



## Manufacturing Overview

According to [Pennsylvania's Phased Reopening Plan](#):

- In the **"Red"** phase, only those businesses considered "life-sustaining" will be open. Those with questions about whether this applies to their business may email: [ra-dcedcs@pa.gov](mailto:ra-dcedcs@pa.gov).
- In the **"Yellow"** and **"Green"** phases, non-life-sustaining businesses may return to operations. Telework is encouraged to continue when feasible, and businesses with in-person operations must follow state and CDC guidance.

The Pennsylvania Department of Community & Economic Development wants to mobilize manufacturers that can produce critical medical supplies and products in response to the COVID-19 pandemic. If you are a current manufacturer of supplies and products or can pivot your existing manufacturing capabilities to meet the necessary demand, visit the [Pennsylvania Manufacturing Call to Action Portal](#) to determine what you can do to help. Email [RA-DCEDPAMCTAP@pa.gov](mailto:RA-DCEDPAMCTAP@pa.gov) with questions.

*These materials and any related updates are provided and intended for general public informational purposes and guidance. While intended to be timely and accurate, please note that federal and state regulations and directives are changing often. To that extent, please continue to monitor this site for any significant modifications and developments.*

## Employer Tips and Guidelines

As per the [National Association of Manufacturers](#) (NAM), the following practices will help manufacturers meet or exceed OSHA and CDC guidelines within facilities to ensure safe operation:

- Staff who perform temperature screenings should do so outside the facility at a special checkpoint. They should be trained on how to use the equipment and outfitted with special medical Personal Protective Equipment (PPE).
- Consistently monitor employee wellness and do not let anyone symptomatic report to work. Revisit your leave or sick program to allow for this time off.
- The company decides what temperature level is permissible. The CDC defines a fever as a body temperature at or above 100.4 degrees Fahrenheit. Any staff with a reading above the allowed threshold is asked to return home and does not enter the workplace.
- Employees who monitor their temperature at home should update their supervisor if they have a temperature exceeding 100.4 degrees Fahrenheit and stay home.
- Measures should be taken to protect the privacy of workers while receiving tests and, if they test positive, when leaving the facility. Neither temperature readings nor employee names are recorded to maintain privacy.

- Companies should consider whether federal and state wage and hour laws require that the time workers spend waiting in line for temperature checks is compensable.
- Companies are working to ensure that, if possible, all workers are stationed at least 6 feet or more from their nearest coworker. Consider slowing production lines intentionally to make the appropriate social distancing feasible.
- When 6 feet of distance between workstations is not feasible, consider using plexiglass or vinyl barriers between workers coupled with workplace-appropriate face coverings for employees in these types of workstations.
- Employees wear facial coverings, such as cloth masks, at all times in manufacturing facilities.
- Companies are using higher-grade Personal Protection Equipment (PPE) when the 6-foot recommended radius is not possible.
- All PPE should be disinfected daily by either the company or the employee.
- Do not share other types of wearable or high-touch equipment.
- Consider implementing additional protective coverings—such as keyboard covers—and allowing employees to bring their own to each shift and then take it home for cleaning.
- Require significant cleaning and disinfecting of all high-touch surfaces at a workstation at the beginning and end of a shift. If more than one person uses a workstation during a shift, clean and disinfect more frequently.
- Disinfect any shared tools before the next employee uses them.
- A deeper cleaning of the entire work area is often standard each night or weekly. Consider scheduling cleaning crews to come through facilities during the day to show employees that safety measures are being taken.
- Limit and discourage congregation of staff in any area where they must be closer together than 6 feet and/or with poor ventilation characteristics.
- Use ample signage to communicate room occupancy limits.
- Close cafeterias and break rooms or rearrange them to reduce table sharing. Consider asking staff to take breaks or eat lunches in their cars to maintain separation while getting off their feet.
- Install touchless appliances wherever possible—including all sinks and paper towel holders.
- Place sinks or hand sanitizing supplies around the facility where possible to encourage frequent hand washing.
- Clean restrooms more frequently.
- When possible, prop open doors or install hardware allowing workers to open doors without using their hands.
- Hallways and other walkways may be designated as one-way to reduce staff proximity.
- Increase use of radios, text messages and email to reduce staff movement and face-to-face communication.
- Time clocks can cause crowds to form. Consider replacing the technology with something touchless, such as links to cell phones or wristbands; staggering shift times so that usage is less intense at one time; placing markers in the facility to guide line-formation and spacing.
- Ensure each worker is only interacting with a limited number of coworkers. Consider dividing workers within the same shift into smaller work teams.

- Increase time between shifts to ensure all workers from one shift are off premises before the next shift arrives.
- Items such as clipboards, raw materials, forms or tablets may be regularly passed from one staff to another. Each hand-off should be evaluated from a virus transmission risk perspective and reworked to be as distant and touchless as possible
- Consider adopting various policies for essential staff travel. Examples include using only personal vehicles instead of rental cars, providing protocols for cleaning/disinfecting hotel rooms upon check-in and establishing dining policies, such as takeout or delivery only. Additional considerations include the use of PPE and social distancing protocols while on a remote worksite.
- Communicate clearly with customers on site safety protocols.
- Determine which workers should return to the workplace based on their effectiveness working remotely versus on-site.
  - Other considerations include the distance the employee travels to work, his or her own health status or health status of family members, and whether the employee would need to take public transit.
- Communicate clearly and regularly with employees about on-site safety protocols in advance of their return.

## How Employees Can Protect Themselves

[These OSHA-issued guidelines](#) can help members of the manufacturing workforce stay protected:

- Workers should stay home if they are sick.
  - Workers should monitor their temperature every morning. Employees who have a temperature exceeding 100.4 degrees Fahrenheit should stay home and notify their supervisor.
- Maintain 6 feet between coworkers where possible.
- Monitor public health communications about COVID-19 or ask your employer for information.
- Know how to properly use protective clothing and equipment.
- Wear masks or face coverings over nose and mouth to prevent spread of the virus.
- Cover coughs and sneezes.
- Do not use other workers' tools and equipment.
- Frequently wash hands.
- Report any safety and health concerns.

## If an Employee Tests Positive

- If the individual receives a positive test notification while at work, follow established Human Resources policy. If the individual receives a positive test notification while NOT at work, the individual should follow established Human Resources policy, stay home and self-isolate in accordance with Chester County Health Department guidance.
- Close off areas visited by the positive individual. Refer to the [CDC's general cleaning & disinfecting guidance](#) and [guidance in facilities where someone is sick](#).

- Determine who had contact with the positive individual during the time the individual had symptoms as well as 48 hours prior to symptoms. Notify employees who were in close contact with the confirmed individual while maintaining confidentiality as required by the Americans with Disabilities Act (ADA).
  - People who had close contact must self-quarantine for 14 days from the date of last contact with the positive individual.
  - “Close contact” is defined as having contact for more than 15 minutes, at a distance of 6 feet or less, with a positive individual.
- Individuals may discontinue home isolation and return to work under the following conditions:
  - At least 3 days (72 hours) have passed since your fever went away without the use of fever-reducing medication
  - AND improvement in respiratory symptoms (e.g., cough, shortness of breath)
  - AND At least 10 days have passed since symptoms first appeared.
- After returning to work, individuals should:
  - Wear a facemask at all times while at work until all symptoms are completely resolved or until 14 days after illness onset, whichever is longer.
  - Be restricted from contact with individuals at a higher risk (e.g., older adults and people of any age who have serious underlying medical conditions might be at higher risk for severe illness).
  - Adhere to hand hygiene, respiratory hygiene, and cough etiquette (e.g., cover nose and mouth when coughing or sneezing, dispose of tissues in waste receptacles).
  - Self-monitor for symptoms. Seek immediate re-evaluation from occupational health/primary care provider and do not work if symptoms recur or worsen.
- The Chester County Health Department will be notified of all confirmed cases through established disease reporting protocols and will follow-up with the individual appropriately. Contact the Chester County Health Department at 610-344-6225.

## **Supporting Customers and Clients**

- Eliminate all visitor access or allow third-party visitors only if they are critical for ongoing operations (i.e., maintenance or service technicians).
- Use internally designed certification questionnaires for staff and/or guests. These must be completed before the person is allowed on site, and they require the individual to certify that he or she is free of specific symptoms and has not knowingly been in contact with anyone testing positive for COVID-19 or showing specific symptoms in the past 14 days. They should also disclose recent travel or certify that no recent travel has occurred to specific “hot spots.”