

Keep People Safe & Factories Running

TIPS, TRICKS, AND HACKS

Arrival Ideas

- IR Thermometer – Welcome, Keep it Simple, Calm
- Employee self-declaration questionnaire
- Wrist Bands post screening (especially for multi-site, multi-shift)
- Scan tool for check-in
- Limit access to one door, arrive specific time, verbal check of list of questions
- One door, scheduled report times, temp check, taste check (wintergreen), smell check (vinegar q-tip)

Removing/Reducing/Securing Touch Points

- Don't share pens, staplers, etc.
- No salt/pepper shakers
- Tissues at touch points (elevators, soda machines, etc.)
- Shared Dishwasher – properly sanitize, wear gloves before unloading
- Prop open doors
- Bracket on door so can open without hands (with foot)
- Removed biometrics from time clocks
- Close drinking fountains
- Touch screens – wipes by every screen

Communication & Essential Business

- Text message communication tool
- Essential Customer letters/examples/promotion for Essential Businesses
- Distribute essential business letters – mostly to make people feel safely

Benefits

- Don't use term "Hazard Pay" – implies your site is a dangerous destination
- Do reward people who perform with perfect attendance (possibly with cash to be used in the community that helps local restaurants/businesses)

Cyber Threats

- Phishing scam – " CDC is shutting you down"

Travel – Positive Covid Tests – Return to Work

- Return from Travel – defined as traveling outside the employee basin
- Personal travel – need 2 weeks advance notice before leaving the community
- Prepare announcements for your 1st tests, 1st positive, 1st return to work
- Don't tally the numbers like the news programs (add hype – why media does it)

Personal Commitments

- Pledge by employees – be safe when you are home with family

Social Distancing

- Metric on people in building – targeting 50% of old steady state
- Gap between shifts – avoid overlap
- Rolling white boards for separation
- Dropped clear vinyl screens for separation
- Scheduled breaks (timing to assure separation)
- Assigned break areas (avoid overlap & mixing)
- 2X4 structure with plastic stretch wrap as barrier

Cleaning & Misc.

- Save hand-sanitizer dispenser bags – for refilling
- Save soap dispenser bags – for refilling
- Internally mix sanitizer – WHO alcohol and glycerin recipe
- Create voluntary mask program per OSHA protocol
- Distribute gloves/cleaner to desktop support people in IT

PPE

- Masks & Gloves & Eye glasses for all in facility
- Face Masks for family: Once a week visit facility, drive through, a temp check and hand a pack of masks.

Restart

- Supply Chain issues (Financial Strength, restart,...)
- Customer demand
- Impact of unemployment on cash flow, payments,...