



Manufacturing Employees and the Coronavirus

In an attempt to stop the spread of COVID-19, the following information has been put together by the [FDA](#), [OSHA](#), HHS, and the [CDC](#). It is also recommended to review your state and local health officials for timely and accurate guidance.

Manufacturing Employers:

- Develop an Infectious Disease Control Program to address the control and spread of diseases.
- Provide sufficient and accessible infection control supplies (e.g., hand-hygiene products, tissues and receptacles for their disposal) in all business locations.
- If you work in food industry, the FDA has released guidelines and procedures along with approved sanitizers at this time. <https://www.fda.gov/food/food-safety-during-emergencies/food-safety-and-coronavirus-disease-2019-covid-19>
- Clean and disinfect high-touch surfaces in production areas and in offices frequently -- such as hand rails, door knobs, keyboards, desks, phones, cell phones, time clocks, break/lunch rooms and other common areas -- per CDC guidelines: <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>
- Duties and positions may need to be modified in order to keep operating or it may be necessary to train and prepare a support workforce.
- Identify essential employees and other critical inputs (e.g., raw materials, suppliers, subcontractor services/products, and logistics) required to maintain business operations by location and function during a pandemic.
- Develop and plan for scenarios likely to result in an increase or decrease in demand for your products and/or services during a pandemic (e.g., effect of restriction on mass gatherings, need for hygiene supplies).
- Actively encourage sick employees to stay home.
- Establish policies for employee compensation and sick-leave absences unique to a pandemic (e.g. nonpunitive, liberal leave), including policies on when a previously ill person is no longer infectious and can return to work after illness.
- Develop and distribute programs and materials covering pandemic fundamentals (e.g., signs and symptoms of influenza, modes of transmission), personal and family protection and response strategies (e.g., hand hygiene, coughing/sneezing etiquette, contingency plans).
- Anticipate employee fear and anxiety, rumors and misinformation, and plan communications accordingly.
- Circulate information to employees about your pandemic preparedness and response plan.
- Propagate a tool cleaning program per these guidelines: https://www.cpwr.com/sites/default/files/Milwaukee_Tools-Tool_Cleaning.pdf
- Share best practices with other businesses in your communities, chambers of commerce, and associations to improve community response efforts.

Manufacturing Workers:

- Do not go to work if you are feeling sick.
- Do not shake hands when greeting others.
- Stay six feet away while working, in meetings, in break rooms, during smoke breaks, and in common areas.
- Avoid contact with sick people.
- Do not share phones, tablets, and hand tools you normally would with other employees.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Wear gloves throughout the day that may be changed frequently and washed after use.
- Change clothing, remove gloves and other PPE prior to entering your home. Shower daily.
- Cover your mouth and nose with tissues if you cough or sneeze, or do so into your elbow.
- Clean your hands often by washing them with soap and water for at least 20 seconds or using an alcohol-based hand sanitizer that contains 60%-95% alcohol. Soap and water should be used if hands are visibly dirty.
- Propagate a tool cleaning program per these guidelines:
https://www.cpwr.com/sites/default/files/Milwaukee_Tools-Tool_Cleaning.pdf
- If at any time you feel symptoms of COVID-19, inform your manager immediately.

Clean hands after going to the bathroom, before eating, and after coughing, sneezing, or blowing your nose.

