

## Business Reopening Plan & Details

5/11/20

We will 'reopen' Monday, May 11th.

- Personnel
  - Not everyone needs to be at work at the same time.
  - Not everyone needs to come to work. We will work out a schedule for people to be at the shop.
  - Stay 6 feet apart.
- PPE
  - You must wear a mask while at work. It can be anything we have on hand (previous N95's of yours), your own homemade one, or one of the disposable ones that should arrive this week.
  - You should wear gloves as much as possible such that it's not a safety hazard on what you're working on, but don't waste gloves. Put them on and leave them on. Wash your hands per normal and use them as a 'second skin' while at work, keeping your hands cleaned.
  - We should have plenty of tissues for blowing your nose and capturing sneezes/coughs.
- Facilities
  - Can't be used:
    - Microwave
    - Refrigerator
    - Coffee maker
    - Coat racks
    - Shoe racks
    - Lockers
  - Bathrooms are open
  - All sinks are open
  - All doors (man doors and overhead doors) should be propped open as much as possible. Preventing contained/stagnant air will be helpful. Also prevents having to touch door handles constantly coming/going.
  - We will have a 2 hour cleaning regiment that we will review when you're in.
    - Spray lightly door handles, faucet handles, and leave damp. Don't wipe off. Let the disinfectant work. This is true for all disinfectants and often overlooked.
    - Wipe off light switches, don't douse and get wet, that's an electrical hazard.
    - Wipe off your machines' touch surfaces.
    - Wipe off your computer

- Minimize compressed air blowing off operations. Wipe things off with a rag instead if possible.
- Coming/Going:
  - Questions when you arrive:
    - Are you feeling any covid symptoms?
    - Are you feeling ok overall?
    - What is your temperature? (temp gun on bench)
    - Do you have a fever?
    - Have you been in contact with anyone diagnosed with covid?
  - Wash your hands when you get to work, wash your hands before you leave, wash your hands often, use soap and hand sanitizer.
  - Wash your phone, watch, glasses, etc before leaving.
  - Keep all of your personal belongings together, in your space. Do not use community storage, lockers, coat racks, etc.
  - Bring your lunch or go out for lunch. Eat your lunch in your workspace or outside.
- State guidelines:
  - [https://govsite-assets.s3.amazonaws.com/DpA6WBURK6NGDg8Ov5uw\\_Healthy%20at%20Work%20Reqs%20-%20%20Manufacturing%20Distribution%20Supply%20Chain%20-%20Final%20Version%201.0.pdf](https://govsite-assets.s3.amazonaws.com/DpA6WBURK6NGDg8Ov5uw_Healthy%20at%20Work%20Reqs%20-%20%20Manufacturing%20Distribution%20Supply%20Chain%20-%20Final%20Version%201.0.pdf)