

	Pre-phase Deployment	Phase 1	Phase 2	Phase 3	Phase 4
		x Days	x Days	x Days	Going back to pre pandemic conditions
Organizational Goals					
On Site Work	Determine employee phase reintegration Create working remote policy	Return 1st and 2nd shift production employees to run at 50% speed Enable remaining employees to work remotely	Return 1st and 2nd shift production employees to run at 100% speed Return 50% of remote workers (non-high risk)	Return all employees with the exception of high risk.	Return all employees
Meetings and Gatherings	Create working remote and meetings policy	Use virtual meetings whenever possible Limit physical meetings to 6 people	Use virtual meetings whenever possible Limit physical meetings to 10 people	Use virtual meetings whenever possible Limit physical meetings to 15 people	Return to normal meeting formats / no employee limits
Use of Common Areas	Create a policy for using common areas	Prohibit the use of common areas	Allow a restricted number of people to use common areas at one time	Allow a less-restricted number of people to use common areas at one time	Return to normal usage of common areas
Shift Schedule	Create a policy for staggered shifts	Implement staggered shifts and arrival times for employees	Allow for shift overlaps under controlled conditions	Allow for shift overlaps under controlled conditions	Return to normal shift schedules
External Personnel (Sub Contractors)	Create external personnel policy	Implement visitor policies Limit external personnel to cleaning and sanitation sub-contractors	Allow all essential external personnel	Allow a limited number of non-essential personnel based upon priority	Return to normal policies on external personnel
Travel	Create travel policy	Follow strict restriction on travel	Allow essential travel	Allow non-essential travel within mandates	Return to normal travel policy
Implementation Steps					
Social Distancing Requirements	Create social distance policy Facility modifications are implemented	Implement employee training, add signage and implement management processes	Critical equipment and work spaces relocated as necessary Barriers added to facility as necessary	All equipment and work spaces relocated as necessary	Remove barriers and return layout to desired configuration
PPE Policies	Create policy on PPE	Implement policy on required PPE to employees and visitors	Audit compliance to policies and retrain as necessary	Audit compliance to policies and retrain as necessary	Return to normal PPE policies
Employee Health	Create policy on what to do if people get sick or who test positive to COVID entering the building	Implement employee training and health screening for employee arrivals	Audit compliance to policies and retrain as necessary	Audit compliance to policies and retrain as necessary	Return to normal policies on employee health
Hand Sanitizing	Create policy for hand sanitizing for employees and visitors	Implement employee training Add sanitizing station at all entrances	Add audio and visual signals for required hand sanitizing throughout day	Audit compliance to policies and retrain as necessary	Return to normal policies on hand sanitizing
Work Area Cleaning Plans	Create clean plan for workstations, offices and common areas	Complete a base cleaning for all areas Implement regular cleaning of active areas	Audit compliance to policies and retrain as necessary	Audit compliance to policies and retrain as necessary	Return to normal policies on work area cleaning
Equipment Cleaning Plans	Create clean plan for workstations, offices and common areas	Complete a base cleaning for all equipment Implement regular cleaning of active equipment	Audit compliance to policies and retrain as necessary	Audit compliance to policies and retrain as necessary	Return to normal policies on equipment cleaning
Facility Cleaning Plans	Create clean plan for the facilities	Complete a deep cleaning for the facility Implement regular cleaning of active areas	Audit compliance to policies and retrain as necessary	Audit compliance to policies and retrain as necessary	Return to normal policies on facility cleaning
HVAC filters	Create clean plan for HVAC filters	Replace all existing HVAC filters Implement a regular replacement schedule	Audit compliance to policies and retrain as necessary	Audit compliance to policies and retrain as necessary	Return to normal policies on replacing HVAC filters