

COVID-19 MFG EMPLOYER ACTION PLAN

Employee Communication:

- Remind employees of the importance of their work and the company's role in supporting public health and safety during this time. Thank them and reward them for their dedication.
- Provide clear communication on company roles and expectations for continued work on-site or remote work.
 - Provide information on approved available digital tools for remote use and guidance to ensure connections and communications meet cybersecurity standards.
- Establish a point of contact for fielding employee inquiries or infection concerns, and a communication method or platform where news, resources and updates will be shared.
- Provide information on how to identify the symptoms, conduct a risk assessment and clear instructions on who that information should be reported to and how they should record that information and associated actions in the event of a confirmed case of COVID-19 infection.
 - ****ALERT** Information regarding an employee who tests positive for COVID-19 and their condition must be kept confidential and limited to personnel with a need to know.**
 - *The earliest an employee that has tested positive may return to work is 7 days after diagnosis and 3 days after symptoms have subsided.*
 - *If a family member of an employee tests positive, be aware of secondary quarantine regulations and practices.*
- Identify staff availability to cover absences.
- Assess and reinforce safety processes and procedures with increased inspections to ensure safety measures are not overlooked with increased absences.
- Update policies and training requirements for all cleaning staff.
- Monitor company social media channels for any employee concerns or comments and redirect them to established communication channels.
- If layoffs are required, please provide employees with the [Information from Governor Northam's Office](#) on unemployment insurance benefits.

Operations Risk Assessment and Mitigation Efforts:

- Identify areas where supply chain disruptions are expected and redundancies should be added.
- Identify options for the movement of goods in case restrictions are placed on interstate/international logistics.
- Conduct analysis on projected cost increases and extended product lead times.
- Develop project/product delay communications to keep upstream/downstream supply chain informed.
- Contact your insurance carriers to conduct a risk-assessment to determine if you have proper coverage or need to make changes to respond to employee reductions, business continuity issues, etc. For assistance, contact [VMA Insurance Services](#) through Ian Ginger at iginger@vamanufacturers.com.
- Use available time to train and retrain workers especially on industrial hygiene and safety. Utilize online training and certification resources to maintain 6-foot separation. See the [Manufacturing Skills Institute](#) for available online safety and industrial hygiene training, certifications and access their free learning management system.
- Use available time for maintenance and facility deep cleaning. For assistance with disposal of

chemicals, solvents and petroleum-based products, see [VMA-Crystal Clean services](#).

- Check with your trade association for regulatory flexibility and/or deferrals before paying key taxes, license fees or filing specific reports.
- Donate or contribute to the [national critical product initiative](#).

Media:

- Develop statement that includes justification for continued operations.

Example draft statement:

“We have taken extraordinary measures to ensure the safety of our employees, products, facilities, suppliers, contractors and community. Our operations are essential to the health and safety of our Commonwealth and country. Our employees recognize the critical role that we play in the response to and recovery from the COVID-19 pandemic. These are challenging times and our team is committed to the highest safety standards so that we can combat COVID-19 and ensure that manufacturing makes Virginia.”

- Use social media platforms to share public information and rebuild public/employee confidence.
 - Engage your industry trade associations to share your own best-practices. See [VMA Facebook page](#).
- Have information readily available to share on:
 - How your operations are essential to human health and safety.
 - Health and safety measures in place.
 - Resources the company has made available to employees.
 - Actions to ensure social distancing, increased industrial hygiene and sanitation measures, 6-foot separation of workers, online learning, video conferencing, etc.

Local Leaders / First Responders:

- Identify a single point of contact from your company to communicate with locals.
- Provide regular updates on current operations and identify the best way to communicate future updates.
- Remind leaders why your business is essential.
- Ask that leaders keep you informed of any potential local ordinances or requirements that may affect operations.
- Create or engage your [Community Advisory Panel \(CAP\)](#).
- Call your Mayor, County Board Chairman, Delegate and Senator today. Explain your COVID-19 Action Plan.

RESOURCES:

VMA: [COVID-19 RESOURCE CENTER](#)

Comprehensive guide to Federal, state and industry-best practice information on COVID-19.

Disclaimer: The information provided herein does not, and is not intended to, constitute legal advice; instead, all information, content, and materials provided are for general informational purposes only and suggested guidance based on the best available information at the time. This model policy is provided by the [Virginia Manufacturers Association](#) as a voluntary service and should be reviewed by your own legal counsel. March 22, 2020.