



# COVID-19 Manufacturing Industry Guidelines

WORKPLACE SAFETY AND HEALTH

# Important Note:

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The requirements in this presentation are in reference to Michigan's current Executive Order 2020-77 and recommendations from OSHA and the CDC.

The best practice and guidance information provided in this presentation, follows information and guidance provided through the CDC and OSHA, **as of May 11, 2020**

Employers should continue to review CDC and OSHA websites, to ensure their workplace policies and procedures are based on the most up-to-date information available.

# General Workplace Requirements

All Businesses with In-Person Operations must:

- ☐ Develop COVID-19 Preparedness & Response Plan
  - ☐ OSHA Guidance on Preparing Workplaces for COVID-19
- ☐ Restrict Number of Workers on Premises
- ☐ Promote Remote Work
- ☐ Maintain 6ft Social Distancing
- ☐ Require Masks & Consider Use of Face Shields
- ☐ Update Cleaning & Disinfection Protocols
  - ☐ Increase current standards
  - ☐ New protocols in event of positive COVID-19 case in the workplace
- ☐ Implement Workplace Daily Entry Screening Protocol

# Develop COVID-19 Plan

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Use OSHA Guidance to Develop a COVID-19 Preparedness & Response Plan

- Assess level of exposure risk for worksite – assess individual tasks
- Consider where, how and what sources of SARS-CoV-2 might be in the workplace
- Consider non-occupational risk factors at home & within the community
- Keep current with federal, state & local guidance
- Implement basic infection control measures
- Develop policies/procedures to identify and isolate sick individuals
- Implement workplace controls – use hierarchy of controls

**Occupational Risk Pyramid  
for COVID-19**



## Ten Steps All Workplaces Can Take to Reduce Risk of Exposure to Coronavirus

All workplaces can take the following infection prevention measures to protect workers:

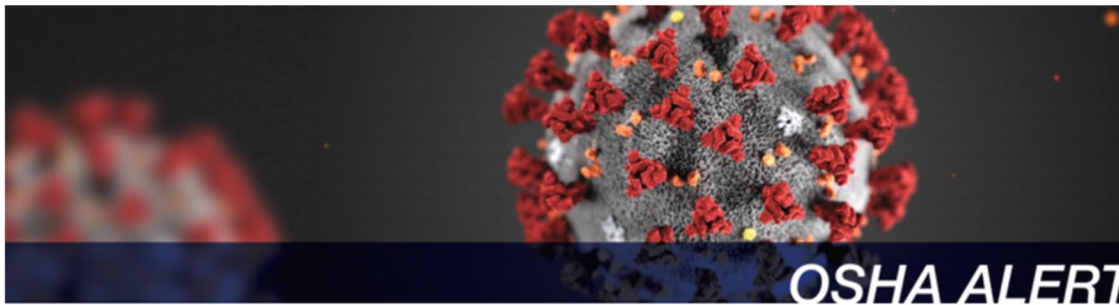
- 1 Encourage workers to stay home if sick.
- 2 Encourage respiratory etiquette, including covering coughs and sneezes.
- 3 Provide a place to wash hands or alcohol-based hand rubs containing at least 60% alcohol.
- 4 Limit worksite access to only essential workers, if possible.
- 5 Establish flexible worksites (e.g., telecommuting) and flexible work hours (e.g., staggered shifts), if feasible.
- 6 Discourage workers from using other workers' phones, desks, or other work tools and equipment.
- 7 Regularly clean and disinfect surfaces, equipment, and other elements of the work environment.
- 8 Use Environmental Protection Agency (EPA)-approved cleaning chemicals with label claims against the coronavirus.
- 9 Follow the manufacturer's instructions for use of all cleaning and disinfection products.
- 10 Encourage workers to report any safety and health concerns.

For more information, visit [www.osha.gov/coronavirus](https://www.osha.gov/coronavirus) call 1-800-321-OSHA (6742)

# General Workplace Practices – OSHA

- Frequently wash hands with soap & water for 20 seconds
- Use 60% alcohol hand sanitizer when soap & water are unavailable
- Avoid touching eyes, nose, or mouth with unwashed hands
- Practice good respiratory etiquette – cover your cough
- Avoid close contact with those who are sick
- Stay home if sick
- Recognize personal risk factors & underlying conditions

[OSHA – Control & Prevention](#)



## COVID-19 Guidance for the Manufacturing Industry Workforce

OSHA is committed to protecting the health and safety of America's workers and workplaces during these unprecedented times. The agency will be issuing a series of industry-specific alerts designed to keep workers safe.

If you are in the manufacturing industry, the following tips can help reduce the risk of exposure to the coronavirus:

- Encourage workers to stay home if they are sick.
- Establish flexible work hours (e.g., staggered shifts), if feasible.
- Practice sensible social distancing and maintain six feet between co-workers, where possible.
- For work activities where social distancing is a challenge, consider limiting the duration of these activities and/or implementing innovative approaches, such as temporarily moving or repositioning workstations to create more distance or installing barriers (e.g., plexiglass shields) between workstations.
- Monitor public health communications about COVID-19 recommendations for the workplace and ensure that workers have access to and understand that information.
- Train workers on how to properly put on, use/wear, take-off, and maintain protective clothing and equipment.
- Allow workers to wear masks over their nose and mouth to prevent spread of the virus.
- Encourage respiratory etiquette, including covering coughs and sneezes.
- Discourage workers from using other workers' tools and equipment.
- Use Environmental Protection Agency-approved cleaning chemicals from [List N](#) or that have label claims against the coronavirus.
- Promote personal hygiene. If workers do not have access to soap and water for handwashing, provide alcohol-based hand rubs containing at least 60 percent alcohol. Provide disinfectants and disposable towels workers can use to clean work surfaces.
- Encourage workers to report any safety and health concerns.

For more information, visit [www.osha.gov/coronavirus](https://www.osha.gov/coronavirus) or call 1-800-321-OSHA (6742).

# OSHA – Factsheet for Manufacturing Industries

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# Face Coverings

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- Require masks to be worn when a distance of 6 ft cannot be maintained
- Consider use of face shields when a distance of 3 ft cannot be maintained
- Train on proper wear, use, & maintenance of face coverings
- Train on protection provided by face coverings
- Cloth face coverings are not N95 respirators or surgical masks

# Face Coverings vs Respirators



MOSH Fact Sheet  
April 2020



MOSH Fact Sheet  
April 2020

## COVID-19 Facemasks vs. Respirators: Understanding the Difference



**Cloth or Paper Face Mask**



**Surgical Face Mask**



**Filtering Facepiece Respirator  
(e.g. N95)**

**Testing &  
Approval**

Not tested or approved, but currently recommended by the CDC

Cleared by the U.S. Food and Drug Administration per 21 CFR 878.4040

Evaluated, tested, and approved by NIOSH per [42 CFR Part 84](#)

**Intended Use &  
Purpose**

To prevent transmission of the virus between people in close proximity

A fluid resistant barrier designed to protect the wearer from large droplets, splashes or sprays of bodily or other hazardous fluids.

Reduces the wearer's exposure to small particle aerosols and large droplets

*The employer determines the necessary PPE required for the job task(s). The employer is responsible for payment, replacement, maintenance, cleaning, laundering, and disposal of PPE. Training should be provided to employees regarding proper use, limitations, care, and maintenance of PPE. Where respirators are provided, the following table outlines additional requirements:*

## Employer Guide to Voluntary vs. Required Respirator Use

Guidelines for Employees Using Respiratory Protection		
	Filtering Facepiece Respirator (e.g. N95)	
	Required Use	Voluntary Use
Fit Testing	Yes	No
Medical Evaluation	Yes	No
Facial Hair Prohibited	Yes	No
Appendix D Provided	No	Yes
Training per 1910.134(k)	Yes	No
Cleaning, Storage & Maintenance of Respirator	Yes	Yes

- Know the difference between cloth face coverings and respirators
- NIOSH Certified Respirators require compliance to the Respiratory Protection Program
- Maryland DOL [Face Coverings Factsheet](#)



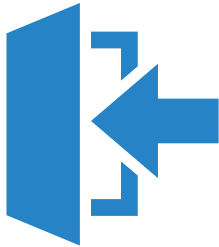
# Requirements for Manufacturing

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EXECUTIVE ORDER 2020-77 IDENTIFIES 16 ADDITIONAL  
REQUIREMENTS FOR MANUFACTURING

# Entering the Facility

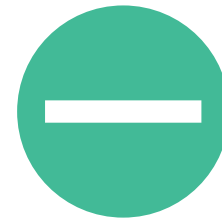
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Create dedicated entry point(s)  
for daily screening



Use barriers and signs to direct  
individuals to designated entry  
point



Do not allow anyone to bypass  
designated entry point

# Daily Entry Screening Protocol

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For all individuals entering the facility



Pre-entry Questionnaire should include questions about:

Symptoms of COVID-19

Contact with individuals known or suspected COVID-19



Temperature Screening

To be used in addition to questionnaire

Only use no-touch thermometers

Follow manufacturer's instructions for proper use

# Employee Training

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Routes of person-to-person transmission of SARS-CoV-2 virus

Distance SARS-CoV-2 virus can travel & remain viable on surfaces

Symptoms of COVID-19

Steps required to report symptoms & positive cases of COVID-19 to employer

Facility COVID-19 preparedness & response plan

Rules & procedures to reduce exposure and spread of the virus

Use of PPE - Selection, maintenance, steps to properly wear and remove

# Workplace Controls

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Reduce the number of individuals at a location as much as possible



**Promote telework**



**Suspend non-essential in person visits – including tours**



**Reduce congestion in common spaces – break areas & lunchrooms**



**Implement rotational shift schedules**

Increase number of shifts, alternating days or weeks

Stagger start times & mealtimes

# Workplace Controls

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- Install temporary physical barriers when feasible
  - Between workstations
  - Between cafeteria tables
- Create protocols to minimize contact upon delivery of materials to facility
- Adopt protocols to limit the sharing of tools & equipment
- Clean & disinfect high touch surfaces frequently & thoroughly
  - Use disinfectants listed on EPA List N for use against coronavirus
  - Pay attention to parts, products, & shared equipment (tools, machinery, vehicles, forklifts)
- Ensure sufficient hand-washing or hand-sanitizing stations are accessible to employees
- Establish procedures if an employee has symptoms of COVID-19



## Workplace Procedures – Sick Employee

Upon identification of a positive case of COVID-19 in the workplace

- Notify plant leaders
- Notify potentially exposed employees
- Maintain a central log for symptomatic workers or workers who received a positive test for COVID-19
- Send potentially exposed individuals home
- Encourage workers to self-report to plant leaders if they've developed symptoms of COVID-19
- Shut down area of facility for cleaning & disinfection if a worker goes home after displaying symptoms of COVID-19

# Stay Updated

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Recommendations & requirements are being updated in response to a changing environment with COVID-19

The CDC and OSHA are continually updating recommendations

Read the most recent Michigan Executive Orders for new developments in the state

# MIOSHA Resources

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[MIOSHA Webpage](#)

[MIOSHA Consultation, Education & Training \(CET\) Division](#)

[MIOSHA Standards](#)

[Request for Consultative Assistance](#)

[PPE Guide for General Industry \(SP #16\)](#)

[Respiratory Protection Program – Sample Written Program \(SP #05\)](#)

[Hazard Communication Program – Sample Written Program \(CET 5530\)](#)

[MIOSHA Training Program](#)

# COVID-19 Resources

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MIOSHA Enforcement Guidance - [COVID19 Interim Enforcement Plan](#)

State of Michigan – [Coronavirus](#) & [Frequently Asked Questions](#)

OSHA – [COVID-19 Information](#)

OSHA – [Guidance on Preparing Workplaces for COVID-19](#)

OSHA – [COVID19 Guidance for the Manufacturing Industry](#)

OSHA – [Seven Steps to Correctly Wear a Respirator at Work](#)

OSHA – [Ten Steps for All Workplaces to Reduce Risk of Exposure to Coronavirus](#)

CDC – [Coronavirus Disease \(COVID-19\)](#)

CDC – [Interim Guidance for Businesses to Plan and Respond to COVID-19](#)

CDC – [Use of Cloth Face Coverings to Slow the Spread of COVID-19](#)

Maryland Dept of Labor – [Factsheet on Respirators and Face Coverings](#)

# Contact MIOSHA

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Michigan Occupational Safety and Health Administration (MIOSHA)

530 W. Allegan Street, P.O. Box 30643

Lansing, Michigan 48909-8143

If you need further information, call 855-SAFEC19 (855-723-3219).

To request consultation, education and training services, call 517-284-7720

or visit our website at:

[www.michigan.gov/miosha](http://www.michigan.gov/miosha)

