

SAFETY POLICY

1.0 PURPOSE

Your company name here is committed to providing a safe and healthful work place by increasing employee awareness and communication concerning the threat of coronavirus (COVID-19) or other pandemic that causes serious widespread illness.

2.0 SCOPE

This policy applies to all company employees, contractors and visitors. The policy includes recognizing the signs, symptoms and response procedures for a pandemic.

3.0 DEFINITIONS

Pandemic – epidemic over a large area.

Epidemic – a widespread occurrence of an infectious disease in a community at a particular time.

Coronavirus (COVID-19) – a highly contagious viral infection of the respiratory passages causing fever, cough, shortness of breath and breathing difficulties. In more severe cases, infection can cause pneumonia, severe acute respiratory syndrome, kidney failure and even death.

4.0 RESPONSIBILITY

4.1 Employees

- Adhere to the procedure in the Pandemic Preparedness/Coronavirus (COVID-19) Program.

4.2 Supervisors

- Implement the procedure in the Pandemic Preparedness/Coronavirus (COVID-19) Program.
- If an employee, visitor, subcontractor or other meets the criteria of symptoms outlined in the Pandemic Preparedness/Coronavirus (COVID-19) Program, immediately notify the health department.

5.0 PROCEDURE

Background

Coronaviruses are a large family of viruses that cause illness ranging from the common cold to more severe diseases. COVID-19 is a new strain that has not been previously identified in humans.

Coronaviruses are zoonotic, meaning they are transmitted between animals and people.

Common signs of infection include respiratory symptoms, fever, cough, shortness of breath and breathing difficulties. In more severe cases, infection can cause pneumonia, severe acute respiratory syndrome, kidney failure and even death.

General Information

Standard recommendations to prevent infection spread include:

- Regular hand washing
- Covering mouth and nose when coughing and sneezing
- Thoroughly cooking meat and eggs
- Avoid close contact with anyone showing symptoms of respiratory illness such as coughing and sneezing.

To protect yourself and others from getting sick and the spread of germs from infectious illnesses, take these everyday steps:

- Cover your nose and mouth with a tissue when you cough or sneeze and throw the tissue away in the trash.
- Wash your hands often with soap and water, especially after you cough or sneeze.
- If soap and water are not available Alcohol-based hand cleaners are also effective.
- Avoid touching your eyes, nose or mouth.
- Try to avoid close contact with people.

Risk Assessment

Outbreaks of novel virus infections among people are always of public health concern. The risk from these outbreaks depends on characteristics of the virus, including how well it spreads between people, the severity of resulting illness, and the medical or other measures available to control the impact of the virus (for example, vaccine or treatment medications). The fact that this disease has caused illness, including illness resulting in death, and sustained person-to-person spread is concerning. These factors meet two of the criteria of a pandemic. As community

spread is detected in more and more countries, the world moves closer toward meeting the third criteria, worldwide spread of the new virus.

Reported community spread of COVID-19 in parts of the United States raises the level of concern about the immediate threat for COVID-19 for those communities. The potential public health threat posed by COVID-19 is very high, to the United States and globally.

At this time, however, most people in the United States will have little immediate risk of exposure to this virus. This virus is NOT currently spreading widely in the United States. However, it is important to note that current global circumstances suggest it is likely that this virus will cause a pandemic. This is a rapidly evolving situation and the risk assessment will be updated as needed. The current Risk Assessment according to the CDC is:

For most of the American public, who are unlikely to be exposed to this virus at this time, the immediate health risk from COVID-19 is considered low.

People in communities where ongoing community spread with the virus that causes COVID-19 has been reported are at elevated, though still relatively low risk of exposure.

Healthcare workers caring for patients with COVID-19 are at elevated risk of exposure.

Close contacts of persons with COVID-19 also are at elevated risk of exposure. Travelers returning from affected [international locations](#) where community spread is occurring also are at elevated risk of exposure.

Seeking Medical Attention

Employee, visitor or subcontractor individuals who are:

- Ill with a fever, cough, or difficulty breathing AND have traveled from an affected area in the last 14 days
- Ill with fever, cough, or difficulty breathing AND have been identified by Public Health as a recent close contact of a confirmed COVID-19 case or had recent close contact with someone who is being evaluated for COVID- 19 infection.

If COVID-19 is Suspected

If an employee, visitor or subcontractor meets the above criteria, it is important to place them in a private room away from others and ask them to wear a face mask. Immediately notify your [local health department](#). They will provide you with guidance.

The incubation period is generally 14 days. If you become ill, contact your supervisor and limit contact with others. Stay home if you are sick for 7 days after your symptoms begin or until you have been symptom-free for 24 hours.

Contact your health care provider, particularly if you are worried about your symptoms. Your health care provider will determine whether coronavirus (COVID-19) testing or treatment is needed. Be prepared in case you get sick and need to stay home for a week or so; a supply of over-the-counter medicines, alcohol-based hand rubs, tissues and other related items could be useful and help avoid the need to make trips out in public while you are sick and contagious.

The company may require the above actions of an employee where reasonable belief, based on objective evidence that the employee's present medical condition would:

- Impair his/her ability to perform essential job functions (i.e., fundamental job duties) with or without reasonable accommodations, or,
- Pose a direct threat (i.e., significant risk of substantial harm that cannot be reduced or eliminated by reasonable accommodation) to safety in the workplace.

If a pandemic does occur in the workplace the following steps will be implemented if deemed necessary:

- Encourage customers and potential customers to use remote facilities. The staffing of these services is to be increased as necessary to ensure that individuals using them receive prompt service and response so they will continue to use them. All employees should take their laptops home as well as any other materials required on a daily basis to ensure they can work from home on a moment's notice.
- Employees with job duties that can be accomplished by telecommuting will be encouraged to work from home unless they have been cross-trained to work in place of an employee who is ill.
- Supervisors will be instructed to send and keep employees home if they exhibit symptoms of the illness, working from home if practical.
- Team members will contact their key vendors to determine the impact of the outbreak on their operations and its effects on our ability to perform our daily functions, and they will communicate the results. The Coordinator will see to it that we obtain extra quantities of any necessary supplies that may be threatened due to the outbreak.
- The Coordinator, with the assistance of team members, will monitor staffing levels at all locations and assist supervisors in finding ways to maintain critical operations in light of any staffing shortage. Should the closing of any locations be a consideration due to inadequate staffing availability, the Coordinator will first contact the Health Officer to obtain their advice and consent prior to any closing. Should an office be closed, notices shall be posted prominently at the location informing customers of the situation and telling them where and how they can transact business. Telephone and other lines of communication must be routed to a location where they will be staffed by employees so customers' attempts to reach us do not go unanswered.
- The Coordinator is to ensure that the public is kept informed of any changes that affect their transaction of business with us. This information is to be included on the home page of our website, in the lobbies of our locations, and in other media as appropriate.

- The Coordinator is to implement the employee contact plan to ensure that all employees are kept informed of developments as they occur, including employees who remain at home.

Housekeeping

Good housekeeping can prevent the spread of germs in the workplace. It is important to keep surfaces clean by wiping them down with a household disinfectant according to the directions on the product label. Clean all areas that are likely to have frequent hand contact (like doorknobs, faucets, handrails) routinely and when visibly soiled. Work surfaces should also be cleaned frequently using normal cleaning products.

Pandemic Disease Plan

A pandemic disease plan or disease containment plan should be developed for the company and a coordinator appointed. The plan shall include:

- Identifying a workplace coordinator who will be responsible for dealing with disease issues and their impact at the workplace. This may include contacting:
 - Local health department and health care providers in advance
 - Developing and implementing protocols for response to ill individuals.
- Key contacts, a chain of communications and contact numbers for employees, and processes for tracking business and employee's status should be developed.
- A procedure must be developed to notify key contacts including both customers and suppliers in the event an outbreak has impacted your company's ability to perform services. This procedure must also include notification to customers and suppliers when operations resume.
- The plan and emergency communication strategies should be periodically tested (for example annually) to ensure it is effective and workable.

6.0 TRAINING REQUIREMENTS

All employees shall receive training on health issues of the pertinent disease to include prevention of illness, initial disease symptoms, preventing the spread of the disease, and when it is appropriate to return to work after illness. Disease containment plans and expectations should be shared with employees. Communicating information with non-English speaking employees or those with disabilities must be considered.

7.0 TRAINING FREQUENCY

Every employee receives training prior to initial assignment and periodic training thereafter covering all sections of the Pandemic Preparedness/Coronavirus (COVID-19) Program.