



Best Practices for Businesses to Reopen

MANUFACTURING



PREPARE THE BUILDING

- Zone the factory floor and encourage employees to remain in their designated area to the extent possible.
- Place partitions such as plexiglass to separate people that work together in the production process.
- Increase ventilation rates and the percentage of outdoor air that circulates into the system.
- Assemble a team whose responsibilities include implementing and monitoring guidelines provided by the CDC, OSHA, the State, and by the company.
- Share your procedures with your supply chain in advance to communicate expectations for all visitors.



MASKS ON MARYLAND

- Face coverings are required in publicly accessible areas, as well as all work areas where employees are likely to interact with other employees or individuals, even if briefly, such as common areas or open offices.

- Face coverings are encouraged but not required if an employee can isolate or separate their work area, either by closing doors or using other physical barriers to maintain six foot distance from other individuals at all times, including individuals in adjacent cubicles or hallways.
- Even when practicing social distancing, masks or face coverings must be worn when walking through hallways or when two or more people are together in a space such as an office, conference room, or restroom.
- Face coverings are not required if wearing a face covering would subject the person to an unsafe working condition, as determined by federal, state, or local occupational safety regulators or workplace guidelines. For exceptions to this requirement, please see the latest [Executive Order](#).
- Customers with disabilities who are unable to wear a face covering must be provided with an opportunity to receive the same goods and services as customers without disabilities. For more information, please see the Face Coverings [FAQ](#).



PREPARE THE WORKFORCE

- Train employees in current COVID-19 health and workplace guidelines to include procedures for social distancing, timeclock usage, use of common areas, disinfecting expectations and proper PPE usage. Training should be included in daily safety meetings to frequently remind employees and employers of their responsibilities.
- Offer teleworking where appropriate. Give employees flexibility regarding returning to the factory / office.
- Implement a daily screening process for workers and other personnel which include [CDC](#) or [MDH](#) recommended health questions and consider temperature testing.
- Direct sick workers to follow [CDC](#) and [state guidelines](#) regarding home isolation for suspected or confirmed COVID infections.
- If symptoms develop at work, designate an isolation area until the employee is able to go home.
- Develop and communicate action plans in the event of a positive test for COVID-19 for those directly exposed and those potentially exposed, consistent with CDC and MDH guidelines.
- Provide proper PPE supplies and train employees as to the proper wearing and removing of masks and gloves.

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SOCIAL DISTANCE PLANNING

- Stagger shift start/stop times, break times, and lunchtimes to minimize congregations at the time clocks or break areas.
- Mark floors and work areas with 6-foot distance markers to remind workers to social distance.
- Separate chairs in training rooms/break rooms to ensure social distancing.
- Keep team members consistent in an effort to isolate and contain any potential outbreak.
- Establish an essential operations team consistent for each shift to mitigate the spread of illness.
- Modify routine shift hand-off meetings to limit interaction where possible.



COMMUNICATION PROCEDURES

- Clean and disinfect "high-touch" surfaces in accordance with CDC guidance, at least as often as each shift change and/or product line change.
- Provide protection and disinfecting materials at timeclocks to prevent spread of infection.
- Open or remove doors where possible to reduce or eliminate touched surfaces.
- Provide appropriate signage about safety protocols throughout the workplace.
- Build workforce confidence by frequently communicating procedures and expectations on minimizing the risk of exposure.
- Contact your local health department if you are concerned about transmission of COVID-19 in your facility.



REDUCE TOUCH POINTS, CONTROL ACCESS & INCREASE CLEANING

- Provide employees easy access to hand washing or hand sanitizers, and require employees to wash/sanitize hands at the beginning and end of each shift, before and after lunch or any other breaks including restroom visits.

All Executive Orders still in effect must be complied with. See most up to date orders here: governor.maryland.gov/covid-19-pandemic-orders-and-guidance.