



Nothing but **HEAVY DUTY.**®



MILWAUKEE TOOL COVID-19 RESOURCE GUIDE

4/9/20



PROUDLY SUPPORTS



Partnerships are easy when both sides are experiencing growth and success, but the value is truly exemplified when we overcome obstacles together. As we continue to navigate this quickly evolving and unprecedented situation, we want to assure you that Milwaukee Tool will be here to offer support in any capacity we can. This document will provide resources and updates from Milwaukee Tool to help you manage through these challenging times.

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[#TOGETHERweSTAND](#)



TOOL CLEANING BEST PRACTICES

MILWAUKEE TOOL COVID-19 RESOURCE GUIDE

Please review our Tool Cleaning Best Practices document in the appendix of this document (page 11). A Spanish version is also available (page 12). Reach out to your Milwaukee Tool representative for more information.



CLEANING OF TOOLS TO HELP PREVENT SPREAD OF COVID-19

Should a tool need to be cleaned that does not have blood or visible bodily fluids on it, Milwaukee® recommends the following protocol. This protocol is subject to the recommendations of the Centers for Disease Control ("CDC"), OSHA, and those of State and Local health departments. Please follow applicable guidelines of these agencies.

- People handling tools should wash their hands or use a proper hand sanitizer before and after use to help prevent contamination.
- People handling tools should be properly trained and protected using necessary Personal Protective Equipment (PPE).
- Clean tools with mild soap, a clean damp cloth, and, as needed, an approved diluted bleach solution only. Certain cleaning agents and solvents are harmful to plastics and other insulated parts and shouldn't be used.
- Milwaukee® does not recommend cleaners that have conductive or corrosive materials, especially those with ammonia. Some of these include gasoline, turpentine, lacquer thinner, paint thinner, chlorinated cleaning solvents, ammonia and household detergents containing ammonia.
- Never use flammable or combustible solvents around tools.

CLEANING OPTIONS:

1. **MILD SOAP & REST**
 - If no blood was present on the product, it can be cleaned with mild soap and a damp cloth to remove the fluids and then left to rest for 3 days. This is based on CDC advisement that the virus may live on plastic surfaces for up to 72 hours, which suggest that the virus would no longer be harmful after the resting period. After this, the tool can be cleaned again.
*Recommended for batteries
2. **MILD SOAP & DILUTED BLEACH SOLUTION**
 - If no blood was present on the product, it can be cleaned with a mild soap and damp cloth to remove dirt and grease and then decontaminated with a diluted bleach solution, which is consistent with CDC advice. The full diluted bleach cleaning procedure can be found below.
*Not recommended for batteries

PROCEDURE

1. Clean the product surface with mild soap and water to remove dirt and grease.
2. Dip a clean cloth into the dilute bleach solution.
3. Wring out the cloth so it is not dripping wet.
4. Gently wipe each handle, grasping surfaces, or outer surfaces with the cloth, using care to ensure liquids do not flow into tool.
5. No other cleaning material should be used as the diluted bleach solution should never be mixed with ammonia or any other cleanser.
6. Allow the surface to dry naturally.
7. The cleaner should avoid touching their face with unwashed hands and should immediately wash their hands after this process.

A properly diluted bleach solution can be made by mixing:

- 5 tablespoons (1/3rd cup) bleach per gallon of water; or
- 4 teaspoons bleach per quart of water

NOTE: If blood was on the product, advance cleaning is needed. Follow established Bloodborne Pathogen protocols for your business. Under OSHA requirements, anyone required to perform this type cleaning should be trained in Bloodborne Pathogens and the use of the necessary PPE for this work.



OPERATIONS PROTOCOLS

MILWAUKEE TOOL COVID-19 RESOURCE GUIDE

Please be sure to review the additional Operations Protocol resources in the appendix of this document (page 13), including:

- **HEALTH SCREENING PLANNING FORM**
- **HEALTH PRE-SCREENING QUESTIONNAIRE**
- **POTENTIAL CONSIDERATIONS FOR DOCUMENTING PROCEDURES**

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Readers of this document should follow all governmental, CDC, WHO, or other applicable rules and guidelines.

PLEASE NOTE DISCLAIMER AT THE END OF THE DOCUMENT

Screening Questionnaire – COVID-19 (Coronavirus)

Questions asked at initial screening:

Name: _____ Date: _____

Please circle the appropriate responses.

1. Do you currently have any of the following symptoms?

a. NO

b. YES – (If so, please specify)

Fever Shortness of breath

2. Have you traveled to any of the following countries within the last 14 days?

a. NO

b. YES – (If YES, Which countries?)

3. Have you been exposed to anyone who has been diagnosed with COVID-19?

a. NO

b. YES – (If YES, Who?)

4. As an employee, are you required to perform any of the following tasks?

a. YES

b. NO

5. Do you have any other health conditions or concerns?

a. YES

b. NO

6. Do you have any other concerns or questions?

a. YES

b. NO

7. Do you have any other information to share?

a. YES

b. NO

8. Do you have any other comments?

a. YES

b. NO

9. Do you have any other questions?

a. YES

b. NO

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Health Screening

Considerations:

- How to communicate from employees
- Employee
- Maintain "S"
- Maintain "S"
- Determine

Sequence of Events

1. Employee e

2. Employee e

3. Employee e

4. As employee

those in line

5. Employee S

a. Em

b. For

c. Bas

6. Do you have any other health conditions or concerns?

a. YES

b. NO

7. Do you have any other concerns or questions?

a. YES

b. NO

8. Do you have any other information to share?

a. YES

b. NO

9. Do you have any other comments?

a. YES

b. NO

Note: Many health

whenever possible.

Visual Communication

Visual Communication

Visual Communication

Visual Communication

Visual Communication

Visual Communication

Visual Communication

Visual Communication

Visual Communication

Visual Communication

Visual Communication

Visual Communication

Visual Communication

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COVID-19

Measure	Low	Medium	High
Threat Level	No Cases > Threat Level Than Low	> Threat Level Than Low	> Threat Level Than Medium

Threat Level Low – No Cases. Threat Imminent.

Possible Measures to Consider or Put in Place for Prevention of Infection:

- Signage and daily communication of prevention best practices as described by the CDC website or other relevant source (English and Spanish)
- Add hand sanitizer at all entrances and interaction areas throughout facilities including: conference rooms, open office areas, breakrooms, restrooms, concession areas
- Close on-site fitness center
- Cancel large group meetings
- Cancel job fairs
- Discontinue unnecessary party entry into facility
- Limit entry of non-essential visitors
- Add cleaning wipes to all in-house cleaning opportunities
- Increase clean crew size to facilitate increased focus areas and cleaning frequency
- Increase cleaning cycle frequency
- On-site cleaning team supporting immediate area cleaning
- Steps to avoid unnecessary door opening
- Requiring hand sanitizing at entry to building
- Requiring hand sanitizing at entry to break room
- Breakroom cleaning after each break
- Installing non-hand touch opener on bathroom doors
- Periodic cleaning/sanitizing equal to the cleaning that would occur if an actual infectious event were to have occurred

Additional Exemplary Opportunities for Consideration:

Exemplary areas to consider requiring cleaning, may also want to consider frequency, areas and frequencies may vary by location, use, and various other factors



WEBINAR OPPORTUNITIES

MILWAUKEE TOOL COVID-19 RESOURCE GUIDE

To ensure we continue to aid you during these challenging times, we want to provide a list of educational webinars for your association and contractors. Available topics include the following: Safety, Technology, and Leadership. Please see the available list of 7 options below with a general overview. Contact your Milwaukee representative for more information and to schedule a webinar.

SAFETY

Presenter: Raffi Elchemmas - National Health and Safety Manager

1. *Milwaukee Health and Safety Overview:*

- Current Covid-19 Tool cleaning protocol
- Showcase common jobsite injuries in the construction industry
- Outline innovations in health & safety to address them with Milwaukee solutions
- Showcase how Milwaukee solutions fit into the Safety Hierarchy of Controls

2. *Ergonomic Safety:*

- Showcase the causes and risk factors of ergonomic injuries in the construction industry
- Provide a step by step process to reduce and recognize ergonomic injuries on the jobsite
- Discuss recommended ways of preparing for tooling tasks to minimize risk for ergonomic injury
- Identify traits of tools that help you achieve that goal by using cutting edge scientific measurement equipment to quantify the levels of ergonomic risk of a tool

3. *Protection From Silica Exposure:*

- Review what silica is, who is at risk, and what are the risks
- Discuss the OSHA regulation, background, and best practices to protect against silica exposure
- Review Milwaukee Table 1 compliant solutions

TECHNOLOGY

Presenter: Tauhira Ali - Sr. Manager of Construction Technology

4. *Overview of Construction Technology:*

- Discuss how industry leaders & early adopters view emerging tech solutions
- Determine evaluation metrics for the unique needs of your organization
- Position your team to learn, elevate knowledge, and cultivate expertise
- Educate and increase engagement across all levels of your organization

LEADERSHIP

Presenter: Tauhira Ali – Sr. Manager of Construction Technology

5. *Diversity, Culture, & Innovation:*

- Develop an atmosphere of inclusion throughout your organization
- Leverage multiple viewpoints to create a resilient company strategy
- Engage multi-generational leaders to investigate and create best practices
- Build a robust innovation culture to uniquely serve the needs of your team

6. *Recruiting, Retaining Employees:*

- Generate a strategy for attracting new workers to your company
- Accelerate the training and growth plans for current employees, help them to thrive
- Build a culture of loyalty and pride to keep your team engaged and bring others to the table
- Celebrate different perspectives and backgrounds while creating a safe and authentic work environment

7. *Women's Leadership:*

- In 2018, there were almost 76 million women in the US labor force, representing 46.9% of the total workforce
- In the same year, 80% of contractors across the country reported trouble hiring skilled workers
- Women represent 9.9% of the workforce in construction but only 3.4% of employees in the field
- Discuss what it will take for women to represent a larger percentage of the industry and the effects of this on construction's workforce shortage.
- Learn how creating a culture of inclusion will drive profit for your company's bottom line



DIGITAL TOOL TRAINING

MILWAUKEE TOOL COVID-19 RESOURCE GUIDE

We are committed to making sure your employees stay safe and efficient on the job, and ensuring your apprentices on site have the best education we can provide. We are excited to introduce digital training videos on the following tools. Click the links or scan the QR codes below to view.

[Impact Driver](#)



[Drill Driver](#)



[Knockout Tool](#)



[6T Crimper](#)



[Cut-Off Machine](#)



[Cable Stripper](#)



[Rotary Hammer Drill](#)



[Grinder](#)



[Digital Torque Wrench](#)



[Band Saw](#)



[Sawzall](#)



[Threaded Rod Cutter](#)



[ANGLER Fish Tape](#)



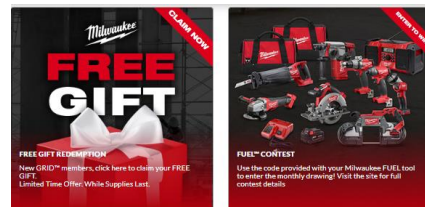
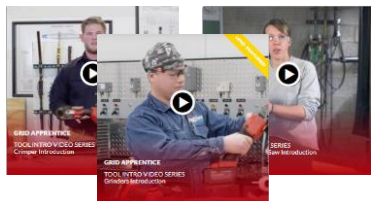
[Cable Cutter](#)



[Pipe Threader](#)



Apprentices can learn about their trades from home! Launched last fall, The Milwaukee GRID™ Apprenticeship Connection is a first of its kind apprentice resource designed to add value to their education and future careers. When members sign up for **free**, they receive exclusive access to:



Expanding Video Resource Library

They can learn about tools they use daily!

Peer Interaction

*Connect with & learn from other apprentices!
Facebook Search "GRID Apprenticeship Connection"*

Contests & Giveaways

They can win tools & accessories to use on the job!



Jump on THE GRID™

[CLICK HERE](#)

OR





SHIPPING AND INVENTORY UPDATE

MILWAUKEE TOOL COVID-19 RESOURCE GUIDE



Our distribution center is still operating at 100%. Expect normal turn times on orders.

- Any COVID-19 related emergency order will be processed within 1 hour. Reach out to your local representative for assistance in expediting your order.



Stock levels for our M12 and M18 cordless systems, jobsite lighting, accessories, hand tool and storage products are strong. We have what you need to get the job done.



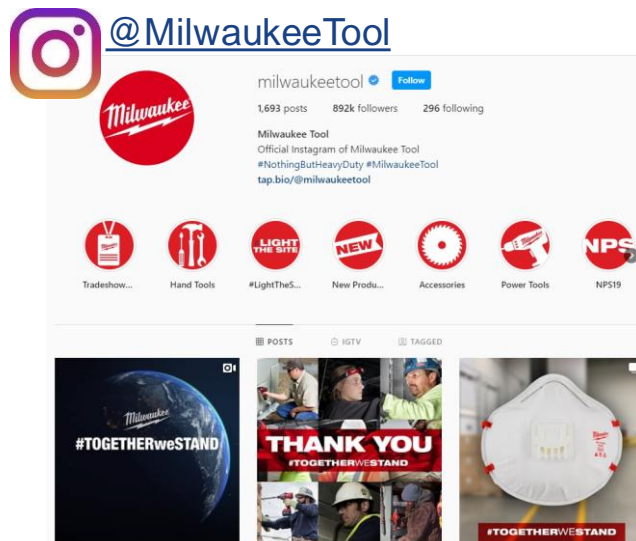
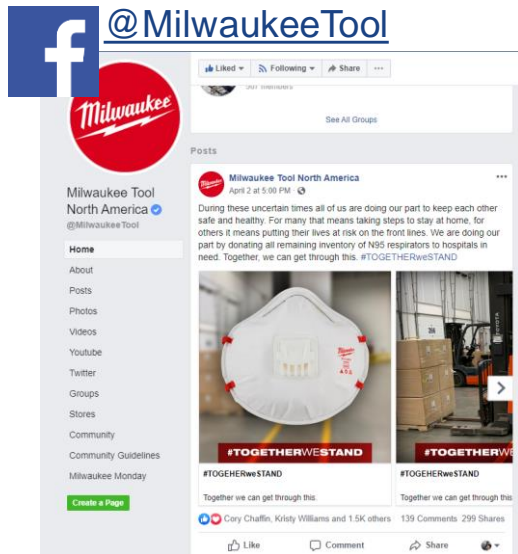
****NOTE:** Due to the global surge in demand for PPE products brought on by COVID-19, our inventories on respirators have been depleted. We are working diligently to correct this situation, and remain committed to working with our distributor partners to prioritize shipments to healthcare workers, first responders, and our core tradespeople who continue working around the clock to keep the country operating. **All other PPE is currently in stock.**



#TOGETHERweSTAND CAMPAIGN

MILWAUKEE TOOL COVID-19 RESOURCE GUIDE

We are all in this together. Milwaukee Tool is donating all remaining inventory of N95 respirators to hospitals in need. Connect with us and share your example of helping those on the front lines using **#TOGETHERweSTAND**.





CONNECTING WITH MILWAUKEE

MILWAUKEE TOOL COVID-19 RESOURCE GUIDE

Despite travel restrictions, the continued support of our sales team doesn't change. Please reach out to your Milwaukee Tool representative for the latest information regarding new product announcements, current promotions or anything else you need. We are just one phone call or email away.

In addition, Milwaukee Tool's *Heavy Duty News* gets you the latest updates and information sent directly to your inbox!

TO SIGN UP:

- Visit the [Milwaukee Tool](#) website
- Click 'Sign Up' in the top right corner



• OR





CLEANING OF TOOLS TO HELP PREVENT SPREAD OF COVID-19

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PROCEDURE

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LIMPIEZA DE HERRAMIENTAS PARA AYUDAR A PREVENIR LA PROPAGACIÓN DEL COVID-19

En caso de que se necesite limpiar una herramienta que no tenga sangre o fluidos corporales visibles en ella, Milwaukee® recomienda el siguiente protocolo. Este protocolo está sujeto a las recomendaciones de los Centros de Control de Enfermedades (“CDC”), OSHA y de los departamentos sanitarios estatales y locales. Siga las directrices correspondientes de estas agencias.

- Las personas que manejen las herramientas deben lavarse las manos o usar un desinfectante de manos adecuado antes y después de usarlas para ayudar a prevenir la contaminación.
- Las personas que manejen las herramientas deben estar capacitadas correctamente y protegidas usando el equipo protector personal (PPE) necesario.
- Limpie todas las herramientas únicamente con jabón suave, un trapo húmedo limpio y, de ser necesario, una solución de blanqueador diluido aprobado.
Ciertos agentes y solventes de limpieza pueden dañar el plástico y otras partes aisladas, por lo que no deben usarse.
- Milwaukee® no recomienda limpiadores que sean conductores o materiales corrosivos, especialmente los que tienen amoníaco. Algunos de estos incluyen la gasolina, trementina, adelgazador de barniz, adelgazador de pintura, solventes de limpieza con blanqueador, amoníaco y detergentes caseros que contienen amoníaco.
- Nunca use solventes inflamables o combustibles alrededor de las herramientas.

OPCIONES DE LIMPIEZA:

1. JABÓN SUAVE Y ASENTARSE

- Si no hay sangre presente en el producto, puede **limpiarse con jabón suave y un trapo húmedo para retirar los fluidos y luego dejarlo asentarse durante 3 días**. Esto es en consideración con los CDC de que el virus puede vivir en superficies de plástico por hasta 72 horas, lo que sugiere que el virus ya no sería dañino después de este periodo de asentamiento. Después de esto, la herramienta puede limpiarse de nuevo.

*Se recomienda para las baterías.

2. JABÓN SUAVE Y SOLUCIÓN DE BLANQUEADOR DILUIDO

- Si no hay sangre presente en el producto, puede **limpiarse con jabón suave y un trapo húmedo para retirar polvo y grasa, y luego descontaminarse con una solución de blanqueador diluido**, en consideración con los CDC. El procedimiento completo de limpieza con blanqueador diluido puede encontrarse a continuación.

*No se recomienda para las baterías.

PROCEDIMIENTO

1. Limpie la superficie del producto con jabón suave y agua para retirar polvo y grasa.
2. Sumerja un trapo limpio en la solución de blanqueador diluido.
3. Exprima el trapo para que no esté goteando.
4. Limpie suavemente cada empuñadura, superficie de agarre o superficie exterior con el trapo, con mucho cuidado de que los líquidos no fluyan dentro de la herramienta.
5. No debe utilizarse ningún otro material de limpieza, ya que la solución de blanqueador diluido nunca debe mezclarse con amoníaco ni con ningún otro limpiador.
6. Permita que la superficie seque naturalmente.
7. El personal de limpieza no debe tocarse el rostro con las manos sin lavar y debe lavarse inmediatamente las manos después de este proceso.

Una solución de blanqueador diluido puede hacerse al mezclar:

- 5 cucharadas (1/3 de taza) de blanqueador por 3.79 litros (un galón) de agua; o
- 4 cucharaditas de blanqueador por un 0.94 litros (un cuarto) de agua

NOTA: Si había sangre en el producto, es necesario realizar una limpieza avanzada. Siga los protocolos establecidos para su negocio sobre los agentes patógenos transmitidos por la sangre. Bajo los requisitos de la OSHA, cualquier persona que deba realizar este tipo de limpieza debe estar capacitado en agentes patógenos transmitidos por la sangre y el uso del PPE necesario para esta labor.

PLEASE NOTE DISCLAIMER AT THE END OF THE DOCUMENT

Screening Questionnaire – COVID-19 (Coronavirus)

Questions asked at initial screening:

Name: _____ Date: _____

Please circle the appropriate responses.

1. Do you currently have symptoms of a respiratory infection?

a. NO

b. YES. – (If so, please indicate your symptoms)

Fever Shortness of breath Cough Sore throat Loss of Smell Loss of Appetite

2. Have you traveled outside this area (surrounding counties) within the past 10 days?

a. NO

b. YES – (If YES, When? and Where?)

3. Have you been exposed to someone who has tested positive or diagnosed with COVID-19?

a. NO

b. YES – (If YES, When? and Where?)

Provider Recommendations (circle one):

Work

Do Not Work

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COVID-19

Measure	Low	Medium	High
Threat Level	No Cases Threat Imminent	> Threat Level Than Low	> Threat Level Than Medium

Threat Level Low – No Cases. Threat Imminent.

Possible Measures to Consider or Put in Place for Prevention of Infection:

- Signage and daily communication of prevention best practices as described by the CDC website or other relevant source (English and Spanish)
- Add hand sanitizer at all entrances and interaction areas throughout facilities Including: conference rooms, open office areas, breakrooms, restrooms, concession areas
- Close on-site fitness center
- Cancel large group meetings
- Cancel job fairs
- Discontinue unnecessary party entry into facility
- Limit entry of non-essential visitors
- Add cleaning wipes to all In-house cleaning opportunities
- Increase clean crew size to facilitate increased focus areas and cleaning frequency
- Increase cleaning cycle frequency
- On-site cleaning team supporting immediate area cleaning
- Steps to avoid unnecessary door opening
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- Breakroom cleaning after each break
- Installing non-hand touch opener on bathroom doors
- Periodic cleaning/sanitizing equal to the cleaning that would occur if an actual infectious event were to have occurred

Additional Exemplary Opportunities for Consideration:

Exemplary areas to consider requiring cleaning; may also want to consider frequency; areas and frequencies may vary by location, use, and various other factors

Areas Cleaned by Contracted Professional Cleaning Service ((X) = Frequency Hours)	Areas / Devices Cleaned by Employees (e.g., @ Shift Start Frequency)
Turn Styles (6)	Desks
Room Thermostats (6)	Push Carts
Water Fountains (6)	Security Guard Posts
Vending Machines (6)	Handheld Scanners
Time Clocks (8)	Powered Industrial Trucks
Restrooms (4)	Clerk Desk Counters
Breakrooms -all surfaces (after each break)	Golf Carts
Light Switches (8)	Clerk Computers
Entire Office Surfaces (nightly)	Powered Industrial Truck Charging Plugs
Etc.	Pick to Light
	Wrapper Controls
	Tape Dispensers
	Air Pillow Machines
	Handrail to Mezzanine
	Etc.

Loss of Workforce Risk Mitigation Potential Considerations:

- Transitioned meetings to remote means (e.g., phone, video conference, etc.) wherever possible
- Create depth chart with remote work capability
- Cellular work groups
- Review latest information and recommendations for limiting spread of disease
- Break realignment to segment groups and increase social distancing
- Determine remote work group and implement
- Social Distancing group implementation
- Daily Health Screening
- Compile critical vendor list

On-site Medical Clinic Opportunities to Potentially Consider:

- Increased Staffing to support the following:
 - Critical Hours
 - Test Kits to support widespread testing
 - Influenza A
 - Influenza B
 - Strep
 - On-site personnel flow through the clinic for flu like symptoms for triage diagnosis
 - On-site personnel flow through the clinic for evaluation prior to return to duty

- Testing Availability for COVID-19
- Frequently review new information and advice from all governmental agencies, CDC, and WHO. .

Threat Level Medium

- Individual first gaining knowledge of a confirmed COVID-19 employee contacts HR.
- Consider having a communication plan compliant with all applicable laws and regulations.
- Consider having plan in place to clear building and deactivate access.
- Consider having a predetermined cleaning response plan.
- Consider review of close contact information, if available, e.g., video cameras, for anyone that may have had immediate close contact with ill employee.
- Notifying and sending close contact exposed employees through the clinic for evaluation

Threat Level High

- Individual first gaining knowledge of a confirmed COVID-19 employee contacts HR.
- Activate appropriate level of the Communication Plan
- Clear building
- Notify Cleaning company for possible immediate response
- Building shutdown, post signage
- Deactivate building access
- Review close contact information, if available, e.g., video, for close contact exposure
- Consider conditions and timing to reopen
- Adjust further prevention activities
- Notify and send close contact exposed employees through the clinic for evaluation
- Activate appropriate level of the Communication Plan

Scenario Communication Plan

The situation we are all facing related to COVID-19 remains fluid and changes daily. You may want to consider having a communication plan in place should a case of COVID-19 be experienced. The plan may include both external and internal communication. You may also want to consider communication before any case of COVID-19 is experienced.

Who Does What?

Actions to consider:

- Communicate the current level
- Reiterate the previously described action associated with that level
- Inform employees of immediate action
- Communicate the site actions that have been completed
- Gain alignment on a return to work decision
- Communicate any new additional precautions that have been implemented

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Health Screening

Considerations:

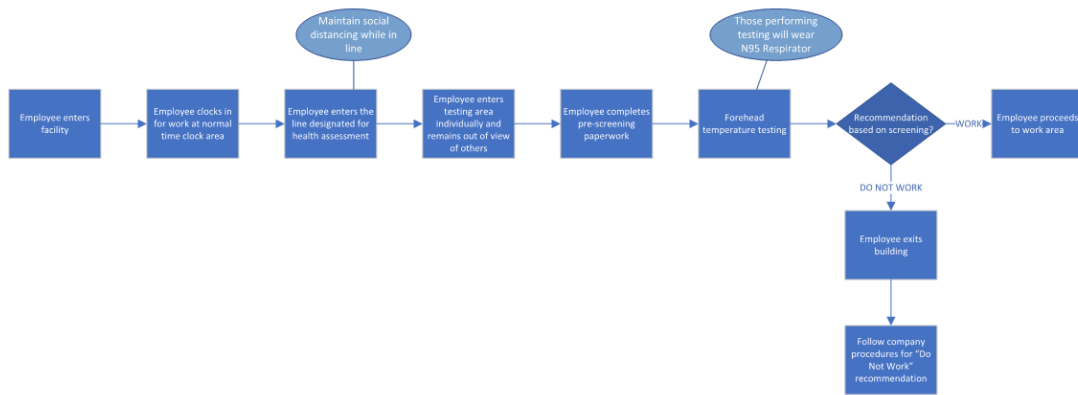
- How to communicate to employees
 - Email
 - Sign on each entrance
- Maintain “Social Distancing” while in line
- Maintain employee privacy
- Determine policy for those that refuse testing

Sequence of Events Example:

1. Employee enters the facility through ____ entrance
2. Employee clocks in for work at the normal time clock area
3. Employee enters the line designated line for health assessment
4. As employees reach the testing point, they will enter individually and remain out of view of the those in line waiting for testing
5. Employee Screening (Those performing testing will wear N95 Milwaukee Respirator)
 - a. Employee Pre-Screening form will be completed
 - b. Forehead temperature testing
 - c. Based on Screening, determine recommendation for “Work” or “Do not Work”
 - i. Determine policy and procedure for “Do not Work”
 1. Exit to Use
 2. Triage Area if clinic is available

Note: Many health organizations and governmental bodies recommend maintaining social distancing whenever possible.

Visual Communication Example 1 (Flow Chart)



Visual Communication Example 2 (Power Point)

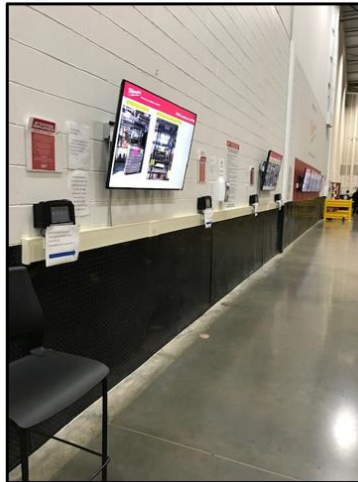
1

Enter Facility



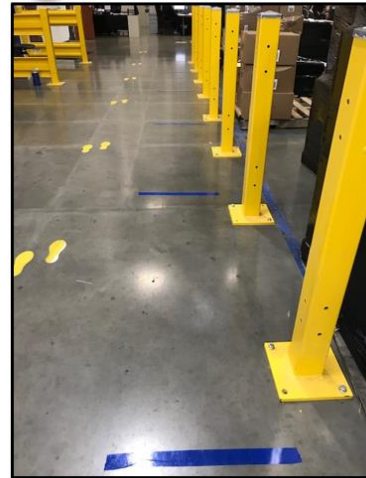
2

Clock In



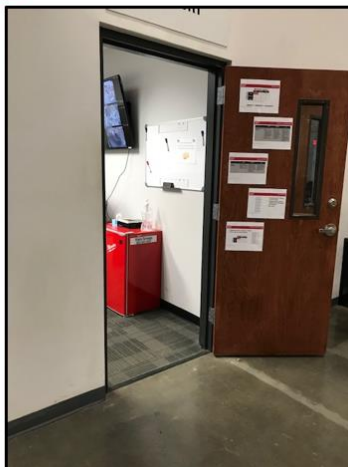
3

Get In Line



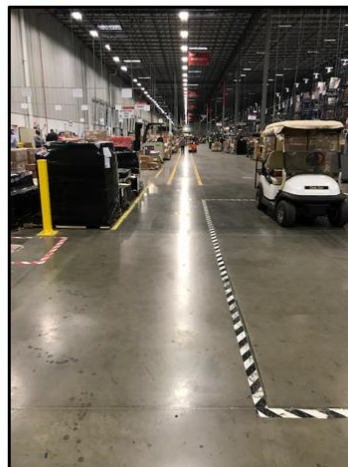
4

Private Screening



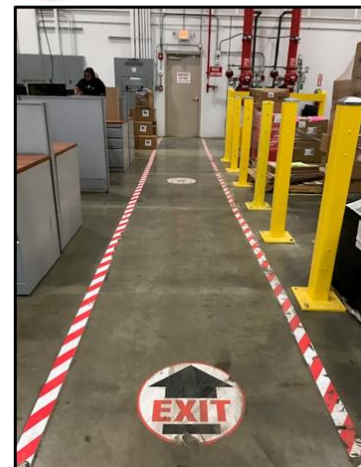
5

Go To Work



5

Designated Exit



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