

# NMMA SUGGESTED BEST PRACTICES FOR RESUMING OPERATIONS

*The following resource is intended as a set of best practice guidelines to help navigate through this rapidly changing environment; this is not intended to be industry standards. Please be advised that some or all of the information contained in this document may not be applicable to all businesses or places of work. We strongly recommend that before implementing any of the ideas contained herein you carefully consult with regulators within the appropriate jurisdiction, as well as evaluate and consult with outside legal counsel as appropriate, the legality, applicability and potential efficacy of this information in your place of business. All facilities must comply with all applicable laws meaning that if there is a conflict between the recommendations in these best practices and the applicable law, the facility must follow the applicable law.*

## Background

**NMMA:** The National Marine Manufacturers Association (NMMA) is the leading trade association representing the recreational boating industry. NMMA represents over 1,300 members that manufacturer boat, engine, trailer, and accessory parts.

**Industry:** The recreational boating industry uniquely American—95 percent of boats sold in the U.S. are made in the U.S. While some may consider boating as purely a pastime, this industry has a \$170 billion annual economic impact. Additionally, the industry supports over 690,000 jobs through 35,000 marine businesses across America.

## Our Commitment

NMMA has a longstanding unwavering commitment to safety. Now more than ever, it is important to uphold that commitment to safety as the industry moves forward. It is important to protect the industry's employees, suppliers, and customers as we navigate re-opening the economy. The best practices below are guidelines we encourage manufacturers to implement moving forward.

## Best Practices

### **Personal Responsibility**

- Educate employees on understanding what COVID-19 is, what the symptoms are, how it spreads, and how they can take precautions against it.
- Communicate to employees clear expectations for adhering to social distancing guidelines (maintaining 6 feet distance from others), PPE requirements and temperature checks.
- Encourage employers to establish a COVID-19 Personal Responsibility Code of Conduct; which each employee should read, sign, and abide by.

### **Gradual Return of Employees, Customers, and Suppliers:**

- Encourage employers to create a COVID-19 Response Management Team to oversee all new plans and protocols.
- Phase-in schedule for employees returning to work; initially only bring back essential employees.
- Allow vulnerable employees to work remotely as long as possible.
- Office and non-essential production personnel should remain working remotely as long as possible; phase-in when appropriate.



- When possible, maintain a flexible workforce to increase or decrease staff levels based on the demand from customers.
- Increase the number of shifts or stagger shift start times to decrease the number of employees within the facility at any one time.
- No external visitors to facilities.
- No external face to face meetings, use conference call and video conference calls.
- Limit internal face to face meetings to the extent possible; when required meetings should abide by social distancing standards.
- Cancel all non-essential travel for employees; when applicable move to essentially only travel.

### ***Daily Safety Requirements and Operations***

- Control access to facilities through limiting the number of doors individuals can enter through.
- As much as possible, staff each entrance with trained health screeners.
- Provide access to daily temperature checks and voluntary health screenings for employees and visitors at staffed entrances.
  - Encourage employees to take their temperature before reporting to work.
  - Require employees who feel sick or who have a temperature over 100.4 degrees to stay home and report it to a supervisor immediately.
  - Require employees who are exposed to sick family members to stay home.
- Consider offering testing for employees as COVID-19 tests become more widely available.

### ***Personal Protective Equipment (PPE)***

- Provide and require wear of PPE face masks and gloves for all employees.
- Heightened PPE requirements may be required where social distancing cannot be facilitated.
- Certain employees may be required to wear a N95 mask as necessary.

### ***Protecting Employees Through Social Distancing and Enhanced Cleanings***

- Social distancing: employees should maintain 6 feet and practice social distancing as work duties permit – this includes in restrooms, breakrooms, and work areas.
  - Employers are encouraged to put up signage and decals throughout the facility to remind employees of social distancing practices.
- Adjust workstations and workflow to accommodate social distancing practices.
  - Consider installing plexiglass or other protective measures between workstations that are close in proximity.
- Stagger employee break times throughout the day to limit the number of employees congregating in break areas or common areas and to accommodate cleaning procedures.
- Increase general cleaning regiments across the facility, this includes: increased cleaning and disinfection of all areas used as offices, bathrooms, common areas, breakrooms, and employee work stations.
- Create a deep cleaning and disinfection protocol which would be triggered only if an active employee tests positive for COVID-19, this protocol would be performed as soon as possible after a positive confirmation.
- Increase hand sanitizer stations throughout the facility.
- Provide alcohol-based cleaning solution for employees to use to clean work stations before and after use.
- Increase ventilation within the facility whenever and wherever possible.



### ***Identification and Response to Potential Exposure***

- Document procedures to manage a situation of potential or actual exposure.
- Select and train a designated facility response team.
- Establish protocols for cleaning and PPE requirements due to exposure.
- Establish return to work protocol for the employee and employees that may have been in close proximity to the exposure.

### ***National Resources***

- Occupational Safety and Health Administration (OSHA) [COVID-19 Guidelines/Resources](#)
  - Includes “Guidance for Preparing Workplaces for COVID-19”, guidance for manufacturers, worker exposure risk guidance, understanding new standards and more
- Centers for Disease Control (CDC) [COVID-19 Homepage](#)
  - Includes signs and symptoms, cleaning and disinfection, “Guidance for Business and Employers” and more
- Department of Labor (DOL) [COVID-19 and the American Workplace Resource Page](#)
  - Includes Information on the new temporary families first act, employee/employer paid leave rights/requirements, fair labor standards, FMLA, and more
- Society for Human Resource Management (SHRM) [Coronavirus and COVID-19](#)
  - Includes resources for FMLA, FAQs, employee termination/layoffs, remote work, state and local updates regarding employment laws
- Environmental Protection Agency (EPA) [Coronavirus and COVID-19 Homepage](#)
  - Includes FAQs and information on disinfectants for use against coronavirus

