

Plan, Prepare & Respond to Coronavirus

Guidance from the Centers for Disease Control & Prevention

This guidance is based on what is currently known about the coronavirus disease 2019 (COVID-19). COVID-19 is a respiratory illness that can spread from person to person.

To prevent stigma and discrimination in the workplace, use only the guidance described below to determine risk of COVID-19 infection. Do not make determinations of risk based on race or country of origin and be sure to maintain confidentiality of people with confirmed coronavirus infection. There is much more to learn about the transmissibility, severity, and other features of COVID-19 and investigations are ongoing.

PREPARING WORKPLACES FOR A COVID-19 OUTBREAK

Businesses and employers can prevent and slow the spread of COVID-19. Employers should plan to respond in a flexible way to varying levels of disease transmission in the community and be prepared to refine their business response plans as needed. According to the Occupational Safety and Health Administration (OSHA), most American workers will likely experience low (caution) or medium exposure risk levels at their job or place of employment.

All employers need to consider how best to decrease the spread of COVID-19 and lower the impact in their workplace. This may include activities in one or more of the following areas:

- reduce transmission among employees,
- maintain healthy business operations, and
- maintain a healthy work environment.

Reduce Transmission Among Employees

Actively encourage sick employees to stay home:

- ▲ Employees who have symptoms (i.e., fever, cough, or shortness of breath) should notify their supervisor and stay home.
- ▲ Sick employees should follow CDC-recommended steps (<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>). 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.

- ▲ Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and follow CDC recommended precautions.

Identify where and how workers might be exposed to COVID-19 at work:

- ▲ See the OSHA.gov webpage for more information on how to protect workers from potential exposures and guidance for employers, including steps to take for jobs according to exposure risk.
- ▲ Be aware that some employees may be at higher risk for serious illness, such as older adults and those with chronic medical conditions. Consider minimizing face-to-face contact between these employees or assign work tasks that allow them to maintain a distance of six feet from other workers, customers and visitors, or to telework if possible.

Separate sick employees:

- ▲ Employees who appear to have symptoms (i.e., fever, cough, or shortness of breath) upon arrival

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at work or who become sick during the day should immediately be sent home.

- ▲ If an employee is confirmed to have COVID-19 infection, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). The employer should instruct fellow employees about how to proceed based on the CDC Public Health Recommendations for Community-Related Exposure.

Educate employees about how they can reduce the spread of COVID-19:

- ▲ Follow the policies and procedures of your employer related to illness, cleaning and disinfecting, and work meetings and travel.
- ▲ Stay home if you are sick, except to get medical care.
- ▲ Inform your supervisor if you have a sick family member at home with COVID-19.
- ▲ Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available.
- ▲ Avoid touching your eyes, nose, and mouth with unwashed hands.
- ▲ Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash and immediately wash hands with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer containing at least 60% alcohol.
- ▲ 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.
- ▲ 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.
- ▲ Practice social distancing by avoiding large gatherings and maintaining distance (approximately 6 feet or 2 meters) from others when possible.

MAINTAIN HEALTHY BUSINESS OPERATIONS

Identify a workplace coordinator who will be responsible for COVID-19 issues and their impact at the workplace.

Implement flexible sick leave and supportive policies and practices.

- ▲ Ensure that sick leave policies are flexible and consistent with public health guidance and that employees are aware of and understand these policies.
- ▲ Maintain flexible policies that permit employees to stay home to care for a sick family member or take care of children due to school and childcare closures. Additional flexibilities might include giving advances on future sick leave and allowing employees to donate sick leave to each other.
- ▲ Employers should not require a positive COVID-19 test result or a healthcare provider's note for employees who are sick to validate their illness, qualify for sick leave, or to return to work.
- ▲ Review human resources policies to make sure that policies and practices are consistent with public health recommendations as well as existing state and federal workplace laws.
- ▲ Connect employees to employee assistance program (EAP) resources (if available) and community resources as needed. Employees may need additional social, behavioral, and other services, for example, to cope with the death of a loved one.

Assess your essential functions and the reliance that others and the community have on your services or products.

- ▲ Be prepared to change your business practices if needed to maintain critical operations (e.g., identify alternative suppliers, prioritize existing customers, or temporarily suspend some of your operations if needed).
- ▲ Identify alternate supply chains for critical goods and services.
- ▲ Talk with companies that provide your business with contract or temporary employees about the importance of sick employees staying home.
- ▲ Talk with business partners about your response plans.

Determine how you will operate if absenteeism spikes from increases in sick employees, those who stay home to care for sick family members, and those who must stay home to watch their children if dismissed from childcare programs and K-12 schools.

- ▲ Plan to monitor and respond to absenteeism at the workplace.
- ▲ Implement plans to continue your essential business functions in case you experience higher than usual absenteeism.

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- ▲ Cross-train employees to perform essential functions so the workplace can operate even if key employees are absent.

Consider establishing policies and practices for social distancing. Social distancing should be implemented if recommended by state and local health authorities. Social distancing means avoiding large gatherings and maintaining distance (approximately 6 feet or 2 meters) from others when possible (e.g., breakrooms and cafeterias). Strategies that business could use include:

- ▲ Implementing flexible worksites (e.g., telework)
- ▲ Implementing flexible work hours (e.g., staggered shifts)
- ▲ Increasing physical space between employees at the worksite
- ▲ Implementing flexible meeting and travel options (e.g., postpone non-essential meetings or events)
- ▲ Downsizing operations
- ▲ Delivering services remotely (e.g. phone, video, or web)
- ▲ Delivering products through curbside pick-up or delivery

MAINTAIN A HEALTHY WORK ENVIRONMENT

Support respiratory etiquette and hand hygiene for employees, customers, and worksite visitors:

- ▲ Provide tissues and no-touch disposal receptacles.
- ▲ Provide soap and water in the workplace. If soap and water are not readily available, use alcohol-based hand sanitizer that is at least 60% alcohol. If hands are visibly dirty, soap and water should be chosen over hand sanitizer. Ensure that adequate supplies are maintained.
- ▲ Place hand sanitizers in multiple locations to encourage hand hygiene.
- ▲ Place posters that encourage hand hygiene to help stop the spread at the entrance to your workplace and in other workplace areas where they are likely to be seen.
- ▲ Discourage handshaking – encourage the use of other noncontact methods of greeting.

Perform routine environmental cleaning and disinfection:

- ▲ Routinely clean and disinfect all frequently touched surfaces in the workplace, such as workstations, keyboards, telephones, handrails, and doorknobs.
- ▲ Provide disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks, other work tools and equipment) can be wiped down by employees before each use.

Take care when attending meetings and gatherings:

- ▲ Carefully consider whether travel is necessary.
- ▲ Consider using videoconferencing or teleconferencing when possible for work-related meetings and gatherings.
- ▲ Consider canceling, adjusting, or postponing large work-related meetings or gatherings that can only occur in-person.
- ▲ When videoconferencing or teleconferencing is not possible, hold meetings in open, well-ventilated spaces.

HOT WORK Permits

Neon orange tags attract attention and are a reminder to use safety rules during all "Hot Work"

To order
Call (877) 535-4646

Member Price 30¢ each

Non-member Price 50¢ ea plus shipping

HOT WORK PERMIT RULES

This Permit To Be Used When Any Hot Work Is Performed Anywhere On The Plant Site Other Than A Designated "Hot Work Area."

1. Sprinkler Must Be In Service.
2. Portable Extinguishing Equipment Is At Hand.
3. Welding/Cutting Equipment Checked and in Good Repair.
4. All Floors, Including Exposed Lower Levels Must Be Swept and Wet Down or Shielded. Combustibles Must Be Removed or Protected.
5. Do Not Use Welding, Cutting, Open Flame or Grinding Equipment Near Flammable Liquids or on Tanks Which Have Held Flammable Liquids or Other Combustibles. See Your Supervisor.
6. Fire Watches Must Be Provided During and For 30 Minutes After Hot Work Is Completed.

The work area and the floor were checked for possible fire for 30 minutes after hot work was completed and on each round during my shift.

Signed _____