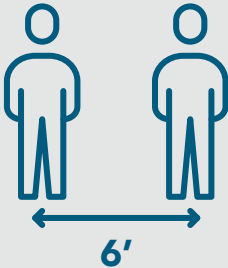




# Ramping Back Up Under COVID:

A Quick Start Guide to Staying Open



Practice social distancing

Wear masks

Wash hands

Sanitize work area

Monitor symptoms

Provide PPE

Encourage self-reporting

Train on safe-at-work practices

Sanitize daily

Track visitors

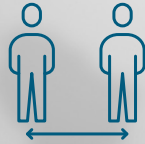
Layout for social distancing

Install sanitizing stations

**EMPLOYEE  
SAFETY**

**EMPLOYEE  
HEALTH**

**FACILITY  
SAFETY**



# EMPLOYEE SAFETY

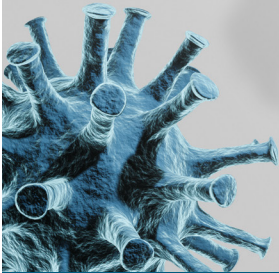
## INVOLVE EMPLOYEES IN KEEPING EACH OTHER SAFE

### ENCOURAGE EMPLOYEES TO:

- Actively practice social distancing
- Use email, phone or other forms of communication, even when in the building
- Avoid all personal contact (ie. handshakes, high fives, etc.)
- Minimize time spent and social contact during breaks and meals
- Self-monitor temperature and blood oxygen levels
- Report all personal symptoms and those of family members

### PRINTABLES:

- Social distance = ski distance sign — *CDPHE*
- Social distancing protocol/checklist
- Sample posters



# EMPLOYEE HEALTH

## PROVIDE A PHYSICALLY AND EMOTIONALLY SAFE ENVIRONMENT

- Provide every employee with necessary PPE (masks, gloves, hand sanitizer, goggles, face shields, etc.)
- Require employees not to report to work if sick
- Encourage employees to report any illness concerns to the company promptly
- Monitor employee temperature and symptoms daily

### PRINTABLES:

- [Employee Health Screening Form](#)
- [Sample posters](#)

### LINKS:

- [COVID-19 Guidance for the Manufacturing Industry Workforce — OSHA](#)
- [Find Your Local Public Health Agency — CDPHE](#)



# FACILITY SAFETY

## PROVIDE A SAFE-AT-WORK FACILITY

- Sanitize and disinfect all common areas at least daily, including at shift change
- Maintain an inventory of disinfectants, hand sanitizers, and other PPE to last 30 days
- Install hand sanitizers throughout the facility
- Record all visitors
- Lay out common areas for social distancing
- Find ways to minimize common surfaces employees need to touch, for example:
  - Auto open doors or kick plates
  - Prop interior doors to each office open to decrease touching of knobs/handles

### PRINTABLES:

- [Cleaning and Disinfecting Your Facility— CDC](#)

### LINKS:

- [Engineering Controls — NIOSH](#)
- [COVID-19 Resources — OSHA](#)
- [Workplace Safety — WHO](#)



# NEXT STEPS

Manufacturer's Edge has been working with the manufacturing community, the state of Colorado, and our Manufacturing Extension Partnership National Network to establish best practices for maintaining a safe and clean environment as people go back to work. We have also developed a number of resources and programs designed to customize your company's response to the covid-19 crisis. We want to do our part to provide a safe work space and will provide some support free of charge, as well as assist you by leveraging alternative sources of funding for complex issues. Please contact your regional director to find out how we can help.

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