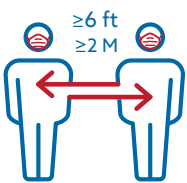


Prevent the Spread of COVID-19 In Manufacturing

Keep employees safe

Adjust your production line:



- Encourage employees to keep at least 6 feet/2 metres from other customers, contractors, truck drivers & co-workers at all times.
- Expand the length of your production line or remove every other person from the line to help employees keep their distance.
- Reduce the production speed or volume of products on the line to reduce the number of employees in one space.
- Limit the number of employees using each piece of equipment where sharing equipment cannot be avoided. Clean & disinfect shared equipment frequently.

Adjust scheduling:



- Consider scheduling multiple shifts to reduce the number of employees working on each shift. Eliminate or minimize overlap between shifts. Add additional clock in/out stations that are spaced at least 2 metres apart, to reduce crowding.
- Consistently assign staff to the same shift & production line, so that groups do not mix at any time.
- Adjust on-site & production schedules & postpone projects & tasks that do not need to be completed at this time.
- Reschedule in-person appointments or visits with chain supplier partners & vendors if they are not necessary at this time.

Provide personal protective equipment:



- Require employees to wear a well-fitted mask that covers their nose, mouth & chin. Provide eye protection if physical distancing cannot be consistently maintained. Masks should be changed when dirty or wet.
- Encourage employees to avoid touching their face, mouth, nose & eyes with bare hands or gloved hands. Work gloves should be washed regularly & replaced if damaged.

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Encourage hand hygiene:

- Provide hand sanitizer (70–90% alcohol concentration) & hand-washing facilities in work & rest areas throughout the facility.
- Encourage employees to clean their hands frequently, especially after touching shared objects such as tools or equipment.



Share information:

- Provide information on how to stay safe, including hand hygiene and physical distancing, in all languages that are commonly spoken in the workplace.

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