



**MANUFACTURERS**  
ASSOCIATION

## RIMA Manufacturing Pledge - CERTIFY Pledge Actions

**Ensuring the SAFETY and Integrity of the Rhode Island Manufacturers Supply Chain Pledge – Coronavirus Manufacturing Workplace Safety**

### Manufacturer's Pledge

Company Name

Locations

Contact Information

Company Name	Locations	Contact Information

By signing this document, I PLEDGE, on behalf of my Company, in this critical time of addressing the Coronavirus for the duration of Rhode Island's state of emergency, to follow and improve upon the best practices intended to promote employee and community safety at our factories.

I agree to the fullest extent possible to:

- Implement and enforce the highest standards of workplace safety that meet or exceed CDC and OSHA recommendations for virus containment.
- Protect employees, their families and our communities
- Secure critical supply chains and employment
- Agree to adhere to all applicable guidelines established by RI DOH, the CDC and WHO
- Agree to not operate as business as usual and make the following key structural changes:
  - Control site traffic
  - Enhance hygiene and handwashing protocols
  - Engender social distancing and reduce density per current directives (6 ft Distance)
  - Deploy emergency response and quarantine procedures
  - Communicate to all stakeholders



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**1. Control Site Traffic:** To ensure each of our sites is safe for employees to work, the first step is to control who enters the site to minimize risk. All entrants must be known and confirmed to not have symptoms including undetected elevation in body temperature (through non-invasive measurement) if available to you for testing.

- Stop all non-essential travel, visitors, site-to-site movement, contractors, outside services and face-to-face meetings
- No entrance with elevated body temperatures if tested.
- No entrance if sick or symptomatic
- Collect a health questionnaire for each necessary visitor and control and document their access points and contacts
- Control Shipping/Receiving Areas by refusing entry of drivers, limit access of delivery personnel to the shipping area, avoid direct contact, deploy enhanced hygiene protocol for shipping/receiving areas such as personnel protective gear and enhanced cleaning. Depending on frequency consider port-a-potty for drivers/delivery personnel.
- Enforce coronavirus exposure protocols:
- Follow [RI DOH guidelines](#)
- Prevent immediate re-entry to sites for all returning travelers from outside the normal employee basin
- If test ordered by medical professionals, follow RI DOH guidelines with a minimum requirement to re-enter of a confirmed virus free test result
- If test positive, follow medical professional direction and RI DOH guidelines and no re-entry

**2. Enhance Hygiene Protocol:**

To ensure the overall site and high frequency touch points are not areas of transmission, most importantly, aggressively promote hand washing through social pressure, training and constant reminders. In addition, deploy staff to increase frequency and total area cleaned with antiviral cleaning agents especially the high frequency touch points.

- Promotional programs around hand washing and other best practices ([CDC](#), [DBR](#), & [RI DOH](#))
- Enhanced door, stairwell handle, light switch, time clocks and wipe down of all surfaces
- Increase availability of soap, hand sanitizer and cleaning materials



### **3. Social Distancing and Reduced Density targeting:**

All employees are protected by reducing the degree and frequency of contact through fewer total staff reporting to work( eliminate non-essential personnel), shift adjustments and teleworking and through making social distancing inherent in physical layout of the site (de-density work areas, break rooms, break times and break locations)

- a. Reduce personnel density in all areas by redesigning workspace and workflows to minimize person to person contact. [CDC](#)
- b. Teleworking whenever possible for all departments while maintaining appropriate levels of safety and support
- c. Staggering breaks, separate break rooms, separated tables and reduced seating per table.

### **4. On-Site Emergency Response:**

Aggressive containment, quarantine and deep cleaning positioned in advance of a case developing at a site. Although plans to control site traffic are designed to prevent such occurrence, preparation is key to success, should the unexpected happen.

- a. Upon identification of a suspected Coronavirus case at the site, the individual will be quarantined in a designated location until health officials can be contacted or the individual can safely return home or to a health facility.
- b. All staff who has contact with the individual will be asked to follow the latest RI DOH health guidelines for exposure
- c. All work-spaces that come in contact with any individual will have deep cleaning

### **5. Communication to Employees Community and Customers:**

Regular and robust communication to all our employees is critical to the healthy functioning of our communities and companies ([RIMA has sent pdf signage for use](#)). Because for many, the employer is considered a voice of authority, we take our communication regarding the Coronavirus seriously and are communicating educational insights, best practices, methods to mitigate transmission and highlight the changes manufacturers are using to manage the challenge.

- a. Daily Updates to all staff on the latest facts and guidance concerning the virus in our communities, impacts on our business and their employment.
- b. Establish chains of communication to enable rapid transmission of information to all staff without large meetings.



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- c. Through multiple media platforms, promote best practices from the [CDC](#), [DBR](#), [WHO](#) and [RI DOH](#).
- d. Create a crisis leadership team to collect and respond to concerns from our employees and our community

**THIS PLEDGE SIGNED ON: \_\_\_\_\_ DAY OF \_\_\_\_\_ 2020**

**SIGNATURE: \_\_\_\_\_**

**THIS PLEDGE CERTIFIED ON: \_\_\_\_\_ DAY OF \_\_\_\_\_ 2020**

**SIGNATURE: \_\_\_\_\_**

**NAME: \_\_\_\_\_**

**TITLE: \_\_\_\_\_**

**COMPANY: \_\_\_\_\_**

**LOCATION: \_\_\_\_\_**

Please forward this pledge to [debc@mfgri.com](mailto:debc@mfgri.com) by April 3rd