**Reopening/COVID Resiliency Plan**

**Manufacturing Template**

This plan is based upon the risk classification associated with the manufacturing operation of (insert company name) located at (insert address). The jobs at this location are considered to be of a **Lower to Medium Exposure Risk,** i.e. workers are not within 6 feet of someone known, or suspected to have, SARS-CoV-2, and not performing body fluid aerosol-generating procedures. (see Guidance on Preparing Workplaces for COVID-19, OSHA 3990-03 2020 for further details on all risk levels and CDC Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 (COVID-19)).

The plan identifies the necessary policies, practices, and conditions necessary to meet the Centers for Disease Control and Prevention (CDC) and guidelines for COVID-19, federal Occupational Safety and Health Administration (OSHA) standards. The plan has the strong commitment of management and is being implemented with the participation of our employees.

1. **Develop an Infectious Disease Preparedness and Response Plan**
   1. Address the level of risk associated with various worksites and job tasks.
      1. Identify the organizations potential sources of SARS-CoV-2 exposure.
         1. For example, General public, customers, co-workers, high risk individuals (those who travel to infected areas, healthcare workers, etc.).
      2. Consider your employee’s non-occupational risk factors at home and in community.
      3. Among your workforce identify workers that have risk factors.
         1. Note: take into consideration those of age > 65, chronic medical conditions, etc.
            1. Asthma or lung disease
            2. Heart conditions
            3. Immunocompromised
            4. Severely obese (BMI>40)
            5. Diabetics
            6. Those with liver or kidney disease undergoing dialysis
   2. Controls designed to address risk to employees in the workplace.
      1. Consider minimizing face-to-face contact between these employees or assign work tasks that allow them to maintain a distance of six feet from other workers, customers and visitors, or to telework if possible.
      2. Where possible make use of multiple facilities and shifts to help space out employees.
      3. Provide masks or face shields to employees that cannot maintain six feet from other workers.
   3. Procedure to check welfare and health of the workforce.
      1. Consider methods to probe the current health of employees.
         1. Non-contact temperature measurement upon arrival.
            1. Identify required PPE for screeners, depending on contact and distance required for method being used.
         2. Supervisor / HR to ask each employee, every day if they are well, and if they are displaying and flu-like or Covid-19 symptoms.
            1. Upon arrival, ask screening questions that include: identification of any Covid or flu-like symptoms, contact with a confirmed Covid19 case within the last 14 days and if anyone in the household is currently in isolation for Covid-type symptoms.
         3. Communicate to workforce the importance of employee self-reporting feelings of illness of any type.
   4. Procedure to address a suspected infection.
      1. Addressing employee isolation if infection is suspected while in the workplace.
         1. Note: Immediately open up communication with Public Health officials.
         2. Employees should report symptoms to their supervisor and immediately enter an isolation room (see 3. Develop policies and procedures for prompt identification and isolation of sick employees below) or leave the facility and go home to self-isolate. Supervisor will inform HR. HR will contact the employee to gain information as to who the employee interacted with (in the workplace), how long the employee has had symptoms, etc. and ask the employee to contact their primary care provider. Company should have a procedure in place that outlines required steps to be taken if an employee exhibits symptoms, including contact tracing.
   5. Develop an outbreak contingency plan.
      1. Develop a plan for conducting essential operations with reduced workforce.
         1. Consider cross training of workforce.
            1. Open communication with customers will be necessary as shipments could be delayed. Allowing for flexible hours and shifts will be important.
            2. Note: Some companies utilizing single piece workflow cells are reverting to “batch method” assembly, allowing them to observe social distancing. There will be an exchange of efficiency and productivity for safety. Cross training of workforce will be essential.
      2. Address social distancing, staggered work shifts, downsizing operations, other exposure-reducing measures.
         1. The plan should include all the above. In addition, there may be a need to add duplicate assembly fixtures or process to accommodate social distancing.
      3. Plan to manage your business while experience interrupted supply chains.
         1. Updating the company’s Business Continuity Plan will identify shortfalls in the supply chain and various operations. Identify multiple, alternate suppliers for all purchase products and operations throughout the company. Communicate consistently will all suppliers and customers to determine needs.
   6. Define how to implement continuous improvement.
      1. Once a response plan is implemented a company must monitor its effectiveness and reassess.
         1. Medical understanding of COVID-19 spread kinetics and associated risks are prone to change over time.
2. **Basic Infection Prevention Measures Will Be Implemented**
   1. Promote frequent and thorough [hand washing](https://www.cdc.gov/handwashing/index.html). Provide workers, customers, and worksite visitors with a place to wash their hands.
      1. Note: If soap and running water are not immediately available, provide alcohol-based hand rubs containing at least 60% alcohol.
   2. Encourage workers to [stay home if they are sick](https://www.cdc.gov/nonpharmaceutical-interventions/tools-resources/educational-materials.html).
   3. Encourage [respiratory etiquette](https://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html), including covering coughs and sneezes.
   4. Place OSHA and CDC guidance posters throughout the organization.
   5. Provide customers and the public with tissues and no-touch trash receptacles, not the type that utilize a “swing gate”.
   6. Develop [policies and practices](https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/guidance-business-response.html), such as flexible worksites (e.g., telecommuting) and flexible work hours (e.g., staggered shifts), to increase the physical distance among employees and between employees and others.
   7. Discourage workers from using other workers’ phones, desks, offices, or other work tools and equipment, when possible.
   8. Develop and maintain housekeeping practices, including routine cleaning and disinfecting of all frequently touched surfaces, equipment, and other elements of the work environment. When choosing cleaning chemicals, employers should consult information on Environmental Protection Agency (EPA)-approved disinfectant labels with claims against emerging viral pathogens.
      1. Note: This may include requiring employees to sanitize their workstation before the start of their shift, once in the middle of their shift, and at the very end of their shift. Common areas should be sanitized more frequently.
   9. Provide soap and water in the workplace. If soap and water are not readily available, use alcohol-based hand sanitizer that is at least 60% alcohol? Note that if hands are visibly dirty, soap and water should be chosen over hand sanitizer. Ensure that adequate supplies are maintained.
   10. Place hand sanitizers in multiple locations to encourage hand hygiene.
   11. Place posters that encourage hand hygiene and social distancing at the entrance to your workplace and in other workplace areas where they are likely to be seen.
   12. Discourage handshaking.
       1. Note: Encourage the use of other noncontact methods of greeting.
   13. Direct employees to visit the coughing and sneezing etiquette and clean hands webpage for more information.
       1. <https://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html>
   14. Do not allow meetings or gatherings of large groups, including visits and employee breaks.
3. **Policies and Procedures for Prompt Identification and Isolation of Sick Employees**
   1. Inform and encourage employees to self-monitor for signs and symptoms of COVID-19.
      1. Educate employees about the signs and symptoms of covid-19 related illness.
   2. Develop policies and procedures for employees to report when they are sick or experiencing symptoms of COVID-19.
      1. If home, any employee is feeling symptoms of this illness must contact their supervisor and Human Resources immediately and DO NOT report to work. Employee will be advised contact their primary care provider.
      2. If at work, employees should follow company procedure for reporting and isolating, including reporting symptoms to their supervisor and immediately leave the facility and go home to self-isolate. Supervisor will inform HR. HR will contact the employee to gain information as to who the employee interacted with (in the workplace), how long the employee has had symptoms and ask the employee to contact their primary care provider.
      3. Employee should not be allowed to return to work until such time as the appropriate health official has provided written clearance to do so.
   3. Develop policies and procedures for immediately isolating people who have [signs and/or symptoms](https://www.cdc.gov/coronavirus/2019-ncov/about/symptoms.html) of COVID-19, and train workers to implement.
      1. Policies and procedures must move potentially infectious people to a location away from workers, customers, and other visitors.
      2. Consider an isolation room(s), i.e. a designated area(s) with closable doors to serve as isolation room(s) until potentially sick people can be removed from the worksite.
   4. Develop a plan to address if an employee is confirmed to have COVID-19 infection, how you will 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) (<https://www.eeoc.gov/facts/pandemic_flu.html>).
      1. Without violating confidentiality by naming the employee, we will inform all employees that could have had contact with the infected employee that they must monitor themselves for any symptoms of the illness and contact their healthcare provider.
      2. Post the CDC Public Health Recommendations for Community-Related Exposure and encouraging all fellow employees to follow the guidance about how to proceed (<https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html>).
   5. When a sick employee is suspected or confirmed to have COVID-19 employ a disinfection plan.
      1. Follow the CDC cleaning and disinfection recommendations. (<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>)
   6. Communicate to your employees that if they are COVID-19 infected they should not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers and state and local health departments. Authorization from a doctor or the health department must be received before returning to work.
   7. Inform all employees who are well, but who have a sick family member at home with COVID-19, that they must notify their supervisor and follow CDC recommended precautions.
   8. Communicate to all employees the benefits of the company’s in-house Employee Assistance Program (EAP) and/or EAP opportunities available through the company’s medical provider (1-800 or 1-888 number often available on the back of employees’ insurance cards) or the community (i.e. Mental Health Association). Confidential mental health counseling information may be critical during this period.
4. **Workplace Flexibilities and Protections.**
   1. Actively encouraging sick employees to stay home.
   2. Review your sick leave policies to make sure they are flexible and consistent with public health guidance and that employees are aware of these policies.
   3. Talk with companies that provide your business with contract or temporary employees about the importance of sick employees staying home and encourage them to develop non-punitive leave policies.
   4. Develop flexible policies that permit employees to stay home to care for a sick family member.
      1. Note: Employers should be aware that more employees may need to stay at home to care for sick children or other sick family members than is usual. If the employee can work from home, consider making that option available. Where applicable inform employees that need to be home and cannot telecommute, when they are able to take advantage of Family and Medical Leave Act (FMLA), Paid Family Leave (PFL), Families First Coronavirus Response Act (FFCRA) leaves, or Paid Time Off (PTO).
5. **Implementation of Workplace Controls**
   1. Implement engineering controls in the workplace that do not rely upon worker behavior, i.e. isolation of employees from work-place hazards.
      1. Limit the number of people (customers, suppliers, contractors, etc.) that can enter the facility. Require visitors to wear a mask while in the facility and when interacting with employees.
      2. Consider of ways to Increase ventilation rates in the workplace.
         1. Examine air flows throughout the facility. Consider ways to increase those flows by opening appropriate doors/barriers.
      3. Where necessary install physical barriers (i.e. plastic sneeze guards).
   2. Implemented administrative controls which would require action by the worker or employer.
      1. Ask sick workers to stay at home.
      2. Use virtual communications and telework when feasible. Review and update policies as necessary.
      3. When possible establish alternating days or extra shifts to reduce the number of employees in a facility at a given time.
      4. Discontinue nonessential travel to locations with ongoing COVID-19 outbreaks.
      5. Develop an emergency communication plan, including a forum for answering workers’ concerns, i.e. via email, posted memos, electronic monitors, mass text messaging, etc. Encourage open door policies regarding employee questions to appropriate hub, i.e. human resources, other.
         1. Clear, consistent, and frequent communication among all employees, including temporary workers, is incredibly important. With COVID-19 information changing continuously, long periods without communication to the workforce can lead to an environment prone to distrust or complacency.
         2. Implement worker education and training on COVID-19 risk factors and protective behaviors, i.e. cough etiquette, care of PPE, flyers, posters, and daily communications are important.
   3. Ensure implementation of safe work practices such as procedures for safe and proper work.
      1. Provide resources and a work environment that promotes personal hygiene.
         1. For example, provide tissues, no-touch trash cans (not the type that utilize a “swing gate”), hand soap, alcohol-based hand rubs containing at least 60 percent alcohol, disinfectants, and disposable towels for workers to clean their work surfaces.
      2. Require regular hand washing or use of alcohol-based hand rubs.
         1. Note: Workers should always wash hands when they are visibly soiled and after removing any PPE.
      3. Post handwashing signs in restrooms.
   4. Where appropriate deploy personal protective equipment.
      * 1. Note: Employers are obligated to provide their workers with PPE needed to keep them safe while performing their jobs. The types of Personal Protective Equipment (PPE) required during a COVID-19 outbreak will be based on the risk of being infected with SARS-CoV-2 while working and job tasks that may lead to exposure. Consider masks and gloves where needed and upon request.
      1. Inform your plan based upon the hazard to the worker.
         1. Supply appropriate PPE (i.e. masks, gloves, etc.) where needed or upon request. Realize that in some areas social distancing is a challenge. In these areas or situations, require employees to wear a mask. Require employees to wear a mask if they will be in contact with supplier, customer, contractor, or other external personnel, while at work.
      2. Ensure PPE is consistently and properly worn when required.
         1. Train in in the proper application, use, and removal, of PPE.
6. **Continue adherence to all existing OSHA standards**
   1. <https://www.osha.gov/>

**Additional Considerations**

1. **Conduct an analysis of current capacity and capabilities for disease control and prevention.**
   1. Identify gaps in your business’ necessary workplace controls.
      1. i.e. table spacing in a restaurant, distance between register and customer, use of rest rooms, breaks and break rooms, other.
   2. Generate a plan to rectify gaps in necessary workplace controls tied to OSHA/CDC requirements.
   3. Address controls to address the vulnerable.
      1. Minimize face-to-face contact between these employees or assign work tasks that allow them to maintain a distance of six feet from other workers, customers and visitors, or to telework if possible.
   4. Identify any idiosyncrasies associated with your business.
      1. I.e. Employee travel to and from customer sites, customer visits, cleaning of items frequently handled by customers and/or employees, etc.
2. **Consider employee childcare needs.**
   1. Consider developing a plan for referring employees to childcare and/or offering assistance in paying for childcare.
   2. Consider talking with companies that provide your business with contract or temporary employees about the importance of childcare and family leave. Encourage them to develop non-punitive leave policies.
   3. Consider modifying your family leave policies to address childcare needs.
   4. Consider ways in which your business can help support your employees in finding and paying for childcare.
3. **Conduct employee training, maintain training documentation, and sustainment.**
   1. Develop and implement structured employee training (ex. cough etiquette, how to use PPE, how to disinfect etc.).
   2. Implement a system to track and document employee training.
   3. Routinely audit continued adherence to this safety plan.

**Resources**

**View Industry Examples:**

* **Chautauqua County Chamber of Commerce:** [**https://www.chautauquachamber.org/covid-19-and-the-workplace.html#restart**](https://www.chautauquachamber.org/covid-19-and-the-workplace.html#restart)

**Source Documents:**

* **OSHA:** [**https://www.osha.gov/Publications/OSHA3990.pdf**](https://www.osha.gov/Publications/OSHA3990.pdf)
* **CDC:** [**https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html**](https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html)

**General Resources:**

* **CDC Coronavirus (COVID-19):** [**www.cdc.gov/coronavirus/2019-nCoV**](http://www.cdc.gov/coronavirus/2019-nCoV)
* **New York State Dept. of Health:** [**https://coronavirus.health.ny.gov/home**](https://coronavirus.health.ny.gov/home)
* **Chautauqua County Dept. of Health:** [**https://chqgov.com/public-health/novel-coronavirus-covid-19**](https://chqgov.com/public-health/novel-coronavirus-covid-19)

**Travel Guidance:**

* [**https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-in-the-us.html**](https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-in-the-us.html)

**Information for Businesses:**

* **CDC Resources for businesses and employers:** [**www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html**](http://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html)
* **CDC General business frequently asked questions:** [**www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html**](http://www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html)
* **Federal OSHA:** [**https://www.osha.gov/SLTC/covid-19/**](https://www.osha.gov/SLTC/covid-19/)

**Handwashing Information:**

* [**www.cdc.gov/handwashing/when-how-handwashing.html**](http://www.cdc.gov/handwashing/when-how-handwashing.html)
* [**www.cdc.gov/handwashing**](http://www.cdc.gov/handwashing)

**Respiratory Etiquette: Cover Your Cough or Sneeze:**

* [**www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html**](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html)
* **New York State Department of Health:** [**https://www.health.ny.gov/publications/7102.pdf**](https://www.health.ny.gov/publications/7102.pdf)
* [**www.cdc.gov/healthywater/hygiene/etiquette/coughing\_sneezing.html**](http://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html)

**Social Distancing**

* [**www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html**](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html)

**Housekeeping and Cleaning**

* [**www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html**](http://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html)
* [**www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html**](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html)
* [**www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2**](http://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2)
* [**www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html**](http://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html)
* [**https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html**](https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html)

**Employees Exhibiting Signs and Symptoms of COVID-19**

* [**www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html**](http://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html)

**Training Materials**

* [**www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html**](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html)