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COVID-19 guideline and checklists for workplace, factories and offices

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1. Reduce risk of transmission among employees

a. Actively encourage sick employees to stay home

    i. Educate workers performing cleaning, laundry, and trash pick-up to recognize the symptoms of COVID-19

    ii. There is clear signage with pictures recommending patients call first if they or their family members have symptoms of any respiratory infection (e.g., dry cough, shortness of breath, fever above 100F)

b. Identify where and how workers might be exposed to COVID-19 at work

    i. Create a list of "high-touch surfaces" (e.g. tables, hard-backed chairs, doorknobs, light switches, remotes, handles, desks, toilets, faucets, sinks, workstations, keyboards, telephones and handrails)

    ii. Create a cleaning and disinfecting schedule for "high-touch surfaces"

    iii. Create a list of at-risk interactions and locations such as stand-up meetings, shift hand-off meetings, restrooms, cafeteria. Eliminate as many interactions as possible

    iv. Some staff such as older adults and those with chronic medical conditions (high blood pressure, diabetes, heart and lung disease) are at a higher risk. Consider minimizing face-to-face contact between these employees or assign work tasks that allow them to maintain 6 feet from other workers, customers and visitors, or to telework if possible

c. Separate sick employees

    i. Are employees monitored for symptoms (i.e., fever, cough, or shortness of breath) upon arrival at work?

    ii. Are employees who show symptoms at arrival or during the day immediately separated from other employees, customers, and visitors and sent home (local laws may require informing authorities about suspected cases)

    iii. If an employee is confirmed to have COVID-19 infection, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). The fellow employees should then self-monitor for symptoms (i.e., fever, cough, or shortness of breath)

iv. Implement mechanisms and policies that promptly alert facility leadership, at-risk staff and government bodies about known suspected COVID-19 patients. Maintain confidentiality as required by the Americans with Disabilities Act (ADA)

v. Is an enhanced cleaning or disinfecting procedure in place after an employee has shown symptoms or is confirmed of COVID-19?

d. Educate employees about how they can reduce the spread of COVID-19

i. Employees know to stay at home and call their supervisor if they show symptoms or have been in contact with someone who has shown symptoms of COVID-19

ii. Employees know to wash hands often (consider an hourly break for handwashing)

iii. Employees know to cover cough and sneezes

iv. Employees know to perform the cleaning and disinfecting duties assigned to them

v. Employees know how to use the PPE (e.g., face masks, gloves, gowns and disposal of used PPE and tools)

2. Plan for routine operations as well as contingencies

a. **Identify a workplace coordinator** who will be responsible for COVID-19 issues and their impact at the workplace

b. **Implement flexible sick leave and supportive policies and practices**

    i. Review human resources policies to make sure that policies and practices are consistent with public health recommendations and are consistent with existing state and federal workplace laws

    ii. Employees know that they do not require a positive COVID-19 test result or a healthcare provider's note to qualify for sick leave

c. **Assess your essential functions and the reliance that others have on your products**

    i. For essential services related operations, talk with your customers and supply-chain partners about a response plan

    ii. Consider cross-training employees

    iii. Talk with companies that provide your business with contract or temporary employees about the importance of sick employees staying home and encourage them to develop non-punitive leave policies

d. **Determine how you will operate if absenteeism spikes**

    i. Plan to monitor and respond to absenteeism at the workplace.

    ii. Consider cross-training employees

e. **Consider establishing policies and practices for social distancing**

    i. Increasing physical space between employees to 6ft or more

    ii. Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use

    iii. Consider downsizing and implementing staggered workweeks (e.g. one set of employees works two consecutive weeks and is then off for the next two consecutive weeks)

    iv. Postpone non-essential travel and encourage work from home where possible

    v. When videoconferencing or teleconferencing is not possible, hold meetings in open, well-ventilated spaces with 6 ft or more interpersonal space

3. <u>Maintain a healthy work environment</u>

a. Consider improving the engineering controls using the building ventilation system

    i. Consider installing HEPA filters

    ii. Increase ventilation rates

    iii. Increase the percentage of outdoor air that circulates into the system

b. Support respiratory etiquette and hand hygiene for employees, customers, and visitors

    i. Cover your mouth and nose with a tissue when you cough or sneeze. Put your used tissue in a waste basket. If you don't have a tissue, cough or sneeze into your upper sleeve, not your hands. Remember to wash your hands after coughing or sneezing

    ii. Alcohol-based (minimum 60% alcohol) hand sanitizer are easily accessible

    iii. Face masks (N95 or better) are easily accessible and employees are trained on how to use them. Follow your local, state and federal guidelines on use of masks

    iv. No-touch wastebaskets and disposable liners are being used

    v. Single-use gloves are being used and disposed properly

    vi. Staff, contractors and customers have access to places where they can wash their hands with soap and water

    vii. Staff has been trained on when to wash hands:

- Before, during, and after preparing food
- Before eating food
- Before and after caring for someone at home who has symptoms
- Before and after treating a cut or wound
- After using the restroom
- After changing diapers or cleaning up a child
- After blowing your nose, coughing, or sneezing
- After touching an animal, animal feed, or animal waste
- After handling pet food or pet treats
- After touching garbage

    viii. Staff has been trained on the five steps on how to wash hands:

- Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.

- Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.

- Scrub your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.

- Rinse your hands well under clean, running water.

- Dry your hands using a clean towel or air dry them

ix. Staff has been trained on how to use a 3-ply surgical face mask. Use a mask only if recommended by your local, state or federal policy. Wash your hands before and after using a mask. Do not touch your face when putting on a mask.

x. Staff has been trained on how to use an N95 face mask. Use a mask only if recommended by your local, state or federal policy. Wash your hands before and after using a mask. Do not touch your face when putting on a mask

xi. Provide disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks, other work tools and equipment) can be wiped down by employees before each use. To disinfect, use products that meet EPA's criteria for use against SARS-Cov-2, the cause of COVID-19, and are appropriate for the surface

xii. Employees are aware that handshaking is discouraged as a form of greeting while COVID-19 is spreading

c. **Perform routine environmental cleaning**

i. Clean and disinfect high-touch surfaces daily in common areas (e.g. tables, hard-backed chairs, doorknobs, light switches, remotes, handles, desks, toilets, faucets, sinks, workstations, keyboards, telephones and handrails)

ii. Wear disposable gloves when cleaning and disinfecting surfaces. Gloves should be discarded after each cleaning. Clean hands immediately after gloves are removed

iii. Appropriate disinfectant for environmental cleaning is used. Buckets and single-use mops are used. List of US EPA registered disinfectants is available at https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2

iv. Staff has been trained on how to prepare a bleach solution for disinfecting:

- Unexpired household bleach will be effective against coronaviruses when properly diluted.Prepare a bleach solution by mixing: 5 tablespoons (1/3rd cup) bleach per gallon of water OR 4 teaspoons bleach per quart of water

     v. For porous surfaces, use products with the EPA-approved emerging viral pathogens claims that are suitable**.** https://www.americanchemistry.com/Novel-Coronavirus-Fighting-Products-List.pdf

d. Perform enhanced cleaning and disinfection after persons suspected/confirmed to have COVID-19 have been in the facility

     i. Close off areas used by the sick person

     ii. Open outside doors and windows to increase air circulation in the area used by the sick person. Wait 24 hours (or as long as possible) before you clean or disinfect

     iii. Clean and disinfect all areas used by the sick person, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines

     iv. If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection

     v. Wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash

     vi. Additional personal protective equipment (PPE) might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash

     vii. Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area

     viii. Cleaning staff should immediately report breaches in PPE (e.g., tear in gloves) or any potential exposures to their supervisor

     ix. Employers should work with their local and state health departments to ensure appropriate local protocols and guidelines, such as updated/additional guidance for cleaning and disinfection, are followed, including for identification of new potential cases of COVID-19

e. Advise employees traveling to take additional preparations

     i. Avoid sending employees who may be at higher risk of serious illness (e.g. older employees and those with medical conditions such as high blood pressure, diabetes, heart and lung disease) to areas where COVID-19 is spreading

     ii. Consider issuing employees who are about to travel with small bottles of alcohol-based hand rub

iii. Employees who have returned from an area where COVID-19 is spreading should self-quarantine and monitor themselves for symptoms for 14 days and take their temperature twice a day

4. COVID-19 Checklists for workplace:

a. **Management planning checklist for COVID-19**

b. **Policy implementation checklist for COVID-19**

c. **Personnel hygiene checklist for COVID-19**

d. **Workplace cleaning checklist for COVID-19**

e. **Containment (if sick) checklist for COVID-19**