

COVID-19 Exposure Control Plan

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# Implementation of Exposure Control Plan

PCI has implemented this exposure control plan to provide guidance in the protection of our employees during exposure to a COVID-19 infectious disease event. PCI will take proactive steps and define measures for implementation in an effort to protect the workplace from exposure to a COVID-19 outbreak.

PCI shall make every effort to operate effectively and ensure all essential services are continuously provided while keeping employees safe within the workplace.

PCI is committed to providing authoritative information about the nature and spread of COVID-19, including symptoms and signs to watch for, as well as required steps to follow in the event of an infectious disease outbreak.

This program addresses the following measures to reduce the risk of infection and disease spread in the workplace:

* + Signs and Symptoms of COVID-19 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 COVID-19 Infection
  + Sanitizing the Work Area After Possible Exposure
  + Medical Information
  + Recordkeeping
  + Training

# Signs and Symptoms of COVID-19 Infection

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 COVID-19 related. Have the patient don a facemask or face covering before medical help arrives.

Symptoms of COVID-19 infection may present two (2) to fourteen (14) days after exposure to the virus. Persons experiencing the following symptoms or combination of symptoms may be infected with COVID-19:

* Fever
* Dry cough
* Shortness of breath or difficulty breathing
* Chills
* Repeated shaking with chills
* Muscle pain
* Headache
* Sore throat
* New loss of taste or smell

# Action Steps

## 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 symptoms of COVID-19.

The **Centers for Disease Control and Prevention (CDC)** recommends people infected with COVID-19 remain home until at least seventy-two (72) hours after they are free of fever (100° F [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. Anyone scheduled to work is required to stay home if they are sick, except to get medical care.

## Seeking Medical Attention

**If you are having trouble breathing seek medical attention; 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 fluid droplets when coughing.
* If you cannot put on a facemask or face covering, cover your coughs and sneezes. Try to stay at least six (6) feet away from other people. This will 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.

## Home Isolation

In some cases, the medical care provider may recommend staying at home until signs and symptoms have passed. The CDC has advised that home isolation may be discontinued under the following conditions:

* No fever (body temperature consistently below 100° F [37.8° C]) for at least seventy-two (72) hours (three [3] full days of no fever without the use of fever-reducing medicines); AND
* Other symptoms have improved

(for example, coughing or shortness of breath has ceased); AND

* A least seven (7) days have passed since symptoms first appeared.

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.

The decision to discontinue home isolation should be done in consultation with your health care provider or parameters established by federal, state, and local health agencies.

## CDC Guidelines

**For Those Who Are Infected**

The CDC recommends the following actions for those who are infected or suspect they are infected with COVID-19. These steps can promote healing and protect others in your home and community from exposure.

* **Stay home:**
  + Most people with COVID-19 experience mild illness and are able to recover at home without medical care.
  + Do not leave your home, except to get medical care.
  + Do not visit public areas.
* **Stay in touch with your doctor:**
  + Call before you get medical care.
  + Be sure to get care if you have trouble breathing, or have any other emergency warning signs, or if you think it is an emergency.
* **Limit the use of public transportation:** Limit the use of public transportation, ride-sharing, or taxis.
* **Stay away from others:**
  + As much as possible, separate yourself from other people in your home, this is known as home isolation
  + You should stay in a specific “sick room” if possible, and away from other people in your home.
  + Use a separate bathroom, if available.
  + When six (6) feet of separation cannot be maintained other mitigation practices should be used i.e., requiring all employees to use face coverings.

# Limiting the Spread of Infection in the Workplace

PCI 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. 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.

Alcohol-based hand sanitizers and anti-bacterial wipes will be made available at all workstations and offices, as well as in break rooms and common areas. PCI encourages all employees to frequently wipe all high touch surfaces.

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, our normal attendance and leave policies will remain in place.

Employees may face challenges in reporting to work during a COVID-19 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.

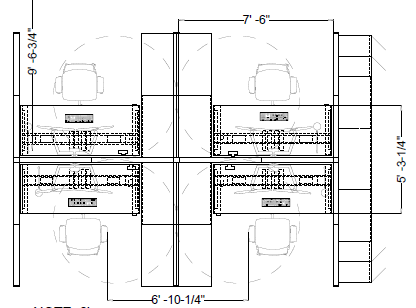
## Social Distancing

PCI willimplement 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 Guidanceand federal, state, and local requirements. When implemented, the guidelines will remain in effect until rescinded by PCI.

The purpose of social distancing is to reduce exposure to employees and others as much as possible to reduce the likelihood of COVID-19 disease transmission. Therefore, every feasible effort must be made to keep close contact to a minimum.

The PCI workstations have been evaluated to ensure adjacent (left or right) co-workers are able to maintain over 6 (six) feet of separation not withstanding the presence of a physical barrier between workstations (see diagram 1.1). The physical barrier (divider wall with translucent panel) between workstations stands 4’-6”. This height provides an effective barrier between co-workers because the breathing zone of a human is below this height when seated.

The distance between co-workers facing each other is only 5’ 3-1/4”, therefore, co-workers who are assigned facing workstations need to remain seated unless both people are wearing face coverings.

Diagram 1.1

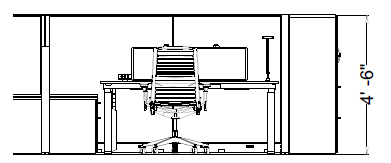


Diagram 1.2

When employees are required to work closely together, masks, or other acceptable face coverings must be worn.

‘Choke points’ and areas where high employee 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 employees of the social distancing requirements. Areas of limited capacity have been identified with an occupancy limit, and these limits have been prominently posted. These limitations must be monitored and enforced. Examples of high-risk areas include elevator lobbies, elevators, stairways, hallways, break areas, and other areas of limited space and high traffic.

## Authorized Vendors

PCI has chosen to exclude all visitors from its office until further notice. However, this restriction does not apply to employees of companies providing essential services such as: service technicians performing service on essential equipment, building maintenance personnel, janitorial staff, or IT service staff. Other support personnel may include safety support services, inspectors, and emergency services personnel.

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

## Limiting Travel and Remote Working

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

Working Remotely

One method of limiting travel is to work remotely when possible. Under current guidance from Illinois, all office employees are encouraged to work remotely whenever possible. PCI has authorized all employees to work remotely until Illinois enters into Phase 5 of the Restore Illinois plan. At that time, all employees will still be authorized to work up to 3 days per week remotely. If you have questions regarding the availability to work remotely, please contact your supervisor.

# Reducing Transmission Among Employees

PCI 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 experiencing signs and/or symptoms of COVID-19 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 this 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 employees in the area.

Employees showing signs of infection should follow the steps recommended by the CDC in their *What to Do if You Are Sick* bulletin at: https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html

Employees who are not showing signs of infection but have a family member at home with COVID-19 (confirmed) should notify their supervisor and follow the CDC recommendations at: https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/index.html

If an employee is confirmed to be infected with COVID-19, employers should inform employees of the possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). Exposed employees should self-monitor for symptoms.

## Hygiene Practices

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.

## 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 that contains at least 60% alcohol content. Cover all surfaces of your hands and rub them together until they feel dry.
* Avoid touching your eyes, nose, and mouth with unwashed hands.

## 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, or disinfectant spray.

PCI will assign janitorial staff to wipe down these and other identified commonly touched surfaces at least daily.

# Protecting Employees with PPE

Personal Protective Equipment (PPE) can be an effective method of reducing risk of exposure to infectious disease. Depending on the type of 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.

When employees are required to work in close proximity, masks or other acceptable face coverings must be worn. PCI will provide face masks at no charge to its employees and authorized vendors.

## Face Coverings

The CDC has advised the use of simple cloth face coverings to slow the spread of the virus by providing a barrier against outside exposure and containing any droplets expelled by the infected person.

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 coronavirus 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

## 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.
* 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.

# Supervision of Protective Measures

PCI has designated two COVID-19 Supervisors to monitor the effectiveness of the protective measures.

The designated COVID-19 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, no more than ten (10) persons, are permitted in the area, and each person must maintain a six (6) foot distance from each of the others.

 **Health Status** –Monitor the results of the daily health screening to 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 COVID-19.

 **Workplace Cleanliness** – Ensure that work areas are clean, organized, and sanitized.

Postings and guidelines identifying required hygienic practices including the Social Distancing Guidelines and COVID-19 Workplace Mitigation Guidelines listed above shall be posted in areas visible to all employees.

**The designated COVID-19 Supervisor(s):**

|  |  |  |
| --- | --- | --- |
| **Role** | **Name** | **Phone** |
| **COVID-19 Supervisor:** | John McConvill | (312) 360-3208 |
| **COVID-19 Supervisor:** | Cindi Ward | (312) 360-3214 |
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# Evaluation of Employee Health Status

Prior to coming into the PCI office each day, employees and authorized vendors must perform the following health status evaluation.

* Do you have a fever, cough, fatigue, muscle aches, new loss of taste or smell, or shortness of breath?
* Have you been in direct contact with someone known to have the novel COVID-19 virus infection?

Employees or vendors answering YES to any of the above questions are denied access to the office and shall report their health status to their supervisor immediately.

# This daily health self-evaluation will be completed via completion of a SurveyMonkey questionnaire. INSERT LINK HERE

# Implementing Hazard Control Measures

Measures will be implemented to reduce and/or eliminate the dangers associated with COVID-19. This plan will be reevaluated on an on-going basis to ensure all applicable requirements can effectively and consistently be implemented.

## Suspected or Confirmed COVID-19 Infection

In the event an employee at work reports they believe they are experiencing symptoms of COVID-19 infection the following steps should be taken.

* Provide the employee with a mask or face covering to reduce droplet spread when talking or coughing. Employees assisting the infected employee should be kept to a minimum and must also wear face masks to reduce risk of infection.
* Maintain minimum 6-foot distance between infected employee and others. Minimize employee interaction only to those employees necessary to process the employee out of the work area and to a safe area for evaluation.
* Evaluate the employee to determine whether emergency services need to be called.

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 COVID-19 related. Have the patient don a facemask or face covering before medical help arrives.

* Make note of employee information, date and time of day, and area in which the employee was working.
* When information is obtained, the employee may be released to return home. If necessary, assist the employee to their vehicle or in obtaining transportation. In no case should the employee be allowed to drive if in obvious distress. If employee is in medical distress, call emergency services. If the employee is showing signs of anxiety or other psychological distress, arrangements should be made for alternative transport. A household member is recommended for this task.
* Advise the employee to seek medical attention for medical evaluation and treatment and provide them with the CDC Guidelines for COVID-19 Infection guidance document informing them of the actions they should take until they are free of symptoms of infection.
* Identify all employees in the area who were working in close proximity (less than six feet) to the infected employee and record their names for future monitoring. Inform them of their possible exposure and review the signs and symptoms of COVID-19 infection with them. Advise them to seek medical advice and testing to rule out infection.
* Stop work in the area in which the infected employee was working until the area can be sanitized. In most cases the virus will die within seventy-two (72) hours but sanitizing measures should still be exercised, especially on commonly touched surfaces. Special attention should be focused on the tools, equipment, controls, etc. that the employee was using or was likely to have used.
* The affected area should be secured and isolated to restrict access to cleaning personnel and informed and protected employees who require access to secure and shut down the area. Signage, barrier tape, and secured access points can be used to identify and control the area.

## Sanitizing the Work Area After Possible Exposure

In the event a worker has been confirmed to be COVID-19 positive the work area will need to be sanitized to prevent spread of the disease.

Current CDC guidelines indicate that if it has been more than seven (7) days since the person with suspected/confirmed COVID-19 visited or used the facility, additional cleaning and disinfection is not necessary.

For facilities that do not house people overnight, areas visited by the infected person(s) should be closed off and ventilated by opening outside doors and windows and using ventilation fans. Wait twenty-four (24) hours or as long as practical before beginning the cleaning/disinfection process.

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.

For specific steps and PPE recommendations for cleaning personnel, see the CDC guidance at https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html

## Return to Work

Employees who were infected by COVID-19 or took time off work because they believed they were infected may return to work after the following criteria are met:

* No fever (body temperature consistently below 100° F [37.8° C]) for at least seventy-two (72) hours (three [3] full days of no fever without the use of fever-reducing medicines); AND
* Other symptoms have improved

(for example, coughing or shortness of breath has ceased); AND

* A least seven (7) days have passed since symptoms first appeared

Employees who have been exposed to household member confirmed to be COVID-19 positive may return to work after the following criteria are met:

* Fourteen (14) days have passed since the first exposure; AND
* No fever (body temperature consistently below 100° F [37.8° C]) for at least seventy-two (72) hours (three [3] full days of no fever without the use of fever-reducing medicines)

Employees may also return to work if they can provide certification by a physician or licensed health care professional that the employee is free from infection and able to return to work.

In all cases, **follow the guidance of your healthcare provider and local health department.**

# Medical Information

## Requests for Medical Information and/or Documentation

If you are out sick due to possible or confirmed COVID-19 infection 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 when it is appropriate for you to return to work. As always, we expect and appreciate your cooperation when medical information is sought.

## 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.

# Recordkeeping

Under OSHA’s recordkeeping requirements, COVID-19 is a recordable illness, and employers are responsible for recording cases of COVID-19, if:

* The case is confirmed as a COVID-19 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 COVID-19 infection 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.

# Training

PCI understands the importance of providing a safe and healthful work 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 employees’ experience with the organization. Therefore, PCI will engage its employees in a COVID-19 Exposure Control Plan training. This training will be accomplished by having each employee and authorized visitor/vendor take the on-line training “COVID-19 - Protecting Yourself Against COVID-19” and reviewing the PCI COVID-19 Exposure Control Plan.

Please pay attention to posted Operations and Workplace Safety Regulations. Using the Exposure Control Plan 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 your supervisor.

Once you have completed the training, sign and date the Exposure Control Plan Checklist and submit the form to the Chief Administrative Officer.

Social Distancing Guidelines

PCI has implemented the social distancing guidelines found below to minimize the spread of the 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 PCI.

**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 a minimum six (6) foot separation. If face-to-face meetings are unavoidable minimize the meeting time, choose a large meeting room, and sit at least six (6) feet from each other if 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 employees’ phones, desks, oﬃces, tools, and equipment is highly discouraged. If necessary, clean and disinfect them before and after use.
8. Stagger work activity as necessary to reduce density and maintain a minimum six (6) foot separation.
9. Anyone with a sick family member at home with COVID-19 must inform the COVID-19 Supervisor.

**Outside Activities**

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

1. Try to avoid public transportation (train, bus, taxi) and walk, cycle, or drive when possible. If the use of public transportation is required, consider beginning your commute early or late to avoid rush-hour crowding. While using public transportation maintain social distancing and wear a face covering.
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 PCI tests positive for the COVID-19 virus, or has been exposed to a known case of COVID-19, they will be required to isolate from all other PCI staff for a period of 14 days in accordance with CDC guide lines.

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

COVID-19 Workplace Mitigation Guidelines

PCI 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.
* 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, desks, 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.

**Meetings and Travel**

* Practice social distancing. Maintain a minimum six (6) foot 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. Keep a minimum of six (6) feet distance from others as much as possible.
* 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 employees are forced to stand together in ‘choke points’ and high-risk areas such as in hallways, hoists and elevators, break areas, and buses; they must maintain social distancing.
* Minimize interactions when picking up or delivering equipment or materials, maintaining a minimum six (6) foot separation.
* When six (6) feet of separation cannot be maintained other mitigation practices should be used i.e., requiring all employees 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 of at least six (6) feet from others rather than congregating in groups.

**Illness**

Stay home if…

* you are feeling ill
* you have an ill family member in their home

Vendor 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/Organization employing visitor/contractor: | |
| ❑ | 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. | |
| ❑ | 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:

Checklist for Assisting Infected Employee – COVID-19

In the event an employee at work reports they believe they are experiencing symptoms of COVID-19 infection the following steps should be taken.

|  |  |
| --- | --- |
| ❑ | Provide the employee with a mask or face covering to reduce droplet spread when talking or coughing. Employees assisting the infected employee should be kept to a minimum and must also wear face masks to reduce risk of infection. |
| ❑ | Maintain minimum 6-foot distance between infected employee and others. Minimize worker interaction only to those employees necessary to process the employee out of the work area and to a safe area for evaluation. |
| ❑ | Evaluate the employee to determine whether emergency services need to be called.  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 COVID-19 related. Have the patient don a facemask or face covering before medical help arrives. |
| ❑ | Make note of employee information, date and time of day, and area in which the employee was working.  Employee Name:  Date: Time: AM/PM Work Area: |
| ❑ | When information is obtained, the employee may be released to return home. If necessary, assist the employee to their vehicle or in obtaining transportation. In no case should the employee be allowed to drive if in obvious distress. If employee is in medical distress, call emergency services. If the employee is showing signs of anxiety or other psychological distress, arrangements should be made for a family member to pick them up. |
| ❑ | Advise the employee to seek medical attention for medical evaluation and treatment and provide them with the CDC Guidelines for COVID-19 Infection guidance document informing them of the actions they should take until they are free of symptoms of infection. |
| ❑ | Identify all employees in the area who were working in close proximity (less than six feet) to the infected employee and record their names for future monitoring. Inform them of their possible exposure and review the signs and symptoms of COVID-19 infection with them. Advise them to seek medical advice and testing to rule out infection. (attach additional sheets if necessary)  **Affected Employees:**  Name: Name:  Name: Name:  Name: Name: |
| ❑ | Stop work in the area in which the infected employee was working until the area can be sanitized. In most cases the virus will die within seventy-two (72) hours but sanitizing measures should still be exercised, especially on commonly touched surfaces. Special attention should be focused on the tools, equipment, controls, etc. that the employee was using or was likely to have used. |

CDC Guidelines for COVID-19 Infection

**If you are sick with COVID-19 or suspect you are infected with the virus that causes COVID-19, follow the steps below to help prevent the disease from spreading to people in your home and community.**

The CDC recommends the following actions for those who are infected or suspect they are infected with COVID-19. These steps can promote healing and protect others in your home and community from exposure.

* **Stay home:**
  + Most people with COVID-19 experience mild illness and are able to recover at home without medical care.
  + Do not leave your home, except to get medical care.
  + Do not visit public areas.
* **Stay in touch with your doctor:**
  + Call before you get medical care.
  + Be sure to get care if you have trouble breathing, or have any other emergency warning signs, or if you think it is an emergency.
* **Avoid public transportation:** Avoid using public transportation, ride-sharing, or taxis.
* **Stay away from others:**
  + As much as possible, separate yourself from other people in your home; this is known as home isolation.
  + You should stay in a specific “sick room” if possible, and away from other people in your home.
  + Use a separate bathroom, if available.
  + When six (6) feet of separation cannot be maintained, other mitigation practices should be used such as wearing face coverings or masks.

**Stay home except to get medical care**

Restrict activities outside your home, except for getting medical care. Do not go to work, school, or public areas. Avoid using public transportation, ride-sharing, or taxis.

**Monitor your symptoms**

Seek prompt medical attention if your illness is worsening (e.g., difficulty breathing). **Before** seeking care, call your healthcare provider and advise them you are, or suspect you may be infected with COVID-19. Put on a facemask before you enter the facility. These steps will help the healthcare provider’s office keep other people in the office or waiting room from getting infected or exposed.

Ask your healthcare provider to call the local or state health department. Persons who are placed under active monitoring or facilitated self-monitoring should follow instructions provided by their local health department or occupational health professionals, as appropriate.

If you have a medical emergency and need to call emergency medical service (911), notify the dispatch personnel that you have, or are being evaluated for COVID-19. If possible, put on a facemask before emergency medical services arrive.

**Call ahead before visiting your doctor**

If you have a medical appointment, call your healthcare provider, and inform them you have or may have COVID-19. This will help the healthcare provider’s office take steps to keep other people from getting infected or exposed.

**Separate yourself from other people and animals in your home**

* **People:** As much as possible, you should stay in a specific room and away from other people in your home. Also, you should use a separate bathroom if available.
* **Animals:** Do not handle pets or other animals while sick.

**Wear a facemask**

Wear a facemask when you are around other people or pets and before you enter a healthcare provider’s office. If you are unable to wear a facemask (for example, because it causes trouble breathing), then people who live with you should not stay in the same room with you, or they should wear a facemask if they enter your room.

**Clean your hands often**

Wash your hands frequently with soap and water for at least 20 seconds. Avoid touching your eyes, nose, and mouth with unwashed hands.

**Cover coughs and sneezes**

Cover your mouth and nose with a tissue when you cough or sneeze. Throw used tissues in a lined trash can; immediately wash your hands with soap and water for at least 20 seconds or clean your hands with an alcohol-based hand sanitizer that contains at least 60-95% alcohol.

**Avoid sharing personal household items**

Do not share dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people or pets in your home. After using these items, they should be washed thoroughly with soap and water.

**Clean all “high-touch” surfaces every day**

High-touch surfaces include counters, tabletops, doorknobs, bathroom fixtures, toilets, phones, keyboards, tablets, and bedside tables. Also, clean any surfaces that may have blood, stool, or body fluids on them. Use a household cleaning spray or wipe, following label instructions. Labels contain instructions for safe and effective use of the cleaning product including precautions you should take when applying the product, such as wearing gloves and making sure you have good ventilation during use of the product.

**Discontinuing home isolation**

Patients with confirmed COVID-19 should remain under home isolation precautions until the risk of secondary transmission to others is thought to be low. The decision to discontinue home isolation precautions should be made on a case-by-case basis, in consultation with healthcare providers and state and local health departments.

COVID-19 Exposure Control Plan Training Checklist

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name:** | |  | **Date:** |  | | |
| **Company:** | |  | | | | |
| **Supervisor:** | |  | | | | |
| **This checklist is to certify that I have reviewed or had the following items discussed with me, and that I understand the requirements of the Exposure Control Plan.** | | | | | | |
|  | **Item** | | | | **YES** | **NO** |
| **1** | Implementation of Exposure Control Plan | | | | ❑ | ❑ |
| **2** | Signs and Symptoms of COVID-19 Infection | | | | ❑ | ❑ |
| **3** | **Action Steps** | | | | | |
|  | Staying Home When Ill | | | | ❑ | ❑ |
|  | Seeking Medical Attention | | | | ❑ | ❑ |
|  | Home Isolation | | | | ❑ | ❑ |
|  | CDC Guidelines | | | | ❑ | ❑ |
| **4** | **Limiting the Spread of Infection in the Workplace** | | | | | |
|  | Social Distancing | | | | ❑ | ❑ |
|  | Visitors | | | | ❑ | ❑ |
|  | Limiting Travel and Telecommuting | | | | ❑ | ❑ |
| **5** | **Reducing Transmission Among Employees** | | | | | |
|  | Hygiene, Hand Sanitation, and Cross-contamination | | | | ❑ | ❑ |
| **6** | **Protecting Employees with PPE** | | | | | |
|  | Face Coverings | | | | ❑ | ❑ |
|  | Barrier Device Usage | | | | ❑ | ❑ |
| **7** | Supervision of Protective Measures (COVID-19 Supervisor) | | | | ❑ | ❑ |
| **8** | Evaluation of Employee Health Status | | | | ❑ | ❑ |
| **9** | **Implementing Hazard Control Measures** | | | | | |
|  | Suspected or Confirmed COVID-19 Infection | | | | ❑ | ❑ |
|  | Sanitizing the Work Area After Possible Exposure | | | | ❑ | ❑ |
|  | Return to Work | | | | ❑ | ❑ |
| **10** | Medical Information | | | | ❑ | ❑ |
| **11** | Recordkeeping | | | | ❑ | ❑ |
| **12** | Training | | | | ❑ | ❑ |

Employee Signature: Date:

COVID-19 Exposure Control Plan Supervisor Training Checklist

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name:** | |  | **Date:** |  | | |
| **Company:** | |  | | | | |
| **This checklist is to certify that I have reviewed or had the following items discussed with me and, that I understand the requirements of the Exposure Control Plan.** | | | | | | |
|  | **Item** | | | | **YES** | **NO** |
| **1** | Implementation of Exposure Control Plan | | | | ❑ | ❑ |
| **2** | Signs and Symptoms of COVID-19 Infection | | | | ❑ | ❑ |
| **3** | **Action Steps** | | | | | |
|  | Staying Home When Ill | | | | ❑ | ❑ |
|  | Seeking Medical Attention | | | | ❑ | ❑ |
|  | Home Isolation | | | | ❑ | ❑ |
|  | CDC Guidelines | | | | ❑ | ❑ |
| **4** | **Limiting the Spread of Infection in the Workplace** | | | | | |
|  | Social Distancing | | | | ❑ | ❑ |
|  | Visitors | | | | ❑ | ❑ |
|  | Limiting Travel and Telecommuting | | | | ❑ | ❑ |
| **5** | **Reducing Transmission Among Employees** | | | | | |
|  | Hygiene, Hand Sanitation, and Cross-contamination | | | | ❑ | ❑ |
| **6** | **Protecting Employees with PPE** | | | | | |
|  | Face Coverings | | | | ❑ | ❑ |
|  | Barrier Device Usage | | | | ❑ | ❑ |
| **7** | Supervision of Protective Measures (COVID-19 Supervisor) | | | | ❑ | ❑ |
| **8** | Evaluation of Employee Health Status | | | | ❑ | ❑ |
| **9** | **Implementing Hazard Control Measures** | | | | | |
|  | Suspected or Confirmed COVID-19 Infection | | | | ❑ | ❑ |
|  | Sanitizing the Work Area After Possible Exposure | | | | ❑ | ❑ |
|  | Return to Work | | | | ❑ | ❑ |
| **10** | Medical Information | | | | ❑ | ❑ |
| **11** | Recordkeeping | | | | ❑ | ❑ |
| **12** | Training | | | | ❑ | ❑ |
| **13** | **COVID-19 Supervisor Responsibilities** | | | | | |
|  | Daily Attendance Log for Employees and Visitors | | | | ❑ | ❑ |
|  | COVID-19 Daily Supervisor Checklist | | | | ❑ | ❑ |
|  | Supplies, PPE, employees, and workplace (Review and Corrective Actions) | | | | ❑ | ❑ |

Supervisor Signature: Date:

COVID-19 Supervisor Inspection Checklist

This checklist is used to aid in ensuring the health and well-being of employees 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 a minimum six-foot 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 at least six (6) feet. | | | | |
| ❑ | Daily Attendance 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 Employees and Authorized Visitors:** | | | | | |
| ❑ | Employees are routinely washing hands with soap and water and/or hand sanitizer. | | | | |
| ❑ | No handshaking – use other noncontact methods of greeting. | | | | |
| ❑ | Face coverings are being worn to reduce risk of infectious exposure as deemed appropriate for job tasks. | | | | |
| ❑ | Shared equipment and work areas are routinely cleaned. | | | | |
| ❑ | Face touching is avoided. | | | | |
| ❑ | Employees are covering coughs and sneezes. | | | | |
| ❑ | Workstation restrictions are being followed | | | | |
| ❑ | Employees 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. | | | | |
| **Corrective Actions for Deficiencies:** | |  | | | |

|  |  |  |
| --- | --- | --- |
| **Meetings and Work Areas - Measures to Prevent Crowds from Gathering** | | |
| ❑ | Social distancing is maintained at a minimum six (6) foot distance from others. | |
| ❑ | 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 employees are forced to stand together in ‘choke points’ and high-risk areas such as in hallways, elevators, break areas, and buses. | |
| ❑ | Interactions when picking up or delivering equipment or materials are minimized by maintaining a minimum six (6) foot separation. | |
| **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 distancing of at least six (6) feet from others 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 employee 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 | |
| ❑ | Face masks, face coverings | |
| **Corrective Actions for Deficiencies:** | |  |

Supervisor Signature: Date: