

COVID-19 Safety Tips for Manufacturing

COVID-19 is caused by a coronavirus (SARS-CoV-2) that is thought to spread mainly from person to person, through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. Spread is more likely when people are in close contact with one another (within about six feet). It is important to be prepared for possible COVID-19 infections in the workplace by consulting reliable and factual resources, such as the [Centers for Disease Control](#) and [OSHA](#).

Symptoms may appear 2 to 14 days after exposure and can include:



FEVER



COUGH



SHORTNESS OF BREATH

→ You can use the CDC's [self-check](#) to help you determine if you need medical care.

OTHER RESOURCES:

[CDC - Implementing Safety Practices](#)

[OSHA - Guidance and Preparing Workplaces for COVID-19](#)

[WMEP - Resources for Manufacturers](#)

[NAM - COVID-19 Resources](#)

[WEDC - COVID-19 Manufacturing Guidelines PDF](#)

[CDC - Meat and Poultry Processing Workers and Employers](#)

How to Protect Yourself and Others

Personal hygiene

- Have employees wash their hands often with soap and water or a hand sanitizer that contains at least 60% alcohol. Provide information on how to wash hands properly and hang signs in bathrooms.
- Employees should cover coughs and sneezes.
- Face cloths/masks should be worn in any shared spaces where workers are near others. Click [here](#) for additional information on proper use of cloth face coverings. Face coverings are not appropriate where respirators are required.
- Educate employees on keeping minimum physical distance (six feet) from others and refraining from physical contact. Post signs as reminders.

Work zones for employees

- Analyze employee traffic patterns and direct entry, exit, and flow to facilitate physical distancing.
- Zone the workplace and prohibit employees from wandering into zones where they do not need to be.
- Where feasible, utilize plexiglass barriers between employees.
- In-person meetings should be avoided as much as possible. Use electronic means for communicating. Where in-person meetings do occur:
 - Limit meeting size to state requirements, those in attendance should maintain social distancing, and when not possible, wear appropriate masks.
 - Consider replicating meetings multiple times to reduce meeting size.
- You may have to consider further action for your employees who are considered high risk.

Common areas

- Lunch and break areas should have tables and chairs spaced at least six feet apart.
- Stagger breaks and modify breakroom seating to ensure that employees cannot sit within six feet of one another.
- Have a cleaning crew ensure wipes are on each table.
- Food service should change to grab-and-go operations with six-foot spacing marked on the floor to maintain social distancing.
- Consider canceling all public or non-essential group activities and events.
- Make sure that shared rooms in the facility have good air flow from an air conditioner or an open window.
- Consult with HVAC professionals and review guidance from the [American Society of Heating, Refrigerating, and Air-Conditioning Engineers](#) when considering ventilation changes.

Symptoms monitoring

- Employees should pre-screen before going into work each shift. Screenings can be performed by taking

- employee temperatures and asking about symptoms:
 - Does the employee have new or worsening cough?
 - Does the employee have shortness of breath?
 - Does the employee have a sore throat?
 - Does the employee have a headache?
 - Does the employee have muscle pain?
 - Does the employee have shaking or chills?
 - Does the employee have loss of taste and/or smell?
 - Has the employee been exposed to COVID-19?
- Consider designating entrances where screenings can be implemented.
- If an employee has a fever (100.4° F) or answers yes to any of these questions, contact their supervisor and they should NOT go into work.
- If an employee has knowingly been exposed to COVID-19, they should inform their supervisor and self-quarantine away from the workplace. The employee should contact their medical provider to get further guidance and care needed.
- Before returning to work, employees must be free of fever without medication for at least 72 hours and at least seven days must pass since their first symptom.
- Employees that develop symptoms during the workday should be asked to leave immediately and their work area should be disinfected accordingly.

Cleaning

- Routinely clean and disinfect shared spaces and frequently-touched surfaces, including conference rooms, desks, workstations, countertops, handles, light switches, touch screens, doorknobs, gang boxes, shared tools, equipment, etc.
- Sanitize reusable PPE per manufacturer recommendations prior to each use and ensure it is properly disposed of.
- If surfaces are dirty, they should be cleaned using a detergent/soap and water prior to disinfection.
- For disinfection, most common EPA-registered household disinfectants should be effective.
 - View a list of EPA-approved products [here](#).
 - Diluted household bleach solutions may also be used if appropriate for the surface (1/3 bleach per gallon of water). Leave solution on the surface for at least one minute.
 - Follow the manufacturer instructions for all cleaning and disinfection products (ex: concentration, application method, contact time, etc.).
- If a sick employee is suspected or confirmed to have COVID-19, special precautions should be taken. Follow the [CDC cleaning and disinfection recommendations here](#).
- For reopening cleaning guidance, visit the [CDC's website](#).