

Social Distancing Protocol

Tasks

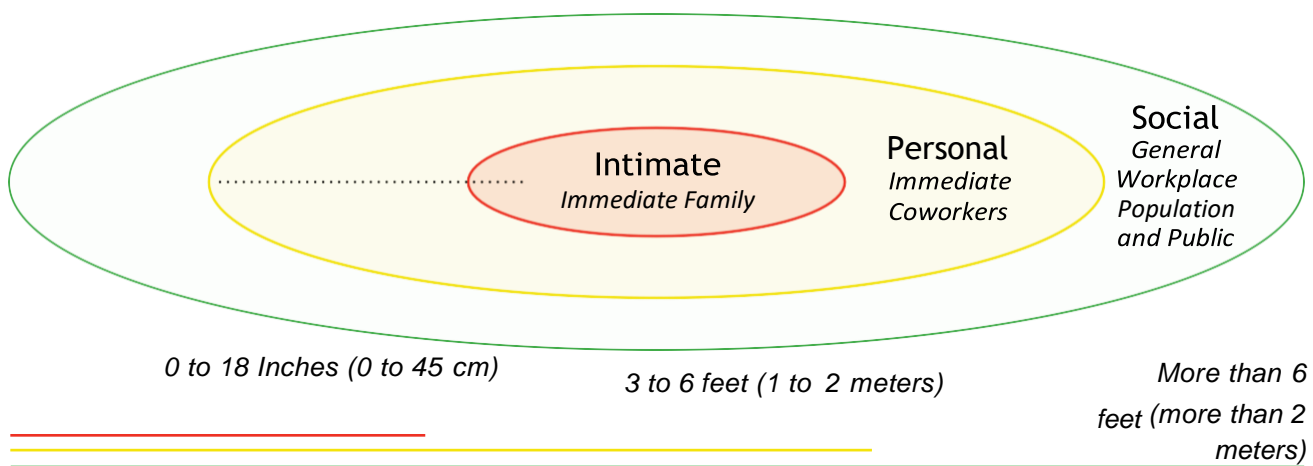


- Review and understand the Social Distancing Protocol
- Complete and continue to adhere to the Social Distancing checklist

Social distancing is a simple yet very effective mechanism to prevent potential infection, that relies on simple distance to avoid infection.

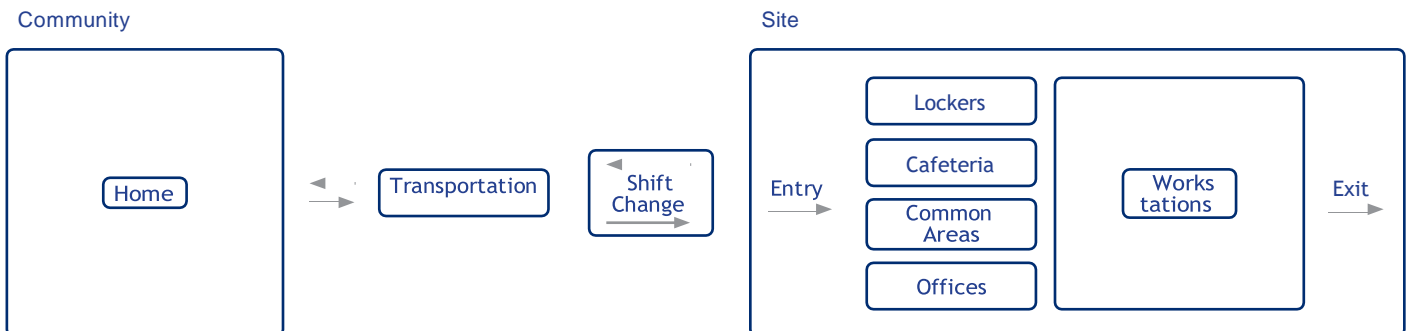
In practice this means:

- Staying 6 feet away from others as a normal practice
- Eliminating contact with others, such as handshakes or embracing coworkers, visitors, or friends
- Avoiding touching surfaces touched by others, to the extent feasible
- Avoiding anyone who appears to be sick, or who is coughing or sneezing



Note: The company should not allow any meeting of greater than 10 persons to occur until further notice, even when the meeting area is large enough to accommodate appropriate social distancing.

This practice of social distancing includes but is not limited to production lines, cafeterias, common areas, entrance/exit areas of work locations, and offices. These are examples, but the principle of social distancing is universally applicable.



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Social Distancing in Your facilities

Social distancing in your facilities is intended to provide a safe environment reducing risk of any potential person-to-person infection.

Guideline:

- Maintain a social distance of 6 feet throughout the facilities and operations.
- Where a minimum distance cannot be maintained due to workplace design, one or more mitigation strategies need to be implemented including engineering, PPE and/or administrative controls as appropriate.

Workstations

- Whenever possible, workstations should be arranged to allow separation of 1 meter (3 feet)
- Clear signage about the desired position of the operators may be placed in each workstation but is not required
- Utilize production transfer aids (such as inclined shelves, push boards) to minimize the risk to social distance violations
- Workers are strongly encouraged to disinfect their own workspace multiple times during the “shift”, giving special attention to common surfaces

Recommended

- Employees must be reminded to avoid touching their faces and must wash their hands thoroughly with soap and water several times during the work hours to reduce risk and prevent person-to-person potential infections

What to do if the workstations are less than the recommended spacing?

- Work designs should avoid face-to-face operations with less than the minimum requirement (1 meter or 3 feet). If this condition cannot be met, then employees should be provided with alternative measures to mitigate their exposure such as the following:
 - Face Masks
 - Face Shields
 - Body Orientation
 - Physical barriers may also be installed where practical; the barriers must be cleaned multiple times a “shift”
- Employees with symptoms of illness and/or if other employees make a complaint – reference **Isolation Protocol & Coordinator Training**

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Social Distancing During Shift Changes

Shift changes must be managed thoughtfully to reduce infection risk and to leverage the opportunity they present to ensure optimal disinfection of the workplace. Start times must be staggered for *facilities* and add a gap of time in between each designated time.

Recommended

- Employees are to enter and exit at the designated entrances and exits – these locations will be easily identified and posted
- Sites with less than 200 on a “shift” should implement a method that works best for their site like this example
 - Ex. Row 1 Teams 1 to 4 – 6:00 to 6:10am
 - Ex. Row 2 Teams 5 to 8 – 6:15 to 6:25am
 - Ex. Row 3 Teams 9 to 13 – 6:30 to 6:40am
- For *facilities* over 200 employees, the site should increase the number of staggered start times
- End of “shift” times should be scheduled to release the employees in the order they arrived

Helpful Tips to Communicate

- Avoid gathering when entering and exiting the facility
- Remain in your car until your scheduled window of start time
- Ensure 6 feet of space between each person while you wait in line to enter the site
- When you talk to someone in line, make sure you do not point your head directly at them
- Do not touch the time clock or entry door handle with an exposed finger(s) or hand
- Do not touch your face before you have had a chance to wash your hands

Things to consider

- Security stationed near entry doors at start and stop times
- Waiting lines outside of site in Inclement Weather
- How and when to hand out PPE
- Do you have the ability to prop doors open at “shift” change to minimize door handle touching or to install toe kicks on the doors?
- Turnstiles, lead with elbow
- Time clocks must be wiped off each time it is touched by an employee
- Station an employee to observe the time clock at a safe 2 meters (6 feet) distance to disinfect the clock if it is inadvertently touched, so not to hold up the line
- Consider if it is practical and effective to do away with punching in and out for a few weeks and pay employees an automatic 40 hours and reconcile the time by the Team Leader or Coach or Supervisor

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Workspace Information and/or Stand-up Meetings

Social Distancing During Breaks

Management of employee breaks to provide social spacing and proper hygiene is necessary. Start and end times should be staggered.

Recommended

- Safe meeting spaces could be painted on the floor to encourage the Social Distancing of 6 feet.
- No more than 10 employees at any meeting; times for meetings may be staggered and larger groups must be divided to meet the 10-employee maximum.
- Several meeting spaces can be designated for one large area; for example, meetings may be held at the same time on “grids”, meeting rooms, offices, etc.

For *facilities* with less than 200 on a “shift” example:

1st Break

- Ex. Row 1 Teams 1 to 4 – 8:00 to 8:10 a.m.
- Ex. Row 2 Teams 5 to 8 – 8:20 to 8:30 a.m.
- Ex. Row 3 Teams 9 to 13 – 8:40 to 8:50 a.m.

2nd Break

- Ex. Row 1 Teams 1 to 4 – 1:00 to 1:10 p.m.
- Ex. Row 2 Teams 5 to 8 – 1:20 to 1:30 p.m.
- Ex. Row 3 Teams 9 to 13 – 1:40 to 1:50 p.m.

**For *facilities* with over 200 employees, the number of times must be increased*

Seating and Capacity

- Count the optimal number of allowable seats in the break room considering the acceptable distances of 6 feet
- Limit and/or space chairs appropriately
- Place signage on table to ensure proper social distancing in each seat – sign says yes or no to sit
- Post capacity of the break room
- Consider allowing employees to sit only on one side of table
- Remind employees not to arrive early to break

Break Times

- Separate times by 10 minutes to have enough time to wipe tables, seats, all surfaces, refrigerator, vending machines and microwave ovens after each use

Cleanliness and Sanitation

- Station one to two employees to observe the safe (6 feet) distance and to disinfect the items noted above if they are inadvertently touched
- Provide enough supplies for employees to clean up after themselves. Ex: wiping down tables, etc.

Food Storage

- Consider adding as many refrigerators and/or shelving to accommodate additional bags if you are limiting locker access.

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Social Distancing During Lunch Break

Manage lunch breaks to provide social spacing and proper hygiene. Stagger start and end times to limit the amount of people within the lunch area at a given time.

Recommended

For *facilities* with less than 200 on a “shift” example:

Separate the site into two groups

- Alternating days or weeks - Group A will be asked to go to their car/truck for lunch, allow 5-10 extra minutes for travel time to incent employees to go to their vehicle (if reasonable and practical)
- Group B will be able to use the lunchroom. Or, limit entry to a certain number and all others will go to the vehicle. In effect employees can choose which option they prefer

1st Break Example

- Row 1 Teams 1 to 4 – 10:00 to 10:20 a.m.
- Row 2 Teams 5 to 8 – 10:30 to 10:50 a.m.
- Row 3 Teams 9 to 13 – 11:00 to 11:20 a.m.

**For *facilities* with over 200 employees, the number of times must be increased*

Sites with full-service Cafeterias

- Do not allow any self-service in full cafeteria service
- Place a permanent mark on the floors to ensure proper distance (anywhere where there is a line)

Additional Options:

- Schedule Food trucks that have the necessary municipality credentials and certified by the local Health Department
- Designate their parking space(s)
- Place a permanent mark on the pavement to ensure proper distance (anywhere where there is a line)
- Use outside pavilions
- Increase the number of seats
- Place signage on tables to ensure proper social distancing in each seat – sign says yes or no to sit
- Post capacity

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Bathroom usage during the workday and at break times

Increase cleaning intervals to ensure clean environment at all times and make sure social distancing is maintained.

Recommended

- Establish maximum capacity for the facility that allows for social distancing
- Post the maximum capacity
- Cleanliness & Sanitation
- Station one to two employees to observe the safe 2 meters (6 feet) distance and to disinfect the items noted above if they are inadvertently touched
- Provide enough supplies for employees to clean up after themselves. Ex: wiping down tables, etc.)

Social Distancing for Locker Room

Recommended

- Access to locker room
- Follow “shift” start and end times, break and lunch schedule

Helpful Tips to Communicate

- Re-assign lockers to ensure distancing by each employee group’s start time
- Ensure proper social distancing during “shift” change

Additional Options

- Limit access to only employees who must have a locker as a matter of health or safety and/or clothes
- Subsidies with food – limiting the lockers for females or people who need it
- Shelves in lunchroom to put lunch boxes

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Social Distancing in Common Areas

Recommended

- Increase cleaning intervals to ensure clean environment at all times
- Ensure social distancing is maintained
- Avoid non-essential gatherings

Access to locker room

- Social distancing is a simple yet very effective mechanism to prevent potential infection, that relies on simple distance to avoid infection. In practice this means:
- Staying a minimum of 1 but preferably 2 meters (3 to 6 feet) from others as a normal practice
- Eliminating contact with others, such as handshakes or embracing coworkers, visitors, or friends
- Avoiding touching surfaces touched by others to the extent feasible
- Avoiding anyone that appears to be sick, or is coughing or sneezing

Social Distancing in Offices

- Office work should be organized to ensure social distancing to keep separation of employees between 6 feet as a minimum
- Avoid face-to-face desk layouts

Recommended

- Cubicles should have dividers when people are working in 1 meter (3 feet) of one another
- Meeting rooms should be organized to hold no more than 10 chairs with the appropriate spacing and 10 employees at a time. Sitting or standing positions should not exceed the minimum distance required
- Communicate similar messages and arrange meetings over two or three "shifts" when possible to help reduce the number of people in office at any given point in time
- Interaction to exchange information or quick meetings on the office floor space should respect the Social Distancing of 6 feet
- Remote work may be assigned when possible or when mandated by the government to keep the operation efficient and communications flowing
- Self-cleaning of the workspace is encouraged multiple times during the "shift" with special attention of the most used surfaces such keyboards, monitors, chair arm rest, desks, cubicle divider among others

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Communal Transportation

Individual commuting to and from work is preferable; however, when using transportation public or provided by a third party the following guidelines shall be followed:

Recommended

- The mandatory use of masks is defined by local authorities for public transportation; the use of masks is encouraged for vulnerable people or people with pre-existing health conditions
- Employees must not use buses if they suspect they are sick or if they have symptoms such fever, or difficulty to breath or have been in contact in the past 14 days with other people confirmed sick of any respiratory disease.

Buses (company-provided)

- It is the supplier's responsibility to ensure drivers are in good health condition
Note: A bus driver is considered a contractor/visitor and must follow the company's Visitors and Contractors Self-Screening Protocol.
- Bus drivers must always wear a mask while providing the service
- Temperature check of drivers must be done before the start of the route and must be documented
- Service provider must disinfect the buses multiple times following [YourCompanyName] requirements and as a minimum:
 - Right before starting a route to pick up employees
 - Right after employees arrived at facilities

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