

MINNESOTA CHAMBER OF COMMERCE

GROWING MINNESOTA



RETURN TO WORK: A WEB SERIES

PART TWO: INDUSTRIAL SPACES
TUESDAY, APRIL 28



**MINNESOTA
CHAMBER OF
COMMERCE**

GROWING MINNESOTA

WELCOME



DOUG LOON
PRESIDENT

MINNESOTA CHAMBER OF COMMERCE

**MINNESOTA
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COVID-19 PREVENTION BEST PRACTICES

mnchamber.com

Return to work safely

Throughout the challenges presented by the COVID-19 public health emergency, the Minnesota Chamber's goal has been to strike a balance between safeguarding health and protecting Minnesota's economy. Minnesota businesses are eager to get back to work. Business operations can and should return to a sustainable level without jeopardizing employees' or customer safety.

An estimated 82% of Minnesota jobs have been deemed "essential" under Governor Walz's Executive Order 20-20 and associated guidance from the Department of Employment and Economic Development. These businesses have detailed strategies to protect their workforce from the spread of COVID-19 while ensuring continuity of operations.

Based on the best practices shared by employers in these critical industries, the Minnesota Chamber of Commerce provides the following guidelines as suggestions to assist other Minnesota businesses in their efforts to provide safe workplaces for their employees and customers as they come back on.

Businesses are eager to have access to testing that will help identify individuals who may be sick with virus and those who may be immune. Acceleration of testing availability is critically important to restore public confidence and reopen the economy. By implementing the

COVID-19 PREVENTION BEST PRACTICES

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Suggested best practices

The starting place for all industries is the comprehensive federal guidance provided by the Department of Labor's Occupational Safety and Health Administration (OSHA) and the Centers for Disease Control and Prevention (CDC).

OSHA Occupational Safety and Health Administration
<https://www.osha.gov/Publications/OSHA3990.pdf>

CDC Centers for Disease Control and Prevention
<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

The following suggested guidelines can be replicated as general best practices, applicable to most workplaces. Industry-specific best practices are outlined on mnchamber.com along with many real-time success stories from companies who are getting it right for workers and customers.

Personal protection and facilities cleaning, sanitizing

- Create training to review new safe-at-work requirements and guidelines for all employees.
 - If returning to work, training and orientations should be done on day one.
- Make information available to employees about Personal Protective Equipment, disinfection measures, social distancing protocol, on-site health screening, signs and symptoms of COVID-19, self-quarantining and return-to-work policies, visitors and contractors screening, signage, time-off options and all other COVID-19-related safe workplace changes.
- Train employees on frequent hand washing; properly covering coughs and sneezes.



- Clean the break rooms and common touch areas (door knobs, etc.) after each shift.
- Thorough cleaning of ALL shared surfaces throughout the facility at least once every 24 hours. This includes common spaces like bathrooms, conference rooms, lunchrooms, etc.
- Shut down production in the area where a COVID-19 affected employee worked (i.e. department, line, station) to conduct cleaning, as well as shut down and clean common spaces like bathrooms, conference rooms and lunchrooms once notification of potential COVID-19 spread is suspected.

- Provide masks, shields, gloves, shoe coverings, coveralls, etc. if appropriate and available.

Social distancing



- Offer work-from-home options for all employees who can perform duties remotely.
- Change shifts.
 - Stagger shifts and start times to maximize distancing.
 - Allow 30-minute buffers between shifts if possible so that employees don't come into contact during transition.
 - Cross-train teams, so that teams can better stagger shifts.
- Provide visual markers on floors for six-foot distancing, per CDC guidance.
- Stagger breaks and lunch schedules.
- Offer lunch breaks in vehicles instead of shared cafeterias or break rooms.
 - Employees need to bring their own meals and be able to eat them without use of microwave.
- Restrict movement between departments and/or functions (e.g. don't allow traffic between production and office workspaces).
- Conduct phone/email/virtual meetings instead of in-person meetings, even when at office.
- Limit meetings to no more than 10 individuals, provided appropriate spacing is possible.
- Hold meetings in large spaces where people can spread out at six-foot intervals.
- Space out desks and work stations; construct temporary walls between workstations.

Vendor engagement

- Request health and travel assessments for vendors/contractors coming on-site.
- Separate contractors and vendors from the workforce (have them use separate bathrooms, entrances if possible).

TODAY'S SPEAKERS



DOUG LOON

MINNESOTA
CHAMBER OF
COMMERCE



ERIC GIBSON

INDIGO
SIGNWORKS,
INC.



RONDA BAYER

LIBERTY
DIVERSIFIED
INTERNATIONAL



ANGELA CHRISTMAN

MARVIN



ERIC GIBSON

INDIGO SIGNWORKS, INC.

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The logo for Indigo Signs features the word "indigo" in a white, lowercase, sans-serif font. Two small, solid yellow-green dots are positioned to the left of the "i", one above the dot and one below it. Below "indigo", the word "SIGNS" is written in a smaller, white, uppercase, sans-serif font.

indigo
SIGNS

Who is Indigo Signs?

A regional commercial sign company that does design, fabrication, installation and service for customers in the upper Midwest

- 145 employees
- Offices in Minot, Bismarck, Grand Forks, Fargo, Alexandria, St. Cloud and Chanhassen
- Production in Chanhassen, MN and Fargo , North Dakota
- \$20-25 million in annual revenue

How we spent the two-weeks

Office

6 feet

Masks

Work from home

Lunchroom

Entrance

Production

Start times

Layout

Gloves

Identify cross-training

Installation

Teams

Customer contact

Documentation

Masks

Community Support

INDIGO
SIGNWORKS

www.indigosignworks.com

IN IT TOGETHER

During these uncertain times related to the COVID-19 outbreak, we feel it is important for the health and well-being of the communities we serve to offer you our commitment to provide service and support.

LOCAL PUBLIC HEALTHCARE FACILITIES: WE ARE HERE FOR YOU.

To help minimize the spread, Indigo Signworks is offering state and local healthcare facilities that directly support the response of COVID-19 and other infectious disease operations within Minnesota and North Dakota temporary exterior facility communication signage ***FREE OF CHARGE.**



Contact one of our 7 locations nearest you to let us know how we can help support your facility while you serve the important role in taking care of the needs of our communities.

We will work within your guidelines for non-contact delivery, or you can pickup your signage at our facility.

We are also offering ***free tech support with EMC messaging for your digital displays** should you need to communicate information to update the public as quickly as possible.

**FREE
TECH
SUPPORT**



FARGO
1622 Main Avenue
Fargo, ND 58103
701.297.9696

ALEXANDRIA
4133 Iowa Street
Alexandria, MN 56308
320.846.9697

BISMARCK
3521 Memorial Highway
Mandan, ND 58554
701.250.9696

ST. CLOUD
2885 Quail Road Northeast
Sauk Rapids, MN 56379
320.257.1641

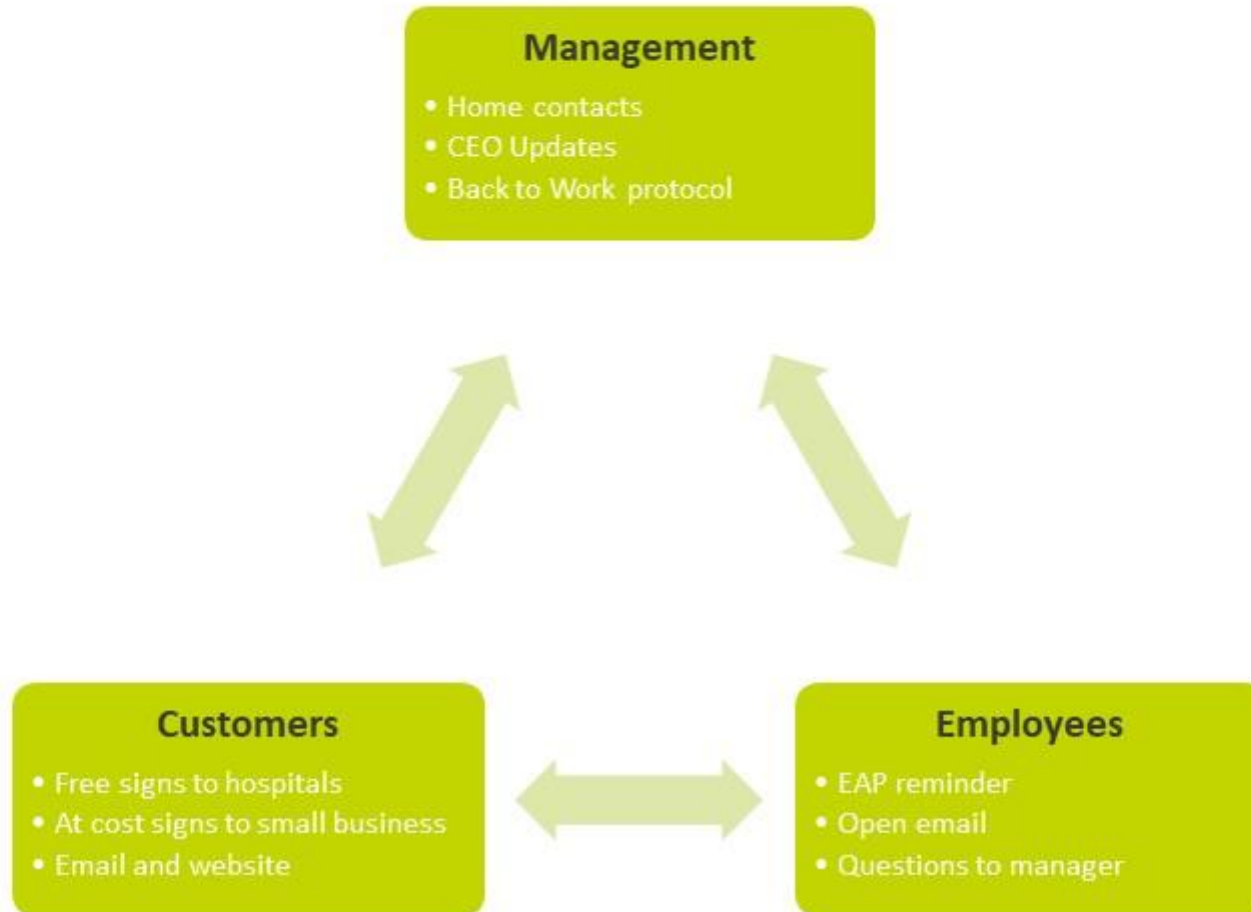
GRAND FORKS
2000 Demers Avenue
Grand Forks, ND 58201
701.746.9696

MINOT
629 20th Avenue Southeast
Minot, ND 58701
701.852.0131

MINNEAPOLIS
SIGNSOURCE
7660 Quattro Drive
Chanhassen, MN 55317
952.975.4940

*This program is intended only for public and private healthcare institutions directly handling Covid-19 patients in the states of Minnesota and North Dakota. Some exclusions and limits may apply. Up to \$200 in retail costs per location.

Communication



Example of Communications

Internal Communication



Back to Work Policy

04/09/2020

Indigo Signworks: Getting Back to Work

Indigo Signworks Minnesota employees have spent the past two weeks in compliance with Governor Tim Walz's Executive order 20-20 to Stay at Home. Now it is time to get back to work with the confidence that we did the right thing and our entire team has minimized our risk by practicing social distancing, washing our hands, limiting contact to just immediate family and not going out in public except to get necessary food and household items.

Here is what you can expect on April 13th when you return to work and how you can help us continue to meet our customers' needs while protecting yourself, your colleagues and the rest of Minnesota:

1. **Start Time:** Please return to work at your normally scheduled time on the 13th unless specifically instructed to do something different. Your supervisor will find you and discuss any changes you will need to make to your schedule or work habits to insure a safe and productive work environment.
2. **Personal Protection:** The CDC has now recommended that everyone wear a mask to limit potential contamination. You will be required to wear a mask on site. These will be provided. We recognize that this can be hot and uncomfortable so if you need to step outside, lower your mask and take a break please do so. Just remember, a mask does not make you completely immune to spreading or contacting the virus so you will need to continue to practice the personal hygiene guidelines of washing your hands, coughing and sneezing into your sleeve, staying six feet apart and not coming into work if you feel poorly. Recent CDC information has pointed out that losing your sense of taste or smell can be an indicator of the virus as well. This is in addition to a fever, chills and/or a dry cough or difficulty in breathing.
3. **Work from Home:** Some of you may not need to come in if your supervisor has already spoken with you about working from home. Your direct supervisor will speak with you on Monday if you have been selected and can work from home. This will provide all employees with the

Customer Communication

VINYL DECALS

11" X 13" temporary adhesive backing exterior grade vinyl decals. # ABVS

TEMPORARILY
CLOSED

We are currently closed at the direction of state and local authorities to help mitigate the spread of COVID-19. Please check our website for updates on reopening.

Thank you

Drive-Thru Only
Until Further Notice

Until further notice we have closed our dining room to help mitigate the spread of COVID-19.

Thank you

22" X 28" temporary adhesive backing exterior grade vinyl decals. # ABVL

TEMPORARILY
CLOSED

We are currently closed at the direction of state and local authorities to help mitigate the spread of COVID-19. Please check our website for updates on reopening.

Thank you

Drive-Thru Only
Until Further Notice

Until further notice we have closed our dining room to help mitigate the spread of COVID-19.

Thank you



RONDA BAYER

LIBERTY DIVERSIFIED INTERNATIONAL

**MINNESOTA
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GROWING MINNESOTA



caring



innovation



trust



excellence

Ronda Bayer

GETTING BACK TO WORK IN INDUSTRIAL SETTING



POLICIES

- **Implemented Visitor and Travel Restrictions**
 - Limited visitors to critical contractors (e.g., Maintenance, Trades)
 - Suspended all business travel
 - Quarantine employees returning from Level III Countries and Cruises
- **Updated Leave and PTO Policies**
 - Emergency Paid Sick Leave Act (EPSLA)
 - Emergency Family and Medical Leave Expansion Act (EFMLEA)
 - Employees with a fever or respiratory illness symptoms instructed to stay home

POLICIES

- **Maintain Social Distancing**
 - Removed chairs from conference rooms and break rooms to limit capacity
 - Staggered shifts and break times
 - Adjusted assembly lines to maintain 6' distance
- **Employee Communication**
 - Intranet COVID page
 - CEO videos
 - Health Team Updates

CLEANING AND DISINFECTING

- **Increased cleaning and disinfecting practices**
 - Frequent cleaning/disinfecting of high touch surfaces
 - Utilize plastic wrap on control panels
 - Installed keyboard covers for shared computers
- **Identified 3rd Party Contractors for Deep Cleaning**
 - Use 3rd party contractors for deep cleaning if positive case of COVID-19



TEMPERATURE SCREENING PROCESS

- **Hired 3rd Party Medical Staff**
 - Use non-contact thermometers to screen temperature before each shift
 - Wear mask, gloves, and safety glasses when screening
- **Evaluating using internal resources for temperature screening**
- **Piloting Infrared Cameras to speed up temperature screening process**



ANGELA CHRISTMAN

MARVIN

**MINNESOTA
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QUESTIONS?

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THANK YOU!



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