

MANUFACTURERS PROTOCOL

Business Protocol	Restrictions	Best Practices/Suggested Guidelines	Staff Liaison
<p style="text-align: center;">Protocol for Employees</p>	<ul style="list-style-type: none"> • Non-essential manufacturing may operate up to 25% of the facilities total listed occupancy • Train all employees and contractors on appropriate cleaning and disinfection, hand hygiene, and respiratory etiquette • Screen employees and contractors for any new or worsening signs or symptoms of possible COVID-19 before coming into the library • Do not allow employees or contractors with the new or worsening signs or symptoms of COVID-19 return to work until all three of the following criteria are met: i. at least 3 days/72 hours have passed since recovery (resolution of fever without the use of fever-reducing medications); ii. and the individual has improvement in respiratory symptoms (e.g., cough, shortness of breath); iii. and at least 7 days have passed since symptoms first appeared • Do not allow an employee or contractor with known close contact to a person who is lab-confirmed to have COVID-19 to return to work until the end of the 14-day self-quarantine period from the last date of exposure • Have employees and contractors wash or sanitize their hands upon entering the manufacturing facility • Have employees and contractors maintain at least 6 feet separation from other individuals. If such distancing is not feasible, then other measures 		<p style="text-align: center;">Janet Tucker Neighborhood Services Manager 972.412.6123 jtucker@rowlett.com</p>

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Health Protocol

- including face covering, hand hygiene, cough etiquette, cleanliness, and sanitation should be rigorously practiced
 - If a manufacturer provides a meal for employees and/or contractors, the manufacturer is recommended to have the meal individually packed for each individual
 - Stagger schedules for employees to minimize close contact:
 1. Stagger break time schedules to minimize interactions between employees and/or contractors
 2. Stagger start and end times for employees and/or contractors in each shift
 - Encourage employees to wear cloth (non-medical) face coverings (over the nose and mouth)
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- Regularly and frequently clean and disinfect any regularly touched surfaces, such as doorknobs, tables, chairs, and restrooms
 - Disinfect any items that come into contact with customers
 - If 6 feet separation is not available for employees and /or contractors in the manufacturing facility, consider the use of engineering controls, such as dividers between individuals, to minimize the chances of transmission of COVID-19
 - Make hand sanitizer, disinfecting wipes, soap and water, or similar disinfectant readily available employees, contractors and customers
 - Place readily visible signage at the manufacturing facility to remind everyone of best hygiene practices
 - For manufacturing facilities with more than 10 employees, and/or contractors

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present at one time, consider having an individual wholly or partially dedicated to ensuring the health protocols adopted by the facility are being successfully implemented and followed.

Please direct your queries to Janet Tucker at 972.412.6123 or jtucker@rowlett.com, Neighborhood Services Manager, Department of Community Development