



COVID and the Workplace

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Moderator



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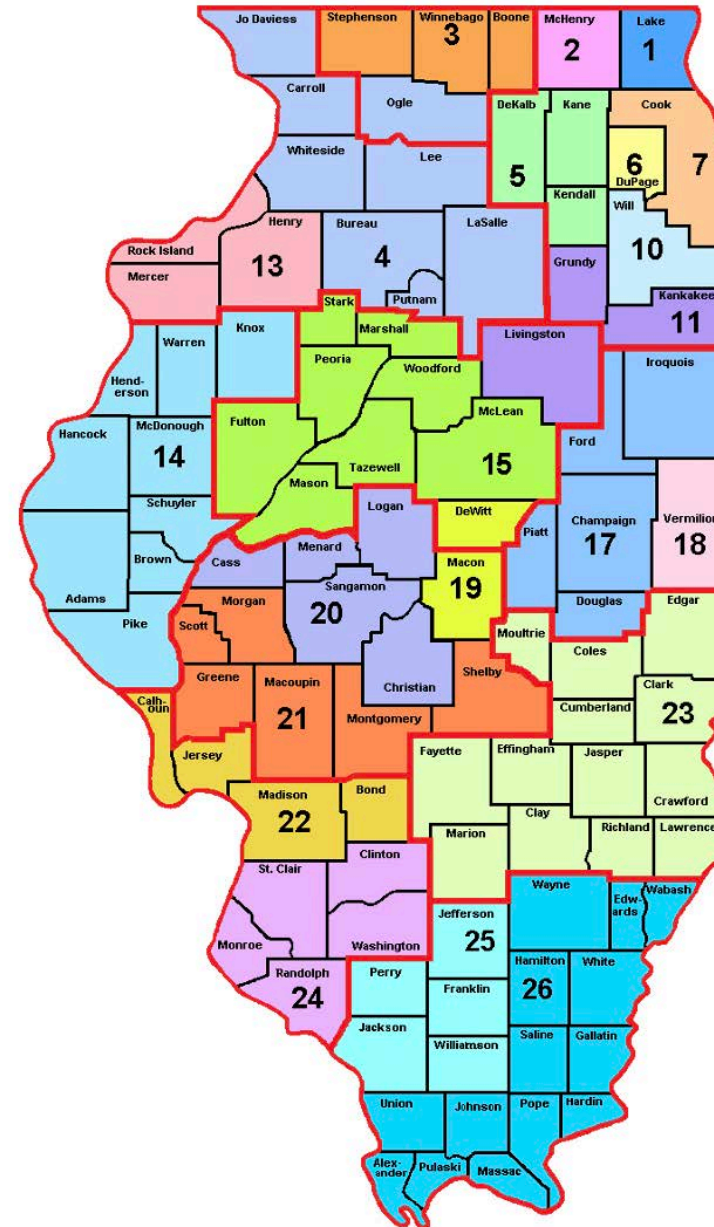
Presenter

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- *Prior – 8 years in talent acquisition and organizational development in the manufacturing industry*
- *Board of Directors, TMA*
- *Education Foundation Board, TMA*
- *Vice Chair – MECC (education committee), TMA*
- *Learning Committee, NFDA*
- *WIOA Professional Development Committee*

Where is Your Local Area?





Agenda

- Office Guidelines
 - Personal
 - Procedural/Space Requirements
- Positive Case, Process, Outcome
- Production Facility Guidelines
- Positive Feedback
- Employee Concerns
- Accommodations
- Future Concerns to Address

Office Guidelines

- Temperature check at arrival
 - 100.4 requires employee to be sent home
- Screening questions
 - Do you have any of the following new or worsening symptoms?
 - Cough
 - Loss of taste or smell
 - Chills or body aches
 - Headache
 - Nausea
 - In the past 14 days, have you been in contact with someone who exhibited any symptoms related to COVID-19?
 - In the past 14 days, have you been in contact with someone who has tested positive for COVID-19?

Office Guidelines

- Masks required when up from cube and moving around office and when within 6 ft. of another individual
 - I.E. if IT needs to check computer, if someone comes to talk
- No more than 2 people in the bathroom at one time
- Follow walking arrows throughout office to ensure there is limited close proximity to others
- Cafeteria is closed for eating
 - Maintain social distancing at coffee machine

Positive Case Process Outcome

- Positive test must WFH for a minimum of 14 days from positive test date
- Office is closed for a period of 7 days from the (each) positive test result
- Exposed employees must self quarantine for 14 days and COVID test prior to returning to work
 - *All positively tested employees must submit a list of those encountered for contract tracing*
 - *Employee names are not disclosed*
- Employees are to work with their managers and HR if they answer 'yes' to any screening question
 - Some situations require COVID testing

Production Facility Guidelines

Production Facility – Office

- Wearing a mask any time socially distancing is not possible (i.e. if someone comes to talk at your cube, we ask that both parties wear masks)
- Mask required when walking the production floor/any time up from desk

Shop Floor

- Essentially the same, shop is hot and hard to wear a mask so social distancing is required, masks are required if within 6 feet of others or moving away from your machine
- Shifts are staffed with less employees than normal, with additional shift times in order to spread out the staff
- Lunch room - employees must wear masks, allowing small groups to spread out so the room is not as populated.
 - Must be 4 hours into your shift, and not more than 7

Associate Feedback

Production Facility

- Some feel its' “too much”
 - *Need to acknowledge that some office and production employees (in our work force) believe its all 'made up', minority but receive some push back from this group*
 - *Need to remind to adhere to protocols*
- Majority seem to be worried about COVID, some still complain, but do it anyways

Office

- Consensus is measures seem to control spread
- Most take measures very seriously
- Teams ‘self police’ and often remind others of masks, social distancing

Employee Concerns

- Following the rules is a challenge, some do and some dont
- It is a requirement in the business, with those that don't want to we are advising they need to based on company policy
- Standard disciplinary write ups based on company policy
 - We have not had to utilize this yet

Accommodations

- Schooling
 - For parents with children in remote learning, the business is working to accommodate flexible/work from home arrangements.
 - Difficult as it does not apply to those without kids who want to work from home
 - Positions were all hired as 'on-site' roles, which is the policy we refer back to
- Positive Cases/Concerns
 - We allow employees who are concerned to work from home in the event of potential cases.
 - Once tests are confirmed negative or situations isolated, the office is reopened
 - We advise concerned employees to speak with their managers, but this has been limited

Future Concerns to Address

- Flu Season
 - Many of the screening questions contain 'symptoms' common to the flu as well
- Extended remote learning for employee's kids
- On-site work requirements
 - Walkways, social distancing requirements, meeting space sizes

Questions?

