SUGGESTED MANUFACTURING AND INDUSTRIAL GUIDELINES

EMPLOYERS
• Must meet CDC and OSHA guidelines
• Required to ensure 6 feet between employees whenever possible; if this is not possible, install barriers or make other accommodations
• Required to develop a protocol to screen employees before they commence work
• Require symptomatic employees to stay home and recommend they be tested
• Train employees on importance of hygiene and sanitation
• Provide sanitization stations in common areas and work areas
• Require regular handwashing
• Increase use of virtual communication methods whenever possible
• Utilize face coverings according to industry best practices guidelines (e.g. masks, scarfs, surgical masks)
• Limit business travel to essential travel only

EMPLOYEES
• Group employees by shift to reduce chances of transmission
• Provide face coverings for employees and any necessary guests (e.g. masks, scarfs, surgical masks)
• Limit in-person meetings with external visitors or guests
• Increase flexibility of attendance policies when possible
• Increase communication and education of employees and their families

PHYSICAL SPACES, WORK STATIONS, AND SHIFTS
• Complete daily disinfection of work stations, desks, and other high-touch areas
• Employees should provide their own drinks
• Place signage stating CDC guidelines and best practices for hygiene and sanitation
• Change shift patterns where possible to reduce exposure of employees
• Stagger lunch and break times where possible to limit congregating of employees
• Close regularly for deep cleaning

A number of associations and businesses have provided the state with examples of their guidance. These may be found at www.in.gov/backontrack/industryguidelines.htm.