

## Help for Manufacturers working with Covid-19 in the Workplace

Below are a list of resources directly related to aiding the Manufacturing sector employment process with regard to Covid-19. If you need any additional help or resources please contact Kristina Sorensen, Economic Development Director, at 440-526-3873 or at [ksorensen@broadview-heights.org](mailto:ksorensen@broadview-heights.org).

*Information regarding financial relief can be located within the “Financial Programs” hyperlink on the prior page. If you are considering a layoff or reduction in workforce please look at the “Taking Care of Your Employees” hyperlink on the prior page.*

- [Legal Opinion from Bricker & Eckler for Ohio Manufacturer’s Association on Essential Businesses](#)
- Could your business be repurposed for the sake of making critical equipment needed to fight Covid-19 in Ohio? [Please visit the State of Ohio’s Repurposing Project website](#) to learn more how your organization can contribute.
- The Manufacturing Advocacy and Growth Network (MAGNET) has put together a host of resources on [Best Practices for Covid-19](#)
- A recording of a call (3/23/20) on Ohio’s Stay-at-Home Order and the impact on manufacturers throughout the state is available [here](#)
- The Department of Labor’s Occupational Safety and Health Administration (OSHA) has released [a document](#) on how businesses can plan to prevent the spread of Covid-10 in the workplace based on traditional infection prevention and industrial hygiene practices as well as [a website](#) on the virus full of resources.
- Need to know if your cleaning materials meet the EPA’s criteria for use against Covid-19? [Here is a publication list to reference.](#)
- Have a Covid-19 case in the workplace? Reference the [Center for Disease Control suggested Manufacturing Facility Protocols for Covid-19](#)
- Looking for an example of a pandemic workplace plan to ensure continuity of operations? [Reference FEMA’s example here.](#)
- You may also wish to reference your insurance policy to see if a claim made by made for [business interruption](#) or for [damage to your property](#) due to a cause of loss as Covid-19

### Ohio Manufacturing Best Practices & Tips During Covid-19

The following best-practices have been implemented by many local manufacturers and you may find them helpful to generate ideas you can use:

- Have a well-established strategic risk committee to plan in advance for a crisis, specifically with regards to 1) associate impact, 2) business continuity, 3) both internal & external communications

- Create a self-check checklist for employees before each shift, (to mentally review symptoms, temperature, exposure to others before reporting to work, etc.) and require employees to complete before each shift
- Limit visitors to your facility
- Have established cleaning guidelines based on CDC guidelines (see above for link to products that kill the Coronavirus)
- Create an Essential Business Packet and have it on hand at each official work station, should the Department of Health require verification
- Provide employees with an “essential business” letter they can use in transport, should they be stopped to/from the place of employment
- Consider the use of Go-Pro or Walkie-Talkies to allow employees to communicate while still social distancing
- Some companies are adding shifts or weekend hours so everyone can still collect a paycheck, ensure social distancing and not affect product deliver
- Measure all work station for social distancing compliance, mark the work station and consider using plexi-glass to divide work stations where appropriate
- Stagger breaks and start times so 6’ distance can be maintained and there is not a rush for the same limited areas.
- Consider relaxing attendance and points policies, including leeway for employees with children affected by school closures
- If not a fire door, consider propping it open to avoid constant touching throughout the day
- Keep your staff informed, but please avoid in-person meetings. Great alternatives are video messaging, emails or bulletin boards to keep everyone in the loop