



**GO BEYOND**

# SUPPLIER PERFORMANCE AND COVID RESPONSE

MAY 2020

A UNITED TECHNOLOGIES COMPANY


# ABOUT THIS MATERIAL: A MESSAGE FROM PRATT & WHITNEY GLOBAL SUPPLY CHAIN

This presentation provides potential tactics for your company or organization to consider in responding to the COVID-19 outbreak and for potential future infectious/viral risks in the workplace. These ideas were gathered through information and best-practice sharing, and through researching organizations such as the World Health Organization, the Center for Disease Control, and others. It is not intended to be all-inclusive or directive, and we share this information with the valued members of our supply chain in the spirit of teamwork and cooperation. We hope that this information may prove useful in helping your organization in its efforts to protect employees and stakeholders.

These suggestions do not in any way supersede applicable federal, state, and/or local laws, regulations, or orders (collectively “Laws”) in the jurisdictions where your facilities, offices, or personnel may be located. If you have any questions or concerns about compliance with applicable Laws, your company or organization should consult with appropriate attorneys or other advisors.

# WORKPLACE TACTICS FOR MITIGATING INFECTIOUS/VIRAL RISK

TACTICS MUST BE SELECTED BASED ON BUSINESS REQUIREMENTS, RESOURCE CONSTRAINTS, AND POTENTIAL RISK EXPOSURE

<div>Physical Change</div>  <div>Process Change</div>	<ul style="list-style-type: none"> <li>•Additional hand-wash stations throughout facility</li> <li>•Hand sanitizing stations throughout facility</li> <li>•Hand sanitizing in front of all common areas</li> <li>•Provide face-masks, disposable gloves, or other personal protective equipment (PPE)</li> <li>•PPE added to vending or consumable supplies dispensaries</li> <li>•Require face-masks and/or gloves during business travel</li> <li>•Require face-masks at work</li> <li>•Require disposable gloves at work</li> <li>•Require scheduled hand washing or sanitation</li> </ul>	<ul style="list-style-type: none"> <li>•Hire professional disinfection and containment services for regular intervals</li> <li>•HVAC/positive pressure/HEPA filtration options</li> <li>•Leave common area doors open as allowed</li> <li>•Spacing of chairs in conference &amp; cafeterias</li> <li>•Floor marking of 1.5m distance in aisles &amp; commons</li> <li>•Close cafeteria/common eating and food storage/prep areas</li> <li>•Additional signage throughout facility related to distancing, personal hygiene</li> <li>•Mobile cleaning carts available throughout facility</li> <li>•Change cafeteria and food prep management to reduce common utensils and equipment contact</li> <li>•Equipment/work area disinfecting wipe-down schedule</li> <li>•Common area disinfecting wipe-down schedule</li> </ul>	<ul style="list-style-type: none"> <li>•Temperature measurement stations (automated or manual) at entrances</li> <li>•Health self-assessment submitted at 'x' interval</li> </ul>	<ul style="list-style-type: none"> <li>•Change office and shop layouts to create social distance</li> <li>•Sub-groups of office employees with specific use areas</li> <li>•One-way travel in aisles, hallways</li> <li>•Limit number of people allowed in restrooms or common areas</li> <li>•Limit meetings to 'x' people in person at one time</li> <li>•Work-at-home options</li> <li>•Create multiple shifts</li> <li>•Stagger shift schedules</li> <li>•Stagger break schedules</li> <li>•Alternant or staggered work-days/hours</li> <li>•Limit shipping/receiving schedules</li> <li>•More stringent travel approval process</li> <li>•Limit cross-department staff substitutions</li> <li>•Limit site visitation schedules and access</li> <li>•Provide transportation to/from facility as substitute for public transportation</li> </ul>	<ul style="list-style-type: none"> <li>•Update business continuity plan (BCP) for infectious/viral risks (IVR)</li> <li>•Update EH&amp;S training for infectious/viral control reaction and containment, required PPE, or other policy changes</li> <li>•Update management confirmation systems (Kamishibai) to include new process requirements</li> <li>•Drills for IVR reaction and containment plan</li> <li>•Additional staff training related to IVR topics (personal hygiene, response, etc.)</li> <li>•Updating of site Total Productive Maintenance (TPM) program to capture site or workstation sanitation requirements</li> </ul>
	Personal Hygiene	Facility Hygiene	Preventative Identification	Social Distancing	Risk Management

# WORKPLACE TACTICS: PERSONAL HYGIENE

TACTICS MUST BE SELECTED BASED ON BUSINESS REQUIREMENTS, RESOURCE CONSTRAINTS, AND POTENTIAL RISK EXPOSURE

Physical  
Change

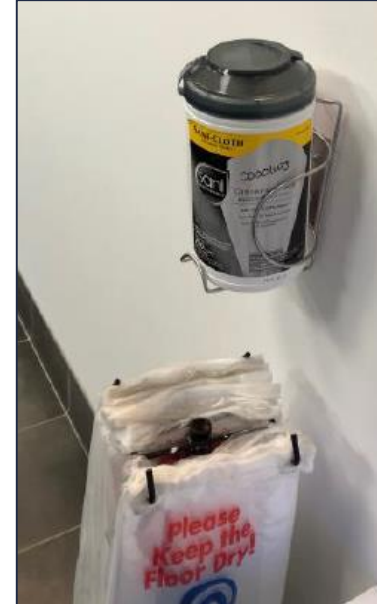


Process  
Change

- Additional hand-wash stations throughout facility
- Hand sanitizing stations throughout facility
- Hand sanitizing in front of all common areas
- Provide face-masks, disposable gloves, or other personal protective equipment (PPE)
- PPE added to vending or consumable supplies dispensaries

- Require face-masks and/or gloves during business travel
- Require face-masks at work
- Require disposable gloves at work
- Require scheduled hand washing or sanitation

## Personal Hygiene



Hand-Washing Schedule					
1st	2nd	3rd	4th	5th	6th

Sequence Cards

LessonPix Custom Learning Materials Log In To Remove Watermark & Print





# WORKPLACE TACTICS: FACILITY HYGIENE

TACTICS MUST BE SELECTED BASED ON BUSINESS REQUIREMENTS, RESOURCE CONSTRAINTS, AND POTENTIAL RISK EXPOSURE

Physical  
Change

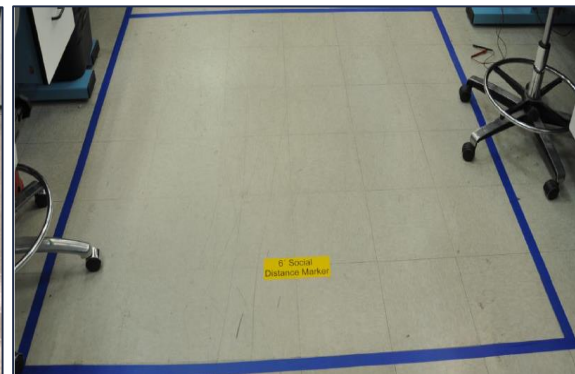
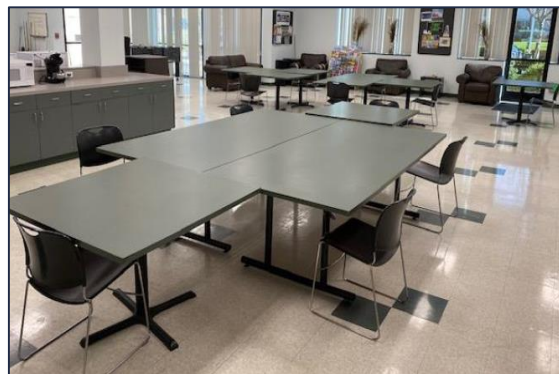


Process  
Change

- Hire professional disinfection and containment services for regular intervals
- HVAC/positive pressure/HEPA filtration options
- Leave common area doors open as allowed
- Spacing of chairs in conference & cafeterias
- Floor marking of 1.5m distance in aisles & commons
- Close cafeteria/common eating and food storage/prep areas
- Additional signage throughout facility related to distancing, personal hygiene
- Mobile cleaning carts available throughout facility
- Change cafeteria and food prep management to reduce common utensils and equipment contact
- Equipment/work area disinfecting wipe-down schedule
- Common area disinfecting wipe-down schedule

## Facility Hygiene

### Concerned About Spreading Germs?



Signage available at the World Health Organization website: <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

# WORKPLACE TACTICS: PREVENTATIVE IDENTIFICATION

TACTICS MUST BE SELECTED BASED ON BUSINESS REQUIREMENTS, RESOURCE CONSTRAINTS, AND POTENTIAL RISK EXPOSURE

Physical  
Change



Process  
Change

- Temperature measurement stations (automated or manual) at entrances
- Health self-assessment submitted at 'x' interval

Preventative Identification



• Images from Google search for 'temperature monitoring equipment'

# WORKPLACE TACTICS: SOCIAL DISTANCING

TACTICS MUST BE SELECTED BASED ON BUSINESS REQUIREMENTS, RESOURCE CONSTRAINTS, AND POTENTIAL RISK EXPOSURE

Physical  
Change



Process  
Change

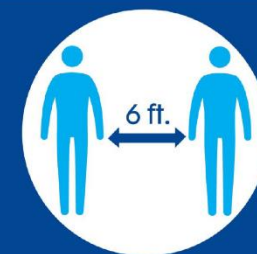
- Change office and shop layouts to create social distance
- Sub-groups of office employees with specific use areas
- One-way travel in aisles, hallways

- Limit number of people allowed in restrooms or common areas
- Limit meetings to 'x' people in person at one time
- Work-at-home options
- Create multiple shifts
- Stagger shift schedules
- Stagger break schedules
- Alternant or staggered work-days/hours
- Limit shipping/receiving schedules
- More stringent travel approval process
- Limit cross-department staff substitutions
- Limit site visitation schedules and access
- Provide transportation to/from facility as substitute for public transportation

Social Distancing



**Do your Part Prevent the Transmission of Germs Adhere to Social Distancing**



**Maintain 6 Feet Separation**

**Option #1: 5 Teams Rotating**

Team / Week	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Hours
A / Week 1	D10	D10	D10	D10	-	-	-	40
B / Week 2	-	-	D10	D10	D10	D10	-	40
C / Week 3	-	-	D10	D10	D10	D10	-	40
D / Week 4	D10	D10	-	-	D10	D10	-	40
E / Week 5	D10	D10	-	-	D10	D10	-	40

## VISITOR NOTICE

In order to keep our patients, staff, and community safe we are **limiting visitors**.

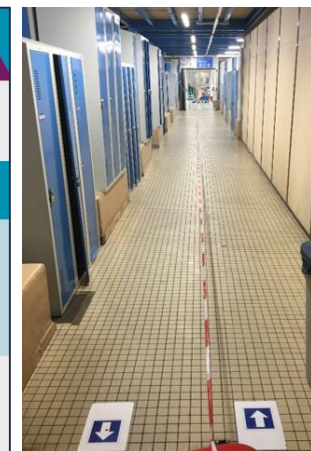
### 1 VISITOR ALLOWED IN:

- Adult Inpatient Units
- Outpatient Clinics
- Ambulatory Surgery Units
- Emergency Departments

### 2 VISITORS ALLOWED IN:

- OB
- Labor and Delivery Units
- NICU
- Pediatric Units

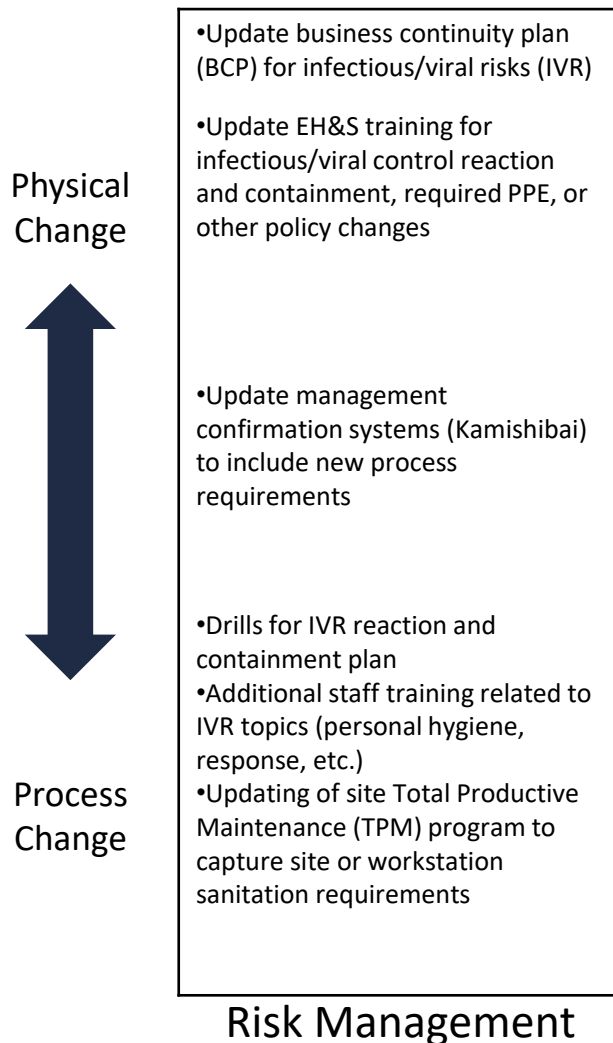
- No one **under the age of 18** is permitted.
- You **cannot visit** if you have symptoms of a respiratory infection such as **fever, cough and shortness of breath**.





# WORKPLACE TACTICS: RISK MANAGEMENT

TACTICS MUST BE SELECTED BASED ON BUSINESS REQUIREMENTS, RESOURCE CONSTRAINTS, AND POTENTIAL RISK EXPOSURE



**BCP**  
Business Continuity Planning

**EH&S**  
Environmental, Safety & Health

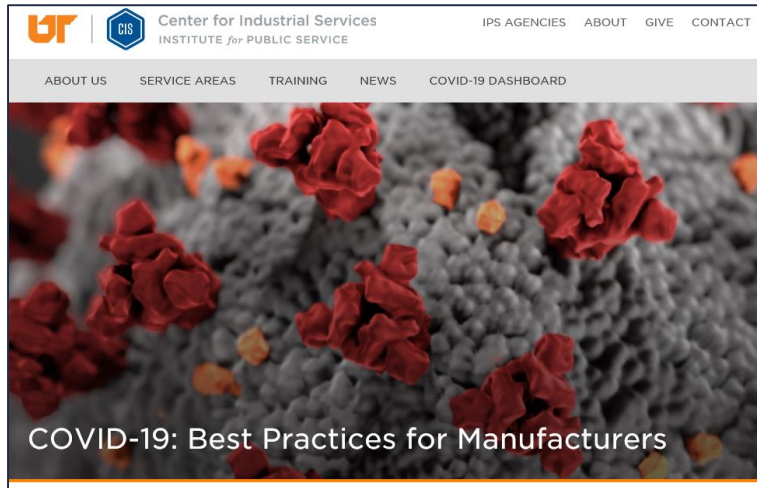
**TPM**  
Total Productive Maintenance

- BCP conforms to ISO and international standards
- Risk analysis includes provisions for infectious/viral risks
- Updated contingency, testing and communication plans
- EH&S Policy and Program documentation specifically addresses infectious/viral risks and controls
- Updated to reflect any requirements for personal hygiene PPE and emergency response process
- Site TPM program includes facility sanitization requirements and process
- Workstation TPM programs consider appropriate sanitization process
- Site signage requirements



# OTHER RESOURCES

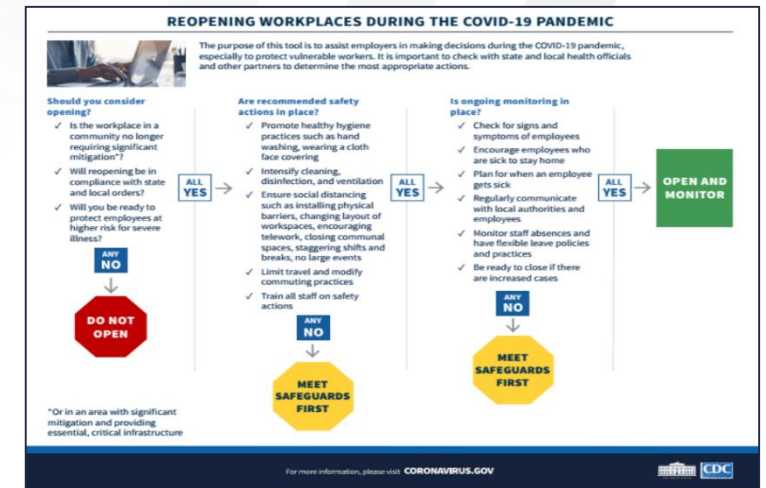
## IDENTIFY YOUR GOVERNMENT AND PROFESSIONAL RESOURCES



<https://www.cis.tennessee.edu/covid-19-resource-dashboard/covid-19-best-practices-manufacturers>



<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

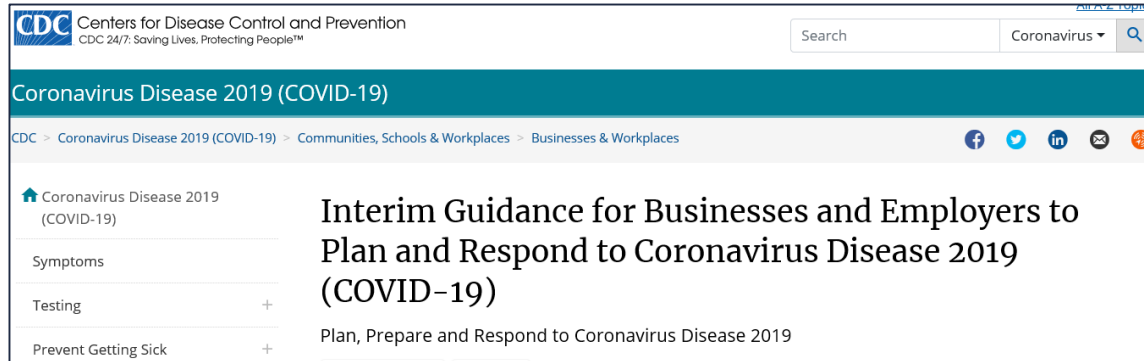


[https://urldefense.proofpoint.com/v2/url?u=https-3A\\_www.documentcloud.org\\_documents\\_6883736-2DCDC-2Ddocuments.html&d=DwICAg&c=iIBQI1lupc9Y65XwNblLtw&r=ndFZ9oobVjTFvXf4UxWhZkbztqwhb9Up0UnX1e3ITGk&m=3qVxI94SzzWSBL6zP1HD2VvOlrs9VMOYluaM34nO-w&s=97mrWAZ-xMkD424kxLc2mJhwwuldfz\\_UO44sSPKLVHs&e=](https://urldefense.proofpoint.com/v2/url?u=https-3A_www.documentcloud.org_documents_6883736-2DCDC-2Ddocuments.html&d=DwICAg&c=iIBQI1lupc9Y65XwNblLtw&r=ndFZ9oobVjTFvXf4UxWhZkbztqwhb9Up0UnX1e3ITGk&m=3qVxI94SzzWSBL6zP1HD2VvOlrs9VMOYluaM34nO-w&s=97mrWAZ-xMkD424kxLc2mJhwwuldfz_UO44sSPKLVHs&e=)

Please contact your local, regional, and national resources to identify specific requirements applicable to your site.

# OTHER RESOURCES

## IDENTIFY YOUR GOVERNMENT AND PROFESSIONAL RESOURCES



<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>



<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>



<https://www.osha.gov/SLTC/covid-19/>



**GO BEYOND**

**YOUR PRATT & WHITNEY SUPPLY CHAIN SUPPORT  
TEAM IS AVAILABLE TO DISCUSS YOUR SITE'S  
PLANS FOR BUSINESS CONTINUITY AND OR TO  
DISCUSS P&W'S OPERATING SCHEDULE.**

**THANK YOU FOR YOUR EFFORTS.  
STAY SAFE AND WELL!**

# BACKUP