



# COVID-19: Manufacturing Business Checklist

## ENTRY TO/EXIT FROM BUILDING

*Consider the following:*

- Scheduling 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)
- Installing additional time clocks to prevent bottlenecks *(if applicable)*
- Providing hand sanitizer at entrances/exits

## PERSONNEL SCREENING

*Consider the following:*

- Pre-screening employees for fever and other symptoms prior to employees entering building
- Screening visitors to building

## ENGINEERING CONTROLS

*Consider the following:*

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

## EMPLOYEE TRAINING AND EDUCATION

*Consider the following:*

- Providing COVID safety training, presentation, or information (in all common languages used by workers)
- Placing posters/signs that encourage frequent and proper handwashing (in all common languages used by workers)

## PERSONAL PROTECTIVE EQUIPMENT MEASURES

*Consider the following:*

- If applicable, providing personal protective equipment (PPE) based on the hazard to worker
- Ensuring PPE is properly fitted and periodically refitted, as applicable; and regularly inspected, maintained, and replaced as necessary
- Educating 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

*Consider the following:*

- Cancelling all non-essential meetings, huddles, and conferences
- Staggering breaks to minimize intermingling of team members and/or expand break areas
- Restricting all non-necessary visitors to building
- Enhancing cleaning of all common areas, including additional downtime for fogging with a sanitizer as needed
- Publicly posting sick leave policy
- Specifying procedures for disinfecting
- Placing physical 6-foot markings on ALL work benches/tables/conveyors/assembly lines for distance markers
- Modifying workstations to minimize close contact between workers; install physical barriers (e.g., plastic sneeze guards) or ensure 6 feet or more between employees
- Reducing production line staffing to extent feasible to minimize close worker contact

## EMPLOYEE SAFETY AND HEALTH

*Consider the following:*

- 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
- Allowing sick workers to stay home without fear of reprisals
- Not requiring a healthcare provider's note for employees who are sick with acute respiratory illness to validate their illness or return to work