



Manufacturing Extension Partnership



Ohio Guidelines

	Item	Description	Yes / No	Notes
Mandatory Guidelines				
1	Mandatory Ohio	Ensure minimum 6 ft. between people. If not possible, install barriers		
2	Mandatory Ohio	Employee must preform daily symptom assessments. This should include taking your temperature with a thermometer and monitoring for fever. Also watch for coughing or trouble breathing.		
3	Mandatory Ohio	Require employees to stay home when symptomatic		
4	Mandatory Ohio	Require regular hand washing		
5	Mandatory Ohio	Stagger or limit arrivals of employees and guests		
6	Mandatory Ohio	Personnel should work from home if possible		
7	Mandatory Ohio	Daily disinfection of desks and workstations		
8	Mandatory Ohio	Change shift patterns (e.g. fewer shifts)		
9	Mandatory Ohio	Stagger lunch and break times		
10	Mandatory Ohio	Daily deep disinfection of high-contact surfaces		
11	Mandatory Ohio	Space factory floor to allow for distancing		
12	Mandatory Ohio	Regulate max number of people in cafeterias/ common spaces		
13	Mandatory Ohio	Establish maximum capacity (e.g. 50% of fire code)		
14	Mandatory Ohio	For Confirmed Cases: Immediately isolate and seek medical care for any individual who develops symptoms while at work		
15	Mandatory Ohio	For Confirmed Cases: Contact the local health district about suspected cases or exposures		
16	Mandatory Ohio	For Confirmed Cases: Shutdown shop/floor for deep sanitation if possible		
17	Mandatory Ohio	"Face coverings are required while employers and employees are on the job, unless any one of the following apply: An employee in a particular position is prohibited by a law or regulation from wearing a face covering while on the job A face covering is not advisable for health purposes Wearing a face covering on the job is against documented industry best practices Wearing a face covering violates a company's safety policies There is a practical reason a face covering cannot be worn An employee is sitting alone in an enclosed work-space. (If any of these exceptions apply to your business, or one of your employees, written justification must be provided upon request.)"		
Recommended Guidelines				
18	Recommended Ohio	Provide stipend to employees for private transportation		
19	Recommended Ohio	Split into sub-teams limit contact across sub-teams		
20	Recommended Ohio	Reduce pace to allow less FTEs per line		
21	Recommended Ohio	Close cafeteria and gathering spaces if possible, or conduct regular cleanings		
22	Recommended Ohio	Daily deep disinfection of entire facility		
23	Recommended Ohio	For Confirmed Cases: Work with local health department to identify potentially infected or exposed individuals to help facilitate effective contact tracing/notifications		
24	Recommended Ohio	For Confirmed Cases: Once testing is readily available, test all suspected infections or exposures		
25	Recommended Ohio	For Confirmed Cases: Following testing, contact local health department to initiate appropriate care and tracing		

Re-open Checklist

	Item	Description	Yes / No	Notes
Written Policies / Procedures				
1	COVID policy	General procedure that outlines how a company is handling COVID		
2	Working Remotely and Meetings	How meetings will be handled and who should still work remotely		
3	Travel	Travel restrictions: can not travel to the following areas		
4	"Outside Resources / Sub-contractors"	Which sub-contractors can enter the building (essential) and what they need to do to be able to enter the building and perform work		
5	What to do if people get sick	How to handle employees that get sick		
6	People who test positive to COVID	"What you do when someone tests positive to COVID Example: trace people they have become in contact with and have these individuals tested and quarantined"		
7	People who cannot come back to work or are scared to come into work	"How to handle situations where employees cannot come into work, are in a vulnerable population (e.g., immunocompromised) or are scared to come into work This includes people that might need to care for a sick person or child"		
8	Entering the building	"Steps that are taken by employees before entering or starting work This could include taking temperatures, a questionnaire or an interview. Limit people entering building at one time "		
9	Hygiene and monitoring practices during shift	Outlines what people in the building must do during the shift to be in compliance		
10	PPE policy	"What PPE must be worn by individuals (mandatory vs. optional)? This could include masks, gloves, gowns, etc. (face coverings mandatory)"		
11	Cleaning, Sanitizing, and Disinfection (Clean plan)	Detailed Clean Plan for facility and equipment that outlines what, when, how, who, and materials needed for cleaning the facility. Also what PPE is required by the people doing the cleaning		
12	HVAC filter procedure / schedule	How filters will be cleaned, disinfected, or replaced		
Social Distancing (6 ft.)				
13	Layout changes and technology additions needed to facilitate social distancing	"What equipment needs to move to maintain six (6) foot distance between personnel? Can technology help in the medium term? Ex: Machine or work benches moved / door removed"		
14	Workstation setups to reduce exposure	"How do we set up a workstation to reduce the risk of exposure? Ex: People not facing each other / no sharing of tools"		
15	Barriers and no-touch solutions placed where social distancing is not possible	"Where are shields required as barriers when close working conditions cannot be avoided? What about other devices to limit common surface contact? This is similar to what is being done at grocery stores"		
16	Use of limited work-in-process inventory to reduce contact	Should inventory be added to reduce material handling trips? Should buffers be placed between work stations to reduce employee contact?		
17	Maintaining social distance in Common Areas: Break room / rest room	"How do we limit social distancing issues in common areas? Ex: Remove tables and chairs in break room / stagger breaks / Max occupancy of rest rooms"		
18	Shift Changes	Do not overlap shifts to reduce exposure potential		
Communication Tools and Visuals				
19	Visual / Audio reminders	"Wash hands / maintain social distance / clean plan / buzzer time to wash hands Ex: Signage on walls or floor "		
20	Checklists	Cleaning / Work station setup		
PPE and Cleaning Materials On Hand and Available				
21	PPE	Gloves / masks / shields (face coverings mandatory)		
22	Cleaning and sanitizing materials	All cleaning materials		
Operations				
23	Response team in place	Senior team including HR, operations leader, other senior management in place to handle potential COVID-19 occurrences or exceptions to policies		
24	Shift communication plan in place	With staggered shifts, a different plan is needed than with a typical shift overlap meeting		
25	Standard work instructions modified for new policies	Standard work instructions may need to be modified to handle protocols put in place because of COVID practices		
26	Work standards modified for new procedures	Work Standards/goals may need to be modified to handle protocols put in place because of COVID practices		
27	Receiving and shipping procedures modified to facilitate COVID protocols	Social distancing / equipment sanitized / delivery and pick up schedules are required		
28	Contingencies in place for lack of personnel	"How do we handle running our operations with an incomplete staff? Ex: People getting sick / caring for sick people / not showing up to work "		
29	Training plan in place	How will employees be trained on new policies and procedures?		

Evaluation of Supply Chain

	Item	Description	Yes / No	Notes
Assess Customer Requirements				
1	Active customers identified	Identify active customers and current and expected future customer orders		
2	Communication plan for customer assessment	Determine a plan (schedule and format) for communicating with customers on requirements		
3	Protocol developed for customer assessment	Develop a protocol for contacting active customers to assess revised requirements. Topics could include volume and timing of orders, order priorities, addition of new products, and changes in payment terms		
4	Communicate with customers	Review requirements with customers using the developed protocol		
5	Review current internal production limitations	Review current production limitations such as impact of reduced staffing and start-up inefficiencies		
6	Review current supplier limitations	Review current supplier limitations (see supplier section)		
7	Develop alternative production strategies	Evaluate alternatives for temporarily increasing production capability (overtime, outsourcing, part-time help, etc.)		
8	Communicate issues with customers	As necessary, communicate with customers on issues and renegotiate plan		
Review Supplier Base Stability				
9	Critical suppliers identified	Identify suppliers that provide key materials, products or services to critical operations		
10	Identify supplier requirements	Determine the short- and long- term quantity and timing requirements (see customer section)		
11	Communication plan for supplier assessment	Determine a plan (schedule and format) for communicating with suppliers on stability		
12	Protocol developed for supplier assessment	Develop a protocol for contacting critical suppliers to assess stability. Topics could include their ability to meet the current quantity and lead time requirements, current quality specifications, and pricing and payment terms		
13	Communicate with suppliers	Complete assessment with suppliers using the developed protocol		
14	Evaluate alternative suppliers	As necessary, evaluate alternative suppliers to meet immediate requirements		
Review Legislation and Incentives that Impact Supplier Chain Decisions				
15	Review COVID-related legislation	Evaluate current and upcoming legislation and its potential impact on current supply chain		
16	Review tariffs and other trade barriers	Review current and upcoming tariffs and other trade barriers to determine their impact on supply chain decisions		
17	Review on shoring financial incentives	Review current and upcoming government incentives to determine their impact on an on shoring decision		

Evaluate Use of Technology (Technology Assessment Matrix)

	Item	Description	Yes / No	Notes
1	Review detection technology	Review technology that helps to detect signs of COVID-19 exposure		
2	Review sterilization technology	Review technology that can be used to meet sterilization requirements related to COVID-19		
3	Review social distancing technology	Review technology that can be used to support remote work and adhere to on-site social distancing requirements related to COVID-19		

Evaluate Culture

	Item	Description	Yes / No	Notes
Development of Organization Plan				
1	Develop and Communicate Overall COVID-19 Policies	Develop and communicate policies related to COVID-19 situation. Ensure that verbal and non-verbal communications align with policies		
2	Develop and Communicate Contingency Plans	Develop and communicate contingency plan(s) for handling worst-case scenarios. Consider engaging employees to develop plan		
3	Hold Regular Communication with Staff	Communicate progress and accomplishments on a regular basis		
4	Communicate on Job Security and Continuity	Communicate plan to ensure job security and organizational continuity		
5	Gauge Employee Attitudes and Moral	Develop regular process for gauging employee attitudes and moral		
Development of Systems to Support On-Site Work Culture				
6	Develop and Communicate On-Site COVID-19 Policies	Develop and clearly communicate specific policies for meeting COVID-19 requirements (PPE requirements, disinfecting system, personal hygiene, etc.)		
7	Develop Healthy Habits	Actively develop new healthy habits (like non-contact methods of greeting). Whenever possible, get employees involved in this process		
8	Develop Feedback System for Safety	Develop and maintain a robust communication system for get feedback about what is needed to ensure work safety		
9	Engage Employees in Risk Assessment	Start employees thinking about work processes and behaviors in place now that would put your business at risk		
10	Create Regular Reminders for Healthy Habits	Create habits and reminders for employees to wash their hands frequently, avoid touching their faces and covering coughs and sneezes. Example is an office alarm to signal regular hand-washing breaks		
11	Engage Employees to Monitor Compliance	Consider establishing an inside group of employees to monitor healthy behaviors and give feedback as necessary. How can people with healthy behaviors be recognized?		
Development of Systems to Support Remote Work				
12	Develop and Communicate Remote Work Policies	Develop and clearly communicate specific policies for remote working		
13	Provide Equipment and Support	Provide equipment and support to employees to maximize their success using technology to work remotely		
14	Host All-Hands Meetings	Consider hosting regular all-hands meetings to check in on people working remotely. This time could also be used to celebrate birthdays and anniversaries		
15	Encourage Informal Communication	Consider organizing remote "happy-hours", breakfasts, and lunches for people to stay connected		
16	Create Individual Remote Working Plans	Consider working with people individually to determine the best way for them to be productive as a remote employee. This might include, for example, offering flexible work hours		
17	Encourage Special Interest Groups for Remote Work	Consider organizing "special interest" groups for remote people to connect		