



# Reopening Brown County

Recommendations from  
Public Health

August 2020



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**Health & Human Services**



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# Appendix F: Manufacturing Guidance

The local health agencies in Brown County are a resource that may be used by all businesses countywide. The following guidance is being provided to promote the safety of your employees and patrons, as well as to further a successful reopening. Please don't hesitate to contact us with specific questions regarding our guidance that relate to your business operation, and please continue to comply with all applicable Federal, State and Local laws, rules and regulations. You can do your part to prevent the spread of COVID-19 by implementing the following recommendations:

## Recommendations Regarding Preparing to Reopen a Facility

- Inspect and begin the initial/start up procedures for: mechanical, HVAC, and fire/life safety systems.
- Inventory Personal Protective Equipment (PPE) inventory and establish minimum quantities for operations.
- Procure/order appropriate PPE and verify that the delivery time corresponds with your reopening.

## Recommendations Regarding Current or Ongoing Operations

Consider developing an Infectious Disease Preparedness and Response Plan for COVID-19:

- Address levels of risk and exposure to your workforce at all locations and buildings, based upon job tasks, which may include any/all of the following:
  - Understand the symptoms of COVID-19, and identify surveillance protocols.
  - Limit employee exposure to the general public;
  - Consider non-occupational risk factors such as home or community settings.
  - Identify control measures to address risks (such as sick time use policy, physical controls, etc.).



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- Businesses may want to consider a legally compliant policy or practice to screen employees for illness prior to entry and have policies in place that reinforce employees to stay at home if sick.
- When your plan is activated, consider designating or hiring additional staff to oversee implementation and effectiveness of measures for the duration of the response. This may be scaled to operation size, number of employees, and number of shifts.
- Consider additional operational factors, such as:
  - Engineering controls
  - Administrative controls
  - Safe work practices
  - PPE

## Recommendations Regarding Educating your workforce

- Supplement employees' required training with additional information about the spread of COVID-19. Specific topics could include:
  - How COVID-19 is spread
  - General symptoms, and how to recognize signs of infection for themselves and others
  - Proper handwashing practices
  - Social distancing and why it's important
  - Cough and sneeze etiquette
  - Facility implemented procedures (i.e., screening prior to facility entrance, increased visual cues)
- All training and visual cues (visual and verbal) should be at the appropriate literacy level for employees and should be translated to native languages commonly spoken by employees.



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## Recommendations Regarding Safety of Employees

Safety is at the forefront of each and every manufacturing business. When considering reopening a facility, management should have policies in place regarding sending home and returning to work employees who are ill as part of their overall strategy to reduce the spread of COVID-19.

- Due to the relatively long onset period of COVID-19, it is recommended that employee 'sick' time and 'stay at home' procedures be reviewed, and that quarantine/isolation should be included.
- Recommend implementing a "no penalty" cancellation policy to discourage sick attendees from attending an event or training.

## Recommendations Regarding Employees Returning to Work

- Employees that were COVID-19 symptomatic should be required to meet the minimum criteria before being allowed to return to the work, including:
  - Having at least 24 hours pass since their fever was resolved without the use of fever-reducing medications, and improvement of respiratory symptoms.
  - Having at least 10 days pass since the onset of their symptoms.
  - Obtaining an occupational nurse's recommendation or doctor's clearance.
- Each facility should work with their occupational health unit to update these criteria and parameters frequently.
- It is strongly recommended to revise any existing policies that promote a 'work while sick' culture. It is especially critical to properly communicate these changes to all employees, and to make the message available to those employees whose native language is not English.



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## Cleaning and Sanitizing Recommendations

- In addition to regularly scheduled cleaning and sanitation of the facility, consider the following additional steps:
  - Frequently sanitize high touch surfaces throughout the facility, such as: doors, door knobs, handle rails, levers, and handles.
  - Frequently sanitize all ‘touch’ surfaces in break and lunchrooms before each division of the work shift enters these spaces for their break periods.
  - While divisions of the work shift are on a break period, their workspaces can be sanitized (i.e., cabinets, counters, tables, tools, etc.).
  - Consider the use of rapid sanitization of surfaces through the ‘fogging’ technique, using COVID-19 CDC approved disinfectants.

## Recommended Administrative Controls

- Require single file, one-way movement with six-foot distancing for workers going to and from their workstations. For corridors that require two-way travel, a physical barrier can be installed (i.e., plexiglass).
- Designate an employee or employees to monitor and enforce social distancing on production lines, in break and locker rooms, and smoking areas.
- Stagger break and lunch periods. To the extent possible, stagger shift start and end times.
- Have posted signage to enhance PPE and social distancing (keeping at least six feet apart). Signs should be affixed to eye-level areas of walls, in stairways, and in walkways.
- Where available, closed circuit televisions that broadcast messages for employees can also be utilized for visual cues, and to remind employees to stay home if they have COVID-19 symptoms.



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- During the COVID-19 pandemic, employees should be discouraged from utilizing group transportation such as a van or car pooling.
- Close non-essential spaces/amenities such as fitness centers or lounge areas.
- Limit cafeteria vendors and/or other non-essential contractors/vendors from entering the facility during production shifts.
- Hire or designate a specific staff member to act as a 'COVID-19 Coordinator' and make that employee responsible for internal compliance of infectious disease measures.

## Recommended Engineering Controls

- Often production lines require employees to remain in close proximity to one another for prolonged periods (e.g., for an entire shift). Methods to consider for preventing the spread of COVID-19 may include the following:
  - Use of physical barriers that are easily cleanable (e.g., plexiglass), that separate employee respiration zones (four to six and a half feet high and the width of the potential workstation along the line).
  - Consider increasing exhaust ventilation, with overhead ducting such that the turnover rate is higher than during standard operations.
  - Consider increasing filtration (e.g., high efficiency) and/or air treatment on the inlet side of ventilation ducting.
  - Avoid the use of pedestal or hard mounted directional fans blowing air from one employee onto another.
  - Eliminate personal cooling fans.
  - Incorporate touchless timeclock systems.
  - Increase the number of time clocks and disburse them around the facility, within the flow of employee work stations, to reduce employee lines forming to clock in/out.



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- Install additional handwashing stations with touchless soap dispensers and automatic faucets.
- Install touch free hand sanitizer stations in areas where additional handwashing stations are impractical to install.
- For lunch/break areas, install dividers on lunch tabletops with six foot spacing.

## Recommendations Regarding Personal Protective Equipment

- In addition to standard PPE worn within the production aspects of the facility, additional PPE considerations to help prevent the spread of COVID-19 include:
  - N95 Respirator masks (Note: this equipment has been reserved for healthcare workers).
  - Other combinations may include:
    - Face shields that can be affixed to hard hats, and
    - Cloth face masks, which incorporate the following characteristics:
  - Masks should fit over the nose and mouth, and should fit snugly and comfortably around the side of the face.
  - Masks should fit securely and should include multiple layers of fabric.
  - Manufacturer instructions should be followed regarding reusable masks, which may include laundering masks with warm/hot water, and machine drying them after each shift.
  - Masks should be replaced if they become wet or soiled during a work shift.
  - Employees should be encouraged to not touch their mask to discourage disease transmission.



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- From a procurement and available inventory perspective, facilities may consider seeking other PPE that can be utilized to protect their employees as a response to COVID-19 which may include:
  - Safety Glasses
  - Face Shields
  - Thermometers (non-contact, temporal)
  - Automated systems
  - Gloves
    - Nitrile
    - Latex
  - Face Masks
    - Surgical (non-N95) Masks
    - N95 masks
    - Face Coverings
  - Physical barrier material (transparent thermal plastic)
  - Sanitizing wipes
  - Hand Sanitizer
  - Bleach
  - Protective coveralls

## Recommended Useful Links:

- World Health Organization: COVID-19 <https://www.who.int/>
- U.S. Department of Labor: COVID-19 and the American Worker <https://www.dol.gov/agencies/whd/pandemic>
- CDC Guidelines for approved disinfectants for COVID-19 <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>.
- Handwashing 101: CDC Issues Tips to Preventing Coronavirus (COVID-19) <https://www.youtube.com/watch?v=3EoAyQu3LI>



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We advise you to monitor guidance and directives from the Federal Center for Disease Control (CDC), the Federal Health and Human Services Department, the State Department of Health Services, and the Wisconsin Governor's office.

If you have questions about these guidelines and how they may be applied to your facility, please don't hesitate to contact your local public health agency.



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