



## COVID-19 EMPLOYEE ACTION PLAN

### OVERVIEW:

The nation's health protection agency, Center for Disease Control and Prevention (CDC), is responding to an outbreak of respiratory disease caused by a novel (new) coronavirus that was first detected in China and which has now been detected in more than 100 locations internationally, including in the United States. The virus has been named "SARS-CoV-2" and the disease it causes has been named "coronavirus disease 2019" (abbreviated "COVID-19").

Since there is currently no vaccine to prevent COVID-19, it is very important to not only protect ourselves, but our communities and workplaces. Following some basic best practices and good hygiene, we can all take steps to prevent the spread of the illness.

**You should take extra precaution if you answer "Yes" to any of the following questions:**

- 1. Have you traveled to or from China, Iran, Italy, or South Korea in the past 14 days?**
- 2. Have you had any of flu-like symptoms in the past 72 hours?**
- 3. Have you been in close contact with any person exhibiting flu-like symptoms within the past 14 days?**
- 4. Have you had any contact with anyone who has been confirmed positive with COVID-19?**

**If you answered "YES" to item #4, please contact your local health department. As an employee of our company, we ask that if you answered "YES" to any of the questions above, please do not come to work. Back-up personnel will be provided for any work deemed "essential" by executive leadership. At this time, only ESSENTIAL work-related air travel will be permitted without executive approval. Company executives identify "essential work-related travel" as travel related directly to an emergency of life and/or health.**

### PANDEMIC PREPAREDNESS:

As of Wednesday, March 11, 2020, the World Health Organization (WHO) has declared COVID-19 a pandemic.

A **pandemic** is defined as a disease epidemic that has spread across a large region, for instance multiple continents, or worldwide. A widespread endemic disease that is stable in terms of how many people are getting sick from it is not a pandemic. Further, flu pandemics generally exclude recurrences of seasonal flu.

An **epidemic** is defined as an outbreak of disease that spreads quickly and affects many individuals at the same time.

An **outbreak** is defined as a sudden rise in the incidence of a disease.



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### **SIGNS AND SYMPTOMS:**

The CDC, Centers for Disease Control and Prevention, states that an individual who's been exposed to COVID-19 can start experiencing symptoms within 2-14 days. These symptoms include:

- Cough
- Fever
- Shortness of breath

### **SAFE WORKPLACE REQUIREMENTS:**

- If you are experiencing any COVID-19-like symptoms or signs of a fever, immediately notify your supervisor and do not come into work.
  - If you are already at work when you start experiencing these symptoms, immediately notify your supervisor and go home.
- Do not return to work until you've gone a full 24 hours without experiencing any COVID-19-like symptoms or signs of a fever.

### **SAFE WORKPLACE RECOMMENDATIONS:**

- Ramp up housekeeping measures and practices to be proactive.
  - Clean and disinfect surfaces daily and/or routinely utilizing disinfectant cleaners which combat the Coronavirus.
  - Clean "high touch" surfaces, such as counters, tabletops, doorknobs, bathroom fixtures, toilets, phones, keyboards, tablets and bedside tables.
  - Clean any surfaces that may have blood, body fluids, and/or secretions or excretions on them.
  - Follow cleaning product guidelines and recommendations.
  - Wash laundry thoroughly, using the warmest temperatures recommended on the clothing label.
- Limit congestive public settings as much as possible.
- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash and wash your hands.
- Wash your hands often with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer that contains at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry.
- Monitor your own health for signs and symptoms and call your provider before going to a hospital or clinic to describe your symptoms and let them know that you may have encountered someone with COVID-19.



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### **CORONAVIRUS ACTION ITEM EMPLOYER MENU**

Your health is our priority, and we want any employee who is not feeling well to stay home. Management has created a COVID-19 emergency leave policy, which is effective immediately, to ensure you have the support you need. Let us describe these circumstances:

#### **NON-INFECTED SELF QUARANTINE (This includes you and/or anyone living in your home with you.)**

##### **Option A:**

- During this uncertain time, if you determine you are unable to work or are uncomfortable at work, you can choose to stay home for a consecutive period of 14 days. To ensure you feel supported making this choice, we will waive our attendance occurrence policy through the end of April, but please call in as usual to let us know. In order to be paid for this time, you may use your regular paid time off options.

##### **Option B:**

- During this uncertain time, if you determine you are unable to work or are uncomfortable at work, you may do so, but your absence(s) will be in accordance with our corporate attendance policy. In order to be paid for this time, you may use your regular paid time off options.

### **GOVERNMENT MANDATED QUARANTINE**

##### **Option A:**

- If you're required to quarantine by a government agency, you will receive up to two weeks of pay only AFTER you've used your regular paid time off options, and absences during the time you are out will not count against attendance. We've chosen two weeks because it matches the recommended time for quarantines related to this virus.

##### **Option B:**

- If you're required to quarantine by a government agency, may use your regular paid time off options, and absences during the time you are out will not count against attendance. We've chosen two weeks because it matches the recommended time for quarantines related to this virus.

### **ONGOING LEAVE/QUARANTINE**

##### **Option A:**

- Should an employee have a confirmed case of the virus, they'll receive up to two weeks of pay AFTER they've utilized their regular paid time off options. If they're not able to return to work after that time, they may apply for FMLA (Family Medical Leave Act) leave if they're eligible for a period of 12 weeks.

##### **Option B:**

- Should an employee have a confirmed case of the virus, they may use their regular paid time off options for the period of quarantine. If they're not able to return to work after that time, they may apply for FMLA (Family Medical Leave Act) leave, if they're eligible, for a period of 12 weeks.



## **COVID-19 EMPLOYEE ACTION PLAN**

### **IMPLEMENTATION OF PANDEMIC PREPAREDNESS PLANS:**

**STEP 1:** Establish a Pandemic Planning Committee with the responsibility to develop, maintain and put into action a pandemic preparedness and response plan.

- Identify the primary person and the contingent, or secondary person.
- Create a list of key external contacts (public health officials, emergency management agencies, key government agencies, local health care, disaster relief agencies, social service agencies, etc.).

**STEP 2:** Determine the potential impact of a pandemic outbreak on your organization's usual activities and services.

- List the primary functions performed by your organization that would be impacted if a pandemic occurred in your community. Once the primary functions are listed, star the ones that are critical functions and must be carried out, even in a pandemic.

**STEP 3:** Develop contingency plans for the performance of all critical functions of your organization during a pandemic.

- Develop plans for the performance of all your critical functions during a pandemic. (Copy Step 3 for each critical function).
- List of personnel and back-up personnel for the performance of this function (can be individual(s) typically responsible for this function under normal circumstances). (Copy for each critical function).
- Summarize the likely impact if this function was disrupted by recommended social distancing practices over an extended time. (Copy for each critical function).
- Identify needs and opportunities to cross-train staff and volunteers to perform this critical function. (Copy for each critical function).
- Analyze alternative approaches to maintain the performance of this function during the pandemic. If necessary, identify needs and opportunities to alter normal practice of this critical function, which would help to reduce transmission of the disease. (Copy for each critical function).

**STEP 4:** Develop plans to extend timely and factual information about the pandemic to your staff, organizational members and people in the community.

- List the person who is delegated the primary responsibility to develop a public information and dissemination plan to extend timely and factual information on the pandemic to our staff, organizational members and people in the community.
- This plan should incorporate the following tasks:
- Provide up-to-date, reliable pandemic information and other public health advisories from state and local health departments, emergency management agencies and the CDC. Make this information available to your organization and others via hard copy and/or announcements on your website.
- Distribute materials with basic information about the pandemic: ways to protect yourself and your family (e.g., respiratory hygiene and cough etiquette), family preparedness plans, the difference between seasonal illness and pandemic illness, etc.
- When appropriate, include basic information about the pandemic in meetings (e.g., trainings, small group meetings and announcements).



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- Share information about your pandemic preparedness and response plan with staff, local health departments, emergency management agencies and CDC.
- Ensure that what you communicate is appropriate for the cultures, languages and reading levels of your staff.
  - Document your plans and strategies to the fullest extent possible.

**STEP 5:** Develop plans for crisis communications during a pandemic. Develop tools to communicate information about pandemic status and your organization's actions.

- List the person who is delegated the primary responsibility to develop a crisis communications plan to maintain continuous communication during a pandemic with employees, volunteers, members, local authorities, other organizations, vendors and others during and after a disaster.
- This plan should incorporate the following needs and opportunities:
- Employees/Visitors: Be prepared to provide employees and visitors with information on when, if and how to report to work during a pandemic. Be clear on how their jobs or tasks may be affected.
- Company Management: Equip organizational leaders with all relevant information needed for the protection of employees, visitors and vendors.
- Company Employees: Update your employees on how regular work activity has been (or could be) changed to accommodate the situation.
- Government: Tell local officials what your organization is prepared to do to help in responding to an outbreak. Also, communicate with local, state and federal authorities what emergency assistance is needed for you to continue essential daily activities and services.
- Vendors: Contact any company with which you conduct regular business about how common activities may have to be changed. Maintain an up-to-date contact list for all vendors.
  - Document your plans and strategies to the fullest extent.

**STEP 6:** Identify people with special needs (e.g. elderly, disabled, limited English speakers), and include their needs in your response and preparedness plan.

- This should include:
  - A list of people with special needs that the organization is prepared to assist during a pandemic.
  - A list of employees who are willing to participate in this initiative.
  - Procedures for employees to maintain contact with the community population during the outbreak, making sure that these people receive the information and assistance they need.
    - Document your plans and strategies to the fullest extent.

**STEP 7:** Develop plans to coordinate your pandemic preparedness and response plans with external organizations and agencies. This includes working with public health agencies, emergency responders, local health care facilities and other community organizations.

- List the person who is delegated the responsibility to contact other local government and/or service organizations to determine what plans they already have in place. This will help to understand others' capabilities and coordinate your pandemic preparedness and response plans during the planning process.
  - If the primary person is unable, list the contingent who will assume this responsibility.
- STEP 8:** Share information about your pandemic preparedness and response plan with staff members.



## **COVID-19 EMPLOYEE ACTION PLAN**

- Keep a printed copy of your most up-to-date plan and this Record of Changes in a safe place where staff and leaders can access it.

### **RECORDKEEPING**

- The disaster plan will be reviewed semiannually on \_\_/\_\_/\_\_ and \_\_/\_\_/\_\_, making any necessary changes or additions.



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### **THE TOP 10 FACTS WE HAVE COMMUNICATED TO ALL EMPLOYEES:**

1. The Coronavirus isn't a new virus; however, the COVID-19 strain of the virus is new.
2. Facemasks are unnecessary unless you are the person with the virus. A facemask will NOT help you if you haven't been infected or if you are well.
3. COVID-19 has a 2% fatality rate.
4. The spread of this virus is community-based, and an infected person often has been infected prior to showing any symptoms.
5. The elderly and those with underlying health conditions like heart disease, lung disease and diabetes, among others, are at a greater risk.
6. At this time, there is no available vaccine to protect against COVID-19 and no medications are approved to treat it.
7. As of February 2nd, 2020, all travel from foreign nationals who visited China in the past 14 days has been suspended.
8. As of February 29th, 2020, all travel from foreign nationals who visited Iran in the past 14 days has been suspended.
9. People who test positive for COVID-19 with mild symptoms can isolate themselves at home to prevent the spread.
10. The CDC still recommends getting a flu vaccine to stop the spread of additional illnesses.

*These facts are current as of March 12th, 2020 and will be updated as information released publicly changes or new information is obtained.*

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