# Safety standards and measures for facilities returning to work

**E·T·N**
*Powering Business Worldwide*

# Chart a plan for uncharted times with these guidelines for safe workplaces.

When considering a return to work plan and timeline, it is imperative to align your business with local and state authorities. Considerations should be made to assess the following data within the community:

* The trend of influenza and COVID-like symptoms/illnesses reported within a 14-day period
* The trend of documented cases OR positive tests as a percent of total tests within a 14-day period
* Whether hospitals have enough beds to treat all patients, not just COVID-19, and if a community testing program is established

While closely monitoring COVID-19 conditions in the community, businesses should pace the return of employees in line with the health of their local community. Employees should return slowly in small groups based on work needs and with the ability to ensure social distancing and the implementation of specific control measures. Prior to returning, a re-opening resource team should be established to review and prepare the site, in order to certify all health/safety practices and procedures are effective and sustainable.

## Communication and start up actions

Prior to returning, notify employees of any critical items they should be aware of upon coming back to work at the facility, such as:

* Cleaning and sanitizing measures
* Pre-screening checklist and temperature monitoring procedures performed upon arrival
* Social distancing guidelines and expectations
* Need for necessary Personal Protective Equipment (**PPE**) and when/where to be used
* Changes to the facility: start/end times, entrance and exits, variations made to production equipment and work areas
* FAQs on what can be expected
* Personal responsibilities (stay home if you don't feel well)

## Cleaning and sanitization measures

Establish a plan for continued and increased cleaning/sanitizing after re-open, and update as additional employees enter the building. Things to consider may include:

* Encouraging employees to maintain proper personal hygiene
* Daily cleaning of commonly touched surfaces such as hand rails, door knobs and handles, light and elevator switches
* Cleaning of office equipment such as desks, phones, keyboards, and other workplace areas
* Sanitizing of restroom and eating areas (faucets, sinks, tables, chairs)
* Providing cleaning stations with ample supplies so employees can take extra precaution towards personal spaces
* Changing HVAC filters and considering an increase in air flow and make-up air throughout facility

## Pre-screening checklist, PPE & temperature monitoring procedures

Facilities should implement a pre-screening program to include employees, visitors and anyone entering the building.

* Check local and state requirements
* Utilize a self-screening checklist to monitor entrant's health status
* Ensure entrants have proper **PPE** and when/where it should be used
* Encourage personal responsibilities: stay home if you have symptoms, have tested positive for COVID-19, been in contact with anyone or place at high-risk for COVID-19
* Enforce pre-entry temperature screening upon entering the facility and continuous monitoring
* Have a quarantine plan in place should an entrant have a temperature of 100.0°F (37.8°C) or as indicated by country requirements

# Returning to our facilities is important for business, and adapting to a new "normal" is crucial going forward.

## Social distancing is a critical part of an illness prevention plan, protecting not just yourself but families, fellow employees and the community.

By reducing close contact between people, we can do our part to diminish community transmission of an illness. Although this can cause disruptions, decreasing the level of exposure is the best option for keeping our workforce and economy healthy. How can we do our part?

- Avoid mass gatherings
- Maintain approximately 6 feet (2 meters) of space between yourself and others
- Adjust meetings and trainings to reduce the number of individuals gathered as much as possible

## ATTENTION

**FACE COVERING REQUIRED**
Please keep 6 ft apart.

6 ft

### Key risk areas to consider

Prior to employees re-entering the facility, identify and deploy proper social distancing actions towards any risk areas, such as, but not limited to:

- Workstations
- Meeting and training rooms
- Laboratories and testing areas
- Distribution centers
- Manufacturing lines
- Lunch and break areas
- Entrances/exits
- Restrooms
- Locker rooms
- Clocking in/out locations
- Lobbies or other common areas

Communicate these principles to every entrant of the facility, assuring them that these actions are being taken in an effort to minimize the risk of illness.

Equally important is a continual monitoring process, to ensure that a daily review of risk areas is being made, and any necessary precautions are taken. This validates that proper controls are in place and functioning for all workstations and common areas of the facility.

## Additional and ongoing measures

To ensure the well-being of employees and all entrants of the facility, additional continuous efforts should be made to prevent the spread of illness.

- Mark floors and other standing areas to maintain 6-foot social distancing compliance
- Open doors and reduce touch points
- Constantly review **PPE** requirements and changes
- Review key processes daily to recognize any risks and opportunities to improve (including technologies)
- Advise employees on how/where to ask any questions and how they will be answered

While returning to work will be done in various groups and phases, on-going evaluation of the site and a cadence of regular audit and communication is key to moving forward.

# Personal protective equipment

Eaton is committed to meeting your critical needs. Designed with safety at the forefront, Eaton's Personal Protective Equipment (PPE) helps protect employees by reducing the risk of exposure to potentially harmful substances in the workplace.

## Face shields

Eaton's face shield protects you from exposure to potentially harmful substances. Easily able to be cleaned and sanitized between uses, the face shield is also fully-adjustable and includes foam straps for maximum comfort.



Features:

- Covers a larger portion of the face than only wearing a face mask
- Foam cushioning between strap and skin enhances comfort during extended use
- Clearance between the face and shield reduces fogging and heat
- Helps protect against splashes, sprays and splatter of bodily fluids
- Can be worn with other face/eye PPE
- Visor made from scratch-resistant materials
- Easy to clean and sanitize for re-use. Clean each part regularly based on best practices outlined by your organization or the CDC

Technical specifications:

- Width: 15.5 in (394 mm)
- Height: 11.25 in (285.75 mm)
- Headband material: Polypropylene
- Visor thickness: 0.02 in (0.5 mm)
- Visor material: Polyethylene Terephthalate Glycol (PETG) or Polycarbonate (PC)
- Polycarbonate visor meets ANSI/ISEA Z87.1-2015 requirement for Standard (Non-Impact) Rated face shields with D3 product marking for splash and droplet
- Link to Face shield product profile

Part no. FACESHIELD-PC
Part no. FACESHIELD-PET

## Touchless tool

Eaton's touchless tool reduces the risk of exposure to potentially harmful surface-dwelling viruses and other substances. Easy to clean and sanitize between uses, the touchless tool is reusable, multi-purpose and comfortable to use. Attaches to a key ring or badge lanyard for easy access.



Features:

- Ergonomically designed to fit your hand
- Made from durable materials
- Easy to clean and sanitize between uses with soap and water or run through a dishwasher cycle
- Hook design opens most standard doors and handles
- Top of the tool includes a protrusion for pressing buttons at ATMs, gas pumps, point of sale machines, keyboards, etc.
- Bottom of the tool includes a slot for lanyard, key fob or key ring attachment for easy accessibility
- Customizable with your logo or branding
- Approved for use by University Hospitals

Technical specifications:

- Width: 4 in (101.6 mm)
- Height: 2 in (50.8 mm)
- Material: 20% glass-filled nylon
- Link to Touchless tool product profile

Part no. DOOROPENER



Products made in the USA
in an FDA-approved facility

**For more information on Eaton's PPE products and to find a distributor, click HERE**

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