

MFG Best Practices for Operating Safely and Productively



MMA is committed to the well-being and safety of our members, their employees and the general public. Recognizing the unprecedented risk COVID-19 represents to both our health and economic security, we're proud to acknowledge that the manufacturing industry has been proactive in its response to the coronavirus, using a risk-based and measured approach to create safe and productive workplaces across the United States and around the world. In fact, manufacturers have long been leaders in identifying and mitigating workplace hazards for the safety of their employees.



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The following recommendations provide a summary of the safety standards articulated by the Centers for Disease Control and Prevention (CDC) and Occupational Safety and Health Administration (OSHA) and includes best practices put forth by our diverse membership. The recommendations focus on pre-screening, social distancing, personal hygiene and workplace cleanliness, the use of personal protection equipment (PPE), communication and training, and administration.

Please note that state and federal agencies may establish additional safety and operational requirements, which may change from time to time. We suggest that you carefully review these recommendations with your risk management team, legal counsel and employees before implementation.

We look forward to the near future as manufacturers lead the return to a robust economy with a safe, healthy, confident and economically secure workforce.

Resources

Click on the resources below to open them in new browser windows:

Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019

Centers for Disease Control and Prevention (CDC)

Guidance on Preparing Workplaces for COVID-19

Occupational Safety and Health Administration (OSHA)

In addition, we direct your attention to the following guidelines prepared by two of our members for a more thorough discussion:

- ***Safe Work Playbook***
Lear Corporation

- ***Smart Start Playbook***
Magna

MMA Recommendations



Pre-Screening

- Conduct employee wellness checks at the start of shifts to ensure employee does not exhibit COVID-19 symptoms (fever greater than 100.4°F, cough, shortness of breath or difficulty breathing)
 - Fever Detection: Test employees at the beginning of each shift, before entry to the facility if possible
 - Self-screening: Conduct a daily screening with employees or rely on employee self-screening (after providing training and requirements for the same)
- Create a response plan for employees who
 - Report or demonstrate symptoms at work
 - Have recently been at work and tested positive or have been in contact with a confirmed COVID-19 case
 - Have not recently been at work but have tested positive or have been in contact with a confirmed COVID-19 case
- Evaluate travel policies and post-travel return-to-work guidelines



Social Distancing

- Review production layouts and methods and adjust to meet social distancing guidelines
- Modify layouts for break areas, dining rooms and meeting rooms to maximize social distancing
- Stagger shift start and finish times and break times
- Reinforce the importance of social distancing through signs, posters, floor markings, etc.
- Hold meetings via teleconference where possible
- Limit workplace access to employees, contractors and customers
- Where social distancing is not possible, use one or more mitigation strategies such as physical barriers, personal protection equipment and/or administrative controls



Hygiene, Cleanliness and Disinfection

- Disinfect the entire workplace prior to anyone returning to work (if reopening)
- Emphasize the need for increased hand washing and sanitization; make wash stations and/or sanitizers readily available
 - Require all employees to sanitize their hands immediately upon arrival at the workplace
- Limit the sharing of tools; when sharing is necessary, require cleaning before sharing
- Escalate cleaning beyond normal routine (frequency/scope/method) and the threshold for when to use a third party
 - Clean and disinfect workstations before and after each shift, with a focus on common areas



Personal Protection Equipment

- Implement company risk management and PPE policies consistent with CDC and OSHA guidelines, as well as Michgian Executive Order 2020-59
- Establish a disinfection schedule for reusable PPE
 - Identify and maintain the following materials (this is a non-exclusive list): surgical masks (or cloth masks if surgical masks are in short supply), nitrile gloves, infrared thermometers, disinfectant wipes, hand sanitizer, soap, paper towel, face shields (if deemed necessary), biohazard container



Communication and Training

- Develop and implement clear communications with employees and contractors **PRIOR TO THEIR RETURN TO WORK** regarding new processes and expectations
- Use all forms of communication: electronic, signage, posters, floor markings, teleconferencing, in person (with social distancing)
- Create and communicate a culture that supports an employee requesting to stay home, once at work, or in the event of diagnosis or exposure to a person with a confirmed case of COVID-19
- Determine and communicate how employees are to report cases (whether confirmed, suspected or self-quarantined)
- Create training for review of new requirements and guidelines on proper wear and disposal of PPE
- Provide regular updates to employees



Administration

- Create an Infectious Disease Management Team, with both management and non-management staff, to establish a response plan
- Identify critical operations and workforce needs
- Develop education and compliance methods for all employees and contractors
- Establish and manage company business travel restrictions and guidelines for returning employees after personal or professional travel
- Create a response plan if symptoms are self-reported or identified at work:
 - Isolation requirements, including a safe, secure area for the employee
 - Compliance with contact-tracing requirements
 - Cleaning protocol necessity
- Offer a variety of leave options for employees who may have to miss work because of a COVID-19-related reason

Get More!

This evolving document will have new resources and guidelines added just as our situation surrounding COVID-19 and a safe and productive workplace evolves.

If you have best practices to share, contact MMA's Delaney McKinley at 517-487-8530 or mckinley@mimfg.org.

For more COVID-19 resources, including highlights of state and federal guidelines and information on expanded leave mandates and small business relief programs, go to mimfg.org/covid-19.

See mimfg.org/covid19financialrelief for information on relief programs for which your company may qualify.

Legal Disclaimer: The information contained in this document does not constitute legal advice and should not be applied arbitrarily. All employers should consult with local legal counsel as well as medical, health and safety advisors in developing strategies applicable to their unique workplaces. MMA bears no responsibility with respect to third party reliance on the recommendations set forth herein.