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## **SAFETY: COVID 19 Mitigation Plan**

COMPANY NAME is committed to protecting its workers from exposure to, and infection with, SARS-CoV-2, the virus that causes Coronavirus Disease 2019 (COVID-19), including potential for interaction with people with suspected or confirmed COVID-19 and contamination of the work environment. COMPANY NAME has adapted an infection control strategy based on a thorough hazard assessment of each work site, using appropriate combinations of engineering and administrative controls, safe work practices, and personal protective equipment (PPE) to prevent worker exposures.

The following is COMPANY NAME's Mitigation Plan to reduce employee risk to the COVID-19 virus.



## **Health and Safety - Prevention Practices**

For all workers, regardless of specific exposure risks, it is always a good practice to:

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol. Always wash hands that are visibly soiled.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Practice good respiratory etiquette, including covering coughs and sneezes.
- Avoid close contact with people who are sick.
- Stay home if sick.
- Recognize personal risk factors. According to the CDC, certain people, including older adults and those with underlying conditions such as heart or lung disease or diabetes, are at higher risk for developing more serious complications from COVID-19.

## **Current plan for Risk of Exposure**

For most types of workers, the risk of infection with SARS-CoV-2 is like that of the general American Public. Workers whose jobs do not require contact with people known to be, or suspected of being,



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infected with SARS-CoV-2, nor frequent close contact with (i.e., within 6 feet of) the general public are at lower risk of occupational exposure.

Employees job duties affect their level of occupational risk, and such risk may change as workers take on different tasks within their positions.

All employees where there is no specific exposure hazard should remain aware of the evolving community transmission. Changes in community transmission may warrant additional precautions in some workplaces or for some workers not currently highlighted in this guidance.

The Company will monitor public health communications about COVID-19 recommendations, ensure that employees have access to that information, and collaborate with Employees to designate effective means of communicating important COVID-19 information. COMPANY NAME will frequently check the OSHA and CDC COVID-19 websites for updates.

### ***Identify and Isolate Suspected Cases***

- In workplaces where exposure to COVID-19 may occur, prompt identification and isolation of potentially infectious individuals is a critical first step in protecting employees, visitors, and others at the work site.
- COMPANY NAME will immediately send individuals home suspected of having COVID-19. For example, on work sites, we will move potentially infectious individuals to a location away from team members, customers, and other visitors and with a closed door, if possible.
- Take steps to limit the spread of the individual'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 an employee; the surgical mask acts to contain potentially infectious respiratory secretions at the source (i.e., the person's nose and mouth).
- After isolation, the next steps depend on the type of work environment. For example:
  - Isolated individuals should leave the work site as soon as possible. Depending on the severity of the isolated individual's illness, he or she might be able to return home or seek medical care on his or her own, but some individuals may need emergency medical services.
  - Restrict the number of personnel entering isolation areas where an employee with suspected or confirmed COVID-19.
  - Protect employees in close contact\* with the sick person by using additional engineering and administrative controls, safe work practices, and PPE.



- Sick workers should leave the work site as soon as possible. Depending on the severity of the isolated worker's illness, he or she might be able to return home or seek medical care on his or her own, but some individuals may need emergency medical services.

\*CDC defines *close contact* as being within about 6 feet of an infected person 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 Cleaning and Decontamination***

When people touch a surface or object contaminated with SARS-CoV-2, the virus that causes COVID-19, and then touch their own eyes, noses, or mouths, they may expose themselves to the virus.

COMPANY NAME will work to ensure that during the COVID-19 pandemic routine cleaning and other housekeeping practices in any facilities that remain open to workers or others. When possible, our cleaning partners will be instructed to use EPA-registered disinfectants with label claims to be effective against SARS-CoV-2. Routine cleaning and disinfection procedures using cleaners and water to pre-clean surfaces before applying an EPA-registered disinfectant to frequently touched surfaces or objects for appropriate contact times as indicated on the product's label.

Employees or cleaning contractors are not to use compressed air or water sprays to clean potentially contaminated surfaces, as these techniques may aerosolize infectious material. More information about protecting environmental services workers is included in the worker-specific section, below.

### **Training Course**

COMPANY NAME provides a training program for worksite employees to complete in order to educate them on PPE and avoiding COVID-19 exposure. This course may be amended as more is learned about the spread of the virus.

### ***Workers with Increased Susceptibility for COVID-19 Infection or Complications***

COMPANY NAME will attempt to identify employees who may be at increased susceptibility for COVID-19 infection or complications from COVID-19 and consider adjusting their work responsibilities or locations to minimize exposure. Other flexibilities, if feasible, can help prevent potential exposures among workers who have diabetes, heart or lung issues, or other immunocompromising health conditions.



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## ***Personal Protective Equipment Considerations***

Under certain circumstances, COMPANY NAME will provide PPE such as facepiece respirators that are certified N95 to employees in close proximity of other workers or the public.

### **Respiratory Protection Flexibilities**

Under specific circumstances in which National Institute for Occupational Safety and Health (NIOSH)-certified N95 filtering facepiece respirators (FFRs) are unavailable, and OSHA permits companies such as COMPANY NAME to follow guidelines to conserve respirators, OSHA's temporary enforcement discretion permits COMPANY NAME to use:

- Other NIOSH approved respirators, including N99/100, R95/99/100, and P95/99/100 FFRs; elastomeric, air-purifying respirators; and powered, air-purifying respirators.
- NIOSH-approved respirators that are beyond their manufacturer's recommended shelf life (i.e., expired devices).

These alternative respirators are expected to provide better protection against COVID-19 compared to face masks, homemade or improvised equipment, or no respiratory protection at all.

The interim guidance for specific worker groups and their employers includes recommended PPE ensembles for various types of activities that workers will perform. In general:

- PPE will be selected based on the results of an employer's hazard assessment and workers specific job duties.
- When disposable gloves are used, will typically use a single pair of gloves.
- When eye protection is needed, use goggles or face shields. Personal eyeglasses are *not* considered adequate eye protection unless altered to comply with OSHA guidelines.
- After removing PPE, always wash hands with soap and water for at least 20 seconds, if available. Ensure that hand hygiene facilities (e.g., sink or alcohol-based hand rub) are readily available at the point of use (e.g., at or adjacent to the PPE removal area).

and workers should consult the interim general guidance for U.S. workers and employers of workers with potential occupational exposures to SARS-CoV-2, above.

This document will be updated and maintained at the COMPANY NAME offices and is available to all general contractors, clients or employees that wish to review.



## STOP THE SPREAD OF GERMS AT WORK



● **COVER YOUR MOUTH AND NOSE WHEN YOU SNEEZE OR COUGH.**

Cough or sneeze into a tissue and then throw it away; use your arm or sleeve to cover if you do not have a tissue.

● **CLEAN YOUR HANDS OFTEN.**

Wash your hands with soap and water, vigorously rubbing together front and back for 20 seconds. Or use alcohol-based hand sanitizers, rubbing hands until they are dry.



● **CLEAN SHARED SURFACES AND EQUIPMENT OFTEN.**

Use disinfectants to clean commonly touched items such as doorknobs, faucet handles, copy machines, coffee pot handles, desktops, handrails, microwave buttons, keyboards, and elevator buttons. Germs travel fast with multiple hands touching shared surfaces.

● **AVOID TOUCHING YOUR EYES, NOSE OR MOUTH.**

Germs need an entry point, and the average adult touches his or her face once every three or four minutes. Keep hand sanitizer at your desk to use after meetings or before grabbing one of those doughnuts from the breakroom.



● **STAY HOME WHEN YOU ARE SICK AND CHECK WITH A HEALTH CARE PROVIDER WHEN NEEDED.**

When you are sick or have flu symptoms, stay home, get plenty of rest and check with a health care provider as needed.



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## COVID-19 Safety Training Session

Worksite: \_\_\_\_\_ Instructor: \_\_\_\_\_ Date/Time: \_\_\_\_\_

### TOPIC: COVID-19

**Introduction:** Coronavirus Disease 2019 (COVID-19), or Novel Coronavirus, is a respiratory illness that presents with many of the same symptoms as the flu: fever, runny nose, cough, etc. Unlike the common flu, COVID-19 does not currently have a vaccine (03/17/2020). It recently spread through travel from its origin of discovery in Wuhan, China to other parts of the world. Its novelty means that the information about the virus is still limited, but proper hygiene and vigilance can protect employees from contracting the virus.

**Symptoms:** The symptoms of COVID-19 typically include fever, cough and shortness of breath. Some report non-respiratory symptoms while others have experienced no symptoms. The symptoms can appear as soon as 2 days or as late as 14 days after exposure. At-risk employees are typically older, have a chronic medical condition and/or are immunocompromised. Cases can range from mild to severe, and, in rare cases, can result in death. Therefore, it's important to treat the illness with precaution.

### Precautions Against Contraction

#### At Work and Outside of Work:

- Wash your hands frequently with soap and water for at least 20 seconds; you can substitute hand sanitizer (containing  $\geq 60\%$  alcohol) for soap and water only if they are unavailable.
- Avoid shaking hands or other intimate contact with co-workers. Avoid contact with symptomatic co-workers.
- Avoid contact with surfaces frequently touched.
- Avoid touching your eyes, mouth or nose with unwashed hands.
- Clean and disinfect frequently touched surfaces daily. Follow the Centers for Disease Control and Prevention's (CDC's) complete disinfection guide.
- Avoid large gatherings wherever possible; meetings that can be done remotely should be utilized until spread of COVID-19 dissipates.

#### Outside of Work:

- Get plenty of rest to maintain your body's immune system.
- Eat well-balanced meals and avoid sugar; this will also help to maintain your immune system.
- Avoid smoking or alcohol, which can weaken the immune system.
- Stay home if you're sick to avoid spreading illness throughout the workplace or elsewhere.
- Wear a face mask if you are sick and you have no underlying condition that prevents this, as the facemask helps prevent others from exposure; you do not need to wear a face mask if you're not sick.
- Practice self-quarantine and social distancing, avoiding crowds of 50 or more people and isolating yourself at home, especially if sick. Seek necessary medical attention but be mindful of



exposing others.

### **Health and Safety Best Practices**

- Implement and follow workplace controls, prioritizing engineering such as high-efficiency air filtration.
- Use personal protective equipment (PPE) where appropriate especially if work requires exposure to COVID-19-affected people.
- Follow OSHA guidelines such as those set by the General Duty Clause (29 USC 654(a)(1), general industry PPE (29 CFR 1910 Subpart I), or information about bodily fluids offered in the bloodborne pathogens regulations (29 CFR 1910.1034).
- Manage resources efficiently and use only as needed. Supplies are limited. Taking more than needed worsens the situation, as others can't procure necessary provisions, furthering COVID-19's spread.

Staying Up to Date: The COVID-19 situation is fluid. It's important to know where to get the most current information about it. Your local government websites should have the most current information for your area. Beyond that, regularly check [cdc.gov](http://cdc.gov) and [osha.gov](http://osha.gov) to find current information and steps to prepare for and prevent the spread of COVID-19.

The formal risk mitigation plan is kept at COMPANY NAME offices and is available for review by general contractors, vendors, clients and owners.

**Employee Attendance:** (Names or signatures of personnel who are attending this meeting)

These guidelines do not supersede local, state or federal regulations, and must not be construed as a substitute for, or legal interpretation of, any OSHA regulations.

Quiz Answers: 1) B, 2) A, 3) D, 4) C, 5) A



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**EMPLOYEE QUIZ AND WORKPLACE INSPECTION  
COVID-19**

Employee Quiz:

1. COVID-19 is a \_\_\_\_\_ that causes a fever, cough and shortness of breath.  
(A) bacterial (B) respiratory illness (C) parasitic (D) annoying
2. Practicing good \_\_\_\_\_ reduces the possibility of contracting COVID-19.  
(A) hygiene (B) things (C) work (D) intentions
3. COVID-19 can take up to \_\_\_\_\_ days for symptoms to appear.  
(A) 6 (B) 30 (C) 2 (D) 14
4. \_\_\_\_\_ about COVID-19 is limited and the situation is \_\_\_\_\_.  
(A) Information, unchanging (B) Thought, fluid (C) Information, fluid (D) Thought, unchanging
5. Stay Home while you're contagious because you can give COVID-19 to your co-workers.  
(A) True (B) False

**Workplace Inspection:** Check the square provided at each point that is applicable to your job.

- Adequate illumination for work
- All required PPE available
- Fire alarm stations clearly marked and readily accessible
- Lights above emergency exits have all bulbs lit
- Signs showing locations of fire extinguishers clearly visible
- Fire extinguishers fully charged
- Signs showing locations of first aid stations clearly visible
- First aid kits readily accessible and stocked
- Signs showing locations of emergency eyewash stations clearly visible
- Emergency eyewash stations fully accessible and checked
- Walkways unobstructed; clear of equipment and materials
- Walkways clear of oil, grease, loose material and other slipping hazards
- Stair treads and handrails in good condition
- All guards in place and fully operational
- Safety placards in place and legible
- Lockout/tagout kits in place and complete
- All solvents, cleaning supplies, lubricants, etc. that have warning labels also have SDS on file

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_

Date: \_\_\_\_\_