

## SUGGESTED MANUFACTURING AND INDUSTRIAL GUIDELINES

### EMPLOYERS

- Must meet CDC and OSHA guidelines
- Required to ensure 6 feet between employees whenever possible; if this is not possible, install barriers or make other accommodations
- Required to develop a protocol to screen employees before they commence work
- Require symptomatic employees to stay home and recommend they be tested
- Train employees on importance of hygiene and sanitation
- Provide sanitization stations in common areas and work areas
- Require regular hand washing
- Increase use of virtual communication methods whenever possible
- Hold as few in-person meetings as possible and limit any necessary in-person meetings to 10 people with social distancing
- Utilize face coverings according to industry best practices guidelines (e.g. masks, scarfs, surgical masks)
- Limit business travel to essential travel only

### EMPLOYEES

- Group employees by shift to reduce chances of transmission
- Provide face coverings for employees and any necessary guests (e.g. masks, scarfs, surgical masks)
- Ban or limit in-person meetings with external visitors or guests
- Increase flexibility of attendance policies when possible
- Increase communication and education of employees and their families

### PHYSICAL SPACES, WORK STATIONS, AND SHIFTS

- Complete daily disinfection of workstations, desks, and other high-touch areas
- Water fountains should be closed. Employees should bring or buy their own drinks
- Place signage stating CDC guidelines and best practices for hygiene and sanitation
- Change shift patterns where possible to reduce exposure of employees
- Stagger lunch and break times where possible to limit congregating of employees
- Close regularly for deep cleaning
- Reduce pace to allow less employees per line or shift

A number of associations and businesses have provided the state with examples of their guidance. These may be found at [www.in.gov/backontrack/industryguidelines.htm](http://www.in.gov/backontrack/industryguidelines.htm).