NJMEP

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LIBERTY AND PROSPERITY

1776

2020 RETURN TO WORK & RECOVERY GUIDE

MITIGATION PLAN POST-COVID-19

JUNE 23, 2020 — v5

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NJMEP

Helping New Jersey Manufacture Success

NOTICE FROM NJMEP

The New Jersey Manufacturing Extension Program, Inc. (NJMEP) is one of (51 w/ Puerto Rico) State-Based Centers in the MEP National Network. Our mission is to support the 11,000+ Manufacturing Firms and STEM Firms in the Garden State through:

- Company Assessments
- Industry-Based Consulting
- Training – Corporate/Individual/Apprenticeship
- Advocacy

In an effort to provide extended support of Small & Mid-Sized Firms NJMEP has developed this as a guide to return to work & recovery as you maintain, resume all or restart operations.

NJMEP's 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 New Jersey Department of Health & Senior Services, 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, NJMEP 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 –
973-998-9801 or takeaction@njmep.org

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; NJMEP 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.

PURPOSE

To educate Business & Industry on the Return to Work (RTW) protocols and procedures 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
   - References

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 NJ 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.

HOW LONG COVID-19 LIVES ON SURFACES

2-8 Hours	**ALUMINUM**		
	Soda Cans	Ladder	Computer Parts
4 Hours	**COPPER**		
	Coins	Plumbing Parts	Wires
1 Day	**CARDBOARD**		
	Boxes	Paper Towel Rolls	Toilet Paper Rolls
2-3 Days	**PLASTICS**		
	Elevator Buttons	Hard Hats	Safety glasses
	STAINLESS STEEL		
	Water Bottles	Refrigerators	Tools
4 Days	**WOOD**		
	Office Furniture	Doors	Pencils
Up to 5 Days	**GLASS**		
	Windows	Mirrors	Phone Screens
	PAPER		
	Magazines	Copy Paper	Notepads
5 Days	**METAL**		
	Doorknobs	Tools	Sinks
	CERAMICS		
	Mugs	Dishes	Pottery

SOURCE: https://www.webmd.com/lung/how-long-covid-19-lives-on-surfaces

If a facility has not been closed and/or vacant for 7-days, the following steps must be taken:

1. **The company or an external professional service must 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		

    b. The company or an external professional service must 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 must 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

    v. Specialized cleaning can be added and performed by company

2.   HVAC Filters must be cleaned, disinfected or replaced on schedule.

3.   Before work begins, each employee shall 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.

PERSONAL PROTECTION EQUIPMENT (PPE)

In addition to the normal everyday PPE based on job requirements, the company must provide, where/when required, the following:

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

MASKS PROTECTION EFFICIENCY

N95
Strong Protection
- Virus 95%
- Bactetia 100%
- Dust 100%
- Pollen 100%

SURGICAL MASK
Medical Use
- Virus 95%
- Bactetia 80%
- Dust 80%
- Pollen 80%

FFP1
Isolate Suspended Particles
- Virus 95%
- Bactetia 80%
- Dust 80%
- Pollen 80%

ACTIVATED CARBON
Stop Odor
- Virus 10%
- Bactetia 50%
- Dust 50%
- Pollen 50%

CLOTH MASK
DIY
- Virus 0%
- Bactetia 50%
- Dust 50%
- Pollen 50%

SPONGE MASK
Fashion Use
- Virus 0%
- Bactetia 5%
- Dust 5%
- Pollen 5%

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. Employees working closer than 6-feet
   e. 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.

4. **Disposable gowns issued to:**
   a. Deep-Cleaning Staff
   b. Onsite Screening Team
   c. First Responders

DISINFECTION PROTOCOL

Guidance for disinfection 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.

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 the engineering 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, & gloves to avoid contact of the skin on tools. This would include any additional PPE that would be deemed essential to protect the 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. Avoid touching the Time Clock bare-handed, use gloves.

⬢ 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.

    c. 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.

    d. Restrict the number of individuals entering the isolation area.

    e. 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. **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.

4. **OSHA Enforcement Guidance for Recording Cases of COVID-19**
Under OSHA's recordkeeping requirements, COVID-19 is a recordable illness, and thus employers are responsible for recording cases of COVID-19, if:

a. The case is a confirmed case of COVID-19, as defined by the Centers for Disease Control and Prevention (CDC);

b. The case is work-related as defined by 29 CFR § 1904.5; and

c. The case involves one or more of the general recording criteria set forth in 29 CFR § 1904.7.

OSHA is exercising its enforcement discretion in order to provide certainty to employers and workers. Accordingly, until further notice, OSHA will enforce the recordkeeping requirements of 29 CFR 1904 for employee COVID-19 illnesses for all employers according to the guidelines below. Recording a COVID-19 illness does not, of itself, mean that the employer has violated any OSHA standard. And pursuant to existing regulations, employers with 10 or fewer employees and certain employers in low hazard industries have no recording obligations; they need only report work-related COVID-19 illnesses that result in a fatality or an employee's in-patient hospitalization, amputation, or loss of an eye.

Because of the difficulty with determining work-relatedness, OSHA is exercising enforcement discretion to assess employers' efforts in making work-related determinations.

In determining whether an employer has complied with this obligation and made a reasonable determination of work-relatedness, Certified Safety & Health Officials (CSHOs) should apply the following considerations:

a. *The reasonableness of the employer's investigation into work-relatedness.* Employers, especially small employers, should not be expected to undertake extensive medical inquiries, given employee privacy concerns and most employers' lack of expertise in this area. It is sufficient in most circumstances for the employer, when it learns of an employee's COVID-19 illness,

   i. to ask the employee how he believes he contracted the COVID-19 illness;

   ii. while respecting employee privacy, discuss with the employee his work and out-of-work activities that may have led to the COVID-19 illness; and

   iii. review the employee's work environment for potential SARS-CoV-2 exposure. The review should be informed by any other instances of workers in that environment contracting COVID-19 illness.

b. *The evidence available to the employer.* The evidence that a COVID-19 illness was work-related should be considered based on the information reasonably available to the employer at the time it made its work-relatedness determination. If the employer later learns more information related to an employee's COVID-19 illness, then that information should be taken into account as well in determining whether an employer made a reasonable work-relatedness determination.

c. *The evidence that a COVID-19 illness was contracted at work.* CSHOs should take into account all reasonably available evidence, in the manner described above, to determine whether an employer has complied with its recording obligation. This cannot be reduced to a ready formula, but certain types of evidence may weigh in favor of or against work-relatedness. For instance:

   i. COVID-19 illnesses are likely work-related when several cases develop among workers who work closely together and there is no alternative explanation.

   ii. An employee's COVID-19 illness is likely work-related if it is contracted shortly after lengthy, close exposure to a particular customer or coworker who has a confirmed case of COVID-19 and there is no alternative explanation.

   iii. An employee's COVID-19 illness is likely work-related if his job duties include having frequent, close exposure to the general public in a locality with ongoing community transmission and there is no alternative explanation.

   iv. An employee's COVID-19 illness is likely not work-related if she is the only worker to contract COVID-19 in her vicinity and her job duties do not include having frequent contact with the general public, regardless of the rate of community spread.

   v. An employee's COVID-19 illness is likely not work-related if he, outside the workplace, closely and frequently associates with someone (e.g., a family member, significant other, or close friend) who (1) has COVID-19; (2) is not a coworker, and (3) exposes the employee during the period in which the individual is likely infectious.

   vi. CSHOs should give due weight to any evidence of causation, pertaining to the employee illness, at issue provided by medical providers, public health authorities, or the employee herself.

If, after the reasonable and good faith inquiry described above, the employer cannot determine whether it is more likely than not that exposure in the workplace played a causal role with respect to a particular case of COVID-19, the employer does not need to record that COVID-19 illness. In all events, it is important as a matter of worker health and safety, as well as public health, for an employer to examine COVID-19 cases among workers and respond appropriately to protect workers, regardless of whether a case is ultimately determined to be work-related.

CSHOs will generally refer to CPL 02-00-135, Recordkeeping Policies and Procedures Manual (Dec. 30, 2004), and CPL 02-00-163, Field Operations Manual (Sept. 13, 2019), Chapters 3 and 6, as applicable. The following additional specific enforcement guidance is provided for CSHOs:

- COVID-19 is a respiratory illness and should be coded as such on the OSHA Form 300. Because this is an illness, if an employee voluntarily requests that his or her name not be entered on the log, the employer must comply as specified under 29 CFR § 1904.29(b)(7)(vi).

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

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

No Visitors Allowed

NOTICE — EQUIPMENT MUST BE THOROUGHLY CLEANED AFTER EACH DAY'S WORK

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 ☐

10% chlorine bleach solution (sodium hypochlorite solution) made daily, used when appropriate ☐

Cleaning conducted on all common work surfaces, offices, and conference room ☐

Cleaning conducted in break areas (dispensers, vending machines, etc.) ☐

Cleaning conducted in all company vehicles and equipment ☐

Cleaning conducted on floors, walls, multi-use areas, and restrooms ☐

Clean, disinfect or replace HVAC filters ☐

Social distancing protocol in place to prevent close proximity of employees including one-way paths ☐

COVID-19 (CORONAVIRUS) – RESOURCES

New Jersey Manufacturing Extension Program (NJMEP) 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 New Jersey 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 orange are clickable links, or visit njmep.org/covid-19-coronavirus-faqs-resources for more information

Wondering how this will impact your New Jersey Manufacturing business? Need help preparing? Contact Us Now to help protect your business.

- For additional information please visit our COVID-19 Manufacturers Resource Page.
- Crisis Management or Business Continuity Planning Tips & Support
- A Call to Keep New Jersey Manufacturing Open
- Supply Chain Preparedness & Support Form
- Food Manufacturing Supply Chain Preparedness & Support Form

NJMEP & Porzio, Bromberg & Newman, P.C. WEBINAR

Join our panel of industry leading attorneys as they provide advice to effectively and legally manage evolving business challenges stemming from the COVID-19 pandemic. Specific topics include:

What employers in New Jersey need to know about paid (and unpaid)
leave for their employees

- What employers are permitted and required to do to keep their onsite employees safe in light of COVID-19 concerns
- How legally to handle workforce reductions in New Jersey
- What businesses need to know to mitigate risk from a business perspective

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

- CARES Act Information (Courtesy of Paylocity)
- CARES Act Analysis
- CARES Act Rebate FAQ
- CARES Act Rebate & Social Security
- The Small Business Owner's Guide to the CARES Act
- CARES SBA Flow Chart
- Coronavirus Emergency Loans – Small Business Guide and Checklist
- New Jersey SBA Loans Participating Lenders
- Paycheck Protection Program Application **Example**

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
- Employers Association of New Jersey – Coronavirus Workplace Resources
- Employers Association of New Jersey – EZ Pay Chart *(Updated 3/25/20)*

Insurance Questions:

Questions about insurance coverage – Office of Insurance Coverage, New Jersey

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](#)
    - [Regulations (Standards - 29 CFR)](#)
- New Jersey State Department of Health – [Workplace and Employer Recommendations](#)
- [New Jersey COVID-19/Novel Coronavirus Information Portal for New Jersey Businesses](#)
- Occupational Safety and Health Administration (OSHA) [Key OSHA standards for COVID-19](#)
- U.S. Chamber of Commerce Foundation: [Workplace Tips for Employees](#)
- NJDOL and the Coronavirus (COVID-19): [What Employers & Businesses Should Know](#)
- [State of New Jersey COVID-19 Jobs & Hiring Portal](#)
- NJEDA Approves [7 New Programs to Help Businesses Impacted by COVID-19](#)
- NJEDA COVID-19 Economic Relief Package – [Small Business Emergency Assistance Loan Program Application](#) *(Updated April 6, 2020)*
- [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:

- [Governor's Office Resource List for New Jersey State Businesses and Workers Impacted by COVID-19 Coronavirus](#)
- [Department of State New Jersey Business Action Center](#)
- [NJDOL Benefits and the Coronavirus (COVID-19): What You Should Know](#)
- 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)](#)
- Complete List of [SBA Lenders in New Jersey](#)
- U.S. Department of Commerce Economic Development Administration – [Revolving Loan Fund Standard Terms and Conditions](#)

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
- Business & Industry – Domestic Supply Chains Plan
- NJIT PTAC: Connecting Business To Government

NBEOC Email: NBEOC@fema.dhs.gov

NBEOC Service Desk: nbeoc@max.gov

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"
- New Jersey Department of Health – Guidance for COVID-19 Patients Discharged from Healthcare Facilities

◆ APPENDIX 1:
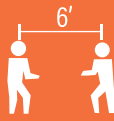# RETURN TO WORK & RECOVERY CHECKLIST

What can I do to keep my workers safe at the workplace and limit the spread of COVID-19?

This Return to Work & Recovery Checklist During COVID-19 represents the current thinking of New Jersey Manufacturing Extension Program (NJMEP) on this topic. It does not establish any rights for any person and is not binding on NJMEP or the public. You can use an alternative approach if it satisfies the requirements of the Checklist.

To discuss an alternative approach, contact NJMEP for this guidance as listed on the title page. Employers are facing unprecedented challenges in responding to COVID-19 and its implications for their workplaces in the United States. The checklist below will assist in thinking through the issues most likely to need attention in the immediate future. Information, agency guidance, and potential responses to COVID-19 are changing rapidly. .

Please note: These are suggested directions and protocols that manufacturers can use as a checklist for their own return-to work instructions. This checklist can be customized for your company's situation.

NJMEP cannot warrant that this checklist will satisfy all health and safety protocols needed for your own workplace situations, however it does follow CDC and OSHA guidelines. Each company should review this document and revise the protocols as necessary to be able to provide sufficient protection to themselves and their employees as they return to work and conduct operations in a COVID-19 risk managed environment.

	Status (Y/N/NA)	Date & Time	Employee Initials	Verification Initials
SOCIAL DISTANCING				
• Place posters around the workplace on keeping at least 6 feet between everyone at the workplace.				
• Display signs at the entrances to elevators and meeting rooms.				
• Check to ensure workstations, desks, and tables in breakrooms comply with social distancing.				
• Remind workers to have meetings by phone or online instead of in person.				
• Designate an isolation area at the workplace to quarantine employees showing symptoms.				
• Review delivery schedule and request contactless delivery.				
• Ensure social distancing markers are on the floor in areas where customers line up or where workers perform tasks.				
CLEANING				
• Ensure all necessary areas have PPE.				
• Remind workers to wear gloves when cleaning.				
• Check to ensure frequently touched areas and surfaces are cleaned.				
• Remind workers that they are responsible for cleaning personal property that comes to work with disinfectant.				
• Normal routine cleaning with soap and water will decrease how much of the virus is on surfaces and objects, reducing the risk of exposure.				
• Disinfection using EPA-registered disinfectants can also help reduce the risk. Frequent disinfection of surfaces and objects touched by multiple people is important.				
• When EPA-registered disinfectants are not available, alternative disinfectants can be used (for example, 1/3 cup of bleach added to 1 gallon of water, or 70% alcohol solutions). Do not mix bleach or other cleaning and disinfection products together. This can cause fumes that may be very dangerous to breathe in. Keep all disinfectants out of the reach of children.				

	Status (Y/N/NA)	Date & Time	Employee Initials	Verification Initials
HANDWASHING & HYGIENE				
Refill hand sanitizer stations at entry and exit points around the workplace.				
Ensure bathrooms are well stocked with hand wash and paper towel.				
Place posters with instructions on how to hand wash.				
Remind workers on other ways to limit the spread of germs.				
Set and update automatic alerts on computer systems to remind workers about washing hands and not touching eyes, nose, and face.				
Remind workers to limit contact with others– no shaking hands or touching objects unless necessary.				
Remind workers to wear appropriate personal protective equipment (PPE) and face masks, as necessary.				
MONITOR SYMPTOMS				
Place signs about the symptoms of COVID-19 in the workplace.				
Remind workers to stay home if they are sick.				
Remind workers to tell you if they are displaying symptoms of COVID-19, have been in close contact with a person who has COVID-19 or have been tested for COVID-19.				
Remind staff of their leave entitlements if they are sick or required to self- quarantine.				
Take temperatures of all employees and visitors each day and monitor any issues.				

	Status (Y/N/NA)	Date & Time	Employee Initials	Verification Initials
DOCUMENTATION & TRAINING				
· Per the CDC guidance educating workers performing cleaning, laundry, and trash pick-up to recognize the symptoms of COVID-19 and document all training for record keeping purposes.				
· Documents maintained and completed for monitoring symptoms of COVID-19.				
· Documents maintained and completed for cleaning for COVID-19.				
· Documents maintained and completed for sanitation and/or disinfection for COVID-19.				
PLAN AHEAD				
· Revisit the plan to ensure business continuity if there is a suspected or confirmed outbreak of COVID-19 in your workplace.				
· Maintain stock of cleaning products and personal protective equipment available to disinfect your workplace following an outbreak.				
· Revisit the protocol for reopening your workplace after an outbreak or quarantine period.				

🟧 APPENDIX 2: SELF AUDIT CHECKLIST

As state and local governments grapple with the complex struggle between protecting public health and rebooting their economies, manufacturers also need to be preparing for the long, unmapped road ahead.

NJMEP has already shared their comprehensive Back to Work and Recovery Guide, which includes suggestions and recommendations using resources from the CDC, OSHA and FDA. We created this Self-Audit so that you see where you may need assistance in keeping your employees, visitors and facilities safe.

Inspection

Management Committee
Is there a Covid-19 Crisis Management Committee in your workplace?

Yes   No

Process & Procedures
Have you released internal communications on staff noticeboards for all relevant Covid-19 updates?

Yes   No

Have all employees been briefed on the guidelines around temporary remote working?

Yes   No

Employers should consider changes to reduce overcrowding, such as facilitating remote work, shift work, and perhaps physical layout changes. Such measures may help protect workers from infection and help protect organizations from liability.

Do you have reliable systems for real-time public health communication with employees?

Yes   No

Have your Supervisors been adequately trained on the implications of Covid-19?

Yes   No

Have you given employees accurate information about ways to prevent the spread of infection?

Yes   No

Are your employees aware of the symptoms of Covid-19?

Yes   No

Symptoms of coronavirus to look out for are:

a.   A cough

b.   A high temperature

c.   A shortness of breath

Cleaning and Personal Hygiene

Have you reviewed the cleaning measures to ensure that high risk contact areas and touch points are being regularly disinfected?

Yes   No

You should ensure that public surfaces such as counters, doorknobs, and elevator buttons are regularly disinfected!

Have you followed CDC guidance for cleaning and disinfecting hard surfaces?

Yes   No

For disinfection, diluted household bleach solutions, alcohol solutions with at least 70% alcohol, and most common EPA-registered household disinfectants should be effective. Diluted household bleach solutions can be used on hard, non-porous surfaces. Ensure proper ventilation.

Prepare a bleach solution by mixing:
5 tablespoons (1/3rd cup) bleach per gallon of water or
4 teaspoons bleach per quart of water

Have you followed CDC guidance for cleaning and disinfecting soft (porous) surfaces?

      Yes   No

For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces.

Have appropriate items been laundered following CDC guidance?

      Yes   No

If the items can be laundered, launder items in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items and then dry items completely.

Do not shake dirty laundry; this minimizes the possibility of dispersing virus through the air.

Clean and disinfect hampers or other carts for transporting laundry according to guidance above for hard or soft surfaces.

Personal Protective Equipment (PPE) and Hand Hygiene

Have you alerted all staff members to the hand washing protocols with your workplace?

      Yes   No

As hand washing is one of the most effective defenses, employers need to make sure that employees have ready access to washing facilities and that those are kept well stocked with soap and (ideally) paper towels.

Follow these steps every time.

1. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.

2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.

3. Scrub your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.

4. Rinse your hands well under clean, running water.

5. Dry your hands using a clean towel or air dry them.

Do you have readily available access to Hand Sanitizer for all members of staff?

Yes   No

Does the Hand Sanitizer contain at least 60 percent alcohol content?

Yes   No

It is imperative that all employees have access to Hand Sanitizer!

Are staff members wearing disposable gloves and gowns for all tasks in the cleaning process, including handling trash?

Yes   No

Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to clean hands after removing gloves. Cleaning staff should immediately report breaches in PPE (e.g., tear in gloves) or any potential exposures to their supervisor.

Are staff members following normal preventive actions while at work including cleaning hands and avoiding touching eyes, nose, or mouth with unwashed hands?

Yes   No

Business Travel

Have you considered reviewed policies around international and domestic business travel?

Yes   No

Have you postponed or canceled scheduled conferences or meetings?

Yes   No

Checklist for Visitors and Employees

Screening

ALL individuals (employees, family, visitors, government officials) entering the building must be asked the following questions:

Has this individual washed their hands or used alcohol-based hand rub (ABHR) on entry?

Yes   No

Ask the individual if they have any of the following respiratory symptoms? (If YES to any, restrict them from entering the building)

Fever   Sore throat   Cough   New shortness of breath

If NO to all, is the individual an employee of this institution?

Employee   Non-employee

Risk Assessment

General
Enter the worksite where the risk assessment is conducted

Risks and Recommendations
What risk have you observed and identified:

Identify the type of exposure:

Risk rating

High   Medium   Low   No Identifiable Risk

Control measures and actions required:

What risk have you observed and identified:

Identify the type of exposure:

Risk rating

    High   Medium   Low   No Identifiable Risk

Control measures and actions required:

Comments

Name: **Date:**

APPENDIX 3: ONE JERSEY PLEDGE

To help stop the spread of COVID-19 and save lives, New Jersey businesses, organizations, employees, and customers can participate in the One Jersey Pledge, committing to follow health and safety guidelines during New Jersey's economic and social restart and recovery.

Businesses and organizations can download posters with their commitment to customers and to employees by clicking here or printing out the folloing two pages.

As part of the One Jersey Pledge:

Businesses and organizations pledge to:
- Wear face coverings and gloves for contact with their customers and goods
- Ensure social distancing to the greatest extent possible
- Follow hygiene guidelines, including regular hand-washing
- Clean high-touch surfaces frequently
- Train their employees on all health and sanitization protocols
- Conduct employee health screenings
- Support contact tracing initiatives in the interest of public health
- Require employees with symptoms of COVID-19 to stay home

Customers pledge to:
- Stay home if they're not feeling well
- Keep their distance (6 feet)
- Mask up

Employers pledge to:
- Provide appropriate PPE for employees' jobs
- Provide sanitization materials, training, and time to practice safe hygiene as recommended by CDC
- Support contact tracing efforts, while respecting employees' privacy
- Require that employees with COVID-19 symptoms stay home

Employees pledge to:
- Follow hygiene guidelines, including regular hand-washing
- Wear face coverings at all times and gloves for certain activities
- Participate in staff health screening on arrival
- Clean high-touch areas frequently

ONE JERSEY

Our pledge to you

We will:

- ✓ Wear face coverings and gloves for contact with our customers and goods

- ✓ Ensure social distancing to the greatest extent possible

- ✓ Follow hygiene guidelines, including regular hand-washing

- ✓ Clean high-touch surfaces frequently

- ✓ Train our employees on all health and sanitization protocols

- ✓ Conduct employee health screenings

- ✓ Support contact tracing initiatives in the interest of public health

- ✓ Require employees with symptoms of COVID-19 to stay home

Your pledge to us

- Stay home if you're not feeling well

- Keep your distance (6 feet)

- Mask up

For more information: covid19.nj.gov

ONE JERSEY

Our pledge to you as an employer
We will:

- Provide appropriate PPE for your job
- Provide sanitization materials, training, and time to practice safe hygiene as recommended by CDC.
- Support contact tracing efforts, while respecting your privacy
- Require that you and/or any of your colleagues with COVID-19 symptoms stay home

Your pledge as an employee
I will:

- Follow hygiene guidelines, including regular hand-washing
- Wear face coverings at all times and gloves for certain activities
- Participate in staff health screening on arrival
- Clean high-touch areas frequently

For more information:
covid19.nj.gov

Know your rights in NJ:
nj.gov/labor