



Reinforcing a Culture of Safety at Your Company During COVID-19

As your company plans and implements partial or full re-opening of your operations in compliance with federal, state and local guidelines, you must expand upon existing safety protocols and rapidly deploy plans to protect your facilities and people.

A Free Worksheet to Guide Your Operating Practices

On the next pages we offer a comprehensive list of the management protocols/operating practices your company must consider in your plan to continue or ramp up for our 'new normal' under COVID-19.

These 12 management protocols, in turn, will drive training to ensure everyone is 'on the same page' and actively taking ownership of personal and collective COVID-19 practices.

All these 'new normal' operating practices and protocols should become part of your company's lean daily management system.

If you need support, please call us at 860-232-8577 or email us at info@danielpenn.com

Company: Revision date: **COVID-19 OPERATING PRACTICES**

MANAGEMENT	Daily	Weekly	As Needed	PROCESS OWNER	COLLABORATORS
1. Plant Attendance Guidelines a. Temperature checks / questionnaires upon entry. b. Self-check procedures c. Oversight and management of symptomatic employees	✓			Supervisor/Safety Manager gathers initial data on employee illness; tests given and results; tracing activity; reports to HR; HR follows up with affected employees and families	Plant manager, HR, internal communications. Daily & weekly employee data aggregated by HR and internal communications; provide updates to all employees
2. Response plan in the event of confirmed COVID-19 case(s) a. Infection control and management b. Reporting to public health authorities c. Quarantining and tracing procedures d. On-site medical support e. Shift staggering f. Public communication (media)			✓	General Manager, Top Management Team	HR, internal communications
3. Ensure compliance: Implement infection control training, employee protocols and checklists, documentation, reporting a. Hand Washing b. Hand Sanitizer Stations: how, when and where c. Clothing: entering, during and leaving Work d. Daily reports, acknowledgement forms, investigation reports	✓			Safety and HR Managers, Supervisor	All employees
4. Sourcing, distribution and rules / procedures for use of Personal Protective Equipment (PPE)		✓		Purchasing and Safety Managers	Internal communications
5. PPE Supply: Masks, Gloves, Shields a. Condition & Fit b. Care & Cleaning c. Facial Hair & Mask	✓			Safety Manager and HR	All employees
6. Enforce Social Distancing Measures a. In Work Areas b. During Lunch and Breaks c. Check In and Check Out	✓			Supervisor and HR	HR, internal communications
7. Cleaning and Disinfecting Protocol a. Trash Handling and Removal b. During Shift Changes c. Door Handles & Knobs d. Copiers & Faxes e. Desk/work areas, computer keyboards, screens f. Telephones g. Kitchen & Break Areas	✓			Safety Manager and HR	All employees
8. Handling Deliveries a. Trucks b. Small packages and mail. Food services. Shop floor fulfillment merchants.	✓			Plant and Purchasing Managers	HR Manager; assigned employees
9. Signage a. For visitors and deliverymen b. For employees (e.g. spacing marks)	✓			Plant Manager and HR	Internal communications
11. Emergency Phone Numbers a. Family Members b. First Responders c. Plant Reaction Team	✓			Safety Manager and HR	All employees

MANAGEMENT	Daily	Weekly	As Needed	PROCESS OWNER	COLLABORATORS
12. Management Team Communications with a. Employees b. Suppliers c. Distributors d. Customers e. Community representatives / public health officials		✓		CEO/C-Suite with HR and internal communications	Plant Manager
13. Remote Work Personnel Policies	✓			HR, Plant Manager	CEO/C-Suite

Compliments of Daniel Penn Associates, LLC

151 New Park Avenue, Suite 106 • Hartford • Connecticut • 06106

Office 860-232-8577 • Fax 860-760-6060 • www.danielpenn.com