



BEEHIVEFUND

COVID-19 RESOURCES AND BEST PRACTICES GUIDE

For Manufacturing Plants



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May 2020 - V1

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TEXAS GULF COAST MANUFACTURERS - LOOKING AHEAD TO PROSPERITY

We are in the midst of a severely challenging pandemic and, as we all have, I am sure that you and your business has been impacted by it. The highly contagious COVID-19 is causing devastating economic losses to businesses world-wide. The manufacturing sector is uniquely impacted due to jobs that require on-site personnel, disruptions in supply chains, and declining demand. According to the National Association of Manufacturers (NAM), about 80% of manufacturers expect to experience a financial impact, over 50% of manufacturers anticipate a change in operations, and over 35% of manufacturers are facing supply chain disruptions. Furthermore, decline in oil prices and demand are delivering a double whammy to our gulf coast manufacturers. While some manufacturers have temporarily shut down operations, others that are part of the critical infrastructure are struggling to implement expeditious and dramatic changes to their workplace while speeding up production to meet the increasing demands for PPEs and other vital products. Alternate supply chains are being established at an unprecedented pace.

To deal with this situation, manufacturers are looking to their local communities and government agencies for guidance. However, the massive amount of information coming from a multitude of sources can be overwhelming. Now, more than ever, it is necessary to have the right facts and information to perform the right actions. We seek to ease the burden by organizing and compiling the information Texas Gulf Coast manufacturers will need to keep their workers safe and to be better informed. We prepared this document with practical recommendations and links to useful resources.

*Finally, the state of our nation depends on our perseverance to work together in combating the spread of the disease and supporting each other. In the long-run, successful organizations will be those who are resilient to these crises – **those who will recognize and capture new opportunities, those who embrace the right technology, and those who will cut costs in the right places to set the foundation for a profitable growth.** Our experts are readily available to assist you in your endeavor to successfully overcome the current challenges from the pandemic and set you up for success in the coming years.*



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ABOUT BEEHIVEFUND AND TMAC GULF COAST

TMAC Gulf Coast (TMAC-GC) is part of the Manufacturing Extension Partnership (MEP), which is a federal public-private partnership that provides small- and medium-sized manufacturers (SMMs) technology-based services they need to thrive in today's economy and create well-paying manufacturing jobs. MEP is managed by the National Institute of Standards and Technology (NIST). In business since 1995, TMAC Gulf Coast has served almost 600 manufacturers. TMAC Gulf Coast is hosted by BeehiveFund, a not-for-profit corporation that employs industry experts who work directly with manufacturers in the Texas Gulf Coast area. Our specialists strive to deliver seamless, consistent services that help manufacturers increase sales and reduce costs.

TMAC-GC's services include:

- Sending technical experts to manufacturing facilities to personally help them on production lines, equipment maintenance, supply chain optimization, customer service, materials scheduling & movement, and quality needs.
- Assisting manufacturers in their market expansion and entry to large box stores.
- Assisting manufacturers with product pricing and market research.
- Negotiating and preparing quotes to new and large customers on the behalf of manufacturers who cannot afford hiring expensive expert firms.
- Helping manufacturers establish safer workplace and be in compliance with state and federal safety rules and regulations.
- Providing funds and other resources to manufacturers, during and after natural disasters, to recuperate and rapidly recover their operations in order to avoid layoffs and loss of jobs.

As Government Authorities look to implement business reopening measures, many Business Owners wonder how they can have their employees return safely to work. In an effort to provide extended support to Small & Mid-Sized Manufacturers, BeehiveFund and TMAC-GC have developed this *"COVID-19 Resources and Best Practices Guide For Manufacturing Plants"* to help you prepare for the Great Re-Start and to be on track for a fast recovery.

This plan is available to any and all that seek direction on employees return to work and the resumption of 100% operations. In addition, BeehiveFund/TMAC-GC Technical Experts will be made available to answer any questions remotely within their areas of expertise. Other key resources will be made available to support individual corporations with the development of a customized plan.

For Questions or Assistance

Click [here](#) to submit your inquiry via our web form

Email us at contact@tmacgc.org

Call us toll free at 888.521.1061

DISCLAIMER

The purpose of this document is to recommend guiding principles and suggest ideas to keep your workers safe as your Business moves towards 100% reopening in the aftermath of the COVID-19 pandemic.

Keep in mind that there is no 'one size fits all' scenario.

Before you chose to implement any of the ideas suggested in this document you must evaluate and determine, with the assistance of your legal counsel, accounting and human resource teams, the legality and effectiveness of the potential application captured in this document.

As the overall intent of this document is to provide suggested ideas for your independent consideration only; BeehiveFund and TMAC-GC accepts no responsibility for any result or circumstance arising from or related to your decision to 'use or not use' any idea submitted herein.

This is to be considered a 'living' document which is subject to revision or further developments as they arise.

PURPOSE

To educate manufacturing plants on the Return to Work (RTW) protocols and procedures implemented for Safety & Protection and to provide essential resources related to overcoming the impacts of the COVID-19 pandemic.

1. To set expectations for employee behaviors that will help mitigate risk at work and at home.
2. To provide employers information and resources regarding employee and organizational health & wellness

OBJECTIVES

To help ensure the Health & Wellness of each employee and visitor.

1. **Implementation of Measures:**

- a. Install additional sanitizing dispensers and guidelines (signage) for frequent cleaning on overly used surfaces and common areas.
- b. Manage Shift-Changes and stagger lunch breaks to allow time to thoroughly disinfect common areas and to promote ‘Social Distancing.’
- c. Place signage throughout the facilities to remind employees of proper preventative measures.

2. **Establish Disinfection Protocols (See Disinfection Protocols on Page 12):**

- a. Disinfection measures need to be put in place and implemented (either) as part of the routine – or scheduled to disinfect workplace surfaces, chairs, tables, etc. – to protect employees.
- b. Scheduled Complete sanitization and disinfection of facilities – employing approved protocol.
- c. Deep-Cleaning and Disinfection will be automatically triggered when an active employee tests positive for COVID-19 by a medical doctor.
- d. Deep-Cleaning must be carried out by an external, professional service.
- e. The ‘baseline of clean’ will be upheld.

3. **Establishing Social Distancing Procedures:**

- a. Social Distancing is an effective method to help prevent the spread of the virus.
- b. Staying (at least) 6-feet from others.
- c. Eliminating select contact with others – handshakes, embracing co-workers, non-essential visitors or friends.
- d. Avoid touching commonly used surfaces.
- e. Avoid individuals that appear ill.

4. **Hazard Analysis for Cleaning Tasks & Wellness:**

A Hazard Analysis is created to establish overall wellness and disinfection protocols for each work area. The Hazard Analysis must include:

- i. General Disinfection Measures
- ii. On-Site Health Screening

- iii. Daily Self-Screening
- iv. Self-Quarantine & Return to Work
- v. Visitors & Contractors Self-Screening

EXPANDING OR RESUMING OPERATIONS

If a facility has been vacant for over 7-days, the need for a Deep-Clean is minimized. The longest the COVID-19 virus can live on a hard or soft surface is 5-days.

HOW LONG COVID-19 LIVES ON SURFACES

2-8 Hours	ALUMINUM		
	Soda Cans	Ladder	Computer Parts
4 Hours	COPPER		
	Coins	Plumbing Parts	Wires
1 Day	CARDBOARD		
	Boxes	Paper Towel Rolls	Toilet Paper Rolls
2-3 Days	PLASTICS		
	Elevator Buttons	Hard Hats	Safety glasses
	STAINLESS STEEL		
4 Days	WOOD		
	Office Furniture	Doors	Pencils
Up to 5 Days	GLASS		
	Windows	Mirrors	Phone Screens
	PAPER		
5 Days	METAL		
	Doorknobs	Tools	Sinks
	CERAMICS		
	Mugs	Dishes	Pottery

SOURCE: <https://www.webmd.com/lung/how-long-covid-19-lives-on-surfaces>

If a facility has not been closed and/or vacant for 7-days, the following steps must be taken:

1. The company or an external professional service must clean the following:
 - a. All Hard Surfaces including – but not limited to:

Doorknobs	Water Fountains	Light Switches
Machine Switches	Tables/Chairs	Desks
Sinks	Keyboards	Phones
Counter-Tops	Towel Dispensers	Faucets/Handles
Screens	Vending Machines	Common Area Objects
Forklift/Tuggers	Handrails	Machine Controls
Time Clocks	Turnstiles	Tools

All other high touch items

- b. The company or an external professional service must clean with soap & water followed by the disinfecting with one of the following:
 - i. Diluted household bleach solution – 1/3 cup of bleach to 1 gal of water
 - ii. Alcohol Solution that is at least 70% alcohol
 - iii. EPA Registered Household Disinfectant
 - c. While cleaning, employees or professional cleaning service must wear:
 - i. Respiratory Protection, N95 or alternative classes of NIOSH approved respirators (OSHA N95 Guidance)
 - ii. Eye Protection such as safety glasses or face splash shields
 - iii. Disposable gloves made out of latex, nitrile or vinyl
 - iv. Disposable gowns
 - v. Specialized cleaning can be added and performed by company



2. HVAC Filters must be cleaned, disinfected or replaced on schedule.
3. Before work begins, each employee shall be informed of the following:
 - a. How the initial cleaning was completed
 - b. How to protect oneself on a daily basis
 - c. How to clean each workspace throughout the day
 - d. Protocol for an employee testing positive for COVID-19
4. When at work, follow protocol of who to contact if feeling ill:
 - a. If the employee becomes sick during the day, they should be sent home immediately.
 - i. Surfaces in their workspace should be cleaned and disinfected.
 - ii. Information on persons who had contact with the ill employee during the time the employee had symptoms and 2 days prior to symptoms should be compiled. Others at the facility with close contact within 6 feet of the employee during this time would be considered exposed.
 - b. Employees who appear to have symptoms (i.e., fever, cough, or shortness of breath) upon arrival at work or who become sick during the

day should immediately be separated from other employees, customers, and visitors and sent home.

- c. If an employee is confirmed to have COVID-19 infection, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). The employer should instruct fellow employees about how to proceed based on the CDC Public Health Recommendations for Community-Related Exposure.

NOTE: To properly execute this plan, it is in the best interest of the company to establish a team or individuals or supervisors that will be given the authority to make decisions in the best interest of the company. During the 'Recovery & Return to Work' period, focus on monitoring employees, sanitation of the facility & equipment and other essential duties described throughout this plan.

PERSONAL PROTECTION EQUIPMENT (PPE)

In addition to the normal everyday PPE based on job requirements, the company must provide, where/when required, the following:

1. Respirators of N95 or alternative classes of NIOSH-Approved respirators
OSHA N95 Guidance issued to:
 - a. Deep-Cleaning Staff
 - b. Onsite Screening Team
 - c. First Responders
 - d. Employees with Broad Exposure:
 - i. Cafeteria Workers
 - ii. Security Guards
 - iii. Receptionists
 - iv. Shipping/Receiving Employees
 - v. Employees working closer than 6-feet



2. Face Splash Shields issued to:
 - a. Onsite Screening Team
 - b. First Responders
3. Gloves made of Latex, Nitrile, or Vinyl to:
 - a. Deep-Cleaning Staff
 - b. Onsite Screening Team
 - c. First Responders
 - d. Employees working closer than 6-feet

- e. Respective personnel when recommended by the cleaning/disinfecting product being used



NOTE: The CDC indicated that gloves do not protect individuals against COVID-19 because the virus does not enter the body through the hands.

4. Disposable gowns issued to:
 - a. Deep-Cleaning Staff
 - b. Onsite Screening Team
 - c. First Responders

DISINFECTION PROTOCOL

Guidance for distinction of hard, nonporous surfaces is to use one-part household bleach to ten-parts water solution (10% bleach solution). You may (also) use (5) tablespoons per gallon, or (4) teaspoons per gallon – per quart of water.

The solution **must be made daily** and left on a surface to clean of a minimum of 5-minutes.

A list of alternative household disinfectants can be found on the Environmental Protection Agency (EPA) website.

The EPA manages a pesticide registration which includes:

- List N: Disinfectants for the use against SARS-CoV-2 (COVID-19).

The following is provided for each disinfectant:

- EPA registration Number
- Active Ingredients
- Product Name
- Company of Manufacture
- Directions to Follow for Comparable Virus Type
- Contact Time – Minutes the surface should be treated & visibly wet for duration of contact time
- Formulation Type
- Surface Types for Usage – Porous and/or Nonporous
- Use Site – where the disinfectant may be used
- Emerging Viral Pathogen Claim – if yes, it is effective against a harder-to-kill virus than human coronavirus
- Date Added to List N

1. Responsibility of the Employee:

- a. To understand expectations, limitation and processes for the responsibilities for decontamination.
- b. Exercise Sanitary Practices – Limit the direct touching of objects, equipment and surfaces in common areas.
 - i. Stagger handwashing to ensure 6 ft of social distancing is maintained during this activity to mitigate the spread of COVID-19.

- c. Practice Good Personal Hygiene:
 - i. Self-clean your work area before break, lunch, and end of shift.
 - ii. Wash hands multiple times per day with warm water and soap for (at least) 20-seconds.
 - iii. Cover coughs, maintain social distancing and clean other visited areas.
 - iv. Where gloves are required per FDA regulations please continue to maintain current Good Manufacturing Practices (cGMPs).
 - v. Continue to ensure proper cGMPs are being followed by all employees (not touching face, nose, mouth, hair, changing gloves when soiled, etc.) to help mitigate the spread of germs.

NOTE: These are important to keep yourself and others safe.

2. Responsibility of Company:

- a. Train employees on decontamination expectations, including frequency, methods and safety precautions.
- b. Develop protocol for decontaminating machinery/equipment, common areas, offices and other occupied areas.
- c. Ensure adequate supply of approved decontamination materials.
- d. Determine the limit of for company, employee and when a third-party is used.
- e. Prevent the shaking of clothes and appropriate PPE to reduce the risk of contamination. In accordance with manufacturer's recommendations wash using warm water, drying completely and potentially use of a disinfectant from EPA's List N. Special consideration shall be given for certain items (i.e. flame retardant or resistant clothing).
- f. Consider improving the engineering controls using the building ventilation system.

Decontamination Frequency Accountability Chart

AREA	DESIGNATED RESPONSIBLE PARTY	DECONTAMINATION AGENT	CONTACT TIME	FREQUENCY
Desk / Office	Individual Employee	Appropriate diluted bleach solution or another agent from List N	List agent corresponding time according to List N	Twice a day, prior to lunch, and end of day
Work Area	Individual Employee			Prior to breaks and lunch. At end of day
Common Areas	Cleaning Crew			Before and after occupancy (i.e., meetings, breaks, lunch)
Isolation Area	Cleaning Crew			After each occupancy

3. Emergency Procedures

Reference Procedures for Suspected Infections:

- If decontamination is not feasible, consider a 72-hour shutdown to allow the virus to naturally deactivate.

SELF-DISTANCING

Self-Distancing, also known as Social Distancing, is one of the primary ways to avoid contracting a virus or contamination. It is imperative that employees maintain proper self-distancing as recommended by the CDC and other health organizations. This means that a minimum of 6-feet must be maintained between employees. This procedure should be continued even when workers are wearing PPE.

Also, avoid gathering in groups, entering crowded areas, carpooling with others outside of your home, hugging, shaking hands, eating face-to-face and similar activities that would put you and/or others in close proximity and increase the risk of contamination

NOTE: See CDC Social Distancing Guidelines.

Prior to resuming operations, duties that require employees to work within 6-feet of each other must be evaluated using the companies Hazard Analysis for potential health and wellness risks. This is to ensure protection for each employee.

The following instructions are established to help maintain proper self-distancing:

1. Workstations:

- a. Remain isolated when possible.
- b. Maintain 6-feet of separation between yourself and the nearest co-worker at all times.
- c. Companies must ensure that desks are not facing each other unless guarded by a cubicle wall of similar barriers.
- d. Designate one-way walking paths including offices, warehouses, storage areas or similar where traffic is common and other safety protocols will not be impacted.
- e. Duties that require employees to work within 6-feet of each other or if workstations do not allow 6-feet of separation, require the following:
 - i. Use of barriers – plexiglass, cardboard, plywood or other similar materials.
 - ii. Engineering Controls must be considered prior to work beginning, including the option of eliminating duties (if practical/possible), until the outbreak has subsided.
 - iii. Redesigning jobs to allow duties to be completed by one person, introducing tools to assist with jobs that allow 6-feet of distance or any other option that allows work to be completed while maintaining the proper distance.
 - iv. If work cannot be redesigned then employees must be provided with the proper face mask, face shield, & gloves to avoid contact of the skin on tools. This would include any additional PPE that would be deemed essential to protect health of the employee.
 - v. Immediately following duties that require work of close proximity, all employees shall properly remove PPE without touching the outside of said PPE. Then wash hands & face thoroughly for a minimum 20-seconds with soap and water.

NOTE: Hand Sanitizer can be used as long as it contains a minimum of 60% alcohol. A 60% alcohol solution is allowable for personal hygiene, but a 70% solution is needed for surfaces, equipment and tools.

- f. Avoid sharing equipment & tools – when possible.
 - g. When equipment is shared, such as powered industrial trucks, ladders, rolling carts, copy machines, computers, etc. – the operator is required to properly disinfect after use.
 - h. Prior to shift changes, the employee working is required to properly disinfect the workstation and equipment.
 - i. Avoid coming within 6-feet of outside personnel – including those making deliveries (i.e. truck drivers, parcel delivery, post office) – or other individuals coming onsite.
 - i. Do not receive items directly from delivery personnel. Rather, allow the driver to place items down and back away.
 - ii. If the dolly or hand truck is used by delivery personnel within the facility, ensure that it is disinfected immediately afterwards.
 - j. During training and meetings, a minimum of 6-feet must be maintained by employees.
 - k. Employees shall not sit directly across from one another.
2. Breakrooms:
- a. Employees must maintain proper self-distancing.
 - b. Employees shall not sit directly next to or across from one another.
 - c. Minimize touching objects such as vending machines, coolers, refrigerators and other commonly shared breakroom items.
 - d. When breakroom items are touched...employee must wash hands.
 - e. Prior to exiting the breakroom, properly disinfect all items encountered.
 - f. When possible, use separate doors to enter and exit the breakroom to avoid close proximity with others.
3. Lunch Area/Cafeterias:
- a. All Breakroom guidelines apply.
 - b. Encourage employees to bring their own lunch so no more communal sharing- such as hot buffet/ cafeteria lunch program) etc. and

discourage drop-off food deliveries to maintain social distancing and spread of COVID-19.

- c. The use of disposables such as plates, cups and utensils are deemed a 'Best Practice.'
- d. Self-Service must not be allowed at this time.

4. Restrooms:

- a. Social distancing guidelines must be maintained in restrooms, including waiting in lines.
- b. All employees must properly disinfect hands when finished.
- c. Restrooms must stay sanitary – dispose of paper products properly and completely flush toilets.
- d. If possible, restroom doors shall remain open to avoid repeated contact by employees.
- e. If possible, restroom require pathways that avoid close proximity of employees.

5. Shift Changes:

- a. Do not congregate in parking lots or other areas prior to or after shifts.
- b. Maintain 6-feet of distance while entering or exiting facility.
- c. If possible, One-Way entry and exits should be established.
- d. If possible, Entry & Exit Doors should remain open during Shift Changes.
- e. Avoid touching the Time Clock bare-handed, use gloves.

MONITOR & DETECTION

One of the key difficulties about COVID-19 is the long incubation period. This is the period between initial infection and the onset of visible symptoms. One can be harboring the virus inside his/her body and not know it. During this time, it is possible to spread the virus to others (CDC – Protecting Yourself and Others).

Should self-distancing fail to prevent the spread of the virus, it is also important that employees be monitored/observed/screened for the display of symptoms.

This can include several aspects:

- Self-Screening
- Observation of symptoms by co-workers
- Monitoring of symptoms (including fever) by employer

1. Self-Screening at Home:

One of the most vital aspects of detection involves self-screening. In order to adequately communicate these procedures to employees, the employer should issue a self-screening checklist for all employees to conduct voluntary, home self-screening prior to returning to work (CDC – Guidance for Business Plan & Response)

The screening should consist of the following questions:

- Do you have a temperature of 100.4 Fahrenheit or greater?
- Do you have a cough?
- Are you experiencing shortness of breath?
- Are you having difficulty breathing?
- Are you experiencing unusual fatigue?



If the answer to any of these questions is ‘YES’, employees are requested to stay at home until ALL THREE of the following are true:

- You have been fever-free for (at least) 72-hours (3 full days) without taking medication such as acetaminophen or aspirin to reduce fever.
- Other symptoms (cough or shortness of breath) are gone.
- It has been (at least) 7-days since your symptoms first appeared, or you have tested negative for COVID-19 and applied protocols.

2. Observation of Symptoms at Work:

Employees who appear to have symptoms (i.e., fever, cough, or shortness of breath) upon arrival at work or who become sick during the day should immediately be separated from other employees, customers, and visitors and sent home.

If an employee is confirmed to have COVID-19 infection, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). The employer should instruct fellow employees about how to proceed based on the CDC Public Health Recommendations for Community-Related Exposure.

3. Monitoring by Employer:

Employers have the authority to set up a monitoring station at the facility's entrance. In addition, a monitoring station may be set up in the parking lot entrance (CDC – Employers' Guidance).

If Implemented – please consider the following:

- a. Employing a health screening team that will monitor symptoms of individuals entering the facility.
- b. Close alternative entrances to ensure all employees pass through the monitoring system.
- c. Use no-touch thermometers to evaluate employee's body temperature.
- d. If an employee exhibits a fever upon entrance, he/she should be sent home to self-quarantine or pursue medical attention.

PROCEDURES FOR SUSPECTED INFECTION

Employers should assess hazards that employees may be exposed to, evaluate the risk of exposure and select / implement / ensure employees use controls to prevent exposure.

Control measures may include a combination of engineering and administrative, safe work practices and PPE.

1. Identification & Isolation:

- a. Identification & isolation of potentially infected individuals is a critical first step in protecting workers, visitors and others.
- b. Immediately isolate individuals suspected of having the COVID-19 virus (based on the Identification routes captured earlier in this document). This should be an area away from others and able to have a closed door.
- c. Take steps to limit the spread of the individual's respiratory secretions by providing a face mask or other facial covering. A surgical mask is a 'Best Practice' if available.
- d. Restrict the number of individuals entering the isolation area.
- e. Protect employees in Close Contact* with sick individuals by using additional engineering and administrative controls, safe work practices and PPE.

NOTE: CDC defines Close Contact as being within 6-feet of an infected person while not wearing the proper PPE. Also, Close Contact also includes direct contact within infectious secretions while not wearing the proper PPE. Close Contact does not generally include brief interactions like walking past a person.

2. Following Isolation:

After isolation, the next steps depend on the workplace. For example – in most workplaces:

- Isolated individuals should leave the worksite as soon as possible depending on the severity of their illness, the other employees have choices:
- May be able to return home.

- May choose to seek medical care on his/her own.

3. PPE for Responders:

Guidance for PPE use for medical response personnel is addressed by the CDC for personnel in medical facilities.

Any reusable PPE must be properly cleaned, decontaminated and maintained after and between use. Facilities should adopt procedures and perform job safety analysis for addressing COVID-19 exposure.

The PPE recommended when caring for a patient who is suspected – or – tested positive for COVID-19 includes:

a. Respirator or Facemask:

- i. An N95 respirator, higher-level respirator, or facemask must be worn before entry into isolation area. Higher-level respirators include other disposable filtering facepiece respirators, PAPR's or elastomeric respirators.
- ii. Disposable respirators and facemasks should be removed and discarded after exiting the isolation area and closing the door.
- iii. Perform proper hand hygiene after removing the respirator or facemask.

NOTES: Reusable respirators must be cleaned and disinfected according to the manufacturer's reprocessing instructions prior to reuse (i.e. empowered air purifying respirators). Cloth face covers are not PPE and should not be worn for the care of patients.

b. Eye Protection:

- i. Use eye protection (goggles or disposable face shields that cover the front and sides of the face upon entry into the isolation area. Personal eyeglasses and contact lenses are not considered adequate eye protection.

- ii. Remove eye protection upon exiting isolation area and dispose of properly.
- iii. Reusable eye protection must be properly cleaned, decontaminated and maintained after and between use.
- c. Gloves:
 - i. Use clean, non-sterile gloves upon entry into the isolation area.
 - ii. Change gloves if they become worn or heavily contaminated.
 - iii. Remove gloves upon exiting isolation area and dispose of properly.
- d. Gowns:
 - i. Use clean gown upon entry into the isolation area.
 - ii. Remove gown upon exiting isolation area and dispose of properly.
 - iii. Cloth gowns should be laundered after each use.

Facilities should work with their health department and suppliers to address shortages of PPE. The CDC website also addresses extended use of PPE equipment due to shortages.

4. Environmental Cleaning & Decontamination:

When individuals touch a contaminated surface or object and then touch their own eyes, nose or mouth, they may expose themselves to the virus. Extreme Caution must be taken to avoid this exposure.

SIGNAGE

Signage is an inexpensive component that can be used to help convey important information. Below are some ideas on how to create your own sign, and a few examples of signs that you can print for free.

1. Facility Sign Type

- Letter Size
- 8 ½" x 11" / A4
- Orientation Portrait (vertical)
- Material – Regular Paper

2. Poster Size

- 30" x 40"
- Orientation Portrait (vertical)
- Material – Foam Core

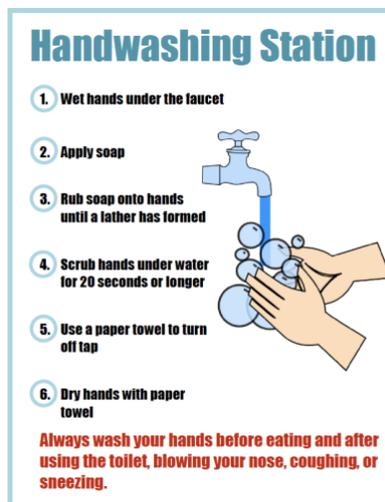
3. Location Suggestions:

- Outside & Inside Exterior Doors
- Cafeteria Entrances
- Outside & Inside Restrooms
- Throughout Plant & Office

**No Visitors
Allowed**

NOTICE

**EQUIPMENT MUST BE
THOROUGHLY CLEANED
AFTER EACH DAY'S
WORK**



Signage Examples from printablesigns.net

RETURN TO WORK

Before returning to work put a contingency plan into place, determine how you will operate if absenteeism spikes from increases in sick employees, those who stay home to care for sick family members, and those who must stay home to watch their children if dismissed from childcare programs and K-12 schools.

- Enforce transparent communication to inform employees on how the organization will handle the COVID-19 situation in order to protect employees and meet business needs while continuing to plan, grow and prosper during such situations.
- Plan to monitor and respond to absenteeism at the workplace.
- Implement plans to continue your essential business functions in case you experience higher than usual absenteeism.
- Prepare a statement of how staff will receive communications and/or notifications should there be any need to adjust schedules and/or production to accommodate numbers of employees available to work or if the organization needs to shut down (or amend) operations.
- Prepare to institute flexible workplace and leave policies.
- Cross-train employees to perform essential functions so the workplace can operate even if key employees are absent.
- Review company travel plans (both past and future) for any visits to high risk destinations and work to find alternative means of business continuity.
- Protecting employees' mental health is also a high priority. Provide counseling services to employees returning after prolonged quarantines.

Return to Work Checklist

	Cleaning Crew received training about the disinfection method and frequency	<input type="checkbox"/>
	10% chlorine bleach solution (sodium hypochlorite solution) made daily, used when appropriate	<input type="checkbox"/>
	Cleaning conducted on all common work surfaces, offices, and conference room	<input type="checkbox"/>
	Cleaning conducted in break areas (dispensers, vending machines, etc.)	<input type="checkbox"/>
	Cleaning conducted in all company vehicles and equipment	<input type="checkbox"/>
	Cleaning conducted on floors, walls, multi-use areas, and restrooms	<input type="checkbox"/>
	Clean, disinfect or replace HVAC filters	<input type="checkbox"/>
	Social distancing protocol in place to prevent close proximity of employees including one-way paths	<input type="checkbox"/>

COVID-19 (CORONAVIRUS) – RESOURCES

TMAC Gulf Coast (TMAC-GC) has compiled this list of resources to support economic retention and recovery related to COVID-19 Coronavirus.

We are working with our local and federal partners on response efforts and how to support Texas Manufacturers through this crisis. Below are resources that may help you as you make decisions regarding your employees, business management, supply chain and customers.

The CORONAVIRUS AID, RELIEF and ECONOMIC SECURITY ACT (“CARES ACT”) Information

- [The Small Business Owner’s Guide to the CARES Act](#)
- Paycheck Protection Program - [How to Calculate Maximum Loan Amounts – by business type](#)
- [Paycheck Protection Program – Find an Eligible Lender](#)
- [CARES SBA Flow Chart](#)
- Paycheck Protection Program – [Application Form](#)
- Coronavirus Emergency Loans – [Small Business Guide and Checklist](#)

Disruption/Response Planning

- The Center for Disease Control (CDC) provides interim guidance for employers. [Recommendations for an Infectious Disease Outbreak Response Plan](#)
- U.S. Food & Drug Administration (FDA) [Coronavirus Supply Chain Update](#)

Workplace/Employee Recommendations

- [CDC Environmental Cleaning and Disinfection Recommendations for COVID-19](#)

- Occupational Safety and Health Administration (OSHA) [Key OSHA standards for COVID-19](#)
- OSHA Guidance on Preparing Workplaces for COVID-19 [Worker Exposure Risk to COVID-19](#)
- U.S. Chamber of Commerce Foundation: [CoVID-19 Workplace Tips for Employees](#)
- Texas Workforce Commission – [Recruiting and Hiring Resources](#)
- [Fabricators & Manufacturers Association \(FMA\) COVID-19 Resources](#)
- Department of Labor (DoL) – [Paid Sick Leave and Expanded Family and Medical Leave Under the Families First Coronavirus Response Act](#)

Texas State and Local COVID-19 Information

- FEMA – [Disaster declaration for Texas](#)
- Texas Health and Human Services - [Status of COVID-19 in Texas](#)
- [Texas COVID-19 Case Counts by County](#)
- Governor’s Strike Force to Open Texas – [Minimum Standard Health Protocol for Individuals and Various Businesses](#)
- Texas Workforce Commission – [Resources for Employers](#)
- SBA – [Guidance for Businesses and Employers](#)
- [SBA Loans and Debt Relief Options](#)
- Greater Houston Partnership: [Work Safe 2.0: Principles to Guide Reopen Houston Safely](#)

National Association of Manufacturers

- [NAM’s Coronavirus Resources](#)
- [NAM’s COVID-19 Policy Action Plan](#)
- [NAM Member Coronavirus Survey Results](#)

Food Manufacturing Precautions

- [FDA Food Safety & COVID-19](#)
- [FDA Coronavirus \(COVID-19\) Supply Chain Update](#)
- [USDA Specific FAQ's](#)
- [List of Products that Meet EPA's Criteria for Use Against SARS-CoV-2, the cause of COVID-19](#)

Critical Supply Chain Resources and Contacts

- [Identifying critical infrastructure](#)
- [Identification of Essential Critical Infrastructure Workers During Covid-19 Response](#)
- FEMA - [COVID-19 Fact Sheets & Guidance](#)
- World Economic Forum - [How global supply chains will change after COVID-19](#)
- National Business Emergency Operations Center (NBEOC) Email: NBEOC@fema.dhs.gov
- NBEOC Service Desk: nbeoc@max.gov

General COVID-19 Information

- Center for Disease Control (CDC) – [What you need to know about Coronavirus disease 2019 \(COVID-19\)](#)
- [CDC Resources for Businesses and Employers](#)
- CDC Coronavirus (COVID-19) – [“What You Need to Know”](#)
- National Geographic (you will be prompted to sign up for free) - [U.S. Coronavirus cases county by county](#)