

Coronavirus Action Plan For Manufacturers and Suppliers

This is a sample Coronavirus Action Plan. It is not meant to be exhaustive or construed as legal advice. Consult additional insurance or legal counsel for professional advice. Please modify this action plan to meet your business needs, taking all relevant federal, state, and local compliance requirements into account.

The coronavirus (COVID-19) outbreak has impacted businesses across a variety of industries, forcing them to rethink their daily operations to ensure the safety of their employees and the general public. This is no different for manufacturing firms, where multiple workers may be on the job floor or in a production line at any given time. In these instances, just one misstep can lead to the quick spread of COVID-19, jeopardizing the well-being of workers.

To help slow the spread of COVID-19 and safeguard our staff, [Insert name of company] has created an action plan for responding to COVID-19. This plan, which is based on Centers for Disease Control and Prevention (CDC) and Occupational Safety and Health Administration (OSHA) guidance, highlights the responsibilities of managers and employees, and outlines the steps [Insert name of company] is taking to address COVID-19.

RESPONSIBILITIES

When it comes to ensuring a safe workplace during the COVID-19 outbreak, both managers and employees have their role to play. The following is a breakdown of the responsibilities for leadership and staff.

Managers and Supervisors

[Insert name of company] leadership, including managers and supervisors, should familiarize themselves with the details of the action plan. Above all, leadership must be prepared to answer questions from employees and set a good example by adhering to the guidance prescribed in the plan. This involves practicing social distancing and good personal hygiene.

Employees

Employees play a critical role in [Insert name of company]'s COVID-19 prevention efforts. To protect everyone in the facility, here are a number of best practices employees should follow:

- **Understand the signs and symptoms of COVID-19, and stay home if you are feeling sick:** Any employee who is experiencing symptoms of COVID-19 (e.g., fever, cough, shortness of breath, sore throat, runny nose, body aches, chills, or fatigue) should stay home. Individuals experiencing such symptoms should also be instructed to consult guidance from the CDC on seeking medical care.
- **Practice good hygiene:** Employees should clean their hands often, either with an alcohol-based hand sanitizer or soap and water. Hand sanitizers should contain at

least 60%-95% alcohol, and employees should wash their hands with soap for at least 20 seconds. In addition, employees should avoid touching their face and cough into their arm.

- **Practice social distancing:** Social distancing is the practice of deliberately increasing the physical space between people to avoid spreading illness.

Pandemic Response Team

The pandemic response team is a cross-functional team that recommends and oversees workplace protocols to control the spread of COVID-19. The team will include the following roles:

- **Facility manager:** [Insert name of individual or department] is responsible for the facility's overall action plan. [Insert name of individual or department] is responsible for working with company stakeholders and relevant health and safety bodies to manage this action plan.
- **Virus prevention and protocols lead:** [Insert name of individual or department] is responsible for recommending and developing protocols to ensure the wellness of all employees. They are also tasked with overseeing procedures for isolating employees should they become sick at work.
- **Sanitization and disinfection lead:** [Insert name of individual or department] manages logistics related to daily and periodic sanitation and disinfection efforts. Their responsibilities include ensuring that routine cleanings are completed and that the necessary cleaning supplies are readily available.
- **Communication lead:** [Insert name of individual or department] is tasked with managing any and all pandemic-related communications. They will work with human resources and internal communication stakeholders to ensure COVID-19 training is completed and that employees and their managers understand their role in preventing the spread of the disease. [Insert name of individual or department] will provide COVID-19 related updates on a [insert frequency] basis and as needed.

PLANT OPERATION PROTOCOLS

In order to keep staff safe and prevent the spread of COVID-19, [Insert name of company] requires the following workplace protective measures:

Social Distancing Protocols

Employees will be asked to follow social distancing best practices throughout [Insert name of company] facilities, including, but not limited to, production lines, cafeterias, common areas, and office spaces. Specifically, employees will be asked to:

- Stay 6 feet away from others when working or on breaks. Where a minimum distance cannot be maintained, engineering or administrative controls will be in place.
- Avoid job tasks that require face-to-face work with others where possible. If this is unavoidable, employees will be provided with face masks, face shields, physical barriers, and other workplace controls to ensure their safety.

- Avoid contact with others whenever possible (e.g., handshakes).
- Avoid touching surfaces that may have been touched by others where possible.
- Distance themselves from anyone who appears to be sick.
- Avoid gathering when entering and exiting the facility. Employees should also only enter and exit designated areas.
- Follow any posted signage regarding COVID-19 social distancing practices.
- Stay within any marked boundaries when working on conveyor lines or on the production floor. Consider utilizing production transfer aids (e.g., inclined shelves or push boards) to minimize the risk of social-distancing concerns.
- Disinfect their workspace often.
- Avoid touching their face.
- Avoid nonessential gatherings.

General Safety Policies

- Employees and visitors who exhibit signs or symptoms of COVID-19 will be asked to leave the plant.
- Employees should stagger lunches to limit the number of individuals congregating in break areas. [Insert name of company] may divide crews to reduce the number of workers in the workplace at any given time.
- [Insert name of company] will provide access to handwashing stations and alcohol-based hand sanitizers.
- Employees should refrain from sharing tools and equipment. In instances where this is unavoidable, [Insert name of company] will provide alcohol-based wipes and other cleaning materials that employees can use to clean tools and equipment.
- Employees will be asked to avoid using common areas.

Additional Safety Policies

- [Insert COVID-19 response protocols for specific aspects of your facility's operations/manufacturing process].

Plant Visitors

- [Insert name of company] will suspend normal visitation to our facilities until further notice. For business-critical visits (e.g., material deliveries), [Insert name of company] will take steps to safeguard employees and visitors by:
 - Requiring visitors to go directly to their assigned work area without unnecessarily interacting with employees.
 - Requiring visitors to practice social distancing and good hygiene while on-site.
- Where possible, meetings will be conducted virtually or via telephone. For in-person meetings, participants will be limited to groups of 10, and employees will be asked to remain 6 feet apart.
- [Insert name of company] will screen workplace visitors. Supervisors may ask targeted questions to visitors regarding their current health before they enter the

workplace. If they answer yes to the following questions, supervisors may ask them to leave the facility:

- Have you been in contact with a person who has tested positive or is in the process of being tested for COVID-19?
- Have you or anyone you've been in contact with traveled outside of the United States recently?
- Has a medical professional told you to self-quarantine?
- Are you having trouble breathing, or have you had flu-like symptoms within the past 72 hours (e.g., fever, cough, shortness of breath, sore throat, runny nose, body aches, chills, or fatigue)?
- Deliveries will be permitted but should be completed with social distancing best practices in mind.

Personal Protective Equipment

- In addition to standard personal protective equipment (PPE), [Insert name of company] may provide:
 - **Gloves:** Employees may contract COVID-19 by touching contaminated surfaces and then touching their face. Gloves are an effective way to prevent COVID-19 from getting on an employee's skin. They are also a good reminder for employees not to touch their face.
 - **Face shields, face masks, and eye protection:** Viruses can be transmitted through the eyes and mouth via tiny viral particles known as aerosols. Face shields, face masks, and eye protection can help protect employees from these particles.
- Employees should use PPE as directed by [Insert name of company individual] to protect themselves from COVID-19 effectively.

FACILITY CLEANING AND DISINFECTING

- Surfaces and equipment will be disinfected at the end of each shift, before and after use, or—for frequently touched items—multiple times a day. Items included in sanitation procedures can include:
 - Tools and equipment
 - Screens on plant floors
 - Restrooms
 - Cafeterias and tableware
 - Lockers
 - Common areas
 - Computer screens and keyboards
 - Conveyor belts
 - Forklifts
 - Transport vehicles
 - Floors and walls
 - Vending machines

- Offices, desks, and conference rooms
- Moveable trays and containers
- Door handles, equipment buttons, and other frequently touched surfaces.
- Employees responsible for cleaning will be given the appropriate PPE. Cleaning should be completed using CDC-recommended products, including:
 - U.S. Environmental Protection Agency-registered household disinfectants
 - Alcohol solutions with at least 60% alcohol
 - Diluted household bleach solutions (if appropriate for the surface)
- Trash will be collected from the workplace regularly. Those collecting trash will be instructed to wear nitrile, latex, or vinyl gloves.
- HVAC air filters will be cleaned and disinfected regularly.
- Hand sanitizer dispensers will be refilled frequently.
- When an employee has tested positive for COVID-19, deep cleaning will be triggered and [Insert name of company individual or department] will ensure areas in which the individual worked are cleaned thoroughly. In regard to deep-cleaning practices:
 - [Insert name of company individual or department] will identify an approved external company to complete a deep cleaning of the facilities. This external company will be equipped with the proper training, PPE, permits, and cleaning equipment to complete the task.
 - The pandemic response team will coordinate and supervise deep-cleaning efforts to ensure:
 - There is a specific plan and strategy in place, and that plan accounts for all machinery, equipment, common areas, tools, and offices.
 - Authorized individuals are the only ones allowed access to the site during the deep cleaning.
 - Employees are aware of deep-cleaning practices.
 - The company contracted to perform the deep cleaning uses the appropriate PPE during the process and disposes of potentially contaminated items properly.

EXPOSURE SITUATIONS

[Insert name of company] has response plans in place for situations where employees exhibit symptoms of or test positive for COVID-19.

Employee Exhibits Symptoms of COVID-19 Before Entering the Facility or on the Shop Floor

- The employee reports their symptoms to the line manager, who then communicates that an employee is exhibiting symptoms of COVID-19 to the relevant parties (e.g., human resources).
- The employee is given a face mask and gloves and is sent to a designated isolation room for further evaluation by the virus prevention and protocols lead or another designated individual. This evaluation will examine an employee's symptoms in more detail, flagging employees who are experiencing the following:

- A fever of 100.4 F or higher
- Shortness of breath or difficulty breathing
- A cough
- A runny nose
- Muscle pain
- Tiredness.
- If COVID-19 symptoms are confirmed, employees may be asked to go home and speak with their health care provider. **[Insert name of company]** will ensure employees are able to get home safely before dismissing them. If, after an evaluation, the employee is not exhibiting COVID-19 symptoms, they may return to work at the discretion of the virus prevention and protocols lead.

Self-Quarantining and Return to Work

Employees who test positive for COVID-19 or believe they have been infected will be instructed to follow the advice of a qualified medical professional and self-quarantine. When self-quarantining, employees should:

- Stay away from other people in their home as much as possible, staying in a separate room and using a separate bathroom if available.
- Not allow visitors.
- Wear a face mask if they have to be around people.
- Avoid sharing household items, including drinking cups, eating utensils, towels, or bedding.
- Clean high-touch surfaces daily.
- Continue monitoring their symptoms, calling their health care provider if their condition worsens.

Notably, employees who are symptomatic or who have tested positive should not return to work until the conditions outlined in the table below are met:

Return to Work Considerations	
Employee was symptomatic but was not tested for COVID-19.	Employee was tested for COVID-19.
<p>The employee may return to work if:</p> <ul style="list-style-type: none"> • They have not had a fever for at least 72 hours and have not used fever-reducing medication during that time. • Coughs and other symptoms have improved. • Seven days have passed since they first experienced symptoms. 	<p>The employee may return to work if:</p> <ul style="list-style-type: none"> • They no longer have a fever. • Coughs and other symptoms have improved. • They have received two negative COVID-19 tests in a row.

When an employee tests positive for COVID-19, deep-cleaning procedures will be triggered. Furthermore, employees who have been in close contact with an individual who has tested positive for COVID-19 will be instructed to self-quarantine.

OSHA RECORDKEEPING AND REPORTING

[Insert name of company] will adhere to OSHA-mandated requirements as they relate to recording and reporting certain work-related injuries and illnesses.

QUESTIONS

If employees have any questions regarding the content of this action plan, they should be instructed to speak with their supervisor. Furthermore, while the strategies highlighted in this document can protect workers from COVID-19, it's important to follow CDC guidance at all times.

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