# Manufacturing
## General Guidelines
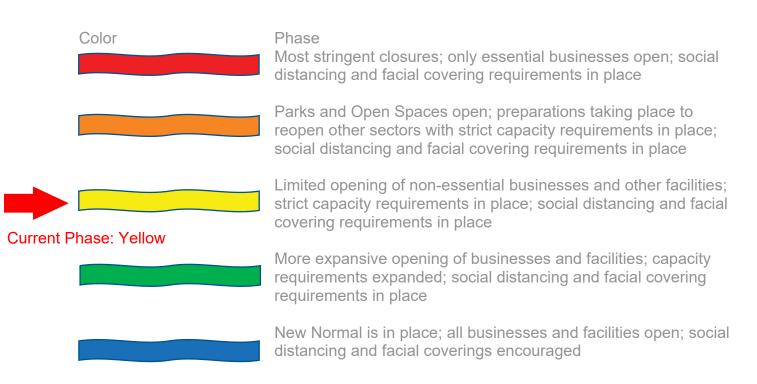*(Effective June 1, 2020 at 12:01 AM)*



The following guidelines are outlined within Miami-Dade County's Emergency Order 23-20 Amendment No. 1 for reopening certain retail and commercial establishments in Miami-Dade County.

To view the List of Establishments or to obtain a copy of the entire handbook, visit: https://www.miamidade.gov/global/initiatives/coronavirus/emergency-orders.page

For more information, call (305) 234-4262, email info@cutlerbay-fl.gov, or visit our website at www.cutlerbay-fl.gov

# Color Identification System

The color flag identification system below will be used to communicate each day where we are on the continuum of the New Normal.  Depending upon the situation, we may take intermediate steps between these phases, but knowing what color phase we are in will help you navigate your activities.

| Color | Phase |
|---|---|
| <span style="color:red">■■■■■</span> | Most stringent closures; only essential businesses open; social distancing and facial covering requirements in place |
| <span style="color:orange">■■■■■</span> | Parks and Open Spaces open; preparations taking place to reopen other sectors with strict capacity requirements in place; social distancing and facial covering requirements in place |
| <span style="color:yellow">■■■■■</span> | Limited opening of non-essential businesses and other facilities; strict capacity requirements in place; social distancing and facial covering requirements in place |
| <span style="color:green">■■■■■</span> | More expansive opening of businesses and facilities; capacity requirements expanded; social distancing and facial covering requirements in place |
| <span style="color:blue">■■■■■</span> | New Normal is in place; all businesses and facilities open; social distancing and facial coverings encouraged |

**Current Phase: Yellow**

# Initial Reopening Plan

The Yellow flag phase began on May 18, 2020 and allowed selected non-essential businesses to open with stringent capacity and safety rules in place.  The guidebook now includes protocls for the reopening of beaches, hotels and other accommodations.  Protocols for wellness facilities, including gyms, yoga studios and other facilities, as well as summer camps and entertainment venues will be released in the next edition with designated start dates.

While designated businesses are permitted to open, you are not required to open.  Furthermore, if we experience  a surge in cases, we may be required to return to the Orange flag phase.  Should this happen, we will communicate this to the community with adequate time to prepare prior to the effective date.

As you prepare to reopen your establishment, please consider these examples of general safeguarding guidelines for reopening. All guidelines are categorized by workforce protection measures, employee protection measures, non-employee (or customer) protection measures, business process adaptations, employer-led public health interventions and industry-wide safeguards.  This list is not intended to be all-inclusive, but rather examples of actions to be taken so that you may protect your employees and your customers.  If a particular commercial establishment supports multiple business lines, only those permitted to operate may be opened in any particular phase.  You may wish to enforce more stringent guidelines or procedures.

*General Reopening Guidelines*

I.    Workforce protection

    a. **Facial coverings must be worn inside businesses and commercial establishments or wherever social distancing is not possible**

    b. **Do not allow employees who have flu like symptoms to report to work for 14 days after the onset symptoms**

    c. Provide or coordinate safe transportation to work allowing for social distancing

    d. Allow for flexible schedules for childcare and sick time

    e. Staggered breaks to reduce large group gatherings

    f. **Install hand sanitizer at entry points and through site**

II.    Employee protection

    a. **Enforce personal protective equipment (e.g., face masks, gloves)**

    b. **Ensure employees (and customers) stay more than 6 feet apart (use visual markers to help with implementation)**

    c. **Enhanced sanitization of all common areas / touch points (doors, stairwell handles, light switch, elevator switch, etc.)**

    d. **Procure increased amounts of soap, hand sanitizer, cleaning materials and protective equipment**

III.    Non-employee Protection

    a. **Visually mark separation 6 ft. apart for areas where people would group (e.g., queues and elevators)**

    b. Discourage entry to site of visitors and contractors, unless needed for operations

    c. **Eliminate car valet services, unless self-parking is unavailable. Where self-parking is unavailable, valet may be utilized. Valet operator will step away 6 feet after opening car door (visual markers should be placed on the ground to assist). After parking, vehicle operator will switch or sanitize gloves prior to servicing the next vehicle.**

    d. Set up self-checkout lines and contactless payments, as applicable

IV.    Business Process Adaptations

    a. Upgrade/Install ventilation including HVAC filters per OSHA guidance

    b. **Clean and disinfect bathrooms every two to three hours**

    c. **Eliminate the use of common water fountains and interactive displays**

    d. **Limit capacity of elevators to ensure social distancing**

    e. Designate quarantine rooms for infected individuals and deep clean after use

    f. Require non-core functions to work from home, as possible

    g. Avoid meetings of more than 5 participants, encourage virtual meetings

    h. Reduce seating in breakrooms / common areas to ensure minimum 6' physical distance. If not possible, close common areas

    i. **Prior to re-open, flush plumbing and run water in sinks to eliminate stagnant water from the period of mall/store's closure**

V.     Employer-led public health interventions
  a. **Post CDC signage in publicly trafficked locations emphasizing measures to "Stop the Spread of Germs" and to exercise social responsibility**
  b. **Train all personnel in new operating protocols and modifications to existing codes of conduct to deal with COVID 19 issues**
  c. Design work group shifts to minimize contacts between employees and ensure easier tracking and tracing, as possible
  d. Implement testing programs for high risk employees (e.g., frequent contact with customers or suppliers)

VI.    Industry-wide Safeguards
  a. Acknowledge in writing the review and understanding of relevant industry association and union organizations guidelines, including capability checklists and reference to WHO, DOH and CDC guidelines
  b. Establish protocol to immediately disclose infection to state DOH bodies and procedure to safeguard store (e.g., deep cleaning)
  c. Setup clear reporting protocols based on leading (e.g., thermometer temp spikes, thermal scanning spikes, increased absenteeism) and lagging indicators (e.g., staff health visits above pre-defined rate, community spread in retailer locale)
  d. Post a contact email address and/or telephone number for employees /customers to contact if they have questions or concerns
  e. **Any establishment that has an on-site employee or contractor who tests positive shall close for the shorter of:**
      i. **the time needed for staff who were in contact with the positive employee or contractor to be tested and cleared by a medical professional as being COVID-19 free and the establishment to be deep-santized;**
      ii. **14 days from the date such employee or contractor was last on-site at such establishment, if deep-santization is not performed.**
  f. **An establishment shall be deemed to have complied with the above if, after deepsantizing,employees who were in contact with the positive employee or contractor do not report to work for 14 days after the date the positive employee or contractor was last on-site**
  g. **Where an establishment has multiple floors or structures or square footage of more than 10,000 feet, only those structures, floors or areas where the infected person was present are required to be sanitized as a condition of re-opening, and only those employees working in such structures, floors or or areas must be tested. All employees who came into personal contact with the positive employee must be tested or, in the absence of a test, be excluded from the premises for 14 days after the date the positive employee was last onsite.**
  h. **Under no circumstances shall an employee or contract who tested positive report to work at an establishment until that employee is cleared by a medical professional as being COVID-19 free.**

# *Manufacturing*

I. Workforce Protection
   a. **Create a single point of access for employees**, and if necessary, a separate single point of access for visitors
   b. Establish sign-in stations or check points restricting access to employee workstations / production areas
   c. Ensure controlled measures to minimize visitor/contractor access to facility when entering property (escorted, PPE requirements)
   d. Consider 2-step inventory model
      i. Designated space for warehousing new inbound inventory, quarantined for 24 hours
      ii. Move inventory after 24 hours into "safe for use" warehousing space for use by facility

II. Employee Protection
   a. **Procure increased amounts of soap, hand sanitizer, cleaning materials and equipment**
   b. **Install of additional hand sanitization and soaps in toilets and common areas**
   c. **Post promotional signage around hand washing and other best healthy hygiene practices**
   d. Either eliminate timeclocks, sanitize timeclocks after each employee use, or use electronic solutions to avoid touch points
   e. Apply copper tape onto high-touch surfaces that can't be avoided
   f. Create operating "pods" (~2 employees per pod) in a production line, divided by physical barriers
   g. Air-gap connected workspaces, if possible, with a "clean room" to allow employees to sanitize

III. Non-employee Protection
   a. **Place signs outside and inside the elevators to limit number of people within elevator (1 person per at a time or at 50% capacity)**; offer preferential treatment to vulnerable groups (e.g., elderly, persons with disabilities, pregnant women)

IV. Business Process Adaptations
   a. Divided critical function teams with groups alternating work in-office or using satellite sites
   b. Digitize shift handovers and group discussions within facility
   c. **Reduce seating in breakroom / common areas to ensure minimum 6' physical distance**
   d. Designate quarantine rooms for potentially infected individuals and deep-clean after each use

      e. **Mark common areas with physical markers to reinforce compliance with measures (e.g., 6 ft separation in queues)**
      f. Upgrade/Install ventilation per OSHA guidance
      g. **Flush plumbing to eliminate stagnant water and monitor water systems in the facility**

V. Employer-led public health interventions
      a. **Train all personnel in new operating protocols and modifications to existing codes of conduct to deal with COVID-19 issues**
      b. Design work group shifts to ensure easier tracking and tracing
      c. Evaluate the need for testing program for high risk employees (e.g., frequent contact with customers or suppliers)

VI. Industry- Wide Safeguards
      a. Acknowledge in writing the review and understanding of relevant industry association and union organizations guidelines, including capability checklists and reference to WHO, DOH and CDC guidelines
      b. **Establish protocol to immediately disclose infection to state DOH bodies and procedure to safeguard store (e.g., deep cleaning)**

Manufacturing

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| Industry-wide safeguards | a. Acknowledge in writing the review and understanding of relevant industry association and union organizations guidelines, including capability checklists and reference to WHO, DOH and CDC guidelines | | | |
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