Manufacturing Facilities:
Key Strategies to Prevent COVID-19 Infection among Employees

Employers should assess their workplace for factors that might increase the risk of spreading COVID-19. Develop a health and safety plan using a combination of the following prevention recommendations. Reach out frequently to state and/or local public health officials and occupational safety and health professionals to get relevant and up-to-date information concerning COVID-19.

- **Keep employees at least 6 feet away from each other as much as possible.** Use physical barriers, reduce staffing, or modify workstations, work procedures, or hours and shifts to increase the distance among employees. Add additional clock in/out stations, space out chairs in break rooms, and add outside tents for breaks.
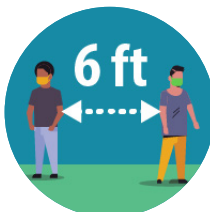
- **Increase frequency of cleaning and disinfection in shared spaces.** Clean and disinfect tools or other equipment at least as often as employees change workstations. Disinfect frequently touched surfaces in workspaces and break rooms at the end of each shift. Clean and disinfect shuttle buses or vans if used.

- **Screen employees for potential COVID-19 symptoms before they enter the workplace.** Consult with state and local health officials and occupational medicine professionals on screening procedures. Send employees with symptoms home immediately, encourage them to self-isolate at home, and provide information on when they can return to work.

- **Promote proper hand hygiene. Provide access to running water, soap, paper towels, and trash cans (no-touch trash cans if available).** Have employees wash hands for at least 20 seconds. Increase the number of hand sanitizer stations (touch-free where possible). Provide alcohol-based hand sanitizer that contains at least 60% alcohol.

- **Educate and train employees on COVID-19 and how to protect themselves and others at home and at work.** Cover topics like staying home when sick, social distancing, how to wear cloth face coverings, and proper hand hygiene. Provide materials in an easy to understand format and in appropriate languages. CDC has posters available for download.

- **Encourage sick employees to stay home (including employees who test positive but do not have symptoms).** Develop policies that encourage sick employees to stay at home without fear of punishment or loss of incentives, and make sure employees are aware of these policies. Work with occupational medicine professionals to develop policies for workers who may be at increased risk related to COVID-19.

- **Encourage employees to practice social distancing (staying at least 6 feet away from others).** Stagger break times and shifts. Place reminders where employees might gather, including work areas, break areas, locker rooms, halls or corridors, and entrance and exit areas. Encourage employees to avoid carpooling to and from work, if possible.

- **Provide cloth face coverings and face shields.** Make sure face coverings are worn properly (snugly over the nose and mouth). Provide washable coverings with multiple layers of fabric. Replace when wet, dirty, or contaminated. Clean face shields after each shift if used. Make sure face shields extend past the chin and wrap around the sides of the face.

- **Provide personal protective equipment (PPE) needed for job tasks.** Do not substitute face coverings for recommended or required PPE such as respirators or medical facemasks. Ensure PPE is used properly. Train employees on how to put on and take off PPE without contaminating themselves.

- **Create an emergency operational plan.** Prepare for increased absences. Plan how to continue your essential business functions with a reduced workforce. Cross-train workers to perform critical duties.

cdc.gov/coronavirus

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