

# MFG Tools for Safe & Productive Operations

Resources to protect your business,  
your employees and your bottom line.



# Best Practices

## For Operating Safely and Productively



As we prepare for the near future when manufacturers lead the return to a robust economy with a safe, healthy, confident and economically secure workforce, MMA is working furiously to support our member companies with the many complex facets of operating in the shadow of a global pandemic.

To provide you with a single source for best practices and access to partners who can support your company as you restart or scale up your operations, we have developed this **MFG Tools for Safe & Productive Operations**. This interactive digital tool integrates leading safety standards for manufacturers with direct links to MMA member companies that have demonstrated a commitment to the vitality of Michigan's manufacturing sector.

The **MFG Best Practices for Operating Safely and Productively** on this page condenses 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. 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 encourage you to reach out to the companies included in this tool kit to help you with the challenges you're facing and check back frequently as new resources are added.

Together, we will overcome both the health crisis and the economic crisis plaguing our state and nation, and manufacturers will lead the way.



John J. Walsh  
President & CEO  
walsh@mimfg.org

### Resources

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

[CDC Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019](#)

[OSHA Guidance on Preparing Workplaces for COVID-19](#)

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

[Lear Corporation Safe Work Playbook](#)

[Magna Smart Start Playbook](#)

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## 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 Protective 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 Protective Equipment

- Implement company risk management and PPE policies consistent with CDC and OSHA guidelines, as well as Michigan Executive Order 2020-59
- Establish a disinfection schedule for reusable PPE
  - Identify and maintain the following materials (this is a non-exhaustive 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

*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.

# Decontamination

## Heritage-Crystal Clean

MMA-endorsed provider Heritage-Crystal Clean is proud to offer decontamination and disinfectant service for large and small square footage industrial and office facilities. Additionally, the company can manage transportation and waste disposal of any contaminated debris and waste byproducts. The increased spread of Coronavirus has led to a need for businesses and other locations to decontaminate common surfaces and dispose of potentially contaminated materials. According to the CDC, Coronavirus can remain active on a hard surface for days and can be difficult to detect. Our solution is FDA and EPA approved and all impacted areas will be sprayed or wiped with a minimum of one minute of contact time. Post treatment all areas will be wiped with a disinfectant as well.

Crystal Clean's Field Services has a great track record of emergency clean up response. Decontamination teams can be at your business with a quick turnaround time. Don't give yourself the added stress and anxiety of supervising under-skilled workers, call the experts at Crystal Clean and decontaminate your business today.

Learn more at [mimfg.org](http://mimfg.org) or call 877-938-7948 to schedule service today.



**CDC & EPA Approved Disinfectants**  
Crystal Clean only uses CDC approved and EPA registered disinfectants to decontaminate your surfaces. The cleaning products are chosen from the EPA's List N, meeting the criteria to use against the Coronavirus.



**Full PPE Equipped Personnel**  
All decontamination process personnel are fully outfitted with proper Personal Protective Equipment (PPE). An emphasis on correct and consistent use, as well as proper fit, means that personnel are fully protected.



**Waste Disposal Services**  
Crystal Clean's years of experience in waste disposal stands as proof of our ability to be a safe and reliable partner. Along with proper and compliant disposal, you will also be provided with all necessary documentation.



[signalrestoration.com](http://signalrestoration.com)  
800-533-9898 Emergency

Specializing in innovative cleaning products and application methodologies, Signal Restoration Services' Pandemic Business Resumption Plan can help get your business get up and running smoother and faster.

Learn more:

Sanitation Guidelines

Business Resumption

## TRC Environmental Corporation

[trccompanies.com](http://trccompanies.com)

TRC combines science and technology to verify and document the efficacy of COVID-19 cleaning and disinfection to create a safer workplace .

Industrial Hygiene

Hygiene Monitoring



# Information Technology

## MMA Cyber Threat Protection

Keep Your Business Safe, Even Working from Home.

Did the sudden need to establish remote access for your workforce leave you vulnerable to cyber attacks?

Sign-up to receive:

- Live security monitoring
- Detect and response
- Threat intelligence
- Security risk assessments
- Targeted phishing campaigns
- Password audits

Learn how MMA's customizable Cyber Threat Protection, powered by ASK, can protect your business and help you establish remote workforce access at [mimfg.org](http://mimfg.org).



## Tips from ASK

For the last 28 years, ASK's core mission has been to help take the hassle out of technology. Get resources, tips and videos on ways to keep your staff productive, your company operational, and your data and devices safe.

Watch "Simple Steps to Improve Your Cyber Security" below and visit the ASK COVID-19 Resource Center for more tips on keeping your company, employees and clients safe and productive.

## Watch "Simple Steps to Improve Your Cyber Security"



[manersolutions.com](http://manersolutions.com)

Maner Solutions offers a number of technology services to help manufacturers during these uncertain times. Save time and money by integrating your current financial and payroll systems through ManerLink. Automate processes and gain efficiencies with the help of Maner Solutions' experienced tech team.



[redlevelgroup.com](http://redlevelgroup.com)

Prepare your facilities now for the return of employees. Update infrastructure like firewalls, switches, UPS, WiFi and AV. Update software patching and security and review warranties and licensing agreements. Clean up production, cloud and local machine data. Red Level, a comprehensive technology consulting services company, can help.

And see page 6 to learn about protecting your workforce and your business with COVID ClearPass, powered by Red Level.

# Social Distancing and Virus Mitigation

## COVID ClearPass from Red Level

ClearPass helps you take proper measures to prevent the spread of the virus while maintaining a socially distanced workplace.

With ClearPass, your workforce has access to mission-critical tools right on their phone; screen for COVID symptoms, queue location access, and share key information.

COVID ClearPass App is helping organizations get their employees back to work safely.

[Learn More](#)



## [murraypercival.com](http://murraypercival.com)

A 60-year family-owned distributor and manufacturers rep supplying a wide range of industries including aerospace, medical, military, consumer and automotive, Murray Percival Co can help supply and improve processes to make sure Michigan manufacturers can reopen and operate safely and productively during these times.



## [oakstonegroup.com](http://oakstonegroup.com)

Experienced engineering specialists help manufacturers assure Engineering, Quality and Operations Readiness to Restart<sup>SM</sup> and successful relaunch. To overcome loss of staff, telecommuting, safety protocols and disruptions of formal and informal processes and records management, we work with manufacturers to enable quick, robust response to huge changes in customer demand, materials/component supply, and reduced shop floor staffing.



# Safely6ft.com

iMBranded, a Pontiac-based provider of architectural millwork and customizable graphics for multiple industries, has developed a line of social distancing signs and TeamShield acrylic sneeze/germ dividers designed to help businesses implement social distancing measures as they reopen.

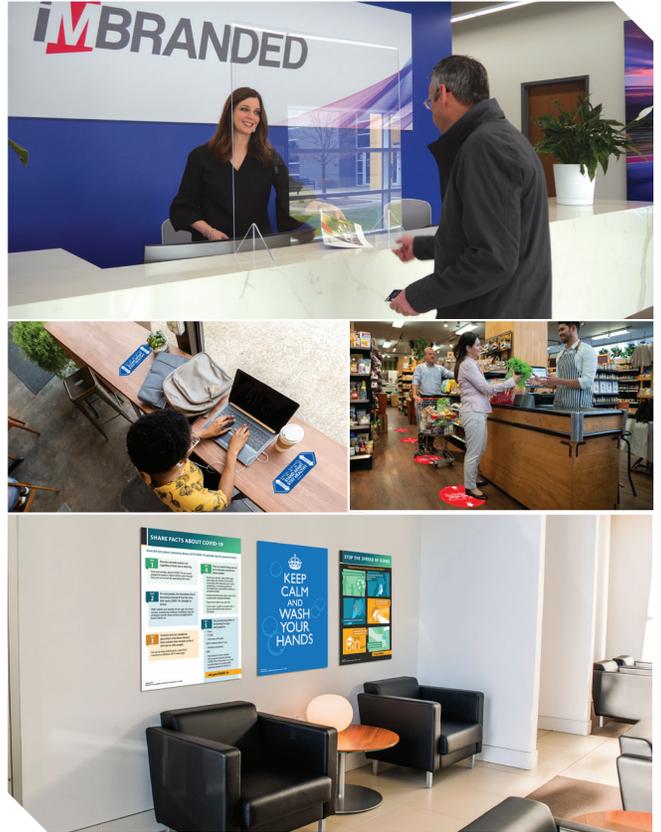
Watch video to learn more.



**MMA Member Discount: Save 10%**  
Go to [safely6ft.com](https://safely6ft.com) and use code MMA

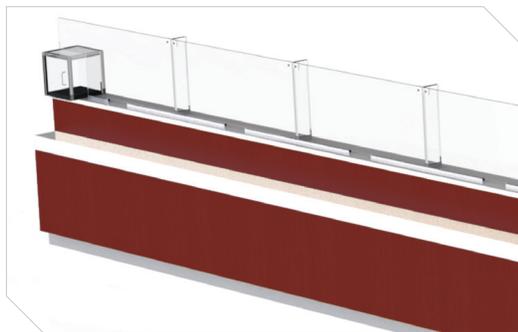
**Safely6ft.com™**

Powered By **iMBRANDED**



## TOTAL SECURITY SOLUTIONS

VirusGuard  
Mobile & Fixed  
Barrier Systems



[tssbulletproof.com](https://tssbulletproof.com)

Total Security Solutions provides critical physical barrier protection systems to businesses to help them prevent the spread of COVID-19.

Get workers back on-site safely with Total Security Solution's ability to quickly customize, produce, and install these barriers, providing additional levels of protection.

**Albert Kahn Associates, Inc.**  
[albertkahn.com](https://albertkahn.com)

Mechanical and electrical modification to plants for rapid COVID-19 retooling.

[Learn More](#)

**The Luminous Group LLC**  
[luminousgroup.com](https://luminousgroup.com)

Develop your company's COVID-19 Preparedness and Response Plan.

[Back-to-Work Checklist](#)

# Financial Resources/Supply Chain Management

manercpa.com

Cash flow is the lifeblood of your business and requires extra attention in challenging times. Whether it is maximizing loan forgiveness under the Paycheck Protection Program, fully utilizing other stimulus options or taking your cash flow planning and analysis to a new level, Maner Costerisan is your trusted resource to help you strategize the best solutions.



## Financial Relief Tool Kit

[mimfg.org/covid19financialrelief](https://mimfg.org/covid19financialrelief)

In the face of workforce disruption, supply chain problems, revenue reductions and economic upheaval, locating financial assistance is more crucial than ever. Get detailed information on emerging federal and state programs for which your company may be eligible.

# Training & Communication



hr-aa.com

HR/Advantage Advisory, powered by Clark Hill, provides HR support and practices to any size business to support the evolving needs of the workplace now and in the future, including:

- Administration of federal or state leave programs
- Administration and tracking of new leave programs, social distancing, unemployment insurance and employee communication
- Assistance with communication strategies and documents to help transitioning employees
- Providing interim HR leadership or staff as needed



[sdiclarity.com/restart](https://sdiclarity.com/restart)

SDI Clarity provides manufacturers with digital training and talent solutions to support the future of work:

- Digital Onboarding Experiences
- Virtual Leadership Development Programs
- Web Based Health & Safety Training
- Talent Management Consulting
- Classroom to Digital Training Program Conversion

SDI is committed to supporting the restart of Michigan's economy by providing facilitated discussions and resources through our exclusive learning community.

# Personal Protective Equipment

[homedics.com/MMA](http://homedics.com/MMA)

A trusted health and wellness company for over 32 years, Homedics has converted its supply chain to provide critically needed Personal Protective Equipment (PPE) including face masks, no-contact thermometers, air purifiers, pulse oximeters and other equipment you might find useful for opening back up.



**MMA Member Discount: Save 10%**  
Go to [homedics.com/MMA](http://homedics.com/MMA)

[ppesafety.masks.com](http://ppesafety.masks.com)

KMS Design's 3-ply high quality, soft woven mask is designed for wearing in public, workplace and visiting heavily populated environments. This disposable mask helps protect against dust, allergens, air pollution and helps to prevent continuous touching of the face.



Find more information PPE production and suppliers at [mimfg.org/COVID-19](http://mimfg.org/COVID-19).

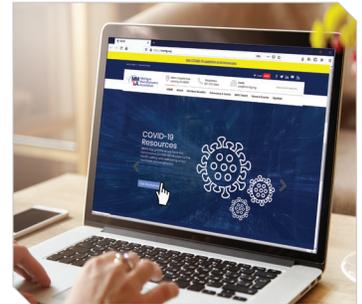


## More Resources

### COVID-19 Resources

[mimfg.org/COVID-19](http://mimfg.org/COVID-19)

MMA has collected valuable information to help you and your team. Find official guidance, expanded leave information, methods to develop and deliver Personal Protective Equipment, e-learning tools, member-provided resources and more.



### Articles

[mimfg.org](http://mimfg.org), search "COVID-19" or "Coronavirus"

Find member-contributed content on operational considerations surrounding the COVID-19 pandemic at [mimfg.org](http://mimfg.org).

### Share Your Resources and Services

517-487-8530 or [mckinley@mimfg.org](mailto:mckinley@mimfg.org)

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](mailto:mckinley@mimfg.org).

# Legal Services



## CLARK HILL

[clarkhill.com](http://clarkhill.com)

Clark Hill's industry-leading practices in areas crucial to manufacturing work together supporting companies on creating effective return to the workplace plans, as well as counseling on safely powering up to full capacity. They align government and regulatory, labor and employment, logistics and transportation, environmental, cyber security, insurance and trade practices with each other to be able to respond holistically or individually in all industries.



## A track record of results.

**KR KERR RUSSELL**  
Attorneys and Counselors

[kerr-russell.com](http://kerr-russell.com)

Kerr Russell is here to support manufacturers. From employer's rights, understanding the tax implications with the CARES Act and PPP loans, maintaining a safe workplace under OSHA and CDC requirements, PPAP requirements or force majeure, Kerr Russell is prepared to serve you.



## HONIGMAN

[honigman.com](http://honigman.com)

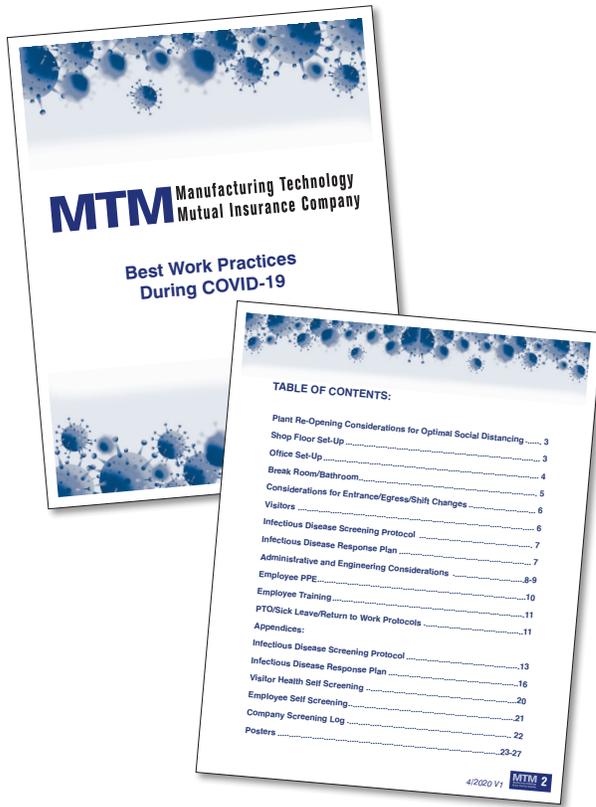
A full-service business law firm ready to support you in scaling up and maintaining operations. Our services include strategic business planning, creative pricing and accessibility to leaders in all practice areas.



[www.millercanfield.com/toolkit](http://www.millercanfield.com/toolkit)

Miller Canfield provides the tools for clients to continue or reopen operations and mitigate legal risks through every phase of the pandemic recovery.

# Loss Control Services



## MFG Works Partners

With the current changes that we are seeing relating to COVID-19, companies are trying to focus on when their business can reopen and the steps that are needed to protect their most valuable asset – their employees. With more than 40 years supporting Michigan manufacturers, Manufacturing Technology Mutual Insurance Company is here to help.

We have developed a Best Work Practices During COVID-19 guide that is provided at no cost to all policyholders of MTMIC. If you are an MMA member but not yet an MTMIC policyholder, you will receive access to our Best Work Practices During COVID-19 guide and receive an additional discount on your workers' compensation insurance coverage by receiving a no-obligation quote.

See [mimfg.org](http://mimfg.org) to learn more about MFG Works Partners Program or contact MTMIC's Megan Brown at 248-715-0012 or [megan.brown@mtmic.com](mailto:megan.brown@mtmic.com).



# MMA Premium Relief Program

To help members facing difficult workforce decisions due to the COVID-19 pandemic, the MMA Service Corporation will cover 50% of May 2020 insurance premiums on MMA/MetLife coverages:

- Dental
- Life
- Vision
- Disability coverages

See [mimfg.org](http://mimfg.org) to learn more or contact MMASC President Larry Janicki, at [janicki@mimfg.org](mailto:janicki@mimfg.org) or 517-487-8556, to find out if your company qualifies.

Click here to listen to MMA President & CEO John J. Walsh talk about the MMA Premium Relief Program on the Paul W. Smith show.



This is a working document and includes self-reported, non-vetted capabilities for Personal Protective equipment (PPE) and non-PPE products and services. There is no guarantee in respect to the availability of or ability to produce the PPE and Non-PPE products or services.

No contractual relationship arises or is created with respect to the identified companies with or between Michigan Manufacturers Association (MMA) or any other company, and MMA does not accept responsibility for any loss arising out of the reliance on any information contained on or accessed through this document.

