7 Strategies for Mitigating the Spread of COVID-19

Strategy 1: Stop the Introduction of the Virus into Your Facility
- Enable as much working from home as possible
- Control access to the facility, only essential staff, and visitors through one entrance
- Train your associates to recognize symptoms and stay home
- Screen employees as they enter while protecting their privacy
- Send employees home if symptoms develop at work
- What happens outside of work is important.
- Continually reinforce new culture through communication (training, signage, PSAs)

Strategy 2: Enhanced Basic Hygiene Practices
- Proper handwashing – training, signage, culture
- Make hand sanitizer available in key areas
- Train associates to avoid touching your face, don't eat food with dirty hands, etc.
- Train associates to cough and sneeze properly: into disposable tissue or elbow
- Disinfect high contact surfaces frequently throughout the workday and at night
- Don't forget about transient surfaces, such as raw materials/WIP
- Develop procedures to minimize touches/interactions between steps
- Continually reinforce the culture through communication (training, signage, PSAs)

Strategy 3: Social Distancing
- Avoid putting people in enclosed areas for extended periods of time
- Reduce staff in meetings, reduce meeting times, utilize virtual meeting tools
- Limit the number of people allowed in common areas
- Stagger break & shift times to limit interaction between coworkers
- Move desks/workbenches at least 6' away
- Tape off safe distances from desks/workstations
- Increase ventilation where possible
- Establish maximum capacity (e.g. 50% of fire code)

Strategy 4: Engineering Controls and PPE
- Physical Barriers are good between workstations that can't be 6' apart
- Normalize mask use.
- Use face shields where conditions would discourage mask use

Strategy 5: Manage Employee Morale
- Employees want to feel safe and will buy into changes if it helps them feel safe
- Communication is key to getting compliance with new safety measures
- Encourage use of mental help benefits to manage stress

Strategy 6: Be Ready to Receive and Implement New Guidance
- Find trusted sources and monitor for updated guidance

Strategy 7: Don't Forget the Basics
- With all the new info and practices, old priorities can be forgotten
- Safety incidents and quality issues tend to be up after shutdowns