

Title: COVID-19 Infection Control Best Practices

Introduction: The Distributor Council assigned the GIPC (*Global Industry Practices Committee*) to coordinate input from various companies on the safeguarding of facilities dealing with COVID-19 infection control. We have identified best practices that have been implemented in a collective sampling of operations.

With the sudden global impact of the COVID-19 pandemic, the electronic components authorized channel partners have been dealing with numerous unexpected challenges associated with the pandemic. Following the peak of infections, a recovery process will begin and changes will take place across the supply channel and many of the items in this document may become permanent in day-to-day operations.

It is planned to continue to monitor additional best practices and revise this document as new items are identified.

Design: It is the intent of this SME group (*Subject Matter Expert*) to provide best practices regarding COVID-19 infection control.

Terms of Use: All information, documents and instructions given within this document are to be used at your own risk. ECIA does not approve, endorse, or recommend any of the information contained in this document. ECIA does not verify the accuracy of the information or ownership of the information in this document. By following or using any of this information you waive your right to hold ECIA liable for any damages that are caused or may arise from your use of the information contained in this document.

Acknowledgements:

Subject Matter Expert Group member contributors and reviewers:

This subject matter expert (*SME*) working group encompassed various ECIA member companies and included inputs from non-member companies.

COVID-19 Infection Control Best Practice List:

- For any domestic or international travel (*including by air, car, bus, train, etc..*) outside of normal commuting to/from place of work, will be restricted from entering work facilities.
- Drivers (*freight carriers or delivery services*) or visitors are not allowed in the building and you should take their temperature to be extra careful. No outside visitors permitted.
- Split working shifts with no overlap. To help ensure social distancing.
 - Consider teams; example, blue / white teams; split the team in half in order to avoid having a full operation exposed to the building at the same time. Have half the team (*blue*) working and the other half (*white*) at home (*paid*) if a quarantine situation arises, you have the other team available to work. You can clean and resume operations quickly.
- No large gatherings, breaks and lunches are staggered, town halls are done through remote screens.
- Social distancing is being practiced by all and enforced by the management team. Floor is walked continuously using MBWA method (*Management by Walking Around*).

- Provide training to employees pertaining to washings hands, use of PPE (*Personal Protective Equipment*) – masks, glasses, gloves and keeping their work areas clean/sterile.
- Temperature check each employee entering the facility and ask them if they have any symptoms. As much as possible, conduct this in the individual’s vehicle and use the vehicle as an isolation barrier.
 - If an employee is confirmed to have COVID-19 infection, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). The employer should instruct fellow employees about how to proceed based on the CDC [Public Health Recommendations for Community-Related Exposure](#).
- Use IR temperature sensors that are stationary – eliminates somebody taking the temperature. Still need to ensure social distancing.
- Identity of anyone testing positive for the virus should not be disclosed. HIPAA/OSHA/health privacy rules require identity not be disclosed to other employees.
- Protocol is ready for any individual that tests positive and/or has been in close contact to individuals that have tested positive for COVID-19.
- Additional cleaning personnel and/or outside cleaning companies hired for deep cleaning. Checklist used to ensure cleaning is done as required and results available to all staff.
- Defined separation of duties with custodial personnel to prevent overlap of touch points between trash & lunchroom, etc.
- Vending machines have been moved apart to ensure social distancing.
- It is recommended you clean workstations at the beginning of each work shift, then at break, at lunch and at end of the work shift.
- Top of the hour “**Take 5**” workstation cleaning where work is paused and employees sanitize their work surfaces and tools.
- Created self-service disinfection stations (*inclusive of disinfection solution, gloves, etc.*) throughout facility to allow employees to wipe down lunchroom tables, etc. real time.
- Turn off high velocity blowers in restrooms and use paper towels.
- Eliminate microwaves, toasters, etc. in break rooms and/or ensure there is social distancing as people are waiting to use them.
- Depending on layout of lunchroom restrict tables to 1 person per table.
- Depending on layout, locker rooms are re-arranged to ensure social distancing.
- Tape off every other urinal in men’s bathroom in addition to handwashing sinks.
- Fogging of all incoming and outgoing carrier trucks while content is still onboard.
- Some incoming materials are quarantined to keep the staff safe; examples
 - Tray product for 3 days
 - Boxes for 24 hours

- Conveyor totes are sanitized on a regular basis using a fogging system; and
 - A UV light tunnel installed on the line where most totes pass through recording the totes by barcode. These pictures were shared by Digi-Key where their engineers created this design in the spirit of infection control and the safety of their employees. Please contact Teri Ivaniszyn at Teri.Ivaniszyn@digkey.com for more information.



- Ninety days of consumable are held at each facility: boxes, packing material, labels, bags, etc.
- ESD Floor mats are used as visual cues to ensure people are not closer than 6 feet from each other.
- Switched ESD smocks from short to long coat version and washed daily.
- Added ESD smocks in multiple colors to identify teams and different color teams do not interact with others. Easy for the supervisors to encourage the social distancing. Allows for the isolation of a team in the case of a positive infection.
- All doors that can be left open are left open and employee turnstiles are not used to ensure less contact with any form of handles.
- Doors are held open by security or management upon arrival and departure of staff.
- Employee COVID health questionnaires are handed out and reviewed on a regular basis.
- There is an App that can be used to communicate to employees via their cell phones since some do not have an email address. The App used is called Power App.
- Purchased a drum of hand sanitizer and allow the employees to bring their own bottles from home to be filled and bring them home to their family.
- Modify employee suggestion box to include feedback regarding safety/hygienic protocols.

Employee Morale List:

- Distribution center and/or facility day where lunch is provided, hold a raffle with gifts (*grocery gift cards, gift certificates, take-out food gift cards, etc.*) and a small individual gift for each employee.
- Conduct a staff survey every two weeks to get a pulse on the employees. Used to be proactive and keep the team energized, motivated and productive.
- Emergency/Hazard pay.
- Goody boxes (*various types of useful items during this special time of need*) sent to each employee.

- Thank-you cards, sent to employees and their families, thanking them for their support during these challenging times.
- On a regular basis provide snacks, fruit, vitamins, etc. To keep the team energized and productive.
- Established every Friday as “Employee Appreciation Day”
 - Hand out bundled care packs; i.e. Dry goods, lunch, first aid kits, produce/dairy, tissue/wipes supplies, Friday bingo, etc.