

Requirements for Manufacturing, Distribution, and Supply Chain Businesses

In addition to the Healthy at Work [Minimum Requirements](#), **manufacturing, distribution, and supply chain businesses** must meet the requirements below in order to reopen and remain open:

Social Distancing Requirements

- Businesses must ensure that each employee is able to maintain six (6) foot distance between themselves and others for their entire shift. Engineering controls must be established and maintained when six (6) feet of physical distancing is not feasible. This includes installation of portable or permanent non-porous physical barriers (e.g., plexiglass shields), high-efficiency air filters, and increased ventilation. Production practices should be modified, to the greatest extent practicable, to enforce adequate social distancing.
- Businesses should, to the greatest extent practicable, stagger the schedules for work shifts, breaks, and lunches to reduce the number of employees on-site, entering, exiting, or gathering at one time. This also reduces the number of employees simultaneously reporting to time clock stations to record their work and break time.
- Businesses should temporarily eliminate use of any high-touch time clock system(s).
- Businesses should seek to limit activities that require employees to enter within six (6) feet or less of another person, regardless of whether they have installed non-porous, physical barriers.
- Businesses must ensure that all gatherings are kept to a minimum, appropriate social distancing is observed at all times, and meetings are held by telephone or video conferencing to the greatest extent practicable.
- Businesses must restrict access to common areas in order to maximize social distancing and reduce congregating. These common areas include, but are not limited to, waiting rooms, breakrooms, and vending areas. Businesses shall prohibit use of water fountains and must provide alternative water sources for employees in lieu of water fountains.
- Businesses must ensure minimal interaction between drivers at loading docks, doorsteps, or other locations.

- Businesses must reduce, to the greatest extent practicable, the use of lockers, locker rooms, and changing rooms.
- Businesses must ensure, where applicable, limitations on use and number of people riding in a vehicles together. If more than one person in a vehicle is unavoidable, then employees should maximize social distancing and wear face masks in the vehicle. Employers are required to thoroughly sanitize company vehicles after any employees were inside.

Cleaning and Disinfecting Requirements

- Businesses must ensure cleaning and sanitation of frequently touched equipment, tools, objects, and surfaces with appropriate disinfectants. Appropriate disinfectants include EPA registered household disinfectants, diluted household bleach solution, and alcohol solutions containing at least 60% alcohol. Businesses must establish a cleaning and disinfecting process that follows CDC guidelines when any individual is identified, suspected, or confirmed COVID-19 case.
- Businesses must ensure that shared touched surfaces must be cleaned on a recurring basis at least every 2-3 hours. This includes, but is not limited to: vehicle/equipment door handles; keys; gear shifts; steering wheel/operator controls and levers; door knobs; light switches; phones; computers/keyboards; copiers; elevator buttons; toilets; faucets; sinks; countertops; paper towel dispensers; desktops; handrails; counters; tables; and cabinets and knobs.
- Businesses must ensure that employees wipe their workstations down with disinfectant at the end of their shift or at any time they discontinue use of their workstations for a significant period of time.
- Businesses must ensure that disinfecting wipes or other disinfectant are available at shared equipment.
- Businesses, as appropriate, must ensure that workers do not use cleaning procedures that could re-aerosolize infectious particles. This includes, but is not limited to, avoiding practices such as dry sweeping or use of high-pressure streams of air, water, or cleaning chemicals.

Personal Protective Equipment (PPE) Requirements

- Businesses must ensure that appropriate face coverings and other personal protective equipment (PPE) is used by employees so long as such use does not jeopardize the employees' health or safety. Businesses must train employees to use PPE. This training includes: when to use PPE; what PPE is necessary; and how to properly put on, use, and remove PPE.

Healthy at Work

PHASE 1 REOPENING



- Businesses must train employees to properly dispose of or disinfect PPE, inspect PPE for damage, maintain PPE, and the limitations of PPE.
- Businesses must ensure that employees use gloves, along with any PPE normally used for routine job tasks, when cleaning equipment and workspaces.
- Businesses must ensure that gloves are available to employees engaging in high-touch activity to the greatest extent practicable provided that they do not create additional hazards while being worn (e.g., rotating machinery).
- Businesses must ensure employees wear gloves while handling products during shipping and receiving.

Training and Safety Requirements for Manufacturing Businesses

- Businesses should make available and post information to reinforce Healthy at Work requirements. Businesses must provide special accommodations for employees for persons at higher risk for severe illness per CDC guidelines. These guidelines are available at: <https://www.cdc.gov/coronavirus/2019-ncov/faq.html#Higher-Risk>
- Businesses should ensure that employees are instructed to avoid touching their faces, including their eyes, noses, and mouths, particularly until after they have thoroughly washed their hands upon completing work and/or removing PPE, to the greatest extent practicable.
- Businesses should ensure that employees are informed that they may identify and communicate potential improvements and/or concerns in order to reduce potential risk of exposure at the workplace. All education and training must be communicated in the language best understood by the individual receiving the education and training.