

Ensuring the SAFETY and INTEGRITY of the New York State Production Supply Chain:

Pledge To Enhance Manufacturing Workplace Safety Amid the **Novel Coronavirus Outbreak**

Manufacturer's Pledge

Company Name	Locations	Contact Information

By signing this document, **I PLEDGE** on behalf of my Company, in this era of Novel Coronavirus and for the duration of New York State's state of emergency, to follow and improve upon the best practices herein listed which are intended to promote employee and community safety at our factories.

I will, to the fullest extent possible,

- Ensure the highest standards of workplace safety that meet or exceed recommendations for virus containment
- Protect employees, their families and our communities
- Secure critical supply chains and employment

I will adhere to all applicable guidelines established by NYS DOH, the CDC and the WHO.

I will not operate *business as usual*, but will make the following key structural changes: 1) control site traffic, 2) enhance hygiene, 3) engender social distancing and reduce density, 4) deploy emergency response and quarantine procedures and 5) communicate regularly to all stakeholders.

I will meet or exceed the expectations for these structural changes as detailed below:

CNY Manufacturing Coalition's Best Practices for Combatting Coronavirus

- 1) **Control Site Traffic:** To ensure each of our sites is safe for employees to work, the first step is to control who enters the site to minimize risk. All entrants must be known and confirmed to not have symptoms including undetected elevation in body temperature (through non-invasive measurement).
 - a. Stop all non-essential travel, visitors, site-to-site movement, contractors, outside services and face-to-face meetings
 - b. No entrance with elevated body temperature
 - c. No entrance if sick or symptomatic
 - d. Collect a health questionnaire for each necessary visitor and control and document their access points and contacts
 - e. Control Shipping/Receiving Areas by refusing entry of drivers, limit access of delivery personnel to the shipping area, avoid direct contact, deploy enhanced hygiene protocols for shipping/receiving areas such as personnel protective gear and enhanced cleaning
 - f. Enforce coronavirus exposure protocols:
 - i. Follow NYS DOH guidelines
 - ii. Prevent immediate reentry to sites for all returning travelers from outside the normal employee basin
 - iii. If test ordered by medical professional, follow NYS DOH guidelines with a minimum requirement to reenter of a confirmed virus free test result
 - iv. If test positive, follow medical professional direction and NYS DOH guidelines, and no reentry

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- 2) **Enhance Hygiene Protocols:** To ensure the overall site and high frequency touch points are not areas of transmission, most importantly, aggressively promote hand washing through social pressure, training and reminders. In addition, deploy staff to increase frequency and total area cleaned with antiviral cleaning agents especially the high frequency touch points.
 - a. Promotional programs around hand washing and other best practices (“Do The 5”)
 - b. Enhanced door, stairwell handle, light switch, time clocks, surfaces, etc. wipe downs
 - c. Increase availability of soap, hand sanitizer and cleaning materials
- 3) **Social Distancing and Reduced Density target of 50%:** All employees are protected by reducing the degree and frequency of contact through fewer total staff reporting to work (shift adjustments and teleworking) and through making social distancing inherent in physical layout of the site (de-densify work areas, break rooms, break times and break locations)
 - a. Reduce personnel density in all areas by redesigning workspaces and workflows to minimize person-to-person contact
 - b. Teleworking whenever possible for all departments while maintaining appropriate levels of safety and support
 - c. Staggering breaks, separate break rooms, separated tables and reduced seating per table
- 4) **On-Site Emergency Response:** Aggressive containment, quarantine and deep cleaning positioned in advance of a case developing at a site. Although plans to control site traffic are designed to prevent such occurrence, preparation is key to success, should the unexpected happen.
 - a. Upon identification of a suspect Novel Coronavirus case at the site, the individual will be quarantined in a designated location until health officials can be contacted or the individual can safely return home or to a health facility
 - b. All staff who has contact with the individual will be asked to follow the latest NYS DOH health guidelines for exposure
 - c. All work spaces contacted by the individual will have deep cleaning
- 5) **Communication to Employees, Community and Customers:** Regular and robust communication to all our stakeholders is critical to the healthy functioning of our communities and our companies. Because for many, the employer is considered a voice of authority, we take our communication regarding Novel Coronavirus seriously and are communicating educational insights, best practices, methods to mitigate transmission in addition to how our companies are managing the challenge.
 - a. Daily Updates to all staff on the latest facts concerning the virus in our communities, impacts on our business and their employment
 - b. Establish chains of communication to enable rapid transmission of information to all staff without large meetings
 - c. Through multiple media platforms, promote best practices from the CDC, WHO and NYS DOH
 - d. Create a crisis leadership team to collect and respond to concerns from our employees and our community

This Pledge Signed on ___ Day of _____, 2020

This Pledge Certified on ___ Day of _____, 2020

Signature: _____

Signature: _____

Name: _____

Name: _____

Title: _____

Title: _____

Company: _____

Company: _____

Location: _____

Location: _____

Resource Review Date: _____

Resource Name: _____

Resource Company: _____