

BEST PRACTICES

NEWMA members share their best practices put into place during the COVID-19 pandemic

- * Posted up-to-date communication about business practices and hours on website and on location
- * Extra signage posted about good hygiene
- * Established policies and practices for social distancing
- * Support respiratory etiquette and hand hygiene supplies for employees, customers, and visitors
- * Designated break rooms and restrooms for different departments
- * All work areas, high-touch and common areas are cleaned at the end of their shift
- * Companies that have multiple facilities are not allowing employees to enter another plant
- * Large companies are splitting up their senior leadership so only half work in the facility in case there is a COVID-19 issue at their plant
- * Relaxed attendance policy, not assigning points for absences
- * Employees working every other week, to decrease the number of people in the plant
- * Employees that can work from home, are being asked to do so
- * No travel to states that have been significantly impacted
- * If employee travels for work or personal, not permitted back to work for 1-2 weeks
- * Visitors must fill out a declaration of travel and health
- * Employees arriving at work are temperature checked and must be under 100 degrees. In order to return to work, temp must be under 100 degrees for 3 consecutive days.
- * Employees are required to notify employer if they test positive for COVID-19 or they have been in contact/exposed to someone who tested positive for COVID-19
- * Employees who have been diagnosed with COVID-19, who have not had any symptoms may discontinue home isolation when at least seven (7) days have passed since the date of their first positive COVID-19 diagnostic test and have had no subsequent illness. See [CDC guidance](#).
- * You should send home all employees who worked closely with the COVID-19 infected employee for a 14-day period of time to ensure the infection does not spread. Before the employee departs, ask them to identify all individuals who worked in close proximity (three to six feet) with them in the previous 14 days to ensure you have a full list of those who should be sent home. When sending the employees home, do not identify by name the infected employee or you could risk a violation of confidentiality laws. See [OSHA Guidance on Preparing Workplaces for COVID-19](#)

**Stop the
Spread**

**Stay up to date!
Find more
information at the
links below**

[Interim Guidance for Employers to Plan and Respond to \(COVID-19\)](#)

[United States Department of Labor - OSHA](#)