

Workplace Best Practices for Coronavirus (COVID-19)

During these trying times, it is important to keep informed of the ongoing changes concerning the COVID-19 outbreak we are experiencing throughout the world. In an effort to provide the most up-to-date information, this communication contains links to the [Center for Disease Control and Prevention \(CDC\)](#) and the [World Health Organization \(WHO\)](#). These websites should provide updated information as the situation unfolds each day. Also attached is the OSHA Guidance on Preparing the Workplace for COVID-19. Please reference the websites frequently as information may change.

We are interested in sharing the best practices our members have implemented to help all of us provide safe facilities for employees and customers. If you have executed special guidelines at your facility, we would love to hear about it and share it with other members.

Most of what we have seen is focused on making sure those who are sick or who have been exposed to someone who is sick stay at home. Cleanliness is also very important, both from a facility standpoint and personal hygiene. Keeping a safe distance from each other is also encouraged. Some have also decided to check the temperature of everyone entering the facility.

It is important to continue to share this information with your staff and team members throughout your facilities. The CDC website provides signage, which can be downloaded and posted throughout your facilities. (As mentioned before, it is important to check the websites daily as changes continue to take place).

We should also point out that some regions may have more rigorous restrictions than what is in place at the national level. You may need to check with your local municipalities to confirm your specific location. In addition, some regions may have differences as to whether envelope manufacturing is considered an essential business.

We will do our best to stay abreast of the situation and will continue to provide information to you as timely as possible. Please let us know if there is anything we can do for you. Please contact Keith Whisler at kwhisler@envelope.org.