

# 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

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| <ul style="list-style-type: none"><li>• <b>Signs-Postings</b>- all virus-related communications have been posted on the bulletin boards</li><li>• <b>6 feet Separation</b>- trained to and enforced plant wide.</li><li>• <b>Break Rooms</b>- occupancy posted, cleaning taking place 3x per day, Lysol wipes on each table.</li><li>• <b>Cleanliness/Sanitizing</b>- Cleaner is doing all door and switches 3x per day. Posting up regarding hand washing.</li></ul> | <ul style="list-style-type: none"><li>• <b>Time Clock Procedures</b>- Notice posted in 2 places at each clock, wipes and sanitizer in place, training done.</li><li>• <b>Visitor Procedures</b>- Posted outside of all doors. Training done. Vendors and visitors contacted.</li><li>• <b>Doors open</b>- Once thermometer and wrist bands are in place we will take temps and log daily.</li><li>• <b>Glove wearing</b>- Gloves supplied and enforced</li><li>• Safety and Health Audit</li></ul> |
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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