



**THE CITY OF JANESVILLE'S  
RECOMMENDATIONS  
FOR THE WORKPLACE**

# **MANUFACTURING**

**BEST PRACTICES FOR REOPENING  
DURING THE COVID-19 PANDEMIC**  
IN ACCORDANCE WITH CDC, DHS, AND WEDC RECOMMENDATIONS



**CITY OF JANESVILLE**  
*Wisconsin's Park Place*

# GENERAL GUIDELINES

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## PROTECT EMPLOYEES

- Have conversations with employees if they express concerns. Some people may be at higher risk of severe illness. This includes older adults and people of any age with serious underlying medical conditions. In workplaces where it is not possible to eliminate face-to-face contact, assign higher-risk employees work tasks that allow them to maintain a six-foot distance from others.
- It is critically important that all employees assume personal responsibility for reducing the spread of respiratory viruses by not reporting to work when ill, **including if they only have mild symptoms that would not normally cause them to miss work**. Employers should reinforce the message that during the current pandemic, the usual tendency for staff to “push-through” and come to work when mildly ill is not acceptable.
- If an employee is sick with no COVID-like symptoms or confirmed exposure to COVID-19, then the employee may return to work after three consecutive days (72 hours) without a fever and the use of a fever-reducing medications and improvement in respiratory symptoms.
- If an employee is sick with a suspected or confirmed exposure to a COVID-19 patient, then the employee should seek a COVID-19 test. If the test results are negative, then the employee may return to work after three consecutive days (72 hours) without a fever and the use of fever-reducing medications and improvement in respiratory symptoms and at least seven days have passed since symptoms first appeared.
- If an employee is sick with a suspected or confirmed exposure to a COVID-19 patient, then the employee will be quarantined for 14 days.
- If a member of your household has traveled domestically or internationally and is symptomatic, then the employee will be quarantined for 14 days even if the employee is asymptomatic.
- If the employee has a member of their household who meets symptom criteria related to COVID-19, then the sick member of the household should seek a COVID-19 test and the employee will not be able to work until one of the following is met:
  - If the sick family member’s COVID-19 test result is negative, then the employee will return to work immediately.
  - If the sick family member’s COVID-19 test result is positive, then the employee will not return to work for at least 14 days.
- Self-monitoring identifies illness early and encourages self-isolation at home to reduce the potential of transmission to co-workers and other visitors to the business. Monitoring should include temperature monitoring and query for symptoms of COVID-19-like illness which include any of the following:
  - Measured temperature greater than 100.0°F (37.8°C) or subjective fever (non-oral thermometer preferred)
  - New or worsening cough
  - New or worsening shortness of breath
  - Sore throat
  - Myalgia (sore muscles)
- Screening employees is recommended for businesses, including temperature checks. If temperature checks are performed, employees taking temperatures should take precautions. The most protective methods involve maintaining a distance of six feet from others and/or use of physical barriers to minimize close contact with employees. If employee screens are performed, follow CDC guidelines.
- Employees who develop symptoms while at work should be instructed to notify their direct supervisor, limit exposure to others, and leave work for the day.
- Provide appropriate personal protective equipment (PPE) and supplies for cleaning and disinfecting workspaces.
  - The CDC recommends wearing cloth face coverings in public, especially in areas of community transmission. A cloth face covering does not protect the wearer from viruses, but it may prevent the spread of viruses from the wearer to other people. Face coverings are not PPE and are not appropriate where masks and respirators are required.
  - Train workers who need to use PPE on how to properly apply, use/wear it, and remove correctly. Training material should be easy to understand and available in the appropriate language.
  - Employees should continue to follow their routine policies and procedures for PPE that they would ordinarily use for job tasks.
  - PPE for workers will vary by work task and the types of exposures workers have on the job.
  - Gloves can be a source of contamination if they are not removed properly. Without training, gloves may pose a greater risk of contamination than not wearing. Use of gloves is not always recommended for every industry or job task. Wash hands immediately after removing gloves.

# GENERAL GUIDELINES (continued)

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## INFORM AND EDUCATE WORKERS AND CUSTOMERS

- Place posters at your business where employees and customers are likely to see them. The CDC has printable resources available.
- Post signage on the front door to let customers know about changes to your policies and instruct them to stay away if they are experiencing COVID-19-like symptoms.
- Provide regular updates to let employees and customers know what they can expect.

## KEEP YOUR BUSINESS SAFE AND SANITARY

- Wash your hands with soap and water for at least 20 seconds.
- Provide soap and water in the workplace. Consider scheduling hand washing breaks so employees can wash their hands with soap and water for at least 20 seconds.
- Provide tissues and no-touch trash receptacles.
- Use hand sanitizer that contains at least 60 percent alcohol if soap and water are not available. Place hand sanitizer in multiple locations to encourage good hand hygiene practices.
- Maintaining social distancing is one of the most important ways to reduce the risk of infection. Physical space should be increased between employees and customers to maintain at least six-foot distance at all times.
  - Consider options to increase physical space between employees and customers, such as opening a drive-through, erecting partitions, and marking floors to guide spacing at least six feet apart.
  - Implement touchless payment options to minimize handling of cash, credit cards and mobile or electronic devices when possible.
  - Deliver products through curbside pick-up or delivery.
  - Decrease footprint.
  - Discourage workers from sharing phones, desks, offices, and other work tools and equipment if possible. Instruct employees to sanitize shared workplace items before and after each use.

## KEEP YOUR BUSINESS SAFE AND SANITARY (continued)

- Sanitize your business to limit the spread of virus to your employees and customers. Minimize exposure by involving as few employees in this process as possible.
  - Clean and disinfect all areas. Give special attention to tools, workstations, restrooms, food service areas, phones, computers, and other electronics.
  - Disinfect common and high traffic areas such as door handles, desks, light switches, and faucets.
  - Employers must ensure workers are trained on the hazards of the cleaning chemicals used in the workplace. Never mix household bleach with ammonia or any other cleaner. Always wear gloves appropriate for the chemicals being used.
  - Increase fresh air intake of the HVAC system. Replace HVAC air filters following the manufacturer's guidance. Businesses should consult with HVAC professionals when considering ventilation changes to reduce the risk of COVID-19.
  - Ensure that all water systems and features are safe to use.

Please review [Rock County Reopening Phased Plan](#) for specific guidance on the occupancy capacity of businesses.

# MANUFACTURING RECOMMENDATIONS

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## EMPLOYEE HEALTH AND HYGIENE

- Require employees to wear a cloth mask.
- Establish a strategy for on-site health screening upon entrance to the facility.
- Employees who have a fever or other symptoms of COVID-19 will not be allowed to work.
- Maintain an adequate supply of paper goods, soap, and hand sanitizer to allow proper hand hygiene among employees.
- Educate your employees on the need to wash their hands often with soap and water for at least 20 seconds, especially before preparing or eating food, after using the bathroom, and after coughing, sneezing, or blowing one's nose.
- Hand sanitizer with at least 60 percent alcohol may be used if soap and water are not available.

## CLEAN AND DISINFECT

- Clean and disinfect frequently touched objects and surfaces, such as workstations, handrails, doorknobs, light switches, countertops, and bathroom fixtures.
- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- Consider establishing a cleaning and disinfection team to conduct these activities on a regular schedule each day.
- Maintain an adequate supply of cleaning and disinfection products.

## PERSONAL PROTECTIVE EQUIPMENT (PPE) AND CLOTH FACE COVERINGS

- Supply face masks or cloth face coverings for all employees. Require face masks or coverings for all workers in manufacturing environments where workers are in close proximity to others. Face coverings are not appropriate where masks or respirators are required for a specific task.
- Face shields or goggles may also be necessary for employees who must work together at distances closer than six feet.
- Instruct your employees on how to properly put on and remove a face mask or cloth covering. The CDC illustrates how to properly wear a face covering and provides several tutorials for how to make one.
- Consider distributing daily or weekly allocations of other personal protective equipment (e.g., earplugs, hairnets, and beard coverings) instead of common dispensers.

## SOCIAL DISTANCING

- Review your processes and workflows to ensure that employees are at least six feet away from each other when possible. Do not allow personal contact or close conversations.
- Limit in-person meetings as much as possible.
- Limit access to areas where people gather.
- Develop a protocol for any physical signoff requirements to avoid close contact.
- If possible, make narrow hallways one-way only.
- In order to allow employees to move between areas of the facility without having to touch doors or knobs, consider removing doors or keeping them open where possible or adding automatic doors or foot pulls.
- Instruct employees to avoid hallway conversations and interactions.

## BREAKS AND LOCKER ROOMS

- Stagger breaks and modify break room seating to ensure that employees cannot sit within six feet of one another.
- Frequently clean and disinfect tables, chairs/benches, handles, faucets, countertops, refrigerators, and microwaves.
- Have sanitizing wipes readily available in break rooms and locker rooms to clean common surfaces after each break or shift change.

## SHIFT CHANGES

- Stagger workdays and start times to the extent possible.
- If a time clock must be used, add floor marks to ensure proper spacing of six feet between employees and provide hand sanitizer near the time clock.
- Make sure to include a regular sanitation schedule between and during shifts.
- Use routine meetings, postings, the company website, and start-of-day reminders to communicate with workers about actions being taken to prevent COVID-19 exposure.
- Post signage in languages understood by your employees to remind them of safe practices for social distancing, hand hygiene, and cough/sneeze etiquette.
- Institute a process for workers to report COVID-19 symptoms.
- Train employees on how to recognize areas or practices that pose a risk for spreading the virus and define a process to quickly review and provide mitigation strategies in these areas. Include a recognizing/reporting module in your COVID-19 response plan.
- Consider designating one or more employees to monitor changes in workplace guidance.

# COMMUNITY RESOURCES

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## OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA)

- OSHA – Guidance on Preparing Workplaces for COVID-19  
<https://www.osha.gov/Publications/OSHA3990.pdf>
- OSHA – Additional Resources -  
[https://www.osha.gov/SLTC/covid-19/additional\\_resources.html](https://www.osha.gov/SLTC/covid-19/additional_resources.html)

## CENTERS FOR DISEASE CONTROL (CDC)

- Resources for Businesses and Employers -  
<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html>
- Small Business Guidance -  
<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html>
- Grocery and Food Retail -  
<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/grocery-food-retail-workers.html>
- Food and Grocery Pick-up/Delivery -  
<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/food-grocery-drivers.html>
- Community and Faith Based Organizations -  
<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/guidance-community-faith-organizations.html>
- Recreational and Sports -  
<https://www.cdc.gov/coronavirus/2019-ncov/community/parks-rec/park-administrators.html>

## WISCONSIN ECONOMIC DEVELOPMENT CORPORATION (WEDC)

- Relief and Recovery Resources for Your Business –  
[wedc.org/reopen-guidelines](http://wedc.org/reopen-guidelines)

## STATE OF WISCONSIN DEPARTMENT OF HEALTH SERVICES (DHS)

- [dhs.wisconsin.gov](http://dhs.wisconsin.gov)

## CITY OF JANESVILLE

- [www.ci.janesville.wi.us](http://www.ci.janesville.wi.us)

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### CITY MANAGER'S OFFICE