**[Company Logo]**

**Infectious Disease/COVID-19 Policy (Please feel free to add/delete items)**

**[Enter company name here]** will take proactive steps to protect the workplace in the event of an infectious disease outbreak. It is the goal of **[Enter company name here]** during any such time period to strive to operate effectively and ensure all essential services are continuously provided and employees are safe within the workplace.

**[Enter company name here]** is committed to providing authoritative information about the nature and spread of infectious diseases, including symptoms and signs to watch for, as well as required steps to be taken in the event of an illness or outbreak.

**Preventing the Spread of Infection in the Workplace**

**[Enter company name here]** will ensure a clean workplace, including the regular cleaning of objects and areas which are frequently used, such as break rooms, conference rooms, door handles.

We ask all employees to cooperate in taking steps to reduce the transmission of infectious disease in the

workplace. The best strategy remains the most obvious—frequent hand washing with warm, soapy water; covering your mouth whenever you sneeze or cough; and discarding used tissues in wastebaskets. Alcohol-based hand sanitizers, anti-bacterial wipes and disinfectant spray will be made available in the break room and throughout the workplace common areas.

Unless otherwise notified, our normal attendance and leave policies will remain in place. Individuals who believe they may face challenges in reporting to work during an infectious disease outbreak should take steps to develop any necessary contingency plans. For example, employees might want to arrange for alternative sources of childcare should schools close and/or speak with supervisors about the potential to work from home temporarily or on an alternative work schedule.

**Limiting Travel**

All nonessential travel should be avoided. Employees who travel as an essential part of their job should consult with management on appropriate actions. Business-related travel outside the United States will not be authorized until further notice. Employees should avoid crowded public transportation when possible.

**Telecommuting**

Telework requests will be handled on a case-by-case basis. While not all positions will be eligible, all requests for temporary telecommuting should be submitted to your manager for consideration.

**Staying Home When Ill**

Many times, with the best of intentions, employees report to work even though they feel ill. We provide paid sick time (3 days/year) to compensate employees who are unable to work due to illness.

During an infectious disease outbreak, it is critical employees do not report to work while they are ill and/or experiencing the following symptoms:

* Examples include fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills and fatigue.

Currently, the Centers for Disease Control and Prevention recommends people with an infectious illness such as the flu remain at home until at least 24 hours after they are free of fever (100 degrees F or 37.8 degrees C) or signs of a fever without the use of fever-reducing medications. Employees who report to work ill will be sent home in accordance with these health guidelines.

**Requests for Medical Information and/or Documentation**

If you are out sick or show symptoms of being ill, for more than 3 days, it may become necessary to request information from you and/or your health care provider. In general, we would request medical information to confirm your need to be absent, to show whether and how an absence relates to the infection and to know it is appropriate for you to return to work. As always, we expect and appreciate your cooperation when medical information is sought.

**Confidentiality of Medical Information**

Our policy is to treat any medical information as a confidential medical record. In furtherance of this policy any disclosure of medical information is in limited circumstances with supervisors, managers, first aid and safety personnel and government officials as required by law.

**Social Distancing Guidelines for Workplace Infectious Disease Outbreaks**

In the event of an infectious disease outbreak, **[Enter company name here]** **may** implement these social distancing guidelines to minimize the spread of the disease among the staff. Determination will be made in accordance with CDC Guidance.

During the workday, employees are requested to:

1. Avoid meeting people face-to-face. Employees are encouraged to use the telephone, online conferencing, email or instant messaging to conduct business as much as possible even when participants are in the same building.
2. If a face-to-face meeting is unavoidable, minimize the meeting time, choose a large meeting room and sit at least one yard from each other if possible; avoid person-to-person contact such as shaking hands.
3. Avoid any unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops and training sessions.
4. Do not congregate in the break room or any other areas where people socialize.
5. Bring lunch and eat at your desk or away from others (avoid lunchrooms and crowded restaurants).
6. Encourage members and others to request information via phone and e-mail in order to minimize person-to-person contact. Have the materials and information ready for fast pick-up or delivery

**Outside activities**

Employees will be encouraged to the extent possible to:

1. Avoid public transportation (walk, cycle, drive a car) or go early or late to avoid rush-hour crowding on public transportation.
2. Avoid recreational or other leisure classes, meetings, activities, etc., where employees might meet contagious people.

**Personal Responsibilities**

* It is critical that individuals NOT report to work while they are experiencing illness symptoms such as fever, cough, shortness of breath, sore throat, runny/stuffy nose, body aches, chills, or fatigue.

• Individuals should seek medical attention if they develop these symptoms.

**Social Distancing**

• Our company will not host large group meetings. CDC recommends that we avoid gatherings of 10+ people; and when meeting, that we keep a 6-foot distance between people. We will perform meetings online or via conference call whenever possible.

• We will limit the number of people on a jobsite, allow non-essential personnel to work from home when possible.

• We discourage hand-shaking and other contact greetings.

**Jobsite / Office Practices**

• Communicate key CDC recommendations (and post signage where appropriate) to our staff and tradespeople:

* + How to Protect Yourself
  + If You are Sick
  + COVID-19 Frequently Asked Questions
  + We will place posters that encourage staying home when sick, cough and sneeze etiquette, and hand hygiene at the entrance to your workplace and in other workplace areas where they are likely to be seen.

• Supervisors will ask the following questions to all employees prior to entering the jobsite. If they answer “yes” to any, they will be asked to leave the jobsite immediately. Anyone asked to leave should not return to work until 24-hours after they are free from a fever or signs of a fever without the use of fever-reducing medication.

o Have you, or anyone in your family, been in contact with a person that has tested positive for COVID19?

o Have you, or anyone in your family, been in contact with a person that is in the process of being tested for COVID-19?

o Have you, or anyone in your family traveled outside of the U.S. within the last two weeks?

o Have you been medically directed to self-quarantine due to possible exposure to COVID-19?

o Are you having trouble breathing or have you had flu-like symptoms within the past 48 hours, including: fever, cough, shortness of breath, sore throat, runny/stuffy nose, body aches, chills, or fatigue?

• We will instruct employees to clean their hands often with an alcohol-based hand sanitizer that contains at least 60 to 95% alcohol or wash their hands with soap and water for at least 20 seconds. Soap and water should be used preferentially if hands are visibly dirty.

• We will provide soap and water and alcohol-based hand rubs in the workplace. Ensure that adequate supplies are maintained. Place hand rubs in multiple locations or in conference rooms to encourage hand hygiene.

• Employees will not congregate in lunch areas.

• Employees will not share tools or any multi-user devices and accessories such as iPads, laptops, hand-held radios, computer stations, etc.

• Employees will limit the exchange/sharing of paper documents by encouraging use of electronic communication whenever possible.

• Employees will not share personal protection equipment (PPE).

• Employees will sanitize reusable PPE per manufacturer’s recommendation prior to each use.

• Employees will ensure used PPE is disposed of properly.

• Employees will utilize disposable gloves where appropriate; instruct workers to wash hands after removing gloves.

• Employees will disinfect reusable supplies and equipment.

• Employees will identify specific locations and practices for daily trash such as: paper, hand towels, food containers, etc. Instruct workers responsible for trash removal in proper PPE/hand washing practices.

• Our company will provide routine environmental cleaning (doorknobs, keyboards, counters, and other surfaces).

• Our company will not use a common water cooler. Provide individual water bottles or instruct workers to bring their own.

• Our company will utilize shoe sanitation tubs (non-bleach sanitizer solution) prior to entering/leaving jobsite).

• Our company will instruct workers to change work clothes prior to arriving home; and to wash clothes in hot water with laundry sanitizer.

• Our company will not stack trades if possible.

• Our company will utilize disposable hand towels and no-touch trash receptacles.

• Our company will request additional/increased sanitation (disinfecting) of portable toilets.

• Our company will avoid cleaning techniques, such as using pressurized air or water sprays that may result in the generation of bioaerosols.

• Our company will clean surfaces of service/fleet vehicles, steering wheel, gear shift, instrument panels, etc., use aerosol sanitizers inside closed cabs.

• In regard to shuttling employees, we will ensure distancing and encourage workers to provide their own transportation where possible.

**Managing Sick Employees**

• Actively encourage sick employees to stay home. Employees who have symptoms of acute respiratory illness are recommended to stay home and not return to work until they are free of fever (100.4° F [38.0° C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants). Employees should notify their supervisor and stay home if they are sick.

• Separate sick employees. CDC recommends that employees who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or become sick during the day should be separated from other employees and be sent home immediately.

• We will communicate our company’s Human Resources practices for managing sick time related to COVID-19.

**Interim guidance for most U.S. workers and employers of workers unlikely to have occupational exposures to COVID-19**

For most types of workers, the risk of infection with COVID-19 is similar to that of the [general American public](https://www.cdc.gov/coronavirus/2019-ncov/about/what-you-should-do.html).

Employers and workers in operations where there is no specific exposure hazard will remain aware of the evolving outbreak situation. Changes in outbreak conditions may warrant additional precautions in some workplaces not currently highlighted in this guidance.

**Interim guidance for U.S. workers and employers of workers with potential occupational exposures to COVID-19**

Workers and employers involved in healthcare, healthcare, laboratory, airline, border protection, and solid waste and wastewater management operations and [travel to areas with ongoing, person-to-person transmission of COVID-19](https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html) should remain aware of the evolving [outbreak situation](https://www.cdc.gov/coronavirus/2019-ncov/index.html).

Our company will assess the hazards to which our workers may be exposed; evaluate the risk of exposure; and select, implement, and ensure workers use controls to prevent exposure. Control measures may include a combination of engineering and administrative controls, safe work practices, and PPE.

**Identify and Isolate Suspected Cases**

In all workplaces where exposure to the COVID-19 may occur, prompt identification and isolation of potentially infectious individuals is a critical first step in protecting our workers, visitors, and others at the worksite. We will:

* Immediately isolate people suspected of having COVID-19. For example, move potentially infectious people to isolation rooms and close the doors. On an aircraft, move potentially infectious people to seats away from passengers and crew, if possible and without compromising aviation safety. In other worksites, move potentially infectious people to a location away from workers, customers, and other visitors.
* Take steps to limit spread of the person’s infectious respiratory secretions, including by providing them a facemask and asking them to wear it, if they can tolerate doing so. Note: A surgical mask on a patient or other 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).
* If possible, isolate people suspected of having COVID-19 separately from those with confirmed cases of the virus to prevent further transmission, including in screening, triage, or healthcare facilities.
* Restrict the number of personnel entering isolation areas, including the room of a patient with suspected/confirmed COVID-19.
* Protect workers in close contact\* with the sick person by using additional engineering and administrative control, safe work practices and PPE.

*\*CDC defines "close contact" as being about six (6) feet (approximately two (2) meters) from an infected person or within the room or care area of an infected patient for a prolonged period while not wearing recommended PPE. Close contact also includes instances where there is direct contact with infectious secretions while not wearing recommended PPE. Close contact generally does not include brief interactions, such as walking past a person.*

**Environmental Decontamination**

When someone touches a surface or object contaminated with the virus that causes COVID-19, and then touches their own eyes, nose, or mouth, they may expose themselves to the virus.

Because the transmissibility of COVID-19 from contaminated environmental surfaces and objects is not fully understood, our company will carefully evaluate whether or not work areas occupied by people suspected to have virus may have been contaminated and whether or not they need to be decontaminated in response.

Our workers who conduct cleaning tasks will be protected from exposure to blood, certain body fluids, and other potentially infectious materials covered by OSHA’s Bloodborne Pathogens standard ([29 CFR 1910.1030](https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.1030)) and from hazardous chemicals used in these tasks. In these cases, the PPE ([29 CFR 1910 Subpart I](https://www.osha.gov/laws-regs/regulations/standardnumber/1910#1910_Subpart_I)) and Hazard Communication ([29 CFR 1910.1200](https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.1200)) standards may also apply. We will not use compressed air or water sprays to clean potentially contaminated surfaces, as these techniques may aerosolize infectious material.

**Worker Training**

We will train all workers with reasonably anticipated occupational exposure to COVID-19 (as described in this document) about the sources of exposure to the virus, the hazards associated with that exposure, and appropriate workplace protocols in place to prevent or reduce the likelihood of exposure. Training will include information about how to isolate individuals with suspected or confirmed COVID-19 or other infectious diseases, and how to report possible cases.

Workers required to use PPE will be trained. This training includes when to use PPE; what PPE is necessary; how to properly don (put on), use, and doff (take off) PPE; how to properly dispose of or disinfect, inspect for damage, and maintain PPE; and the limitations of PPE.

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