>

# COVID-19 Manufacturing Workplace Readiness Guidance

## Prior to coming to work

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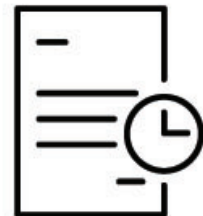
- ☐ Employees who are ill should stay home.
- ☐ Where possible, employees should take their temperature before they go to work. If they have a temperature above 100.4 degrees Fahrenheit, they should stay home.

## Prior to entering the workplace

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### Employees

- ☐ To the extent feasible, prior to the commencement of each work shift, pre-screening or survey shall be required to verify each employee has no symptoms of respiratory illness (fever, cough, and/or shortness of breath), including temperature checks.
- ☐ Consider having every employee's temperature recorded upon daily entry to the facility. Employees with a cough or temperature of over 100.4 degrees F need to be sent home.
- ☐ Be aware that if employees have had to take simple medications, such as paracetamol/acetaminophen, ibuprofen or aspirin, this may mask symptoms of infection or fever.
- ☐ Employees being sent home should understand that this time off may be counted as sick leave (based on company policy).
- ☐ Time clock considerations:
  - ☐ Consider 6-foot block spacing if a time clock is in use.
  - ☐ Many time clocks have web-based features that can operate through phone apps.
  - ☐ Alternatively, consider other inexpensive apps employees could use to track time and submit to supervisors.
  - ☐ Use phones to clock in/out or provide additional sanitizer near the time clock.
  - ☐ Consider if a supervisor can use a camera from another room to clock employees in/out.



- ☐ Consider if clocking in/out can be handled by journal entry afterward.

## Visitors

- ☐ Record all visitors in a log so that they can be contacted if an outbreak should happen.
- ☐ Require all visitors to wear cloth face coverings while on premises.
- ☐ In-person meetings should be avoided as much as possible. Teleconferencing is encouraged where possible.
- ☐ Where in-person meetings occur:
  - ☐ They should be limited to a maximum of 10 people,
  - ☐ All attendees should have a mask covering their faces at all times,
  - ☐ A distance of six feet should be maintained,
  - ☐ Maintain good ventilation in meeting areas.



## Work areas

### Work space

- ☐ Employees must wear face coverings over their nose and mouth when in the presence of others. In the case of public facing employees, a translucent shield or “sneeze guard” is acceptable in lieu of a mask.
- ☐ Where possible, segment the workspace into discrete zones.
- ☐ Prohibit employees from entering into zones where they are not required to be to perform their jobs.
- ☐ Shut down the facility when production is not needed whenever practical.

### Equipment/Tools that are touched by multiple employees

- ☐ Human-machine interfaces such as keyboards, buttons, etc. should be sanitized between users.
- ☐ Standard tools like brooms, rakes, scrapers, or hand tools should be sanitized after each use, especially between two separate users.
- ☐ Provide personal pens/sharpeners, alternatively sanitize them at least once per shift.

- ☐ Identify areas where employees frequently interact so intra-person sanitation procedures can be developed.

## Communal Gathering Areas

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### General

- ☐ When working inside, open doors and windows to promote air flow to the greatest extent possible and limit the number of people occupying a single indoor space.

### Break Room/Cafeteria

- ☐ Where possible, close or restrict break rooms and cafeterias and have employees bring lunches from home and eat at workstations or in cars.
- ☐ If an employer does maintain break or lunch rooms, utilize extra rotations to reduce the number of employees in the break room/cafeteria at one time to achieve social distancing norms. Provide hand sanitizer and/or disposable wipes in break or lunch rooms and clean them after every shift at a minimum.

### Meeting rooms

- ☐ Where in-person meetings occur:
  - ☐ They should be limited to a maximum of 10 people,
  - ☐ All attendees should have a mask covering their faces at all times,
  - ☐ A distance of six feet should be maintained,
  - ☐ Maintain good ventilation in meeting areas.



### Restrooms

- ☐ Post Hand Washing Guidance signs.
- ☐ Post Sanitization frequency plan.
- ☐ Stagger bathroom breaks.

## Locker Rooms and Entering/Exiting Production Floor

- ☐ Clean and laundered clothing is not considered a transfer vector for COVID-19.
- ☐ To maintain uniform cleanliness and healthy employees, as best as possible, employees must enter the uniform area with clean hands.
- ☐ Touching non-selected uniform clothing and hangers should be kept to a minimum.
- ☐ Once the uniform is selected, place the now empty hanger on a different rack to avoid the hanger touching clean uniforms and from other employees handling the previously touched hook.
- ☐ Keep soiled uniforms separate from clean uniforms.
- ☐ Frequent and proper hand washing and handling clean materials with clean hands is the best precautionary measure.

## Transition points in the workplace

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- ☐ Employees must have easy and frequent access to soap and water or hand sanitizer during duration of work, and handwashing or hand sanitization should be required before entering, and leaving work areas.
- ☐ Provide tissues and trash cans throughout the building.
- ☐ Find ways to minimize common surfaces employees need to touch-e.g.:
  - ☐ Auto open doors or encourage bumping doors open with hip or using foot on kick plate
  - ☐ Remove the door closure where possible and keep doors open to allow employees to move between doorways without touching knobs where it does not impact safety.
  - ☐ Alternatively, foot pulls may also be added to doors with frequent traffic.
  - ☐ Propping interior doors to each office open whenever possible to improve air turnover in the building and decrease touching of knobs/handles. (Caution: Fire safety doors are required to be closed)
  - ☐ Install all no-touch disposal receptacles or remove lids that require contact to open for non-hazardous waste containers unless doing so creates an unsanitary environment.
  - ☐ Prohibit workers from using other workers' phones, desks, offices, or other work tools and equipment, when possible. If shared, clean and disinfect equipment before and after use.
- ☐ Stagger days, shifts, shift changes, breaks, and lunches to avoid grouping.
- ☐ Identify individuals that do not need to come into the production restrooms and do not need to be using



the same resources as the larger number of employees.

- ☐ Separate all teams into smaller groups and isolate them to separate restrooms and break areas as possible.
- ☐ Order porta-potties with sinks and provide outside tables for additional break areas.
- ☐ Consider ordering porta-potties for Truck Drivers, Shipping/ Receiving Teams, Maintenance Teams, etc.
- ☐ Develop a protocol for the exchange of material, documentation, product samples, etc. to ensure sanitation steps are in place.
- ☐ Limit the exchange of files and paperwork to a minimum and avoid close contact.
- ☐ Develop a protocol for any physical sign-off requirements to avoid close contact, limit the common use of writing instruments.

## COVID-19 Response Plans

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Employee comes into contact with a symptomatic or COVID-19 positive person, or is symptomatic or contracts COVID-19

- ☐ Employees shall not report to, or be allowed to remain at, work or job site if sick or symptomatic (with fever, cough, and/or shortness of breath).
- ☐ Any worker(s) who have contact with a worker or any other person who is diagnosed with COVID-19 are required to quarantine for 14 days.
- ☐ Notify your supervisor.
- ☐ Consult your healthcare provider.
- ☐ Practice home isolation as recommended by your healthcare provider.
- ☐ If an employee is confirmed to have COVID-19 infection, employers should:
  - ☐ Inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). The fellow employees should then self-monitor for symptoms (i.e., fever, cough, or shortness of breath).
  - ☐ Ventilate areas visited by that individual.
  - ☐ Clean and disinfect all impacted spaces, especially commonly used rooms and shared equipment.

## General prevention controls that apply to all areas

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### Hygiene Controls

- ☐ Frequent hand washing
- ☐ Wearing of masks
- ☐ Limit face touching
- ☐ Cleaning of work areas

## Policies & Procedure Guidelines

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### General Policies

- ☐ Consider designating a health and safety officer on-site who monitors and has the authority to stop or modify activities to ensure compliance with mandatory health and safety requirements.
- ☐ All employees must observe strict social distancing of 6 feet while on the job.
- ☐ Do not allow personal contact (e.g., handshakes, hugs, fist bumps or high fives, etc.)
- ☐ Discourage carpooling of more than two people.
- ☐ Workplaces with multiple shifts:
  - ☐ Where possible, utilize nights and weekends to spread out work schedules and provide for social distancing.
  - ☐ If possible, move from one or two shifts to three shifts. Keep each shift with the same people each day. That way, if a person on one shift becomes sick, workers on the other shifts are protected. This arrangement can also work by having one crew work for part of the week and one crew for the other part of the week.
  - ☐ Provide time between each work shift to avoid overlap and allow for cleaning of the work environment at regular and appropriate intervals.
  - ☐ Stagger shift start/stop times, break times, and lunchtimes to minimize congregations at the time clocks or break areas.
- ☐ Limit non-essential visitors from entering the facility; this includes other employees that are usually stationed at a different location.
- ☐ Cybersecurity provision should be considered for each data access point via web, phone, or other

electronic interfaces outside of each facilities firewall protection. Maine MEP can help assess your cybersecurity risks.

- Consider performing virtual internal or supplier audits when required.

## Cleaning policies

### Locations

- All common spaces and equipment, including bathrooms, frequently touched surfaces and doors, tools and equipment, and vehicles must be cleaned and disinfected per the chart below.

**Decontamination Frequency Accountability Chart**

AREA	DESIGNATED RESPONSIBLE PARTY	DECONTAMINATION AGENT	CONTACT TIME	FREQUENCY
Desk / Office	Individual Employee	Appropriate diluted bleach solution or another agent from List N	List agent corresponding time according to List N	Twice a day, prior to lunch, and end of day
Work Area	Individual Employee			Prior to breaks and lunch. At end of day
Common Areas	Cleaning Crew			Before and after occupancy (i.e., meetings, breaks, lunch)
Isolation Area	Cleaning Crew			After each occupancy

LIST N can be found here:

**EPA** United States Environmental Protection Agency

Environmental Topics Laws & Regulations About EPA Search EPA.gov

**Pesticide Registration** CONTACT US SHARE

Pesticide Registration Home  
About Pesticide Registration  
Electronic Submission of Applications  
Pesticide Registration Manual

**List N: Disinfectants for Use Against SARS-CoV-2**

All products on this list meet EPA's criteria for use against SARS-CoV-2, the virus that causes COVID-19.

**NEW** View List N's information in our new tool

<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

## Cleaning guidelines

### Disinfection guidelines:

Go to EPA website below for a list (List N) of products that meets EPA's criteria for use against SARS-CoV-2, the virus that causes COVID-19.

<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

How to prepare and use a basic solution using bleach. CDC-4/28/20 <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

Diluted household bleach solutions may also be used if appropriate for the surface.

Check the label to see if your bleach is intended for disinfection, and ensure the product is not past its expiration date. Some bleaches, such as those designed for safe use on colored clothing or for whitening may not be suitable for disinfection.

Unexpired household bleach will be effective against coronaviruses when properly diluted.

Follow manufacturer's instructions for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser.

Leave solution on the surface for at least 1 minute.

Use (5) tablespoons per gallon, or (4) teaspoons per quart of water.

Alcohol solutions with at least 70% alcohol may also be used CDC-4/28/20 <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

## Signage examples

### Entrances

Signs must be posted at all entrances clearly indicating that no one may enter if they have symptoms of respiratory illness.

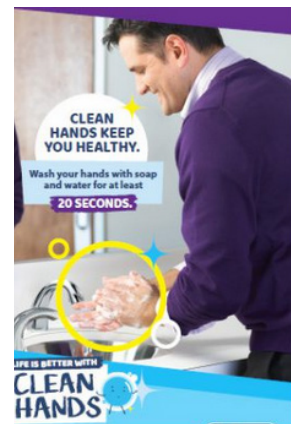
Place posters that encourage hand hygiene to help stop the spread at the entrance to your workplace and in other workplace areas where they are likely to be seen.

### Work Areas

Cleaning procedures and frequency

### Bathrooms and Communal areas

Hand washing guideline poster [https://www.cdc.gov/handwashing/campaign.html#anchor\\_1569614257](https://www.cdc.gov/handwashing/campaign.html#anchor_1569614257)



## PPE usage guidelines

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Employees may be required to wear a mask or other cloth material that covers their mouth and nose while in the workplace, except to the extent an employee is using break time to eat or drink. Employers should issue such masks or cloth face coverings to their employees.

In workplace settings where employees are working alone in segregated spaces (i.e. cubicles with walls, private offices, etc.), employees may remove their masks. However, workers may be required to wear a mask or face covering from the time they enter the building until the time they arrive at their cubicle/workstation and at any time they are leaving their workstation and moving around common areas (i.e. in hallways and stairwells, going to the restroom or break room, etc.).

For employees working in congregate settings (i.e. open manufacturing floors, warehouses, areas open to the public, shared offices, or similar settings), those workers may be required to wear a face covering as above, as well as when they are at their workstation.

Nothing in these guidelines require the use of a mask or cloth face covering by anyone for whom doing so would be contrary to their health or safety because of a medical condition.

## Training Bullet Points for Consideration

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1. Develop Training Procedures
2. New hires – Include COVID-19 Safety Training for New Hires as part of your onboarding program.
3. Retraining frequency – Develop a schedule for retraining in order to keep the training fresh and front of mind.
4. Job specific – COVID-19 Safety is not one size fits all. Consider the differences in job functions, and tailor the training to specific jobs, based on factors like contact points and worker proximity.
  - ▶ Avoid Close Contact Limiting person to person contact/proximity inside the workplace is critically important. Scientific and epidemiological evidence strongly suggests that good personal hygiene practices, including proper hand washing, is critical and likely the difference between maintaining a safe environment and someone potentially getting infected. Close contact with another individual is defined as being within 6 feet for a prolonged period of time or having direct contact with infectious secretions of a COVID-19 case or those who may be affected (e.g., being coughed on, sneezed on or physically touching an infected person or surface). Walking past, someone is unlikely to constitute “close contact.”
  - ▶ It is essential to understand that when someone who has COVID-19 coughs or exhales, they release droplets of infected fluid. Most of these droplets fall on nearby surfaces and objects - such as desks, tables, or telephones. People could catch COVID-19 by both breathing in these droplets of infected fluid or by touching contaminated surfaces or objects – and then touching their eyes, nose, or mouth.

- ▶ Encourage everyone not to touch their eyes, nose, and mouth with unwashed hands.
- ▶ All employees should complete, and employers should document, COVID-19 health and safety requirements training.
- ▶ Provide specific instructions about illness reporting methods relative to COVID-19.
- ▶ Plant leadership should observe and model proper hand washing practices while reinforcing the importance of cleanliness to employees entering the plant.
- ▶ Provide online or remote training sessions for office staff to help with the transition to remote work.
- ▶ Remind managers to watch for employees who may be struggling in these stressful times.
- ▶ Add extra capacity to Employee Assistance Programs (EAP) helplines and remind employees about this resource and their services.
- ▶ Provide refresher training for employees on proper hand washing, employee illness reporting, etc. and any other procedural changes the company has implemented to address COVID-19.
- ▶ Train employees how to recognize areas or practices which pose a risk for spreading the virus and define a process to quickly review and provide mitigation strategies in these areas.

## Workplace Risk Assessment Form - SAMPLE



### Workplace Risk Assessment Form - SAMPLE

Date	Employee	Job Duties	Exposure	Workplace Controls Based on Risk of Exposure		
	Position		Risk Level	Engineering	Administrative	PPE
5/12/2020	Press Break Operator	Press Operation at a stand alone work station with no exposure to other employees.	Low Risk	None required at this time	Social distancing, good health habits, spacing in break room, staggered shifts.	No additional PPE required. Employee may choose to wear face cover or additional PPE if approved.

## COVID-19 Manufacturing Workplace Readiness Checklist - SAMPLE

Company Name	COVID-19 Workplace Readiness Checklist	Doc#
		Rev A

Inspection Item	Comments	Y/N/NA
<b>Control Site Traffic</b>		
Does facility have controlled means of entrance (single point, multiple entrances, etc.)		
Once entered facility are there sign-in stations or check points restricting access to employee workstations or production areas		
Are there controlled measures in place to minimize visitor/contractor access to facility when entering the property – escorted, PPE requirements, etc.		
Are the visitors/contractors allowed in the facility purposes mission critical		
Are employees restricted when entering facility to a staging area.		
Are temperatures or some form of wellness check being performed prior to working		
Are visitors/contractors required to fill out wellness check or subject to a screening (temperatures, questionnaire, etc.) prior to entering facility		
Are commercial drivers refused entry to the facility and/or their access is limited to the shipping area and kept segregated from staff?		
<b>Are enhanced hygiene protocols</b> for shipping/receiving areas such as personnel protective gear and enhanced cleaning conducted?		
Are handwashing/sanitizing stations readily available in common areas?		
Are all common areas sanitized by staff or outside cleaning agency on a regular basis?		
Are common areas/breakroom seating reduced in accordance with current social distancing requirements?		
Are current coronavirus exposure protocols being enforced? These include the following:		
• Preventing immediate reentry to sites for all returning travelers from outside the normal employee basin		
• If a test is ordered by a medical professional, are CDC guidelines followed with a minimum requirement to reenter of a confirmed virus free test result?		
• If test is positive, are the medical professional's direction and CDC guidelines followed to include no re-entry?		

Hygiene		
Are promotional programs around hand washing and other best practices being utilized?		
Are enhanced cleaning of common touch points (doors, stairwell handle, light switch, time clock's, surfaces) being conducted?		
Have increased amounts of soap, hand sanitizer and cleaning materials been procured?		

Social Distancing and Reduced Density		
Are social distancing and reduced density requirements being implemented in accordance with Federal, State and local directives?		
Have areas/schedules been altered to promote social distancing requirements (e.g. work areas, break rooms, work schedules, break times, or locations)?		
If possible, are employees who can telework allowed to do so providing they maintain appropriate levels of safety and support?		
Are breaks being staggered and seating in break rooms being reduced?		

On-Site Emergency Response		
Upon identification of a suspected coronavirus case, is the individual quarantined in a designated location until health officials can be contacted or the individual can safely return home or to a health facility?		
Are all staff who come in contact with the individual asked to follow the latest CDC health guidelines for exposure?		
Are all workspaces contacted by the individual deep cleaned?		
If so by whom?		

Communication to Employees, Community and Customers		
Are daily updates provided to all staff on the latest facts concerning the virus in our communities, how it impacts the business and their employment being provided?		
Have chains of communication to enable rapid transmission of information to all staff without large meetings been developed?		
Have the best practices from the CDC been promoted across the organization?		
Has a crisis leadership team been formed to collect and respond to concerns from employees and the community?		