



INTERNATIONAL SIGN ASSOCIATION

## Tips for Re-Opening/Returning to Business and Prepping Employees for the “New” Normal

Updated: 4/28/20

### **Manufacturing Facility Considerations:**

- Health and safety are number one priority. Key considerations:
  - Physical distancing
    - This can include placing markers indicating proper social distancing in any areas where employees may line up or congregate
  - Wearing of masks/PPE equipment
  - Hand sanitizing/hand washing stations
  - Temperature checks before employees allowed on-site
  - Split shifts
    - This can include ensuring one shift fully clears out before another shift enters
  - Staggered meal and rest breaks
  - Designated meal and rest break areas and staggering times
    - This can include having additional locations available depending on the number of employees
    - Food items available in break/lunch room – packaged food; packaged utensils; no communal coffee; etc.
  - Limiting the number of employees permitted in meetings/confined spaces;
  - Putting up shields or barriers to prevent employees from being exposed to someone else’s respiratory droplets
  - Alternating work stations
  - Removing seats in communal areas to provide additional personal space
  - Reorienting work points to avoid employees directly facing each other

### **Office Space Considerations**

- A/B team – teams split into groups and stagger their weeks in the office to limit the number of people in the office and allows for continuity should someone on one team become exposed to or come down with COVID-19 resulting in quarantine for the rest of the team
- Protocols for when/if someone tests positive for COVID-19 (follow CDC and state guidelines; enhanced cleaning)
- Childcare/schools/camps – how will this be handled during summer when kids were provided with some level of structure for part of the day? How will this impact your company?
  - Recommendation: Start surveying employees now to find out potential challenges and identify how you will be able to handle
- Limiting visitors
- Limiting the size of in-person meetings, including staff meetings

- Hallways become one-way walk zones
- Supplies needed when office reopens (start shopping now): masks, paper towels, wipes, alcohol/spray bottles
- Cleaning crews – regular and enhanced
- Questions to consider when deciding to reopen office:
  - Is it best to bring people back or optimize remote work arrangements? Which is easier? Which provides most productivity and is best for staff?

#### **Considerations Businesses Should Be Aware Of:**

- Morale/well-being of employees
- Communication is key
- Training/Education such as new safety training (simple safety moments such as images and videos with easy explanations) as it will likely be needed for PPE, how to operate in the “new” normal, information on social distancing within the facility, etc.

#### **Resources:**

- [Employee health and temperature screenings by state](#). Covers laws and orders that require employers to take employees’ temperatures and/or conduct other employee health screening procedures, such as asking employees about any COVID-19-consistent symptoms using a questionnaire or checklist
- NAM has asked OSHA, CDC and EEOC for feedback and information about return to work and will be providing that as soon as they have it; those will be helpful resources/links

#### **Other Areas to Provide Info/Resources:**

- Remote work

#### **Information Compiled From:**

- 4/22/2020 NAM webinar “Prepping People for the “New Normal”
- Kroger Blueprint for Business (<https://www.thekrogerco.com/wp-content/uploads/2020/04/Krogers-Blueprint-for-Businesses.pdf>)
- Chief Executive article (<https://chiefexecutive.net/gms-response-may-show-the-way-to-manufacturings-new-era/>)
- Litter article (<https://www.littler.com/publication-press/publication/next-normal-littler-insight-returning-work-safety-and-health>)
- 4/28/2020 OperationsInc. (HR company) webinar
- NPR article (<https://www.npr.org/2020/04/24/840397136/the-office-as-we-knew-it-isnt-coming-back-anytime-soon-maybe-it-s-changed-foreve>)