

# Birdsall Tool & Gage Co. Safety Practices to Prevent the Spread of COVID-19

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## Shop Floor Set Up

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- Increased physical space between workers – minimum of 6-feet
- Clear visible cues to identify workspaces
- No tools will be shared, if shared, then the tool must be cleaned after each use
- Each workstation will be provided with EPA cleaning supplies
- PPE will be provided for employees if they are not able to maintain the 6-foot distancing
- No-touch trash receptacles will be provided
- Workers will be encouraged to disinfect work areas multiple times during their shift
- All common areas of contact will be disinfected pre/post use

## Office Set-Up/Bathrooms

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- We will limit the number of persons in the front office using visual cues to prevent persons from entering
- Each work area will enable employees to maintain a 6-foot distance from each other
- All communal areas will be disinfected often throughout the day
- No-touch trash/recycling will be provided
- Doors will be propped open where feasible
- Meeting areas will be designated to ensure social distancing is practiced
- Common areas that are no longer being used due to restrictions will be closed off
- Bathrooms will be routinely cleaned and disinfected
- Cleaning supplies will be provided for individuals for each use
- An open no-touch trash bin will be provided

## Considerations for Entrance/Egress/Shift Changes

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- Employees will maintain a safe distance while waiting to clock in and out
- Hand sanitizer will be provided near the time clock for use before and after swiping timecards
- All employees will complete a self-health screening before entering the building

- All employees will have their temperature taken at the beginning of each shift with an infrared no-touch thermometer
- All shop employees will enter and exit through the shipping/receiving entrance

## Visitors

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All visitors will need to be assessed as to whether they will be allowed in the building and are “Essential Workers”. Visitors will be asked to complete a self-screening checklist before entry and access must be denied if they have answered “yes” to any of the screening questions. In addition, the following practices will be used:

- Virtual meetings will be conducted as much as possible
- Drivers will be asked to wear a mask upon entering the building or may wait in their vehicles as loading/unloading activities commence

## Infectious Disease Screening Protocol

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Oakland County requires all essential businesses to implement a health-screening protocol. Health checks will be conducted daily by answering “yes” or “no” to the following symptoms:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

# Infectious Disease Response Plan

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The Infectious Disease Response Plan includes procedures for deep cleaning and disinfecting of the entire facility if an employee or visitor has been diagnosed/tested positive for Covid-19. Contact tracing will be used to identify the origin of the infection and will be reported to health officials. Criteria for clearance to return to work:

- 3 days no fever and 7 days since first symptom
- 14 days if close contact of diagnosed case of Covid-19
- 14 days following travel international or domestic

## Employee PPE

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All employees will be provided with masks, gloves, disinfecting wipes for stations and hand sanitizer when hand washing is not available.

## Employee Training

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In accordance with Section 11K of EO202-77 Michigan Order our employees will complete an in-house training course on the following:

- Routes of entry- how Covid-19 is transmitted from person to person
- Distance that the virus can travel in the air, as well as the time it remains viable in the air and on surfaces
- Symptoms of Covid-19
- Steps the worker must take to notify the business or operation of any symptoms of Covid-19
- Measures the facility is taking to prevent worker exposure to the virus, as described in the Covid-19 preparedness and response plan required under section 11(a) of the order.
- Rules that the worker must follow to prevent exposure to, and spread of the virus.
- The use of personal protective equipment, including the proper steps for putting it on and taking it off.