WORKPLACE SPECIFIC SAFETY STANDARDS FOR
MANUFACTURING ACTIVITIES TO ADDRESS COVID-19
Updated as of July 24, 2020

Purpose

These sector specific COVID-19 workplace safety standards for Manufacturing Activities are issued to provide owners and operators of manufacturing sites and workers and contractors with instructions to help protect against the spread of COVID-19. Employers are encouraged to have workers continue to telework if feasible.

These standards are minimum requirements only and are not exclusive or exhaustive. The public health data and matrix for disease prevention upon which these guidelines are based can and does change frequently, and the operator of the manufacturing site is accountable for adhering to all local, state and federal requirements relative to manufacturing activities. The operator of the manufacturing site is also responsible for staying abreast of any updates to these requirements.

Standards for Responsible Manufacturing Activities in Massachusetts

No manufacturing activity shall occur without meeting the State mandatory Safety Standards for Workplaces as applied to manufacturing facilities in this document. These sector specific COVID-19 Workplace Safety Standards for Manufacturing apply to all manufacturing (essential and non-essential) in operation during the COVID-19 public health emergency until rescinded or amended by the State. The operator of each manufacturing site or facility shall be responsible for meeting these standards.

The following workplace specific safety standards are organized around four distinct categories covering Social Distancing, Hygiene Protocols, Staffing and Operations, and Cleaning and Disinfecting.

I. Social Distancing

- Ensure separation of 6 feet or more between individuals at fixed working positions unless this distance is unsafe due to the particular nature of the manufacturing work or the configuration of the workspace
    - Manual work: reengineer workstations to increase distance between workers; install visual distancing markers on workstations to delineate 6 feet separations; place markers throughout facility to guide movement of individuals
    - Close or reconfigure worker common spaces and high density areas of facilities where workers are likely to congregate (e.g., break rooms, eating areas) to allow physical distancing
    - Cafeterias must practice physical distancing and appropriate hygiene measures and may allow indoor and / or outdoor seating according to Restaurant guidance

- o   Designate assigned working areas (e.g., floor, building, factory zone) to individuals where possible to limit movement throughout the facility and limit contact between workers
  - o   Improve ventilation for enclosed spaces where possible (e.g., open doors and windows)
- Stagger lunch and break times, regulating maximum number of people in one place and ensuring at least 6 feet of physical distancing during any meeting
- Face coverings are required for all workers, except where doing so may introduce a safety hazard to workers or where an individual is unable to wear a face covering due to a medical condition or disability
- Establish directional pathways to manage worker flow for foot traffic, to minimize contact (e.g., one-way entrance and exit to rooms, one-way pathways). Post clearly visible signage regarding these policies
- Minimize the use of confined spaces (e.g., elevators, control rooms, vehicles) by more than one individual at a time; all workers in such spaces at the same time are required to wear face coverings
- Physical partitions separating workstations must be installed for areas that cannot be spaced out. Physical partitions must be at least 6 feet in height

II. Hygiene Protocols

- Ensure access to handwashing facilities on site, including soap and running water, and allow sufficient break time for workers to wash hands to frequently; alcohol-based hand sanitizers with at least 60% alcohol may be used as an alternative
- Supply workers at workplace location with adequate cleaning products (e.g., sanitizer, disinfecting wipes)
- Require regular and not less than daily cleaning and sanitation of all high-touch areas such as workstations, door handles, and restrooms
- Post visible signage throughout the site to remind workers of the hygiene and safety protocols
- Avoid sharing materials / equipment (e.g., goggles) or disinfect equipment between use

III. Staffing and Operations

- Provide training to workers on up-to-date safety information and precautions including hygiene and other measures aimed at reducing disease transmission, including:
  - o   Social distancing, hand-washing, proper use of face coverings
  - o   Self-screening at home, including temperature and symptom checks
  - o   Importance of not coming to work if ill
  - o   When to seek medical attention if symptoms become severe
  - o   Which underlying health conditions may make individuals more susceptible to contracting and suffering from a severe case of the virus
- Facilities must screen workers at each shift by ensuring the following:
  - o   Worker is not experiencing any symptoms such as fever (100.0 and above) or chills, cough, shortness of breath, sore throat, fatigue, headache, muscle/body aches, runny nose/congestion, new loss of taste or smell, or nausea, vomiting or diarrhea
  - o   Worker has not had "close contact" with an individual diagnosed with COVID-19. "Close contact" means living in the same household as a person who has tested positive for

COVID-19, caring for a person who has tested positive for COVID-19, being within 6 feet of a person who has tested positive for COVID-19 for 15 minutes or more, or coming in direct contact with secretions (e.g., sharing utensils, being coughed on) from a person who has tested positive for COVID-19, while that person was symptomatic
- o Worker has not been asked to self-isolate or quarantine by their doctor or a local public health official
- o Workers who fail to meet the above criteria must be sent home
- Facilities with highly manual work should reopen in gradual / phased approach, adjusting operations and work scheduling (working teams with different schedules or designated staggered arrival / departure time) to reduce density in the facility, minimize contact across workers and prevent congestion
- Limit visitors and service providers on site; shipping and deliveries should be completed in designated areas, outside the facility if possible
- Log everyone who comes in contact with site to enable contact tracing, including temporary visitors (e.g., those doing material drop-offs)
- For guidance on business-sponsored travel, refer to the Commonwealth's current out-of-state travel order: mass.gov/MAtraveler. Employers are strongly discouraged from requiring or allowing business-related travel to destinations other than those appearing on the Department of Public Health's list of COVID-19 lower risk States. Employers that permit employer-paid or -reimbursed travel to those States should take measures to ensure employees comply with this order. Employers are also urged to strongly discourage their employees from taking leisure travel to destinations not included on the list of COVID-19 lower-risk States
- Workers must stay home if feeling ill
- Workers who are particularly vulnerable to COVID-19 according to the Centers for Disease Control (e.g., due to age or underlying conditions) are encouraged to stay home
- Encourage workers to self-identify symptoms or any close contact to a known or suspected COVID-19 case to the employer
- Encourage workers who test positive for COVID-19 to disclose to the workplace employer for purposes of cleaning / disinfecting and contact tracing. If the employer is notified of a positive case at the workplace, the employer shall notify the local Board of Health (LBOH) in the city or town where the workplace is located and assist the LBOH as reasonably requested to advise likely contacts to isolate and self-quarantine. Testing of other workers may be recommended consistent with guidance and / or at the request of the LBOH
- Post notice to worker and customers of important health information and relevant safety measures as outlined in the Commonwealth's Mandatory Safety Standards for Workplace
- Manufacturing sites should maintain operating hours that allow for on-going off-hour sanitation and cleaning
- Additional on-site amenities and services may only open and operate when those amenities or services would otherwise be authorized to operate under the Commonwealth's Phased Reopening Plan and then must adhere to all sector-specific safety protocols, available on the Reopening Plan website, applicable to the amenity or service. Examples include:
  - o Cafeterias: Must follow the latest restaurant guidance

IV. Cleaning and Disinfecting

- Clean commonly touched surfaces in restrooms (e.g., toilet seats, doorknobs, stall handles, sinks, paper towel dispensers, soap dispensers) frequently and in accordance with CDC guidelines
- Conduct frequent cleaning and disinfection of site (after each shift, and more frequently if feasible)
- Keep cleaning logs that include date, time, and scope of cleaning
- Conduct frequent disinfecting of heavy transit areas, heavy machinery and high-touch surfaces (e.g., doorknobs, handrails, shared tools, bathrooms, elevators)
- In event of a positive case, shut down site for a deep cleaning and disinfecting of the workplace in accordance with current guidance
- Open windows and doors to increase airflow where possible

Additional worker safety guidelines and resources (with hyperlinks to web pages) are available below:

U.S. Department of Labor, Occupational Safety and Health Administration (OSHA):

OSHA – COVID-19 Webpage

OSHA – Enforcement Guidelines Webpage

OSHA Fact Sheet – Protecting Workers During a Pandemic

U.S. Centers for Disease Control (CDC):

CDC – Environmental Cleaning and Disinfection Recommendations

CDC – Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease (Updated 3/21/20)

Additional Information:
Massachusetts State Coronavirus (COVID-19) Website
mass.gov/covid19

United States Centers for Disease Control and Prevention Coronavirus (COVID-19) Website
https://www.cdc.gov/coronavirus/2019-ncov/index.html