



Best Practices for Manufacturers Producing Face Coverings

This document outlines suggested good practices for placement of workstations, screening of volunteers/paid workers, (cleaning staff, technicians, seamstresses, administration) and facility cleaning to avoid exposure to COVID-19.

We hope you find this guidance helpful in operating safely during the COVID-19 pandemic response and recovery.

As a starting point, please consult the interim, [WISHA](#), [OSHA](#) and [CDC](#) specific to COVID-19. The work you are conducting is “Medium Exposure Risk” in the OSHA Guidelines. This document is not intended to replace or modify any legal or regulatory requirements applicable to you or your business.

On Monday, May 11, King County directed the community to wear face coverings over the nose and mouth while in an indoor public setting, such as a grocery store, or outside when it is difficult to maintain six feet of physical distance. Learn more about the Directive to wear face coverings at kingcounty.gov/masks.

Businesses are required to post signage advising individuals to wear face coverings on the premises. Businesses can download a sign that can be used for this purpose from kingcounty.gov/masks in multiple languages.

We are deeply grateful for your help getting face coverings to those who might not otherwise have access to help prevent the spread of COVID-19. We appreciate you!





Onboarding and Returning Workers

Health Screening for seamstresses, cleaners, and any staff member in the building:

Workers who meet the following conditions should not enter the work area:

In the LAST 2 weeks:

- Have been out of the country
- Have been exposed to anyone with COVID-19 In the

LAST 72 hours (3 days):

- Have had a fever above 100.2
- Have had a sore throat with a headache, runny nose or severe muscle aches
- Have had diarrhea

Workers who meet the following conditions should exercise caution:

- Taking immune suppressants (long term steroids, antiviral drugs, chemotherapy, antineoplastic drugs)
- Are an organ transplant recipient

If a factory has one or more workers diagnosed with COVID-19, it is advised that the operation be shut down for a deep clean.

Facial Coverings/Non-medical Masks

1. The City of Seattle **requires facial coverings for all essential businesses.**
2. All production staff **must wear a facial covering or non-medical mask** while working.

Spacing of Workstations

1. Placement of workstations should be **6 feet apart.**
2. Social distancing practices should be maintained in facilities just as they are outside of the facility. When working, eating, entering, or exiting the building; **6 feet of space should be maintained.**

Items at Work Stations

It is recommended that workers bring only essentials into the work environment (personal sanitary items, keys, cell phone, food, medication, etc.).

- Personal items should be kept in Ziploc bags.
- Cell phones should be placed in a Ziploc bag. Cell phones with touch screens can be activated through Ziploc. Keep it in the bag the entire shift and throw the bag away at end of shift.
- If someone has a flip phone, they are encouraged to open it up inside the bag. If they have to take out of Ziploc bag, step away from their workstation.



- In a separate small quart Ziploc bag; place keys and other essential personal items.
- Lunch and snacks can be brought to work, but not stored or eaten at a workstation.

Cleaning Practices

- **Workers Should Clean Their Hands Often.**
 - Workers should wash their hands often with soap and water for at least 20 seconds—especially after being in a public place, or after blowing their nose, coughing, or sneezing.
 - If soap and water are not readily available, workers should use a hand sanitizer that contains at least 60% alcohol. Cover surfaces of hands and rub together until dry.
 - Avoid touching eyes, nose, and mouth with unwashed hands.
- **Start of shift:** each worker is responsible for wiping down workstation and work surface.
- **End of shift:** each worker is responsible for wiping down workstation and work surface.
- **At the end of each work day:** deep cleaning of the facility should occur with a complete wipe down of each and every station, all machine tables, all computer boards, table top phones, all door handles, all light switches, mopping of floors, extensive cleaning of bathrooms and break rooms.

An extensive list of cleaners proven to be effective against COVID-19 can be accessed using the following link to the EPA website:

<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>