

INFECTIOUS DISEASE WORKPLACE MITIGATION GUIDELINES

COMPANYNAME has implemented the following measures to reduce and/or eliminate the dangers associated with infectious disease. This plan will be reevaluated on an on-going basis to ensure all applicable requirements can effectively and consistently be implemented. CDC requirements will be covered in each daily safety briefing prior to the start of the shift. These topics should include social-distancing, hand-sanitizing, identifying signs and symptoms of the disease, and the items identified for site-specific plans.

Hygiene – Best practices

- Avoid touching face, mouth, nose, or eyes with unwashed hands or with gloves
- Routinely wash your hands with soap and water for at least twenty (20) seconds. If soap and water are unavailable use a hand sanitizer having at least 60% alcohol content
- Refrain from shaking hands - use other non-contact methods of greeting
- Wear gloves appropriate for your job tasks to reduce skin contact exposure
- Routinely disinfect frequently touched surfaces such as: telephones, guard and handrails, machines and machine controls, shared tools, elevator control buttons, tables, doorknobs, light switches, countertops, desks, keyboards, toilets, faucets, sinks, handles, and hand tools etc.
- Cover coughs and sneezes using the inside of your elbow rather than your hand
- Avoid phone to face contact
- Increase ventilation by opening windows or adjusting air conditioning

Meetings and Travel

- Practice social distancing and maintain minimum established distance from others
- Use phones or other electronic methods such as video chat to meet rather than engaging in face-to-face conversations
- Avoid sitting in close proximity to others
- Use a handkerchief or tissue when coughing, sneezing, or blowing your nose. Then wash your hands with soap and water for at least twenty (20) seconds. If soap and water are unavailable use a hand sanitizer having at least 60% alcohol content
- Avoid close contact with people who are sick or are displaying signs and/or symptoms of illness
- Take responsibility for yourself, your work area, and your co-workers as much as achievable
- Where workers are forced to stand together in 'choke points' and high-risk areas such as in hallways, hoists and elevators, break areas, and buses; they shall maintain social distancing
- Minimize interactions when picking up or delivering equipment or materials, maintaining social distance separation
- When social distancing cannot be maintained other mitigation practices should be used i.e., requiring all workers to use face coverings

Food Handling

Handle food carefully:

- Wash hands before eating food
- Limit food sharing
- Prepare meals at home for consumption
- Eat separately and maintain social distancing from others rather than congregating in groups

Illness

Stay home if...

- you are feeling ill
- you have an ill family member at home