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**PLUMBING-HEATING-COOLING  
CONTRACTORS ASSOCIATION**  
*Best People. Best Practices.*

# MILWAUKEE TOOL COVID-19 RESOURCE GUIDE

**6/1/20**



# 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. Below is an updated resource guide for you and your teams.

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**START BY CLICKING THE LINK BELOW**

**[#TOGETHERweSTAND](#)**

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**PLUMBING-HEATING-COOLING  
CONTRACTORS ASSOCIATION®**  
*Best People. Best Practices.™*



# TOOL CLEANING BEST PRACTICES

## MILWAUKEE TOOL COVID-19 RESOURCE GUIDE

We have produced a tool cleaning best-practices document to help keep your jobsites safe. Follow the link below to our COVID-19 Resource Page, to view this and other helpful documents. A Spanish version is also available, upon request.

CLICK [HERE](#)



### 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 should not 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 (1/3<sup>rd</sup> 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.



# TOOL TRANSFER BEST PRACTICES

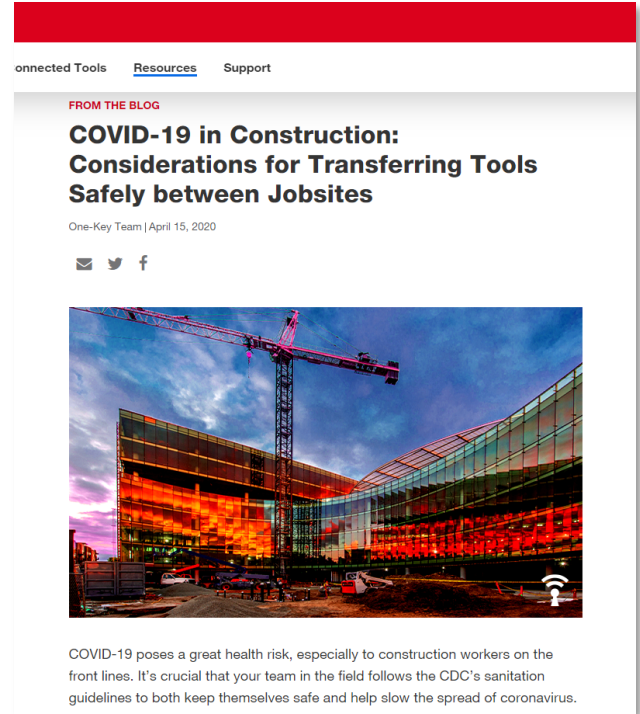
## MILWAUKEE TOOL COVID-19 RESOURCE GUIDE



**CUSTOMIZE. TRACK. MANAGE.**

Milwaukee's One-Key™ team has released a best practices guide for transferring tools between jobsites. The seven steps listed will help you remain compliant with CDC guidelines and, most importantly, keep your workers healthy.

CLICK [HERE](#)







# PPE PROTOCOL - MASKS

## MILWAUKEE TOOL COVID-19 RESOURCE GUIDE



N95 Mask



Face Covering

### Notes on Mask Use/Re-Use:

- Normally, masks are considered disposable and can be thrown away after use.
- OSHA recently issued guidance regarding the extended use of respirators, including the ability to reuse a respirator
- A mask can continue to be used again provided a mask has:
  - maintained its structural and functional integrity
  - the filter material is not physically damaged, soiled, or contaminated.
- As such, care should be exercised to keep masks clean during use and storage
- Also, masks should be inspected before each use to ensure they continue to be suitable for use
- It would be reasonable to replace a mask after 5 days of daily use, or if the inside becomes unsanitary
- To safely reuse a mask, follow some basic precautions, as recommended by the CDC:
  - washing our hands or using a sanitizer before we touch our mask
  - clean hands during use if we have come in contact with a contaminated surface, dirt or grease
  - clean hands again after masks have been removed and placed in storage
- When putting a mask on, or taking one off, follow some basic precautions again, as recommended by the CDC:
  - avoid touching the front of the mask, if possible. Act as if it is contaminated just in case
  - install the mask using the ties or elastic straps. If one must grab the front, be sure their hands are clean first
  - after use, remove by grasping the ties or elastic straps as shown above
  - Place the respirator in a clean location that is not likely to be handled by others in the area or damaged by other items. A paper or plastic bag, on an upper shelf or in a drawer or cabinet away from chemicals, would be acceptable.



# PPE PROTOCOL - GLOVES

## MILWAUKEE TOOL COVID-19 RESOURCE GUIDE

### Notes on Gloves Use/Re-Use:



Reusable Gloves

- Always wear proper PPE ,including gloves when job hazards warrant it.
- The CDC recommends:
  - Wear disposable gloves when cleaning and disinfecting surfaces.
  - Gloves should be discarded after each cleaning.
  - If reusable gloves are used, those gloves should be dedicated for cleaning and disinfection of surfaces for COVID-19 and should not be used for other purposes.
  - Wash reusable gloves in accordance with the glove's cleaning instructions.
  - Clean hands immediately after gloves are removed.
- **Remember: Do not touch your face while wearing gloves.**
- **To safely remove disposable gloves, follow the steps outlined below protocols:**



Disposable Gloves



1. Pinch and hold the **outside** of the glove near the wrist area.
2. Peel downwards, away from the wrist, turning the glove inside out.
3. Pull the glove away until it is removed from the hand and **hold the inside-out glove with the gloved hand.**
4. With your un-gloved hand, slide your finger/s **under the wrist** of the remaining glove, **taking care not to touch the outside of the glove.**
5. Again, peel downwards, away from the wrist, turning the glove inside out.
6. Continue to pull the glove down and over the inside-out glove being held in your gloved hand.



# OFFICE AND COLLABORATION PROTOCOL MILWAUKEE TOOL COVID-19 RESOURCE GUIDE

Across the country, businesses are gradually beginning to open as we come out of the COVID-19 situation. As you are putting together your office plans, you can refer to the guidelines set by Milwaukee Leadership for inspiration. The file is located on our COVID-19 Resources page on [milwaukeeetool.com](https://milwaukeeetool.com)

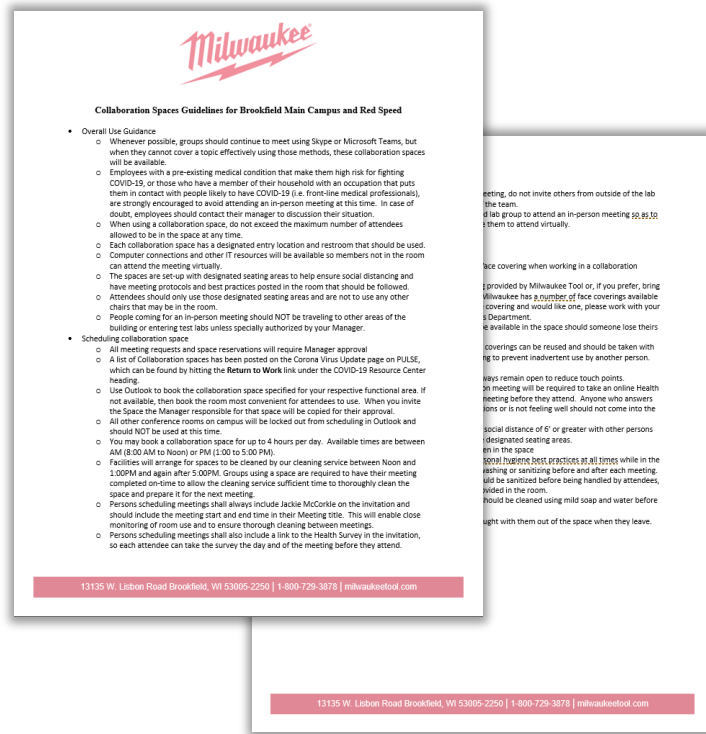
CLICK [HERE](#)

**\*\*NOTE\*\*** This is an example of some potential information that may be useful for an Essential Business (as defined under the applicable local, state, or federal law) to consider having in place with regard to COVID-19 planning, procedures, and mitigation steps, etc. This document and the information provided herein does not, and is not intended to, constitute legal advice; instead, all information, content, and materials herein are for general informational purposes only. Information in this document may not constitute the most up-to-date legal or other information. Additionally, information provided herein is not intended to be exhaustive or to satisfy all applicable laws, regulations, and recommended practices.

Readers of this document should contact experts to obtain advice with respect to any particular pandemic matter. No reader or user of this document should act or refrain from acting on the basis of information on this document without first seeking legal advice from counsel in the relevant jurisdiction. Only your individual attorney and/or experts can provide assurances that the information contained herein – and your interpretation of it – is applicable or appropriate to your particular business or situation. All liability with respect to actions taken or not taken based on the contents of this document are hereby expressly disclaimed. The content in this document is provided "as is;" no representations are made that the content is error-free.

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

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# OPERATIONS PROTOCOLS

## MILWAUKEE TOOL COVID-19 RESOURCE GUIDE

Please be sure to review the additional Operations Protocol provided at our COVID-19 Resource Page, including:

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

CLICK [HERE](#)

**\*\*NOTE** – These are examples of some potential information that may be useful for an Essential Business (as defined under the applicable local, state, or federal law) to consider having in place with regard to COVID-19 planning, procedures, and mitigation steps, etc. This document and the information provided herein does not, and is not intended to, constitute legal advice; instead, all information, content, and materials herein are for general informational purposes only. Information in this document may not constitute the most up-to-date legal or other information. Additionally, information provided herein is not intended to be exhaustive or to satisfy all applicable laws, regulations, and recommended practices.

Readers of this document should contact experts to obtain advice with respect to any particular pandemic matter. No reader or user of this document should act or refrain from acting on the basis of information on this document without first seeking legal advice from counsel in the relevant jurisdiction. Only your individual attorney and/or experts can provide assurances that the information contained herein – and your interpretation of it – is applicable or appropriate to your particular business or situation.

All liability with respect to actions taken or not taken based on the contents of this document are hereby expressly disclaimed. The content in this document is provided "as is;" no representations are made that the content is error-free.

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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 COVID-19 symptoms?  
a. NO  
b. YES – (If so, please specify symptoms: \_\_\_\_\_)

Fever \_\_\_\_\_ Shortness of Breath \_\_\_\_\_

2. Have you traveled to a high-risk area in the last 14 days?  
a. NO  
b. YES – (If YES, Where? \_\_\_\_\_)

3. Have you been exposed to someone with COVID-19?  
a. NO  
b. YES – (If YES, Where? \_\_\_\_\_)

Provider Recommendation: \_\_\_\_\_

Work \_\_\_\_\_

Note: Many health professionals recommend wearing a mask whenever possible.

Visual Communication \_\_\_\_\_

PLEASE NOTE DISCLAIMER AT THE END OF THE DOCUMENT

Health Screening

Considerations:

- How to communicate to employees:
  - o Email
  - o Signage
- Maintain 6-foot distancing
- Maintain eye contact
- Determine if employees are symptomatic

Sequence of Events

1. Employee enters facility
2. Employee checks in
3. Employee is screened
4. As employee is screened, those in line are notified
5. Employee is directed to work area

Work \_\_\_\_\_

PLEASE NOTE DISCLAIMER AT THE END OF THE DOCUMENT

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
- 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

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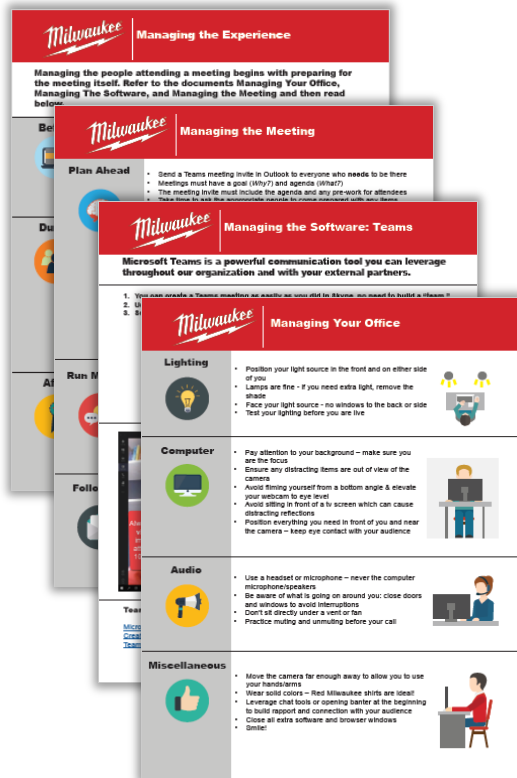


# MANAGING REMOTE MEETINGS

## MILWAUKEE TOOL COVID-19 RESOURCE GUIDE

For 10+ years, Jon Finch – VP Training at Milwaukee Tool, has managed remote and office teams. COVID-19 has challenged everything we know and forced us to get even better at virtual teams. Follow the links below to view Jon's best practices regarding:

- [\*\*MANAGING YOUR OFFICE\*\*](#)
- [\*\*MANAGING THE SOFTWARE\*\*](#)
- [\*\*MANAGING THE MEETING\*\*](#)
- [\*\*MANAGING THE EXPERIENCE\*\*](#)





# eSERVICE TOOL REPAIR SOLUTIONS

## MILWAUKEE TOOL COVID-19 RESOURCE GUIDE

Our tool repair facility is still operational. We have a flexible service option to best suit your needs while practicing the recommended Social Distancing:

### eSERVICE Is Your 24/7 Solution For Quick, Convenient Repairs

- Free FedEx shipping to Milwaukee Tool repair facility
- Nearly 8,000 authorized FedEx ship centers nationwide
- Factory trained technicians repair your tool with genuine Milwaukee parts
- Your tool is returned directly to you – No need to pick it up

Learn more about eSERVICE [HERE](#)





# 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 & 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 training and growth plans for employees, help them to thrive
- Build a culture of loyalty and pride to keep your team engaged
- 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





# ARTICLES, PODCASTS & BLOGS

## MILWAUKEE TOOL COVID-19 RESOURCE GUIDE

Below is a selection of different resources that Milwaukee Tool Leadership has identified to be most impactful to their teams, as we all continue to navigate through this difficult time. Follow the links provided to read or listen at your convenience.

### KEN BLANCHARD COMPANIES ARTICLES

#### 12 NEW HABITS FOR LEADING IN A VIRTUAL ENVIRONMENT

Leading virtually requires a whole new mindset. “How do I maintain connection?” “How do I foster trust?” “How do I provide feedback?” Even something as basic as, “How do I know they’re working?” requires a new strategy, says John Hester, co-creator of The Ken Blanchard Companies’ Leading Virtually Program.



[READ ARTICLE](#)

#### 3 STRATEGIES FOR LEADING YOURSELF THROUGH CHALLENGING TIMES

The COVID-19 pandemic has fundamentally changed so many aspects of our home and work lives. Regaining a sense of control is the first order of business, says Susan Fowler, co-creator of The Ken Blanchard Companies’ Self Leadership Program.



[READ ARTICLE](#)

### HARVARD BUSINESS REVIEW ARTICLE

#### A GUIDE TO MANAGING YOUR (NEWLY) REMOTE WORKERS

Barbara Larson, Susan Vroman and Erin Makarius provide in-depth analysis on the common challenges of remote work, and the steps managers and team leaders should take to overcome these obstacles.



[READ ARTICLE](#)

### PODCASTS & BLOGS

#### MANAGING EFFECTIVELY DURING CHANGE

Judd Hoekstra, from The Ken Blanchard Companies, is an expert in leadership and human performance, a best selling author and speaker. Listen to his insights on managing through change and transition.



[START LISTENING](#)

#### STACEY HANKE, INC

Stacey and her team have been to Milwaukee Tool many times to work with our leaders and individual contributors. Stacey equips others to communicate with confidence, presence and authenticity. Explore her website, especially her blogs, for quick hits on becoming more influential!



[READ MORE](#)



# ARTICLES, PODCASTS, BLOGS (Continued)

## MILWAUKEE TOOL COVID-19 RESOURCE GUIDE

The articles presented below have been impactful to Milwaukee's Leadership group, and we wanted to share these with you. Click the links to read at your convenience.

### BUSINESS NEWS DAILY ARTICLE

#### 5 TIPS FOR GUIDING YOUR TEAM THROUGH A ROUGH PATCH

In recent months, the novel coronavirus disease has negatively impacted businesses all over the world. Your company might be facing the prospect of downsizing. Your best employee might be struggling to work remotely. Team morale is low, and it's your job as their manager to lift their spirits and keep them on track. Sean Peek provides 5 guidelines to follow when managing team morale.

**BUSINESS  
NEWS DAILY**  
Small Business Solutions & Inspiration

[READ ARTICLE](#)

### HARVARD BUSINESS REVIEW ARTICLES

#### THE FIRST THING GREAT DECISION MAKERS DO

Statistician Cassie Kozyrkov explores the common challenges leaders face when seeking out data to make strategic decisions, and how these challenges can be overcome.

**Harvard  
Business  
Review**

[READ ARTICLE](#)

#### HOW TIMEBOXING WORKS AND WHY IT WILL MAKE YOU MORE PRODUCTIVE

Marc Zao-Sanders, Co-Founder and CEO of filtered.com, presents five reasons why you should avoid a standard to-do list and adopt the practice of timeboxing.

**Harvard  
Business  
Review**

[READ ARTICLE](#)



# 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](#)



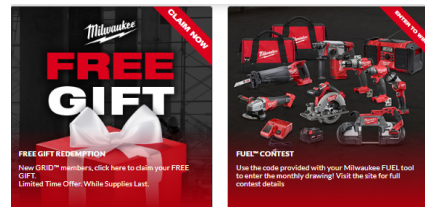
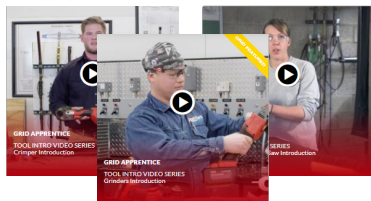
[Cable Cutter](#)



[Pipe Threader](#)



Apprentices can learn about their trades from home! Launched last fall, The Milwaukee GRID™ Apprentice 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 Apprentice Connection"*

## Contests & Giveaways

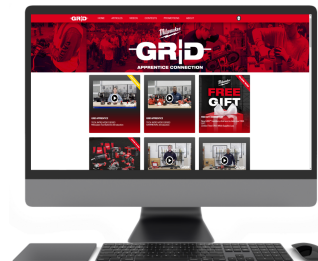
*They can win tools & accessories to use on the job!*



Jump on THE GRID™

[CLICK HERE](#)

OR





# MX FUEL – NOW SHIPPING

## MILWAUKEE TOOL COVID-19 RESOURCE GUIDE

The first wave of the **MX FUEL™ Equipment** and **Accessories** are **NOW SHIPPING!!!**

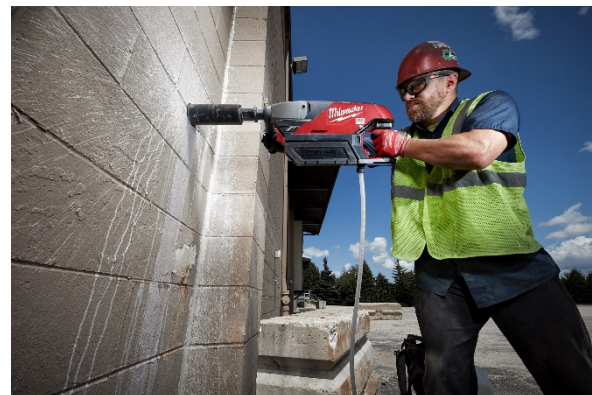
The MX FUEL™ Equipment System revolutionizes the light equipment market by delivering trade-focused performance, run-time, and durability without the hazards associated with emissions, noise, vibration, and the frustrations of gas maintenance. This compatible system goes beyond the limitations of gasoline and power-cord units. **THIS** is Equipment Redefined!



**MX FUEL™ 14" CUT-OFF SAW**



**MX FUEL™ BREAKER**



**MX FUEL™ HANDHELD CORE DRILL**





# 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

Right now, sometimes it is nice to have something other than COVID-19 to focus on. Leveraging technology, the Milwaukee Tool Shed Band found a way to create music together from the safety of their own homes to share on social media with our end-users, distributors, and employees. Find the performances on our official Facebook page today!



Connect with us and share your examples of helping those on the front lines using **#TOGETHERweSTAND.**



[@MilwaukeeTool](https://www.facebook.com/MilwaukeeTool)



[@MilwaukeeTool](https://twitter.com/MilwaukeeTool)



[@MilwaukeeTool](https://www.instagram.com/MilwaukeeTool)





# CONNECTING WITH MILWAUKEE

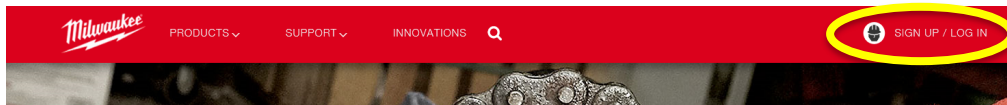
## MILWAUKEE TOOL COVID-19 RESOURCE GUIDE

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](https://www.milwaukeetool.com) website
- Click 'Sign Up' in the top right corner



• OR

