

# INdiana Labor

2020 April - June

## *Insider*



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### Indiana Labor Insider SUMMER 2020 EDITION

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DISEASE CONTROL**  
Coronavirus (COVID-19)  
Information and Resources

**INDIANA GOVERNOR'S OFFICE OF  
ERIC HOLCOMB**  
Indiana Reopening Information  
and Resources



### Dear Fellow Hoosier:

This is my last greeting to you in my capacity as Commissioner of the Indiana Department of Labor. It has been my absolute privilege to serve the businesses and working people of the State of Indiana for more than twenty years. In my tenure, the Indiana Department of Labor, along with the employers, employees, organized labor unions and trade associations with whom we have partnered, helped to transform Indiana to a business magnet and serve as a national beacon of good business practices.

Indiana currently has the lowest workplace injury and illness rate in state history. In 2019, WalletHub ranked Indiana one of the twelve safest states in America in which to work. Our IOSHA and INSafe Divisions developed some of the most successful exemplary workplace safety programs in the United States of America (VPP and INSHARP). Our Wage and Hour Division reduced the time required to process wage claims from an average of 258 days

to an average of 28 days. The Department of Labor has maintained a completely transparent and completely balanced budget. These feats would not be possible if it were not for the wonderful staff at the Indiana Department of Labor and for the employers and employees across Indiana who keep our state's economy strong.

We have accomplished a great deal together, and I take pride in knowing that the Indiana Department of Labor is in better shape now than it was when I first came on board. I sincerely hope that my successors can continue to build upon our successes and protect the lives and livelihoods of working Hoosiers.

**Bidding You A Fond Farewell,**

Rick J. Ruble

# 2020 GOVERNOR'S WORKPLACE SAFETY AWARD RECIPIENTS

The annual Governor's Workplace Safety Awards (GWSA) provides recognition for companies and organizations in Indiana based on best practices for eliminating workplace injuries and illnesses, and salutes those who have cultivated safety and health excellence within their respective Hoosier workplaces. The GWSA's are open to all organizations, regardless of size or number of workers affected. These awards are a result of a partnership among the Office of Governor Eric J. Holcomb, the Indiana Department of Labor, the Indiana Chamber of Commerce, and the Central Indiana Chapter of the American Society of Safety Professionals.

To learn more about these Indiana companies and their efforts, please visit [www.in.gov/dol/3140.htm](http://www.in.gov/dol/3140.htm).



**Sustainable Sourcing LLC**

*Partnerships*



**Leaders Staffing LLC**

*Education and Outreach for a Small-sized Company*



**Schneider Electric**

*Education and Outreach for a Medium-Sized Company*



**Subaru of Indiana Automotive**

*Education and Outreach for a Large-Sized Company*



**Louis Dreyfus Company Agricultural Industries**

*Innovations in General Industry*



**Gribbins Insulation**

*Innovations in Construction*



**ORG CHEM Group**

*Rising Star for a Small-sized Company*



**Meritor**

*Rising Star for a Medium-sized Company*



**Indiana Packers Corporation**

*Rising Star for a Medium-sized Company*

# 2020 EVERYDAY SAFETY HEROES

Nominees and recipients of this award are not necessarily safety and health professionals, but are individuals who champion occupational safety and health excellence in their respective workplaces. Winners were nominated by a supervisor or co-worker within their workplaces.

To learn more, visit [www.in.gov/dol/3141.htm](http://www.in.gov/dol/3141.htm).



**Justin M. Loschen**

*Production Lead  
Printpack  
Bloomington, Indiana*



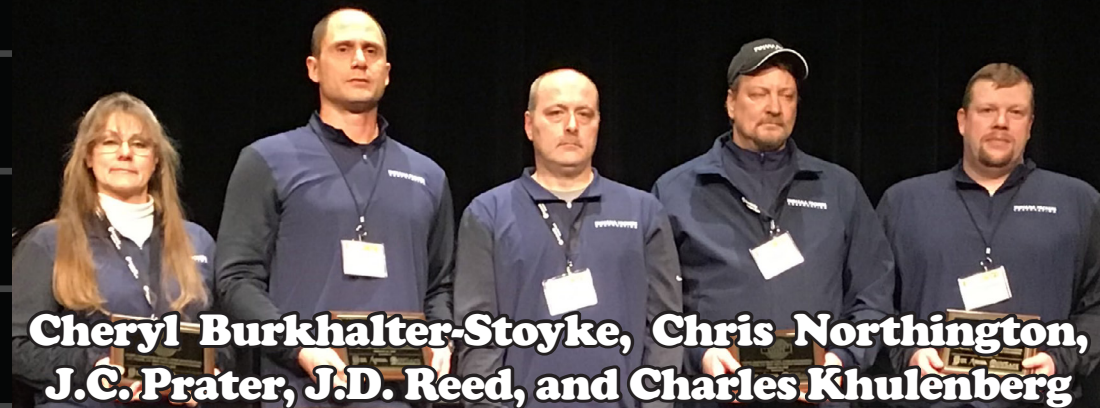
**Clifford Lee**

*Health and Safety Coordinator  
AVPORTS Management, LLC  
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**Bruce Edwards**

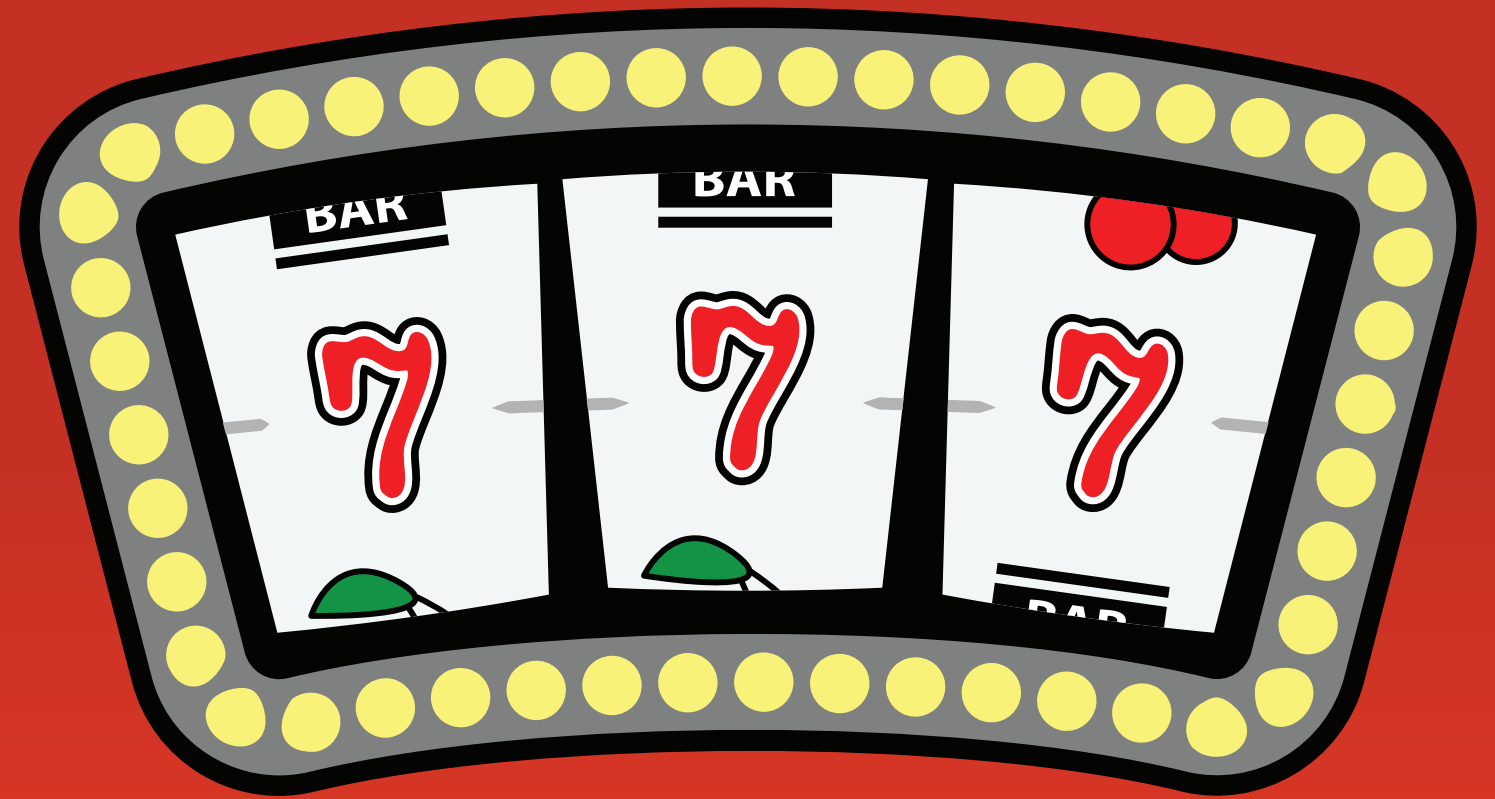
*Facilities Coordinator  
Naval Surface Warfare Center  
Crane, Indiana*



**Cheryl Burkhalter-Stoyke, Chris Northington, J.C. Prater, J.D. Reed, and Charles Khulenberg**

*In order: Health Services Manager; Operations Manager; Operations Manager; Superintendent; Assistant Superintendent  
Indiana Packers Corporation  
Delphi, Indiana*

DON'T GAMBLE



YOUR LIFE



March 1-3, 2021

INDIANA  
**SAFETY & HEALTH**  
CONFERENCE

# Re: Coronavirus (COVID-19) Resources For Employers

**The** Indiana Department of Labor can offer guidance to employers and employees regarding safety and health, as well as wage and hour issues occurring during the pandemic. We will continue to accept and process safety and health complaints related to the COVID-19 pandemic through our [IOSHA nonformal complaint form](#).

## Symptoms

Symptoms include fever, cough, and shortness of breath. Call your doctor if you develop symptoms and have been in close contact with a person known to have COVID-19 or if you have recently traveled from an area or community with known cases of COVID-19. Stay at home, except to get medical care. Do not visit public areas or use public transportation.

## Prevention of Spread

The best way to prevent spread of COVID-19 and other respiratory diseases is to avoid exposure. The CDC recommends the following preventative actions:

- Wash your hands often with soap and warm water for at least 20 seconds, especially after being in a public place, blowing your nose, or coughing. (If soap and water aren't available, use a hand sanitizer that contains at least 60% alcohol.)
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who are sick
- Maintain physical distance between yourself and other people; The CDC recommends a physical distance of at least 6 feet at all times
- Utilize a face mask for any and all circumstances where you are in human contact with coworkers or public
- Do NOT use a facemask meant for a healthcare worker

## Personal Protective Equipment

For nearly all facilities and their workers, it will be important to have a steady supply of personal protective equipment (PPE) specific to their work environment and tasks. These PPE include eye protection, gowns, facemasks, N95 respirators, elastomeric respirators, powered air purifying respirators, and/or ventilators. The CDC has many resources available to assist businesses with determining the amount, types, and frequency of

PPE for their facility or workplace. One resource is a PPE Burn Rate Calculator, which helps healthcare facilities plan and optimize the use of PPE for response to COVID-19.

The Governor's Office of Eric Holcomb has developed a detailed list of contact information for employers to purchase and acquire needed PPE for their workplaces. To see the Indiana's PPE marketplace, please visit <https://backontrack.in.gov/ppemarketplace.htm>.

## Essentials for Reopening Safely

Before employers throw open their doors to their staff and to the public, it's important to complete preparations necessary to protecting any and all persons within your workspace. If one doesn't already exist, your workplace should develop and implement an infectious disease preparedness and response plan which can help guide protective actions against COVID-19.

Some important steps all employers can take in reopening safely include, but are not limited to:

- Subscribing and regularly reading updates and news issued by OSHA and the CDC. Developments may be announced with new recommendations and statistics as they become available.
- Determine common areas in which workers and/or customers will frequently touch and stand in close quarters. These are the areas extra precautions will be necessary.
- Prepare and assess options to conduct essential operations with social distancing, staggered work shifts, remote services, and exposure-reducing practices.

## More Information and Resources

For a complete guide on preventing spread of COVID-19, please see the CDC's prevention webpage, <https://www.cdc.gov/coronavirus/2019-ncov/index.html>. Industry-specific information has been made available by federal Occupational Safety and Health Administration (OSHA) and CDC, including resources and sample plans for healthcare workers, package delivery, airline operations, border protection, transportation, transit, construction workers, meatpacking and food processing, postmortem care, environmental services, and much more. Many of these resources are also available in Spanish as posters, flyers, and documents. Anyone who thinks they may have been exposed to COVID-19 should contact their healthcare provider immediately.

# BACK ON TRACK INDIANA

## STAGE 4

IF KEY PRINCIPLES OF HEALTH REMAIN POSITIVE

For more information from the Governor's office, please visit  
**[BACKONTRACK.IN.GOV](https://backontrack.in.gov)**

### GUIDELINES FOR ALL HOOSIERS

- Hoosiers 65 and older and those with known high-risk medical conditions should adhere to social distancing guidelines and remain cautious at work and in their communities
- Continue remote work as needed
- Face coverings are recommended
- Social gatherings of up to 250 people may take place following the CDC social distancing guidelines. The coronavirus is often spread among groups of people who are in close contact in a confined space for an extended period of time. This limit applies to wedding receptions, parties, and other events where people are in close physical contact for extended periods of time
- Assisted living facilities and nursing homes remain closed to visitors; guidelines will be reviewed and updated
- Community youth and adult recreational games and leagues may resume; adhere to social distancing and gathering restrictions
- Raceways may open with limited spectators
- Pari-mutuel horse racing anticipated to begin with no spectators at Hoosier Park and Indiana Grand facilities
- Charity gaming and casinos may open with the approval of the Indiana Gaming Commission
- Large venues may open at a capacity to be determined

### WHAT OPENS

- State government building access restrictions will be lifted
- Professional office building employees may resume work at full capacity
- Retail stores and malls open at full capacity with social distancing guidelines in place
- Dining room service may open at 75% capacity
- Bar seating in restaurants may open at 50% capacity
- Bars and nightclubs may open at 50% capacity adhering to social distancing guidelines
- Cultural, entertainment, and tourism sites may open at a capacity to be determined. This includes museums, zoos, aquariums, and like facilities
- Movie theaters, bowling alleys, and similar facilities may open at 50% capacity, adhering to social distancing guidelines
- Amusement parks, water parks, and like facilities may open at 50% capacity; reservations will be required to limit the number of customers at any one time

### WHAT REMAINS CLOSED

- Large events, such as conventions, sports events, fairs, festivals, and parades
- Recreational youth contact sports activities to be determined
- Playgrounds to be determined

BACK ON TRACK INDIANA: STAGE 4 – PROJECTED FOR JUNE 14<sup>TH</sup> - JULY 3<sup>RD</sup>

PLEASE NOTE THE ROADMAP IS SUBJECT TO CHANGE BASED ON CDC GUIDANCE AND OTHER NEW INFORMATION. Move forward in accordance with key principles; local governments may impose more restrictive guidelines.

<b>All Hoosiers</b>	65 and older and high-risk citizens remain cautious and social distance	Remote work as needed	Face coverings recommended	Social gatherings permitted up to 250 people	No travel restrictions
<b>Manufacturing, Industrial, Construction</b>	Open; must meet IOSHA, CDC guidelines				
<b>State, County &amp; Local Government</b>	Public access restrictions lifted	Screen employees daily	Provisions for employees to maintain social distancing	County and local governments determine their policies	Public libraries may reopen according to their own policies
<b>Professional Office Settings</b>	May resume in-office work at full capacity	Screen employees working in offices daily	Make provisions for employees to maintain social distancing		
<b>Retail, Malls, Commercial Businesses</b>	Open at full capacity; maintain social distancing	Screen employees daily	Recommend employees and customers wear cloth face coverings	Consult industry best practices; provide and post your COVID-19 safety plan	
<b>Healthcare</b>	Assisted living, nursing homes remain closed to visitors; guidance will continue to be evaluated	Day services for adults with disabilities open; other congregate settings to be determined			
<b>Restaurants, Bars with Restaurant Services</b>	Dining room service open at 75% capacity	Bar seating open at 50% capacity; social distancing required	Use tools to screen employees daily; must wear face coverings	Consult Indiana Restaurant & Lodging Association best practices	Provide safety plans

<b>Bars &amp; Nightclubs</b>	Open at 50% capacity	Use tools to screen employees daily; must wear face coverings	Consult industry best practices	Provide employees and customers with your COVID-19 safety plan	
<b>Personal Services (Hair, Nails, etc.)</b>	Open by appointment only	Work stations spaced to meet social distancing guidelines	Use tools to screen employees daily	Employees must wear face coverings; customers must wear face coverings to the extent possible	Provide and post your COVID-19 safety plan
<b>Gyms, Fitness Centers, &amp; Similar Facilities</b>	Open with restrictions	Screen employees daily; must wear face coverings	Class sizes or equipment must be spaced to accommodate social distancing	Equipment must be cleaned after each use	Limit class sizes
<b>Cultural, Entertainment, Sports Venues, Amusement &amp; Water Parks, Tourism Sites</b>	Cultural, tourism facilities such as museums, aquariums may open at a capacity to be determined	Large venues such as sports, concert, and event spaces may open at a capacity to be determined	Amusement parks, water parks, etc., may open at 50% capacity; reservations required	Charity gaming, casinos may open with approval of Indiana Gaming Commission	Pari-mutuel horse racing may resume with no spectators at Hoosier Park and Indiana Grand Movie theaters, bowling alleys, similar facilities may open at 50% capacity
<b>Playgrounds, Outdoor Courts, Recreational Sports, Youth Training Facilities</b>	Racing, karting may open with limited spectators	Community recreational sports games and leagues resume adhering to social distancing; playgrounds to be determined	Screen employees daily; face coverings recommended	Provide employees and customers with your COVID-19 safety plan	Contact sport activities to be determined
<b>Other</b>	Campgrounds open with restrictions	Boating allowed; must follow social gathering guidelines	K-12 buildings, facilities, and grounds closed for school-sponsored education, sports, and other activities through June 30; day care at school facilities encouraged to open		Visitors to beaches and shorelines must adhere to social gathering and social distancing guidelines

# HEATING UP

CONTRIBUTOR  
**Harold G. Davidson**  
INSafe Safety Consultant

**Although** Hoosiers are accustomed to changing temperatures (and typically enjoy warm weather), excessive heat and labor can result in high risk of heat stress, heat exhaustion, heat cramps, heat rash, stroke, and even death. These injuries and illnesses are preventable with appropriate precautions, particularly recognizing the symptoms, signs, and who is predisposed to high risk.

## First Steps to Prevention

Training is the absolute best way to prevent injuries and illnesses, not just in hot temperatures, but for nearly all circumstances in the workplace. A comprehensive workplace safety and health strategy should be drafted, adapted to your workplace, implemented, and trained to all existing and new employees.

For preventing heat-related injuries and illnesses specifically, you'll need to remember a simple three-word strategy: **water, rest, shade.**

**Water:** Employees should be encouraged to stay hydrated as possible and drink water often. Drinking water should be accessible near or in the work area. Ensure there is plenty for everyone. Sports drinks may be necessary to replenish needed electrolytes to workers. Individuals should each have access to their own drinking cups, not shared.

**Rest:** Employees should take breaks regularly in hot working conditions as to not overwork their bodies under high stress. Breaks do not have to be extensive but should be often enough to allow them to cool off. Employers may consider developing a schedule that permits adequate rest during shifts or on the overall schedule.

**Shade:** The employer must ensure that workers have access to a shaded area to escape direct sunlight and hot conditions. This area is where employees will rest and drink water to restore their physical strength and continue the work after. Employees may need to sit in shade regularly throughout their shift. It also helps to prevent sun damage to the skin.

## Workers at Risk

Workers at high risk of heat stress include, but are not limited to, outdoor workers such as gardeners, landscaping workers, farmers, construction workers, recreational facility workers, local street departments, etc; and those who work in hot environments, including firefighters, bakery workers, miners, boiler room workers, factory workers, and more.

Some workers may be predisposed to high risk because of a variety of factors, and they should be considered for all workplace safety and health strategies relating to controlling heat risk. These high-risk factors include those who are

aged 65 years or older, have heart disease or high blood pressure, or take medications that may be affected by extreme heat. Additional factors may include obesity, diabetes, low physical fitness, alcohol, and drug use, etc.

## Recognize the Signs

There are many symptoms that employers and workers alike need to be on the watch for within themselves and their coworkers. These symptoms include, but are not limited to, sweaty palms, dizziness, increased heart rate, difficulty breathing, profuse sweating or complete halt in sweating, weakness in muscles, fainting, and more.

It is worth reiterating that not all workers will react to heat stress or exhaustion the same way, which is why each employee should be very diligent in recognizing when they are reaching a physical limit and need to take a break and/or drink water.

## Illnesses and Injuries

**Heat stroke**, the most serious form of heat-related illness, is when the body becomes unable to regulate its core temperature. You'll recognize it when the worker stops sweating completely – which means it can no longer get rid of excessive heat. The employee may lose consciousness or have a seizure. The employee must be moved to a shady, cool spot, and then call 911 immediately.

**Heat exhaustion** occurs when the employee is dehydrated from heavy sweating, and may get a headache, become dizzy or nauseous, or feel weak. The employee needs to drink water as soon as possible and rest in a shade, cool location.

**Heat cramps** are what happen when the body has lost salts and fluid due to sweating. Low salt levels in our muscles cause painful cramps, and our most-used muscles are usually the ones which feel pain. These cramps can occur during the labor or after.

**Heat rash** is sometimes called "prickly heat" is skin irritation caused by sweat that isn't wicked away or does not evaporate. It's the most common problem workers experience in hot working environments.

If you would like further assistance in enhancing your workplace safety and health program, please contact INSafe for free occupational safety and health compliance assistance and consultation. You may email [insafe@dol.in.gov](mailto:insafe@dol.in.gov) or call (317) 232-2688.



## Frequently Asked Questions Changes to the Bureau of Youth Employment

**Q: Can a minor work for me if he/she doesn't have a Work Permit?**

**A:** In general, no. A minor may not work or attend paid training until he/she has obtained a work permit. There are, however, a few exceptions. If a minor is working as a farm laborer, domestic worker, golf caddie, newspaper carrier, performer/actor/model, certified sports referee/umpire/official, or if the minor is legally emancipated, a high school graduate (or equivalent), a homeschool minor, a non-resident of Indiana, enrolled in a Career and Technical Education program, or employed by his or her own parent who is the sole proprietor of a business, the minor is exempt from obtaining a work permit.

**Q: Were there changes to work permit requirements?**

**A:** As of April 1, 2020, work permits are no longer required for non-Indiana residents, homeschool minors, and resident minors enrolled in a Career and Technical Education program as approved by the Indiana State Board of Education.

**Q: Do minors need to have work permits to work during the summer?**

**A:** Yes. Minors are still required to obtain a work permit for summer employment. During the summer months, each school system will have an office open for the issuing work permits. Contact your school administration offices to find out where a minor may obtain a work permit.

**Q: What changes were made to required breaks?**

**A:** Break requirements for employed Indiana minors have been eliminated and are no longer enforced.

**Q: What changes are in effect for 16-year-olds working hours?**

**A:** A minor who is at least 16 years of age and less than 18 may not work for more than nine (9) hours in any one day, 40 hours in a school week, 48 hours in a non-school week, and six days in any one week. (Hour restrictions now match 17-year-old minors.)

**Q: What restrictions were lifted for 16- and 17-year-olds?**

**A:** Restriction prohibiting 16- and 17-year-old workers during school hours of 7:30 a.m. to 3:30 p.m. without school permission have been removed from Indiana law. (However, restrictions continues to apply to 14- and 15-year-old workers, per federal law.) Additionally, required parental permissions for work hours have been eliminated, EXCEPT for minors ages 16 and 17 working until 11:00 p.m. on a night followed by a school day.

**Q: I'm confused about the changes. Where can I get more information?**

**A:** The newly titled Indiana Bureau of Youth Employment (formerly "Child Labor") is available, even during the current pandemic restrictions, by phone at (317) 232-2655 or online at [www.in.gov/dol/2401.htm](http://www.in.gov/dol/2401.htm).



**We're your partner in workplace safety and health.**



**INSAFE**

**SAFETY AND HEALTH CONSULTATION**

[www.in.gov/dol/insafeconsultation](http://www.in.gov/dol/insafeconsultation)

The *Indiana Labor Insider* is a free, electronic newsletter of the Indiana Department of Labor's onsite workplace safety and health consultation division, INSafe.

Learn more about INSafe online at [www.in.gov/dol/insafe.htm](http://www.in.gov/dol/insafe.htm) or email INSafe with questions, suggestions or comments at [insafe@dol.in.gov](mailto:insafe@dol.in.gov).

## 2020 Safety Training & Seminars

Course	Date(s)	Location	More Information
Susan Harwood Training Grant Program, FY 2020	DEADLINE July 20, 2020	-	<a href="#">CLICK HERE</a>
OSHA General Industry 10-Hour	September 14-15, 2020	Indianapolis	<a href="#">CLICK HERE</a>
OSHA General Industry 30-Hour	September 14-17, 2020	Indianapolis	<a href="#">CLICK HERE</a>
OSHA General Industry 10-Hour	November 16-17, 2020	Indianapolis	<a href="#">CLICK HERE</a>

Additional training and seminar opportunities are listed on the Indiana Department of Labor's website, [www.in.gov/dol/2383.htm](http://www.in.gov/dol/2383.htm). If you would like to list your company or organization's training and invite other Hoosier workers, please contact us at [insafe@dol.in.gov](mailto:insafe@dol.in.gov).

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