



**ILLINOIS
MANUFACTURER
RETURN TO WORK
& RECOVERY GUIDE**
MITIGATION PLAN POST-COVID-19

May 2020 — v2

IMEC





TABLE OF CONTENTS

Notice from IMEC	3
Legal Disclaimer	4
Purpose	5
Objectives.....	5
Expanding or resuming Operations	7
Personal Protective Equipment (PPE).....	9
Disinfection Protocol	10
Self-Distancing.....	13
Monitor & Detection.....	16
Procedures for 'Suspected' Infection.....	18
Signage	20
return to Work (rTW) Contingency Planning and Checklist.....	21
References.....	22



Helping Illinois Manufacture Success

P. 888.806.4632
F. 309.677.3289
E. info@imec.org
www.imec.org

NOTICE FROM IMEC

IMEC is a team of improvement specialists and technicians dedicated to providing organizations in Illinois with the tools and techniques to create sustainable competitive futures. The experienced hands-on team at IMEC works closely with its clients to plan critical business improvements in the areas of Leadership, Strategy, Customer Engagement, Operations, and Workforce.

With more than 50 full-time staff and partners positioned statewide, IMEC delivers the local expertise to not only plan and strategize, but to implement and evaluate the effectiveness of client improvements. In fact, IMEC assists more than 700 companies each year with successful business improvement projects.

As a result, IMEC has demonstrated a return on investment that exceeds 19:1. This is made possible as organizations become more effective and efficient – and together with IMEC – excel toward enterprise excellence.

MEP National Network

As a NIST MEP approved Center, IMEC is the official representative of the MEP National Network in Illinois. The MEP National Network is a unique public-private partnership that delivers comprehensive, proven solutions to U.S. manufacturers, fueling growth and advancing U.S. manufacturing.



In an effort to provide extended support of Small & Mid-Sized Manufacturers, this guide has been developed to help guide manufacturers to return to work and recover - as you maintain, resume all, or restart operations.

This plan is based upon the COVID-19 Best Practices, as recommended by the Centers for Disease Control & Prevention (CDC), the Occupational Safety & Health Administration (OSHA), The Illinois Department of Health, and other Governmental Regulations & Guidelines as described in this document.

This plan is available to any and all that seek direction on employees RTW and the resumption of 100% operations. In addition, IMEC Staff will be made available to answer any questions remotely within their areas of expertise. Other key resources will be made available to support individual corporations with the development of a customized plan.

For questions regarding this document, please contact us at – 888-806-4632 or by submitting questions to www.imec.org/helpline.



LEGAL DISCLAIMER

*The purpose of this document is **to recommend/suggest ideas** that you may wish to consider as our Industry and your Business moves towards 100% reopening in the aftermath of the COVID-19 pandemic.*

Keep in mind that there is no 'one size fits all' scenario.

*Before you chose to implement **any** of the ideas suggested in this document you must evaluate and determine, with the assistance of your legal counsel, accounting and human resource teams, the legality and effectiveness of the potential application captured in this document.*

As the overall intent of this document is to provide suggested ideas for your independent consideration only, IMEC accepts no responsibility for any result or circumstance arising from or related to your decision to 'use of not use' any idea submitted herein.

This is to be considered a 'living' document which is subject to revision or further developments as they arise.

This document was pulled together to provide resources available during this uncertain time. It is important that you take a look at your business and needs specifically. Should you need further assistance, IMEC specialists are available for consulting.



PURPOSE

To educate Business & Industry on the return to Work (rTW) protocols and procedures that could be implemented for Safety & Protection.

1. **Scope:**

- To set expectations for employee behaviors that will help mitigate risk at work and at home.
- To provide employees information and resources regarding health & wellness.

2. **General Overview:**

- Objectives
- Resuming Operations
- Personal Protective Equipment (PPE)
- Disinfection Protocol
- Self-Distancing
- Employee Monitoring
- 'Possible' Positive for COVID-19
- Signage
- RTW Checklist
- Reference



OBJECTIVES

To help ensure the Health & Wellness of each employee and visitor.

1. **Implementation of Measures:**

- a. Install additional sanitizing dispensers and guidelines (signage) for frequent cleaning on overly used surfaces and common areas.
- b. Manage Shift-Changes and stagger lunch breaks to allow time to thoroughly disinfect common areas and to promote 'Social Distancing.'
- c. Place signage throughout the facilities to remind employees of proper preventative measures.

- 2. Establish Disinfection Protocols (Note – Disinfection Protocols on Page 11):**
- a. Disinfection measures need to be put in place and implemented (either) as part of the routine – or scheduled to disinfect workplace surfaces, chairs, tables, etc. – to protect employees.
 - b. Scheduled Complete sanitization and disinfection of facilities – employing approved protocol.
 - c. Deep-Cleaning and Disinfection will be automatically triggered when an active employee tests positive for COVID-19 by a medical doctor.
 - d. Deep-Cleaning must be carried out by an external, professional service.
 - e. The 'baseline of clean' will be upheld.

- 3. Establishing Social Distancing Procedures (support through IL Department of Health):**
- a. Social Distancing is an effective method to help prevent the spread of the virus
 - b. Staying (at least) 6-feet from others.
 - c. Eliminating select contact with others – handshakes, embracing co-workers, non-essential visitors or friends.
 - d. Avoid touching commonly used surfaces.
 - e. Avoid individuals that appear ill.

- 4. Hazard Analysis for Cleaning Tasks & Wellness:**
- a. A Hazard Analysis is created to establish overall wellness and disinfection protocols for each work area.
The Hazard Analysis must include:
 - i. General Disinfection Measures
 - ii. On-Site Health Screening
 - iii. Daily Self-Screening
 - iv. Self-Quarantine & Return to Work
 - v. Visitors & Contractors Self-Screening



EXPANDING OR RESUMING OPERATIONS

If a facility has been vacant for over 7-days, the need for a Deep-Clean is minimized. The longest the COVID-19 virus can live on a hard or soft surface is 5-days.

The NE Journal of Medicine showed that under their specific laboratory conditions that SARS-COV2 remained viable up to 72 hours on stainless steel and plastic, up to 4 hours on copper and up to 24 hours on cardboard. This virus is new enough that these data should be used to provide guidance and caution. They should not be taken as absolute data points since conditions like temperature, ventilation and inoculum shed all have a bearing on the length of the virus viability.

<https://www.nejm.org/doi/full/10.1056/NEJMc2004973>

If a facility has been unoccupied for less than 7-days, the following steps should be taken:

1. The company or an external professional service should clean the following:

- a. All Hard Surfaces including – but not limited to:

Doorknobs	Water Fountains	Light Switches
Machine Switches	Tables/Chairs	Desks/
Sinks	Keyboards, etc.	Phones
Counter-Tops	Towel Dispensers	Faucets/Handles
Screens	Vending Machines	Common Area Objects
Forklift/Tuggers	Handrails	Machine Controls
Time Clocks	Turnstiles	Tools
All other high touch items		

The CDC suggests regular cleaning upon opening and checking other systems for instance the water system to make sure there is no stagnant water that might lead to disease.

- b. The company or an external professional service should clean with soap & water followed by the disinfecting with one of the following:
 - i. Diluted household bleach solution – 1/3 cup of bleach to 1 gal of water
 - ii. Alcohol Solution that is at least 70% alcohol
 - iii. EPA Registered Household Disinfectant
- c. While cleaning, employees or professional cleaning service should wear:

- i. Respiratory Protection, N95 or alternative classes of NIOSH approved respirators (OSHA N95 Guidance)
- ii. Eye Protection such as safety glasses or face splash shields
- iii. Disposable gloves made out of latex, nitrile or vinyl
- iv. Disposable gowns



2. Specialized cleaning can **HVAC Filters should be cleaned, disinfected or replaced on schedule.**
3. **Before work begins, each employee should be informed of the following:**
 - a. How the initial cleaning was completed
 - b. How to protect oneself on a daily basis
 - c. How to clean each workspace throughout the day
 - d. Protocol for an employee testing positive for COVID-19
4. **When at work, follow protocol of who to contact if feeling ill...**
 - a. If the employee becomes sick during the day, they should be sent home immediately.
 - i. Surfaces in their workspace should be cleaned and disinfected.
 - ii. Information on persons who had contact with the ill employee during the time the employee had symptoms and 2 days prior to symptoms should be compiled. Others at the facility with close contact within 6 feet of the employee during this time would be considered exposed.
 - b. Employees who appear to have symptoms (i.e., fever, cough, or shortness of breath) upon arrival at work or who become sick during the day should immediately be separated from other employees, customers, and visitors and sent home.

- c. If an employee is confirmed to have COVID-19 infection, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). The employer should instruct fellow employees about how to proceed based on the CDC Public Health Recommendations for Community-Related Exposure.

NOTE: To properly execute this plan, it is in the best interest of the company to establish a team or individuals or supervisors that will be given the authority to make decisions in the best interest of the company. During the 'Recovery & Return to Work' period, focus on monitoring employees, sanitation of the facility & equipment and other essential duties described throughout this plan.

- i. be added and performed by company



PERSONAL PROTECTION EQUIPMENT (PPE)

Based on your work configuration and ability to keep employees working at a distance of 6 feet or more, you may be required to provide face coverings to employees. Your hazard analysis will assist you in determining what type of face covering you will require (if you determine one is needed)

NOTE: any time you introduce new PPE or require PPE for new situations you should provide training on how to put it on, use it, take it off, dispose or clean it, and how to care for it

Some examples of PPE that may be required as a result of a hazard assessment are:

1. **Respirators of N95 or alternative classes of NIOSH-Approved respirators** **OSHA N95 Guidance issued to:**

- a. Deep-Cleaning Staff
- b. Onsite Screening Team
- c. First Responders
- d. Employees with Broad Exposure:
 - i. Cafeteria Workers
 - ii. Security Guards
 - iii. Receptionists
 - iv. Shipping/Receiving Employees
 - v. Employees working closer than 6-feet

2. Face Splash Shields issued to:

- a. Onsite Screening Team
- b. First Responders

3. Gloves made of Latex, Nitrile, or Vinyl to:

- a. Deep-Cleaning Staff
- b. Onsite Screening Team
- c. First Responders
- d. Respective personnel when recommended by the cleaning/disinfecting product being used



NOTE: The CDC indicated that gloves do not protect individuals against COVID-19 because the virus does not enter the body through the hands. Wearing gloves may give people a false sense of security, may cause them to not wash hands as much and unless they are trained on how to take them off or put them on, they may actually increase their exposure to the virus.

4. Disposable gowns issued to:

- a. Deep-Cleaning Staff
- b. Onsite Screening Team
- c. First Responders

DISINFECTION PROTOCOL

Guidance for distinction of hard, nonporous surfaces is to use one-part household bleach to ten-parts water solution (10% bleach solution). You may (also) use (5) tablespoons per gallon, or (4) teaspoons per gallon – per quart of water.

The solution **must be made daily** and left on a surface to clean of a minimum of 5-minutes. Be careful when mixing bleach with other chemicals such as ammonia, other cleaners, etc. Refer to safety data sheet.

A list of alternative household disinfectants can be found on the Environmental Protection Agency (EPA) website.

The EPA manages a pesticide registration which includes...

- List N: Disinfectants for the use against SARS-CoV-2 (COVID-19).

The following is provided for each disinfectant:

- EPA registration Number
- Active Ingredients
- Product Name
- Company of Manufacture
- Directions to Follow for Comparable Virus Type
- Contact Time – Minutes the surface should be treated & visibly wet for duration of contact time
- Formulation Type
- Surface Types for Usage – Porous and/or Nonporous
- Use Site – where the disinfectant may be used
- Emerging Viral Pathogen Claim – if yes, it is effective again a harder-to-kill virus than human coronavirus
- Date Added to List N

1. Responsibility of the Employee:

- a. To understand expectations, limitation and processes for the responsibilities for decontamination.
- b. Exercise Sanitary Practices – Limit the direct touching of objects, equipment and surfaces in common areas.
 - i. Stagger handwashing to ensure 6 ft of social distancing is maintained during this activity to mitigate the spread of COVID-19.
- c. Practice Good Personal Hygiene:
 - i. Self-clean your work area before break, lunch, and end of shift.
 - ii. Wash hands multiple times per day with warm water and soap for (at least) 20-seconds.
 - iii. Cover coughs, maintain social distancing, and clean other visited areas.
 - iv. Where gloves are required per FDA regulations please continue to maintain current cGMPs.
 - v. Continue to ensure proper cGMPs are being followed by all employees (not touching face, nose, mouth, hair, changing gloves when soiled, etc.) to help mitigate the spread of germs.

NOTE: These are important to keep yourself and others safe.

2. Responsibility of Company:

- a. Train employees on decontamination expectations, including frequency, methods and safety precautions.
- b. Develop protocol for decontaminating machinery/equipment, common areas, offices and other occupied areas.
- c. Ensure adequate supply of approved decontamination materials.
- d. Determine the limit of for company, employee and when a third-party is used.
- e. Prevent the shaking of clothes and appropriate PPE to reduce the risk of contamination. In accordance with manufacturer’s recommendations wash using warm water, drying completely and potentially use of a disinfectant from EPA’s List N. Special consideration shall be given for certain items (i.e. flame retardant or resistant clothing).
- f. Consider improving engineering’s controls using the building ventilation system.

Decontamination Frequency Accountability Chart

AREA	DESIGNATED RESPONSIBLE PARTY	DECONTAMINATION AGENT	CONTACT TIME	FREQUENCY
Desk / Office	Individual Employee	Appropriate diluted bleach solution or another agent from List N	List agent corresponding time according to List N	Twice a day, prior to lunch, and end of day
Work Area	Individual Employee			Prior to breaks and lunch. At end of day
Common Areas	Cleaning Crew			Before and after occupancy (i.e., meetings, breaks, lunch)
Isolation Area	Cleaning Crew			After each occupancy

3. Emergency Procedures

Reference Procedures for Suspected Infections...

- If decontamination is not feasible, consider a 72-hour shutdown to allow the virus to naturally deactivate.



SELF-DISTANCING

Self-Distancing, also known as Social Distancing, is one of the primary ways to avoid contracting a virus or contamination. It is imperative that employees maintain proper self-distancing as recommended by the CDC and other health organizations. This means that a minimum of 6-feet must be maintained between employees. This procedure should be continued even when workers are wearing PPE.

Also, avoid gathering in groups, entering crowded areas, carpooling with others outside of your home, hugging, shaking hands, eating face-to-face and similar activities that would put you and/or others in close proximity and increase the risk of contamination

NOTE: See [CDC Social Distancing Guidelines](#).

Prior to resuming operations, duties that require employees to work within 6-feet of each other must be evaluated using the companies Hazard Analysis for potential health and wellness risks. This is to ensure protection for each employee.

The following instructions are established to help maintain proper self-distancing:

1. **Workstations:**

- a. Remain isolated when possible.
- b. Maintain 6-feet of separation between yourself and the nearest co-worker at all times.
- c. Companies must ensure that desks are not facing each other unless guarded by a cubicle wall of similar barriers.
- d. Designate one-way walking paths including offices, warehouses, storage areas or similar where traffic is common and other safety protocols will not be impacted.

- e. Duties that require employees to work within 6-feet of each other or if workstations do not allow 6-feet of separation, require the following:
 - i. Use of barriers – plexiglass, cardboard, plywood or other similar materials.
 - ii. Engineering Controls must be considered prior to work beginning, including the option of eliminating duties (if practical/possible), until the outbreak has subsided.
 - iii. Redesigning jobs to allow duties to be completed by one person, introducing tools to assist with jobs that allow 6-feet of distance or any other option that allows work to be completed while maintaining the proper distance.
 - iv. If work **cannot** be redesigned then employees must be provided with the proper face mask/face shield to avoid contact of the skin on tools. This would include any additional PPE that would be deemed essential to protect health of the employee.
 - v. Immediately following duties that require work of close proximity, all employees shall properly remove PPE without touching the outside of said PPE. Then wash hands & face thoroughly for a minimum 20-seconds with soap and water.

NOTE: Hand Sanitizer can be used as long as it contains a minimum of 60% alcohol. A 60% alcohol solution is allowable for personal hygiene, but a 70% solution is needed for surfaces, equipment and tools.

- f. Avoid sharing equipment & tools – when possible.
- g. When equipment is shared, such as powered industrial trucks, ladders, rolling carts, copy machines, computers, etc. – the operator is required to properly disinfect after use.
- h. Prior to shift changes, the employee working is required to properly disinfect the workstation and equipment.
- i. Avoid coming within 6-feet of outside personnel – including those making deliveries (i.e. truck drivers, parcel delivery, post office) – or other individuals coming onsite.
 - i. Do not receive items directly from delivery personnel. Rather, allow the driver to place items down and back away.
 - ii. If the dolly or hand truck is used by delivery personnel within the facility, ensure that it is disinfected immediately afterwards.
- j. During training and meetings a minimum of 6-feet must be maintained by employees.
- k. Employees shall not sit directly across from one another.

2. Breakrooms:

- a. Employees must maintain proper self-distancing.
- b. Employees shall not sit directly next to or across from one another.
- c. Minimize touching objects such as vending machines, coolers, refrigerators and other commonly shared breakroom items.
- d. When breakroom items are touched...employee must wash hands.
- e. Prior to exiting the breakroom, properly disinfect all items encountered.
- f. When possible, use separate doors to enter and exit the breakroom to avoid close proximity with others.

3. Lunch Area/Cafeterias:

- a. All Breakroom guidelines apply.
- b. Encourage employees to bring their own lunch so no more communal sharing- such as hot buffet/ cafeteria lunch program) etc. and discourage drop- off food deliveries to maintain social distancing and spread of COVID-19.
- c. The use of disposables such as plates, cups and utensils are deemed a 'Best Practice.'
- d. Self-Service must not be allowed at this time.

4. Restrooms:

- a. Social distancing guidelines must be maintained in restrooms, including waiting in lines.
- b. All employees must properly disinfect hands when finished.
- c. Restrooms must stay sanitary – dispose of paper products properly and completely flush toilets.
- d. If possible, restroom doors shall remain open to avoid repeated contact by employees.
- e. If possible, restroom require pathways that avoid close proximity of employees.

5. Shift Changes:

- a. Do **not** congregate in parking lots or other areas prior to or after shifts.
- b. Maintain 6-feet of distance while entering or exiting facility.
- c. If possible, One-Way entry and exits should be established.
- d. If possible, Entry & Exit Doors should remain open during Shift Changes.
- e. Wash hands or apply sanitizer after touching the time clock.

MONITOR & DETECTION

One of the key difficulties about COVID-19 is the long incubation period. This is the period between initial infection and the onset of visible symptoms. One can be harboring the virus inside his/her body and not know it. During this time it is possible to spread the virus to others (CDC – Protecting Yourself and Others).

Should self-distancing fail to prevent the spread of the virus, it is also important that employees be monitored/observed/screened for the display of symptoms.

This can include several aspects:

- Self-Screening
- Observation of symptoms by co-workers
- Monitoring of symptoms (including fever) by employer

1. Self-Screening at Home:

One of the most vital aspects of detection involves self-screening. In order to adequately communicate these procedures to employees, the employer should issue a self-screening checklist for all employees to conduct voluntary, home self-screening prior to returning to work (CDC – [Guidance for Business Plan & Response](#))

The screening should consist of the following questions:

- Do you have a temperature of 100.4 Fahrenheit or greater?
- Do you have a cough?
- Are you experiencing shortness of breath?
- Are you having difficulty breathing?
- Are you experiencing unusual fatigue?



If the answer to any of these questions is 'YES", employees are requested to stay at home until ALL THREE of the following are true:

- You have been fever free for (at least) 72-hours (3 full days) without taking medication such as acetaminophen or aspirin to reduce fever.
- Other symptoms (cough or shortness of breath) are gone.
- It has been (at least) 7-days since your symptoms first appeared, or you have tested negative for COVID-19 and applied protocols.

2. Observation of Symptoms at Work:

Employees who appear to have symptoms (i.e., fever, cough, or shortness of breath) upon arrival at work or who become sick during the day should immediately be separated from other employees, customers, and visitors and sent home.

If an employee is confirmed to have COVID-19 infection, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). The employer should instruct fellow employees about how to proceed based on the CDC Public Health Recommendations for Community-Related Exposure.

3. Monitoring by Employer:

Employers have the authority to set up a monitoring station at the facility's entrance. In addition, a monitoring station may be set up in the parking lot entrance (CDC – Employers' Guidance).

If Implemented – please consider the following:

- a. Employing a health screening team that will monitor symptoms of individuals entering the facility.
- b. Close alternative entrances to ensure all employees pass through the monitoring system.
- c. Use no-touch thermometers to evaluate employee's body temperature.
- d. If an employee exhibits a fever upon entrance, he/she should be sent home to self-quarantine or pursue medical attention.



PROCEDURES FOR SUSPECTED INFECTION

Employers should assess hazards that employees may be exposed to, evaluate the risk of exposure and select / implement / ensure employees use controls to prevent exposure.

Control measures may include a combination of engineering and administrative, safe work practices and PPE.

1. Identification & Isolation:

- a. Identification & isolation of potentially infected individuals is a critical first step in protecting workers, visitors and others.
- b. Immediately isolate individuals suspected of having the COVID-19 virus (based on the Identification routes captured earlier in this document). This should be an area away from others and able to have a closed door.

Take steps to limit the spread of the individual's respiratory secretions by providing a face mask or other facial covering. A surgical mask is a 'Best Practice' if available.
- c. Restrict the number of individuals entering the isolation area.
- d. Protect employees in Close Contact* with sick individuals by using additional engineering and administrative controls, safe work practices and PPE.

NOTE: CDC defines Close Contact as being within 6-feet of an infected person while not wearing the proper PPE. Also, Close Contact also includes direct contact within infectious secretions while not wearing the proper PPE. Close Contact does not generally include brief interactions like walking past a person.

2. Following Isolation:

After isolation, the next steps depend on the workplace. For example – in most workplaces:

- Isolated individuals should leave the worksite as soon as possible depending on the severity of their illness, the other employees have choices:
 - May be able to return home.
 - May choose to seek medical care on his/her own.

3. PPE for Responders:

Guidance for PPE use for medical response personnel is addressed by the CDC for personnel in medical facilities.

Any reusable PPE must be properly cleaned, decontaminated and maintained after and between use. Facilities should adopt procedures and perform job safety analysis for addressing COVID-19 exposure.

NOTES: Reusable respirators must be cleaned and disinfected according to the manufacturer's reprocessing instructions prior to reuse (i.e. empowered air purifying respirators).

Cloth face covers are not PPE and should not be worn for the care of patients.

- a. Eye Protection:
 - i. Use eye protection (goggles or disposable face shields that cover the front and sides of the face upon entry into the isolation area. Personal eyeglasses and contact lenses are not considered adequate eye protection.
 - ii. Remove eye protection upon exiting isolation area and dispose of properly.
 - iii. Reusable eye protection must be properly cleaned, decontaminated and maintained after and between use.
- b. Gloves:
 - i. Use clean, non-sterile gloves upon entry into the isolation area.
 - ii. Change gloves if they become worn or heavily contaminated.
 - iii. Remove gloves upon exiting isolation area and dispose of properly.
- c. Gowns:
 - i. Use clean gown upon entry into the isolation area.
 - ii. Remove gown upon exiting isolation area and dispose of properly.
 - iii. Cloth gowns should be laundered after each use.

Facilities should work with their health department and suppliers to address shortages of PPE. The CDC website also addresses extended use of PPE equipment due to shortages.

4. Environmental Cleaning & Decontamination:

When individuals touch a contaminated surface or object and then touch their own eyes, nose or mouth, they may expose themselves to the virus. Extreme Caution must be taken to avoid this exposure.

SIGNAGE

Signage is an inexpensive component that can be used to help convey important information. Below are some ideas on how to create your own sign, and a few examples of signs that you can print for free.

1. Facility Sign Type

- Letter Size
- 8 ½" x 11" / A4
- Orientation Portrait (vertical)
- Material – Regular Paper



**No Visitors
Allowed**

2. Poster Size

- 30" x 40"
- Orientation Portrait (vertical)
- Material – Foam Core

3. Location Suggestions:

- Outside & Inside Exterior Doors
- Cafeteria Entrances
- Outside & Inside Restrooms
- Throughout Plant & Office

Signage Examples from printablesigns.net



NOTICE

**EQUIPMENT MUST BE
THOROUGHLY CLEANED
AFTER EACH DAY'S
WORK**

www.PrintableSigns.net

Handwashing Station

1. Wet hands under the faucet

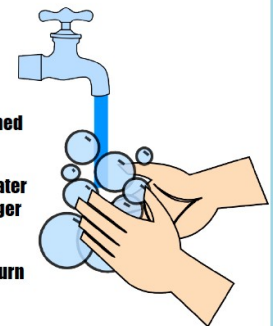
2. Apply soap

3. Rub soap onto hands
until a lather has formed

4. Scrub hands under water
for 20 seconds or longer

5. Use a paper towel to turn
off tap

6. Dry hands with paper
towel



Always wash your hands before eating and after using the toilet, blowing your nose, coughing, or sneezing.









RETURN TO WORK

Before returning to work put a contingency plan into place, determine how you will operate if absenteeism spikes from increases in sick employees, those who stay home to care for sick family members, and those who must stay home to watch their children if dismissed from childcare programs and K-12 schools.

- Plan to monitor and respond to absenteeism at the workplace.
- Implement plans to continue your essential business functions in case you experience higher than usual absenteeism.
- Prepare to institute flexible workplace and leave policies.
- Cross-train employees to perform essential functions so the workplace can operate even if key employees are absent.

Return to Work Checklist

	Cleaning Crew received training about the disinfection method and frequency	<input type="checkbox"/>
	10% chlorine bleach solution (sodium hypochlorite solution) made daily, used when appropriate	<input type="checkbox"/>
	Cleaning conducted on all common work surfaces, offices, and conference room	<input type="checkbox"/>
	Cleaning conducted in break areas (dispensers, vending machines, etc.)	<input type="checkbox"/>
	Cleaning conducted in all company vehicles and equipment	<input type="checkbox"/>
	Cleaning conducted on floors, walls, multi-use areas, and restrooms	<input type="checkbox"/>
	Clean, disinfect or replace HVAC filters	<input type="checkbox"/>
	Social distancing protocol in place to prevent close proximity of employees including one-way paths	<input type="checkbox"/>



COVID-19 – RESOURCES

Illinois Manufacturing Excellence Center (IMEC) has compiled this partial list of resources to support economic retention and recovery related to COVID-19 Coronavirus.

We are working with our local and federal partners on response efforts and how to support Illinois Manufacturers through this crisis.

Below are resources that may help you as you make decisions regarding your employees, business management, supply chain and customers. Please reach out if you have questions or need assistance.

The type in blue are clickable links, or visit <https://www.imec.org/corona-virus-updates/> for more information.

**Wondering how this will impact your Illinois Manufacturing business?
Need help preparing? [Contact Us Now](#) to help protect your business.**

- For additional information please visit our [COVID-19 Resource Page](#)
- [Manufacturers Forum – Open Discussion About Changes During This Time](#)
- [Submission form for suppliers who can manufacturer or fulfill COVID-19 related products](#)
- [Submission Form for Manufacturers in need of COVID-19 related Products and Services](#)

IMEC COVID-19 Webinar Series

Join IMEC as we provide advice to effectively and efficiently manage evolving business challenges stemming from the COVID-19 pandemic. Topics include how to address the following:

- Planning and preparing your organization to address immediate COVID-19 business disruptions
- Tools, Resources and Best-Practices for mitigating your risks and withstanding through this pandemic
- Rebounding & reopening plans for competitive advantage and business continuity after COVID-19

All of the IMEC webinars are free and those that have already occurred are available for [download](#) on our website. To see upcoming webinars, see the [IMEC event page](#).

The CORONAVIRUS AID, RELIEF and ECONOMIC SECURITY ACT (“CARES ACT”) Information:

- [CARES Act Information](#) (Courtesy of Paylocity)
- [How Will CARES Act Funding Be Divided Among Illinois](#)
- [The Small Business Owner’s Guide to the CARES Act](#)
- [CARES SBA Flow Chart](#)
- Coronavirus Emergency Loans – [Small Business Guide and Checklist](#)
- [Illinois SBA Loans Participating Lenders](#)
- [CARES Act Unemployment Benefits Expansion Package](#)

Disruption/Response Planning:

- The Center for Disease Control (CDC) provides interim guidance for employers [Recommendations for an Infectious Disease Outbreak Response Plan](#)
- U.S. Food & Drug Administration (FDA) [Coronavirus Supply Chain Update](#)
- IMEC [Disruption Planning Checklist](#)
- Employers Association of Illinois – [Coronavirus Workplace Resources](#)

Insurance Questions:

Questions about insurance coverage – [Department of Insurance Illinois](#)

Workplace/Employee Recommendations:

- [CDC Environmental Cleaning and Disinfection Recommendations for COVID-19](#)
- [OSHA Guidance on Preparing Workplaces for COVID-19](#)
 - [Worker Exposure Risk to COVID-19](#)
- Illinois Department of Public Health – [Business and Organization Guidance](#)
- Occupational Safety and Health Administration (OSHA) [Key OSHA standards for COVID-19](#)
- U.S. Chamber of Commerce Foundation: [Workplace Tips for Employees](#)
- [Fabricators & Manufacturers Association \(FMA\) COVID-19 Resources](#)
- Employee Rights – [Paid Sick Leave and Expanded Family and Medical Leave Under the Families First Coronavirus Response Act](#)
- [Covid-19 Thermometer Guidance](#)

State/County – COVID-19 Information:

- SBA Disaster Assistance Loans – [How to Apply, FAQ's, and Required Information](#)
- [SBA to Provide Disaster Assistance Loans for Small Businesses Impacted by Coronavirus \(COVID-19\)](#)
- Illinois Department of Health – [Illinois Statistics and Guidance on COVID-19](#)
- Illinois Association of County Board Members (IACB) - [County Information](#)
- State of IL - [COVID Response](#)
- U.S. Department of Commerce – [Revolving Loan Fund Standard Terms and Conditions](#)

General COVID-19 Information:

- Center for Disease Control (CDC) – [What you need to know about Coronavirus disease 2019 \(COVID-19\)](#)
- [CDC Resources for Businesses and Employers](#)
- CDC Coronavirus (COVID-19) – [“What You Need to Know”](#)
- U.S. Chamber of Commerce - [Coronavirus Emergency Loans Small Business Checklist](#)

National Association of Manufacturers:

- [NAM's Coronavirus Resources](#)
- [NAM's COVID-19 Policy Action Plan](#)
- [NAM's Response to Senate letter to business groups](#)
- [NAM's Request for Guidance from the CDC](#)
- [NAM Member Coronavirus Survey Results](#)

Food Manufacturing Precautions

- [FDA Food Safety & COVID-19](#)
- [FDA Coronavirus \(COVID-19\) Supply Chain Update](#)
- [USDA Specific FAQ's](#)
- [List of Products that Meet EPA's Criteria for Use Against SARS-CoV-2, the cause of COVID-19](#)

Critical Supply Chain Resources and Contacts

- [FEMA Coronavirus \(COVID-19\) Pandemic Response](#)
- [Identification of Essential Critical Infrastructure Workers During Covid-19 Response](#)
- [COVID-19 Supply Chain Task Force: Supply Chain Stabilization](#)

National Business Emergency Operations Center (NBEOC)

NBEOC Email: NBEOC@fema.dhs.gov

NBEOC Service Desk: nbeoc@max.gov

Original content developed by [NJMEP](#) and updated and edited for Illinois by IMEC.