

# HEALTH AND SAFETY RESOURCES FOR SUPPLIERS IN A CORONAVIRUS ENVIRONMENT



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# HEALTH AND SAFETY RESOURCES FOR SUPPLIERS IN A CORONAVIRUS ENVIRONMENT

The following are resources developed collectively by motor vehicle manufacturers and suppliers to assist with specific issues posed by COVID-19. These recommended practices are voluntary, and companies may decide to take similar or additional measures depending on their individual circumstances. Your local area may have requirements that supersede these measures.

The following resources were used in creating these resources. Please refer to them frequently to ensure your company's protocols are in accordance with the most recent guidelines.

- <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>
- <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>
- <https://www.osha.gov/Publications/OSHA3990.pdf>

# 1.

## ADMINISTRATIVE

- Establish Crisis Management Team (CMT) to establish a response plan. This team should include key members from all essential departments (e.g. executives, logistics, HSE, communications, plant management, manufacturing engineering, legal)
- Identify critical operations and labor needs
- Update cleaning and sanitization protocols as needed
- Develop education and compliance method for all employees, contractors and visitors to inform them of changes and updates, including those on reduced or changed hours
- Establish guidelines to minimize or eliminate non-essential employees on site, and visits from non-employees
- Determine how employees are to report confirmed / suspected / quarantined cases
- Assign customer and supplier communication responsibility regarding updates
- Establish and manage company business travel restrictions and establish guidelines for personal travel
- Complete checks to ensure protocols are in place
- Ensure strong document control practices due to dynamic guidance

## 2.

# COMMUNICATION / EDUCATION / TRAINING

- Develop and implement clear communication to employees of new processes and expectations prior to their return to work
  - Identification of COVID-19 symptoms and when to stay home
  - Proper hand washing, hygiene etiquette, avoid touching face
  - Avoid touching common objects, light switches, doors, microwaves, vending machines
  - Cleaning protocols
- Create training to review new requirements and guidelines for all employees. If returning to work, this should be done on day one
- Add necessary communication (signage, staffing, etc...) at all points of entry to effectively manage the new requirements
  - Include posters communicating general information, physical distancing, recommended measures at home
  - How to correctly wear and dispose of disposable PPE, as applicable
- Provide regular updates to employees through Q&A, employee boards, electronic messaging in lunchroom
- For employees working remotely – managers should reach out to direct reports weekly to discuss wellness, working from home conditions and to check in

### 3.

## PRE-SCREENING

- Communicate to employees the screening processes and requirements in advance of implementation
- Perform daily health / risk screenings to confirm employee health status and exposure (Including visitors / contractors)
  - Implement company policy on fever detection / screening (See FAQ's for more information)
  - Prohibit onsite access to employees and others that demonstrate COVID-19 symptoms, have been exposed with close contact to a COVID-19 case, or have traveled in the last 14 days outside of company guidelines

### 4.

## SOCIAL DISTANCING

- Follow appropriate WHO / CDC guidance where possible.
  - Review production layouts and methods and adjust to meet social distancing guidelines – utilize physical barriers and PPE as needed
  - Modify layout of break rooms / lunch rooms to reduce number of tables, one or two chairs per table, etc.
  - Modify any café / canteen / lunch room serving to eliminate self-serve stations
  - Reinforce through signs, posters, markings on floor
  - Close the workout rooms, if any
- Stagger shift start / finish times and breaks (consider expanding 5-day operations over a 7-day period)
- For larger workforces, consider establishing zones to separate employees in isolated work groups to minimize potential exposure
- Hold meetings via teleconference. If face to face meetings are necessary, strictly adhere to the WHO / CDC social distancing guidance and minimize number of participants

## 5.

## CLEANING / DISINFECTING / PPE

- When creating protocols include:
  - Frequency for daily cleaning of high touch areas & common surfaces (e.g. door handles, light switches, vending machines, refrigerator doors)
  - Workstation pre- and post-shift cleaning and disinfecting included in routines
  - Increased hand washing / sanitizer stations
  - Install hand sanitizer stations outside of the exterior building entrance and ask everyone to use before entering the building
  - Establish inventory requirements for PPE / cleaning agents, procurement
  - Collection and disinfection of reusable PPE such as coveralls, face shields, leather gloves, hearing protection muffs, etc.
  - Cleaning / Sanitizing protocol if an employee is tested positive
- Identify 3<sup>rd</sup> party companies able to perform escalated cleaning beyond normal routine (frequency / scope / method) and the trigger for when to use
  - Consider selecting a backup vendor to use in case of an emergency
- Implement company risk reduction and PPE policies consistent with WHO / CDC guidance as applicable (see FAQ's for more information on Social Distancing)

## 6.

# CASE RESPONSE / MANAGEMENT

- Create response plan if employee reports symptoms at work
  - Implement Crisis Management Team communication and action plan
  - Isolation requirements and location
  - Implement contact tracing and quarantines if necessary
  - Data capture on dates of first report and return
  - Ensure cleaning protocol is followed
  - Educate employees on actions to take if another employee shows symptomatic signs
- Create response plan in accordance with either WHO or CDC guidance (or company protocols) for when an employee tests positive, or has been in close contact with a confirmed COVID-19 case, and has been to work recently
  - Implement Crisis Management Team communication and action plan
  - Patients with confirmed COVID-19 should remain out of the workplace until released by a healthcare professional or in accordance with guidelines referenced above
  - Implement contact tracing, communication to impacted employees, and quarantines if necessary
  - Implement appropriate quarantine requirements for exposed employees
  - Data capture on dates of first report and return
- Create response plan in accordance with either WHO or CDC guidance (or company protocols) for when an employee tests positive, or has been in close contact with a confirmed COVID-19 case, and has not been to work recently
  - Patients with confirmed COVID-19 should remain out of the workplace
  - Data capture on dates of first report and return
- Provide resources for personal / family guidance

# FAQs

## **FEVER DETECTION / SCREENING:**

Public health officials recommend that individuals take their own temperature twice per day to monitor for signs of fever. It is recommended that companies either accept an individual's self-temperature check or scan employees for fever before entry to a building. An employee who displays a fever (WHO references 38 °C or 100.4°F) should not be allowed to enter the workplace. Employees should follow company attendance and medical leave policies.

## **SOCIAL DISTANCING:**

An effective method to inhibit transmission of the disease is through effective social distancing. Due to the configuration of some plants / locations, social distancing is not always achievable. In these cases, a barrier of sufficient height and material to separate employee workstations is recommended. If this is not possible, implementing appropriate risk reduction measures for those in the immediate area is recommended.

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