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COVID-19 Exposure Control Plan

Implementation Date: IDATE

Revision Date: RDATE

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IMPLEMENTATION OF EXPOSURE CONTROL PLAN

COMPANYNAME has implemented this exposure control plan to provide guidance in the protection of our employees during exposure to a COVID-19 infectious disease event. COMPANYNAME will take proactive steps and define measures for implementation in an effort to protect the workplace from exposure to a COVID-19 outbreak.

COMPANYNAME shall make every effort to operate effectively and ensure all essential services are continuously provided while keeping employees safe within the workplace.

COMPANYNAME is committed to providing authoritative information about the nature and spread of COVID-19, including symptoms and signs to watch for, as well as required steps to follow in the event of an infectious disease outbreak.

This program addresses the following measures to reduce the risk of infection and disease spread in the workplace:

- Signs and Symptoms of COVID-19 Infection
- Action Steps
- Limiting the Spread of Infection in the Workplace
- Reducing Transmission Among Employees
- Protecting Employees with Personal Protective Equipment
- Supervision of Protective Measures
- Evaluation of Employee Health Status
- Implementing Hazard Control Measures
- Suspected or Confirmed COVID-19 Infection
- Sanitizing the Work Area After Possible Exposure
- Medical Information
- Recordkeeping
- Training

SIGNS AND SYMPTOMS OF COVID-19 INFECTION

The following signs and symptoms are indicative of a serious infection. Anyone experiencing these signs and symptoms should seek **Immediate Medical Attention**.

- Difficulty breathing or shortness of breath in severe cases
- Persistent pain or pressure in the chest
- New confusion or inability to arouse
- Bluish lips or face due to breathing difficulty

Call emergency medical services (911) for any medical emergency: When calling, notify the operator that the emergency may be COVID-19 related. Have the patient don a facemask or face covering before medical help arrives.

Symptoms of COVID-19 infection may appear two (2) to fourteen (14) days after exposure to the virus. Persons experiencing the following symptoms or combination of symptoms may be infected with COVID-19:

- Fever
- Dry cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

EVALUATION OF EMPLOYEE HEALTH STATUS

Prior to reporting to work each day, employees must perform the following health status evaluation.

- Do you have a fever, cough, fatigue, muscle aches, new loss of taste or smell, or shortness of breath?
- Have you been in direct contact with someone known to have the novel COVID-19 (Corona) virus infection?
- Within the past fourteen (14) days, have you traveled to an area considered "**Level 3**" with widespread concern for coronavirus according to the CDC?

NOTE: Level 3 - WARNING: Avoid Non-essential Travel - Widespread Ongoing Transmission

(for current information on locations designated as Level 3 by the CDC, see the website below)

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/after-travel-precautions.html>

Employees answering YES to any of the above questions are denied access to the work site/facility and shall report their health status to their supervisor immediately.

**If temperature check protocols
are implemented delete this box.
If not, delete the green-
highlighted text.
(delete this box)**

Under certain circumstances, temperature check protocols may also be advised.

In addition to the health assessment questions, COMPANYNAME is also implementing temperature check protocols. Employee body temperature should be checked using a 'no-touch' thermometer. If a 'no-touch' thermometer is unavailable another thermometer can be used but must be sanitized between uses. When using a thermometer that requires close proximity or contact, facemasks or improvised face coverings must be worn. The person taking the temperature should also wear latex or medical gloves and discard the gloves between contacts and after use.

Follow sanitizing procedures included in the thermometer operating manual. Temperatures can be taken by any person trained and familiar with its use.

An elevated temperature (temperature above 100.4° F [38° C]) indicates the presence of a fever and may be an indication of COVID-19 infection. This may warrant additional assessment including clearance from a medical professional to report to work. Access to the work site/facility is denied and your health status must be reported to your supervisor immediately.

Reminder: A normal temperature reading is not a confirmation that the subject is disease free, only that they are not currently experiencing fever. An infected person may be symptom free and still be a carrier/spreader of the disease. Report elevated temperature to your supervisor.

- Stop work in the area in which the infected employee was working until the area can be sanitized. In most cases the virus will die within seventy-two (72) hours, but sanitizing measures should still be exercised, especially on commonly touched surfaces. Special attention should be focused on the tools, equipment, controls, etc. that the employee was using or was likely to have used.
- The affected area should be secured and isolated to restrict access to cleaning personnel and informed and protected workers who require access to secure and shut down the area. Signage, barrier tape, and secured access points can be used to identify and control the area.

SANITIZING THE WORK AREA AFTER POSSIBLE EXPOSURE

In the event a worker has been confirmed to be COVID-19 positive, the work area will need to be sanitized to prevent spread of the disease.

Current CDC guidelines indicate that if it has been more than seven (7) days since the person with suspected/confirmed COVID-19 visited or used the facility, additional cleaning and disinfection is not necessary.

For facilities that do not house people overnight, areas visited by the infected person(s) should be closed off and ventilated by opening outside doors and windows and using ventilation fans. Wait twenty-four (24) hours or as long as practical before beginning the cleaning/disinfection process.

Cleaning staff or outside cleaning service should clean and disinfect all common areas that may have been used by the infected person, including: offices, restrooms, shared electronic equipment such as phones, keyboards and computer controls, tablets, touch screens, and remote controls, etc. focusing on frequently touched surfaces.

Controls, surfaces, tools, equipment, and other items known to or likely to have been used by the infected person should receive special attention.

Dirty surfaces should be cleaned with soap and water prior to disinfection.

For specific steps and PPE recommendations for cleaning personnel, see the CDC guidance at <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

RETURN TO WORK

Workers who were infected by COVID-19 or took time off work because they believed they were infected may return to work after the following criteria are met:

- No fever (body temperature consistently below 100° F [37.8° C]) for at least seventy-two (72) hours (three [3] full days of no fever without the use of fever-reducing medicines); AND
- Other symptoms have improved (for example, coughing or shortness of breath has ceased); AND
- At least seven (7) days have passed since symptoms first appeared
- The worker can show results of two COVID-19 tests twenty-four (24) hours apart confirming they are not infected with the disease.

Workers may also return to work if they can provide certification by a physician or licensed health care professional that the worker is free from infection and able to return to work.

In all cases, **follow the guidance of your health care provider and local health department.**

MEDICAL INFORMATION

REQUESTS FOR MEDICAL INFORMATION AND/OR DOCUMENTATION

If you are out sick due to possible or confirmed COVID-19 infection for more than three (3) days, it may become necessary to request information from you and/or your health care provider. In general, we would

Checklist for Assisting Infected Employee – COVID-19

In the event an employee at work reports they believe they are experiencing symptoms of COVID-19 infection the following steps should be taken.

- Provide the employee with a mask or face covering to reduce droplet spread when talking or coughing. Employees assisting the infected employee should be kept to a minimum and must also wear face masks to reduce risk of infection.
- Maintain a minimum 6-foot distance between infected employee and others. Minimize worker interaction only to those employees necessary to process the employee out of the work area and to a safe area for evaluation.
- Evaluate the employee to determine whether emergency services need to be called. The following signs and symptoms are indicative of a serious infection. **Immediate Medical Attention** should be requested for anyone experiencing these signs and symptoms:
 - Difficulty breathing or shortness of breath in severe cases
 - Persistent pain or pressure in the chest
 - New confusion or inability to arouse
 - Bluish lips or face due to breathing difficulty

Call emergency medical services (911) for any medical emergency: When calling, notify the operator that the emergency may be COVID-19 related. Have the patient don a facemask or face covering before medical help arrives.
- Make note of employee information, date and time of day, and area in which the employee was working. Employee Name: _____ Date: _____ Time: _____ AM/PM Work Area: _____
- When information is obtained, the employee may be released to return home. If necessary, assist the employee to their vehicle or in obtaining transportation. In no case should the employee be allowed to drive if in obvious distress. If employee is in medical distress, call emergency services. If the employee is showing signs of anxiety or other psychological distress, arrangements should be made for alternative transport. A household member is recommended for the task.
- Advise the employee to seek medical attention for medical evaluation and treatment. Provide them with the CDC Guidelines for COVID-19 Infection guidance document, which informs them of the actions they should take until they are free of symptoms of infection.
- Identify all employees in the area who were working in close proximity (less than six feet) to the infected employee and record their names for future monitoring. Inform them of their possible exposure and review the signs and symptoms of COVID-19 infection with them. Advise them to seek medical advice and testing to rule out infection. (attach additional sheets if necessary)

Affected Employees:

Name: _____ Name: _____

Name: _____ Name: _____

Name: _____ Name: _____
- Stop work in the area in which the infected employee was working until the area can be sanitized. In most cases the virus will die within seventy-two (72) hours but sanitizing measures should still be exercised, especially on commonly touched surfaces. Special attention should be focused on the tools, equipment, controls, etc. that the employee was using or was likely to have used.

Pautas del CDC para la Infección por el COVID-19

Si está enfermo con el COVID-19 o sospecha que está infectado con el virus que causa el COVID-19, siga los pasos a continuación para ayudarlo a prevenir que la enfermedad se propague a las personas en su hogar y la comunidad.

El CDC recomienda las siguientes acciones para quienes están infectados o sospechan que están infectados con el COVID-19. Estos pasos pueden promover la recuperación y proteger a otros en su hogar y comunidad de la exposición.

- **Quédese en casa:**
 - La mayoría de las personas que tienen el COVID-19 experimentan enfermedades leves y pueden recuperarse en casa sin atención médica.
 - No salga de su hogar, excepto para recibir la atención médica
 - No visite áreas públicas
- **Manténgase en contacto con su doctor:**
 - Llame antes de recibir la atención médica.
 - Asegúrese de recibir atención si tiene problemas para respirar, o si tiene otras señales que advierten por una emergencia, o si cree que es una emergencia.
- **Evite el Transporte Público:** Evite el uso de transporte público, viajes compartidos o taxis.
- **Manténgase Alejado de los Demás:**
 - En la medida de lo posible, separarse de otras personas en su hogar, esto se conoce como aislamiento del hogar.
 - Debe permanecer en una específica "habitación para enfermos", si es posible, y lejos de las otras personas en su hogar.
 - Cuando no se pueden mantener los seis (6) pies de separación, se deben usar otras prácticas de mitigación, es decir, exigir que todos los empleados usen coberturas faciales.

Quedarse en Casa excepto para recibir Atención Médica

Restrinja las actividades fuera de su hogar, excepto para obtener la atención médica. No vaya al trabajo, la escuela o las áreas públicas. Evite el uso de transporte público, viajes compartidos o taxis.

Controle sus Síntomas

Busque la atención médica inmediata si su enfermedad está empeorando (por ejemplo, dificultad para respirar). **Antes** de buscar el cuidado, llame a su proveedor de atención médica e infórmele que está, o sospeche que puede estar infectado con el COVID-19. Póngase una máscara facial antes de ingresar a las instalaciones. Estos pasos lo ayudarán a que el consultorio del proveedor de atención médica evite que otras personas en la oficina o en la sala de espera se infecten o se expongan.

Pídale a su proveedor de atención médica que llame al departamento de salud local o estatal. Las personas que se someten a el monitoreo activo o autocontrol facilitado deben seguir las instrucciones proporcionadas por su departamento de salud local o profesionales de salud ocupacional, según corresponda.

Si tiene una emergencia médica y necesita llamar al 911, notifique al personal de despacho que tiene o está siendo evaluado por el COVID-19. Si es posible, póngase una mascarilla antes de que lleguen los servicios médicos de emergencia.

Llame con anticipación antes de visitar a su médico.

Si tiene una cita médica, llame a su proveedor de atención médica e infórmeles que tiene o puede tener el COVID-19. Esto ayudará a que el consultorio del proveedor de atención médica tome medidas para evitar que otras personas se infecten o se expongan.