



March 27, 2020

Jay Timmons  
President and CEO  
National Association of Manufacturers  
733 10th Street NW, Suite 700  
Washington, DC 20001

Dear Mr. Timmons:

Thank you for your recent letter regarding protocols specifically designed for the manufacturing sector to respond to the Coronavirus Disease 2019 (COVID-19). We understand that you have ongoing concerns about this rapidly evolving situation. I am responding on behalf of the U.S. government.

Manufacturing is an essential industry and part of our nation's critical infrastructure. The importance of the business community during this time cannot be overstated, and the Centers for Disease Control and Prevention (CDC) has provided interim guidance for the business community, which is applicable to the manufacturing sector. This guidance is based on what is currently known about COVID-19. The agency will update this interim guidance as needed and as additional information becomes available.

Our most up-to-date advice online is here, [www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html), but please see some information we have pulled for you below. We also provided an enclosure.

- Employers should consider how best to decrease the spread and impact of COVID-19 in the workplace. This may include activities in one or more of the following areas:
  - Reduce transmission among employees
  - Maintain healthy business operations
  - Maintain a healthy work environment
- Employers can use strategies to reduce transmission among employees (in non-healthcare settings), such as:
  - Actively encourage sick employees to stay home
  - Separate sick employees and send them home immediately
  - Educate employees about how they can reduce the spread of COVID-19, such as practicing cough and sneeze etiquette and hand hygiene
  - Identify where and how workers might be exposed to COVID-19 at work
- Employers can maintain healthy business operations by:
  - Identifying a workplace coordinator for COVID-19 issues
  - Implementing flexible sick leave policies
  - Establishing plans to prepare and respond to absenteeism
  - Considering policies and practices for social distancing
  - If possible, implement flexible worksites (e.g. telework)

- Employers can maintain a healthy work environment by:
  - Considering improvements to engineering controls using the building ventilation system
  - Supporting cough and sneeze etiquette and hand hygiene by providing tissues and no-touch receptacles, soap and water, hand sanitizer, and cleaning supplies.
  - Perform routine environmental cleaning, routinely cleaning all frequently touched surfaces in the workplace, such as workstations, keyboards, telephones, handrails, and doorknobs.
  - Consider whether travel is necessary. For essential travel, advise employees to take certain steps.
  - Carefully consider arrangements for meetings and gatherings.

Please regularly visit the link we provided above and our general COVID-19 website [www.cdc.gov/ncov](http://www.cdc.gov/ncov) for CDC's latest and most up-to-date information, resources, and guidance.

Thank you, again, for the work your industry does to contribute to the economic health of our great nation. We appreciate your support as we all work together during this historic event.

Sincerely,

A handwritten signature in black ink that reads "Robert R. Redfield MD". The signature is written in a cursive style with a large, prominent "R" at the beginning.

Robert R. Redfield, MD  
Director, CDC

Enclosure