Keeping 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
• Share PPE with family members – keep everyone in household safe

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
• Cleaning carts
• Hand washing Karoke
• Thanking the screeners

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,...
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DEALING WITH COMPLACENCY

- 2nd measures
  - Soap used in dispensers
- Social distancing
- Constant reminders
- Calling people out
- Remind people of the Pledge as a reminder
- Catch people doing things right – give them something – beer, vending cards
- Wash hands
  - Hand washing karaoke
  - Timing by sink (hand wave to activate)

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QUICK AUDIT OPTION

- **Signs-Postings**- all virus-related communications have been posted on the bulletin boards
- **6 feet Separation**- trained to and enforced plant wide.
- **Break Rooms**- occupancy posted, cleaning taking place 3x per day, Lysol wipes on each table.
- **Cleanliness/Sanitizing**- Cleaner is doing all door and switches 3x per day. Posting up regarding hand washing.
- **Time Clock Procedures**- Notice posted in 2 places at each clock, wipes and sanitizer in place, training done.
- **Visitor Procedures**- Posted outside of all doors. Training done. Vendors and visitors contacted.
- **Doors open**- Once thermometer and wrist bands are in place we will take temps and log daily.
- **Glove wearing**- Gloves supplied and enforced
- Safety and Health Audit
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MASK OPTIONS

• Wear on arrival
• Mandatory
• Voluntary
• Medical grade
• Washable cotton
• Mandatory when facing outside public: such as shipping/receiving
• When people come back to work, required to wear masks
• Mandatory to ‘retain in possession’
• Key is whether 6ft social distancing is possible

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TEMPERATURE TAKING

• Restrict/schedule when staff can arrive to single point of entry with volunteers to screen
• Self-administer with cleaning materials between tests
• Fluctuations between outdoor/indoor ambient can impact readings – temperature checking indoors
• Calibrating using warm water and bandaid