

## **Requirements for Manufacturing, Distribution, and Supply Chain Businesses**

In addition to the Healthy at Work [Minimum Requirements](#), **manufacturing, distribution, and supply chain businesses** must meet the requirements below in order to reopen and remain open:

### **Social Distancing Requirements**

- Businesses must ensure that each employee is able to maintain six (6) foot distance between themselves and others for their entire shift. Controls must be established and maintained when six (6) feet of physical distancing is not feasible. This includes installation of portable or permanent non-porous physical barriers (e.g., plexiglass shields), high-efficiency air filters, increased ventilation, or PPE. Production practices should be modified, to the greatest extent practicable, to enforce adequate social distancing.
- Businesses should, to the greatest extent practicable, stagger the schedules for work shifts, breaks, and lunches to reduce the number of employees on-site, entering, exiting, or gathering at one time. This also reduces the number of employees simultaneously reporting to time clock stations to record their work and break time.
- Businesses should consider an alternative to a high-touch time clock system. If using an alternative system is not possible, the businesses should sanitize the time clock system after each use.
- Businesses should seek to limit activities that require employees to enter within six (6) feet or less of another person, regardless of whether they have installed non-porous, physical barriers.
- Businesses must ensure that all gatherings are kept to a minimum, appropriate social distancing is observed at all times, and meetings are held by telephone or video conferencing to the greatest extent practicable.
- Businesses must restrict access to common areas in order to maximize social distancing and reduce congregating. These common areas include, but are not limited to, waiting rooms, breakrooms, water fountains, and vending areas. Businesses restricting access to water fountains must provide alternative water sources for employees in lieu of water fountains.
- Businesses must ensure minimal interaction between drivers at loading docks, doorsteps, or other locations.

- Businesses must reduce traffic and congregating, to the greatest extent practicable, in locker rooms and changing rooms. Lockers may be used but should be cleaned and sanitized consistent with CDC guidelines. Lockers should not be shared.
- Businesses must ensure, where applicable, limitations on use and number of people riding in a vehicles together. If more than one person in a vehicle is unavoidable, then employees should maximize social distancing and wear face coverings in the vehicle. Employers are required to thoroughly sanitize company vehicles after any employees were inside.

## **Cleaning and Disinfecting Requirements**

- Businesses must ensure cleaning and sanitation of frequently touched equipment, tools, objects, and surfaces with appropriate disinfectants. Appropriate disinfectants include EPA registered household disinfectants, diluted household bleach solution, and alcohol solutions containing at least 60% alcohol. Businesses must establish a cleaning and disinfecting process that follows CDC guidelines when any individual is identified, suspected, or confirmed COVID-19 case.
- Businesses must ensure that shared touched surfaces must be cleaned on a recurring basis consistent with CDC guidelines. This includes, but is not limited to: vehicle/equipment door handles; keys; gear shifts; steering wheel/operator controls and levers; door knobs; light switches; phones; computers/keyboards; copiers; elevator buttons; toilets; faucets; sinks; countertops; paper towel dispensers; desktops; handrails; counters; tables; and cabinets and knobs.
- Businesses must ensure that employees wipe their workstations down with disinfectant at the end of their shift or at any time they discontinue use of their workstations for a significant period of time.
- Businesses must ensure that disinfecting wipes or other disinfectant are available at shared equipment.
- Businesses, as appropriate, must ensure that workers do not use cleaning procedures that could re-aerosolize infectious particles. This includes, but is not limited to, avoiding practices such as dry sweeping or use of high-pressure streams of air, water, or cleaning chemicals.

## **Personal Protective Equipment (PPE) Requirements**

- Businesses must ensure that appropriate face coverings and other personal protective equipment (PPE) is used by employees so long as such use does not jeopardize the employees' health or safety. Businesses must train employees to use PPE. This training includes: when to use PPE; what PPE is necessary; and how to properly put on, use, and remove PPE.

- ❑ Businesses must train employees to properly dispose of or disinfect PPE, inspect PPE for damage, maintain PPE, and the limitations of PPE.
- ❑ Businesses must follow CDC, OSHA, and other federal guidelines relating to gloves for managers and employees.
- ❑ Pursuant to Executive Order 2020-586 and 902 KAR 2010E, which are attached to this document, all businesses must ensure that all customers, vendors, contractors, and any other member of the public who enters the premises wear a face covering so long as they are not subject to any of the exemptions listed in the Executive Order.

If any person attempts to enter the business without a face covering, the business must inform them of the requirement to wear a face covering. If the individual refuses and is not subject to any of the exemptions listed in the Executive Order, the individual must not be permitted entry onto the premises.

If an individual who was previously wearing a face covering removes it while on the premises and not subject to any of the exemptions listed in the Executive Order, the business must ask them to put it back on. If the individual refuses to do so, the business must not provide them service and must ask them to leave.

Businesses who fail to follow these requirements of the Executive Order will be subject to a fine and may also be subject to an order from a local health department or the Labor Cabinet requiring immediate closure.”

## **Training and Safety Requirements for Manufacturing Businesses**

- ❑ Businesses must make available and post information to reinforce Healthy at Work requirements. Businesses must provide special accommodations for employees for persons at higher risk for severe illness per CDC guidelines. These guidelines are available at: <https://www.cdc.gov/coronavirus/2019-ncov/faq.html#Higher-Risk>
- ❑ Businesses must ensure that employees are instructed to avoid touching their faces, including their eyes, noses, and mouths, particularly until after they have thoroughly washed their hands upon completing work and/or removing PPE, to the greatest extent practicable.
- ❑ Businesses must ensure that employees are informed that they may identify and communicate potential improvements and/or concerns in order to reduce potential risk of exposure at the workplace. All education and training must be communicated in the language best understood by the individual receiving the education and training.



**ANDY BESHEAR**  
**GOVERNOR**

**EXECUTIVE ORDER**

**Secretary of State**  
Frankfort  
Kentucky

**2020-996**  
**December 3, 2020**

**STATE OF EMERGENCY**

**WHEREAS**, the novel coronavirus (COVID-19) is a respiratory disease causing mild to very severe illness, including death, and many cases of COVID-19 have been confirmed in the Commonwealth; and

**WHEREAS**, I declared on July 9, 2020, through Executive Order 2020-586 that Kentuckians were required to wear face coverings in many public places to fight the continued spread of COVID-19 for the reasons set forth in that Order; and

**WHEREAS**, I renewed that Order: on August 8, 2020, through Executive Order 2020-651; on September 4, 2020, through Executive Order 2020-750; on October 6, 2020, through Executive Order 2020-856, and; on November 4, 2020, through Executive Order 2020-931; and

**WHEREAS**, data from the University of Oxford show an inverse correlation between the number of COVID-19 mitigation measures taken by a state, such as a face covering mandate, and the seriousness of the virus's third spike within that state;

**WHEREAS**, the Centers for Disease Control and Prevention conducted a study of Kansas's face covering mandate, wherein the 24 counties who complied with the mandate experienced a 6% decrease in new COVID-19 infections but the 81 counties who opted out of the mandate experienced a 100% increase in new COVID-19 cases;

**WHEREAS**, the Kentucky Constitution and Kentucky Revised Statutes, including, but not limited to, KRS Chapter 39A, empower me to exercise all powers necessary to promote and secure the safety and protection of the civilian population; and

**WHEREAS**, under those powers, I declared by Executive Order 2020-215 on March 6, 2020, that a State of Emergency exists in the Commonwealth and the State of Emergency continues:



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GOVERNOR

**EXECUTIVE ORDER**

**Secretary of State**  
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**NOW, THEREFORE**, I, Andy Beshear, Governor of the Commonwealth of Kentucky, by virtue of authority vested in me pursuant to the Constitution of Kentucky and KRS Chapter 39A, do hereby Order and Direct the following:

1. For the purposes of this order, a “face covering” is a material that covers the nose and mouth and is secured to the head with ties, straps, or loops over the ears, or is wrapped around the lower face. It can be made of a variety of materials, including cotton, silk, or linen, and ideally has two or more layers. Face coverings may be factory-made, homemade, or improvised from household items such as scarfs, bandanas, and t-shirts. Guidance on how to make a face covering at home is available at: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-make-cloth-face-covering.html>.
2. The provisions of this Order shall apply to members of the public in Kentucky. Existing sector specific requirements mandating face coverings for employees of entities in the Commonwealth remain in effect and are available online at: <https://healthyatwork.ky.gov>.
3. People in Kentucky must cover their nose and mouth with a face covering when they are in the following situations that represent a high risk of COVID-19 transmission:
  - a. While inside, or waiting in line to enter, any: retail establishment; grocery store; pharmacy; hair salon/barbershop; nail salon/spa; tattoo parlor; child care facility; restaurant or bar (when not seated and consuming food or beverage); health care setting, or; any other indoor public space in which it is difficult to maintain a physical distance of at least six feet from all individuals who are not members of that person’s household;
  - b. While waiting for or riding on public transportation or paratransit, or while riding in a taxi, private car service, or ride-sharing vehicle, or driving any of the above while customers are present; or
  - c. While in outdoor public spaces in which the person cannot maintain a physical distance of six feet from all individuals who are not members of



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**2020-996**  
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the person's household and is not otherwise covered by previously issued guidance.

4. The following are exempt from wearing face coverings:
- a. Children who are age 5 or younger;
  - b. Any person with disability, or a physical or mental impairment, that prevents them from safely wearing a face covering;
  - c. Any person who is deaf or hard of hearing and is actively communicating, or any person who is actively communicating with someone who is deaf or hard of hearing, and is able to maintain a safe distance of six feet from all individuals who are not members of that person's household;
  - d. Any person engaged in work that a state or federal regulator has concluded would make wearing a face covering a risk to their health or safety;
  - e. Any person who is seated and actively consuming food or beverage at a restaurant, bar, or other establishment that offers food or beverage service;
  - f. Any person who is obtaining a service that requires temporary removal of the face covering in order to perform the service;
  - g. Any person who is required to temporarily remove their face covering to confirm their identity or for security or screening purposes;
  - h. Any person who is giving a speech or broadcast to an audience and is able to maintain a safe distance of six feet from all individuals who are not members of the person's household;
  - i. Any person who is in a swimming pool, lake, or other body of water;
  - j. Any person who is exempt from wearing a face covering under guidance provided by the



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Kentucky High School Athletics Association or under guidance for athletic activities at institutions of higher education;

- k. Any person who is engaged in a lawful activity where federal or state law prohibits wearing a face covering.
5. Failure to follow the requirements provided in this Order and any other Executive Order and any Cabinet Order, including but not limited to the Orders of the Cabinet for Health and Family Services, is a violation of the Orders issued under KRS Chapter 39A and must result in a loss of access to a business's services. Failure to follow the requirements could also subject a person or entity to penalties as authorized by law.
6. All local, county, and city government offices and agencies are encouraged to adopt or incorporate the requirements provided in this Order.
7. Nothing in this Order should be interpreted to interfere with or infringe on the powers of the legislative and judicial branches, or other constitutional officers to perform their constitutional duties or exercise their authority. However, the legislative and judicial branches, and other constitutional officers, are encouraged to adopt or incorporate the requirements provided in this Order.
8. This Order is effective at 5:00 p.m. on December 3, 2020, for a period of 30 days, and is subject to renewal.

  
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ANDY BESHEAR, Governor  
Commonwealth of Kentucky



**MICHAEL G. ADAMS**  
Secretary of State

RECEIVED AND FILED

DATE

12/4/2020

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MICHAEL G. ADAMS

SECRETARY OF STATE

COMMONWEALTH OF KENTUCKY

BY

Sarah M. Dungen