



Manufacturing Extension Partnership

2020 RETURN TO WORK & RECOVERY GUIDE

MITIGATION PLAN POST-COVID-19

May 5, 2020 — v1



Manufacture
COVID-19 PPE

ENGAGING MANUFACTURERS TO ADDRESS CRITICAL SUPPLY SHORTAGES. HELP TODAY!

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NOTICE FROM PURDUE MEP

The Purdue Manufacturing Extension Program (Purdue MEP) is one of 51 State-based Centers in the MEP National Network. Our mission is to support the 8,000+ manufacturing firms throughout Indiana through:

- Company Assessments
- Industry-Based Consulting
- Training – Corporate/Individual/Apprenticeship
- Advocacy

In an effort to provide extended support of small & mid-sized firms, Purdue MEP has developed this guide to return to work and recovery as you maintain, resume, or restart operations.

This guide is being presented with support from the Indiana Manufacturers Association.



Purdue MEP's plan is based upon the COVID-19 Best Practices, as recommended by the Centers for Disease Control & Prevention (CDC), the Occupational Safety & Health Administration (OSHA), the Indiana Department of Health, and other Governmental Regulations & Guidelines as described in this document.

This plan is available to any and all that seek direction on employees returning to work and the resumption of 100% operations. In addition, Purdue MEP Staff will be made available to answer any questions remotely within their areas of expertise. Other key resources will be made available to support individual corporations with the development of a customized plan.

For questions regarding this document, please contact us at:

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LEGAL DISCLAIMER

The information provided in this document does not, and is not intended to, constitute legal or medical advice; instead, all information, content, and materials herein are for general informational purposes only.

We are presenting this information to you for your information and consideration as you make decisions related to the re-opening of your business following the COVID-19 pandemic and related government and public health restrictions. No person should act or refrain from acting on the basis of information in this guide without first seeking the necessary advice from your legal, accounting and other key team members as well as consulting with local public health officials.

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PURPOSE

To educate business and industry on the returning to work protocols and procedures implemented for safety and protection.

1. Scope:
 - To set expectations for employee behaviors that will help mitigate risk at work and at home.
 - To provide employees information and resources regarding health and wellness.

2. General Overview:
 - Objectives
 - Resuming Operations
 - Personal Protective Equipment (PPE)
 - Disinfection Protocol
 - Self-Distancing
 - Employee Monitoring
 - 'Possible' Positive for COVID-19
 - Signage
 - RTW Checklist
 - References

OBJECTIVES

To help ensure the health and wellness of each employee and visitor.

1. **Implementation of Measures:**
 - a. Install additional sanitizing dispensers and guidelines (signage) for frequent cleaning on overly used surfaces and common areas.
 - b. Manage shift-changes and stagger lunch breaks to allow time to thoroughly disinfect common areas and to promote 'social distancing.'
 - c. Place signage throughout the facilities to remind employees of proper preventative measures.



2. **Establish Disinfection Protocol:**
 - a. Disinfection measures need to be put in place and implemented (either) as part of the routine – or scheduled to disinfect workplace surfaces, chairs, tables, etc. – to protect employees.
 - b. Scheduled complete sanitization and disinfection of facilities – employing approved protocol.
 - c. Deep-cleaning and disinfection will be automatically triggered when an active employee tests positive for COVID-19 by a medical doctor.
 - d. Deep-cleaning must be carried out by an external, professional service.
 - e. The ‘baseline of clean’ will be upheld.

3. **Establishing Social Distancing Procedures**
(support through IN Department of Health):
 - a. Social distancing is an effective method to help prevent the spread of the virus.
 - b. Stay at least six feet from others.
 - c. Eliminate select contact with others – handshakes, embracing co-workers, non-essential visitors or friends.
 - d. Avoid touching commonly used surfaces.
 - e. Avoid individuals that appear ill.

4. **Hazard Analysis for Cleaning Tasks and Wellness:**
 - a. A hazard analysis is created to establish overall wellness and disinfection protocols for each work area. The hazard analysis must include:
 - i. General disinfection measures
 - ii. On-site health screening
 - iii. Daily self-screening
 - iv. Self-quarantine & return to work
 - v. Visitors and contractors self-screening

EXPANDING OR RESUMING OPERATIONS

If a facility has been vacant for over seven days, the need for a deep-clean is minimized. The longest the COVID-19 virus can live on a hard or soft surface is five days.

How long COVID-19 Lives on Surfaces:

Length of Time	Material	Examples
2-8 Hours	ALUMINUM	Computer Parts Ladder Soda Cans
4 Hours	COPPER	Coins Plumbing Parts Wires
1 Day	CARDBOARD	Boxes Paper Towel Rolls Toilet Paper Rolls
2-3 Days	PLASTICS	Elevator Buttons Hard Hats Safety glasses
	STAINLESS STEEL	Refrigerators Tools Water Bottles
4 Days	WOOD	Doors Office Furniture Pencils
Up to 5 Days	GLASS	Mirrors Phone Screens Windows
	PAPER	Copy Paper Magazines Notepads
5 Days	METAL	Doorknobs Sinks Tools
	CERAMICS	Dishes Mugs Pottery

SOURCE: <https://www.webmed.com/lung/how-long-covid-19-lives-on-surfaces>

If a facility has not been closed and/or vacant for seven days, the following steps must be taken:

1. The company or an external professional service must clean the following:
 - a. All hard surfaces including, but not limited to:

Doorknobs	Water Fountains	Light Switches
Machine Switches	Tables/Chairs	Desks
Sinks	Keyboards, etc.	Phones
Counter-Tops	Towel Dispensers	Faucets/Handles
Screens	Vending Machines	Common Area Objects
Forklift / Tuggers	Handrails	Machine Controls
Time Clocks	Turnstiles	Tools
All other high touch items		

- b. The company or an external professional service must clean with soap & water followed by disinfecting with one of the following:
 - i. Diluted household bleach solution – 1/3 cup of bleach to 1 gallon of water
 - ii. Alcohol solution that is at least 70% alcohol
 - iii. EPA registered household disinfectant
 - c. While cleaning, employees or professional cleaning service must wear:
 - i. Respiratory protection, N95 or alternative classes of NIOSH approved respirators (OSHA N95 Guidance)
 - ii. Eye protection, such as safety glasses or face splash shields
 - iii. Disposable gloves made out of latex, nitrile, or vinyl
 - iv. Disposable gowns
 - v. Specialized cleaning can be added and performed by company
2. HVAC Filters must be cleaned, disinfected or replaced on schedule.
3. Before work begins, each employee shall be informed of the following:
 - a. How the initial cleaning was completed.
 - b. How to protect oneself on a daily basis.
 - c. How to clean each workspace throughout the day.
 - d. Protocol for an employee testing positive for COVID-19.

4. When at work, follow protocol of whom to contact if feeling ill:
 - a. If the employee becomes sick during the day, they should be sent home immediately.
 - i. Surfaces in their workspace should be cleaned and disinfected.
 - ii. Information on persons who had contact with the ill employee during the time the employee had symptoms and two days prior to symptoms should be compiled. Others at the facility with close contact within six feet of the employee during this time would be considered exposed.
 - b. Employees who appear to have symptoms (i.e., fever, cough, or shortness of breath) upon arrival at work or who become sick during the day should immediately be separated from other employees, customers, and visitors, and sent home.
 - c. If an employee is confirmed to have COVID-19 infection, employers should 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). The employer should instruct fellow employees about how to proceed based on the CDC Public Health Recommendations for Community-Related Exposure.

NOTE: To properly execute this plan, it is in the best interest of the company to establish a team of individuals or supervisors that will be given the authority to make decisions in the best interest of the company. During the 'Return to Work & Recovery' period, focus on monitoring employees, sanitation of the facility and equipment, and other essential duties described throughout this plan.

PERSONAL PROTECTION EQUIPMENT (PPE)

In addition to the normal everyday PPE base on job requirements, the company must provide, where/when required, the following:

1. Respirators of N95 or alternative classes of NIOSH-Approved respirators OSHA N95
 Guidance issued to:
 - a. Deep-cleaning staff
 - b. Onsite screening team
 - c. First responders
 - d. Employees with broad exposure:
 - i. Cafeteria workers
 - ii. Security guards
 - iii. Receptionists
 - iv. Shipping/receiving employees
 - v. Employees working closer than six feet



2. Face splash shields issued to:
 - a. On-site screening team
 - b. First responders

3. Gloves made of latex, nitrile, or vinyl to:
 - a. Deep-cleaning staff
 - b. On-site screening team
 - c. First responders
 - d. Employees working closer than six feet
 - e. Respective personnel when recommended by the cleaning/disinfecting product being used

NOTE: The CDC indicated that gloves do not protect individuals against COVID-19 because the virus does not enter the body through the hands.

4. Disposable gowns issued to:
 - a. Deep-cleaning staff
 - b. On-site screening team
 - c. First responders



DISINFECTION PROTOCOL

Guidance for disinfection of hard, nonporous surfaces is to use 2% bleach solution. You may also use 5 tablespoons (1/3rd cup) bleach per gallon of water or 4 teaspoons bleach per quart of water (per CDC).

The solution must be made daily and left on a surface to clean for a minimum of five minutes, or until completely dry, whichever is longer.

A list of alternative household disinfectants can be found on the Environmental Protection Agency (EPA) website.

The EPA manages a pesticide registration which includes:

- List N: Disinfectants for the use against SARS-CoV-2 (COVID-19).

The following is provided for each disinfectant:

- EPA registration Number
- Active ingredients
- Product name
- Company of manufacture
- Directions to follow for comparable virus type
- Contact time – minutes the surface should be treated and visibly wet for duration of contact time
- Formulation type
- Surface types for usage – porous and/or nonporous
- Use site – where the disinfectant may be used
- Emerging viral pathogen claim – if yes, it is effective against a harder-to-kill virus than human coronavirus
- Date Added to List N

RESPONSIBILITY OF THE EMPLOYEE:

1. To understand expectations, limitation, and processes for the responsibilities for decontamination.
2. Exercise sanitary practices – limit the direct touching of objects, equipment, and surfaces in common areas.
 - a. Stagger handwashing to ensure six feet of social distancing is maintained during this activity to mitigate the spread of COVID-19.
3. Practice good personal hygiene:
 - a. Self-clean your work area before break, lunch, and end of shift.
 - b. Wash hands multiple times per day with warm water and soap for (at least) 20 seconds.
 - c. Cover coughs, maintain social distancing, and clean other visited areas.
 - d. Where gloves are required per FDA regulations, continue to maintain current Good Manufacturing Practice regulations (cGMPs).
 - e. Continue to ensure proper cGMPs are being followed by all employees (not touching face, nose, mouth, hair, changing gloves when soiled, etc.) to help mitigate the spread of germs

NOTE: These are important to keep yourself and others safe.

RESPONSIBILITY OF COMPANY:

1. **Train employees** on decontamination expectations, including frequency, methods, and safety precautions.
2. **Develop protocol** for decontaminating machinery/equipment, common areas, offices, and other occupied areas.
3. **Ensure adequate supply** of approved decontamination materials.
4. **Determine the limit** for company, employees, and when a third-party is used.
5. **Prevent the shaking of clothes** and appropriate PPE to reduce the risk of contamination. In accordance with manufacturer's recommendations, wash using warm water, drying completely, and potentially use of a disinfectant from EPA's List N. Special consideration shall be given for certain items (i.e. flame retardant or resistant clothing).
6. Consider improving the engineering controls using the **building ventilation system**.

DECONTAMINATION FREQUENCY ACCOUNTABILITY CHART:

AREA	RESPONSIBLE PARTY	DECONTAMINATION AGENT	CONTACT TIME	FREQUENCY
Desk / Office	Individual Employee	Appropriate diluted bleach solution or another agent from List N	List agent corresponding time according to List N	Twice a day, prior to lunch, and end of day
Work Area	Individual Employee			Prior to breaks and lunch. At end of day
Common Areas	Cleaning Crew			Before and after occupancy (i.e., meetings, breaks, lunch)
Isolation Area	Cleaning Crew			After each occupancy

SELF-DISTANCING:

Self-distancing, also known as social distancing, is one of the primary ways to avoid contracting a virus or contamination. It is imperative that employees maintain proper self-distancing as recommended by the CDC and other health organizations. This means that a minimum of six feet must be maintained between employees. **This procedure should be continued even when workers are wearing PPE.**

Also, avoid gathering in groups, entering crowded areas, carpooling with others outside of your home, hugging, shaking hands, eating face-to-face and similar activities that would put you and/or others in close proximity and increase the risk of contamination.

NOTE: See CDC Social Distancing Guidelines.

Prior to resuming operations, duties that require employees to work within six feet of each other must be evaluated using the companies Hazard Analysis for potential health and wellness

risks. This is to ensure protection for each employee.

The following instructions are established to help maintain proper self-distancing:

1. WORKSTATION:

- a. Remain isolated when possible.
- b. Maintain six feet of separation between yourself and the nearest co-worker at all times.
- c. Companies must ensure that desks are not facing each other unless guarded by a cubicle wall of similar barriers.
- d. Designate one-way walking paths including offices, warehouses, storage areas, or similar where traffic is common and other safety protocols will not be impacted.
- e. Duties that require employees to work within six feet of each other or if workstations do not allow six feet of separation, require the following:
 - i. Use of barriers – plexiglass, cardboard, plywood or other similar materials.
 - ii. Engineering controls must be considered prior to work beginning, including the option of eliminating duties (if practical/possible), until the outbreak has subsided.
 - iii. Redesigning jobs to allow duties to be completed by one person, introducing tools to assist with jobs that allow six feet of distance or any other option that allows work to be completed while maintaining the proper distance.
 - iv. If work cannot be redesigned then employees must be provided with the proper face mask, face shield, and gloves to avoid contact of the skin on tools. This would include any additional PPE that would be deemed essential to protect health of the employee.
 - v. Immediately following duties that require work of close proximity, all employees shall properly remove PPE without touching the outside of said PPE. Then wash hands and face thoroughly for a minimum 20 seconds with soap and water.

NOTE: Hand sanitizer can be used as long as it contains a minimum of 60% alcohol. A 60% alcohol solution is allowable for personal hygiene, but a 70% solution is needed for surfaces, equipment, and tools.

- f. Avoid sharing equipment and tools – when possible.
- g. When equipment is shared, such as powered industrial trucks, ladders, rolling carts, copy machines, computers, etc. – the operator is required to properly disinfect after use.
- h. Prior to shift changes, the employee working is required to properly disinfect the workstation and equipment.

- i. Avoid coming within six feet of outside personnel – including those making deliveries (i.e. truck drivers, parcel delivery, post office) – or other individuals coming on-site.
 - i. Do not receive items directly from delivery personnel. Rather, allow the driver to place items down and back away.
 - ii. If the dolly or hand truck is used by delivery personnel within the facility, ensure that it is disinfected immediately afterwards.
 - j. During training and meetings, a minimum of six feet must be maintained by employees.
 - k. Employees shall not sit directly across from one another.
- 2. BREAKROOMS:**
- a. Employees must maintain proper self-distancing.
 - b. Employees shall not sit directly next to or across from one another.
 - c. Minimize touching objects such as vending machines, coolers, refrigerators and other commonly shared breakroom items.
 - d. When breakroom items are touched, employee must wash hands.
 - e. Prior to exiting the breakroom, properly disinfect all items encountered.
 - f. When possible, use separate doors to enter and exit the breakroom to avoid close proximity with others.
- 3. LUNCH AREA / CAFETERIAS:**
- a. All breakroom guidelines apply.
 - b. Encourage employees to bring their own lunch, so no more communal sharing- such as hot buffet/cafeteria lunch program, etc. and discourage drop- off food deliveries to maintain social distancing and spread of COVID-19.
 - c. The use of disposables such as plates, cups and utensils are deemed a ‘Best Practice.’
 - d. Self-service must not be allowed at this time
- 4. RESTROOMS:**
- a. Social distancing guidelines must be maintained in restrooms, including waiting in lines.
 - b. All employees must properly disinfect hands when finished.
 - c. Restrooms must stay sanitary – dispose of paper products properly and completely flush toilets.
 - d. If possible, restroom doors shall remain open to avoid repeated contact by employees.

- e. If possible, restroom require pathways that avoid close proximity of employees.

5. SHIFT CHANGES:

- a. Do **not** congregate in parking lots or other areas prior to or after shifts.
- b. Maintain six feet of distance while entering or exiting facility.
- c. If possible, one-way entry and exits should be established.
- d. If possible, entry and exit doors should remain open during shift changes.
- e. Avoid touching the time clock bare-handed, use gloves.

MONITOR & DETECTION

One of the key difficulties about COVID-19 is the long incubation period. This is the period between initial infection and the onset of visible symptoms. One can be harboring the virus inside his/her body and not know it. During this time, it is possible to spread the virus to others (CDC – Protecting Yourself and Others).

Employees should be monitored/observed/screened for the display of symptoms.

This can include several aspects:

- Self-screening
- Observation of symptoms by co-workers
- Monitoring of symptoms (including fever) by employer

1. Self-screening at home:

One of the most vital aspects of detection involves self-screening. In order to adequately communicate these procedures to employees, the employer should issue a self-screening checklist for all employees to conduct voluntary, home self-screening prior to returning to work (CDC – Guidance for Business Plan & Response)

The screening should consist of the following questions:

- Do you have a temperature of 100.4 Fahrenheit or greater?
- Do you have a cough?
- Are you experiencing shortness of breath?
- Are you having difficulty breathing?
- Are you experiencing unusual fatigue?



If the answer to any of these questions is ‘YES,’ employees are requested to stay at home until ALL THREE of the following are true:

- You have been fever-free for (at least) 72-hours (3 full days) without taking medication such as acetaminophen or aspirin to reduce fever.

- Other symptoms (cough or shortness of breath) are gone.
- It has been (at least) seven days since your symptoms first appeared, or you have tested negative for COVID-19 and applied protocols.

NOTE: Some employees may be worried about being unable to work, and may not be forthcoming if they suspect they are sick. Others may be COVID-positive but asymptomatic. There is no way to guarantee that a workplace is “COVID-Free” without 100% testing.

2. Observation of symptoms at work:

Employees who appear to have symptoms (i.e., fever, cough, or shortness of breath) upon arrival at work or who become sick during the day should immediately be separated from other employees, customers, and visitors and sent home.

If an employee is confirmed to have COVID-19 infection, employers should 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). The employer should instruct fellow employees about how to proceed based on the CDC Public Health Recommendations for Community-Related Exposure.

3. Monitoring by employee:

Employers have the authority to set up a monitoring station at the facility’s entrance. In addition, a monitoring station may be set up in the parking lot entrance (CDC – Employers’ Guidance).

If implemented – please consider the following:

- Employing a health screening team that will monitor symptoms of individuals entering the facility.
- Close alternative entrances to ensure all employees pass through the monitoring system.
- Use no-touch thermometers to evaluate employee’s body temperature.
- If an employee exhibits a fever upon entrance, he/she should be sent home to self-quarantine or pursue medical attention.

PROCEDURES FOR SUSPECTED INFECTION

Employers should assess hazards that employees may be exposed to, evaluate the risk of exposure and select/implement/ensure employees use controls to prevent exposure.

Control measures may include a combination of engineering and administrative, safe work practices and PPE.

1. Identification and isolation:
 - a. Identification and isolation of potentially infected individuals is a critical first step in protecting workers, visitors, and others.
 - b. Immediately isolate individuals suspected of having the COVID-19 virus (based on the Identification routes captured earlier in this document). This should be an area away from others and with a closable door.
 - c. Take steps to limit the spread of the individual's respiratory secretions by providing a face mask or other facial covering. A surgical mask is a 'best practice' if available.
 - d. Restrict the number of individuals entering the isolation area.
 - e. Protect employees in close contact with sick individuals by using additional engineering and administrative controls, safe work practices, and PPE.

NOTE: CDC defines close contact as being within six feet of an infected person while not wearing the proper PPE. Close contact also includes direct contact within infectious secretions while not wearing the proper PPE. Close contact does not generally include brief interactions like walking past a person.

2. Following Isolation:

After isolation, the next steps depend on the workplace.
For example – in most workplaces:

 - Isolated individuals should leave the worksite as soon as possible depending on the severity of their illness, the other employees have choices:
 - Possibly able to return home.
 - May choose to seek medical care on his/her own.

3. PPE for Responders:

Guidance for PPE use for medical response personnel is addressed by the CDC for personnel in medical facilities.

Any reusable PPE must be properly cleaned, decontaminated and maintained after and between use. Facilities should adopt procedures and perform job safety analysis for addressing COVID-19 exposure.

The PPE recommended when caring for a patient who is suspected – or – tested positive for COVID-19 includes:

- a. Respirator or Facemasks:
 - i. An N95 respirator, higher-level respirator, or facemask must be worn before entry into isolation area. Higher-level respirators include other disposable filtering facepiece respirators, PAPRs or elastomeric respirators.
 - ii. Disposable respirators and facemasks should be removed and discarded after exiting the isolation area and closing the door.
 - iii. Perform proper hand hygiene after removing the respirator or facemask.

NOTE: Reusable respirators must be cleaned and disinfected according to the manufacturer's reprocessing instructions prior to reuse (i.e. empowered air purifying respirators).

Cloth face covers are not PPE and should not be worn for the care of patients.

- b. Eye Protection:
 - i. Use eye protection (goggles or disposable face shields that cover the front and sides of the face upon entry into the isolation area. Personal eyeglasses and contact lenses are not considered adequate eye protection.
 - ii. Remove eye protection upon exiting isolation area and dispose of properly.
 - iii. Reusable eye protection must be properly cleaned, decontaminated and maintained after and between use.
- c. Gloves:
 - i. Use clean, non-sterile gloves upon entry into the isolation area.
 - ii. Change gloves if they become worn or heavily contaminated.
 - iii. Remove gloves upon exiting isolation area and dispose of properly.

4. Environmental Cleaning and Decontaminations

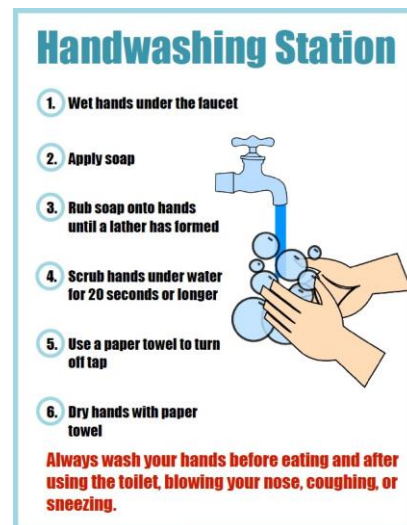
When individuals touch a contaminated surface or object and then touch their own eyes, nose, or mouth, they may expose themselves to the virus. Extreme caution must be taken to avoid this exposure

SIGNAGE

Signage is an inexpensive component that can be used to help convey important information. Below are some ideas on how to create your own sign, and a few examples of signs that you can print for free.

1. Facility Sign Type:
 - Letter size
 - 8 ½" x 11" / A4
 - Orientation – portrait (vertical)
2. Poster Size:
 - 30" x 40"
 - Orientation – portrait (vertical)
 - Material – foam core
3. Location Suggestions:
 - Outside and inside exterior doors
 - Cafeteria entrances
 - Outside and inside restrooms
 - Throughout plant and office

Signage examples from Printablesigns.net











RETURN TO WORK

Before returning to work, put a contingency plan into place, determine how you will operate if absenteeism spikes from increases in sick employees, those who stay home to care for sick family members, and those who must stay home to watch their children if dismissed from childcare programs and K-12 schools.

Consider putting the following in place:

- A plan to monitor and respond to absenteeism at the workplace.
- Implement plans to continue your essential business functions in case you experience higher than usual absenteeism.
- Prepare to institute flexible workplace and leave policies.
- Cross-train employees to perform essential functions so the workplace can operate even if key employees are absent

Return to Work Checklist

	Cleaning crew received training about the disinfection method and frequency	<input type="checkbox"/>
	10% chlorine bleach solution (sodium hypochlorite solution) made daily.	<input type="checkbox"/>
	Cleaning conducted on all common work surfaces, offices, & conference room	<input type="checkbox"/>
	Cleaning conducted in break areas (dispensers, vending machines, etc.)	<input type="checkbox"/>
	Cleaning conducted in all company vehicles and equipment	<input type="checkbox"/>
	Cleaning conducted on floors, walls, multi-use areas, & restrooms.	<input type="checkbox"/>
	Clean, disinfect or replace HVAC filters	<input type="checkbox"/>
	Social distancing protocol in place to prevent close proximity of employees, including one-way paths.	<input type="checkbox"/>

COVID-19 (CORONAVIRUS) – RESOURCES

Purdue MEP has compiled this partial list of resources to support economic retention and recovery related to COVID-19 Coronavirus.

We are working with our local and federal partners on response efforts and how to support Indiana manufacturers through this crisis.

Below are resources that may help you as you make decisions regarding your employees, business management, supply chain, and customers. Please reach out if you have questions or need assistance.

The type in **gold** are clickable links, or visit <https://coronavirus.mep.purdue.edu/> for more information

The Coronavirus Air, Relief and Economic Security Act also known as the “CARES Act” Information:

- [Guide to the CARES Act](#)
 - [SBA](#)
 - [Department of Treasury](#)
 - [Small Business Owner’s Guide to the CARES Act](#)
- [SBA Paycheck Protection Program \(PPP\) Loan](#)
- [Emergency Loans -- Small Business Guide & Checklist](#)
- [Coronavirus Information for Hoosiers](#)
 - [Helping Small Businesses and Employees](#)
 - [Support for Individuals and Families](#)
 - [Bolstering Our Health Care Response](#)
 - [FAQ About Relief Payments for Individuals](#)
 - [Unemployment Insurance Information](#)
 - [Paycheck Protection Program for Small Businesses](#)
 - [CARES Act – FAQ](#)

Disruption / Response Planning:

- The Center for Disease Control (CDC) provides interim guidance for employers.
 - [Plan, Prepare and Respond to Coronavirus Disease 2019](#)
- U.S. Food & Drug Administration (FDA)
 - [At-a-Glance Updates](#)
 - [Coronavirus Disease 2019 \(COVID-19\) FAQ](#)

Workplace / Employee Recommendations:

- [CDC Environmental Cleaning and Disinfection Recommendations for COVID-19](#)
- OSHA Guidance on Preparing Workplaces for COVID-19
- [Worker Exposure Risk to COVID-19](#)
- [Indiana Department of Health Coronavirus Home](#)
- Occupational Safety and Health Administration (OSHA)
 - [Key OSHA standards for COVID-19](#)
- U.S. Chamber of Commerce Foundation
 - [Workplace Tips for Employees](#)
- [State of Indiana Career Connect](#)
- [Fabricators & Manufacturers Association \(FMA\) COVID-19 Resources](#)
- [Employee Rights](#)

Insurance Questions:

- [Indiana Department of Insurance COVID-19 Actions](#)

State / County – COVID-19 Information:

- [Governor Holcomb's reopening plan](#)
- [Business Resource Center](#)
- [DWD's Covid-19 Information](#)
- [SBA Assistance loan](#)
- [SBA Apply Link](#)
- [SBA Lenders](#)
- [Revolving Loan Fund Standard Terms and Conditions](#)

National Association of Manufacturers:

- [NAM Coronavirus Resources](#)
- [NAM COVID-19 Policy Action Plan](#)
- [NAM Request for Guidance from the CDC](#)
- [NAM Member Coronavirus Survey Results](#)

Food Manufacturing Precautions:

- [FDA Food Safety & COVID-19](#)
- [FDA Coronavirus \(COVID-19\) Supply Chain Update](#)
- [USDA Specific FAQ's](#)
- [List of Products that Meet EPA's Criteria for Use Against SARS-CoV-2, the cause of COVID-19](#)

Critical Supply Chain Resources and Contacts:

- [FEMA Coronavirus \(COVID-19\) Pandemic Response](#)
- [Identification of Essential Critical Infrastructure Workers During Covid-19 Response](#)
- [NBEOC Dashboard Business & Industry – Domestic Supply Chains Plan](#)
- [Indiana PTAC: Connecting Business to Government](#)

General COVID-19 Information:

- **Center for Disease Control (CDC)**
 - [Novel Coronavirus \(COVID-19\) Factsheet](#)
 - [CDC Resources for Businesses and Employers](#)
- **CDC Coronavirus (COVID-19) –**
 - [“What You Need to Know”](#)
- **Indiana State Department of Health**
 - [Home Care Instructions for Novel Coronavirus \(COVID-19\)](#)

Wondering how this will impact your manufacturing business? Need help preparing?

Contact Us Now to help protect your business.

- For additional information please visit our [Coronavirus Resources for Manufacturers](#)

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APPENDIX 1:

RETURN TO WORK & RECOVERY CHECKLIST



What can I do to keep my workers safe at the workplace and limit the spread of COVID-19?



This Return to Work & Recovery Checklist During COVID-19 represents the current thinking of Indiana Purdue Manufacturing Extension Partnership (Purdue MEP) on this topic. It does not establish any rights for any person and is not binding on Purdue MEP or the public. You can use an alternative approach if it satisfies the requirements of the Checklist.



To discuss an alternative approach, contact Purdue MEP for this guidance as listed on the title page. Employers are facing unprecedented challenges in responding to COVID-19 and its implications for their workplaces in the United States. The checklist below will assist in thinking through the issues most likely to need attention in the immediate future. Information, agency guidance, and potential responses to COVID-19 are changing rapidly.

Please note: These are suggested directions and protocols that manufacturers can use as a checklist for their own return-to work instructions. This checklist can be customized for your company's situation.

Purdue MEP cannot warrant that this checklist will satisfy all health and safety protocols needed for your own workplace situations, however it does follow CDC and OSHA guidelines. Each company should review this document and revise the protocols as necessary to be able to provide sufficient protection to themselves and their employees as they return to work and conduct operations in a COVID-19 risk managed environment.

	Status (Y/N/NA)	Date & Time	Employee Initials	Verification Initials
 SOCIAL DISTANCING				
<ul style="list-style-type: none"> Place posters around the workplace on keeping at least 6 feet between everyone at the workplace. 				
<ul style="list-style-type: none"> Display signs at the entrances to elevators and meeting rooms. 				
<ul style="list-style-type: none"> Check to ensure workstations, desks, and tables in breakrooms comply with social distancing. 				
<ul style="list-style-type: none"> Remind workers to have meetings by phone or online instead of in person. 				
<ul style="list-style-type: none"> Designate an isolation area at the workplace to quarantine employees showing symptoms. 				
<ul style="list-style-type: none"> Review delivery schedule and request contactless delivery. 				
<ul style="list-style-type: none"> Ensure social distancing markers are on the floor in areas where customers line up or where workers perform tasks. 				
 CLEANING				
<ul style="list-style-type: none"> Ensure all necessary areas have PPE. 				
<ul style="list-style-type: none"> Remind workers to wear gloves when cleaning. 				
<ul style="list-style-type: none"> Check to ensure frequently touched areas and surfaces are cleaned. 				
<ul style="list-style-type: none"> Remind workers that they are responsible for cleaning personal property that comes to work with disinfectant. 				
<ul style="list-style-type: none"> Normal routine cleaning with soap and water will decrease how much of the virus is on surfaces and objects, reducing the risk of exposure. 				
<ul style="list-style-type: none"> Disinfection using EPA-registered disinfectants can also help reduce the risk. Frequent disinfection of surfaces and objects touched by multiple people is important. 				
<ul style="list-style-type: none"> When EPA-registered disinfectants are not available, alternative disinfectants can be used (for example, 1/3 cup of bleach added to 1 gallon of water, or 70% alcohol solutions). Do not mix bleach or other cleaning and disinfection products together. This can cause fumes that may be very dangerous to breathe in. Keep all disinfectants out of the reach of children. 				

	Status (Y/N/NA)	Date & Time	Employee Initials	Verification Initials
 HANDWASHING & HYGIENE				
<ul style="list-style-type: none"> Refill hand sanitizer stations at entry and exit points around the workplace. 				
<ul style="list-style-type: none"> Ensure bathrooms are well stocked with hand wash and paper towel. 				
<ul style="list-style-type: none"> Place posters with instructions on how to hand wash. 				
<ul style="list-style-type: none"> Remind workers on other ways to limit the spread of germs. 				
<ul style="list-style-type: none"> Set and update automatic alerts on computer systems to remind workers about washing hands and not touching eyes, nose, and face. 				
<ul style="list-style-type: none"> Remind workers to limit contact with others- no shaking hands or touching objects unless necessary. 				
<ul style="list-style-type: none"> Remind workers to wear appropriate personal protective equipment (PPE) and face masks, as necessary. 				
 MONITOR SYMPTOMS				
<ul style="list-style-type: none"> Place signs about the symptoms of COVID-19 in the workplace. 				
<ul style="list-style-type: none"> Remind workers to stay home if they are sick. 				
<ul style="list-style-type: none"> Remind workers to tell you if they are displaying symptoms of COVID-19, have been in close contact with a person who has COVID-19 or have been tested for COVID-19. 				
<ul style="list-style-type: none"> Remind staff of their leave entitlements if they are sick or required to self- quarantine. 				
<ul style="list-style-type: none"> Take temperatures of all employees and visitors each day and monitor any issues. 				

	Status (Y/N/NA)	Date & Time	Employee Initials	Verification Initials
 DOCUMENTATION & TRAINING				
<ul style="list-style-type: none"> Per the CDC guidance educating workers performing cleaning, laundry, and trash pick-up to recognize the symptoms of COVID-19 and document all training for record keeping purposes. 				
<ul style="list-style-type: none"> Documents maintained and completed for monitoring symptoms of COVID-19. 				
<ul style="list-style-type: none"> Documents maintained and completed for cleaning for COVID-19. 				
<ul style="list-style-type: none"> Documents maintained and completed for sanitation and/or disinfection for COVID-19. 				
 PLAN AHEAD				
<ul style="list-style-type: none"> Revisit the plan to ensure business continuity if there is a suspected or confirmed outbreak of COVID-19 in your workplace. 				
<ul style="list-style-type: none"> Maintain stock of cleaning products and personal protective equipment available to disinfect your workplace following an outbreak. 				
<ul style="list-style-type: none"> Revisit the protocol for reopening your workplace after an outbreak or quarantine period. 				

APPENDIX 2: SELF AUDIT CHECKLIST

As state and local governments grapple with the complex struggle between protecting public health and rebooting their economies, manufacturers also need to be preparing for the long, unmapped road ahead.

Purdue MEP has already shared their comprehensive Back to Work and Recovery Guide, which includes suggestions and recommendations using resources from the CDC, OSHA and FDA. We created this Self-Audit so that you see where you may need assistance in keeping your employees, visitors and facilities safe.

Management Committee

Is there a Covid-19 Crisis Management Committee in your workplace?

- Yes No

Process & Procedures

Have you released internal communications on staff noticeboards for all relevant Covid-19 updates?

- Yes No

Have all employees been briefed on the guidelines around temporary remote working

- Yes No

Employers should consider changes to reduce overcrowding, such as facilitating remote work, shift work, and perhaps physical layout changes. Such measures may help protect workers from infection and help protect organizations from Liability.

Do you have reliable systems for real-time public health communication with employees?

- Yes No

Have your Supervisors been adequately trained on the implication of Covid-19

- Yes No

Have you given employees accurate information about ways to prevent the spread of infections?

- Yes No

Are your employees aware of the systems of Covid-19?

- Yes No

Symptoms of coronavirus to look out for are:

- a. A cough
- b. High temperature
- c. Shortness of breath

Cleaning and Personal Hygiene

Have you reviewed the cleaning measures to ensure that high risk contact areas and touch points are being regularly disinfected?

- Yes No

You should ensure that public surfaces such as counters, doorknobs, and elevator buttons are regularly disinfected!

Have you followed CDC guidance for cleaning and disinfecting hard surfaces?

- Yes No

For disinfection, diluted household bleach solutions, alcohol solutions with at least 70% alcohol, and most common EPA-registered household disinfectants should be effective. Diluted household bleach solutions can be used on hard, non-porous surfaces. Ensure proper ventilation

Prepare a bleach solution by mixing:

5 Tablespoons (1/3 cup) bleach per gallon of water
Or
4 teaspoons bleach per quart of water

Have you followed CDC guidance for cleaning and disinfecting soft (porous) surfaces?

- Yes No

For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces

Have appropriate items been laundered following CDC guidance?

- Yes No

If the items can be laundered, launder items in accordance with the manufacturer's instructions using the warmest appropriate water settings for the items and then dry items completely.

Do not shake dirty laundry: this minimizes the possibility of dispersing virus through the air.

Clean and disinfect hampers or other cards for transporting laundry according to guidance above for hard or soft surfaces.

Personal Protective Equipment (PPE) and Hand Hygiene

Have you altered all staff members to the hand washing protocols with your workplace?

- Yes No

As hand washing is one of the most effective defenses, employers need to make sure that employees have ready access to washing facilities and that those are kept well stocked with soap and (ideally) paper towels.

Follow these steps every time:

1. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap
2. Lather your hands by rubbing them together with the soap. Lather back of your hands, between your fingers, and under your nails.
3. Scrub your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.
4. Rinse your hands well under clean, running water.
5. Dry your hands using a clean towel or air dry them.

Do you have readily available access to Hand Sanitizer for all members of staff?

- Yes No

Does the Hand Sanitizer contain at least 60% alcohol content?

- Yes No

It is imperative that all employees have access to Hand Sanitizer!

Are staff members wearing disposable gloves and gowns for all tasks in the cleaning process. Including handling trash?

- Yes No

Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to clean hands after removing gloves. Cleaning staff should immediately report breaches in PPE (e.g. tear in gloves) or any potential exposures to their supervisor.

Are staff members following normal preventive actions while at work including cleaning hands and avoiding touching eyes, nose, or mouth with unwashed hands?

- Yes No

Business Travel

Have you considered reviewed policies around international and domestic business travel?

- Yes No

Have you postponed or canceled scheduled conferences or meetings?

- Yes No

Checklist for visitors and Employees

Screening

ALL individuals (employees, family, visitors, government officials) entering the building must be asked the following questions:

Has this individual washed their hands or used alcohol-based hand rub (ABHR) on entry?

- Yes No

As the individual if they have any of the following respiratory symptoms?

If YES to any, restrict them from entering the building:

- Fever Sore Throat Cough New shortness of breath

If NO to all, is this individual an employee of this institution?

- Employee Non-employee

Risk Assessment

General

Enter the worksite where the risk assessment is conducted:

Risks and Recommendations

What risk have you observed and identified:

Identify the type of exposure:

Risk Rating

- High Medium Low No Identifiable Risk

Control measures and actions required:

Comments

Name: _____ Date: _____