



COVID-19 Pandemic Response Plan

General Industry

Company Name: _____

Person in charge of the COVID-19 Pandemic Response Plan: _____
The designated COVID-19 Supervisor shall be present at all times during work activities.

The following protocols are our response to the COVID-19 pandemic. These focus on mitigating risk to the organization and its resources. Our main priority is the safety, health and well-being of our staff and our community.

All federal, state, local regulations, directives and recommendations must be followed.

Prevention Protocol During a Pandemic

Communication

It is important to talk to all of your employees as a lack of communication can create fear and confusion.

Be aware of workers' concerns about pay, leave, safety, health and other issues that may arise during infectious disease outbreaks.

Controlling Facility Entry

- It is suggested as a safe practice to set up greeting area outside the facility with hand sanitizer or a washing station. Each person should be asked to wash their hands or to use hand sanitizer before entering the facility.
- Each person entering the facility is to be wearing a cloth facial covering both nose and mouth.
- Post COVID-19 signage (English and Spanish) in a clear and visible area for employees to review:
 - OSHA Alert: Prevent Worker Exposure to COVID-19
 - CDC: Symptoms of Coronavirus Disease 2019
 - CDC: COVID-19 Facts Sheet
 - CDC: Steps to Help Prevent the Spread of COVID-19 if You Are Sick
 - CDC: Stop the Spread of Germs
 - CDC: Stop Germs, Wash Your Hands
 - (<https://www.cdc.gov/coronavirus/2019-ncov/about/index.html>)



- Remind employees to maintain social distancing by standing at least 6 feet apart while standing in line.
- Supervisor(s) should be provided with proper personal protection equipment to greet employees. Proper personal protection includes: plastic disposable gloves, face shield, and a N95 respirator. Please note prior to using a respirator, all employees must be medically evaluated and fit tested.
- Ask each employee before entering the work area these essential questions:
 1. Do you have any symptoms of the pandemic disease? Supervisor should review pandemic symptoms with each employee.
 2. Ask employees if they have been around anyone showing symptoms of the pandemic disease.

*Trained supervisors are allowed to take temperatures of all employees entering the building. If this is implemented, a supervisor would need to be trained on how to safely take the temperature of the employees as well as need to be aware at what level employees will not be permitted to enter the building. (Note: if your company does business in the State of California and your business is subject to the California Consumer Privacy Act (CCPA), then you must provide employees a CCPA-Compliant notice prior to or at the same time as your collection of this information.)

- If any employee has answered yes to any of the previous questions or presents themselves at work with a fever or difficulty breathing, this indicates that they should seek medical evaluation.
- The Company is permitted to ask any employee who exhibits symptoms of COVID-19 or the Flu to leave the premises and to seek medical attention.

Good Practices:

- If possible, have office staff work from home.
- Consider altering the office set-up by separating employee's workstations or desks if multiple people are working in the office at one time.
- Everybody at the facility should be in a cloth face covering.
- Practice safe social distancing by staying at least 6 feet away from others and avoiding groups of more than 10 people.
- A safe distance plan should be developed for all site visitors, deliveries and customers.
- Do not share pens, electronic devices, or desks/workstations.
- If a desk/workstation is shared, make sure that it is regularly disinfected throughout the day.



- If someone becomes sick or is showing signs of illness, they need to go home. If they are unable to go home, they will be placed in a designated area, away from all others, until they can be picked up. The sick person will need to contact their Primary Care Physician for care and guidance.
- Disinfect common areas or commonly used items including, but not limited to: water dispensers and handles, microwaves, door handles, and conference room chairs and tables. Break rooms shared products such as coffee makers, coffee containers, creamers, sugar containers. Break tables and chairs. Stair railings and elevator buttons. Restrooms.
- Use latex type gloves and safety glasses when disinfecting.

Infection Control :

- Perform an inspection and create an infectious control list of items that need disinfecting. Create a list of responsible persons to disinfect and time intervals for doing so along with a completion checklist with the time and name of person. The frequency will be determined by number of employees.
- Do a Personal Protection Equipment Assessment for infection control.
- Ensure all handwash stations or restrooms are fully stocked with soap and paper towels. This should be regularly monitored by a Supervisor(s) to ensure soap and paper towels do not run out. Provide a trash can nearby for waste and if at all possible, place the trash next to the door they will be exiting so employees can use the towel to open the door and then dispose of the used paper towel.
- It is highly likely that some supplies may be stolen such as toilet paper, disinfectant and paper towels. If an employee is caught, this can be grounds for immediate termination. To prevent this, try to keep essential supplies locked up in a safe location.

Inspect the Facility:

- Walk through the facility and pay attention to employees and their health. Talk to your employees to see how they are doing. If you detect somebody is ill, tell them to go home in order to recover.
- Ensure everyone on site is wearing a cloth facial covering.
- Ensure everyone on site is maintaining the 6 feet social distancing.
- If there are several employees on site and social distancing of at least 6 feet cannot be maintained, a swing shift will be implemented to limit the total number of employees in the facility.



- During breaks, check to ensure there is enough space in between employees. If there is not enough seating room to accommodate this, stagger breaks so there is plenty of space.

What to Do if an Employee Tests Positive for COVID-19:

- Identify all individuals who worked in close proximity (three to 6 feet) with them in the previous 14-days and send them home.
- When sending home sick employees make sure not to disclose the names of the sick individuals to all other employees.
- The CDC recommends closing off areas used by the ill person and wait as long as possibly practical before cleaning and disinfection to minimize potential for exposure to respiratory droplets. Open all doors and windows to increase air circulation in the area. (If possible, wait up to 24 hours before cleaning and disinfection).

Good Hygiene and Basic Infection Control Practices

- Post COVID-19 signage (English and Spanish) in various and visible areas for employees to review.
- A cloth facial covering must be worn at all times. This should cover their noses and mouths while performing their work.
- When coughing or sneezing, COVER UP!!!
- Cough and sneeze into your facial covering and not into your hands.
- Immediately after coughing or sneezing, go wash your hands.
- Do NOT touch your face, eyes, mouth or nose.
- Promote frequent and thorough hand washing. It is more effective to use soap and wash hands well for at least 20 seconds than to use hand sanitizer.
- Only if no running water and soap are available, use hand sanitizer but it should be at least 60% alcohol based. NOTE: hand washing well and often is more effective than the hand sanitizer.
- Employees must stay home if they are sick.
- Encourage workers to stay at home if they're caring for a person with a compromised immune system.
- Encourage workers to stay home if they're caring for an older adult or those who have serious underlying medical conditions, regardless if they are currently sick or not.



- Encourage workers to stay home if they're caring for children out of school.
- Be flexible for those employees who need to take care of sick family members.
- Be aware of workers' concerns about pay, leave, safety, health, and other issues that may arise during infectious disease outbreaks.
- Provide adequate, usable, and appropriate training, education, and informational material about business-essential job functions and worker health and safety, including proper hygiene practices and the use of any workplace controls (including PPE).
- When using paper towels to dry hands or tissues, please throw them in lined trash cans. Do not leave them on the ground or on counters, desks, etc.
- Try not to share tools or equipment if possible. If shared, make sure to clean and disinfect the equipment prior to use and after.
- Minimize interactions when pick up or delivering equipment or materials, ensure minimum 6-foot social distancing separation. Use electronic signing.
- This is a list of approved Novel Coronavirus Fighting Products – There is NOTHING that is fool proof. Read and follow manufacturer's instructions and have SDS information for reference.

https://www.americanchemistry.com/Novel-Coronavirus-Fighting-Products-List.pdf?mod=article_inline

- If an employee is sick or is showing signs of sickness, it does not necessarily mean they have the COVID-19 virus. However, during a Pandemic, it is best to err on the side of caution. This person should leave the jobsite and contact a medical care provider.
- If an employee has a fever, they are very contagious and should not be at or in the facility.
- If the fever has broken, they are still contagious, and this could be for an extensive amount of time with the COVID-19 virus and/or other infectious diseases. Employees must contact their health care provider before returning to work.

Pandemic Protocol Review:

- Establish a person in charge of the COVID-19 Pandemic Response Plan.
- Make sure the Company communicates information and the COVID-19 Pandemic Response Plan.
- Control facility entry by monitoring the health and safety of all who come to facility.



- Ensure all sick employees are sent home and do not come to work if they are sick
- Make sure all workers maintain social distancing of at least 6 feet while at work.
- Regularly clean and disinfect all frequently touched surfaces at the facility.

Reference:

Centers for Disease Control and Prevention (CDC)
Equal Employment Opportunity Commission (EEOC)
Division of Occupational Safety and Health (OSHA)
World Health Organization (WHO)
California Consumer Privacy Act (CCPA)

For any other questions regarding this program, training or any other assistance, please contact your Safety Compliance Company Consultant.

1 (951) 682-1572

info@safetycompliance.com

www.safetycompliance.com

This interim guide is based on what is currently known about the coronavirus disease 2019 (COVID-19). The Centers for Disease Control and Prevention (CDC), along with Federal, State and Local authorities are routinely and consistently updating information. This guide is based on available information at the time of its publication. This guide does not supplant or replace the guidelines and/or recommendations set forth by the CDC and/or Federal, State and Local guidelines, laws, ordinances or directives. This guide does not constitute medical advice. For advice on your specific situation, it is recommended that you engage a qualified professional directly.

This material is for informational purposes only and does not contain legal or business advice. Safety Compliance Company neither represents nor warrants that the information contained herein is appropriate or suitable for any specific business or legal purpose. Readers seeking resolution of specific questions related to COVID-19 should consult the guidelines, directives and/or recommendations set forth by the CDC and/or Federal, State and Local guidelines.

There is much more to learn about the transmissibility, severity, and other features of COVID-19 and investigations are ongoing. Updates are available on CDC's web page and provided by Federal, State and Local authorities.