







## OUTLINE OF PREPARATIONS FOR RE-OPENING YOUR BUSINESS AFTER COVID19




There's no turn-key manual for restarting a business after a deadly global pandemic begins to subside. Re-opening your business will depend on the nature of your business, numbers of employees and customers, how long your state government waits until easing economic constraints and exactly what the rules are for reopening. Things will not likely be going back to “normal” at least until a vaccine is widely available. For the following guidelines, we assume that constraints will be eased gradually as state governments lift restrictions in a deliberate, phased, and incremental manner based on the progression of the disease, the readiness of the public health system, and the preparedness of the public.

The goal is to protect employees, vendors and customers to the best of your ability. The business should be 100% disinfected prior to anyone returning to work. Execute with transparency and ensure your ability to adjust as needed.






Topic	Recommendations
<p>Reopening Team (RT)</p> 	<p>You will need people to lead several areas:</p> <ol style="list-style-type: none"><li>1. Overall responsibility for the reopening planning and implementation.</li><li>2. Employee Health Lead - in charge of site specific options regarding social distancing and other protocols to ensure the wellness of all employees.</li><li>3. Sanitization Lead - manages daily and periodic disinfection including routine and deep cleaning processes</li><li>4. Communication and Training Lead - manages all pandemic related communications and the training of employees</li><li>5. PPE and Materials Lead – responsible for securing necessary cleaning and disinfecting supplies and PPE: soap, disinfection, hand sanitizer, paper towels and tissues; face masks.</li></ol>
<p>Personal Protective Equipment</p> 	<p>N95 or HEPA-quality face masks are recommended to be worn by all employees. (Face shields are acceptable when no other protective means are reasonable and a job hazard assessment (JHA) has been completed.)</p> <p>Note: Gloves put employees at higher risk of exposure and are not recommended.</p>
<p>Disinfection Measures</p> 	<ol style="list-style-type: none"><li>1. Disinfect business prior to anyone returning to work</li><li>2. Replace HVAC air filters or clean/disinfect</li><li>3. Sanitize and disinfect tools, workstations and equipment, restrooms, meal areas, common surface areas, computer screens and keyboards</li></ol>
<p>Deep-Cleaning and Disinfection</p> 	<p>“Deep-cleaning” is triggered when an active employee is identified as being COVID19 positive by testing. Sites may opt to have a deep cleaning performed for presumed cases, at their discretion. Identify an approved external company that should carry out the deep cleaning.</p>

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<p>Inbound Parts/Materials/Packages</p> 	<p>The virus does not survive on surfaces for long and the length of shipment time and other environmental factors should inactivate the virus.</p> <p>If packaged materials have been in transit and/or storage at the plant for more than 48 hours from last human contact, no further action need to be taken. While not necessary, where employee apprehension remains high, sites may take the extra precaution of disinfection of package surfaces with disinfectant.</p>
<p>Social Distancing Protocol (aka “Physical Distancing”)</p> 	<p>The principle of social distancing is universally applicable to all work areas.</p> <p>Meetings of more than 10 persons may not occur even when the meeting area is large enough to accommodate appropriate social distancing.</p> <p>Adhere to the Social Distancing rules:</p> <ul style="list-style-type: none"> <li>• Staying at least 2 meters (6 feet) away from others as a normal practice</li> <li>• Eliminating contact with others, such as handshakes or embracing coworkers, visitors, or friends.</li> <li>• Avoiding touching surfaces touched by others, to the extent feasible.</li> <li>• Avoid gathering when entering and exiting the facility.</li> <li>• Remain in your car until your scheduled window of start time.</li> <li>• When you talk to someone in line, make sure you do not point your head directly at them.</li> <li>• Do not touch the time clock or entry door handle with an exposed finger(s) or hand.</li> <li>• Do not touch your face before you have had a chance to wash your hands.</li> <li>• Avoid anyone who appears to be sick, or who is coughing or sneezing.</li> </ul> <p>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.</p> <p>Workers are strongly encouraged to disinfect their own work space multiple times during the shift, giving special attention to common surfaces.</p> <p>If work stations cannot be maintained six feet apart, then employees must be provided with PPE:</p> <ul style="list-style-type: none"> <li>• Face Masks (Face shields are acceptable when no other protective means are reasonable and a job hazard assessment (JHA) has been completed.)</li> <li>• Physical barriers may also be installed where practical; the barriers must be cleaned multiple times a shift</li> </ul>
<p>Transportation</p> 	<p>Shared vehicle use is discouraged whenever possible. When vehicles are share or when rental or leased vehicles are used, then the vehicle supplier must have disinfected the entire interior prior to delivery. When vehicle arrives, disinfect seats and armrests, door pulls, controls, and all interior surfaces where skin contact is likely. Professional drivers must wear a face mask at all times.</p>

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<p>Isolation Protocol</p> 	<p>Isolation Protocol is for employees who become ill at work. Employees who feel ill, or if someone observes that another person is exhibiting symptoms of COVID19 at work, they are to contact Human resources or other designated person(s).</p>
<p>Visitors and Contractors Self-Screening</p> 	<p><b>Visitor Restrictions:</b></p> <ul style="list-style-type: none"> <li>• Normal visitation is prohibited until further notice.</li> <li>• Where business-critical, then in-person visits do occur (such as to allow equipment or facilities to remain operational,). All preventive measures must be taken.</li> <li>• Visits from persons who have had known exposure to persons with COVID19 within the past 14 days, or who are exhibiting symptoms of illness consistent with COVID19 are completely prohibited.</li> </ul>
<p>On-Site Health Screening</p> 	<p>Educate employees about COVID19 symptoms Encourage daily self-screening for symptoms. Employees returning to work from a medical leave should contact HR for approval to return to work.</p>
<p>Employee Trainings</p> 	<p>It is very important that ALL facility employees understand the safety requirements, protocols, and expectations to ensure everyone and their communities stay safe and prevent the spread of COVID19. Conduct first-day-back training orientation for all staff (COVID19 Signs/Symptoms and Isolation Protocol, Social Distancing, Personal Hygiene, COVID19 Disinfection Procedures.</p>
<p>Signage</p> 	<p>Post signage inside and outside to remind employees and visitors of the required COVID19 prevention and precautionary measures especially social distancing and surface disinfection protocols.</p>

**Cleaning Table for Disinfection Frequency in Workshops and Offices**

Disinfectant: commercial grade disinfectant or fresh 10% chlorine bleach solution (sodium hypochlorite solution), as appropriate.

Area/Place	Disinfection Content	Disinfection Measures	Frequency
Work unit common surfaces	Including control buttons, tools, and other common surfaces	Spray with hand held sprayer or wipe	Minimum at the end of each shift
Offices, desk, and conference rooms	Table and chair surface	Spray with hand held sprayer or wipe	At the end of each meeting and end of day
General objects often used or touched	Doors and windows, handles, faucets, sinks, and bathrooms	Spray with hand held sprayer or wipe	At least four times per day
Cafeteria/Lunchroom	Table and chair surfaces, dispensers, vending machines, etc.	Spray with sprayer	Generally 3 or more times per shift to include after all breaks and meals

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