



COVID-19 Control & Prevention Plan

Date Developed: 4/17/2020

Date Revised:

1. Purpose

The purpose of this plan is to provide reasonable guidance to help protect Employers and Employees from exposure to COVID-19 and to have the necessary tools and procedures in place to aid in the prevention of the spread of the disease in the workplace.

2. Responsibilities

It is the responsibility of the employer's leadership team to review and implement the requirements of this plan.

Each Employer will identify a coordinator who will be responsible for COVID-19 issues that impact the workplace.

3. Definitions

Asymptomatic – means without symptoms. Individuals may be infected with the coronavirus but may not have signs or symptoms of the disease.

Cleaning - refers to the removal of dirt and impurities, including germs, from surfaces. Cleaning alone does not kill germs. But by removing the germs, it decreases their number and therefore any risk of spreading infection.

Coronavirus – there are several human coronaviruses. The coronavirus that first emerged in December in China has been named SARS-CoV2. This is the specific virus currently causing this pandemic.

COVID-19 - the name of the respiratory disease caused by SARS-CoV2, the new coronavirus. It is not caused by any other type of virus and it is not caused by just any “coronavirus”.

Disinfecting - works by using chemicals to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs. But killing germs remaining on a surface after cleaning further reduces any risk of spreading infection.

Epidemic - large outbreak of disease over a wide geographic area and affects a high proportion of a population.

Mask – A mask is considered either N-95, KN-95, face shields, surgical or cloth type masks.

Pandemic - used to describe an epidemic or outbreak of disease that has spread to multiple countries on several continents and affects an exceptionally large number of people.

Quarantine - a way of separating and restricting people who have been exposed to a disease, such as COVID-19, to see if they too have become infected and get ill. Typical minimum quarantine time is 14 days (two weeks)

Self-Isolating - applies to people who have symptoms of COVID-19 infection and to those who live with them. It involves staying at home and not going out, apart from into your own garden or yard if you have one. It also means staying away, as much as possible, from other people in the home, sleeping alone, using separate towels, and washing and cleaning regularly.

Social Distancing - designed to help people avoid catching and spreading the disease caused by the new coronavirus. It essentially means avoiding face-to-face contacts as much as possible. You can leave your home for exercise, for essential shopping or for work, but you should stay **at least 6 feet** from others.

4. Symptoms and Warning Signs

- a. Fever
- b. Cough
- c. Shortness of breath
- d. Difficulty breathing or shortness of breath
- e. Persistent pain or pressure in the chest
- f. New confusion or inability to arouse
- g. Bluish lips or face

5. Prevention Measures

- a. Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing. If soap and water aren't available, use an alcohol-based sanitizer that is at least 60% alcohol.
- b. Avoid close contact with people who are sick.
- c. Avoid touching your eyes, nose and mouth.
- d. Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- e. Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
- f. If you believe you are experiencing any symptoms, you should contact your nearest healthcare provider for testing/treatment.
- g. Encourage employees to stay home if they are sick.
- h. Provide hand sanitizer in community areas such as restrooms, breakrooms and near time clocks.
- i. Review work areas to identify opportunities where social distancing can be applied.
- j. Provide masks upon request.
- k. Reduce seating in break rooms to promote social distancing.
- l. Promote social distancing at time clocks.
- m. Leave interior, non-fire doors, propped open to reduce contact with doorknobs/handles.

6. What Steps Must Be Taken If A Employee Has Positive Confirmation of COVID-19 and Has Been At Work

- a. Report the case to the designated COVID-19 Leadership Team member and Human Resources as soon as discovered.
- b. Stop operations in the affected work area and notify affected employees (if any) of the positive confirmation. Be sure to keep the employee's name confidential.
- c. Determine who the employee has had close contact with in the last two weeks and notify the affected employees.
- d. Contact local cleaning and disinfection company
- e. Ventilate the plant prior to disinfections following CDC guidelines
- f. Contractor will clean and disinfect the affected workspace and tools.
- g. Notify affected employees when they can return to work and follow the procedure in Section 7 below.

7. What Steps Must Be Taken If A Employee Has Had Exposure to A Person With Suspected or Confirmed COVID-19?

- a. Pre-screen the affected employee's temperature, prior to starting work and ideally before entering the facility, by asking the following questions:
 - i. Do you have a cough, fever (100.4 or higher) or shortness of breath? If yes, send home for 14 days or until negative COVID-19 test result obtained. Track for future recall.

- ii. Do you have a family member at home who has tested positive for COVID-19 or has symptoms of the illness? If yes, send home for 14 days or until negative COVID-19 test result obtained. Track for future recall.
 - iii. Employees who show any symptoms of COVID-19 should be sent home immediately.
- b. Discuss with the employee to regularly self-monitor for symptoms and temperature. Report to your Leadership Team Member if symptoms appear during the workday or while at home.
- c. The employee should wear a facemask at all times while in the workplace for 14 days after last exposure. The employer will provide facemasks upon request or can approve employee's supplied cloth face coverings in the event of shortages.
- d. The employee should maintain 6 feet of separation and practice social distancing as work duties permit in the workplace.
- e. Clean and disinfect all areas such as offices, workstations, bathrooms, handrails, doorknobs, common areas, and shared tools and equipment routinely.

8. What Do You Do If A Employee Becomes Sick During the Day?

- a. Send the employee home immediately
- b. Clean and disinfect the work area and other areas in the facility where the sick employee may have been, i.e. breakroom, timeclock, doorways/handles, etc.
- c. Collect information on who the sick employee may have been in contact with the day reported and for 2 days prior to when symptoms were known.
 - i. Those employees that reported that they were within 6 feet of the sick employee would be considered exposed.
- d. Follow the procedures in Section 7 for exposed employees.

9. Social Distancing Guidelines

- a. All facilities will assess jobs/tasks for social distancing from other employees at a minimum of 6 feet.
- b. Where practical, barriers such as plexiglass shields, may be used in lieu of social distancing practices.
- c. Job tasks where a barrier is impractical and social distancing cannot be met, a mask will be required and provided by the employer.
- d. Consider staggering breaks to allow for social distancing in public break rooms.
- e. Consider providing alternative break areas outside the facility.

10. Mask Use Guidelines

- a. All employees working within 6 feet of another person will wear a mask.
- b. Masks can be either N-95, KN-95, face shields, surgical or cloth type masks.
- c. Mask are available upon request.
- d. Masks may be brought in from home if they are similar in type and construction as those provided by the employer.

- e. N-95s used for exposure control in the workplace may not be substituted with KN-95 or cloth type masks.
- f. Masks may be reused until the integrity of the mask is compromised.
- g. Leadership Team Members who are asked by an employee for a mask will refer to the screening and questions in Section 7 of this plan.
- h. Those working routinely in production processes within 6 feet of other employees are a priority to receiving masks.

11. Disinfection of Work Areas

- a. Personal Protective Equipment
 - i. Disposable nitrile or vinyl rubber gloves.
 - ii. Safety glasses and a face shield to protect splashes to the nose, mouth and eyes.
 - iii. On a voluntary basis, a dust mask or N-95 disposable respirator is available upon request or can be self-provided.
 - iv. Apply hand sanitizer after any cleaning or disinfection is done.
- b. Tools and Equipment
 - i. Buckets
 - ii. Spray bottles
 - iii. Rags or sponges
 - iv. Bleach or common EPA-registered household disinfectant.
 - 1. Mix 5 tablespoons (1/3 cup) of bleach per gallon of water or 4 teaspoons of bleach per quart of water.
 - 2. EPA-registered household disinfectants.
- c. Procedures
 - i. All facilities will designate at least one employee to clean and disinfect public and common areas. This includes, but not limited to, breakrooms, timeclocks, water coolers, doorknobs/handles, and bathrooms.
 - ii. Clean and sanitize frequently used areas (examples stated above).
 - iii. Prepare bleach solution in spray bottles or bucket or obtain alternative disinfectant spray or liquid. Bleach solutions should not be made in advance as the effectiveness of bleach can degrade effectiveness of the solution and degrade certain plastics and steel over time.
 - iv. If surfaces are dirty, clean the surface first with a detergent soap (ie Dawn) and warm water.
 - v. Spray or wash affected surfaces and let the bleach or disinfectant spray sit in contact with the surface as according to manufacturer recommendations.
 - vi. Wash hands thoroughly and apply hand sanitizer when done.

12. Training

- a. All employees will attend training covering the “COVID-19 Awareness and Safe Practices” hand out.

13. Resources

<https://www.cdc.gov/coronavirus/2019-ncov/community/criticalworkers/implementing-safety-practices.html>

<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-businessresponse.html>

<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>