



BEST MANAGEMENT PRACTICES PLAN

MANUFACTURING

2020



EXECUTIVE SUMMARY

May 2020

INTRODUCTION

This document is intended to guide business owners, executives and managers by providing Best Management Practices (BMPs) in COVID-19 mitigation for industry-specific operations and settings. The practices included in this guide were developed in partnership with local industry leaders, and have been approved by the Sonoma County Department of Health, as well as its Health Officer, Dr. Sundari Mase.

The information set forth is to provide guidelines on BMPs for use once state and local health orders allow your specific business operations to partially or fully reopen. More information on current status, methodology and progress through the reopening phases can be found at the links below:

[California Resilience Roadmap](#)

[County of Sonoma Health Orders](#)

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Industry Leads:

Pat Harper, Sonoma County META

Facilitator:

Ingrid Alverde, Economic Development Manager,
 City of Petaluma



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Refer to the [EDB Business Mitigation Measures Checklist](#) for mitigation measures required by the Sonoma County Department of Health.

MINIMIZING IN-PERSON INTERACTIONS:

Manufacturing facilities should:

1. Encourage staff who are able to tele-work to do so.
2. Arrange or eliminate furniture, fixtures or machinery to provide room for physical distancing
3. Evaluate the implementation of alternative work hours (e.g., 4-10 hour days) so and staggered shifts
4. Divide the manufacturing space into multiple areas and zones
5. Create traffic pathways in your physical space to minimize physical interactions using floor stickers, arrows, and other methods to clearly mark these pathways
6. Provide alternatives to personal interactions via sales calls and phone/video conferencing
7. If possible, assign the use of specific entrances, bathroom and break facilities for use by specific groups of employees.

DAILY MONITORING OF EMPLOYEE HEALTH REQUIREMENTS:

1. Require all employees to perform a self-check for COVID-19 symptoms before reporting to work site or other assignment away from home. This can be done using the Sonoma County SoCo COVID-19 Check available on the Apple and Google App stores, or on the SoCo Emergency website. If web access is an issue, companies may develop paper checklists.
2. Employers must verify on site that all employees not able to tele-work do not have a temperature of more than 100 Fahrenheit before reporting for work.
3. Provide face coverings and other appropriate personal protective equipment (PPE), and ensure correct usage at all times for employee and customer safety
4. All employees should wash their hands or use hand sanitizer frequently and after any of the following activities: using the restroom, sneezing, touching the face, cleaning, sweeping, mopping, smoking, eating, drinking, going on break and before or after starting a shift.

MANAGING HEALTH AND SAFETY GUIDELINES:

Before Re-opening, manufacturers should consider the following:

1. Arrange to have building sanitized and the HVAC system checked and serviced before opening for mold and other contaminants resulting from lack of use.
2. Develop standard operating procedures to effect physical distancing and proper hygiene.
3. If using a janitorial service, go through guidelines to ensure for proper cleaning/sanitation.

Sanitation Solutions (immediate)

1. Regarding notifications/posters

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- Consider use of existing resources such as large screens, whiteboards and other equipment.
 - Consider a written policy that employees need to sign regarding hygiene practices
2. Develop standard operating procedures for:
 - Entering/Exiting building
 - Wiping down equipment
 - Bathroom breaks (e.g., you must raise hand)
 - Lunchroom use
 - Congregating employees
 - Washing masks
 3. Create designated space with no staff (preferably outdoors) for delivery drop-off and pick-up
 4. Coordinate drop-off/pick-up to avoid interactions
 5. Quarantine products that come from the outside for 72 hours in a designated space
 6. Training
 - If possible, use videos rather than just signage or paper training
 - Put videos on large display in lunch-room; run on loop
 - Train on all personal hygiene & sanitation practices
 - Require staff to demonstrate they understand the rules and the hygiene practices (e.g., through test or demonstration) before allowed to work (similar to what is done in food industry)
 - Require frequent training “refreshers”
 7. When possible, avoid having multiple people using the same equipment
 8. When multiple people use the same equipment, have a way to note & post who used it and when
 9. Create plans for dealing with visitors and service providers (delivery people who need to use bathrooms, for example)
 10. Work with employees to encourage good practices at home as well as at work
 11. Keep bucket of bleach/water solution in breakroom so employees wipe down microwave/table after using

Sanitation (longer-term)

1. Change to touchless fixtures for sinks, doors, soap dispensers, paper towel dispensers



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707 - 565 - 7170

141 STONY CIRCLE, STE. 110, SANTA ROSA, CA 95401