Chapter 21   Infectious Disease Control Program

21.1   Purpose, Scope, and Policy

21.1.1   Purpose

COMPANYNAME has established this program to provide guidance in the protection of our employees during exposure to an infectious disease event.

It is the goal of COMPANYNAME during an infectious disease event to operate effectively and ensure all essential services are continuously provided while keeping employees safe within the workplace.

COMPANYNAME is committed to providing information from authoritative sources about the nature and spread of infectious diseases, including informing of signs and symptoms as well as required steps to follow in the event of an infectious disease outbreak.

This program is NOT a disease-specific Exposure Control Plan. This program provides general direction to begin protecting the workplace against an infectious disease outbreak. A disease-specific Exposure Control Plan must be established to protect workers against specific hazards and identify specific control measures for implementation.

This document has been developed in accordance with CDC and OSHA guidelines to keep employees safe and must be updated by the user as guidelines and recommendations change.

21.1.2   Scope

This program applies to all employees and all operations during an epidemic or pandemic infectious disease event identified by federal, state, and local authorities requiring extraordinary measures for containment and mitigation.

21.1.3   Policy

COMPANYNAME will take proactive steps and define measures for implementation in an effort to protect the workplace in the event of an infectious disease outbreak.

21.2   Roles & Responsibilities

21.2.1   Employer Responsibilities

Management shall provide continually updated information from recognized sources such as the Centers for Disease Control and Prevention (CDC), the Occupational Safety and Health Administration (OSHA), the Department of Labor (DOL), and others as applicable to the specific event. These sources should be accessed regularly to identify and comply with any required posting or informational requirements.

COMPANYNAME will provide employees with information, education, training, personal protective equipment, and control measures to reduce employee exposure to an infectious disease as much as reasonably achievable.

21.2.1.1   Internal Communications

COMPANYNAME will provide employees with information, education, training, personal protective equipment, and control measures to reduce employee exposure to an infectious disease as much as reasonably achievable.

21.2.1.2   External Communications

COMPANYNAME will provide clients, vendors, visitors, and other outside stakeholders with information, education, training, personal protective equipment, and control measures to reduce exposure to an infectious disease as much as reasonably achievable.

21.2.2   Employee Responsibilities

Employees are responsible for following safety precautions and policies set forth by management and will attend all safety training as outlined in this program.

Employees shall follow all established company policies related to reducing exposure to and spread of a potential infectious disease. Employees who are infected or exposed, or suspect they are infected or have been exposed must inform their supervisor immediately upon recognizing the potential infection or exposure.

21.3   Definitions

See Definitions Chapter at the end of the Safety and Health Manual. [viii]

21.4   Program Elements

The following elements are addressed in this program:

- Monitoring guidance from federal, state, and local agencies
- Evaluating the risk of exposure at the workplace
- Developing contingency plans
- Implementing basic infection control measures
- Developing policies and procedures for reducing spread of infection
- Implementing hazard control measures
- Training

21.5   Hazards

Infectious diseases may spread at different rates and have different effects on individuals. The same infectious disease may show no signs or symptoms on one individual and be fatal to another. Some diseases are easily spread, others have a low rate of infection. There are different routes of exposure as well; some diseases are airborne and can be caught by breathing in the germs, others require ingestion or skin contact.

Regardless of the likelihood of infection and rate of spread, infectious diseases can have a toll on both the infected individual and their family.

21.6   Hazard Control Measures

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

21.6.1   Recognizing Signs and Symptoms

Signs and symptoms of infection vary depending on the infectious disease. The CDC website at www.cdc.gov should be visited daily to ensure the most recent information and updates are available. As information and recommendations change, update any information bulletins, procedures, policies, or guidelines to reflect the change(s).

The following signs and symptoms are indicative of a serious infection. **Immediate Medical Attention** should be requested for anyone experiencing these signs and symptoms:

- Difficulty breathing or shortness of breath in severe cases
- Persistent pain or pressure in the chest
- New confusion or inability to arouse
- Bluish lips or face due to breathing difficulty

Call emergency medical services (911) for any medical emergency: When calling, notify the operator that the emergency may be related to an infectious disease. Have the patient don a facemask or face covering before medical help arrives.

Some signs and symptoms related to infectious disease can include (but are not limited to):

- Fever
- Cough
- Sore throat
- Runny or stuffy nose
- Body aches

- Headache
- Chills
- Nausea and/or vomiting
- Fatigue

21.6.2   Monitoring Guidance

Information pertaining to any current epidemic or pandemic infectious disease event can be obtained from the following federal sources:

- Centers for Disease Control and Prevention (CDC) – www.cdc.gov
- Occupational Safety and Health Administration (OSHA) – www.osha.gov
- U.S. Department of Labor (DOL) – www.dol.gov
- National Institutes of Health (NIH) – www.nih.gov
- U.S. Department of Health & Human Services (HHS) – www.hhs.gov

Local and state requirements are region specific and may be more stringent than those implemented by federal authorities. State and local agencies should be consulted for information, recommendations, and requirements beyond those established by the federal government.

21.6.3   Evaluating Risk of Exposure

An evaluation of the risk of exposure must be conducted in order to develop contingency plans to address:

- Likelihood of exposure/infection due to interaction with:
  o   The general public
  o   Persons known or suspected to be infected
- Increased absenteeism
- Worker susceptibility to the disease
- Non-occupation risk factors at home and in community settings
- Conducting operations with reduced workforce
- Interrupted supply chains

Most workplace operations present a low risk of exposure to an infectious disease with the greatest exposure risk coming from an infected employee or a visitor bringing the disease to work.

Regardless of the outcome of the risk evaluation, any protective measures established must follow all established federal, state, and local recommendations and requirements.

21.6.4   Exposure Control Plan

COMPANYNAME will develop and implement an infectious disease-specific Exposure Control Plan that identifies the disease, the risks of exposure, and the specific control measures to be implemented to reduce the risk of exposure and spread of infection to the work force.

COMPANYNAME is committed to providing authoritative information about the nature and spread of infectious disease including symptoms and signs to watch for, as well as required steps to follow in the event of an infectious disease outbreak.

When developing an exposure control plan the following considerations must be addressed.

- Signs and Symptoms of infection
- Action Steps
- Limiting the Spread of Infection in the Workplace
- Reducing Transmission Among Employees
- Protecting Employees with Personal Protective Equipment
- Supervision of Protective Measures
- Evaluation of Employee Health Status
- Implementing Hazard Control Measures
- Suspected or Confirmed Infection
- Sanitizing the Work Area After Possible Exposure
- Medical Information
- Recordkeeping
- Training

21.6.5   Infection Control Measures

The following control measures may be established to reduce and control the risk of infection:

- General housekeeping
- Hygiene – best practices
- Social distancing
- Personal Protective Equipment
- Flexible work policies

21.6.5.1   Action Steps

21.6.5.1.1   Staying Home When Ill

Many times, with the best of intentions, employees report to work even though they feel ill. During an infectious disease outbreak however, it is critical that employees not report to work while they are ill and/or experiencing signs and symptoms of infection.

Stay-at-home instructions should be developed taking federal, state, and local recommendations under consideration. Instructions should be tailored to the specific disease as a single approach for all exposures may not be the most effective method of reducing exposure or the spread of the disease. The Exposure Control Plan should address and identify stay-at-home contingencies for the duration of the epidemic or pandemic event.

Currently, the Centers for Disease Control and Prevention (CDC) recommends people with an infectious illness such as the flu remain home until at least twenty-four (24) hours after they are free of fever (100° F or 37.8° C or above) 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. Infected employees are required to stay home except to get medical care.

Call emergency medical services (911) for any medical emergency: When calling, notify the operator that the emergency may be related to an infectious disease. Have the patient don a facemask or face covering before medical help arrives.

21.6.5.1.2   Seeking Medical Attention

If you are having trouble breathing, seek medical attention immediately, but call first.

- Call your doctor or emergency room and inform them of your symptoms before going in. They will advise you of recommended actions.
- **Wear a facemask:** If available, put on a facemask before coming in contact with medical personnel including emergency medical technicians and ambulance personnel. If a facemask is not available don another face covering such as a bandana or scarf that can control the spread of fluids when coughing.
- If you cannot put on a facemask or face covering, cover your coughs and sneezes and maintain established social distance from others. This can help protect the people in the office or waiting room.
- **Follow care instructions from your healthcare provider and local health department:** Your local health authorities may give instructions on checking your symptoms and reporting information.

21.6.5.1.3   Home Isolation

In some cases, the medical care provider may recommend staying at home until signs and symptoms have passed.

In all cases, **follow the guidance of your healthcare provider and local health department.** The decision to stop home isolation should be made in consultation with your healthcare provider and with state and local health departments. Local decisions depend on local circumstances.

Home isolation may be discontinued only under the guidance of your health care provider or parameters established by federal, state, and local health agencies.

21.6.5.1.4   Caregivers

The following recommendations apply to those who are exposed to an infected person. These steps can reduce the risk of acquiring the disease or spreading it to others.

Those who are caring for others who are ill or may be infected should take all reasonable measures to protect themselves from exposure and infection. Whenever possible the ill person should wear a mask to reduce the spread of droplets or disease.

If the ill person is unable to wear a facemask (for example, because it causes trouble breathing), then the caregiver should wear a facemask when in the same room with them.

When leaving the room, wash hands with soap and water for at least twenty (20) seconds. Then remove the facemask and use a hand sanitizer having at least 60% alcohol content to sanitize the hands.

If you are feeling ill but are not experiencing signs or symptoms of infection call ahead before visiting your doctor.

- Call ahead:
    - o During an outbreak medical visits for routine care may be postponed or done by phone or tele-medicine.
    - o If a medical appointment cannot be postponed call your doctor's office and tell them you have been or may have been exposed. This will help the office protect themselves and other patients.
- **Wear a facemask:** If available, put on a facemask before you enter the building. If a facemask is not available don another face covering such as a bandana or scarf that can control the spread of fluids when coughing.

Note: During a public health emergency, facemasks may be reserved for healthcare workers.

21.6.5.2   General Housekeeping

COMPANYNAME 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, etc. We require 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.

In the event large numbers of employees become ill additional cleaning and sanitizing may be required. Consult with your local Public Health Department to identify response and reporting requirements for multiple cases of infection conformed by laboratory testing.

Alcohol-based hand sanitizers, anti-bacterial wipes and disinfectant spray will be made available in designated locations, but not limited to the break rooms and common areas in the workplace.

21.6.5.3   Limiting the Spread of Infection

Personal protective equipment (PPE) will be provided such as gloves, goggles, face shields and face masks as appropriate for the activity being performed.

Social distancing or physical distancing measures may be implemented based on recommendations and guidance from federal, state, and local authorities having jurisdiction.

Unless otherwise notified, normal attendance and leave policies will remain in place.

Employees may face challenges in reporting to work during an infectious disease outbreak. Affected employees should take steps to develop any necessary contingency plans. For example, employees may need to plan for alternative sources of family care or transportation, and/or speak with supervisors about the potential to work from home temporarily or on an alternative work schedule.

21.6.5.3.1   Evaluating Employee Health Status

Prior to starting work each day, a daily safety briefing should be conducted to review updated information relating to the status of the epidemic/pandemic emergency, and updated requirements and recommendations for treatment and disease spread control.

Worker health status should be established. A questionnaire should be established to determine whether workers:

- Are experiencing signs or symptoms indicating an infection
- Have been in direct contact with someone known to be infected
- Have returned from travel to an area considered to have widespread concern for the infectious disease according to the CDC
- Other questions specific to the disease that may assist in identifying the health status of the worker.

Most persons infected with an infectious disease present with elevated body temperature or fever. Consider also conducting temperature checks to ensure worker's body temperature is within normal limits (typically between 97°F [36.1°C] and 99°F [37.2°C]).

An elevated temperature (temperature above 100.4° F [38° C]) may be an indication of infection and may warrant additional assessment including clearance from a medical professional to report to work.

Reminder: A normal temperature reading is not a confirmation that the subject is disease free, only that they are not currently experiencing fever. An infected person may be symptom free and still be a carrier/spreader of the disease. Report elevated temperature to your supervisor.

The CDC requirements must 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 infectious disease and other items identified for site-specific plans.

21.6.5.3.2   Social Distancing

COMPANYNAME may implement the social distancing guidelines found at the end of this program to minimize the spread of the disease in the workplace. Determination of implementation and specific guidelines will be made in accordance with CDC Guidance and federal, state, and local requirements. If implemented, the guidelines will remain in effect until rescinded by COMPANYNAME.

The purpose of social distancing is to reduce exposure to employees and others as much as possible to reduce the likelihood of disease transmission. Therefore every feasible effort must be made to keep close contact to a minimum. As much as feasible, worker positioning will be staggered as necessary to reduce density and maintain minimum social distance separation between employees.

Where social distancing is infeasible, worker proximity restrictions must be maintained as much as possible and a Job Hazard Analysis and PPE Hazard Assessment must be performed by a qualified person to identify associated hazards, alternative control measures, and PPE requirements to prevent transmission of the disease. Any alternative measures and PPE choices implemented must be at least as effective in preventing the transmission of disease as those established by federal, state, and local requirements or guidance.

When employees are required to work closely together, masks, or other acceptable face coverings as recommended by CDC, federal, state, or local requirements must be worn. In all instances however, requirements set forth by federal, state, or local authorities having jurisdiction must be followed.

'Choke points' and areas where high worker density is likely shall be identified and communicated to all employees. Communication can be accomplished through training or posting of signage in these areas reminding workers of the social distancing requirements. Areas of limited capacity should be identified with an occupancy limit, and occupancy monitored and enforced. Examples of high-risk areas include elevator lobbies, elevators and hoists, stairways, hallways, break areas, and other areas of limited space and high traffic.

21.6.5.3.3   Security and Access

It is critical that potential exposures and sources of exposure are identified in order to control the spread of disease and to inform all employees, vendors, and visitors of possible exposure to the infectious disease in the workplace.

In order to maintain accountability and tracking of persons possibly exposed or sources of exposure, COMPANYNAME requires all persons visiting the workplace to sign in on the Daily Attendance Log.

21.6.5.3.4   Visitors

A metered approach should be implemented to limit contact with outside visitors and vendors. In order to maintain business operations it may not be advisable to implement a blanket ban on visitors, vendors, suppliers, contractors, or workers from outside the organization.

A policy should be established that identifies the purpose and necessity of the visit. If your business is authorized to remain in operation, then support services should be prioritized for access over non-essential activities such as a scheduled visit with a prospective client or sales representative.

Service technicians may need access to perform service, maintenance, or repairs on a piece of equipment necessary for operation. Delivery personnel may need to drop off materials and pick up products. Other support

personnel may include safety support services, inspectors, emergency services personnel, and other services that maintain and support essential operations.

Activities not related to business operations such as social visits or a group tour should be deferred until the epidemic/pandemic event has ended.

Visitors deemed essential to the performance of safe and efficient work activities should be granted access.

A visitor access authorization form is provided at the end of this document to assist in determining access priority and authorization.

In all cases, visitors must be informed of and comply with the established control measures including PPE usage and social distancing guidelines for the prevention of disease spread.

21.6.5.3.5   Meetings and Travel

All nonessential travel should be avoided. Employees who travel as an essential part of their job should consult with management on appropriate actions. Employees should avoid crowded areas and maintain social distancing when using public transportation.

21.6.5.3.5.1   Telecommuting

One method of limiting travel is to work remotely when possible. 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. This approach is subject to change and may be modified to align with federal, state, and/or local guidance and proclamations.

21.6.5.3.5.2   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

21.6.6   Reducing Transmission Among Employees

COMPANYNAME will keep all employees informed as to the latest information available from the CDC and federal, state, and local authorities regarding the use of personal protective equipment, social distancing, good hygiene practices, and other measures to employ specific to the disease.

In order to reduce disease transmission between employees, all employees who show signs and/or symptoms of infection shall immediately inform their supervisor and stay home. If already at work, employees should inform their supervisors whereupon the employee will be immediately separated from others and sent home.

All employees have a responsibility to limit the spread of disease. Continual vigilance should be exercised when monitoring your condition as well as the condition of others. If another worker is observed displaying possible signs or symptoms of infection, the supervisor must be informed so that protective actions can be taken. This is for the health and welfare of the worker showing signs of infection as well as all affected workers in the area.

Employees showing signs of infection should follow disease-specific recommendations by the CDC.

Employees who are not showing signs of infection but have an infected family member at home should notify their supervisor and follow disease-specific CDC recommendations.

If an employee is confirmed to be infected, employers should inform employees of the possible exposure to the disease in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). Exposed employees should self-monitor for symptoms.

21.6.6.1   Hygiene

Hand washing facilities, anti-bacterial soap, antiseptic hand cleansers, towelettes, hand sanitizer, cleansing wipes, and other hygiene products will be provided to employees as recommended by federal, state, and local requirements, guidelines, and recommendations.

Germ transmission is often accomplished through poor personal hygiene practices.

- Avoid touching your face, mouth, nose, or eyes. Unwashed hands or gloves may transfer germs from your hands to your face and from there into your mouth, nose, or eyes eventually leading to infection. If you are infected, even unknowingly, you could be transferring your germs to commonly touched surfaces leading to the infection of others.
- Cover all coughs and sneezes using a tissue, if available, or the inside of your elbow rather than your hand. Properly discard all used tissues upon use, do not save them for later use or leave them laying around. Doing so can increase risk to others.
- Avoid phone to face contact to prevent germ transfer.
- Increase ventilation by opening windows or adjusting air conditioning

21.6.6.2   Hand Sanitation

Practicing hand hygiene is a simple yet effective way to prevent infections. Cleaning your hands can prevent the spread of germs, including those that are resistant to antibiotics and are becoming difficult, if not impossible, to treat.

- Wash your hands frequently with soap and water for at least twenty (20) seconds. This is especially important after blowing your nose, coughing or sneezing, using the restroom, and before eating or preparing food.
- If soap and water are not available, use an alcohol-based hand sanitizer having at least 60% alcohol content, covering all surfaces of your hands and rubbing them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.

21.6.6.3   Cross-contamination

Do not share dishes, cups, eating utensils, towels, food, or other objects that may have come in contact with the mouth and/or nose. For any commonly used appliances, wash them thoroughly with soap and water before restoring them for use.

Surfaces and objects that are commonly touched by others such as, telephones, guard and handrails, machines and machine controls, shared tools and equipment, hand tools, elevator control buttons, tabletops, doorknobs, light switches, countertops, desks, keyboards, toilets, faucets, sinks, handles, towels, dispensers, and other items should be frequently sanitized with approved sanitizing products such as alcohol-based hand sanitizers, anti-bacterial wipes, and disinfectant spray.

Assign designated personnel to wipe down these and other identified commonly touched surfaces at the end of the day prior to leaving the facility/premises.

21.6.7   Personal Protective Equipment

Personal Protective Equipment (PPE) can be an effective method of reducing risk of exposure to infectious disease. Depending on the type of disease exposure and the type of work being performed this may include the use of disposable medical or chemical protective gloves, splash shields, protective eyewear or goggles, and respirator masks.

COMPANYNAME will follow recommendations established by governmental guidance when requiring PPE use. Where guidelines are limited or lacking COMPANYNAME will perform a PPE Hazard Assessment to identify whether PPE is needed and what type will be used.

COMPANYNAME will refer to the latest information from the CDC and from federal, state, and local guidelines and instructions for proper PPE selection and usage. State and local recommendations may also apply, and applicable health services should be consulted for more information. In all instances however, requirements set forth by federal, state, or local authorities having jurisdiction must be followed.

When employees are required to work in close proximity, masks or other acceptable face coverings as recommended by CDC, or federal, state, and local guidance must be worn.

Personal protective equipment (PPE) identified as necessary either by federal, state, or local requirements, or through Job Hazard Analysis and PPE Hazard Assessment for protection against disease exposure will be provided as appropriate for the activity being performed.

When requiring the use of PPE in the workplace employers bear certain responsibilities including (but not limited to):

- PPE hazard assessment
- PPE selection
- Employee training:
  o Selection of appropriate PPE
  o Use and care of PPE
  o Maintenance and storage of PPE.

If PPE recommendations established by governmental guidance prevent work operations or make work operations infeasible, an assessment must be made to identify alternative measures. A Job Hazard Analysis and a PPE Hazard Assessment must be performed to identify associated hazards, alternative control measures, and PPE requirements to prevent transmission of the disease. Any alternative measures and PPE choices implemented must be at least as effective in preventing the transmission of disease as those established by federal, state, and local guidance.

If alternative measures cannot be established, or do not provide an effective level of protection, it may be necessary to cease those operations until the emergency is over. For example, the alternative measure selected exposes employees to another risk, or necessary equipment (such as recommended masks) is not available.

21.6.7.1   Respirators

Respirator use can cause medical distress in some workers and when required, respiratory protection program requirements apply. A written respiratory protection program must be implemented, and medical surveillance must be made available to all employees who are required to wear a respirator. Other requirements include the employer providing respirators, medical surveillance, training, and fit testing prior to permitting employees to use the respirator.

When required, an engineered respirator mask recognized to be effective against exposure should be used. Respirators may range from an N95-rated respirator mask to cartridge filter face masks to supplied air respirators and self-contained breathing apparatus. An N95-rated respirator is typical but always refer to federal, state, and local guidance when selecting PPE for breathing protection. When using N95-rated respirators, medical respirators are best and are available from medical supply sources. If an N95-rated medical mask is not available, then another N95-rated mask can be used. These masks can be acquired from business and home-supply stores, hardware stores, or online.

If an N95-rated mask is not available, then COMPANYNAME will provide alternative options designed to protect against fluid exposure following recommendations established by recognized agencies such as the CDC.

21.6.7.1.1   Voluntary Use of Respirator Masks

When used voluntarily, workers should be advised that if they experience any medical distress while wearing a respirator, they should discontinue use and seek medical attention before resuming respirator use.

Workers allowed to wear a respirator mask voluntarily must be provided with a copy of Appendix D of OSHA's Respiratory Protection Standard. This document advises of certain precautions you should take when wearing a respirator voluntarily.

Appendix D advises workers to:

- read and follow the manufacturer's instructions provided with the respirator;
- choose respirators that have been certified by NIOSH for protection against the contaminant of concern;
- keep track of your respirator so that you do not use someone else's respirator by mistake; and
- not to wear your respirator in areas with contaminants that the respirator is not designed to protect against.

When permitting voluntary use of respirator masks, employers must establish and implement those elements of a written respiratory protection program necessary to ensure that any employee using a respirator voluntarily is medically able to use that respirator, and that the respirator is properly cleaned, stored, and maintained.

Exception: Employers are not required to include in a written respiratory protection program, those employees whose only use of respirators involves the voluntary use of filtering facepieces (dust masks).

21.6.7.2   Improvised Face Coverings

In some cases the CDC has recommended the use of improvised face coverings to reduce droplet spread for the protection of others from disease exposure when social distancing cannot be maintained. Improvised face coverings may be self-manufactured masks using common materials, scarfs or bandanas, or other masks such as winter facemasks or balaclavas. Wearing a face covering over your mouth and nose may reduce your exposure as well as reduce exposure to others to any droplets you may expel.

NOTE: Follow all federal, state, and local guidance as it pertains to the use of face coverings.

When respirators or surgical masks are not available then improvised face coverings may be considered. The CDC has advised the use of simple cloth face coverings to slow the spread of infection by providing a barrier against outside exposure and containing any droplets expelled by the infected person.

Improvised face coverings should fit snugly but comfortably against the sides of the face and be secured with ties or ear loops. They should be made with multiple layers of fabric and allow for breathing without restriction. Face coverings should be able to be laundered and machine dried without damage or change to the shape of the mask.

The use of respirators, masks, or face coverings may introduce other hazards into the workplace. Barrier device usage may lead to:

- **Obstructed vision** – face masks may obstruct vision or "fog up" safety glasses or glasses. If an employee is unable to resolve vision obstructions, especially for machine and equipment operation or driving activities, the face masks may create a greater hazard and should not be used.
- **Caught-in / entanglement hazards** – loose fitting barriers and/or their ties could become caught in moving machine parts. Extra care should be exercised to ensure the barrier device used is secure from entanglement.
- **Disease vector / respiratory hazards** – barrier devices (respirators, masks, face coverings) may become a growth environment for viruses and other pathogens.
- Employees must be trained to safely remove the barrier device without touching their eyes, nose, or mouth, and wash their hands and face after use.
- Barrier devices should be frequently cleaned or replaced to reduce contamination accumulation.
- **Asphyxiation hazards** – homemade face coverings or barrier devices that are not cleaned or replaced frequently may excessively limit an employee's breathing. This restriction can place stress on the cardio-pulmonary system of the body. Employees with underlying respiratory or cardiac health conditions may be particularly susceptible to this hazard.
- **False sense of security** – employees may presume that they cannot spread or contract an infectious disease while wearing a face mask. For example, the use of improvised face coverings is not intended to protect the wearer from exposure to infectious material but rather to keep the wearer from spreading the droplets further.

The CDC has provided additional information on improvised face coverings at their website: https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html

21.6.7.3   Barrier Device Usage

Barrier devices include respirators, masks, and improvised face coverings.

- If using a respirator or mask, read and follow the manufacturer provided directions for use.
- Wash your hands before donning and after removing the barrier device.
- Don the barrier device properly ensuring it completely covers your mouth and nose. Adjust it as necessary throughout the day without touching your face, mouth, or nose.
- Secure any ties or loose material and keep the barrier device away from running machinery or equipment to prevent entanglement.
- Don't allow the barrier device to obstruct your vision or wear it if it causes your safety glasses or reading glasses to fog up and impair your vision. Adjustment or a different barrier device may be needed.
- After removing the barrier device clean and store it properly in a clean and dry location and wash your face. Do not lay the barrier device on any surface where it may contaminate or be contaminated.
- If the barrier device adversely affects your ability to breathe replace it. A different barrier device may be needed. If the problem persists, seek medical attention.

- When contaminated or unsanitary, replace or clean the device according to manufacturer recommendations.
- Don't use the barrier device if it is damaged; replace the barrier device and dispose of it at the workplace, do not bring it home.

21.6.8   Supervision of Protective Measures

COMPANYNAME will designate a site-specific Infectious Disease Supervisor to enforce this guidance. The designated Infectious Disease Supervisor will be present at all times during work activities and may be any authorized worker designated to carry this role. The Infectious Disease Supervisor has Stop-Work Authority and may exercise that authority for the purpose of correcting any disease control exposures before allowing work to resume.

The designated Infectious Disease Supervisor will be responsible for ensuring the following guidelines in this policy are in compliance at all times:

- **Social Distancing** – If social distancing protocols are implemented, social distancing will be maintained as recommended by the CDC and federal, state, and local authorities.

- **Health Status** – During the safety briefing confirm that no one present is ill, displaying signs of being ill, or believed to have come in contact with someone that has tested positive for an infectious disease.

- **Workplace Cleanliness** – Ensure that work areas are clean and sanitized.

Workplace postings and guidelines identifying required hygienic practices including the Social Distancing Guidelines and Infectious Disease Workplace Mitigation Guidelines listed in the appendices below shall be posted in areas visible to all workers. Check CDC, OSHA, and Department of Labor (DOL) websites for any established posting requirements.

21.6.9   Employee Reporting of Confirmed Exposure

If an employee of COMPANYNAME tests positive for infection to the disease, has been exposed to a known case of the disease, has traveled to or through a country the CDC has recommended not visiting, or they have been in contact with someone from another contractor or supplier who thinks they may be infected, **they will follow current CDC Guidelines for isolation**.

COMPANYNAME will report this potential exposure to any site contact and other trades that may have been in contact with the employee.

21.6.10 Suspected or Confirmed Infection

In the event an employee at work reports they believe they are experiencing symptoms of infection the following steps should be taken.

- Provide the employee with a mask or face covering to contain droplet spread due to coughing or sneezing.
- Keep employees assisting the infected worker to a minimum. Assisting employees should wear masks, medical gloves, and other PPE as indicated to protect from exposure.
- Maintaining social distancing relocate the employee to a safe area away from others for evaluation.
- Evaluate the employee to determine whether emergency services are needed. If emergency services are required, inform emergency dispatch of the possibility of disease infection.
- Make note of employee information, date, time of day, and area where the worker was working.
- Once information is obtained and it is determined that emergency services are not needed the employee may be released from work with instructions to seek medical advice and treatment as well as clearance to return to work once recovered.
- Inform all affected workers in the area and advise them to seek medical attention for guidance and testing.
- Stop work in the affected area and isolate the area for cleaning and sanitization. Follow CDC guidelines and label instructions when performing sanitizing measures.

21.6.11 Sanitizing the Affected Area

In the event a worker has been confirmed to be infected, the work area may need to be sanitized to prevent spread of the disease.

Follow established CDC disease-specific guidelines for sanitizing the work areas affected by the infected worker.

Cleaning staff or an outside cleaning service should clean and disinfect all common areas that may have been used by the infected person including offices, restrooms, shared electronic equipment such as phones, keyboards and computer controls, tablets, touch screens, and remote controls, etc. focusing on frequently touched surfaces.

Controls, surfaces, tools, equipment, and other items known to or likely to have been used by the infected person should receive special attention.

Dirty surfaces should be cleaned with soap and water prior to disinfection.

21.6.12 Vaccination

COMPANYNAME encourages all employees to consult with their physician about vaccinations and obtain vaccination as recommended by their medical provider.

21.6.13 Medical Information

21.6.13.1 Requests for Medical Information and/or Documentation

If you are out sick or show symptoms of being ill, for more than three (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.

21.6.13.2 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.

21.7 Recordkeeping

Under OSHA's recordkeeping requirements, a work-related infection to an infectious disease may be a recordable illness, and employers may be responsible for recording cases of work-related illness, if:

- The case is confirmed as a work-related illness; and
- There is objective evidence that an event or exposure in the work environment either caused or contributed to the infection; and
- The evidence was reasonably available to the employer; and
- The case involves one or more of the general recording criteria in 29 CFR 1904.7, such as medical treatment beyond first aid or days away from work.

Where the determination is made that the illness is work-related and the case results in a fatality or hospitalization for treatment, the illness must be reported to OSHA using one of the following reporting methods:

- Online at: https://www.osha.gov/pls/ser/serform.html
- Calling OSHA's free and confidential number at 1-800-321-OSHA (6742).
- Calling your closest Area Office during normal business hours.

For more specific guidance refer to applicable OSHA standards and guidelines relating to the infectious disease.

21.8 Program Review

The Infectious Disease Control Program shall be periodically reviewed and tested to ensure relevance and effectiveness. Obtain most recent guidance and recommendations from federal, state, and local health care agencies.

The plan shall be continuously reviewed and evaluated while it is in implementation. Revisions to the plan must be documented for consideration for future plans.

21.8.1 Post Pandemic Review

Following a pandemic event, the plan should be reviewed and evaluated to identify shortcomings and gaps that became apparent during the exercise of the plan and be updated to reflect lessons learned. The review should be conducted with the emergency coordinator and/or planning team within thirty (30) days after the pandemic ends.

After the review process has been completed, updates and revisions will be implemented and tested to ensure preparedness for any future outbreaks.

Post pandemic plan review should address the following:

- Review and discussion of lessons learned
- Identifying ways to improve the planning and implementation process
- Assessing the availability of medical, mental health, and social services for workers
- Maintaining and expanding emergency planning team and partnerships
- Update and practice emergency operations and communication plans annually or as changes in the workplace occur that may affect the emergency response plans

21.9 Training

COMPANYNAME understands the importance of providing a safe and healthful working environment. This is done only through the building of a positive culture of safe work practices.

It is understood that this type of culture must be visible from the beginning of a workers' experience with the workplace. Therefore, COMPANYNAME will engage its employees and sub-contractors in training to this program. The safety policies and procedures training serves to familiarize all employees to the workplace, its culture, and its programs and practices as it relates to everyone's safety.

21.9.1 Employee Training

Employees will be trained on the recommendations and requirements implemented in the Infectious Disease Control Program. Special attention should be placed on the Social Distancing Guidelines and Infectious Disease Workplace Mitigation Guidelines. These are included as separate pages at the end of this program.

Using the Infectious Disease Program Training Checklist, employees will mark off each item as understood once that topic is discussed. If you have any questions or concerns, please discuss them with the COMPANYNAME representative.

Once you have completed the training, sign and date the checklist form and submit the form to the COMPANYNAME representative.

21.9.2 Supervisor Training

Supervisors must receive training informing them of their roles and responsibilities in ensuring the infectious disease program and exposure control plans are followed. Supervisors must be provided with a copy of the infectious disease program and any associated exposure control plans and informed of the company policies and procedures related to reducing the spread of infection in the workplace.

Once the training has been completed, sign and date the Infectious Disease Program Supervisor Training Checklist and submit the form to the COMPANYNAME representative.

21.9.3 Retraining

Retraining shall be provided whenever the infectious disease program is implemented due to an epidemic or pandemic infectious disease declaration.

Refresher training will be administered when the following situations occur:

- Changes in the workplace or type of work being performed renders previous training obsolete
- When company policies and procedures are added or revised
- Employee demonstrates inadequacies in their compliance, knowledge, understanding, or skill in performing the tasks properly

Retraining shall be designed to reestablish employee proficiency and introduce new or revised control methods and procedures, as necessary.

21.10 Reference

The Centers for Disease Control and Prevention – www.cdc.gov

The Occupational Safety and Health Administration – www.osha.gov

21.11 Appendix

- Social Distancing Guidelines
- Infectious Disease Workplace Mitigation Guidelines
- Visitor Access Authorization Form
- Infectious Disease Supervisor Inspection Checklist
- Daily Attendance Log
- COVID-19 Exposure Control Plan

SOCIAL DISTANCING GUIDELINES

COMPANYNAME has implemented the social distancing guidelines found below to minimize the spread of disease among the staff. Determination of social distancing requirements has been made in accordance with CDC Guidance and federal, state, and local requirements. These guidelines will remain in effect until rescinded by COMPANYNAME.

Work Activities

During the workday, employees are requested to:

1. Avoid meeting 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. Preclude gatherings and whenever two or more people must meet, ensure social distance separation. If face-to-face meetings are unavoidable minimize the meeting time, choose a large meeting room, and sit apart from each other as much as is 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 your 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 materials and information ready for fast pick-up or delivery.
7. Using other workers' phones, desks, offices, work tools, and equipment are highly discouraged. If necessary, clean and disinfect them before and after use.
8. Stagger work activity as necessary to reduce density and maintain minimum social distance separation.
9. Anyone with an infected family member at home must inform the Infectious Disease Supervisor.

Outside Activities

Employees are encouraged to adhere to the following guidelines to the extent possible when engaging in all outside activities:

1. Avoid public transportation (train, bus, taxi) and walk, cycle, or drive your own car. If the use of public transportation is necessary, consider beginning your commute early or late to avoid rush-hour crowding.
2. Avoid recreational or other leisure classes, meetings, activities, etc., where employees might meet people contagious with the infectious disease. When out in public consider covering your mouth and nose with a mask.

Employee Reporting of Confirmed Exposure

If an employee of COMPANYNAME tests positive for the infectious disease, has been exposed to a known case of the infectious disease, has traveled to or through a country the CDC has recommended not visiting, or they have been in contact with someone from another contractor or supplier who thinks they may be infected with the infectious disease, **they will follow current CDC Guidelines for isolation**.

Following ADA requirements for patient confidentiality, COMPANYNAME will report this potential exposure to any site contact and other trades that may have been in contact with the employee.

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

VISITOR ACCESS AUTHORIZATION FORM

Access to the work area is restricted to essential employees. Essential employees are defined as employees performing duties essential to the safe and efficient performance of operations including (but not limited to) those listed below.

In order to maintain safe and efficient operations, access will be granted to the following persons.

(check all that apply)

❑	Company employees and sub-contractor/vendor employees engaged in activities essential to the performance of operations.
❑	Transport personnel delivering tools, equipment, and materials essential for continued operation including fuel delivery services necessary to keep equipment running.
❑	Transport personnel removing waste, surplus materials, non-essential equipment

Support Personnel Including:		
	❑	Technicians performing emergency service, maintenance, or repair essential to resume or maintain continued operation. Equipment service and maintenance not essential at the time of the visit should be deferred until after the epidemic/pandemic event unless doing so would lead to an equipment failure or an unsafe condition.
	❑	Consultant services for the purpose of maintaining safe operations including safety program development, site safety surveys, job hazard analysis, PPE hazard assessments, and other services intended to promote and maintain employee safety.
	❑	Inspectors requiring access to inspect and approve work prior to proceeding to the next phase of operation. Other inspectors requiring access may include safety inspectors and investigators, health inspectors, building inspectors, etc.
	❑	

❑	Training personnel to provide on-site training for new equipment, hazardous work activities, non-routine tasks, etc. necessary for safe production
❑	Utility services such as electric, water, gas, utility locate services, etc. to secure distribution systems for safe operations.
❑	Emergency services personnel.
❑	

Authorization: _____   _____
                                    (name)   (signature)

Date: _____   Time: _____

INFECTIOUS DISEASE SUPERVISOR INSPECTION CHECKLIST

This checklist is used to aid in ensuring the health and well-being of all workers and availability of all listed applicable measures, and to identify measures not applicable for implementation. Continually monitor and check the CDC website for current data and changing conditions, recommendations, and requirements.

Name:		**Date:**	
Company:			

❏	Copies of this Protocol have been distributed to all employees.

The Social Distancing Protocol must be posted at each public entrance to the facility and at all 'choke points' and high-risk areas such as hallways, elevators, break areas, etc.

Signage must be posted at each entrance that informs all entrants that they must:

❏	not enter the facility if they have a cough or fever;
❏	maintain social distance from one another;
❏	sneeze and cough into a cloth or tissue, or if not available, into one's elbow;
❏	not shake hands or engage in any unnecessary physical contact.
Corrective Actions for Deficiencies:	

Measures to Protect Employee Health (Facility)

❏	Everyone who can carry out their work duties from home has been directed to do so.
❏	All employees have been told not to come to work if sick.
❏	Symptom checks are being conducted before employees may enter the workspace.
❏	Work activities are separated by established social distance.
❏	Daily access log is being maintained.
❏	Break rooms, bathrooms, handles, desks, phones, switches, and other commonly touched surfaces are being disinfected frequently.
Corrective Actions for Deficiencies:	

The Following Guidelines are Being Followed by All Workers:

❏	Workers are routinely washing hands with soap and water and/or hand sanitizer.
❏	No handshaking – use other noncontact methods of greeting.
❏	Gloves and face coverings to reduce risk of infectious exposure as deemed appropriate for job tasks are being worn.
❏	Hand tools and work areas are routinely cleaned.
❏	Face touching is avoided.
❏	Workers are covering coughs and sneezes.
❏	Phone-to-face contact is avoided.
❏	Workers are asked daily if they are sick or have someone at home that is sick. If YES, steps outlined in the Exposure Control Plan are being followed.
❏	Ventilation is increased in work areas by opening windows or adjusting air conditioning.
Corrective Actions for Deficiencies:	

Meetings and Work Areas - Measures to Prevent Crowds from Gathering

❏	Social distancing is maintained.
❏	Phones or other electronic methods such as video chat are being utilized to communicate or conduct meetings rather than engaging in face-to-face conversations.
❏	Sitting and/or working in close proximity to others is being avoided.
❏	Close contact with people who are sick and/or showing symptoms are avoided.
❏	Worker density is limited 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.
❏	Interactions when picking up or delivering equipment or materials are minimized by maintaining social distance.
Corrective Actions for Deficiencies:	

Food Handling

❏	Employees are washing hands before eating food.
❏	Employees are not sharing food.
❏	Employees are eating separately and maintaining social distance rather than congregating in groups.
Corrective Actions for Deficiencies:	

Supplies

Soap and water, hand sanitizer, disinfectant, and related supplies are available to all employees at the following location(s):

❏	Break rooms
❏	Restrooms
❏	Other:
Corrective Actions for Deficiencies:	

Inventory of Available Supplies

An adequate inventory of each item must be maintained for worker use. Monitor supply usage to identify replacement schedule. Any time an item gets low request replenishment supplies.

❏	Disinfectant spray and paper towels
❏	Disinfectant wipes
❏	Hand sanitizer
❏	Respirators, face masks, face coverings, face shields
❏	Gloves
Corrective Actions for Deficiencies:	

Supervisor Signature: _____ Date: _____

DAILY ATTENDANCE LOG

Date	Print Name	Signature	Company	Contact Information	Time In	Time Out
				Phone: _ Email: _		
				Phone: _ Email: _		
				Phone: _ Email: _		
				Phone: _ Email: _		
				Phone: _ Email: _		
				Phone: _ Email: _		
				Phone: _ Email: _		
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				Phone: _ Email: _		

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COVID-19 EXPOSURE CONTROL PLAN

A COVID-19 Exposure Control Plan is available as a separate document and is no longer included in the safety and health manual template.

For up to date information refer to federal guidance available that the Centers for Disease Control (CDC) website at https://www.cdc.gov/coronavirus/2019-nCoV/index.html and applicable state and local health advisory agencies.