



Making Workplaces Great for 100 Years.

ERC Member Poll Results



Social Distancing Precautions in the Workplace

May 2020

Member Poll Results:

Social Distancing Precautions in the Workplace

Overall Response

FIGURE 1 | Which of the following social distancing precautions is your organization requiring (or will be requiring) employees to follow at your physical workplace?

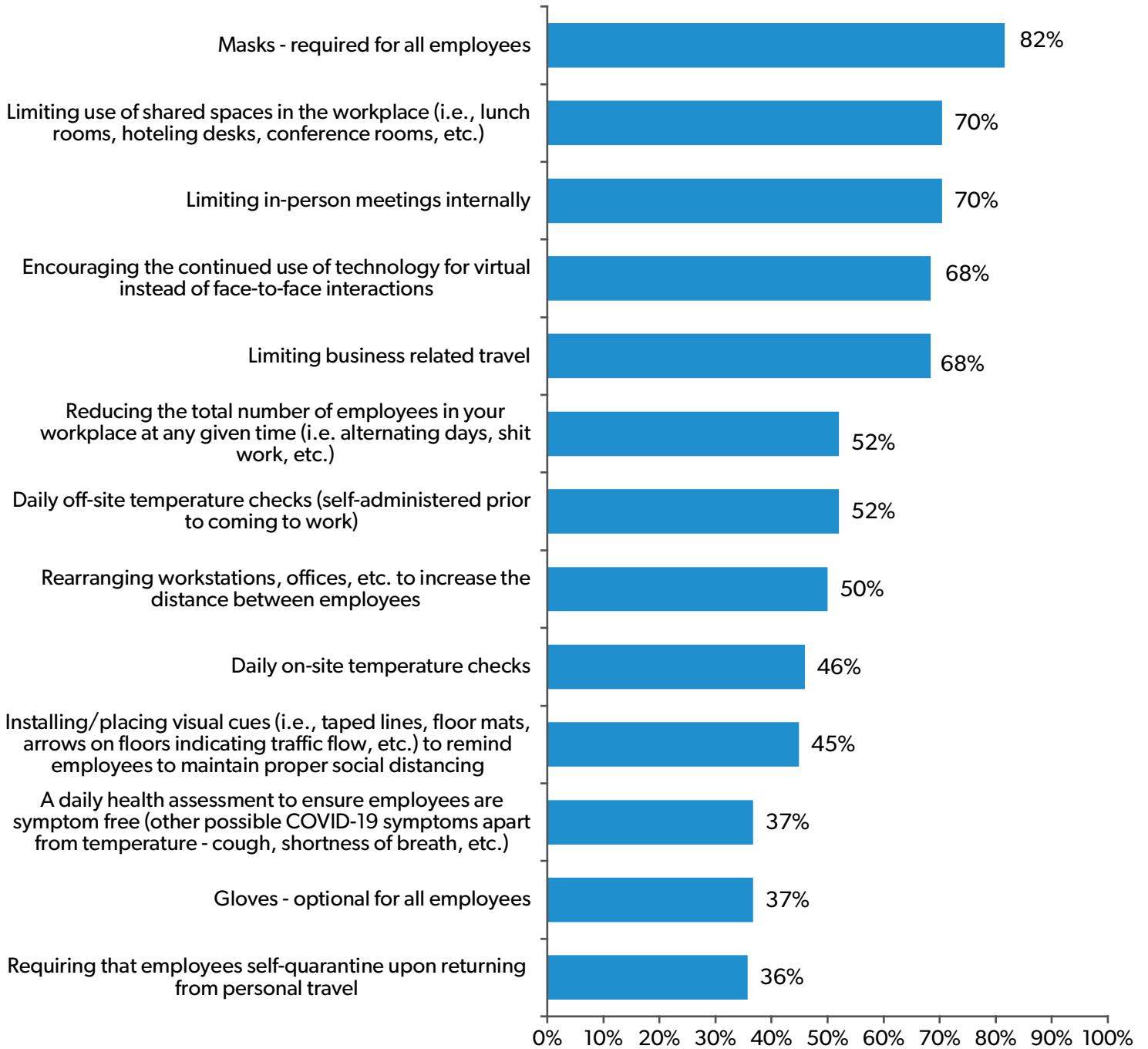
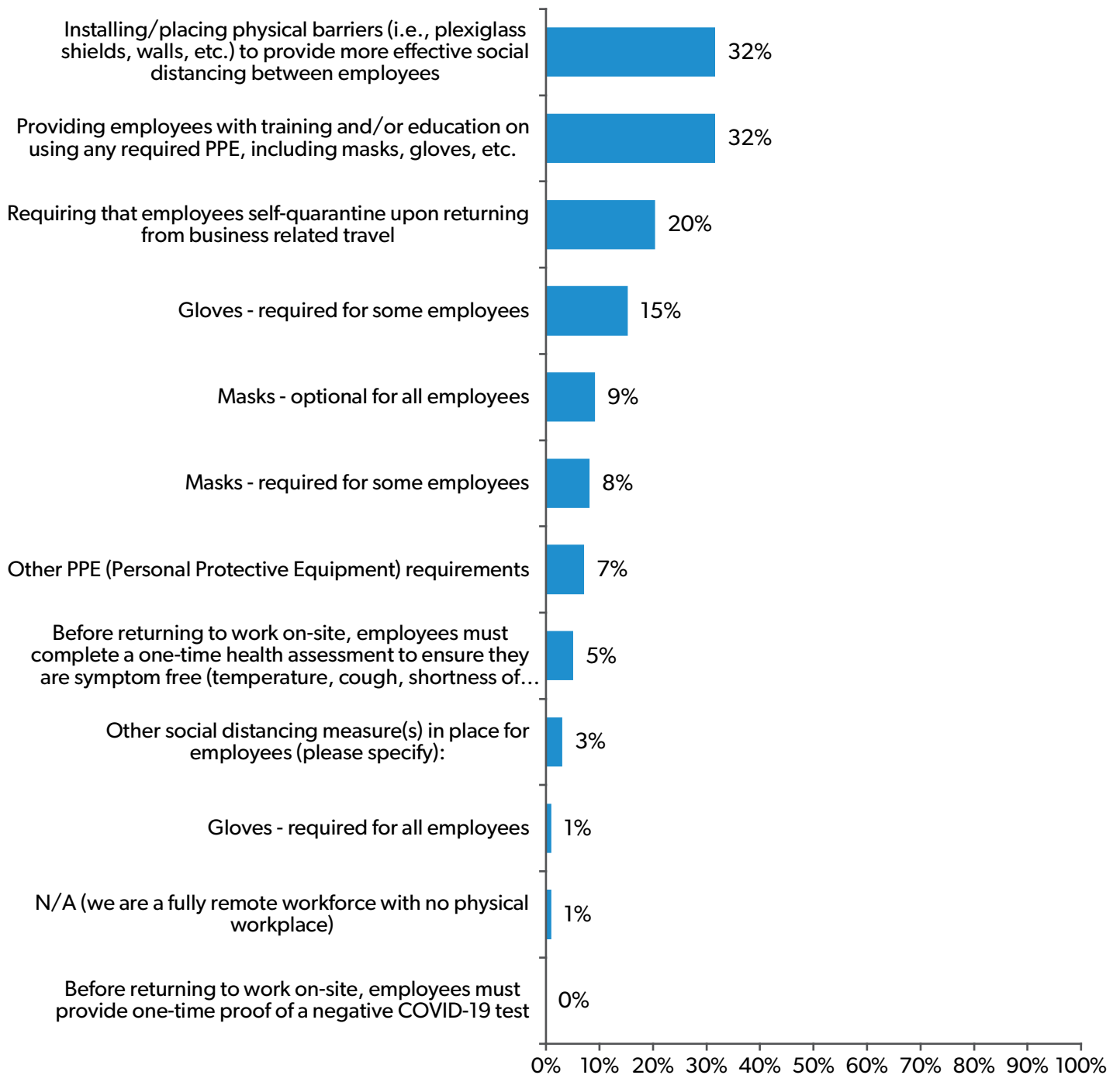


FIGURE 1 | CONTINUED



Participants were asked a follow-up question based on their response to the question displayed in **FIGURE 1** above. The responses provided are reported below in **FIGURE 1a**, **1b**, and **1c** on the following pages.

*Participants who responded **Masks - required for some employees** were asked:*

FIGURE 1b | Which employees are required to wear masks?

- Masks are mandatory unless there is a documented reason why interaction with a particular client would present a safety or other risk
- Employees that do not work in an office with a door
- Office workers. Not machine shop.
- When they are training
- Employees where the state/local government have regulated masks are required to wear masks, unless it is unsafe to do so. Employees who are not required are encouraged.
- Those that are in common areas and interfacing with other associates on a regular basis
- Employees in workspaces where social distancing is not possible

*Participants who responded **Gloves - required for some employees** were asked:*

FIGURE 1c | Which employees are required to wear gloves?

- Position specific
- custodial and food service
- Sanitation Department staff
- Those handling items that can be touched by others
- Production
- Production employees; all when in public spaces
- Cleaning crew
- Clinical caregivers
- Mailroom
- Those taking temperatures with no-contact thermometer
- Those interacting with the public
- If they are going into kitchen and opening the refrigerator or using the coffee pot.
- Those dealing with clients/outside consumers.
- Housekeeping staff

*Participants who responded **Other PPE (Personal Protective Equipment) requirements** were asked:*

FIGURE 1d | Please specify the type of PPE required and of whom?

- Sanitation staff is occasionally wearing full face shields
- Face Shield required for supervisor taking EE temp.
- Gloves in specific areas, such as the lab. Hand sanitizer required to be used.
- Based on the job, certain jobs require additional PPE to comply with OSHA requirements.
- Basic PPE for manufacturing including safety glasses, earplugs and safety shoes
- We are a healthcare provider-- we've always had PPE requirements
- Face shields if working within 6 feet of another employee

*Participants who responded **Daily on-site temperature checks** were asked:*

FIGURE 1e | Who is administering the on-site temperature checks?

- A designated and properly-trained employee
- A staff volunteer
- Current Employees
- department managers
- designated health screeners
- Designated individual at a temp screening station outside
- Designated Manager for Production and Designated Manager for Office

- Designated response team members and management.
- EHS Coordinator
- Employee
- Employees take own temp
- Employees will check their own temperature upon entering the office.
- HR
- HR
- HR
- HR
- HR and management
- HR Office
- HR or GM
- HR or the individual Employee
- HR rep or Safety rep.
- Human Resources
- individual staff are temping themselves
- internal staff - temp towers are in use; checklist states temp check completed
- Managers
- members of management
- Members of safety committee
- Not sure at this time
- our security officers
- Plant Manager
- Plant manager
- President and Vice President of the company
- Production leadership
- Receptionist
- Safety Coordinator or Production Team Leaders & Department Managers
- Self administration and recorded by designated individual
- Self-administered, but employees have to sign in and indicate the self-check information.
- shift supervisor
- Supervisor or HR
- Supervisors of plant people. They also do salaried who are of the few not working at home.
- Supervisors/Managers
- Thermal scanning machine at the door
- Third-party medical professionals administer on-site temp checks.
- We are working on a solution as to who will administer the temperature checks.

Participants who responded **Daily off-site temperature checks (self-administered prior to coming to work)** were asked:

FIGURE 1f | How will these self-administered checks be reported or tracked by your organization?

- All employees have read and signed off on requirements for daily self-assessment and they are reminded and asked periodically to ensure they're doing it.
- are not being tracked
- asking anyone with a temp over 100 to report to hr and stay home
- attesting to the fact that they are completed

- department supervisor reports daily to HR
- Each employee must keep a daily log of their temperature.
- Employee
- Employee is to report absent if temperature is up
- Employees are required to self-monitor symptoms, including temperatures, prior to coming to work (if the government has not required that temperature is checked onsite). We expect and trust our employees to have integrity about this, and to stay home if they show symptoms.
- Employees submit confirmation on form that it was done
- Employees will sign-in when they arrive, certifying that they have taken their temperature and do not have a fever.
- encouraged with voluntary participation
- honor system
- Honor System
- Likely via DocuSign, although we have not yet made a final decision.
- Logged daily, aggregated and audited weekly
- Not
- Not reported or tracked, however, all employees have been informed and this practice which has been in place for a few weeks now. Supervision and HR communicate regularly on who has been out due to vacation or illness. If someone has been out due to illness, they are required to have a negative COVID-19 test or a doctor's statement clearing them to return to work.
- Not sure yet
- Not tracked or reported
- not tracking negative results
- On a sheet when employees enter the building.
- online work status form
- Recorded if result prevents admittance for work
- Self reported to HR
- Self-administered checks are part of a required daily health assessment employees must complete prior to reporting to work. If they answer 'yes' to any of the questions, they are not fit for duty and must contact their supervisor. The supervisor then elevates the matter to HR. Employees turn their health assessment forms into their supervisor who put them in a sealed envelope and provides them HR for inclusion in the employees medical file.
- Self-administered checks will be used when we have very limited number of employees in the work environment. Employees will be responsible for compliance.
- self-reported
- Spreadsheet
- still working through this
- Text messaging; email that goes to a google form that is monitored by HR
- the honor system
- They will not be reported
- They will only be requested if an employee exhibits symptoms at the workplace and refuses to go home.
- We are not tracking. Using honor system.
- We are not tracking/documenting any info.; we are doing random 'What was your temperature today?' inquiries
- We did not plan for this
- We have infrared thermometers available in HR should someone want to take their temperature. Other than that we are asking for employees to stay home if they have a fever or any other Covid symptoms.

- They will need to complete a daily COVID-19 self assessment questionnaire. The questionnaire covers the warning signs for a COVID-19 infection as well as an affirmation that they will wear a mask while in a public space on company premises.
- Managers and HR
- Self-reporting upon arrival at the office
- employees signed attestation that they would comply with temperature and symptom checking requirements. employees must sign in when they report to an office

Participants who responded A daily health assessment to ensure employees are symptom free (other possible COVID-19 symptoms apart from temperature - cough, shortness of breath, etc.) were asked:

FIGURE 1g | Who is administering the daily health assessment?

- Assessment is self administered.
- Current Employees
- designated health screeners
- Employee
- Employee - self report
- Employees
- Employees administer health check and HR approves
- Employees complete the form and bring it to work with them. The supervisor collects them and turns them over to HR. If the employee is not fit for duty, the supervisor completes the form for the employee and submits the form to HR.
- Employees self-assess
- Employees submit completed Prescreen form.
- Employees will self-certify.
- HR
- HR
- HR and management
- HR Office
- It is a self administered health assessment.
- Managers and HR
- Plant Manager
- Plant manager
- Safety Coordinator or Production Team Leaders & Department Managers
- Self check Only notifying supervisor when there is a 'yes' answer prior to coming to building
- self
- Self administered
- self administered
- self administered and reported via electronic work status form
- Self-administered.
- Self-assessment
- supervisors are asking questions
- the employee
- Third-party medical professionals in person; self assessment for locations with minimal staff.

Participants who responded Before returning to work on-site, employees must complete a one-time health assessment to ensure they are symptom free (temperature, cough, shortness of breath, etc.) were asked:

FIGURE 1h | Who is administering the one-time health assessment?

- Human Resources or designee
- Survey that is virtually provided by HRBP and completed by employee.
- Employees will self-certify.
- Supervisor

Participants who responded Limiting business-related travel were asked:

FIGURE 1i | What limits are in place and until when?

- All meetings are to be held with Zoom. In place until Ohio Health Department put out different guidelines.
- Any temperature registering above 99.5 will be turned away from entering the building until further notice.
- Approved on a case by case basis; essential business travel only starting June 1 until further notice
- business limits have been established for outside sales people to their home states per their home state recommendations international travel requires 14 days quarantine
- business travel has been suspended
- Business travel is currently prohibited; indefinite at this time as we continue to monitor.
- cancelled all travel until further decisions are made
- Following CDC and government guidelines.
- following CDC and or State of Ohio industry specific recommendations
- Indefinitely
- International
- Limits above until June 1st. After that all are in but no one in cubicles until July 1st.
- Max occupancy signage posted, Following ODH guidelines.
- No air travel through the end of May, then re-evaluate
- No branch to branch travel until further notice.
- No business related travel
- No business related travel at this time
- No business-related travel
- No international travel; also examining travel to hot spot cities (NYC, Chicago, etc.)
- No non essential travel.
- No out of state meetings If you travel out of state for personal reasons then you have to self quarantine for 14 days. Following the governor's rules
- no travel at this time
- no travel currently permitted
- no travel outside of state until further decided
- No travel TBD
- No travel through May
- No travel unless emergency
- no travel until further guidance
- no travel until further notice
- NO TRAVEL YET
- no travel, including local meetings
- No traveling to vendors/customers until further notice. We have not determined a final date.
- No unnecessary business travel.
- Non essential employees are not to come to work until further notice

- None--Zoom being used. Not end date established.
- Only ESSENTIAL travel
- only necessary required travel
- Only required travel, canceled sales and admin travel
- remote work arrangement until 6/1, once stay-at-home orders are lifted we will work on a phase-in transition to the office plan on a rotating schedule method
- Right now only business critical trips through at least August 2020
- Small number of employees in the office starting June 1. Number may grow as the governor provides further guidance.
- social distancing, masks available for employees, hand-washing reminders, virtual meeting, interviews and training sessions until further notice
- TBD but likely will follow CDC guidelines.
- Those who are able to work from home, continue to work from home, until at least May 29th (subject to further evaluation)
- Travel must be approved by a senior leadership team member. Most, if not all, travel has been discouraged. Virtual communications through Google Hangouts have taken the place of on-site visits.
- Until 5/29 at this point
- Until further notice
- Until further notice.
- using virtual technology for meetings
- You cannot report to work with a temperature of 100.4 or greater. If you have a fever, you must be fever free for at least 72 hours without the aid of medication.

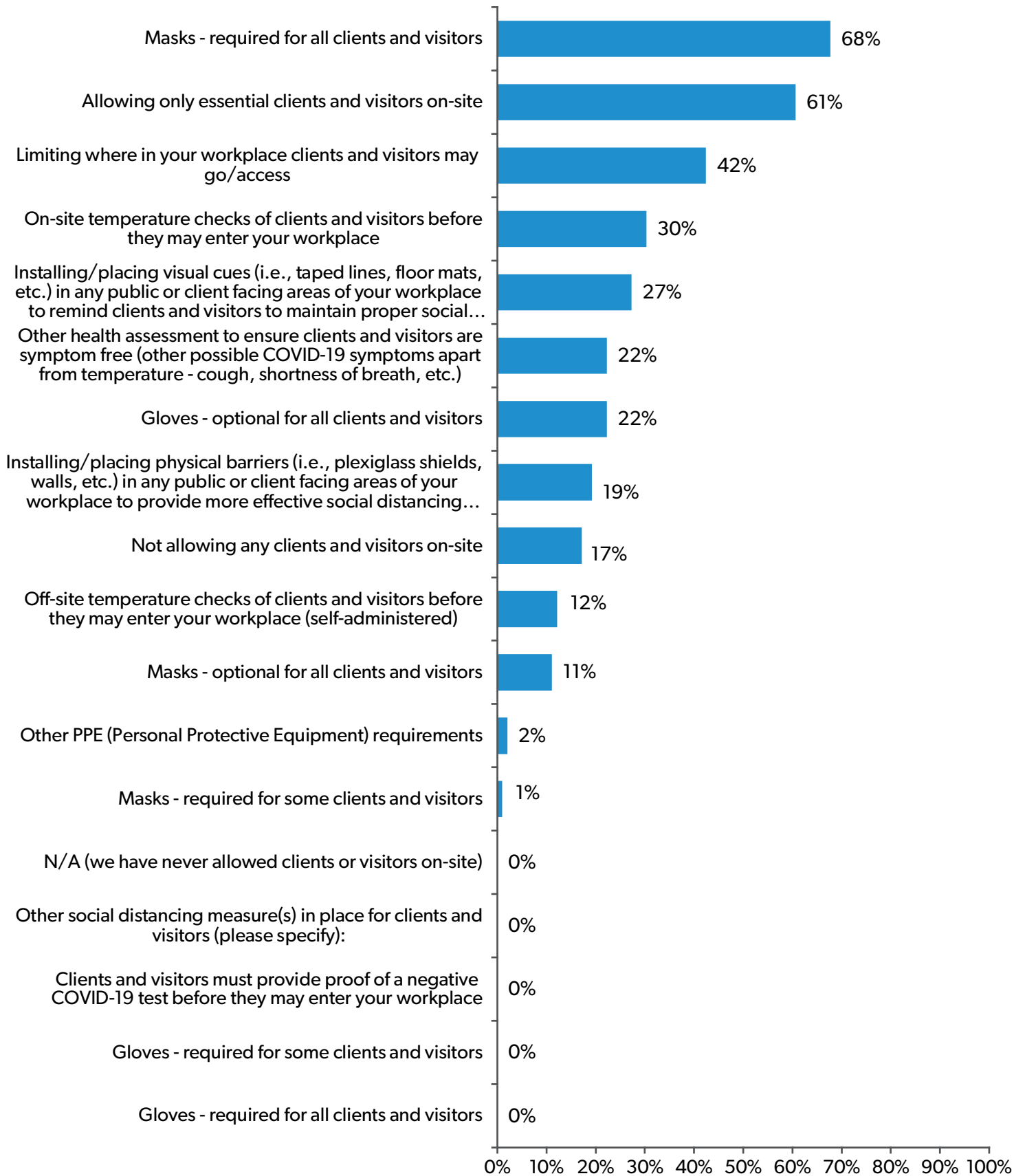
Participants who responded Limiting in-person meetings internally were asked:

FIGURE 1j | What limits are in place?

- Ability to have 6 ft. distancing, wear masks, sanitize meeting space before and after mtg.
- all done thru Zoom
- All the checked
- Asking employees to use virtual meetings if at all possible. Office employees are currently working remotely, so all meetings are virtual.
- Capacity of conference rooms has been reduced to allow social distancing. Also Zoom meetings are strongly encouraged.
- continuing to use virtual meetings for all meetings no in person meetings for the time being
- Currently recommending that all meetings are virtual. Open next phase of return, we will provide additional guidance and limit the number of attendees at in person meetings.
- Discontinue use of conference rooms and lunch room
- Distancing, lunch room group sizes, in-person meeting numbers of attendees
- Employees must practice safe distancing. Meetings are not allowed in small conference rooms. Masks must be worn. In our headquarters office building, all employees will NOT be returning to work. There will be a limited amount of employees (approved in advance by the leadership team) that will be allowed back into the building starting May 18. Those are only the employees who must be in the office to complete work. Others who can work from home, will continue to work from home indefinitely (as all employees have done since March 16th).
- For what? I'm not sure I know what this question relates to as it's not directly underneath the question itself.
- Maximum of 10 people per meeting. Must allow 6' rule.
- Meeting size limited to 3 people in same room so they can be 6 feet apart. otherwise must be a conference call.
- meetings require masks unless all participants are 10 feet apart
- meetings take place via conference call or video call

- more emails and zoom calls
- Most conference rooms capacity cut in half; at least 6 feet between all attendees; extra chairs being removed
- Must be able to social distance in meeting area / Must be <10 people
- No in person meetings.
- No in person meetings.
- No in person meetings. All are done via Zoom or another way
- No in-person meetings
- No meetings person to person--all done by zoom
- No meetings; Skype only
- no monthly employee meeting, no shift change meetings
- no more than 10 and virtual is preferred
- no more than 10 people in a building and no meeting in conference rooms if social distancing can't be achieved
- No more than 10 people in a room to which the distance is at least 6 feet apart from one another.
- Number of employees on site.
- Ohio office employees must wear masks when around others. Masks not being worn in plants where it conflicts with current safety and work hazards otherwise all employees wear a mask while on site.
- One on one meetings only, with at least 6 ft distance from each other.
- Only 10 people/meeting with social distancing
- Only 2-3 person meetings if necessary; other meetings are being conducted virtually
- reduction of 50% occupancy in meeting rooms. Emphasizing use of Microsoft Teams instead.
- same as above
- Shared spaces have been distance 6' apart (treadmill desks and lunchroom tables) Lunchroom tables have only 1 chair for a 5' table and 2 chairs at a 10' table.
- Shortened work hours so that no employee is taking lunches Conference rooms are temporarily closed - all meetings to be held with zoom
- Staggered shifts and lunch breaks to ensure social distancing in the common areas.
- TBD but likely will follow CDC guidelines
- Utilizing virtual meeting whenever possible
- we are doing zoom meetings and if we have to meet in person we wear masks and stay six feet apart
- We have removed all but 10 chairs in conference rooms and lunchroom. In smaller conference rooms, we have strategically placed chairs to be 6 feet apart removing any additional chairs.
- We use Microsoft Teams for internal and external meetings.
- When possible meetings should be held via video conference

FIGURE 2 | Which of the following social distancing precautions is your organization requiring (or will be requiring) clients and visitors to follow at your physical workplace?



Participants who responded *On-site temperature checks of clients and visitors before they may enter your workplace* were asked:

FIGURE 2b | Who is administering the on-site temperature checks?

- A staff volunteer
- Admin/HR
- clinical employees
- Current employees
- Designated individual (receptionist)
- EHS Coordinator
- Employee will self-certify with a contactless thermometer if they do not conduct an off-site temperature check prior to arrival.
- HR
- HR
- HR
- Manager hosting visitor or Plant Manager
- member of management or employee who arranged the visit
- Nurse
- our healthcare teams
- Our security guards.
- Person hosting the visitor
- Plant manager - have a kiosk on order that will do it automatically when a person stands in front of it
- Plant Supervisors
- Receptionist or other office employees who are working in the front office
- Safety Coordinator
- Security
- security officers
- Self administered and signed off prior to meeting in vestibule only 1 visitor at a time conferences room designated for visitor type (Conf A - customers, conf B - vendors, conf C - job candidates)
- self-temp towers; check list; receptionist oversees
- self-monitor - easy instructions to follow at check-in and visitors have to sign in to the temperature check on a separate check-in sheet
- shift supervisor
- The person receiving the visitor must perform the check
- They will be asked to take their own temperature.
- Third-party medical professionals

Participants who responded *Off-site temperature checks of clients and visitors before they may enter your workplace (self-administered)* were asked:

FIGURE 2c | How will these self-administered checks be reported or tracked by your organization?

- We are not tracking. Using honor system.
- Clients and visitors will sign-in when they arrive, certifying that they have taken their temperature and do not have a fever.
- Will not be tracked
- Visitor survey provided to HR department
- We verify upon their arrival if they are symptom free (including temperature and other listed symptoms posted in lobby)

- Via DocuSign
- Self-reported upon arrival

*Participants who responded **Other health assessment to ensure clients and visitors are symptom free (other possible COVID-19 symptoms apart from temperature - cough, shortness of breath, etc.)** were asked:*

FIGURE 2c | Who is administering the health assessment?

- Current Employees
- Employees ask clients about symptoms
- HR
- Office personnel who greet visitors have been trained on the procedure
- online on an ipad at check in - if anyone answers YES to a question, an email is triggered to HR, Safety, and Reception. That person will be required to leave Donley's offices.
- Person hosting the visitor
- Safety, Shipping and Receiving, HR
- Self administered per our instruction to them
- Self-completed survey upon arrival, given by receptionist or HR.
- Submit form signed by employee
- supervisor
- The employee the visitor is meeting with
- The person receiving the visitor must perform the check
- Third-party medical professionals
- We have visitor self assessment questionnaire that asks y/n type questions focused on symptoms, recent travel, contact with others w/COVID, etc.
- We will have a DocuSign for them to complete.
- Written questionnaire to be completed by visitor

Demographics

FIGURE 3 | Industry & organizational size breakdown of the 99 Northeast Ohio organizations that participated

	Percent
Industry	
Health and Human Services	8%
Hospitality/Entertainment/Media	1%
Manufacturing	49%
Nonprofit - Other	16%
Professional or Technical Services	16%
Wholesale/Distribution Trade	5%
Construction	2%
Other	2%
Organizational Size	
1-25	7%
26-149	50%
150-499	29%
500 or more	14%

ERC Member Poll Results

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