

April 7, 2020 - 10:00am ET

Georgia Manufacturers Alliance - Roundtable HR and Safety

Host: Jason Moss, Founder and Executive Director GMA

- Guests:
- Callie Manley, Safety Hygiene Professional, Bermac
 - Joe Freedman, CEO, Peachtree Tents and Events
 - Roger Grabman, Sr. Professional Engineer, Grab Innovations
 - Randy Brunson, Financial Advisor, Centurion AG

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Welcome by Jason Moss - Today's topic is Manufacturing Task Force

The purpose of this call is for industry leaders to share best practices so we can learn from each other, it is a great way to build and grow relationships during this unique time even though we are doing it digitally. We have call participants nationwide. If you see any ideas implemented that could help other manufacturers, please let us know. We're glad you are here!

Introducing today's speakers:

Callie Manley, Industrial Safety Hygiene Specialist at Bermac

Prior to joining Bermac in 2019, I worked at Emory Hospital for three years but wanted to get out of the healthcare industry and joined Bermac. I prefer safety on the industrial side. I'm a graduate of UGA.

Question: What do you see as some of the examples of safety measures properly implemented:

1. Instead of shifts, one North Atlanta company now has separate production teams.
 - a. Left side is early morning shift
 - b. Right side is night shift

They have 70 employees so only 50% is in the factory at one time.

2. There are rotating designated employees who clean and sanitize every two hours, cleaning common areas, restrooms, break room, refrigerator handle, door handles etc. It keeps the employees involved and cleaning keeps their mind on safety.

Question: Any supply issues?

Not yet. They have a strong sanitizer, mostly alcohol. They are good on gloves, not everyone wears masks. So far, so good.

Question: Forecasting has shortened. Has Bermac made any plans for companies exiting the quarantine process? Several companies with active Covid-19 cases have shut down. Any advice on what to look for or training on how to decontaminate once a company is shut down? Customers: There are plans with general rules on site. Follow A, B, C. If an employee has the virus, we sanitize the area. No plans for returning from quarantine.

Our Construction crew: There is no slow down for construction employees on site, I still see construction everywhere. Most manufacturers allow employees but visitors are banned.

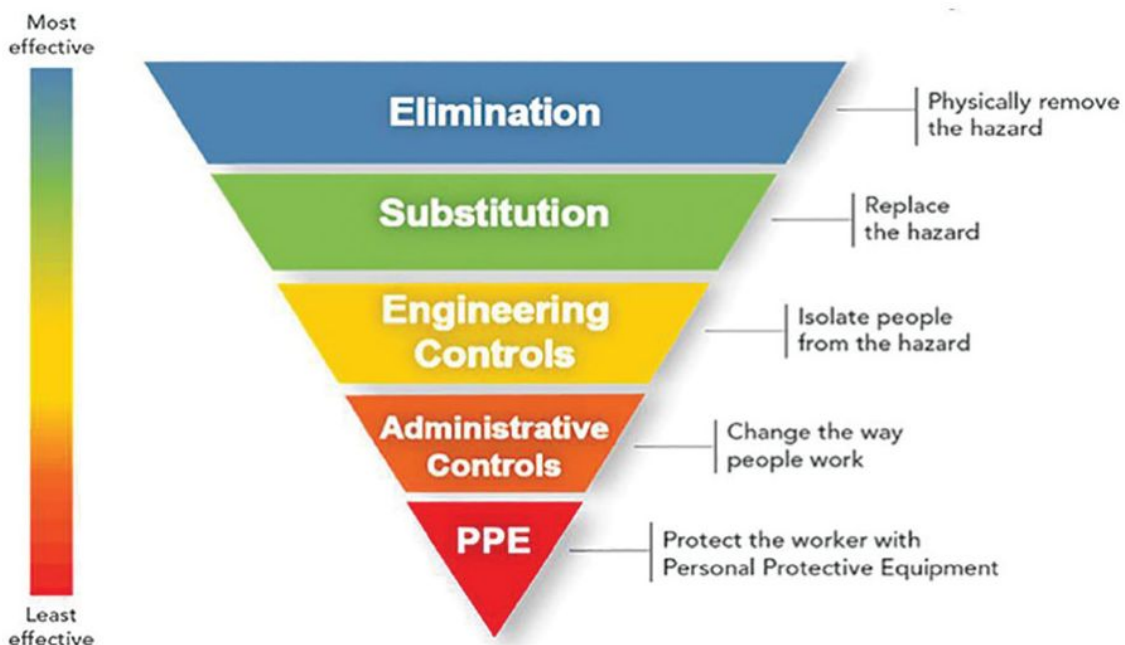
Next Speaker:

Roger Grabman, Professional Engineer, Grab Innovations and Services LLC

Even though I have many roles, owning my own company, I am also President of the Georgia Society of Professional Engineers, member American Society of Safety Professionals - all HR and Safety professionals.

Question: what have you seen as far as successfully implementing safety?

Safety professionals refer to the hierarchy of mitigation, ie how do you control risk. See picture:



As you can see:

1. Eliminating Risk is the most important, which in this case is making employees stay at home.
2. Substitution, does not apply here
3. Engineering controls = screen between you and the cashier
4. Administrative controls = change the way people work
5. PPE is the least desired but gets the 2nd most press nowadays, which is amazing, because PPE is only as good as it is being checked. For instance, a supervisor making sure employees are wearing their masks.

Thanks Roger, appreciate the image!

Next Speaker:

Joe Freedman, CEO, Peachtree Tents and Events

We are in the event service business. Helping with disasters is not our core but we have done so since 2006. Right now we are helping companies such as Duracell, Fresh Express, Emory Hospital Urgent Care, Delta, FEMA, etc. with:

- Temporary break rooms, workstations with social distance guidelines.
- Adhering to safety, keeping distance between employee and/or customer. We supply temporary structures and we create a barrier.
- Employees who have to be screened before entering a building, we supply tents but also hand cleaning stations, portable restrooms, seating etc.
- Masks, we have identified a source for KN95 masks (not the N95 masks that hospitals need). These masks are sanctioned by FDA and CDC for Corona virus. Our supplier is courtney@biobarrier360.com. They are overwhelmed with orders right now and may have a 7 day delivery time.
- Drive-thru facilities.

We do not know what Coronavirus does to surroundings so we need protective gear for our employees adjusting structures and taking them down.

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Jason: Thanks Joe! Separation is key, eliminate bottlenecks, thank you for all you do.

Next Speaker:

Sloan MacKarvich, Tie Down Engineering and Manufacturing

Tie Down is a metals manufacturer in Atlanta. Our action steps are eliminating hazards and enforcing social distancing, which we think is key. Here is what we are doing:

- Large manufacturing floor, so 6 ft distance is easy

- Office space, a little more difficult to do so we rotate employees as far as coming into the office and working remotely.
- Hand sanitizing stations at common touch points and every entry
- No more key touch entry. We do not allow visitors so no need for key touch entry.
- Forklifts now have instant sanitizing spray bottles in cup holders as forklifts get used by different operators all day.
- Employees are asking for more PPE, personal protection equipment, and we are assuring them we are doing our best to get a hold of as many items as possible but nothing takes away from the basic protocol of maintaining distance and practicing common hygiene.

Jason: How is your headcount today? Yesterday you said it was about 20% off.

Sloan: today is the same. Some employees are waiting for testing results from family members, the tests take more than a week which is not good but reality.

Next Speaker:

Joy Duncan, Executive Director of Rehabilitation Industries of Northeast Georgia

We are at partial capacity, a few employees are working on customer projects for essential businesses. Our latest challenge was a supervisor whose grandchild had tested positive last Saturday. Doctors won't test you if you are not feeling ill, so she is social distancing and waiting 72 hours before returning to work. Unfortunately, she drives a van of seven people who carpool. That's a social distancing challenge so cannot work. Had to put some employees on two week unemployment leave. We were impacted by one employee who was exposed. What we do:

- Tables are more than 6ft apart
- Few employees at a time work
- Every touch point is sanitized twice a day

Next Speaker:

Randy Brunson, Centurion Advisor Group

A comprehensive personal and business financial planning firm. We do cashflow allocation, tax reduction, retirement plan design, preparation for future, budgeting, investment management etc. We are fully emerged in the CARES Act, here is an overview of what's available:

1. Individual benefit: Recover Rebate. Cash: \$1200 pp, \$2400 household/joint tax return. As long as indiv earns less than \$75K, or household less than 150K. Based on 2019 if filed otherwise 2018 tax return. Plus \$500 ea child under age 17.
2. Unemployment benefits for furlough or laid off/terminated. State Unemployment plus Cares Act additional \$600 per week. Both 26 weeks. All unemployment will be administered by GA State Dept of Labor.

Tier 2 = auto industry. Their supplier needs to furlough employees because of shut down. So employees get State unemployment benefit plus \$600 retro to 3/29 to at least 7/31.

3. PPP (Paycheck Protection Program): Available to every company with less than 500 employees or a restaurant or hotel with less than 500 employees per location. Lump sum available to many companies. \$349 Billion is allocated, administered by www.SBA.gov. Monies are available under the PPP loan arrangement. If you have less than 500 employees, go ahead and apply through your bank. Hopefully you have:
- 1. Good relationship with your banker
 - 2. Someone at your bank who works w SBA
 - Every bank has their own supplementation documentation guidelines.
 - SBA form 4283, 2 pages fill out, sign (www.sba.gov)
 - Bank will send checklist of supplemental docs. The bank will take your form 4283 and their form 4284 to SBA.
 - Banks are inundated. Major banks are super busy. Regional banks are easier. Think Synovus, Renessant, etc
 - Some people have been approved by SBA and are awaiting checks. Some are getting automated emails from banks.
 - Expenses that qualify:
This can change without notice. The journey from legislation to regulation usually takes a min of 6 mos, we are talking weeks now.
 - 2019 and Q12020 gross PR: take average monthly amount x 2.5
 - If fired someone 2019 or Q1 will be decided by bank if that matters.
 - The question is still out if rent and utilities qualify as part of loan amount
 - Once you get loan - if 75% of the loan proceeds are strictly for PR for the eight weeks beginning the day of receipt of loan, but no further than June 1, then 100% loan will be forgiven and will not come back to the business or business owner as taxable income.
 - Summary: guidelines are being developed, so have patience.

Jason: My primary bank is Synovus. After several back/forth with bank, paperwork and more paperwork, the bank said we could not include rent, utilities etc to calculate average PR. You can only apply for 2.5 times the average payroll. You can use the loan itself for rent etc but not to calculate your loan amount.

Randy: The definition of payroll. If an owner has a salary of 25K then very likely his K1 is much larger. If your intent is to set your salary low to minimize FICA then you can backfill to 100K with your K1 for PPP purpose. Employee limit is 100K.

Lots of positive feedback from attendees on informative content of this call!

Legal call tomorrow: contracts, employees, etc., see our website for any future calls, www.georgiamanufacturingalliance.com, News tab. Please, go to Youtube and subscribe to our channel !!!

<Cokkie hung up early, sorry!!!>