

MANUFACTURING

How can manufacturing plants open safely?

The coronavirus pandemic (COVID-19) continues to impact our way of life in unprecedented ways, interrupting all business in some fashion, and resulting in thousands of our neighbors being out of work.



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VP of Sales & Marketing
Jamestown
Container Corp.

Jamestown Container designs and manufactures custom corrugated and foam packaging; we also distribute shipping supplies and provide

inventory management and fulfillment services to customers primarily located across NY, OH and PA. We also offer ISTA and Amazon testing service & support.

Fortunately, we are an essential supplier, and we've remained open for business throughout. Like all businesses, our priorities are to keep our Employees and their families healthy and safe, while continuing to meet the needs of our Customers.

Since March, following the federal, state and local recommendations, we've taken the following actions at each of our six locations:

- We transitioned many of

our office and management personnel to a work from home setting, established travel restrictions, and began using teleconferencing or web conferencing instead of in-person meetings;

- We established a rotational staffing schedule in each location to minimize the number of employees onsite at any time;
- We established reliable sources and invested in the required PPE – face masks, face shields, bandanas, sanitizer, gloves – for all employees;
- We eliminated food sharing, and instituted a regular, documented cleaning schedule for each location and across all shifts, to ensure we wiped down shared surfaces on a consistent basis. In addition to our usual disinfecting and cleaning supplies, we introduced stylus pens for shared computers and iPads to reduce or eliminate contact on shared surfaces;
- We established a social distance, masking, and several health & wellness protocols focused on the daily health of our employees. For example, we invested in contactless tablet thermometer kiosks at all locations to help identify employees who may not be feeling well enough to be at work;
- We use electronic communications to share documents wherever

appropriate, and consistently provide information and tips on how to maintain health and safety during this time;

- We constantly reinforce proper hand washing and maintaining proper distance in our plants, and designed corrugated "social distance markers" to act as barriers between employees when the above is not possible;
- We instituted a no visitor policy, and a limited or no contact policy for our shipping, receiving and delivery personnel;
- We established a series of internal communications and "talking points" – from ownership, senior management, human resources, department managers and supervisors – focused on accurate, consistent updates regarding employee health, safety, benefits, expectations, as well as our community support efforts, to eliminate fear, address rumors, and keep morale high with our 500+ employees.

Human nature is to control what we can and minimize the unexpected. It's not easy to get back to work, it is (or is going



to be) different, and no one can predict what the future holds. As business owners and managers, we can only promise to monitor the developments associated with this crisis and continue to make the best possible decisions for our Company, our Employees and our Customers.

We will bounce back. Thankfully, manufacturing is critical to our economy and to our livelihood. Simply put, our customers need our products, and we should all be proud of the work we do to help provide necessary goods and services to the communities where we live and work.

If we can help with your re-opening, please don't hesitate to contact us. Thanks and best of luck!

By Larry Hudson (VP of Sales & Marketing).



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