



BEST PRACTICES FOR BUSINESS OPERATIONS

COVID-19

**Economic Development Commission
of Florida's Space Coast**
6525 3rd Street, Suite 304
Rockledge, FL 32955
www.SpaceCoastEDC.org
 [EDCofFloridasSpaceCoast](https://www.facebook.com/EDCofFloridasSpaceCoast)



RECOMMENDED GUIDELINES

The following guidelines were developed by the South Florida Manufacturers Association with the FloridaMakes Regional Manufacturers Association Network, of which the EDC is a member through MASC. While designed with manufacturing in mind, the guidelines offer insight to other industries seeking to reduce transmission of COVID-19 among employees, maintain healthy business operations and a health work environment.

BUILDING ACCESS/SAFETY

- Create a single point of access for employees, and if necessary, a separate single point of access for visitors.
- Anywhere you have a queue to form, use indicators of the 6-foot social distancing rule as employees and visitors enter the designated single access points.

Entry Screening and Reporting – Employees and Visitors:

- Take temperature (no touch), ask questions related to travel, risk conditions, and external exposures, and document observations by staff (i.e., the gatekeeper) of everyone (employees and visitors) that enters the building. Screening occurs daily for all employees.
- **See page 7** as an example of an existing company's COVID-19 screening form

Entry Guidelines:

- **Employee Entry:** All employees are required to use a face mask or recommended face covering and sanitize hands prior to entry.
- **Visitor Entry:** All visitors will be screened and must wear a face mask or recommended face covering and sanitize hands prior to entry.

Elevator Guidelines: No more than two people at a time.

Receiving and Freight Guidelines: Drivers are restricted to their cabs or a designated area determined by the company.

- Reduce touch points for employees clocking into work. Suggestion: Either eliminate timeclocks, sanitize timeclocks after each employee use, or use electronic solutions to avoid touch points.

BUILDING PREPARATION

Cleaning Guidelines:

- Per CDC guidelines, clean and disinfect frequently touched surfaces twice per shift (this includes tables, doorknobs, light switches, industrial controls, etc.).
- Bathrooms, break rooms, and other highly frequented common areas are cleaned and disinfected twice per shift.
- Employees are responsible for cleaning their work areas, including equipment and tools, twice per shift at a minimum.
- **Interior Doors:** Keep interior doors open, except where operational requirements or fire code requirements dictate they remain closed.
- **Signage:** Display CDC posters in English, Spanish, and/or Creole (based on employer need) and post them throughout the facility, including break rooms and other highly visible areas. See CDC guidelines: <https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc>

COMMUNICATIONS

- As an addendum to existing employee handbooks, provide messaging of best practices, social distancing guidelines, sanitary practices, and updates on the business, as necessary.
- **Meeting Guidelines:** Use digital conferencing solutions and should employees need to meet in person, wear a face mask or recommended face covering and practice social distancing.

STAFF PROCEDURES AND ENHANCED PROTOCOLS

PPE Use (to be provided by employer):

- Mandatory use of face masks or recommended face coverings.
- Provide alcohol-based hand sanitizers at all entry and exit points and in all common areas including bathrooms and breakrooms.
- Use of gloves is optional, with the preference of frequent hand washing or use of alcohol-based hand sanitizers.

Work Schedule - Staggering and Remote Work:

- Allow employees to work remotely, subject to employer authorization based on business needs and requirements.
- Implement work schedules and/or shifts that will spread out employees and minimize the adjacency to other operators.

Employee Responsibility:

- Require workers to avoid using other workers' phones, desks, offices, tools and equipment, and computers, when possible. If necessary, cleaning and disinfecting is required per CDC guidelines. (<https://www.cdc.gov/coronavirus/2019-ncov/community/critical-workers/implementing-safety-practices.html>)
- Define the communication of risks (internal and external) as a responsibility of each employee.

Testing and Traceability:

- Follow CDC policies and procedures for the prompt identification and isolation of those who contract COVID-19. (<https://www.cdc.gov/coronavirus/2019-ncov/community/critical-workers/implementing-safety-practices.html>)
- Once an employee shows symptoms, they should be sent home and referred to see their doctor. Employees cannot return to work until cleared by a doctor.
- Keep a record of anyone that enters the building and non-compliant/breaches of company procedure or policy.

SOCIAL DISTANCING

Continue the recommended CDC guidelines to practice social distancing.

When unable to maintain the CDC guidelines for social distancing, require the use of a face mask or recommended face covering provided by the employer so operator safety is not compromised.



www.floridamakes.com



www.SpaceCoastEDC.org

6525 3rd Street, Suite 304
Rockledge, FL 32955

BEST PRACTICES FOR
BUSINESS OPERATIONS
COVID-19