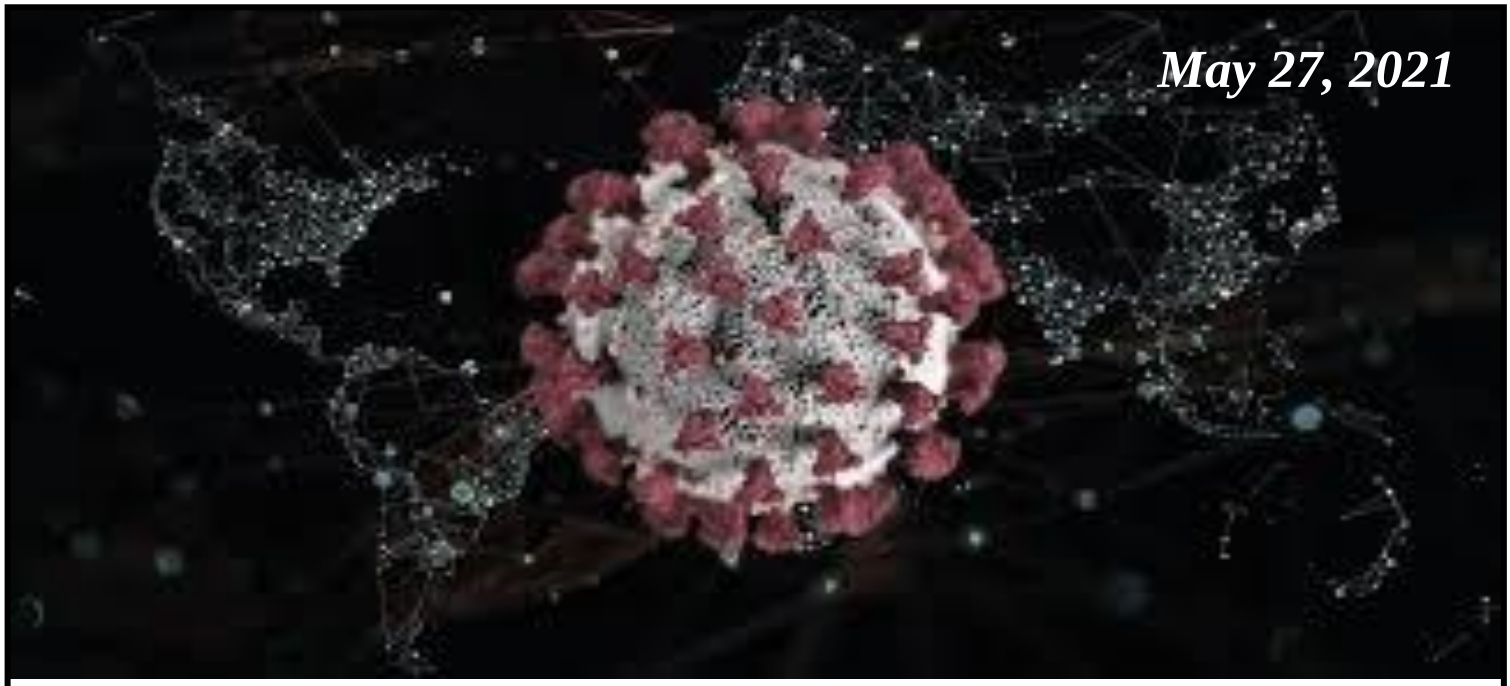

May 27, 2021

COVID-19

Business Preparedness & Response Plan Template

District Health Dept. #4
Providing
A Healthier Tomorrow
Since 1930

District Health Department No. 4

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Administrative Services
Alpena County
Office

Dear Business Owner:

In accordance with the most recent Michigan Occupational Safety and Health Administration (MIOSHA) Emergency Rules, businesses are required to implement and maintain a COVID-19 preparedness and response plan.

This document is a planning template intended to assist businesses with meeting the requirement of the Emergency Rules issued by MIOSHA. Businesses can complete this template and implement plan recommendations to protect workers and comply with these orders. This plan was developed to be consistent with OSHA planning guidance. This plan template is not intended to be all inclusive of planning and preparedness activities that a business may need to undertake to ensure the safety of its employees. Each business will need to evaluate operations to determine if additional planning or activities need to occur.

Instructions:

Businesses should review this template and insert relevant information as indicated. If necessary, businesses should add additional information as supplemental pages to the plan. If you have any questions related to this template or planning for COVID-19 preparedness and response, please contact District Health Department No. 4 at 1-800-221-0924.

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Attachments:
COVID-19 Infection Prevention Poster
COVID-19 Signs and Symptoms Poster
Unvaccinated Individuals Must Wear a Mask Door Sign
Unvaccinated Individuals Must Social Distance
Sample Employee Health Screening

I. Responsibilities of Managers and Supervisors

All managers and supervisors must be familiar with this plan and be ready to answer questions from employees. Management must always set a good example by following this plan. This involves practicing good personal hygiene and job safety/sanitation practices to prevent the spread of the virus. Managers and supervisors must encourage this same behavior from all employees.

COVID-19 Exposure Sources

COVID-19 is present throughout Michigan and community wide-spread is to be assumed throughout the state. Community wide-spread means that COVID-19 is possibly prevalent in the community and anyone could be a carrier and should be assumed to be possibly infectious. Providing essential services to the community and continuing to report to work, places employees at an increased risk of exposure to COVID-19. The following are possible sources of exposure to COVID-19 and should be minimized to the greatest extent possible.

- Contact with members of the general public, customers, and co-workers.
- Contact with sick individuals or those with high risk of infection (e.g. travelers, healthcare workers, asymptomatic COVID 19 infected persons).
- Non-occupational risk factors at home and in the community.

Basic Infection Prevention Measures in the Workplace:

The Occupational Safety and Health Administration (OSHA) and the Centers for Disease Control (CDC) have provided the following control and preventative guidance for all workers, regardless of exposure risk:

- Wash your hands with soap and warm water for 20 seconds. If unavailable, use an alcohol-based hand sanitizer with at least 60% alcohol.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Cover your nose and mouth with a tissue when you cough or sneeze, or cough/sneeze in your upper sleeve.
- Immediately throw away used tissues in the trash, then wash hands. Clean and disinfect frequently touched surfaces, such as doorknobs, handles, light switches, tables, toilets, faucets, sinks, and cell phones.
- Avoid touching common surfaces in public places, such as elevator buttons, door handles, handrails, etc. Use elbows or knuckles to push buttons/door handles when you don't have a tissue or sleeve to cover your hand/fingers.
- Avoid close contact with people who are sick.
- Unvaccinated individuals must maintain a distance of six (6) feet from other coworkers whenever feasible.
- Unvaccinated employees must wear a mask.

_____ will post in prominent areas within the workplace the "COVID-19 Infection Prevention Flyer" (attached) to inform employees of recommended infection control techniques.

COVID-19 Signs and Symptoms:

In addition to the above, employees must familiarize themselves with the symptoms of COVID-19 in

order to identify that they may be sick, or other employees, customers or visitors may be sick. COVID-19 Symptoms include the following:

- Coughing/sore throat
- Fever
- Shortness of breath
- Unusual headache
- Nausea, vomiting or diarrhea
- Extreme fatigue
- Loss of smell and/or taste

_____ will post in prominent areas within the workplace "COVID-19 Signs and Symptoms Flyer" (attached) to inform employees of symptoms to be aware of.

Workplace Protective Measures and Policies:

- Any employee showing symptoms of COVID-19 will be asked to go home and self-isolate/self-quarantine.
- In accordance with the latest MIOSHA Emergency Rules, employees are required to participate in the COVID-19 Workplace Health Screening upon arrival at the worksite each day. Employers are required to maintain written or digital documentation of the workers who are screened for 6 months. A copy of a recommended health screening tool can be found in the as an attachment to the document.
- In accordance with the latest MIOSHA Emergency Rules, any employee who answers "yes" to any of the screening questions requires the worker to be excluded from work:
  i) 24 hours with no fever and 10 days since symptom onset
  ii) 10 days if close contact of a diagnosed case of COVID-19
- If an employee exhibits COVID-19 symptoms, the employee must remain at home until he or she is symptom free for 24 hours without the use of fever-reducing or other symptom-altering medication (e.g., cough suppressants). This business will similarly require an employee who reports to work with symptoms to return home until he or she is symptom free for 24 hours.
- An employee who tests positive for COVID-19 will be directed to self-quarantine away from work. Employees that test positive and are symptom free may return to work when at least ten (10) days have passed since the date of his or her first positive test; assuming they have not developed symptoms since their first positive test. If symptoms develop, then the symptom-based or test based strategy should be used. Note, because symptoms cannot be used to gauge where they are in the course of their illness, it is possible that the duration of viral shedding could be longer or shorter than 10 days after their first positive test. Employees who test positive and are directed to care for themselves at home may return to work when: (1) 24 hours with no fever and 10 days since symptom onset and (2) at least ten (10) days have passed since symptoms first appeared. Employees who test positive and have been hospitalized may return to work when directed to do so by their medical care providers. The business will not require an employee to provide documentation clearing his or her return to work (per OSHA recommendations).
- Unvaccinated or symptomatic employees who have come into close contact with an individual who has tested positive for COVID-19 (co-worker or otherwise) will be directed to self-

quarantine for 10 days from the last date of close contact with that individual. Close contact is defined as six (6) feet for a period of time greater than 10 minutes.

- Conduct all meetings in accordance with most current MDHHS guidelines. Masks must be worn indoors by unvaccinated individuals.
- Employees must avoid physical contact with others and shall direct others (co-workers/guests/visitors) to increase personal space to at least six (6) feet, where possible.
- Employees will be encouraged to stagger breaks and lunches, if practical, to reduce the size of the group.
- Employees are encouraged to minimize ride sharing. While in vehicles, employees must ensure adequate ventilation.
- If possible, divide crews/staff into two (2) groups so that projects can continue effectively if one of the divided teams is required to quarantine.
- If the business learns that an employee has tested positive, they will cooperate with local public health officials to conduct an investigation to determine co-workers who may have had close contact with the confirmed- positive employee in the prior 14 days. Those individuals who have had close contact with the confirmed-positive employee are recommended to self-quarantine for 10 days from the last date of close contact with that employee. If applicable, the business will cooperate with District Health Department No. 4 to notify any sub-contractors, vendors/suppliers or visitors who may have had close contact with the confirmed-positive employee. If an employee learns that he or she has come into close contact with a confirmed-positive individual outside of the workplace, he/she must alert a manager or supervisor of the close contact and are recommended to self-quarantine for 10 days from the last date of close contact with that individual.

Workplace Flexibility and Protections:

_____ will consider and implement when feasible the following workplace flexibility and protections:

- Ensure that sick leave policies are flexible and consistent with public health guidance and that employees are aware of these policies.
- Talk with companies that provide your business with contract or temporary employees about the importance of sick employees staying home and encourage them to develop non-punitive leave policies.
- Do not require a healthcare provider's note for employees who are sick with acute respiratory illness to validate their illness or to return to work, as healthcare provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely manner.
- Maintain flexible policies that permit employees to stay home to care for a sick family member. Employers should be aware that more employees may need to stay at home to care for sick children or other sick family members than is usual.
- See CDC's Interim Guidance for Implementing Home Care for People not requiring hospitalization: https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-home-care.html.

- 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 personal protective equipment (PPE). Informed workers who feel safe at work are less likely to be unnecessarily absent.

Engineering Controls:

_____will consider and implement the following engineering controls when feasible and applicable.

Engineering controls involve isolating employees from work related hazards. In workplaces where they are appropriate, these types of controls reduce exposure to hazards without relying on worker behavior and can be the most cost-effective solutions to implement. Engineering controls for COVID-19 include:

- Installing high-efficiency air filters.
- Increasing ventilation rates in the work environment.
- Installing physical barriers, such as clear plastic sneeze guards.

Personal Protective Equipment:

While engineering and administrative controls are considered more effective in minimizing exposure to COVID-19, PPE may also be needed to prevent certain exposures. While correctly using PPE can help prevent some exposures, it should not take the place of other prevention strategies. Examples of PPE include: gloves, goggles, face shields, facemasks, and respiratory protection, when appropriate. During an outbreak of an infectious disease, such as COVID-19, recommendations for PPE specific to occupations or job tasks may change depending on geographic location, updated risk assessments for workers, and information on PPE effectiveness in preventing the spread of COVID-19.

_____ will check the OSHA and CDC websites regularly for updates about recommended PPE and assess the need for PPE for employees. The following will be applied to the selection and use of PPE by employees.

All types of PPE must be:

- Selected based upon the hazard to the employee.
- Properly fitted and periodically refitted, as applicable (e.g., respirators).
- Consistently and properly worn when required.
- Regularly inspected, maintained, and replaced, as necessary.
- Properly removed, cleaned, and stored or disposed of, as applicable, to avoid contamination of self, others, or the environment.

II. Classifying Worker Exposure to COVID-19

Worker risk of occupational exposure to COVID-19, during an outbreak may vary from very high to high, medium, or lower (caution) risk. The level of risk depends in part on the industry type, need for contact within 6 feet of people known to be, or suspected of being, infected with COVID-19, or requirement for repeated or extended contact with persons known to be, or suspected of being, infected with COVID-19. To help employers determine appropriate precautions, OSHA has divided job tasks into four risk exposure levels: very high, high, medium, and lower risk. Most American workers will likely fall in the lower exposure risk (caution) or medium exposure risk levels. _____ has determined that employees of the agency most appropriately fit into the _____ risk category. This decision was made based on the following considerations:

-
-
-

Very High Exposure Risk:

Very high exposure risk jobs are those with high potential for exposure to known or suspected sources of COVID-19 during specific medical, postmortem, or laboratory procedures. Workers in this category include:

- Healthcare workers (e.g., doctors, nurses, dentists, paramedics, emergency medical technicians) performing aerosol-generating procedures (e.g., intubation, cough induction procedures, bronchoscopies, some dental procedures and exams, or invasive specimen collection) on known or suspected COVID-19 patients.
- Healthcare or laboratory personnel collecting or handling specimens from known or suspected COVID-19 patients (e.g., manipulating cultures from known or suspected COVID-19 patients).
- Morgue workers performing autopsies, which generally involve aerosol-generating procedures, on the bodies of people who are known to have, or suspected of having, COVID-19 at the time of their death.

High Exposure Risk:

High exposure risk jobs are those with high potential for exposure to known or suspected sources of COVID-19. Workers in this category include:

- Healthcare delivery and support staff (e.g., doctors, nurses, and other hospital staff who must enter patients' rooms) exposed to known or suspected COVID-19 patients. (Note: when such workers perform aerosol-generating procedures, their exposure risk level becomes *very high.*)
- Medical transport workers (e.g., ambulance vehicle operators) moving known or suspected COVID-19 patients in enclosed vehicles.
- Mortuary workers involved in preparing (e.g., for burial or cremation) the bodies of people who are known to have, or suspected of having, COVID-19 at the time of their death.

Medium Exposure Risk:

Medium exposure risk jobs include those that require frequent and/or close contact with (i.e., within 6 feet) people who may be infected with COVID-19, but who are not known or suspected COVID-19 patients. In areas without ongoing community transmission, workers in this risk group may have frequent contact with travelers who may return from international locations with widespread COVID-19 transmission. In areas where there *is* ongoing community transmission, workers in this category may have contact with the general public (e.g., schools, high-population density work environments, some high-volume retail settings or mass vaccination clinics.)

Lower Exposure Risk:

Lower exposure risk jobs are those that do not require contact with people known to be, or suspected of being, infected with COVID-19 nor frequent close contact with (i.e., within 6 feet of) the general public. Workers in this category have minimal occupational contact with the public and other coworkers.

Jobs Classified at Lower Exposure Risk: What to Do to Protect Workers

For workers who do not have frequent contact with the general public, employers should follow the guidance for Workplace Protective Measure and Policies beginning on page 2 of this plan and implement control measures described in this section.

Engineering Controls:

Additional engineering controls are not recommended for workers in the lower exposure risk group. Employers should ensure that engineering controls, if any, used to protect workers from other job hazards continue to function as intended.

Administrative Controls:

- Monitor public health communications about COVID-19 recommendations and ensure that workers have access to that information. Frequently check the CDC COVID-19 website: www.cdc.gov/coronavirus/2019-ncov.
- Collaborate with workers to designate effective means of communicating important COVID-19 information.

Personal Protective Equipment (PPE):

Additional PPE is not recommended for workers in the lower exposure risk group. Workers should continue to use the PPE, if any, that they would ordinarily use for other job tasks.

Jobs Classified as Medium Exposure Risk: What to Do to Protect Workers

In workplaces where workers have medium exposure risk, employers should follow the guidance for Workplace Protective Measure and Policies beginning on page 2 of this booklet and implement control measures described in this section.

Engineering Controls

- Install physical barriers, such as clear plastic sneeze guards, where feasible.
-

Administrative Controls:

- Consider offering face masks to ill employees and customers to contain respiratory secretions until they are able leave the workplace (i.e., for medical evaluation/care or to return home). In the event of a shortage of masks, a reusable face shield that can be decontaminated may be an acceptable method of protecting against droplet transmission. See CDC/ NIOSH guidance for optimizing respirator supplies, which discusses the use of surgical masks, at: www.cdc.gov/coronavirus/2019-ncov/hcp/respirators-strategy.
- Keep customers informed about symptoms of COVID-19 and ask sick customers to minimize contact with workers until they are healthy again, such as by posting signs about COVID-19 in stores where sick customers may visit (e.g., pharmacies) or including COVID-19 information in automated messages sent when prescriptions are ready for pick up.
- Where appropriate, limit customers' and the public's access to the worksite, or restrict access to only certain workplace areas.
- Consider strategies to minimize face-to-face contact (e.g., drive through windows, phone-based communication, telework).
- Communicate the availability of medical screening or other worker health resources (e.g., on-site nurse; telemedicine services).

Personal Protective Equipment (PPE)

When selecting PPE, consider factors such as function, fit, decontamination ability, disposal, and cost. Sometimes, when PPE will have to be used repeatedly for a long period of time, a more expensive and durable type of PPE may be less expensive overall than disposable PPE. Each employer should select the combination of PPE that protects workers specific to their workplace. Workers with medium exposure risk may need to wear some combination of gloves, a gown, a face mask, and/or a face shield or goggles. PPE ensembles for workers in the medium exposure risk category will vary by work task, the results of the employer's hazard assessment, and the types of exposures workers have on the job.

Jobs Classified at High or Very High Exposure Risk: What to Do to Protect Workers.

In workplaces where workers have high or very high exposure risk, employers should follow the guidance for Workplace Protective Measure and Policies beginning on page 2 of this booklet and implement control measures described in this section.

Engineering Controls:

- Ensure appropriate air-handling systems are installed and maintained in healthcare facilities. See "Guidelines for Environmental Infection Control in Healthcare Facilities" on the CDC's website.
- CDC recommends that patients with known or suspected COVID-19 (i.e., person under investigation) should be placed in an airborne infection isolation room (AIIR), if available.

- Use isolation rooms when available for performing aerosol-generating procedures on patients with known or suspected COVID-19. For postmortem activities, use autopsy suites or other similar isolation facilities when performing aerosol-generating procedures on the bodies of people who are known to have, or suspected of having, COVID-19 at the time of their death. See the CDC postmortem guidance at: https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-postmortem-specimens.html. OSHA also provides guidance for postmortem activities on its COVID-19 webpage: www.osha.gov/covid-19.
- Use special precautions associated with Biosafety Level 3 when handling specimens from known or suspected COVID-19 patients. For more information about biosafety levels, consult the U.S. Department of Health and Human Services (HHS) "Biosafety in Microbiological and Biomedical Laboratories" at https://www.cdc.gov/labs/BMBL.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fbiosafety%2Fpublications%2Findex.htm

Administrative Controls

If working in a healthcare facility, follow existing guidelines and facility standards of practice for identifying and isolating infected individuals and for protecting workers.

- Develop and implement policies that reduce exposure, such as cohorting (i.e., grouping) COVID-19 patients when single rooms are not available.
- Post signs requesting patients and family members to immediately report symptoms of respiratory illness on arrival at the healthcare facility and use disposable face masks.
- Consider offering enhanced medical monitoring of workers during COVID-19 outbreaks.
- Provide all workers with job-specific education and training on preventing transmission of COVID-19, including initial and routine/refresher training.
- Ensure that psychological and behavioral support is available to address employee stress.

Safe Work Practices

- Provide emergency responders and other essential personnel who may be exposed while working away from fixed facilities with alcohol-based hand rubs containing at least 60% alcohol for decontamination in the field.

Personal Protective Equipment (PPE):

Most workers at high or very high exposure risk likely need to wear gloves, a gown, a face shield or goggles, and either a face mask or a respirator, depending on their job tasks and exposure risks. Those who work closely with (either in contact with or within 6 feet of) patients known to be, or suspected of being, infected with COVID-19, should wear respirators. PPE ensembles may vary, especially for workers in laboratories or morgue/mortuary facilities who may need additional protection against blood, body fluids, chemicals, and other materials to which they may be exposed. Additional PPE may include medical/surgical gowns, fluid-resistant coveralls, aprons, or other disposable or reusable protective clothing. Gowns should be large enough to cover the areas requiring protection. OSHA may also provide updated guidance for PPE use on its website: www.osha.gov/covid-19. **NOTE:** Workers who dispose of PPE and other infectious waste must also be trained and provided with

appropriate PPE. The CDC webpage "Healthcare-associated Infections" (www.cdc.gov/hai) provides additional information on infection control in healthcare facilities.

Workers Traveling Abroad or Traveling Internationally:

Employers with workers living abroad or traveling on international business should consult the "Business Travelers" section of the OSHA COVID-19 webpage (www.osha.gov/covid-19), which also provides links to the latest:

- CDC travel warnings: www.cdc.gov/coronavirus/2019-ncov/travelers.
- U.S. Department of State (DOS) travel advisories: travel.state.gov Employers should communicate to workers that the DOS cannot provide Americans traveling or living abroad with medications or supplies, even in the event of a COVID-19 outbreak. As COVID-19 outbreak conditions change, travel into or out of a country may not be possible, safe, or medically advisable. It is also likely that governments will respond to a COVID-19 outbreak by imposing public health measures that restrict domestic and international movement, further limiting the U.S. government's ability to assist Americans in these countries. It is important that employers and workers plan appropriately, as it is possible that these measures will be implemented very quickly in the event of worsening outbreak conditions in certain areas.

Know the Symptoms of COVID-19

- Coughing, fever, shortness of breath, and difficulty breathing.
- Early symptoms may include chills, body aches, sore throat, headache, diarrhea, loss of taste/smell, nausea/vomiting, and runny nose. If you develop a fever and symptoms of respiratory illness, DO NOT GO TO WORK and call your supervisor and health-care provider immediately. Do the same thing if you come into close contact with someone showing these symptoms.

Employer Responsibilities:

- **Conduct employee health screenings of all employees upon arrival at the worksite.**
- Conduct meetings by phone, if possible. If not, instruct unvaccinated employees to maintain 6-feet between each other.
- Access to the job site will be limited to only those necessary for the work.
- If your business is operating but closed to the public, visitor access will be limited to only provide essential services to maintain minimal business operations, additionally all visitors will be pre-screened to ensure they are not exhibiting symptoms.
- Employees, contractors, and visitors will be asked to leave the jobsite and return home if they are showing symptoms.
- Provide hand sanitizer and hand washing facilities. Maintain Safety Data Sheets of all disinfectants used on site.
- Provide protective equipment (PPE) to any employees assigned cleaning/disinfecting tasks.
- A COVID-19 Workplace Safety Coordinator should be appointed.

Employee Responsibilities:

- Practice good hygiene: wash hands with soap and water for at least 20 seconds. If these are not available, use alcohol-based hand sanitizer with at least 60% alcohol. Avoid touching your face,

eyes, food, etc. with unwashed hands.
- Immediately report to your supervisor if at any time you feel ill with symptom consistent with COVID 19. See attached flyer.
- Unvaccinated employees must wear a mask when indoors and maintain 6 feet of social distance when possible.
- Complete daily health screening.

Cleaning/Disinfecting Job Sites and Other Protective Measures:

- Clean and disinfect frequently touched surfaces and equipment on a regular basis. This includes other elements of the workplace where possible. Employees should regularly do the same in their assigned work areas.
- Clean shared spaces such as vehicles, countertops, break/lunchrooms etc. at least once per day.
- Disinfect shared surfaces (door handles, machinery controls, etc.) on a regular basis.
- Avoid sharing items with co-workers. If not, disinfect before and after each use.
- If applicable arrange for any bathrooms or portable job site toilets be cleaned by staff or the leasing company at least twice per week and disinfected on the inside.
- Trash collected from the workplace must be changed frequently by someone wearing gloves.

III. COVID-19 Talking Points for Employees

What is COVID-19?

The novel coronavirus, COVID-19 is one of seven types of known human coronaviruses. COVID-19, like the MERS and SARS coronaviruses, likely evolved from a virus previously found in animals. The remaining known coronaviruses cause a significant percentage of colds in adults and children, and these are not a serious threat for otherwise healthy adults.

Patients with confirmed COVID-19 infection have reportedly had mild to severe respiratory illness with symptoms such as fever, cough, and shortness of breath. According to the U.S. Department of Health and Human Services/Centers for Disease Control and Prevention ("CDC"), Chinese authorities identified an outbreak caused by a novel—or new—coronavirus. The virus can cause mild to severe respiratory illness. The outbreak began in Wuhan, Hubei Province, China, and has spread to a growing number of other countries—including the United States.

How is COVID-19 Spread?

The virus that causes COVID-19 probably emerged from an animal source, however, is now spreading from person to person. The virus is thought to spread mainly between people who are in close contact with one another (within about 6 feet) through respiratory droplets produced when an infected person coughs or sneezes. It also may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the main way the virus spreads. Learn what is known about the spread of newly emerged coronaviruses at https://www.cdc.gov/ coronavirus/2019-ncov/about/transmission.html.

In assessing potential hazards, employers should consider whether their workers may encounter someone infected with COVID-19 in the course of their duties. Employers should also determine if workers could be exposed to environments (e.g., worksites) or materials (e.g., laboratory samples, waste) contaminated with the virus.

Depending on the work setting, employers may also rely on identification of sick individuals who have signs, symptoms, and/or a history of travel to COVID-19-affected areas that indicate potential infection with the virus, in order to help identify exposure risks for workers and implement appropriate control measures.
There is much more to learn about the transmissibility, severity, and other features associated with COVID-19, and investigations are ongoing.

IV. COVID -19 Prevention and Work Practice Control

Worker Responsibilities:

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands that are visibly soiled.
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Employees who have symptoms (i.e., fever, cough, or shortness of breath) should notify their supervisor and stay home—DO NOT GO TO WORK.
- Sick employees should follow CDC-recommended steps. Employees should not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers and state and local health departments.

General Job Site / Office Practices

- Clean AND disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs. Dirty surfaces can be cleaned with soap and water prior to disinfection. To disinfect, use products that meet EPA's criteria for use against SARS-CoV-2, the cause of COVID-19, and are appropriate for the surface.
- Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
- Clean and disinfect frequently used equipment on a regular basis.
    - This includes other elements of the worksite where possible.
    - Employees should regularly do the same in their assigned work areas.
- Clean shared spaces such as countertop, vehicles and break/lunchrooms at least once per day.
- Disinfect shared surfaces (door handles, etc.) on a regular basis.
- Arrange for any bathroom or portable toilets to be cleaned by staff or the leasing company at least twice per week and disinfected on the inside.
- Any trash collected from the workplace must be changed frequently by someone wearing gloves.
- In addition to regular PPE for workers engaged in various tasks, employers will also provide:
    - Gloves: If appropriate, gloves should be worn. The type of glove worn should be appropriate to the task. If gloves are not typically required for the task, then any type of glove is acceptable, including latex gloves. Gloves should not be shared if at all possible.
    - Eye protection: Eye protection should be worn if appropriate.

Healthcare Setting Considerations:

- Face coverings are required by staff regardless of vaccination status in the clinical setting and when interacting with clients/patients.
- Clinical staff will abide by the agency COVID-19 Preparedness and Response Plan in accordance with CDC recommendations.
- During intake, clinical staff will continue to screen whether client has had any symptoms of COVID-19 in the last 24 hours or exposure to someone with COVID-19 in the past 14 days.
- General cleaning is conducted daily by cleaning staff, to include cleaning of high touch surfaces. This includes, but is not limited to: pens, counters, shopping carts, tables, doorknobs, light switches, handles, stair rails, elevator buttons, desks, keyboards, phones, toilets, faucets, and sinks.
- Handwashing with soap and water are readily available in every office. Hand sanitizer is also Provided to promote frequent hand hygiene.
- Clinic surfaces utilized by clients will be disinfected between clients by an EPA approved
- disinfecting agent.
- Staff will observe safety precautions of the product and wear gloves during disinfecting and perform hand hygiene afterward. Professional judgement should be used. These surfaces include, but are not limited to:
    - Infant Scales/ tape measures
    - Exam Tables
    - Children's waiting room tables
- Procedures that expose the client's mouth will require staff to wear gloves, a face covering and eye protection. This includes, but is not limited to:
    - Dental varnish
- In-person services will be provided as available; telehealth or remote services will be provided as allowed.

Training:

- _____ will provide training to employees on SARS-CoV-2 and COVID-19.
- _____ will communicate and provide training in the primary common language of the employees.
- The training will include:
    - Workplace infection control practices, including information on vaccines available for COVID-19.
    - The proper use of personal protection equipment.
    - Steps the employee must take to notify the agency of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.
- _____ will provide updated training if it changes its preparedness and response plan, or new information becomes available about the transmission of SARS-CoV-2 or diagnosis of COVID-19.

COVID-19 INFECTION PREVENTION

OSHA and the CDC have provided the following control and preventative guidance for all workers, regardless of exposure risk:

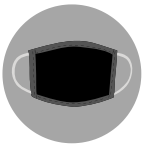
Wash your hands with soap and warm water for 20 seconds. If unavailable, use an alcohol based hand sanitizer with at least 60% alcohol.

Avoid touching your eyes, nose, and mouth with unwashed hands.

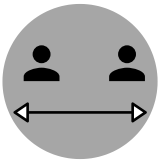
Cover your nose and mouth with a tissue when you cough or sneeze, or cough/sneeze in your upper sleeve. Immediately throw away used tissues in the trash, then wash hands.

Clean and disinfect frequently touched surfaces, such as doorknobs, handles, light switches, tables, toilets, faucets, sinks, and cell phones.

Avoid touching common surfaces in public places, such as elevator buttons, door handles, handrails, etc. Use elbows or knuckles to push buttons/door handles when you don't have a tissue or sleeve to cover your hand/fingers.



Avoid close contact with people who are sick and wear a mask in common areas if unvaccinated.



Maintain a distance of six (6) feet from other coworkers whenever feasible if unvaccinated.

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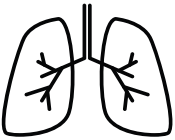
COVID-19 Signs and Symptoms

Employees must familiarize themselves with the symptoms of COVID-19 in order to identify that they may be sick, or other employees, customers, or visitors may be sick.

COVID-19 Symptoms include the following;

Coughing/Sore Throat

Fever and chills



Shortness of Breath

Unusual headache

Nausea, vomiting, and diarrhea

Extreme fatigue

Loss of smell and/or taste

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UNVACCINATED INDIVIDUALS MUST WEAR A FACE MASK IN THE BUILDING

A face mask must cover your nose and mouth.

UNVACCINATED

PERSONS

MUST PRACTICE

6-FEET

SOCIAL

DISTANCE

WHILE INSIDE THIS FACILITY

COVID-19 Workplace Health Screening

Company Name: _____

Employee: _____ Date: _____

Time In: _____

1. In the last 14 days, have you developed any of the following symptoms that are new/different/worse from baseline of any chronic illness:

New or worsening cough:	☐ Yes	☐ No
Shortness of breath or difficulty breathing:	☐ Yes	☐ No
New loss of or change in taste or smell	☐ Yes	☐ No

2. In the last 14 days, have you developed any of the following symptoms that are new/different/worse from baseline of any chronic illness:

Fever:	☐ Yes	☐ No
Chills:	☐ Yes	☐ No
Uncontrollable shivering or sweating:	☐ Yes	☐ No
Headache:	☐ Yes	☐ No
Sore throat:	☐ Yes	☐ No
Runny nose or congestion:	☐ Yes	☐ No
Muscle aches:	☐ Yes	☐ No
Fatigue:	☐ Yes	☐ No
Nausea or vomiting:	☐ Yes	☐ No
Diarrhea:	☐ Yes	☐ No

DISCLAIMER: This screening tool is subject to change based on the latest information on COVID-19

If you answer **YES** to any of the symptoms listed in section 1, **OR YES** to two or more of the symptoms listed in section 2, **OR** if your temperature is **100.4°F or higher**, please do not go into work. Self-isolate at home and contact your primary care physician's office for direction. If you are already at work, self-isolate to the best of your abilities and contact your supervisor.

- You should isolate at home for a minimum of 10 days since symptoms first appeared.
- You must also have 24 hours without a fever (without using a fever reducing medication) and improvement in symptoms.

In the past 14 days, have you:

Had close contact with an individual diagnosed with COVID-19?	☐ Yes	☐ No
Traveled Internationally? (subject to change per State guidance)	☐ Yes	☐ No

f you answer YES to either of these questions, contact your supervisor before reporting for in-person work.
Contact your primary care provider for evaluation if you have symptoms or have had close contact with a positive individual. If you are given a probable diagnosis or test positive for COVID-19, please stay home and notify _____.