

Jay Timmons
President and CEO

March 6, 2020

The Honorable Mark Warner
United States Senate
Washington, DC

Senator Warner:

Thank you for your concern for our manufacturing workforce during this COVID-19 public health emergency. We share that concern and have already taken numerous actions to help manufacturers across this country respond effectively to this outbreak. Recently, we launched an internal task force led by our Chief Operating Officer to coordinate and streamline our actions in response to the threat posed by COVID-19 to our member companies and staff. Since the beginning of the global outbreak, the NAM has so far taken the following actions:

- Created an online resource for our members to stay updated: www.nam.org/coronavirus;
- Sought details from our members on the impact of the outbreak on their operations, as well as what information and resources they need to assess their response plans and keep their employees safe and operations open;
- Organized a National Security Council briefing for our NAM Board Members on what actions the administration has taken;
- Provided the Federal Reserve an overview of the initial impact of the virus on our sector;
- Created a cross-functional “Response Team” to provide our members updates and direct them to relevant resources to respond to the virus;
- Provided resources for our state and national industry association partners to share information with their own members;
- Educated members of the media and policymakers on a medical equipment liability issue that some manufacturers are facing as they respond to increased supply demands;
- Convened the leaders of our partner organizations to share best practices and updates;
- Provided guidance for NAM staff on limiting travel, directed anyone with symptoms to remain at home and assessed our internal procedures to ensure employee safety and the continuity of operations during the virus outbreak;
- Worked in close coordination with the White House and interagency officials to share up-to-date information with our members and provided feedback from our members to federal officials on the effects to their operations;

- Worked with congressional leaders to develop a set of policy measures that will enable manufacturers to best respond to the current outbreak and future health emergencies.

We look forward to sharing with you our recommendations on a wide-ranging set of policy proposals to mitigate the effects of the outbreak.

In addition, please see an attached copy of an email that I sent this week to our full membership outlining the resources we can provide to assist them and offering actions for them to consider as they strive to keep their employees safe and healthy. Please know that in the next communication with our membership, we will share a copy of your letter.

Thank you again for your concern and your leadership. I hope we can work together constructively for the health and well-being of our country.

With all best wishes, I remain,

Sincerely,



Jay Timmons

Cc: Senator Richard Blumenthal, Senator Kirsten Gillibrand, Senator Sherrod Brown, Senator Tim Kaine, Senator Doug Jones, Senator Sheldon Whitehouse, Senator Benjamin Cardin, Senator Jack Reed, Senator Bernie Sanders, Senator Brian Schatz, Senator Mazie Hirono, Senator Robert Menendez, Senator Chris Van Hollen

ATTACHMENT: NAM COVID-19 RESOURCES AND BEST PRACTICE (FULL MEMBERSHIP)

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**From:** Jay Timmons <[Jay.W.Timmons@nam.org](mailto:Jay.W.Timmons@nam.org)>  
**Sent:** Wednesday, March 4, 2020 5:19 PM  
**To:** [REDACTED]  
**Subject:** COVID-19 Resources and Best Practices

[REDACTED],

As Americans respond to the spread of COVID-19, manufacturers across the country are stepping up, and the National Association of Manufacturers is prepared to support our members and share best practices.

Let me say from the outset, I am not a medical professional, so I will not opine on travel and meeting protocols. However, the NAM can provide our members with the latest information and access to government information and resources.

First and foremost, preparing response plans now is vital to curbing the spread of the virus, protecting your employees and keeping our communities safe. Think about your company's preparedness like you would a natural disaster. Do not wait until there are confirmed cases in your area.

We also suggest that you stay informed with the latest guidance and assess your sick leave, telework and travel policies so that you can provide clear guidance to employees. Early planning and good judgment are key.

Here is what we know so far from the World Health Organization (WHO) and the CDC:

- The incidence of known COVID-19 infection in the United States is low. We, of course, hope it remains so.
- Based on information publicly available, COVID-19 spreads easily but its transmission is not well understood. However, it is deadlier than the flu, which is why many foreign governments have taken extraordinary precautions, such as cancelling or postponing largescale meetings and gatherings.
- The WHO estimates the global mortality rate for infected individuals is 3.4%, compared to 1% for the seasonal flu.
- This, of course, is based on less than complete reporting as testing for the virus is in the beginning stages.
- The virus may stay active for up to 9 days on surfaces, but current thinking is it can be killed with disinfectants. The CDC offers important [guidance](#) on community spread.
- Symptoms may not appear for up to 14 days after exposure, compared to around 4 days for the seasonal flu.
- There is no vaccine currently available.
- The elderly and those with compromised health are the most vulnerable. Patients over 80 have a mortality rate of more than 20%.

We have provided best practice resources from the [CDC](#) and [FEMA](#) at [nam.org/coronavirus](http://nam.org/coronavirus). In addition, you should seek guidance from local authorities, especially on issues related to quarantines.

We urge company leadership to also communicate with employees about the steps you are taking and assure them that their health and wellbeing are the top priority. Good hygiene practices remain one of the best defenses against COVID-19. Please provide this information, even if it seems obvious:

- Wash hands for 20 seconds and use alcohol-based hand sanitizer.
- When coughing or sneezing, cover the mouth and nose with a flexed elbow or tissue and discard any tissues immediately into a closed bin.
- Avoid touching the eyes, nose and mouth with unwashed hands.
- Avoid shaking hands and hugging.
- Do not come to work or attend public events if feeling ill.

These simple steps can make a profound difference in battling not just COVID-19 but also the flu and common cold. [Ready.gov](https://www.ready.gov) is another resource that you may want to consider sharing with employees so that families and individuals are prepared.

As part of your response plan, also consider communicating proactively with suppliers and customers about current and potential disruptions in the supply chain and what steps you are contemplating if necessary.

The NAM is in regular and direct contact with officials at the White House, the Federal Reserve and other federal agencies involved in the response. We are sharing our members' input with them to guide their actions and ensure that they understand manufacturers' concerns and the unique challenges our industry faces. If you have not already, you can provide your input through this survey.

In addition, we have provided resources to NAM state and industry association partners and provided safety guidance to our own NAM staff. Our policy and government relations teams are working closely with congressional leaders on policy measures that will enable manufacturers to respond more effectively, including on issues surrounding the production of protective safety devices.

NAM members can continue to reach out to our NAM Response Team, led by NAM Chief Operating Officer Todd Boppell, with questions at [REDACTED]. Your NAM is here to help connect you with the resources and guidance you need. Again, we are not medical professionals, but we can share current official guidance and connect you with appropriate government officials and resources.

Manufacturers will continue to set an example for the country in our response to this potential outbreak. As our NAM Board Chair and Trane Technologies Chairman and CEO Mike Lamach has stated, "We have a greater purpose than profits. We are also about protecting our people and our communities."

You have our continued commitment that we will work with you to do exactly that.

Best,

Jay Timmons  
President and CEO  
National Association of Manufacturers

