



General Checklist for Manufacturing

This checklist will assist manufacturing employers with guidance on how to: reduce transmission among employees, maintain healthy business operations and maintain a healthy work environment.

Worksite Specific Plan	YES	NO
1. Owner/Manager will identify the person(s) responsible for implementing the re-opening guidelines.		
2. Management will conduct a risk assessment and the measures that will be taken to prevent spread of the virus.		
3. Management will train and communicate with employees on the re-opening guidelines.		
4. Management will create a process to check for compliance of guidelines and to document and correct deficiencies.		
5. Management will alert the local health department when there is a possible COVID-case in their respective workforce.		
Facilities Preparation	YES	NO
1. Display CDC posters in all needed languages and post them throughout the facility, including break rooms and other highly visible areas.		
2. Place visible floor markings for appropriate 6-foot distancing in any waiting areas, whether exterior or interior.		
3. Create distinct areas for customer waiting, order pickup/take out and any third-party delivery services.		
4. Install plexiglass barriers where needed to protect staff.		
5. Implement a disposal plan for safe handling and dispensing of used PPEs. (e.g. use designated solid waste bags that are double-bagged and securely sealed).		
6. Flush plumbing to eliminate stagnant water from the period of closure in all facilities.		
7. Change and/or upgrade HVAC filters as necessary to maximize fresh air.		
8. Create a single point of access for employees, and if necessary, a separate single point of access for visitors.		
9. Develop and implement plans as appropriate to address any parking garage or other facility access points leading to all facility entrances.		
10. Place self-dispensing hand sanitizer or hand washing station at the entrance to the facility.		
11. Place Trash bins with lids that open without the need to touch the lids (touch less opening) and make them available for use to staff and guests in all entrance areas.		
12. Bathrooms, break rooms, and other highly frequented common area must be cleaned and disinfected twice per shift. Employees must clean their work areas including equipment and tools, at a minimum twice per shift.		
Employee Training	YES	NO
1. Train all employees on COVID-19, to prevent the spread, and to identify vulnerable individuals.		
2. Train to promote self-screening at home, including temperature and/or symptom checks using CDC guidelines.		
3. Train employees to stay at home if they exhibit the following symptoms such as frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with has been diagnosed with COVID-19.		
4. Stress the importance of continuous hand washing or the use of a hand sanitizer.		
5. Train employees to adhere to social distancing (6ft. minimum) both at work and off work time. Stagger employee breaks.		



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6. Train employees to wear a mask or cloth face covers.		
Management Control Measures & Screening	YES	NO
1. Management will screen employees before work shifts.		
2. Management will require employees who are sick or exhibiting symptoms of COVID-19 to stay home.		
3. Require frequent hand washing and use of hand sanitizer.		
4. Employer will provide disposable gloves to employees using disinfectants when required.		
5. Require mask or face covers.		
6. Close or increase distance between tables/chairs in break rooms or provide break areas in open space to ensure physical distancing.		
7. Communicate frequently to customers that they must wear face masks/covers.		
Mandatory Cleaning and Disinfecting Protocols-	YES	NO
1. Frequently disinfect the following: high traffic areas, and commonly used surfaces.		
2. Clean and sanitize shared equipment between each use.		
3. Clean touchable surfaces between shifts or between users, whichever is more frequent.		
4. Equip customer entrances and exits, checkout stations, and customer changing rooms with proper sanitation products, including hand sanitizer and sanitizing wipes, and provide personal hand sanitizers to all frontline staff.		
5. Ensure that sanitary facilities (restrooms) stay operational and stocked with proper disinfectants and soap at all times.		
6. Make hand sanitizer and other sanitary supplies readily available to employees.		
7. Use products approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list and follow product instructions and OSHA requirements.		
8. Provide time for workers to implement cleaning practices before and after shifts.		
9. Upgrades to HVAC air filtration and ventilation.		
Manufacturing Distancing Guidelines-	YES	NO
1. Implement measures to physically separate employees and customers by at least six feet using measures such as physical partitions or visual cues (e.g., floor markings, colored tape, or signs.		
2. Minimize exposure between cashiers and customers. Where physical distancing cannot be maintained, use barriers such as Plexiglas.		
3. Ensure controlled measures to minimize visitor/contractor access to employee workstations/production areas.		
4. Stagger employee breaks, to maintain physical distancing protocols.		
5. Increase pickup and delivery service options such as online ordering for curbside pickup.		
6. Provide separate, designated entrances and exits. Place signs outside and inside elevators to limit number of people within elevator (1 person at a time or at 50% capacity).		
7. Queue customers outside while still maintaining physical distance.		
8. Encourage and train employees to practice physical distancing during pickup and delivery.		