

Ensuring the SAFETY and INTEGRITY of the New York State Production Supply Chain

Proactive Solutions To Enhance Manufacturing Workplace Safety Amid the Coronavirus Outbreak

Tactics for Combating Coronavirus in Your Workplace

- 1) **Control Site Traffic:** To ensure each of our sites is safe for employees to work, the first step is to control who enters the site to minimize risk. All entrants must be known and confirmed to not have symptoms including undetected elevation in body temperature (through non-invasive measurement).
 - a. Stop all non-essential travel, visitors, site-to-site movement, contractors, outside services and face-to-face meetings
 - b. No entrance with elevated body temperature
 - c. No entrance if sick or symptomatic
 - d. Collect a health questionnaire for each necessary visitor and control and document their access points and contacts
 - e. Control Shipping/Receiving Areas by refusing entry of drivers, limit access of delivery personnel to the shipping area, avoid direct contact, deploy enhanced hygiene protocols for shipping/receiving areas such as personnel protective gear and enhanced cleaning
 - f. Enforce coronavirus exposure protocols:
 - i. Follow NYS DOH guidelines
 - ii. Prevent immediate reentry to sites for all returning travelers from outside the normal employee basin
 - iii. If test ordered by medical professional, follow NYS DOH guidelines with a minimum requirement to reenter of a confirmed virus free test result
 - iv. If test positive, follow medical professional direction and NYS DOH guidelines, and no reentry

- 2) **Enhance Hygiene Protocols:** To ensure the overall site and high frequency touch points are not areas of transmission, most importantly, aggressively promote hand washing through social pressure and training. In addition, deploy staff to increase frequency and total area cleaned with antiviral cleaning agents especially the high frequency touch points.
 - a. Promotional programs around hand washing and other best practices (Do The 5)
 - b. Enhanced door, stairwell handle, light switch, time clocks, surfaces, etc. wipe downs
 - c. Increase availability of soap, hand sanitizer and cleaning materials

- 3) **Social Distancing and Reduced Density target of 50%:** All employees are protected by reducing the degree and frequency of contact through fewer total staff reporting to work (shift adjustments and teleworking) and through making social distancing inherent in physical layout of the site (de-densify work areas, break rooms, break times and break locations)
 - a. Reduce personnel density in all areas by redesigning workspaces and workflows to minimize person-to-person contact
 - b. Teleworking whenever possible for all departments while maintaining appropriate levels of safety and support
 - c. Staggering breaks, separate break rooms, separated tables and reduced seating per table

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- 4) **On-Site Emergency Response:** Aggressive containment, quarantine and deep cleaning positioned in advance of a case developing at a site. Although plans to control site traffic are designed to prevent such occurrence, preparation is key to success, should the unexpected happen.
 - a. Upon identification of a suspect Novel Coronavirus case at the site, the individual will be quarantined in a designated location until health officials can be contacted or the individual can be safely returned home or to a health facility
 - b. All staff who has contact with the individual will be asked to follow the latest NYS DOH health guidelines for exposure
 - c. All work spaces contacted by the individual will have deep cleaning

- 5) **Communication to Employees, Community and Customers:** Regular and robust communication to all our stakeholders is critical to the healthy functioning of our communities and our companies. Because for many, the employer is considered a voice of authority, we take our communication regarding Novel Coronavirus seriously and are communicating educational insights, best practices, methods to mitigate transmission in addition to how our companies are managing the challenge.
 - a. Daily Updates to all staff on the latest facts concerning the virus in our communities, impacts on our business and their employment
 - b. Establish chains of communication to enable rapid transmission of information to all staff without large meetings
 - c. Through multiple media platforms, promote best practices from the CDC, WHO and NYS DOH
 - d. Create a crisis leadership team to collect and respond to concerns from our employees and our community