Novel Coronavirus/COVID-19 Webinar
3/24/20
Novel Coronavirus/COVID-19

Supply Chain
Shelter in Place and Essential Businesses
Grants and Loans
OSHA
Cleaning and Sanitation
HR
Operations Planning
Business Planning
Supply Chain

Supply Chain remains strong
Rumors and overreaction persist
No clients reporting any issues
Situation remains fluid
Agenda

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Shelter in Place and Essential Businesses

What is essential or critical infrastructure?

As defined by USA Patriot Act of 2001, critical infrastructure are any “systems and assets, whether physical or virtual, so vital to the United States that the incapacity or destruction of such systems and assets would have a debilitating impact on security, national economic security, national public health or safety, or any combination of those matters.”
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Shelter in Place and Essential Businesses

Department of Homeland Security’s Cybersecurity & Infrastructure Security Agency (CISA) issued non-binding guidelines of ”16 Critical Infrastructure Sectors” to help state and local governments and the private sector ensure that employees essential to operations of critical infrastructure are able to continue working with as little interruption as possible.
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Shelter in Place and Essential Businesses

16 Critical Infrastructure Sectors

Shelter in Place and Essential Businesses

16 Critical Infrastructure Sectors – Critical Mfg.

- Primary Metals
- Machinery Mfg.
- Electrical Equipment, Appliance, and Component Mfg.
- Transportation Equipment Mfg.

If you are in the supply chain to one of these, you are considered “critical” by CISA
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Guidelines Only:

to clarify the potential scope of critical infrastructure to help inform decisions by state and local jurisdictions but does not compel any prescriptive action.

Ultimately, those jurisdictions will need to issue guidance regarding the importance of public health concerns
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For additional information:

- Refer to your local Public Health Order
- Contact IMEC
- Visit cisa.gov

May need to develop your determination and defense

Be justification ready!
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Grants and Loans

**SBA Economic Injury Disaster Loan Program**
Up to $2 million dollars at an interest rate of 3.75% for small businesses and 2.75% for nonprofits.

**Federal Income Tax Filing and Payment Deadline Extension**
The federal tax return filing deadline is now July 15, 2020 for tax payments of up to $10 million

State and Local Coronavirus Small Business Assistance
Grants and Loans

4 new plans being developed by the Federal Government:

- Term Asset Backed Securities Lending Facility – support the flow of credit to employers, consumers, and businesses
- Primary Market Corporate Facility – new bond and loan issuance
- Secondary Market Corporate Credit Facility – providing liquidity for outstanding corporate bonds
- Main Street Business Lending Program – support lending to eligible small businesses
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Grants and Loans

Changing by the day

Check with:

• IMEC
• SBA
• Governors’ Office
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OSHA

No specific OSHA standard covering COVID-19

However OSHA’s Standards of:

- PPE
- Bloodborne pathogen
- Training
- General Duty Clause
- Recordables

In addition to State requirements are in effect!
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OSHA - PPE

The use of gloves, eye and face protection, and respiratory protection.

- What is the risk?
- What is needed to mitigate the virus risk?
- How is this verified and validated?
- Are your employees trained?
- Are they fit tested?
OSHA – Bloodborne Pathogen

Applies to occupational exposure to human blood and other potentially infectious materials that typically do not include respiratory secretions that may transmit COVID-19.

Provisions of the standard serve as a framework for OSHA citations against control of the virus spread through bodily secretions.

Know the code!
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OSHA – Training

Most important issue!

Need to train and communicate on:

- Virus and its control
- GMPs
- Illness
- Employee’s role and risk

Trainings should be documented
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OSHA – General Duty Clause

Requires employers to furnish to each worker “employment and a place of employment, which are free from recognized hazards that are causing or are likely to cause death or serious physical harm.

- What is the risk? Employees, Contractors, Visitors, and Travelers
- What is needed to mitigate the virus risk?
- How is this verified and validated?
- Are your employees trained?
OSHA – Recordables

OSHA recordkeeping mandate covered employers record certain work-related injuries and illnesses on their OSHA 300 log.

COVID-19 can be a recordable illness if a worker is infected as a result of performing their work-related duties.

- COVID-19 is confirmed
- Work-related
- Medical treatment beyond 1st aid or days away from work

Counts as Lost Time Incident!
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OSHA Manufacturing Best Practices

Know the Code

Develop a risk management plan:

- Define the risk
- Analyze and Assess the risk
- Mitigate the risk
- Verify and Validated the mitigation
- Train, Communicate, and Listen

Contact

- IMEC/Capjem
- WC Provider
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Most important mitigation strategy
First clean – then sanitize
What cleaners and sanitizers are you using:
  • [https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2](https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2)

Examine:
  • Production Floor
  • Break Areas
  • Lunchrooms
  • Restroom
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Cleaning and Sanitation

Communicate with:
• Your cleaning service provider
• Employees

Ask yourself:
• What is clean?
• Is cleaning and sanitizing effective?
• How do you prove?
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HR
Monitoring of Employees for COVID-19
Paid Sick Leave
Communication, Culture, and Morale
**Protection of Business**

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**HR - Monitoring of Employees for COVID-19**

Methods

- Self Observation
- Company Visual Observation of Employee
- Company Monitoring of Employee Temperature

Each is unique and presents its own challenges
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**HR - Monitoring of Employees for COVID-19**

Methods

- Self Observation
  - Employee monitors self for signs and symptoms
  - Leaves work if experiencing symptoms
  - Takes leave if experiencing symptoms
  - Takes leave if family experiencing symptoms
  - Required testing?
  - Training and Communication is key
  - Return Program
  - Compensation
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HR - Monitoring of Employees for COVID-19

Methods

• Company Observation
  o Company monitors employee for signs and symptoms
  o Removed from work if observed symptoms
  o Who monitors? Training?
  o Required testing?
  o Communication with employee
  o Return Program
  o Compensation
HR - Monitoring of Employees for COVID-19

Methods

- Company Monitoring of Employee Temperature
  - Company monitors employee for temperature
  - When to take temperature?
  - Who takes temperature? Training?
  - What temperature? Results/Refusal? Testing?
  - Calibration
  - Communication with employees
  - Return Program
  - Compensation
  - EEOC
**HR - Monitoring of Employees for COVID-19**

Methods

- Company Monitoring of Employee Temperature
  - **EEOC**
    - Generally, measuring an employee’s body temperature is a medical examination
    - ADA prohibits medical examinations unless they are job related and a business necessity
    - Due to virus and spread – March 18th EEOC guidance allows employers to measure employee’s body temperature
HR - Monitoring of Employees for COVID-19

Methods

• Company Monitoring of Employee Temperature
  o Issues
    o Not bullet proof – only 80%
    o Confidentiality
HR - Monitoring of Employees for COVID-19

Manufacturing Best Practices

- Combination of all 3
  - Self monitoring, Company monitoring, and Fever monitoring
- “Fever” set at 99.5 degrees F
- Require testing – onset and prior to return
- Go with Doctor’s Advice
- Pay in accordance to federal mandates
- COMMUNICATE!

Not a substitute for medical or legal advice
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**HR – Paid Sick Leave**

- Emergency Paid Sick Leave
- Emergency Family and Medical Leave Expansion Act
- Payroll Tax Credit

Check with your HR Department

Not a substitute for legal advice
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**HR – Communication, Culture, and Morale**

- Virus may take a huge toll
- One chance to make a good impression but multiple chances to make a bad one
- Communicate, Communicate, Communicate
  - Daily Meetings – all employees
    - State of the Business
    - State of the Virus
    - Why things are being done
  - Everyone needs to know where they stand
HR – Communication, Culture, and Morale

- Most important issue:
  - Manufacturing vs. the World Mentality
    - Others get to stay home
    - Why me?
    - Risk of coming to work
    - Going to get sick

- Need to demonstrate:
  - Appreciation and Compassion
  - What you are doing and in this together
  - Will make it through
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Operations Planning

Employee Distancing

GMPs

Adjustment
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Operations – Employee Distancing

Employee Distancing

• Staggered Breaks and Lunch
  o Smaller Groups
  o Clean and Sanitize between
  o Preach and Teach - Distancing

Reduce the chance of the virus to spread!
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Operations – Employee Distancing

Employee Distancing

• Staggered Start Times
  o Smaller Groups starting at different times
  o Clean and Sanitize between
  o No shift cross over time

Need to establish multiple clean breaks!
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Operations – GMPs

• Cleaning and Sanitation
  o What, How, When determination
  o Verification and Validation

• Handwashing
  o prior to eating, smoking, etc.
  o after sneezing or coughing

• Enforcement
  o Protect people from themselves
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**Operations** – Adjustment to new “Normal”

- Don’t know how long
- Don’t know the “Next Time”
- Plans, Actions, and Strategies today help us to prepare for tomorrow
- Learn, Adapt, Change, Grow
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Business Planning

Where do we go from here?

More than half of Americans work at or own a small business.

Half of small business owners only have enough cash to operate for five days or less.

Average small business has only 28 days of cash on hand and liquidity is even tighter.
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Business Planning

Where do we go from here?

Manufacturing always was, is, and will be the backbone of the US!

Manufacturing contributed $2.37 trillion dollars to the US economy
For every $1.00 spent in manufacturing, another $1.82 is added
Manufacturers perform over 63% of all private sector R&D

Manufacturing Matters!
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Business Planning

Virus Impact

- Trade show cancelled
- Orders not received
- No overtime or new hires
- Less purchases of raw materials and packaging

Impacts and Affects entire infrastructure
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Business Planning

Manufacturers need to lead, not overreact

- Control the Situation
  - Capital Planning
    - Anything that can be reevaluated?
    - Shorten payback period methodology
  - Budget
    - Development of A, B, and C budgets
    - Reflect varying degree of spends vs sales
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Business Planning

Manufacturers need to lead, not overreact

- Control the Situation
  - Reduction of Workforce
    - COVID-19 or budgetary
    - Plan Production level vs Resource level
      - Same with less
      - More with less
      - Less with less
  - Be creative and plan
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Business Planning

Manufacturers need to lead, not overreact

- Control the Situation
  - Quality
    - How to maintain
      - Workforce reduction
      - Culture
    - How to improve
      - Cross training & Job Enhancement
    - Be creative and plan
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Business Planning

Manufacturers need to lead, not overreact

• Communication
  o Internal and External
    ▪ Let everyone know what you are doing for:
      • Employees
      • Product Quality
      • Customers
    ▪ Develop your Story and Tell It!
Business Planning

Manufacturers need to lead, not overreact

- Diversity and Branding
  - Ask:
    - “What Else”
    - ”What If”
  - What can you do to enhance or reinvent what you do and how you do it?
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Business Planning

Manufacturers need to lead, not overreact

- Offer Hope
- Offer Guidance and Encouragement
- Be There for your employees and your customers
- Remain steadfast in your abilities to weather the storm
- Not in this alone
- We will get through this together

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CONCLUSIONS

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Capjem and IMEC are here to help you

Thank you for your time and attention

Please submit your questions to the Illinois Manufacturing Hotline:

https://www.imec.org/helpline/

For additional information or to speak to Capjem, please contact

IMEC:

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