

Basic Operations for Manufacturers During COVID-19

This is a framework of guidance that South Carolina manufacturers can rely upon to operate safely and minimize the spread of COVID-19. The inability to perform these items does not mean a manufacturer must stop operations or is not operating with the required duty of care to its employees and/or guests. The Centers for Disease Control and Prevention's [\(CDC\) Interim Guidance for Businesses and Employers](#) and the [CDC and the Occupational Safety and Health Administration \(OSHA\) Interim Guidance for Manufacturing Workers and Employers](#) are two sources manufacturers may also find helpful.

Manufacturers who need further clarification should contact the South Carolina Department of Health & Environmental Control (SCDHEC). This guidance is effective July 31, 2020.

1. Encourage employees that exhibit COVID-19 symptoms to stay home or seek medical attention.
2. If possible, **Observe and Evaluate Workers** and separate and send home any employee who exhibits signs of illness, such as a fever over 100.4 degrees Fahrenheit, cough, or shortness of breath.
3. As appropriate and possible, **Enhance Sanitation of the Workplace**. Employers are not required to hire specialized cleaning services. Material used to clean the workplace is not considered hazardous waste that would require special waste disposal.
4. As appropriate and possible, **Encourage Handwashing & Sanitation in the Workplace**.
5. If available and appropriate for the specific workplace, **Provide Personal Protective Equipment (PPE)** tailored to the specific business operations and the function and location of workers within the business.
6. Wherever possible, **Encourage Social Distancing**.
7. If possible, **Discourage Gatherings of Workers** within the business location.
8. If possible and appropriate, **Permit Workers to Take Breaks and Eat Meals Outside Their Workplaces**.
9. If possible and appropriate, **Implement Teleworking for All Possible Workers**.
10. If possible and practical, **Implement Staggered Shifts for All Possible Workers**.
11. Whenever feasible, **Hold Meetings and Conferences Virtually**. For in person meetings, employers are encouraged to maintain proper social distancing.
12. Wherever possible, **Deliver Intangible Services Remotely**.
13. Whenever possible, **Avoid Shared Use of Workplace Items**. Employers should discourage workers from using each other's phones, desks, offices, or other work tools and equipment as much as possible and practical considering the business operation. If eliminating the shared use of workplace items is not possible, consider sanitizing these items frequently.
14. **Discourage Handshaking and Other Unnecessary Person-to-Person Contact in the Workplace**.
15. Where and when possible, **Increase Physical Space** to at least 6 feet between workers' workspaces. Where proper social distancing spacing cannot be maintained due to business operations, employers may, but are not required, to employ other mitigation measures for their workers.
16. As appropriate, employers should **Reinforce and Communicate These Guidelines** to their employees.