RIMA COVID-19 RESPONSE AND PLEDGE

Guidelines for Plant Safety for Manufacturers
RIMA COVID-19 RESPONSE AND PLEDGE

RESPONSIBLE MANUFACTURING

RHODE ISLAND MANUFACTURERS ASSOCIATION
March 2020
GOAL:

- Prioritize Safety and Health
- Keep Plants Running
- Implement Uniform Manufacturing Best Practices
- Statewide Pledge to Protect Employees and Customers – “The Pledge”
- Consolidate Messaging with RI Commerce and State leadership to ensure best practice sharing and practice implementation
We are instituting significant operating changes to mitigate risk associated with the spread of the Novel Coronavirus. This is not a time for ‘business as usual.’

We remain committed to and align with RI DOH, CDC, OSHA and WHO guidelines.

Key structural changes include:
- controlling site traffic,
- enhanced hygiene,
- social distancing and reduced density,
- emergency response and quarantine procedures and
- robust communication.

Duration of Pledge: During State of Emergency
• People work best with structure and guidance. Reviewing protocols and procedures forces a marker on the status of this program.
• Best practices will continue to improve and encourage sharing within the organization, which will strengthen the collaboration effect.
• The pledge will ensure all manufacturers in the state agree to implement structural change and health and safety policies. RIMA and its partners will enforce transparency that comes from a formal validation and certification process. We agree to strive to keep our communities safe to prevent further spread of the virus.
• In cooperation with state leadership, all manufacturers will work together to enforce CDC, OSHA and all safety guidelines so the burden will not fall on government.

RATIONALE FOR CERTIFYING PLEDGE
Program Overview

Steering Group (4-8 Company Sponsors)

Administration & Ongoing Leadership:

<table>
<thead>
<tr>
<th>Activity 1:</th>
<th>Activity 2:</th>
<th>Activity 3:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pledge Distribution</td>
<td>Match-make Resources</td>
<td>Ongoing Best Practices</td>
</tr>
<tr>
<td>Pledge Education</td>
<td>for Certification</td>
<td>Tips, Tricks &amp; Hacks</td>
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<tr>
<td>Pledge Collection</td>
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RHODE ISLAND MANUFACTURERS ASSOCIATION COVID-19
Certify Program

• Step 1: Company signs Pledge
• Step 2: Company notifies RIMA of signed pledge and request date for review
• Step 3: RIMA coordinates a connection with a resource from a peer participating organization
• Step 4: Company and Resource meet, review Company program, review key elements, look for areas of improvement, mutually agree on alignment with Pledge
• Step 5: Company & Resource certifies back to RIMA that the review occurred and resulted in mutual agreement of alignment with Pledge
Resources

Each participating company expected to provide 1 or more resources to the RIMA pool.

Each resource will need to be available for at least one 2-hour engagement with a participating peer company.
Company

- Sign Pledge
- Align Programs with Pledge
- Resource reviews Program *Words match Actions*
- Certify Review to RIMA
- Offer Resource to RIMA

RIMA

- Administers Overall Program
  - Provides Pledge Document
  - Provides Review Document

RIMA assigns Resource to for Program Review

Resources

RIMA Recognizes Company’s Pledge Commitment
Review & Certification Process Details

RIMA Manufacturing Coalition
March 2020
Pledge Signed & Sent... Now What?

Get busy aligning with Pledge!

- Review RIMA, RI Dept of Health, OSHA, CDC and WHO guidelines
- Partner with an organizational mentor with sample policies & documents
- Take specific action on:
  - Controlling site traffic,
  - Enhanced hygiene
  - Social distancing and reduced density
  - Emergency response and quarantine procedures and
  - Robust communication.

Submit Resource contact information to RIMA
RIMA to arrange a “REVIEW” – What is that??
Review Steps

**Phase 1:** Internal Self-Audit of Company Plans & Actions
- Risk assessment
- Cross-department/cross-site reviews
- Assemble documented policies and procedures

**Phase 2:** Virtual Review (remote) of Company Plans & Actions
- Policies
- Programs & Procedures
- Evidence of implementation and effectiveness

**Phase 3:** Visual Review of Company Actions & Effectiveness
- Onsite preferred (best method to uncover improvement opportunities)
  - During active shift
  - After hours
- If Onsite not possible, use photos and video tour as substitute

**Phase 4:** Sign Pledge to CERTIFY your Pledge Actions
REVIEW STEPS

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Phase 4: Sign Pledge to CERTIFY your Pledge Actions
Phase 1: Internal Self-Audit of Company Plans & Actions

- Communicate Pledge Goals
- Risk assessment
- Cross-department/cross-site reviews
- Assemble documentation
  - Policies
  - Procedures
  - Records
Phase 2: Virtual Review of Company Plans & Actions

- Element A: “I will statements”
  - Written policy that covers statements
  - Evidence of communication
  - Training evidence of RI DOH, CDC, WHO programs

- Element B: “Best Practices”
  - Written procedures
  - Evidence procedures communicated, trained, implemented
  - Program for continuous improvement to capture, review and implement program enhancements
Phase 3: Visual Review of Company Program Effectiveness

- **Approach:**
  - Onsite preferred for understanding processes, sharing best practices, and identification of improvement opportunities
    - During active shift
    - After hours
  - If Onsite not possible, use photos and video tour as substitute

- Processed through company site-control: health check, temperatures, controls at shipping, etc.

- Observe social distancing protocols including structural changes in break and production areas, and the 50% density reduction goal

- Observe quarantine location and emergency response plan

- Observe communication examples

- Complete Questionnaire/Checklist (In Development)
Step 3: Sign Pledge to CERTIFY your Pledge Actions

DOWNLOAD THE PLEDGE HERE
## Control Site Traffic

<table>
<thead>
<tr>
<th>Inspection Item</th>
<th>Comment Area</th>
<th>YES</th>
<th>NO</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does facility have controlled means of entrance (single point, multiple entrances, etc...)</td>
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<tr>
<td>Once entered facility are there sign-in stations or check points restricting access to employee workstations or production areas</td>
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<tr>
<td>Are there controlled measures in place to minimize visitor/contractor access to facility when entering the property – escorted, PPE requirements, etc....</td>
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<tr>
<td>Are the visitors/contractors allowed in the facility purposes mission critical</td>
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<td>Are employees restricted when entering facility to a staging area.</td>
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<tr>
<td>Are temperatures or some form of wellness check being performed prior to working</td>
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<tr>
<td>Are visitors/contractors required to fill out wellness check or subject to a screening (temperatures, questionnaire, etc....) prior to entering facility</td>
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<tr>
<td>Are commercial drivers refused entry to the facility and/or their access is limited to the shipping area and kept segregated from staff?</td>
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<tr>
<td>Are enhanced hygiene protocols for shipping/receiving areas such as personnel protective gear and enhanced cleaning conducted?</td>
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<td>Are handwashing/sanitizing stations readily available in common areas?</td>
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<td>Are all common areas sanitized by staff or outside cleaning agency on a regular basis?</td>
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<tr>
<td>Are common areas/breakroom seating reduced in accordance with current social distancing requirements?</td>
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<tr>
<td>Are current coronavirus exposure protocols being enforced? These include the following:</td>
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<tr>
<td>• Preventing immediate reentry to sites for all returning travelers from outside the normal employee basin</td>
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<tr>
<td>• If a test is ordered by a medical professional, are RI DOH guidelines followed with a minimum requirement to reenter of a confirmed virus free test result?</td>
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<tr>
<td>• If test is positive, are the medical professional’s direction and RI DOH guidelines followed to include no reentry?</td>
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</table>
## Check List 2/3

### Hygiene

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<tr>
<td>Are promotional programs around hand washing and other best practices (“Do the 5”) being utilized?</td>
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<td>Are enhanced cleaning of common touch points (doors, stairwell handle, light switch, time clock’s, surfaces) being conducted?</td>
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<td>Have increased amounts of soap, hand sanitizer and cleaning materials been procured?</td>
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### Social Distancing and Reduced Density

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<tbody>
<tr>
<td>Are social distancing and reduced density requirements being implemented in accordance with Federal, State and local directives?</td>
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<tr>
<td>Have areas/schedules been altered to promote social distancing requirements (e.g. work areas, break rooms, work schedules, breaktimes, or locations)?</td>
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<td>If possible, are employees who can telework allowed to do so providing they maintain appropriate levels of safety and support?</td>
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<tr>
<td>Are breaks being staggered and seating in break rooms being reduced?</td>
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## On-Site Emergency Response

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<tr>
<td>Upon identification of a suspected coronavirus case, is the individual quarantined in a designated location until health officials can be contacted or the individual can safely return home or to a health facility?</td>
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<td>Are all staff who come in contact with the individual asked to follow the latest RI DOH health guidelines for exposure?</td>
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<td>Are all workspaces contacted by the individual deep cleaned? If so by whom?</td>
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## Communication to Employees, Community and Customers

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<tr>
<td>Are daily updates provided to all staff on the latest facts concerning the virus in our communities, how it impacts the business and their employment being provided?</td>
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<td>Have chains of communication to enable rapid transmission of information to all staff without large meetings been developed?</td>
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<tr>
<td>Have the best practices from the CDC, WHO and RI DOH been promoted across the organization?</td>
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<tr>
<td>Has a crisis leadership team been formed to collect and respond to concerns from employees and the community?</td>
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