



COVID-19 Shared Practices of Manufacturers

Strategies for Physical Locations and Plants

- Closing all non-manufacturing sites and requiring employees to work from home
- Requiring social distancing in breakrooms
- Eliminating daily huddle meetings
- Closing trucker breakrooms/lounges in distribution centers
- Staggering shift and break schedules
- Asking employees to volunteer to change shifts
- Split office staff into two teams and rotating working from home to allow for social distancing within the office
- Limiting production workforce to only essential production lines

Sanitation and Management Access

- Additional cleaning protocols for all high traffic areas
- Requiring all employees to disclose personal or business travel plans to their supervisor/HR to assess risk.
- Eliminate travel, require quarantine after return from trip
- All people entering the plant must complete a health declaration form to check for potential exposure to or symptoms of the virus
- Developed protocols & procedures for plant to begin temperature scans for employees
- Provide PPE to employees (face masks, gloves, hand sanitizer, etc.)
- Set up hand washing stations or providing time for regular employee hand washing breaks

Communication to Workforce

- Increased EAP consultations
- Increasing communication to all employees to share updates on the pandemic and the company's response
- Because this is a rapidly evolving situation, create a crisis team(s) that meet regularly to assess what additional measures need to be taken. A "Coronavirus Task Force".
- Created a crisis communication website that's available to all employees (very large mfg)

Workforce Policies and Procedures

- Relaxing attendance rules for absences due to caring for a child whose school has closed or for a dependent who has symptoms of COVID-19 (federal sick leave/FMLA may apply for mfgs 500 employees or less)
- Continuing to pay hourly employees who need to self-quarantine due to potential exposure to COVID-19 (Large mfg not subject to new sick leave/FMLA regs)
- Providing "hazard pay" or other incentives (gift cards, lunch, etc.)
- Rotating furloughs of workforce