

# COVID-19 Preparedness Plan for <company>

<company> is committed to providing a safe and healthy workplace for all our workers. To ensure that, we have developed the following Preparedness Plan in response to the COVID-19 pandemic. Managers and workers are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces, and that requires full cooperation among workers and management. Only through this cooperative effort can we establish and maintain the safety and health of our workers and workplaces.

Management and workers are responsible for implementing and complying with all aspects of this Preparedness Plan. <company> managers and supervisors have our full support in enforcing the provisions of this policy.

Members of <company> leadership team will take on key roles to help prepare for reopening. These roles include:

- Employee Access Control Lead-- \_\_\_\_\_ will manage social distancing, shift changes, as well as visitors and contractors.
- Virus Prevention and Protocols Lead-- \_\_\_\_\_ will manage protocols to ensure the wellness of all workers, and the overall pandemic preparedness and response plan.
- Sanitation and Disinfection Lead-- \_\_\_\_\_ will manage daily and periodic disinfection logistics.
- Communication and Training Lead-- \_\_\_\_\_ will manage all pandemic related communications, in accord with regional and global communications and HR if applicable.
- Personal Protective Equipment (PPE) and Materials Lead-- \_\_\_\_\_ will secure all necessary supplies to implement and sustain the site pandemic preparedness and response plan, including direct procurement by the plant.

Our workers are our most important assets. We are serious about safety and health and keeping our workers working at <company>. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. Our Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Wisconsin Department of Health (WDH) guidelines and federal OSHA standards related to COVID-19 and addresses:

- hygiene and respiratory etiquette;
- engineering and administrative controls for social distancing;
- housekeeping – cleaning, disinfecting and decontamination;
- prompt identification and isolation of sick persons;
- communications and training that will be provided to managers and workers; and
- management and supervision necessary to ensure effective implementation of the plan.

## Determine Risk of COVID-19 Exposure

OSHA has designated four (4) risk Categories:

### Very High Exposure Risk

Those jobs with high potential for exposure to known or suspected sources of COVID-19 during specific medical, postmortem or laboratory procedures such as:

- Healthcare workers performing procedures on people known to be infected/exposed.
- Healthcare or laboratory workers handling specimens that are known to be infected with COVID-19
- Morgue workers who perform autopsies of people known or suspected to have died from COVID-19.

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Our company does not employ medical professionals who would engage in performing procedures on people.

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### High Exposure Risk

Those jobs with high potential for exposure to known or suspected sources of COVID-19 such as:

- Healthcare delivery and support staff
- Medical transport staff
- Mortuary workers preparing bodies for burial or cremation.

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Our company does employ personnel who would have potential exposure to coworkers who have flu-like symptoms. We have facility first responders. These employees are encouraged to direct all coworkers with flu-like symptoms directly to Human Resources. In those cases where emergent care is needed on the production floor, those employees will be provided with the following PPE per 1910.132:

- Latex or nitrile disposable gloves
  - Safety glasses
  - N95 Respirator or equivalent
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### Medium Exposure Risk

Those jobs that require frequent and/or close contact with (i.e. within 6 feet of) people who may be infected with SARSCoV-2 but who are not known or suspected COVID-19 patients.

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The following personnel are considered to have Medium Risk Exposure to COVID-19 as part of their routine job duties:

- Shipping Personnel
- Custodial and janitorial staff
- Human Resources

The following PPE will be provided for all Medium Risk Exposure employees, as required specifically by the Director of Human Resources per each unique job:

- Latex or Nitrile disposable gloves
  - Safety glasses
  - N95 Respirator or equivalent if cleaning after a potential positive case
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## **Low Exposure Risk**

Those jobs that do not require contact with people known to be, or suspected of being, infected with SARS-CoV-2 nor have frequent close contact with (i.e. within 6 feet of) the general public.

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All employees in our company who are not classified as VERY HIGH, HIGH, or MEDIUM RISK, are by default classified as LOW RISK. No PPE will be provided for all Low Risk Exposure unless specified by the Director of Human Resources on a case-by-case basis.

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## **Controls to Reduce Risk**

### **Low Risk**

- Will monitor public health communications about COVID-19 recommendations and ensure that workers have access to that information.
- Engineering controls have not been deemed necessary for low exposure risk jobs.
- Additional PPE is not recommended for low risk jobs unless otherwise specified in local or state orders.

### **Medium Risk**

- Installation of physical barriers, such as clear plastic sneeze guards where feasible.
- Face masks will be available to ill employees and customers to contain respiratory secretions until they are able to leave the workplace.
- When appropriate, access to the worksite will be limited/restricted for customers and public.
- PPE will be selected that protects workers specific to their work area.

### **Very High/High Risk**

Non-applicable

## **Screening and policies for employees exhibiting signs and symptoms of COVID-19**

Workers have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess workers' health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms.

- All employees who are able to work from home should be working from home at this time.
- For those employees who must report: each employee should have their temperature taken each day (either onsite if required by the customer or at home), and if they have a fever at or above 100.4 degrees Fahrenheit, that employee will be sent home. The employee should monitor their symptoms and call a doctor or use telemedicine if their symptoms concern them. This employee can return to work when:
  - They have had NO fever for at least three (3) days without taking medication to reduce fever during that time; AND
  - There is improvement in their respiratory symptoms (cough and shortness of breath) for three (3) days; AND
  - At least seven (7) days have passed since their symptoms began.

If an employee presents with a fever and has recently traveled to an area with community spread of COVID-19, they are required to stay home for 14 days from the time they were exposed to COVID-19. They can return to work after meeting the same qualifications, after their 14-day quarantine, or if a doctor determines the cause of their fever is not COVID-19 and approves their return.

NOTE: <company> will follow the recommendations of the CDC as it pertains to those who test positive for COVID-19 or anyone who has potentially come in contact with anyone who has COVID-19. As the recommendations of the CDC change, so will those of <company>.

If at any time a doctor confirms the cause of their fever or other symptoms is not COVID-19 and approves them to return to work, then employees can return.

Preventative measures will be followed no matter how many employees are in the office — physical distancing, stay home when sick, use cough and sneeze etiquette, and practice hand hygiene as often as possible. Clean all high-touch surfaces regularly and discourage workers from using other workers' phones, desks, offices, or other work tools and equipment, when possible.

## **PPE**

Whenever possible, the company will maintain a 30-day supply of the following items:

- Disposable Surgical Masks
- Nitrile Gloves
- Infrared Thermometers (1 thermometer for every 100 employees)
- Disinfectant Sprays/Wipe
- Hand Sanitizer/Hand Soap/Paper Towels
- Safety Glasses and Face Shields
- Disinfectant and Cleaning Solutions

## **Handwashing**

Basic infection prevention measures are being implemented at our workplaces at all times. Workers are instructed to wash/sanitize their hands for at least 20 seconds with soap and water/hand sanitizer frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes and after using the restroom. All visitors to the facility will be required to wash/sanitize their hands prior to or immediately upon entering the facility.

Sanitizer is available throughout the shop, office, and at the job site. All personnel are responsible to sanitize their tools and equipment. Also, all surfaces which may multiple persons may come in contact with, such as work benches, forklift controls, etc. shall be sanitized on a daily basis.

## **Respiratory etiquette: Cover your cough or sneeze**

Workers and visitors are advised to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all workers and visitors.

## Social distancing

Social distancing is being implemented in the workplace. In the shop or on the job site, personnel should be aware of their surroundings and work at least 6 feet away from others. In limited situations where workers must be located closer than 6 feet to others, employees shall wear a mask.

Workers and visitors are prohibited from gathering in groups and confined areas and from using other workers' personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices or other personal work tools and equipment.

## Cleaning & Disinfecting

Regular housekeeping practices are being implemented, including changing HVAC filters, routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, and areas in the work environment, including restrooms, break rooms, lunch rooms and meeting rooms. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, copy machines, etc. Sanitizer is available throughout the shop, office, and at the job site. All personnel are responsible to sanitize their tools and equipment. Also, all surfaces which may multiple persons may come in contact with, such as work benches, forklift controls, etc. shall be sanitized on a daily basis. Deep cleaning shall be performed when there is a suspected case of COVID-19 and while waiting on test results.

## Communications and training

<company> shall:

- Train salaried workers while working remotely to review and ensure their understanding of this plan.
- Host remote training for the company's restart team and leads.
- Host training for HR and other departments on their plan responsibilities.
- Employees shall be trained on day 1 of restarting operations and ongoing for new hire/returnee orientation:
  - Company's policies and procedures
  - COVID-19 signs & symptoms
  - Daily self-screening and what to do if employees think they may be sick
  - Isolation protocol for sick people
  - Social distancing in the workplace, including staggered shifts/breaks procedure
  - Personal hygiene—handwashing, covering coughs, etc.
  - COVID-19 disinfection procedures and housekeeping
  - Personal Protective Equipment—which PPE they are required to wear, maintenance and cleaning of PPE, proper disposal of PPE, proper use/donning/doffing.