Infectious Disease Preparedness and Emergency Response Plan (TEMPLATE)

Template Instructions

This template provides guidance to assist organizations in developing an Infectious Disease Preparedness and Emergency Response Plan (IDPERP) or, if the organization already has a continuity plan, an Infectious Disease Annex. General guidance and sample information is provided for reference, and organizations are encouraged to tailor this plan to meet specific organizational needs and requirements.

This plan template contains many elements of a viable continuity plan and allows organization to insert information as deemed appropriate. Sample text has been provided throughout this template and is ***italicized*** to aid in identification. Sections may contain instructions about information that should be included. These instructions in **BLUE** should be deleted after the section is updated.

Introduction

The introduction should briefly address continuity planning in general and the need for specialized planning that will enable the organization to effectively respond to an infectious disease outbreak.

(Sample Text)

*Organizational operations may be adversely affected in the event of a pandemic and should have continuity plans in place to assist in the continuance of their core business. Continuing to operate is vital to an organization’s ability to remain a viable entity during times of increased threats from all hazards, manmade or natural. Since the threat to an organization’s continuity of operations is great during a pandemic outbreak, it is important for (insert company name), to have an Infectious Disease Preparedness and Emergency Response Plan (IDPERP) (or annex) in place. While organizations may be forced to suspend some operations due to the severity of a pandemic outbreak, an effective IDPERP can assist an organization in its efforts to remain operational and strengthen the ability to resume operations.*

Objective

*(Insert company name)* is dedicated to the protection of its employees, facilities, and resources. We are committed to ensuring that our company can continue all aspects of its critical business processes during a pandemic and can safely resume normal operations as quickly as possible after a pandemic affects our facility(ies). We place a high priority on developing, validating, and, if necessary, implementing our company’s Pandemic Plan.

Purpose and Scope

*The purpose of this IDPERP is to provide procedures, guidance, and resources to protect our employees, customers, and the general public in the event of an outbreak of infectious disease. The plan is designed to prevent, prepare, and respond to outbreaks of infectious diseases, including meningitis, tuberculosis, influenza, COVID-19, and other diseases as they arise.*

*The Occupational Safety and Health Act General Duty Clause, Section 5(a)(1), requires employers to provide their employees with a workplace free from recognized hazards likely to cause death or serious physical harm. This plan is designed as a good-faith effort to protect employees’ health and safety and includes compliance with applicable and relevant Occupational Safety and Health Administration (OSHA) safety and health standards and regulations.*

*This plan and related procedures should be modified as needed based on the specific circumstances, especially in the case of a pandemic.*

Background or Reference

***Appendix A*** *includes summaries of various infectious diseases, symptoms, and spread*.

Concept of Operations

The concept of operations section should outline the procedures for monitoring an approaching pandemic, distributing informational materials to employees, enacting pre-pandemic mitigation strategies, and the decision-making process leading to implementation of full IDPERP practices. The concept of operations section should also include the following:

* Core functions or services of the organization that will be continued and a description of how they will be carried out during the pandemic outbreak.
* Realistic examples to illustrate various plan activation scenarios that can guide decisions on when to initiate the plan and how long to keep it in effect.
* Scenarios for the return to normal operations.

(Sample Text)

*[insert company name] will monitor the severity of the pandemic and establish continuity activation triggers to address the unique nature of the pandemic threat. The IDPERP will be implemented as needed to support the continued performance of core functions. This plan is to be read in conjunction with the (Insert company name) continuity plan (if one exists – if not delete this sentence) , as appropriate. It supplements the continuity plan by addressing considerations and elements specific to pandemic events and emerging infectious diseases.*

Definitions

| **Term** | **Definition** |
| --- | --- |
| Active Cases | Infectious disease that can spread from the infectious individual to others. |
| CDC | Centers for Disease Control and Prevention |
| Contaminated | Presence or the reasonably anticipated presence of infectious materials on an item or surface. |
| Decontamination | Use of physical or chemical means to remove, inactivate, or destroy infectious disease on a surface or item to the point where they are no longer capable of transmitting infectious particles; the surface or item is rendered safe for handling, use, or disposal. |
| Epidemic | Widespread occurrence of an infectious disease in a community at a particular time. |
| Handwashing Facilities | Facility providing an adequate supply of running potable water, soap, and single-use towels or hot airdrying machines. |
| Infectious Disease | Caused by pathogenic microorganisms, such as bacteria, viruses, parasites or fungi; the diseases can be spread, directly or indirectly, from one person to another. Infectious diseases do not include tick or insect borne diseases. |
| Isolation | Separation of infected persons (or potentially infected persons) from persons who are not infected. |
| Pandemic | Widespread occurrence of an infectious disease prevalent over a whole country or the world. |
| Personal Protective Equipment (PPE) | Specialized clothing or equipment worn by an employee for protection against a hazard. General work clothes (e.g., uniforms, pants, shirts, or blouses) not intended to function as protection against a hazard are not considered to be PPE*.* |
| Quarantine | Separation and restriction of the activities of healthy persons that have been exposed to a communicable disease. The aim is to prevent transmission of the disease from potentially infected persons to healthy persons during the incubation period. |
| Risk Exposure Categories | Worker risk of occupational exposure to infectious disease during an outbreak may vary from high, medium, or low (caution) risk. |
|  | **High exposure risk** **jobs** are those with high potential for exposure to known or suspected sources of infectious disease. Employees 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 infectious disease patients. (Note: when such employees perform aerosol-generating procedures, their exposure risk level becomes very high.)
* Medical transport employees (e.g., ambulance vehicle operators) moving known or suspected infectious disease patients in enclosed vehicles.
* Mortuary employees involved in preparing (e.g., for burial or cremation) the bodies of people who are known to have, or suspected of having, infectious disease at the time of their death.

**Medium exposure risk jobs** includes:* Frequent and/or close contact (i.e., within 6 feet) with people who may be infected with an infectious disease.
* 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 infectious disease transmission.
* In areas where there is ongoing community transmission, workers in this category may have contact with the general public.
 |
|  |
|  | **Low exposure risk (caution) jobs** are those that:* Do not require contact with people known to be, or suspected of being, infected with infectious disease nor frequent close contact (i.e., within 6 feet) with the general public.
* Employees in this category have minimal occupational contact with the public and other employees.
 |
| Self-Monitoring | Process of monitoring oneself for fever by taking one’s temperature twice a day and remaining alert for respiratory symptoms (e.g., cough, shortness of breath, sore throat). |
| Social Distancing | Self-defense action to protect individuals from contracting a contagious disease. This action includes maintaining a distance of at least 6 feet from other workers. |

 Responsibilities (Edit according to organizational structure)

|  |  |
| --- | --- |
| **Pandemic Plan Administrator/ Corporate Staff** | * + 1. Develop and maintain IDPERP and any supporting documents.
		2. Communicate the IDPERP requirements to facilities via this plan.
		3. Assist facilities in complying with this plan.
		4. Determine when the facilities should activate the IDPERP.
		5. Stay abreast of guidance from federal, state, and local health agencies, and consider how to incorporate those recommendations and resources into facility-specific plans.
		6. Identify appropriate cleaning chemicals by consulting information on the United States Environmental Protection Agency (EPA)-approved disinfectant labels with claims against emerging viral pathogens.
		7. Review the effectiveness of the IDPERP and ensure the program satisfies the requirements of all applicable federal, state, or local requirements.
		8. Develop emergency communications plan (such as postings, email distribution and/or facility-wide meetings) to update employees and answer their concerns as needed.
		9. Develop and implement up-to-date education and training, based on the most current information provided by CDC or other health agencies, on the infectious disease risk factors and protective behaviors (e.g., respiratory etiquette and care of PPE), as needed, and the IDPERP.
 |
| **Facility Manager/ Facility IDPERP Facilitator** | * + 1. Activate the IDPERP when directed by the CEO or designee.
		2. Determine the employees’ exposure risks for routine and non-routine tasks with higher exposure risks than normal and routine tasks covered by this procedure using a pre-job planning or job hazard / job safety analysis.
		3. Provide new-hire, episodic, and annual training for employees.
		4. Ensure employees receive the proper PPE and corresponding training.
		5. Maintain training records.
		6. Maintain appropriate amounts of hand sanitizer, PPE, etc.
		7. Ensure regular housekeeping practices are implemented, including routine (daily or more frequent) cleaning and disinfecting of surfaces, shared tools and equipment, and other elements of the work environment. Clean and disinfect the tools, equipment, and areas in accordance with relevant CDC guidelines.
		8. Contact Pandemic Plan Administrator/Corporate Staff to provide suggestions for improvements to IDPERP.
 |
| **Employee** | 1. Understand the requirements of the IDPERP.
2. Use controls and/or PPE provided by the company to minimize exposure.
3. Notify the facility management if showing symptoms of an infectious disease. If possible, make notifications remotely such as using a radio or a cell phone.
4. Stay home if showing symptoms related to the infectious disease or as directed by a health care provider.
5. Use proper respiratory etiquette, including covering coughs and sneezes.
6. Maintain regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other areas of the work environment.
7. Report all exposure / illness incidents following the requirements of incident / illness reporting procedure.
8. Contact Facility Manager/Facility IDPERP Facilitator to provide suggestions for improvements to IDPERP.
 |

Availability

Copies of this written plan may be obtained from (person or location):

| **Contact Person**  |  |
| --- | --- |
| **Location/Address** |  |
| **Phone Number** |  |
| **Link** |  |

Critical Business Processes

The critical business processes that must keep functioning during a pandemic include:

| **Business Process**  |  |
| --- | --- |
| **Departments/Entities Affected** |  |
| **Name/Titles of Contacts within Department/Entity** |  |
| **Name/Titles of Backup(s) of Contacts** |  |

In addition to critical business processes and people, the following are other critical inputs:

| **Critical Input**  |  |
| --- | --- |
| **Location** |  |
| **Function During Pandemic** |  |

Business Impact Analysis

(Insert Company Name) has conducted a business impact analysis to determine the effect of mission-critical system failures and employee absenteeism on the viability and operations of critical business processes.

Job titles in the organization have been evaluated for an exposure determination. The following is a list of all job classifications in which all employees have occupational exposure to a pandemic virus beyond ordinary co-worker to co-worker transmission (expand table if needed):

| **Job Title**  | **Department/Location** |
| --- | --- |
| ***Management***  | *Office*  |
| ***Supervisors***  | *Facility Wide*  |
| ***Fork Truck Driver***  | *Shipping and Receiving*  |
|  |  |

The following is a list of job classifications in which some employees at our company have occupational exposure beyond ordinary co-worker to co-worker transmission. Included is a list of tasks and procedures, or groups of closely related tasks and procedures, in which occupational exposure may occur for these individuals:

| **Job Title** | **Department/Location** | **Task/Procedure** |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |

Full-time, part-time, temporary, contract, and per diem employees have been considered above. For the purposes of this plan site subcontractors or service providers will be treated in the same manner as employees and require the same level of training in order to enter and operate at our facility.

*We have determined that the following scenarios are likely to result in a decrease in our capabilities to provide our products and/or services during a pandemic:*

* *Inability to hold gatherings such as staff meetings or training sessions in order to contain the virus.*
* *Potential public travel restrictions.*
* *Potential shortage of services and supplies.*
* *High absenteeism due to employee and employee family illnesses.*
* *High burnout rate due to overtime of employees not affected.*
* *Potential community quarantine.*
* *School and business closings.*
* *Power and communication outages.*
* *Employee fear and anxiety.*
* *Theft risks associated with a potential shortage of food, medicine, and other daily supplies.*
* *Other*

The business impact analysis examined via a Failure Modes and Effects Analysis (FMEA) (see **Appendix** **G**):

* Human impact (extreme (5) to very low (1)) (these include the safety, health, and psychological impacts on people during a pandemic);
* Business impact (extreme (5) to very low (1)) (these include financial, compliance, contractual, operational, image, and other impacts.)
* Property impact (extreme (5) to very low (1)) (these include property, technology, infrastructure, and environmental damage); and

The (Insert Company Name) computed the total impact rating by adding the human, property, and business impact ratings. Scenario probability is the likelihood rating, including:

* Expected (5)
* Likely (4)
* Moderate (3)
* Unlikely (2)
* Rare (1)).

The Company computed the probable impact by adding the total impact rating to the scenario probability. The travel impact is the degree of travel restriction (high (5) to low (1)) (these include local, state, domestic, and international air, sea, and land travel restrictions.)

The negative business impact analysis for a pandemic for (Insert Company Name):

|  |  |  |
| --- | --- | --- |
| **Scenario 1** | **Rating** | **Notes/Comments** |
| Human Impact |  |  |
| Property Impact |  |  |
| Business Impact |  |  |
| Total Impact |  |  |
| Scenario Probability |  |  |
| Probable Impact |  |  |
| Travel Impact |  |  |

The scenario(s) with the worst total impact is/are (enter scenario(s)):

Travel to customer locations.

Factoring in probability with the combined, possible impact, the worst, probable scenario(s) is/are (enter scenario(s)):

The scenario(s) with the greatest potential impact on business-related domestic and international travel is/are (enter scenario(s)):

Finally, the scenario(s) with the greatest financial loss is/are (enter scenario(s)):

Business Assessment

*As a pandemic approaches and once this plan is triggered by the (Enter name/title of person(s) responsible), at our company locations or traveler destinations, we will assess the status and impacts and determine our needs and continuity strategies as follows:*

|  |  |  |
| --- | --- | --- |
| **Name/Title** | **Frequency** | **Status/Impact** |
|  |  |  |

Goals and Objectives

*Based on our business impact analysis and the latest business assessment, our immediate goals and objectives for containing and recovering from a pandemic include: \_\_\_\_\_ (i.e., determining the mission-critical systems and critical business processes; determining how long the company can be down; setting priorities; obtaining and maintaining adequate quantities of critical supplies and services; containing the spread of a pandemic; keeping critical business processes fully functional; keeping critical people healthy; and other goals and objectives).*

*Our long-term goals and objectives for planning for a pandemic include: \_\_\_\_\_ (i.e., planning continuity and recovery strategies, eliminating and reducing further risks, managing people and tasks, raising and managing funds, and other goals and objectives).*

Communication

*We must have an effective way to reach employees, contractors, temporary employees, union representatives, and others working for our company to inform them of the status of the pandemic approaching or affecting our company and their responsibilities during the pandemic. Also, they must have an effective way to reach management to provide input and notify us of any needs or changes in absenteeism rates and health status. Likewise, communicating with our community and customers about our current capabilities, plans, and delays will help to reduce unnecessary tensions and fears. The audiences we have and the content and methods we use for internal and external communications are as follows:*

| **Audience** |  |
| --- | --- |
| **Content** |  |
| **Method** |  |
| **Procedure** |  |

*(Enter name/title of person(s) responsible) will officially declare the dates on which our pandemic containment period begins and ends. Employees will be notified of these dates by \_\_\_\_\_ (enter method of communication). Once briefed on the business assessment after a pandemic outbreak has occurred at (insert company name), \_\_\_\_\_ (enter name/title of person(s) responsible) will prepare a public statement, which may or may not be used. If necessary, \_\_\_\_\_ (enter name/ title of person(s) responsible) will communicate with the media, as well as keep records of any information released to the media. Under no circumstances shall an employee speak to the media unless authorized.*

Inventory, Supplies, and Services

## **Supply Chain Disruptions**

Because our supply chains may become disrupted in a pandemic, we will stockpile the following critical supply inventories during the pre-pandemic stage *(e.g., regular supplies, soap, rubbing alcohol, towellets, facial tissue, respirators, packaged food and water, and additional technological equipment for telecommuters and teleconferencing):*

| **Supply Item** |  |
| --- | --- |
| **Model** |  |
| **Supplier** |  |
| **Quantity** |  |

To obtain supply items (e.g., raw materials, office supplies, tools and equipment, personal hygiene and cleaning supplies, medical supplies, food supplies) during a pandemic, we have identified a list of primary and alternative supply services below:

| **Supply Type** |  |
| --- | --- |
| **Critical supply type?** [ ] Y [ ] N |  |
| **Supplier** |  |
| **Address** |  |
| **Primary or alternative** |  |

Other primary and alternative service vendors (e.g., healthcare professionals, transporters, counselors, caterers, records recovery specialists, equipment rental businesses, security specialists, waste removal and transport services, utility services, banking institutions, insurance agents, medical services, volunteer organizations, charitable organizations, agencies, demolition/construction companies, and other services) include:

| **Supply Type** |  |
| --- | --- |
| **Critical supply type?** [ ] Y [ ] N |  |
| **Supplier** |  |
| **Address** |  |
| **Primary or alternative** |  |

Once a pandemic outbreak occurs at our facility or once supplies and services are affected by a pandemic outbreak elsewhere, we will rely on our business assessment and our critical supply and service lists to identify our supply and service needs. Once a supply or service need is identified, \_\_\_\_\_ *\_\_\_\_\_ (enter name/title of person(s) responsible)* will notify \_\_\_\_\_ *\_\_\_\_\_ (enter name/title of person(s) responsible)* so that he/she may order it. Should supplies or services become depleted unexpectedly, employees are to notify *\_\_\_\_\_ (enter name/title of person(s) responsible)* immediately.

We have selected the following alternative site(s), in the event it is needed: \_\_\_\_\_ (enter alternative site(s)). We estimate that in a worst-case scenario, we shall occupy this site for \_\_\_\_\_ (enter the time estimate). \_\_\_\_\_ (Enter name/title of person(s) responsible) shall decide when it may be necessary to move to the alternative site(s).

Technology

To keep critical business processes operational during a pandemic, we will need the following backed-up databases and electronic and paper documents *(e.g., contracts; list of customers; list of employees; payroll records; operating procedures; written Pandemic Plan; a list of personnel; proof of ownership of all property; list of equipment and products; tax records; list of computer and communication equipment at facility; list of computer software and programs; insurance information; and facility map. Typically, vital records are those that are irreplaceable and necessary to restore critical functions)*:

|  |  |  |  |
| --- | --- | --- | --- |
| **Database/Document** | **Network/Physical Location** | **Backup Location** | **Who Needs It** |
|  |  |  |  |
|  |  |  |  |

To meet the possible need to support employee telecommuting and remote customer access, we are enhancing our communications and information technology infrastructures as follows: *(list technology needs such as email, internet, intranet, telephone, postal service, and quantities.)*

Preventive Measures

* *Ensure heating, ventilation, and air conditioning filters are cleaned and/or changed regularly. This will ensure optimal air circulation and filtration.*
* *Encourage respiratory etiquette, including proper covering of coughs and sneezes.*
* *Encourage and train employees on good hygiene and infection control practices, as well as frequent and thorough handwashing. Provide employees and visitors with lavatories with hot and cold or tepid running water, hand soap or similar cleansing agents, and individual hand towels of cloth or paper (except mobile crews or normally unattended workstations). If soap and water are not immediately available, provide alcohol-based hand sanitizer containing at least 60 percent alcohol to wash hands.*
* *Encourage and train employees to self-monitor temperature and wellness.*
* *Encourage sick employees to stay home.*
* *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 required training and 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 way.*
* *Maintain flexible policies that permit employees to stay home to care for a sick family member. Employers should be aware that there may be an increase in the number of employees that may need to stay home to care for sick children or other sick family members.*
* *Recognize that workers with ill family members may need to stay home to care for them. See CDC’s* ***Interim******Guidance for Preventing the Spread of COVID-19 in Homes and Residential Communities****:* [*www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-prevent-spread.html*](http://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-prevent-spread.html)*.*
* *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 PPE). Informed workers who feel safe at work are less likely to be unnecessarily absent.*
* *Be aware of workers’ concerns about pay, leave, safety, health, and other issues that may arise during infectious disease outbreaks.*
* *Work with insurance companies (e.g., those providing employee health benefits) and state and local health agencies to provide information to workers and customers about medical care in the event of a COVID-19 outbreak.*

Implement Workplace Controls

Occupational safety and health professionals use a framework called the “hierarchy of controls” to select ways of controlling workplace hazards. The best way to control a hazard is to systematically remove it from the workplace, rather than relying on workers to reduce their exposure. During a COVID-19 outbreak, when it may not be possible to eliminate the hazard, the most effective protection measures are (listed from most effective to least effective):

* Engineering controls
* Administrative controls
* Safe work practices (a type of administrative control)
* PPE

In many cases, a combination of control measures will be necessary to protect workers from exposure to COVID-19.

Engineering Controls

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 solution to implement. Engineering controls for COVID-19 may include:

* *Isolate anyone who is feeling ill and require they stay home if they are exhibiting symptoms of COVID-19.*
* *Install high-efficiency air filters.*
* *Increase ventilation rates in the work environment.*
* *Install physical barriers, such as clear Plexiglas panels, or transparent curtains between equipment stations and employee to customer interface.*
* *Install a drive-through window or install hand-over boxes for delivery driver paperwork to eliminate exchange of paperwork (or otherwise minimize density or traffic through an area).*
* *Provide no-touch style trash cans in restrooms and lunchrooms.*
* *Provide no-touch style soap and hand sanitizer stations.*
* *Provide stylus pens for use on anything with buttons or touch screens.*
* *Devise hand-over/change-over stations for disinfecting of shared tooling or equipment.*
* *Require personnel to wear company-issued wristbands that notify personnel if someone is within 6 feet.*
* *Utilize packaged single-service utensils.*

Administrative Controls

Administrative controls require action by the worker or employer. Typically, administrative controls are changes in work policy or procedures to reduce or minimize exposure to a hazard. Examples of administrative controls for COVID-19 include:

* *Conduct a risk assessment for all on-site processes and field work (work performed away from the facility or office or at a client/customer site) (see* ***Appendix E****).*
* *Adjust manufacturing flow or staffing.*
* *Conduct PPE analysis to determine required PPE and appropriate training.*
* *Implement cleaning schedules in every work area.*
* *Delineate 6 feet of space between workstations, operator areas, or customer areas. Tape on floors, cones with rope, or appropriate signage can be used for delineation purposes.*
* *Maintain a one-month supply of personal hygiene, housekeeping supplies, PPE, and other cleaning and disinfecting materials.*
* *Encourage workers to self-monitor their temperature and wellness prior to arrival to work; require sick workers to stay at home.*
* *Screen workers entering the workplace:*
	+ *Ask 4-point question Go/No Go determination. If any are answered YES - isolate workers.*
		- *1. Have you tested positive for Covid-19?*
		- *2. Is your temperature >100.4 degrees (review state declarations and decide if temperatures will be taken prior to entry) and do you have a persistent cough, shortness of breath, trouble breathing, persistent pain or pressure in chest, or new confusion or inability to awake.*
		- *Other*
* *Minimize contact among workers, clients, and customers by replacing face-to-face meetings with virtual communications and implementing telework if feasible.*
* *Establish alternating days, shifts, clock-in/clock-out and lunch/break hours that reduce the total number of employees in a facility or area at a given time, allowing them to maintain distance from one another while maintaining a full on-site work week.*
* *Determine essential work performed by contractors or temporary staff and postpone non-essential work activities.*
* *Assign two-way radios.*
* *Assign vehicles and equipment, if possible.*
* *Evaluate contractor pandemic preparedness and response plans and associated protocols and JSAs.*
* *Encourage staff to bring packed lunches to minimize interaction with the general public.*
* *Implement risk review procedures for both routine and non-routine tasks and activities as risks are identified (may be done as job hazard, safety, or risk analysis and should include PPE hazard assessment).*
* *Limit the number of people allowed at any one time in meetings, work areas, elevators, bathrooms, etc. and post instructional signs (in all relevant languages).*
* *Discontinue nonessential travel to locations with ongoing COVID-19 outbreaks. Regularly check CDC travel warning levels at:* [*https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html*](https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html) *and evaluate travel risks in accordance with* ***Appendix D****.*
* *Ensure only one employee per work vehicle (forklifts, company trucks, knucklebooms).*
* *Implement driving limitations for essential work (distance/time).*
* *Update job safety analyses for each work activity to include COVID-19 considerations.*
* *Conduct hazard identification assessment and inspections of facility and equipment prior to personnel reporting to work. (Examples would include: wildlife, cranes, forklifts, scaffolding, portable fire extinguishers, emergency eyewash/shower stations)*
* *Update visitor/contractor safety briefings to include new protocols pertaining to COVID-19.*
* *Update new hire orientations to include new protocols pertaining to COVID-19.*
* *Review substance abuse testing policy covering testing for personnel who have been off work for a specified amount of time.*
* *Designate isolation areas.*
* *Conduct respiratory protection training review for those who are required to wear respirators for work activities to eliminate confusion of respirator requirements and face covering requirements.*
* *Conduct cross-training of workers across different jobs.*
* *Develop emergency communications plans, including:*
	+ *Provide a forum for answering workers’ concerns and internet-based communications, if feasible.*
	+ *Provide workers with remote/in-house up-to-date education and training on pathogen risk factors and protective behaviors (e.g., cough etiquette and care of PPE).*
	+ *Train workers according to their job duties on proper hygiene, PPE, cleaning and disinfecting, telecommuting, travel safety, self-monitoring, etc. and the training requirements of this procedure. Training material should be easy to understand and available in the appropriate language and literacy level for all workers. Document all training.*

Safe Work Practices

Safe work practices are types of administrative controls that include procedures for safe and proper work used to reduce the duration, frequency, or intensity of exposure to a hazard. Examples of safe work practices for COVID-19 include:

* *Develop a response team.*
* *Lock main office doors.*
* *Provide resources and a work environment that promotes personal hygiene. For example, provide tissues, no-touch trash cans, hand soap, alcohol-based hand rubs containing at least 60 percent alcohol, disinfectants, and disposable towels for workers to clean their work surfaces.*
* *Require regular handwashing or use of alcohol-based hand rubs. Workers should always wash hands when they are visibly soiled and after removing any PPE.*
* *Post handwashing signs in restrooms.*
* *Ensure regular* ***cleaning and disinfection of workspaces*** *in accordance with* ***CDC guidelines*** *(see* ***Appendix B****) and a written schedule for cleaning and method(s) of decontamination based on the tasks and activities being performed in the area.*
* *Establish social distancing measures based upon site-specific details:*
	+ *Prohibit hand shaking or hugging.*
	+ *Prohibit or ensure the following are completed virtually*
		- *face-to-face meetings and gatherings.*
		- *socializing.*
		- *public events.*
		- *group trainings.*
	+ *Provide area/room large enough for people to be spread out more than 6 feet apart.*
	+ *Prohibit shared workstations and tools.*
	+ *Arrange workplace layouts to prevent crowding.*
	+ *Allow or require three staggered shifts to keep employees apart.*
	+ *Prohibit employees from eating in lunchrooms, breakrooms, cafeterias, or restaurants.*
	+ *Allow or require staggered lunch periods.*
	+ *Prohibit carpools.*
	+ *Allow or require flexible hours to avoid public transportation rush hours.*
	+ *Allow or require telecommuting for appropriate job positions.*
	+ *Implement a quarantine or isolation area for those who are or may be infected (see* ***Appendix C****).*
	+ *Suspend recreational activities on company-owned property, including camps and vacation properties, where gatherings occur. Temporarily suspend lunch celebrations and trainings with carry-in meals.*
	+ *Temporarily suspend food vendors and delivery.*
	+ *Other*

Personal Protective Equipment

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.

*Examples of personal protective equipment (PPE) to be provided include:*

* Gloves,
* Face shields or goggles
* Dermal protection
* Respiratory protection, such as N95 filter respirator or full-face air purifying respirator or equivalent respiratory protection when appropriate and administered by qualified personnel in accordance with a Respiratory Protection Program (29 CFR 1910.134).

*A face mask (also called a surgical mask, procedure mask, or other similar terms) on a sick person should not be confused with PPE for a worker; the mask acts to contain potentially infectious respiratory secretions at the source (i.e., the person’s nose and mouth).*

Check the OSHA, CDC, and local government websites regularly for updates about recommended PPE.

All types of PPE must be:

* Selected based upon the hazard to the worker.
* 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.

Training

Information and proper communication are at the heart of pandemic planning and containment. Our goal is to ensure employee comprehension and understanding of how employees may be exposed to the pandemic virus, what their responsibilities are, and what protective measures they can take. Due to the complexity of a pandemic and the continuity and recovery process, we will provide timely up-to-date training on this plan, with particular emphasis on the following elements:

* Pandemic fundamentals including explanation of the signs and symptoms and the modes of transmission of relevant infectious diseases.
* Methods for recognizing tasks and other activities that may involve exposure to potentially infectious personnel or materials.
	+ Methods to prevent or reduce exposure, including appropriate engineering controls, work practices, and PPE and their limitations:
		- PPE: include when to use PPE; what PPE is necessary; how to properly don (put on), use, and doff (take off) PPE; and how to properly decontaminate or dispose of PPE.
		- Provide an explanation of the basis for selection of PPE.
* An explanation of the elements of this plan and employees assigned roles and responsibilities, including:
	+ Information on the availability, efficacy, safety, method of administration, and benefits of available vaccines and treatments.
	+ Social isolation practices.
	+ The appropriate actions to take and persons to contact in an emergency involving potentially infectious materials.
	+ An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the available medical follow-up actions.
	+ Information on the post-exposure evaluation and follow-up for the employee after an exposure incident.
	+ An explanation of the signs and labels used to convey hazards, cautions, and warnings associated with applicable disease(s).
* Hazards of the cleaning chemicals used in the workplace in accordance with OSHA’s Hazard Communication standard (29 CFR 1910.1200).
* Illness reporting.
* Self-monitoring and wellness requirements.
* Risk assessment process for field work.
* Healthy living practices, e.g., getting proper rest and diet.
* Sick leave, time off, and vacation policies.
* Overtime/wage policies.
* Stay-at-home issues relating to school and childcare closings, and community quarantines.
* At-home care of ill employees and family members.
* Vaccinations, declinations, quarantines, and return-to work policies and resources.
* Notification procedures activated in a pandemic outbreak situation.
* Hotlines and websites for communicating to employees, vendors, suppliers, and customers.
* Emergency/information contacts.
* Community sources of timely/ accurate pandemic information (domestic and international).
* Employee assistance programs.
* Media relations.
* Getting to work when public transportation is shut down.
* *Other*.

Our training program includes formats such as *classroom instruction that uses lecture, discussion, video, and/or conference formats, and/or practical instruction that uses demonstration, practical exercise, and/or hands-on instruction formats*.

We perform a drill for the following pandemic control measures: (list control measures, e.g., telecommuting). We hold these drills (enter frequency). After a drill, the effectiveness of the plan will be evaluated.

In addition to basic training and drills, supervisors will ensure that the following cross-training is provided to assure there is sufficient coverage for all critical business processes should high absenteeism occur:

|  |  |  |
| --- | --- | --- |
| **Critical Task or Job** | **Primary Person(s)** | **Backup Person(s)** |
|  |  |  |

Travel and Off-Site Worker Restrictions

We have determined the positions that involve travel and those that involve work at off-site locations: *(Enter specific or general travel destinations)*

|  |  |  |
| --- | --- | --- |
| **Travel Destination/Off-Site Work Location** | **Job Title** | **Notes** |
|  |  |  |

*(Enter name/title of person(s) responsible) is responsible for tracking business travel plans and off-site work locations and updates the table of destinations/locations, as necessary, monitoring travel advisories, and communicating travel advisories to (enter name/title of person(s) responsible).*

*The Pandemic Plan Administrator, along with affected supervisors, will determine whether to block all travel to the destination/off-site work location and notification of the change will be made to affected employees. The Pandemic Plan Administrator and (enter name/title of person(s) responsible) will determine whether to open up booking to the destination/off-site work location and work with (enter travel agency name) to open bookings to the destination/off-site work location and notifies affected employees of the change.*

*If employees are at a destination/off-site work location and immediate evacuation is necessary, the Pandemic Plan Administrator will notify the employee (and his/her family), to take certain exposure control measures, to watch for symptoms, to seek medical advice if symptoms appear, and to notify the Pandemic Plan Administrator upon his/her return.*

*During the employee’s return, the Pandemic Plan Administrator shall inform him/her to stay home until further notice, to watch for symptoms, and to seek medical advice if symptoms appear. Once the incubation period has passed, the Pandemic Plan Administrator will contact the person to see if symptoms appeared. If so, the medical surveillance procedure will be activated. If not, the Pandemic Plan Administrator may instruct the person to report to work.*

Human Resources

Human resource policies vary by state and company size. During the COVID-19 pandemic the federal government has provided guidelines around certain leave provisions and procedures that may apply to our site.

**Families First Coronavirus Response Act**

* Applies to US employers with 500 or less employees.
* Provides employers with tax credits for paying employees while on leave due to a COVID-19 qualifying reason. Under the Act, individuals must meet one of the following:
	1. Are subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
	2. Have been advised by a health care provider to self-quarantine related to COVID-19;
	3. Are experiencing COVID-19 symptoms and are seeking a medical diagnosis;
	4. Are caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
	5. Are caring for a child whose school or place of care is closed (or childcare provider is unavailable) for reasons related to COVID-19; or
	6. Are experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.
* Two provisions under the Act determine the rate of pay an individual is entitled to under the leave program.
	+ Emergency Paid Sick Leave (capped at 80 hours):
		- For qualifying reasons 1, 2, and 3 employees will receive for each applicable hour the regular rate of pay up to a maximum of $511 per day, or $5,110 total over the entire paid sick leave period.
		- For qualifying reasons 4, 5, and 6 employees will receive for each applicable hour 2/3 of the regular rate of pay up to a maximum of $200 per day, or $2,000 total over the entire paid sick leave period.
	+ Expanded Family and Medical Leave Act (capped at 12 weeks):
		- Applies only when you are on leave to care for your child whose school or place of care is closed, or whose childcare provider is unavailable, due to COVID-19 related reasons (reasons 4 and 5 above).
		- Employees will receive for each applicable hour 2/3 of the regular rate of pay up to a maximum of $200 per day, or $12,000 total over the entire 12 weeks.

 **Alternative Work Arrangements:**

* Alternative work arrangements are one way to reduce the risk and exposure of employees to spreading or contracting an illness. These include flexible working schedules, job sharing, and telecommuting when available.
* Alternative work arrangements include flexible work schedules, job sharing of one position between several employees, and having a regular work location at a place other than a work site. The following table provides the ability to assign employee working hours for a machine.

|  |  |  |  |
| --- | --- | --- | --- |
| **Department/Location** | **Machine** | **Working Hours** | **Assigned Employee** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

* Work schedules are set in advance and are determined by the business needs of the work group. Once the schedules are defined and communicated to employees, an employee who wishes to deviate from that schedule must do so in writing and receive his/her supervisors’ approval.
* You may consider rotating departments that are on shift at one time as to spread out the employees across the work site area.
* Job sharing involves two or more employees working a portion of a 1.0 full-time equivalent position.
* Job sharing is useful when you are short staffed due to absenteeism or can only bring in a portion of your work force to cover multiple areas.
* Telecommuting is a safer alternative for not having employees in contact with one another, but should still have regular video or phone contact with the work site.
* Job characteristics of a position suited for telecommuting typically require minimum supervision or face-to-face contact. Those jobs have clearly defined measurable deliverables such as word processing, editing, data entry, coding and other tasks of this nature.

**HIPAA Compliance during a Pandemic:**

* A positive COVID-19 test is considered Protected Health Information and the name of the individual should not be released.
* If a positive case is identified in the workplace, *(enter name/title of person(s) responsible or team name)* will investigate the exposure of others in the workplace without disclosing the name of the individual or any personally identifiable information about the person.
* If an employer gathers travel inquiries or other health related information (temperature, etc.) this information should be stored *(enter storage location here)* from other personnel information and kept confidential.

**Temporary closures or reduction in workforce:**

Temporary closures or reduction in workforce during COVID-19 may be a necessity due to decreased orders or inability to secure adequate supplies at your work site. Under the CARES Act, employees would be eligible to apply for unemployment benefits through their state unemployment claims offices. The following table provides the ability to outline a possible reduction in force:

|  |  |  |
| --- | --- | --- |
| **Department Name** | **Employee Name** | **Anticipated Length of Furlough** |
|  |  |  |
|  |  |  |
|  |  |  |

* Employees should follow existing procedures for opening an unemployment claim with their state unemployment offices.
* The CARES Act provides extended time over and above existing unemployment policies in respective states in order to assist workers during the pandemic.
* The federal government is providing the states with an additional $600 per week payment for those on unemployment benefits due to the pandemic to assist in making workers whole that have lost their positions temporarily due to the economic conditions.
* In general, unemployment payments are not granted to employees that are discharged for misconduct.
* There may be state requirements that will need to be followed in your area in order to assure unemployment payments can be granted to your employees.
* Employees are not eligible to collect unemployment payments if they are receiving other forms of pay such was worker’s compensation, disability, vacation/PTO pay, and other types of leave payments.
* Unemployment payments would stop when the employee is called back to their position or another position is obtained by that individual.

**Hiring Needs**

Hiring during a pandemic may be necessary if there is an increased demand at the work site, or a large number of employees have been mandated to stay at home due to exposure. The following list details the positions to be filled:

|  |  |  |  |
| --- | --- | --- | --- |
| **Job Title** | **Number of Hires Needed** | **Candidate Name(s)** | **Hiring Manager** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

* To limit exposure consider conducting video interviews instead of face to face.
* Candidates can be asked to submit to health screenings that are outside of the normal hiring practices such as temperature checks and being asked to provide a list of potential exposure risks or recent travel. The Candidate Health Screening Form is provided in **Appendix F.**
* If the needs are temporary in nature to meet increased demand you may want to consider using a temporary agency to provide the help needed and provide a lot of the screening process up front for you.
* Candidates that are experiencing symptoms of the virus prior to starting can be asked to delay start or offer can be rescinded due to potential infection of others at the work site without penalty.
* New or temporary staff are generally not eligible for the paid federal benefits under FFCRA as a minimum time at the company is 30 days.

Recordkeeping

All training must be documented via (add in company-specific process).

History of Changes

| **Version Number** | **Date** | **Change Summary** |
| --- | --- | --- |
| 000 | XX/XX/2020 | Original Plan |
|  |  |  |
|  |  |  |
|  |  |  |

Appendix A Contagion and Symptoms of Infectious Diseases

## Symptoms of COVID-19

Infection with SARS-CoV-2, the virus that causes COVID-19, can cause illness ranging from mild to severe and, in some cases, can be fatal. Symptoms typically include fever, cough, and shortness of breath. Some people infected with the virus have reported experiencing other non-respiratory symptoms. Other people, referred to as asymptomatic cases, have experienced no symptoms at all. According to the CDC, symptoms of COVID-19 may appear in as few as 2 days or as long as 14 days after exposure.

## How COVID-19 Spreads

Although the first human cases of COVID-19 likely resulted from exposure to infected animals, infected people can spread SARS-CoV-2 to other people. The virus is thought to spread mainly from person-to-person, including:

* 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. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

It may be possible that a person can get COVID-19 by touching a surface or object that has SARS-CoV-2 on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the primary way the virus spreads. People are thought to be most contagious when they are most symptomatic (i.e., experiencing fever, cough, and/or shortness of breath). Some spread might be possible before people show symptoms; there have been reports of this type of asymptomatic transmission with this new coronavirus, but this is also not thought to be the main way the virus spreads.

The CDC website provides the latest information about COVID-19 transmission: [www.cdc.gov/coronavirus/2019-ncov/about/transmission.html](http://www.cdc.gov/coronavirus/2019-ncov/about/transmission.html)

## Other Infectious Diseases

*(Insert here)*

Appendix B Cleaning and Disinfecting Your Facility Guidance

Appendix B is a separate document. The facility should apply and implement applicable procedures for cleaning and decontaminating the facility, including procedures from the CDC as reprinted in the Cleaning and Disinfection Guidance.

In addition, facilities should work with their local and state health departments to ensure appropriate local protocols and guidelines, such as updated/additional guidance for cleaning and disinfection, are followed, including for identification of new potential cases of infectious diseases.

Appendix C Isolation for Persons with COVID

## On-Site Identification and Isolation of Potentially Infectious Individuals

Prompt identification and isolation of potentially infectious individuals is a critical step in protecting personnel and others. If personnel or another person at the facility or worksite feels sick or experiences signs and/or symptoms of COVID-19:

* Treat them as potentially infectious.
* Move the potentially infectious person to a location away from others. If the person refuses to be voluntarily isolated, stop work and distance yourself.
* Provide a face mask, if feasible and available, and ask the person to wear it, if tolerated. Note: A face mask (also called a surgical mask, procedure mask, or other similar terms) on the sick person should not be confused with PPE for a worker; the mask acts to contain potentially infectious respiratory secretions at the source (i.e., the person’s nose and mouth).
* Restrict personnel from entering the isolation area or maintain at least 6 feet of distance from the potentially infectious person.
* Potentially infectious person should leave the facility or worksite and return home or to a hotel. If illness is significant and they cannot drive, call for emergency services.
* Notify appropriate personnel.

## For Persons with COVID-19 Under Isolation:

The decision to discontinue isolation should be made in the context of local circumstances. Options now include two strategies:

1. Time-since-illness-onset and time-since-recovery (non-test-based) strategy
2. Test-based strategy

## Time-since-illness-onset and time-since-recovery strategy (non-test-based strategy)

(Note: This recommendation will prevent most but cannot prevent all instances of secondary spread.  The risk of transmission after recovery, is likely substantially less than that during illness; recovered persons will not be shedding large amounts of virus by this point if they are shedding at all. Certain employers can choose to apply more stringent criteria for certain returning workers where a higher threshold to prevent transmission is warranted.  These criteria can include requiring a longer time after recovery or requiring they get tested to show they are not shedding virus. Such persons include [healthcare workers](https://www.cdc.gov/coronavirus/2019-ncov/healthcare-facilities/hcp-return-work.html) in close contact with vulnerable persons at high-risk for illness and death if those persons get COVID-19. It also includes persons who work in critical infrastructure or with high-value human assets (e.g., military) where introduction of COVID-19 could cause major disruptions or reduce national security. Lastly, persons who have conditions that might [weaken their immune system](https://www.cdc.gov/coronavirus/2019-ncov/hcp/ending-isolation.html) could have prolonged viral shedding after recovery. Such persons should discuss with their healthcare provider how best to assess if they are safe to return to work; this might include getting tested again to show that they are not shedding virus.)

Persons with COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:

* At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications **and**
* Improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**,
* At least 7 days have passed since symptoms first appeared.

## Test-based strategy (simplified from initial protocol)

Previous recommendations for a test-based strategy remain applicable; however, a test-based strategy is contingent on the availability of ample testing supplies and laboratory capacity as well as convenient access to testing. For jurisdictions that choose to use a test-based strategy, the recommended protocol has been simplified so that *only one swab is needed at every sampling*.

Persons who have COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:

* Resolution of fever without the use of fever-reducing medications **and**
* Improvement in respiratory symptoms (e.g., cough, shortness of breath) **and**
* Negative results of an FDA Emergency Use Authorized molecular assay for COVID-19 from at least two consecutive nasopharyngeal swab specimens collected ≥24 hours apart (total of two negative specimens). (Note: All test results should be final before isolation is ended. Testing guidance is based upon limited information and is subject to change as more information becomes available.) See [Interim Guidelines for Collecting, Handling, and Testing Clinical Specimens from Persons Under Investigation (PUIs) for 2019 Novel Coronavirus (2019-nCoV)](https://www.cdc.gov/coronavirus/2019-nCoV/lab/guidelines-clinical-specimens.html)for specimen collection guidance.

Persons with laboratory-confirmed COVID-19 who have not had any symptoms may discontinue isolation when at least 7 days have passed since the date of their first positive COVID-19 diagnostic test and have had no subsequent illness provided they remain asymptomatic. For 3 days following discontinuation of isolation, these persons should continue to limit contact (stay 6 feet away from others) and limit potential of dispersal of respiratory secretions by wearing a covering for their nose and mouth whenever they are in settings where other people are present. In community settings, this covering may be a barrier mask, such as a bandana, scarf, or cloth mask. The covering does not refer to a medical mask or respirator.

Appendix D Pandemic Travel Protocol

## Purpose

The purpose of this Travel Protocol is to provide procedures for the health and safety of personnel during travel. The intent is to prevent exposure to contagions that may cause illness and to prevent the spread of the same if infected.

## Precursors to Travel

* Personnel travel must be for approved travel consistent with federal, state, and local travel advisories and/or prohibitions.
* Employees will include the following in their daily essentials: hand sanitizer containing at least 60% alcohol, disinfecting wipes, disposable gloves, a pen, and a digital oral thermometer.
* Personnel should self-check themselves for symptoms daily prior to work (see CDC website <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/testing.html> for self-check steps and a Health and Safety Plan [HASP] for corresponding symptoms per pandemic contagion).

## Day Trip

Determine if employee(s) can drive instead of flying. Obtain additional expense approval from the operational manager.

#### Driving

* Travel is local, meaning the employee can commute round trip and complete all work in less than 12 hours.
* Personal vehicle should be driven to avoid rental vehicle and rental vehicle centers.
* If a rental vehicle is necessary, take these steps to avoid exposure:
	+ Reserve rental vehicle through *National/Enterprise* Car Rental. Ask for delivery service to minimize foot traffic at the rental location.
	+ If rental vehicle is required for more than one week, rent the vehicle for the entire time.
	+ Skip the rental counter if possible. In the event counter check-in is necessary:
		- Apply social distancing as much as possible.
		- Use personal pen for signatures. If use of touch pad is required, immediately disinfect hands after contact with touch pad.
* Prior to entering car: Wipe down all contact surfaces with disinfecting wipes (including keys, fobs, and door handle). Allow the disinfectant to stand until dry.
* Upon entering the car, wipe down all contact surfaces with disinfecting wipes (including keys and fobs). Allow the disinfectant to stand for 3-5 minutes.
* Once vehicle has been disinfected, dispose of wipe(s) into a trash receptacle and then wash hands or use hand sanitizer.
* No passengers are permitted in rental vehicle. Family members are not permitted in rental vehicle.
* If more than one (Insert Company Name) employee will be on-site, separate cars must be used. Additional expense must be approved by client. If approval is not given, conduct further evaluation if work is urgent and cannot be delayed.

#### When fueling vehicle:

* Pay at pump when possible.
* When handling filling equipment use disposable gloves, or paper towel to hold the dispenser.
* When finished filling vehicle, open door to vehicle, remove gloves/paper towel, place in garbage receptacle, and use hand sanitizer for at least 20 seconds prior to entering the vehicle.

#### Destination

Check-in with operational manager (or designee) upon arrival to site. If it is a solo worker project, check-in with operational manager (or designee) on scheduled intervals, such as 0900, 1200, and 1700. Check-in should be performed by telephone call and not by text message or email. If the Project Manager (or designee) cannot be reached by phone, the next person in line shall be contacted until verbal check-in is complete.

If you begin to feel sick, notify the operational manager (or designee) immediately.

## Multi-Day Trip

If possible, the employee should drive. Follow guidelines for Day Trips.

## Air Travel

* All air travel will need to be approved by the operational manager and a company executive.
* Select airlines with stated controls for more cleaning procedures and ‘deep clean’ protocols in response to the pandemic virus, as well as overnight disinfection due to the COVID-19 pandemic.
	+ Try to book early morning flights as to be on a plane that has been freshly disinfected.
* The Transportation Security Administration (TSA) is allowing one liquid hand sanitizer container up to 12 ounces per passenger in carry-on bags until further notice. All other liquids will still fall under the 3.4 ounces carried in a one quart-size bag. Disinfecting wipes are permitted without any restrictions.
* Complete online check-in prior to arrival at the airport.
* Upon arrival at the airport, take the following steps to minimize exposure if possible:
	+ Park within walking distance to terminal. If a shuttle bus is necessary, allow for seating separation between others.
	+ If touchscreens are used, wash or disinfect hands after use.
	+ Use paper towels in the rest rooms, if available.
	+ Keep distance at food counters and pay with credit card, if possible.
	+ Allow for seating separation between others.

Upon entry to plane, take the following steps to minimize exposure if possible:

* Disinfect contact areas of seat using disinfecting wipes.
	+ - Seat
		- Seatbelt
		- Arm rests
		- Tray table
		- Overhead light switch and air vent
		- If using air vent, position vent from blowing directly onto face.
* Disinfect handles of luggage when retrieving from carousel by using disinfecting wipes.

## Lodging

Consideration should be given towards staying in Airbnb (single residence dwelling). Ask for details of cleaning and disinfecting procedures prior to booking an Airbnb or room at a major hotel. If personnel will be staying in a hotel:

* Opt for a hotel that offers remote check-in, if possible.
* Book hotel that publicizes all bedding is laundered daily.
* Utilize a Bluetooth key, if offered.
* Pack pillow and sleeping bag or sheets, if practical.  Bring extra sheet to cover sitting area (desk chair, soft chair or couch).
	+ Remove bedding and apply own pillow, sleeping bag or sheet.
* Maintain social distancing and cordially decline handshakes.
* Use personal pen if signatures are required.
* Use object to push elevator buttons. Refrain from entering elevators with several people.
* Upon entrance into room, employee should do the following to disinfect the room:
	+ Wipe down contact surfaces in room, and bathroom, with disinfecting wipes, allowing the disinfectant to stand for 3-5 minutes.
	+ Remove comforter and duvet from bed, as these are often not washed between guests.
	+ Avoid couches and cloth chairs.

## Dining

Consideration should be given towards dining options or food availability near the Site.

* Avoid eating or drinking in bars, restaurants, and food courts. Bring food prepared from home or order takeout or delivery.
	+ Once takeout or delivery is brought into your room, wash hands and take food immediately out of the bag. If the bag has been placed on hard surface, immediately disinfect the surface.
* If entrance to a dining establishment or convenience store is necessary:
	+ Order from the attendant or touch screen and do not choose self-serve items and baked goods from cases (coffee, fountain drinks, donuts, muffins).
	+ Practice social distancing.
	+ Use credit card for purchase.
	+ Immediately use hand sanitizer upon leaving.

## Public Transportation

Public transportation agencies have instituted a rigorous cleaning scheduled to prevent the spread of infectious disease. Public transportation should be avoided if possible. For instances where public transportation is necessary:

* Wipe down surfaces if you need to touch them.
* Practice 6-foot social distancing by taking transit with less people or at less popular routes and times.
* Immediately wash hands or use hand sanitizer after ride.

Appendix E Risk Assessment for Determination of Field Work

## Approval for Field Work

Until travel bans are lifted and a de-escalation plan is released from government officials, all field work must be completed in compliance with all legal requirements and approved by (insert name or department). At-risk individuals are encouraged not to enter field work where there is an increased level of exposure to the virus.

**Field work** is defined as any activity that involves going to a destination for work assignments and/or meeting for (insert company name). Office supply runs are permitted while applying social distancing.

To determine and mitigate risk, we have implemented a Risk Assessment Form for Field Work Go/No Go Determination form. Prior to completing the form, please send the site location (City, State) to the (insert name or department) for an initial geographic risk evaluation. The form will enable us to classify the field work by risk and strategically pre-plan for safe execution of field work activities and travel. Such considerations may include:

* Where, how, and to what sources of an infectious disease might personnel be exposed to from the general public, site personnel, and other employees.
* Risk factors during travel and in community settings.
* Classification of field work: High-Risk, Medium-Risk, or Low-Risk Areas.
* On-site exposure mitigation efforts.

**High-risk field work** – If any of the following statements apply to proposed field work, the work will not be approved:

1. We are not legally permitted to travel to the Site.
2. We are not legally permitted to be working (essential as defined by Cybersecurity and Infrastructure Security Agency).
3. The Site is in a high-risk area as defined by (insert name or department).
4. If the Site is active and occupied and activities may be performed in proximity to others, additional criteria apply:
	1. We have no information pertaining to the Site nor the client’s COVID-19 prevention protocols.
	2. Client had employee(s) test positive for COVID-19 and we have no further details on quarantine and decontamination procedures for others working in proximity to infected employee(s).

Note: (insert name or department) needs to be notified if work cannot be done so they can communicate to the client.

**Medium-risk field work** – If any of the following statements apply to proposed field work, a risk assessment shall be completed, along with a detailed review with the (insert name or department), and (insert name or department) approval will be required.

1. Field work that lasts for more than one day and includes stayover.
2. The Site is in a moderate-risk area as defined by (insert name or department).
3. The Site is active and occupied and activities may be performed in proximity of others.
4. The client had employee(s) test positive for COFID-19. However, unlike High-Risk Field Work:
	1. We have detailed information on the Site and client’s COVID-19 prevention protocols.
	2. Client has enacted a robust response plan (quarantine, decontamination, and testing procedures) for personnel exposed to persons testing positive for COVID-19.
	3. The client response has been reviewed by (insert name or department) and found to be robust and appropriate.
	4. Opportunities exist for control of exposures through collaboration with the client.

**Low-risk field work** – If the following statements apply to proposed field work, conduct a detailed review with the Project Manager, or designee, and send notification to the (insert name or department)

1. Travel is local, meaning the employee can commute round trip and complete all work in less than 12 hours.
2. The Site is in a low-risk/no-risk area as defined by (insert name or department).
3. The Site is inactive and field work will be conducted by a solo worker or if multiple workers are not within proximity to one another (less than 100 feet).
4. We have detailed information on the Site and there is no requirement for client’s COVID-19 protocols.
5. Public access to the Site can be limited and/or is unlikely.

Pre-plan with the client PM in advance of any ongoing or proposed field work to address details surrounding preparedness and prevention measures. Communicate with (insert name or department) personnel on timeliness of information needed to be printed or shipped. If printing and shipping can be arranged remotely, it is encouraged. If not, and printing and shipping must entail administrative personnel going into storefronts, exercise social distancing and proper hygiene practices.

Once field work has been approved, (insert name or department) will sign a work authorization letter for travel. This letter shall be kept with the traveling employee at all times or travel and work.

 `

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Project Name and Location: | Name       |  | [ ]  Approved | [ ]  Not Approved |
| Project Manager: | Name       |  | Date | Click or tap to enter a date. |
| Field Personnel: | Name      Name      Name       |  | Kickoff Call Completed | Click or tap to enter a date. |
| After approval, reassess 24 hours before project start-up. Notify Project Manager of any issues that may negatively impact health or safety. Print and attach as an Addendum to the project-specific health and safety plan. |  |  |  |

# RISK ASSESSMENT FORM for FIELD WORK GO/ NO GO DETERMINATION

**In correlation to the COVID-19 Guidance document:**

|  |  |
| --- | --- |
| **Essential Work** | Lack of action on the part of **(Insert company name)** will pose an imminent risk to the environment or people or the work being performed is listed as essential under the individual state’s executive order. |
| **Field Work** | Any activity that involves going to a destination for work assignments and/or meetings **(Insert company name)**. |
| **Risk Exposure Areas** | * The areal risk is assigned based on the number of active cases in the proposed area of work (city or county), as referenced at <https://coronavirus.jhu.edu/map.html>, divided by the population density of the city/county.
* A resulting score of 0-0.05 is classified as Low Risk
* A resulting score of 0.5-0.19 is classified as Medium Risk
* A resulting score above 0.19 is classified as High Risk
 |

# Threshold Criteria for Field Work

**Note that all work must be completed in compliance with all legal requirements. At-risk individuals are encouraged to decline field work where there is an increased level of exposure to the virus.**

**(Insert company name) will adhere to federal/state/company requirements and best management practices to ensure safety for our personnel and others. A Job Safety Analysis (JSA) should be completed to cover transportation, overnight stays, general site interactions, and the associated exposures. This form can be used to aid in the completion of the JSA.**

## Legal– **(Insert company name)** will comply with Government/State mandates

| **Questions** | **Yes/No** |
| --- | --- |
| 1. Does work support one of the Essential Critical Infrastructure Sectors (see Appendix A of the CISA for Sectors details)?

If Yes, what Sector?  | [ ] Y [ ] N  |
| 1. Are we legally able to travel internationally?
 | [ ] Y [ ] N [ ] N/A |
| 1. Are we legally able to cross state lines?
 | [ ] Y [ ] N |
| 1. What prohibitions are currently in place at state/local level:
	1. Shelter in place
	2. No groups > 5
	3. No groups > 10
	4. No groups > 50
	5. No groups > 100
	6. No Restrictions
 | [ ] Y [ ] N[ ] Y [ ] N[ ] Y [ ] N[ ] Y [ ] N[ ] Y [ ] N[ ] Y [ ] N |
| 1. What prohibitions are currently in place at **(Insert company name)**?
 | Click or tap here to enter text. |

CISA = Cybersecurity and Infrastructure Security Agency

# Project-Specific Risk Assessment

## Client and Workload Needs – Preliminary Assessment of On-site Risks

**Assess needs for current and projected projects over the next 3 months (Jun-Aug):**

| **Questions** | **Yes/No** |
| --- | --- |
| 1. Are on-site activities required?
 | [ ] Y [ ] N  |
| 1. Will activities be performed in a high-risk area (pandemic stricken)?
	1. If Yes, please contact the Health and Safety (H&S) Team.
 | [ ] Y [ ] NClick or tap here to enter text. |
| 1. Will activities be completed on an occupied Site?
2. If Yes, how many people are anticipated and over how large an area?
 | [ ] Y [ ] N Click or tap here to enter text. |
| 1. Are **(Insert company name)** personnel required on-site?
2. Is this a solo worker project? If Yes, conduct a detailed review with PM and notify the H&S Team.
3. For all solo work assignments, verbal check-in with PM (or designee) is required at designated intervals, such as 0900, 1200, and 1700.

If PM (or designee) cannot be reached via phone, contact the next person in line until someone has been reached.1. How many **(Insert company name)** personnel are required?
	* 1. Is there the opportunity to mobilize to Site in separate vehicles?
		2. If No: Explain
 | [ ] Y [ ] N[ ] Y [ ] NClick or tap here to enter text.[ ] Y [ ] N [ ] N/AClick or tap here to enter text. |
| 1. Are subcontractors required on-site?
	1. If so, do they have a preparedness plan or prevention protocols?
 | [ ] Y [ ] N[ ] Y [ ] N [ ] N/A |
| 1. Can **(Insert company name)** employees complete their job tasks while keeping a safe distance from other **(Insert company name)** staff, subcontractors, and Site employees?
 | [ ] Y [ ] NClick or tap here to enter text. |
| 1. If multiple individuals will be on-site, does work require close contact with others?
2. Distance > 100 yards
3. Distance > 10 feet
4. Distance ≤ 6 feet

If ≤ 6 feet, explain: | [ ] Y [ ] N [ ] N/A[ ] Y [ ] N[ ] Y [ ] N[ ] Y [ ] NClick or tap here to enter text. |

## Client and Workload Needs – Travel Risks

**Refer to Pandemic Travel Protocol**

| **Questions** | **Yes/No** |
| --- | --- |
| 1. Can **(Insert company name)** personnel drive to Site?
2. Distance to Site?
3. Do foreseen weather conditions allow safe travel?
	* 1. Do we have inclement weather planning and routes – check-in with PM or Health & Safety Team?
 | [ ] Y [ ] N Click or tap here to enter text.[ ] Y [ ] N[ ] Y [ ] N [ ] N/A |
| 1. Does **(Insert company name)** personnel have to fly?
	1. Are there other staff within driving distance?
	2. Can these staff be used?
		1. If No explain why not.
 | [ ] Y [ ] N[ ] Y [ ] N [ ] N/A[ ] Y [ ] N [ ] N/AClick or tap here to enter text. |
| 1. Does the project involve an overnight stay?
 | [ ] Y [ ] N |
| 1. Are we proposing to stay in a hotel?
	1. Can remote check-in be obtained for hotel including phone-based entry to room?
	2. Can employee take cleaning supplies with them and are they willing to clean surfaces upon entry?
	3. Is there any opportunity to use Airbnb and obtain a single residence dwelling?
 | [ ] Y [ ] N [ ] Y [ ] N [ ] N/A[ ] Y [ ] N [ ] N/A[ ] Y [ ] N [ ] N/A |

## Client Preparedness – **(Insert company name)** will not take on un-due risk if client has not taken proper precautions or executed safety working guidelines

**If Site is operated by client or third party, assess client/facility crisis management activities with client PM/contact.**

| **Questions** | **Yes/No** |
| --- | --- |
| 1. Has the client/facility had any cases of confirmed infectious disease within the company in the past two weeks?
2. If Yes: Has person been quarantined?
3. How long ago was this person confirmed and quarantined?
	* 1. Have all work areas where the infected person visited been decontaminated according to CDC guidelines?
		2. Has the person had contact with anyone on-site or with anyone **(Insert company name)** personnel will be performing work with on-site?
		3. If Yes, have those personnel been quarantined?
		4. How long ago was person(s) confirmed and quarantined?Explain:
 | [ ] Y [ ] N [ ] N/A  [ ] Y [ ] N [ ] N/AClick or tap here to enter text.[ ] Y [ ] N [ ] N/A[ ] Y [ ] N [ ] N/A[ ] Y [ ] N [ ] N/AClick or tap here to enter text. |
| 1. Does the client have site access or social distancing protocol that needs to be followed by **(Insert company name)** staff?
 | [ ] Y [ ] N [ ] N/A  |
| 1. Can the work area be isolated from operational personnel to reduce the potential for contact?
 | [ ] Y [ ] N [ ] N/A |
| 1. Are work permits required for activities on-site?

If Yes, then arrange for permitting to be conducted remotely. | [ ] Y [ ] N |

CDC = Center for Disease Control and Prevention

## Resourcing and Field Procedures

**Based on approval of the necessity of field work (Section II). Determine the following for multi-employee work sites:**

| **Questions** | **Yes/No** |
| --- | --- |
| 1. The following are considered underlying health conditions that would result in classification of an at-risk individual:
	1. Respiratory illness
	2. Lung disease
	3. Heart disease
	4. Diabetes or other endocrine disorder
	5. Asthma
	6. Kidney or liver disease
	7. Immunosuppression
	8. Neurological conditions
	9. Pregnant
	10. HIV
	11. 65 years of age or older
	12. Suppressed immune system

Reviewed with employee(s) proposed to  conduct field work. Reviewed with subcontractors during  remote kick-off meeting. Reviewed daily self-checks for possible COVID-19 symptoms, as listed by the CDC, to be performed prior to departing to Site:* 1. Temperature ≥ 100.4°F (37.8°C)
	2. Shortness of breath or difficulty breathing
	3. Recurrent Dry Cough
	4. Chills
	5. Repeated shaking with chills
	6. Muscle pain
	7. Headache
	8. Sore Throat
	9. New loss of taste or smell

**Reviewed if any are answered Yes and there are known activities to be performed <6ft from others - Person is restricted from this field work activity.** | [ ] Y [ ] N[ ] Y [ ] N [ ] N/A[ ] Y [ ] N[ ] Y [ ] N |
| 1. Do personnel have access to hand-washing facilities?
 | [ ] Y [ ] N  |
| 1. Do personnel have access to available food (drive-thru, take-out, delivery) or pre-packaged food to eat while on-site?

If No, have personnel pack food. | [ ] Y [ ] N |
| 1. For activities requiring close-proximity contact (<10 ft), can work be completed using social distancing requirements of >6ft of separation?
2. If Yes: Ensure separation is maintained at all times.
3. If No: Explain activities that require close-proximity contact:
4. Can any activities previously designated for more than one person be completed by one person?
 | [ ] Y [ ] N [ ] N/AClick or tap here to enter text.[ ] Y [ ]  N |
| 1. Can segregated work areas be implemented for hand-over of work/tools/documents?
2. If Yes: Determine set up of segregated work area and keep >6ft. Schedule call-ins between Site personnel to exchange information
3. If No: Identify mitigation plan in JSA.
 | [ ] Y [ ] N [ ] N/AClick or tap here to enter text. |
| 1. Do tools and equipment have to be shared?
2. Can each person bring their own tools and equipment?

If No: Identify mitigation plan in JSA. | [ ] Y [ ] N [ ] N/A[ ] Y [ ] N |
| 1. Will personal protective equipment (PPE) be provided to all Site personnel?
2. Do all on-site personnel need to bring their own personal PPE?
	* 1. Do not share used PPE.
3. Can multi-use PPE (material handling gloves, safety glasses, goggles, face shields, hard hats) be maintained and kept >6ft from other personnel so use of PPE extends the length of the shift?
	* 1. For projects longer than 1-day, multi-use PPE that has been uncontaminated by others can be doffed and placed in a plastic bag, sealed, and kept separate from others’ PPE. Identify mitigation plan in JSA.
 | [ ] Y [ ] N [ ] N/A[ ] Y [ ] N [ ] N/A[ ] Y [ ] N [ ] N/A |
| 1. Will waste be generated at the Site?
2. If Yes, leave all waste on-site in a sealed bag or drum for future pick up. Do not take any general refuse or waste materials home from the Site.
 | [ ] Y [ ] N Click or tap here to enter text. |
| 1. Are visitors (client personnel, regulators, auditors) expected?
	1. Keep unnecessary visitors away. If visitors are necessary/permitted, provide instructions on safe work expectations and social distancing of at least 6ft.
 | [ ] Y [ ] N |
| 1. Do Site personnel feel comfortable using Stop Work Authority immediately if suspecting another field team member or person exhibits physical symptoms of illness (such as cough or shortness of breath?
 | [ ] Y [ ] N |

CDC = Center for Disease Control and Prevention

Appendix F Candidate Health Screening Form

|  |  |
| --- | --- |
| **Name:** |  |
| **Temperature:** |  |
| **List any potential exposures:** |  |
| **List any recent travel outside of immediate home area:** |  |

Appendix G Failure Modes and Effects Analysis

The Failure Modes and Effects Analysis (FMEA) is a separate document. The intent is to use the FMEA to take actions to eliminate or reduce failures, starting with the highest-priority ones. It will also provide a means to document current knowledge and actions about the risk of failures, for use in pandemic planning and continuous improvement.