

	ABC Eastern PA Safety Management System		Initial Issue Date	June 19, 2020
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CORONAVIRUS COVID-19 - Re-Opening Plan - Pennsylvania			Revision No.	0
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Overview

This program is written to provide guidelines, in accordance with CDC and State of Pennsylvania announcements, for the safe re-opening of a construction project following a suspension of operations due to the pandemic outbreak of “coronavirus disease 2019” (abbreviated “COVID-19”). This plan is applicable to re-openings following a shutdown due to an individual case, or cases, or closure due to preventive measures, or federal, state or local requirements.

CDC and Pennsylvania Re-Opening*

On April 16, the Whitehouse issued a guideline “Opening Up America Again” aimed at implementation on May 1, 2020. On April 24, 2020, the governor of Pennsylvania announced that construction projects could re-open beginning May 1, 2020.

Beginning on that day, all businesses in the construction industry in the Commonwealth, including those in new construction, renovation, and repair, as well as land subdivision and design-related field activities, are permitted to maintain in-person operations pursuant to the Governor’s and Secretary of Health’s April 20, 2020 amendments to the Business Closure Orders so long as their activities strictly adhere to this guidance. Construction projects previously granted an exemption to continue in-person operations may continue operations but must adhere to this guidance. Prior to May 1, all businesses in the construction industry should continue to follow existing Administration orders and guidance and may continue to maintain in-person operations to the extent authorized by any existing exemptions.

Local political units may elect to impose more stringent requirements than those contained in this guidance. In such instances, businesses must adhere to the more stringent requirements.

The Pennsylvania key components for construction employers include:

- Identify a “Pandemic Safety Officer” for each project or work site, or, if a large-scale construction project, then for each contractor at the site. The primary responsibility of the Pandemic Safety Officer will be to convey, implement, and enforce the social distancing and other requirements of this guidance for the protection of employees, suppliers, and other personnel at the site.
- Follow all applicable provisions of the Order of the Secretary of Health providing for business safety measures, issued April 15, 2020, including but not limited to provisions requiring that every person present at a work site wear masks/face coverings, and provisions requiring the establishment of protocols for execution upon discovery that the business has been exposed to a person who is a probable or confirmed case of COVID-19.
- Follow all applicable provisions of the Order of the Secretary of Health providing for building safety measures, issued April 5, 2020.
- Follow other applicable Department of Health (DOH) and Centers for Disease Control and Prevention (CDC) guidance.
- Require social distancing (6-foot minimum distance between workers) unless the safety of the public or workers require deviation (e.g. drywalling, team lifting).
- Provide hand wash stations at appropriate locations on the site such as building entrances, break areas, food truck areas, offices, trailers, and job site egress areas.

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- Implement cleaning or sanitizing protocols at all construction sites and projects. Identify and regularly clean and disinfect areas that are at high risk for transmission (requirements to clean common areas and regularly trafficked spaces periodically).
- Ensure all gatherings are limited to no more than 10 people, maintaining 6-foot social distancing, when required to meet, even when conducted outside.
- Use virtual meetings and disseminate information electronically to the extent feasible.
- Stagger shifts, breaks, work areas and/or stacking of trades where feasible to minimize workers on site.
- Limit tool sharing and sanitize tools if they must be shared.
- Employ jobsite screening based on CDC guidance to determine if employees should work. Prohibit from working any employees with any symptoms of COVID-19. Encourage sick employees to stay home.
- Prohibit unnecessary visitors to any project or work site, and limit supplier deliveries.
- Limit access to enclosed spaces to the extent feasible.
- Ensure workers are traveling to and from the job site separately. Wherever possible employees should not share a vehicle.

Construction projects for residential and commercial projects will also follow these requirements:

Residential construction

Projects including new construction, renovation, and repair are authorized to conduct in-person operations; however, such projects may not permit more than four persons on the job site at any time inclusive of employees of both prime and subcontractors, but not inclusive of delivery persons, code inspectors, or similar persons who require temporary access to the site and are not directly engaged in the construction activity.

Commercial construction

Projects including new construction, renovation, and repair are authorized to conduct in-person operations; however, enclosed projects or portions of enclosed projects, may not permit more than four persons on job sites of 2,000 square feet or less, and

- One additional person is allowed for each additional 500 square feet of enclosed area over 2,000 square feet. These numbers are inclusive of employees of both prime and subcontractors, but not inclusive of delivery persons, code inspectors, or similar persons who require temporary access to the site and are not directly engaged in the construction activity. Enclosed square footage shall include all areas under roof that are under active construction at the time.
- Commercial construction firms, including particularly those managing large-scale construction projects, should consider strongly establishing a written Safety Plan for each work location containing site specific details for the implementation of this guidance to be shared with all employees and implemented and enforced by the designated Pandemic Safety Officer.

The Whitehouse and the CDC guidelines* include the following:

- Develop and implement appropriate policies, in accordance with Federal, State, and local regulations and guidance, and informed by industry best practices, regarding:
 - Social distancing and protective equipment
 - Temperature checks

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- Sanitation
- Use and disinfection of common and high-traffic areas
- Business travel
- Monitor workforce for indicative symptoms. Do not allow symptomatic people to physically return to work until cleared by a medical provider.
- Develop and implement policies and procedures for workforce contact tracing following employee COVID+ test.

Also,

- Continue to ENCOURAGE TELEWORK, whenever possible and feasible with business operations.
- If possible, RETURN TO WORK IN PHASES.
- Close COMMON AREAS where personnel are likely to congregate and interact, or enforce strict social distancing protocols.
- Minimize NON-ESSENTIAL TRAVEL and adhere to CDC guidelines regarding isolation following travel.
- Strongly consider SPECIAL ACCOMMODATIONS for personnel who are members of a VULNERABLE POPULATION.

*These guidelines should be used in conjunction with the state and local guidelines or orders issued for your jurisdiction.

References

- [Centers for Disease Control](#)
- [OSHA COVID-19](#)
- [OSHA Emergency Preparedness and Response](#)
- [US FDA PAHPRA](#)
- [World Health Organization](#)

Hazards

The most common COVID-19 symptoms include fever, cough, and difficulty breathing. Persons experiencing symptoms should contact their medical provider. The Centers for Disease Control (CDC) urges those who may have been exposed to avoid public places and limit contact with other people.

Key Responsibilities

The company will appoint appropriate staff to manage this event. This will consist of senior level management to act as the Event Management Staff as well as managers and supervisors to support the event and carry out the procedures in the field. Employees will be expected to follow these procedures. Specific responsibilities are outlined below.

Event Management Staff

- Will provide overall direction for managing this program and establishing policies and procedures for controlling exposures to employees. The event management staff will assure this procedure is periodically

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reviewed and updated as needed. A surveillance or auditing of this practice will be performed periodically to assure these procedures are being followed.

- Will support the process of quarantine for at-risk (and infected) employees a minimum of 14 days free of illness prior to return to work.
- Will immediately notify 'client site ownership' if a worker associated with the project is determined to be at-risk or infected.
- Will provide information to CDC or other required authorities (e.g. local health department), for laboratory verified cases of COVID-19 or similarly contagious diseases.
- Will Assures that an individual with sufficient knowledge of the procedures outlined in this plan is assigned as the Pandemic Safety Officer at the work site to oversee effective implementation of the plan.

Managers/Supervisors

- Will ensure that all employees are trained on related safety topics and aware of the proper work procedures.
- Will implement and/or provide controls (engineering, administrative, or personal protective equipment) to minimize hazard exposure.
- Will utilize the Pandemic Safety Officer to routinely monitor the workforce to oversee effective implementation of this plan.
- Will advise Event Management when it is necessary to recommend quarantining or isolation of employees.
- Will distribute hygiene supplies (disinfectant sprays/solutions, wipes, hand sanitizers, etc.) to employees with instructions on when and how to effectively use.

The checklist in *Attachment Re-Opening Checklist for Site Managers* should be used to guide the re-opening.

Employees

- Will assist in the implementation of this plan as instructed.
- Will follow all requirements regarding safe work procedures and wear assigned PPE.
- Will attend safety and communications meetings to stay informed.
- Will self-quarantine, when instructed by management, if exposed to a person that is known to be infected or suspected of being infected with COVID-19.
- Will stay at home and isolate themselves if testing positive or suspected of being positive for COVID-19.
- Will report any safety concerns to their manager / supervisor.

Definitions

Centers for Disease Control (CDC) – is the leading national public health institute of the United States. The CDC collaborates to create the expertise, information, and tools that people, and communities need to protect their health through health promotion, prevention of disease, injury and disability, and preparedness for new health threats.

Close Contact - Also referred to as “exposure” or “exposed”. Being closer than 6 feet to a COVID-19 case for ten (10) to thirty (30) minutes or more within 48 hours of symptom onset. Close contact can occur while caring for,

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living with, visiting, or sharing a hospital room with a COVID-19 case – or – having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed, sneezed on).

Coronavirus - a large family of viruses which may cause illness in animals or humans. In humans, several coronaviruses are known to cause respiratory infections ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS) and Severe Acute Respiratory Syndrome (SARS).

Coronavirus 2019 (COVID-19) - an infectious disease caused by the most recently discovered coronavirus. This new virus and disease were unknown before the outbreak began in Wuhan, China, in December 2019.

Epidemic - is an event in which a disease is actively spreading.

Pandemic - relates to the worldwide spread of a new disease.

Pandemic Safety Officer – Qualified individual assigned to assure this plan is implemented according to the procedures established. Roles and responsibilities as outlined in *Attachment Pandemic Safety Officer Roles & Responsibilities*. Activities taken to assure effective implementation of the plan will be documented.

Quarantine - separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick.

Safe Work Practices - types of administrative controls that include procedures for safe and proper work used to reduce the duration, frequency, or intensity of exposure to a hazard.

Very High-Risk Jobs – jobs with high potential for exposure to known or suspected sources of COVID-19 during specific medical, postmortem, or laboratory procedures. Workers in this category include healthcare workers (nurses, doctors, dentists, paramedics, etc.).

World Health Organization (WHO) - primary role is to direct international health within the United Nations' system and to lead partners in global health responses.

Procedures/Practices

The following procedures and practices will be implemented in preparation for re-opening and during such time that the risk of COVID-19 infection remains in effect and subject to federal, state and/or local requirements.

NOTE: The information provided is the most recent at the time of publication. However, information is rapidly changing. The CDC and Pennsylvania Coronavirus websites will be monitored for additional information, protective measures and updates at: <https://www.cdc.gov/coronavirus/2019-ncov/index.html> and <https://www.health.pa.gov/topics/disease/coronavirus/Pages/Businesses.aspx>

Symptoms of COVID-19

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. The CDC reports symptoms of COVID-19 include: fever, cough, shortness of breath, chills, repeated shaking with chills, muscle pain, headache, sore throat and new loss of taste or smell. Symptoms typically appear within 1-14 days

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from exposure with an average of about 5 days. These symptoms are usually mild and begin gradually. Some people become infected but don't develop any symptoms and don't feel unwell. Most people (about 80%) recover from the disease without needing special treatment. Older people, and those with underlying medical problems like high blood pressure, heart problems, diabetes and immune compromised conditions are more likely to develop serious illness. People with fever, cough and difficulty breathing should seek medical attention. Refer to the *Attachment COVID-19 and You* for additional information from the CDC.

Employees developing any of the following **emergency warning signs*** for COVID-19 get **medical attention immediately**:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or inability to arouse
- Bluish lips or face

*This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning to you.

How COVID-19 Spreads

People can catch COVID-19 from others who have the virus. The disease can spread from person to person through small droplets from the nose or mouth which are spread when a person with COVID-19 coughs or exhales and another person is in close proximity (generally <6 feet) and inhales the droplets. These droplets also land on objects and surfaces nearby. Other people then catch COVID-19 by touching these objects or surfaces, when touching their eyes, nose or mouth. This is why it is important to stay more than 6 feet (2 meters) away from a person who is sick.

Specific Protective Control Measures

Re-opening a project requires preparation in advance to assure that resources including equipment, materials, procedures and personnel have been sourced and are ready to be deployed. The checklist in *Attachment Re-Opening Checklist for Site Managers* should be used to guide the re-opening. Prior to re-mobilization, the following steps should be taken:

- Setup a recurring call with all site managers, supervisors and other relevant competent persons
- Go through all new protocols, resources and directives introduced on sites
- Prepare and distribute a copy of this plan to each individual, including all relevant information, checklists, forms and contact details.

Utilization of the following specific protective control measures will help to protect employees:

- Instruct employees to complete the *Self-Certification Form* in the Attachments.
- Ensure hand hygiene supplies are readily accessible throughout the workplace including hand washing facilities, hand soap, hand sanitizers (as available), tissues, disposable towels and no-touch trash cans.
- Instruct employees on proper hand washing techniques to include:
 - Wash Hands Often
 - Before eating food.

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- After using the toilet.
 - After blowing your nose, coughing, or sneezing.
 - After touching garbage.
 - Wash Hands Properly
 - Wet hands with clean, running water (warm or cold), turn off the tap, and apply soap.
 - Lather 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.
 - Rinse your hands well under clean, running water.
 - Dry your hands using a clean towel or air dry them.
 - Use alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.
- Regularly clean and disinfect surfaces, equipment and other elements of the work environment with a special focus on regularly touched surfaces, like doorknobs, keyboards, desks, cell phones, and light switches, tools, equipment, vehicles.
- Typical Construction items that may need to be cleaned and disinfected:
 - a. Power, hand tools, and equipment
 - b. Any machinery that an operator would be operating from
 - c. Ladders, gang ladders, and stair towers
 - d. Gang boxes
 - e. Port-a-Johns
 - f. Stair railings
 - g. Any frequently touched items such as door handles, printers, water coolers, coffeepots, panic hardware on exit door, etc.
 - h. Site fencing, locks and chains

Follow the procedures in the *Cleaning and Disinfecting Guidelines Attachment* as well as these guidelines:

- Consult information on Environmental Protection Agency (EPA)-approved disinfectant labels with claims against emerging viral pathogens which are expected to be effective for harder to kill viruses. The manufacturer's instructions for use of all cleaning and disinfection products (e.g., concentration, application method and contact time, PPE) will be followed.
- Alternatively, a proper solution of bleach and water can be mixed and applied to surfaces as needed. To make a bleach solution, mix: 5 tablespoons (1/3rd cup) bleach per gallon of water or 4 teaspoons bleach per quart of water. Follow manufacturer's instructions for application. Never mix household bleach with ammonia or any other cleanser.
- Guidelines for disinfecting surfaces:
 - Never mix bleach with ammonia or any other cleaner.
 - Wear gloves, and eye protection; rubber or other non-porous boots for disinfecting large surfaces (floors, walls, etc.)
 - Avoid breathing in product vapors. If using products indoors, open windows and doors to allow fresh air to enter.
- Enhance housekeeping services for general use areas several times throughout the work period. Provide personal protective equipment (PPE) where appropriate to minimize exposure.
- Instruct workers to avoid using other workers' phones, laptops, tablets, desks, offices, or other work tools and equipment, when possible.
- Implement social distancing measures, including:

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- Keep to one-on-one or small meetings depending on size of room, to maintain 6 ft. separation
- Hold meetings outdoors, e.g. site safety meetings, toolbox talks, etc.
- Hold meetings in larger rooms to maintain 6 ft. separation
- Stagger shifts
- Do not stack trades if possible
- Hold “virtual” meetings/telecommute
- Use phones (call, text, e-mail)
- Avoid multiple employees in a single vehicle
- Avoid holding large social and business gatherings outside the work site
- Cancel or postpone larger gatherings, conferences, and sporting events (e.g., greater than 10 people in a large shared space).
- Discourage employees from eating meals in a large group setting, such as a cafeteria

Utilize these additional protective measures at the job site as needed:

- Limit the exchange/sharing of paper documents by encouraging use of electronic communication whenever possible.
 - Do not share personal protection equipment (PPE).
 - Sanitize reusable PPE per manufacturer’s recommendation prior to each use.
 - Ensure proper disposal of used PPE.
 - Utilize disposable gloves where appropriate; instruct workers to wash hands after removing gloves.
 - Disinfect reusable supplies and equipment.
 - Identify specific locations and practices for daily trash such as paper, hand towels, food containers, etc.
 - Instruct workers responsible for trash removal in proper PPE and hand washing practices.
 - Do not use a common water cooler. Provide individual water bottles or instruct workers to bring their own.
 - Recommend to workers they change work clothes prior to arriving home; and to wash clothes in hot water with laundry sanitizer.
 - Clean service and fleet vehicle surfaces including steering wheel, gear shift, instrument panels. Use aerosol sanitizer inside closed cabs.
 - When transporting employees ensure social distancing is followed and encourage workers to provide their own transportation where possible.
 - Limit non-essential work travel. Consolidate supply runs to reduce exposure.
- Encourage workers to obtain appropriate immunizations to help avoid disease in general, e.g. flu vaccine. Granting time off work to obtain the vaccine will be considered when vaccines become available in the community.

The CDC has issued an *Interim Guidance Document for critical infrastructure workers who may have been exposed to a person with suspected or confirmed COVID-19*, which is included in an Attachment to this plan.

Procedures for Visitors

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The following procedures will be used for visitors. Visitors include: Trucks, Service Contractors, Applicants, Fed Ex/UPS/USPS, Vendors (Uniform/Vending/Pest Control), etc.

- Restrict the number of visitors and deliveries to the work site, including to trailers and offices. to essential personnel.
- All visitors and delivery personnel are subject to the same criteria and guidelines as regular onsite personnel to access the jobsite: including social distancing, hand washing, temperature scanning when applicable, and self-certification questionnaires.
- Visitors delivering packages should call ahead to arrange dropping their packages at curbside, if instructed to do so.
- Visitors planning on entering the site will complete a self-certification form (attached) prior to entering. Refusal to comply with the self-certification will prohibit entry.
- If permitted to enter, the visitor will sanitize their hands, and utilize the required PPE.
- Visitors will maintain a distance of 6 feet apart from workers at the site.

Drivers of Company Vehicles

Drivers of company vehicles will follow these procedures:

- Don gloves and face masks or cloth coverings before entering a customer facility.
- If possible, drop packages at curbside to avoid entering a facility. If not possible, keep to 6 foot separation.
- Do not share delivery equipment (pallet jacks, hand carts, etc.). If not possible, wipe with disinfectant solution between uses.
- Do not share writing instruments (pens, pencils, etc.).
- Place papers onto a table, at a distance, do not hand directly to another person.
- Retrieve papers off desk (do not take directly).
- Use disinfectant solution to sanitize hands after each customer visit and before entering back into the vehicle.
- Periodically wipe steering wheel, dashboard and other touch points on the vehicle.
- Do not ride with other persons unless all parties wear at least a cloth face mask.

See additional procedures for traveling in *Attachment COVID-19 Traveler Precautions*.

Cloth Face Coverings Usage

The CDC advises to use simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. This recommendation is due to the fact that a significant portion of individuals with coronavirus can transmit the virus to others before showing symptoms (asymptomatic). The cloth face coverings recommended are not surgical masks or N-95 respirators. Those are critical supplies that must continue to be reserved for healthcare workers and other medical first responders.

How to use a cloth face covering:

- Clean hands with alcohol-based hand rub or soap and water before putting on.
- Be careful not to touch eyes, nose, and mouth when removing the cloth face covering and wash hands immediately after removing.
- Avoid touching the cloth face covering while using it; if you do, clean your hands with alcohol-based hand rub or soap and water.

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- Remove it from behind (do not touch the front of the covering) and clean hands with alcohol-based hand rub or soap and water.
- Assure there are additional cloth face coverings with you for the entire work shift and replace it when it becomes no longer useable or if it becomes too difficult to breathe through.
- Routinely wash the cloth face covering with hot water and soap in regular laundry.

See *Attachment CDC Use of Cloth Face Coverings* for more information including how to make a cloth face covering.

Self-Certification & Return to Work

Prior to entering the facility or job site and before each shift, all employees and visitors will be required to complete the *COVID-19 Self-Certification Attachment* and return to Human Resources. Entry into the facility or job site will only be allowed for those individuals who self-certify. Persons who refuse to complete the form will not be granted entrance.

Employees will be cleared to work at ABC Eastern PA job sites if they are not experiencing symptoms and the following conditions are met:

- A. If you have not been exposed to COVID-19 and have no symptoms:
 - a. Complete the Attachment *COVID-19 Self Certification Form* and return as instructed above.
- B. If you were exposed to someone who has been diagnosed with COVID-19 you can return to the work site if these conditions are met:
 - a. Self-quarantine for fourteen (14) days from your last potential exposure or as directed by a medical professional.
 - b. Follow the Self Quarantine Attachment.
- C. If you tested positive for COVID-19, with symptoms, you will be excluded from work until:
 - a. Your fever is less than 99.9 F (37.7 C) without the use of fever-reducing medications AND
 - b. You have improvement in respiratory symptoms (e.g., cough, shortness of breath) AND
 - c. You have negative results (of an FDA Emergency Use Authorized molecular assay for COVID-19) from at least two consecutive nasopharyngeal swab specimens collected ≥ 24 hours apart (a total of two negative specimens).
 - d. After returning to work:
 - e. Continue with twice-daily self-monitoring on and off shift until further notice.
 - f. Adhere to hand hygiene, respiratory hygiene and cough etiquette.
 - g. Practice social distancing when appropriate.
- D. If you tested positive for COVID-19 with *no* illness you will be excluded from work until:
 - a. After at least 7 days have passed since the date of their first positive COVID-19 test.
 - b. They have not become ill.
 - c. For an additional 3 days **after** they end isolation, they continue to limit contact (stay 6 feet away) with others.
 - d. They wear a mask or other covering of their nose and mouth to limit the potential of dispersal of respiratory secretions.

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- E. Employees who test positive and have been hospitalized may return to work when directed to do so by their medical care providers. The employee will provide documentation clearing his or her return to work.

The conditions under which the employee returned to work will be documented.

In the event that an employee shows symptoms or becomes ill at work, they will be required to return home. If the person is under distress, call emergency medical personnel unless you are specifically trained to respond and have appropriate PPE. The ABC Eastern PA Safety Director will be notified of any employee that shows symptoms or is returned home. Notification will be made on the same day this occurs.

If a worker is identified as potentially infectious based on questionnaires or medical screening, or later becomes ill, the worker will be asked to return or remain home and seek medical advice. If at work, and the employee is under distress, emergency medical personnel will be called. It is ABC Eastern PA policy not to (physically) medically screen, treat, transport or closely interact with potentially infectious individuals.

Communicate with both affected and non-affected employees on the status of the suspected or confirmed COVID-19 case, but do not communicate the name of affected individuals or specific medical diagnoses. Where there is a confirmed case of COVID-19, notify affected employees and encourage them to seek medical advice. If a suspected case tests negative, notify affected employees and encourage them to return to work.

As an alternative to quarantining, the CDC has issued new guidance for workers who may have been exposed to a person with suspected or confirmed COVID-19, which is included as *Attachment* to this plan. This guidance permits an essential employee that has been exposed (had close contact with COVID-19 case) to remain at work, provided they remain asymptomatic and additional precautions are implemented to protect them and the community. Necessary elements for this procedure include the following:

- **Pre-Screen:** Measure the employee's temperature (temperature screening) and assess symptoms (self-certification) prior to them starting work. Temperature checks will be done before the individual enters the facility.
- **Regular Monitoring:** As long as the employee doesn't have a temperature or symptoms, they will self-monitor under the guidance of <COMPANY>'s occupational health program.
- **Wear a Mask:** The employee will wear a face mask or an approved cloth face covering at all times while in the workplace for 14 days after last exposure or as long as required.
- **Social Distance:** The employee will maintain 6 feet and practice social distancing as work duties permit.
- **Clean and disinfect work spaces:** Clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment, and high touch surfaces daily.

The full details for remaining at work are listed in the attached guidance document.

Temperature Screening

Temperature screening is a useful way to identify potentially infected employees.

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A complete procedure for effective temperature scanning is provided in *Attachment Temperature Screening Protocol*. Use of these procedures by ABC Eastern PA employees will require training and personal protective equipment as outlined in the procedure. ABC Eastern PA's Human Resources and Safety departments will be consulted before these procedures are implemented.

The person(s) providing the temperature scans will be made aware of the following workers' medical rights. When information is being collected in an employment context (and not in the context of providing medical care, or the health plan), then HIPAA does not apply.

- Temperature readings will not be recorded. This is simply a scanning for safety procedure.
- Employees must be given the opportunity to opt-out but if they do, they will not be able to work on the site.
- PPE for anyone performing temperature scans will include: a fluid-resistant face mask, nitrile gloves, and safety glasses or goggles for eye protection. NOTE: Disposable, fluid-resistant coveralls or jumpsuits (similar to Tyvek) are optional but should be made available to any screener on request.
- Data Security Protocols:
 - Employee log data collected must be properly protected.
 - Access to any written logs is limited to authorized personnel on a "need to know only" basis.
 - If electronic data is generated, access is restricted to authorized personnel.

Contact Tracing

Contact tracing will be used when a worker at the site has been identified as being positive or suspected of being positive. Contact tracing is the process of identification of persons who may have come into contact with an infected person (i.e., individuals who worked in close proximity, three to six feet, without face protection with them in the previous 14 days, focusing on the last 48 hours from symptoms and signs) and then collection of additional information about these contacts. By tracing the contacts of infected individuals, testing them for infection, treating the infected and tracing their contacts in turn, public health aims to reduce infections in the population. The goals of contact tracing are:

- To interrupt ongoing transmission and reduce spread of an infection
- To alert contacts to the possibility of infection and offer preventive counseling or prophylactic care
- To offer diagnosis, counseling and treatment to already infected individuals
- If the infection is treatable, to help prevent reinfection of the originally infected patient

Steps for Contact Tracing

The following steps will be followed to trace contacts in the event of an employee testing positive:

- The Event Management Team will assign a person to conduct the interview. This should be a management employee.
- The employee will be contacted and interviewed (remotely) to learn about their movements and whom they have been in close contact with at the job site for the past 14 days.
- Interview Supervisor and close contact co-workers at a safe distance (6 ft.)
- Determine if any other employee should also stay away from work for at least 14 days to quarantine.

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- Contacts will be notified and quarantined (e.g. required to remain at home) or be permitted to remain at work if the CDC guidelines in this plan are followed. If quarantining, review the requirements with the employee.
- Once contacts are identified, the local public health agency may be contacted to conduct additional tracing, and offer counseling, testing or treatment.

The results of the above contact tracing should be maintained for a minimum of 90 days in the event they need to be referred to at a later date.

Inspections

Routine inspections will be conducted and documented to ensure COVID-19 safety protocols are being followed. See *Attachment Inspection Checklist* for instructions and checklist.

Recording Workplace Exposures to COVID-19

Work related injuries and illnesses are subject to recordkeeping requirements in accordance with the rules that have been established by OSHA. COVID-19 may be a recordable illness if a worker is infected as a result of performing their work-related duties. Generally, this is appropriate for health care workers, laboratory workers and other workers directly exposed to known sources of the infections. Employers are only responsible for recording cases of COVID-19 if all the following are met:

- The case is a confirmed case of COVID-19 (see CDC information) persons under investigation and presumptive positive and laboratory-confirmed cases of COVID-19).
- The case is work-related, as defined by 29 CFR 1904.5.
- The case involves one or more of the general recording criteria set forth in 29 CFR 1904.7 (e.g. medical treatment beyond first-aid, days away from work).

Each COVID-19 situation will be investigated in the same manner as any workplace incident and using the same incident reporting procedures and forms.

Identify corrective actions: These items will include what additional measures could be put into place to prevent further spreading of the virus on the jobsite as well as future occurrences. Such measures may include the cleaning and sanitizing of the work area(s) and/or tools (hand and power) and equipment as well as reinforcing the guidelines for prevention outlined by CDC with others on the jobsite.

Note: As of April 10, 2020 and until further notice, OSHA will not enforce its record-keeping requirements to require non health-care, and related employers, to make work-relatedness determinations for COVID-19 cases, except where: (1) There is objective evidence that a COVID-19 case may be work-related; and (2) The evidence was reasonably available to the employer.

Communications & Training

Communications

The Event Management Staff will hold daily meetings to discuss the latest information available from the CDC, State of Pennsylvania and local governments in order to have the latest facts regarding COVID-19 and to determine appropriate responses and communications with employees, clients and other parties.

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All ABC Eastern PA offices and project sites will post the CDC awareness posters and share them electronically to ensure key information pertaining to COVID-19 is provided to employees on a timely basis.

Training

Employees will be trained on COVID-19 awareness to include prevention of illness, initial disease symptoms, preventing the spread of the disease and when it is appropriate to return to work after illness including initial and routine/refresher training. The contents of this plan and expectations will be shared with employees. Communicating information with non-English speaking employees or those with disabilities will be provided.

Records

A daily attendance log of all workers and visitors must be kept and retained for a minimum of 4 weeks. The log must include the name, phone number, and email address of all workers and visitors in the event they need to be contacted at a later date.

Training records will include the identity of the employee, the training date and the name and signature of the person who conducted the training. Records shall be made available upon request to employees or as mandated by law.

Additional training sessions, e.g. Toolbox Talks, will be conducted as needed to refresh and update employees on existing and new information. *Attachment Training and Toolbox Documentation Form* will be used to document the training and tool-box meetings. Note: The passing of forms between employees to record their names and signatures, and the sharing of pens/pencils or other writing devices is discouraged. Instead, one employee will record the names of those attending the training or meeting and will, if possible, scan the form into a computer or other device for recordkeeping.

Other forms of communication (e.g. e-mails, texts, phone/web conferences) will be used to communicate with employees as needs arise.

Attachments (By reference)

- Cleaning and Disinfecting Guidelines
- *COVID-19 and You*, CDC publication
- Contact Tracing Form
- Inspection Checklist
- *Interim Guidance for Implementing Safety Practices for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19*, CDC Publication
- *Prevent Worker Exposure to COVID-19*, OSHA publication
- Pandemic Safety Officer Roles & Responsibilities
- Re-Opening Checklist for Site Managers
- Resource List
- Self-Certification Form
- Self-Quarantine Guide
- Temperature Scanning Protocol
- Training and Toolbox Documentation Form
- Traveler Precautions
- *Use of Cloth Face Coverings to Help Slow the Spread of COVID-19*, CDC Publication

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APPENDIX - CLEANING AND DISINFECTING GUIDELINES		Revision No.	0
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Overview

This guidance provides recommendations on the cleaning and disinfection of surfaces potentially contaminated with COVID-19 virus. It is aimed at limiting the survival of novel coronavirus in offices and job sites and for use on equipment/objects that may have become contaminated. **Note: for personal protective equipment (PPE), consult the manufacturer of the equipment to determine what is recommended for disinfecting purposes. Some PPE may not be suitable for disinfecting.** It is not for use in high-risk areas and where there are known infections. These recommendations will be updated if additional information becomes available.

References

[CDC Guidelines for Disinfecting and Cleaning](#)

[OSHA COVID-19](#)

Hazards

The most common COVID-19 symptoms include fever, cough, and difficulty breathing. If you're experiencing symptoms, call your medical provider. The Centers for Disease Control (CDC) urges those who may have been exposed to avoid public places and limit contact with other people.

Definitions

Cleaning - refers to the removal of dirt and impurities, including germs, from surfaces. Cleaning alone does not kill germs. But by removing the germs, it decreases their number and therefore any risk of spreading infection.

Disinfecting - works by using chemicals to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs. But killing germs remaining on a surface after cleaning further reduces any risk of spreading infection.

Procedures/Practices

Surfaces

- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection, diluted household bleach solutions, alcohol solutions with at least 70% alcohol, and most common EPA-registered household disinfectants should be effective.
 - Diluted household bleach solutions can be used if appropriate for the surface. Follow manufacturer's instructions for application and proper ventilation. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. 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
 - Products with EPA-approved emerging viral pathogens claims external icon are expected to be effective against COVID-19 based on data for harder to kill viruses. Follow the manufacturer's

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instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).

- For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. After cleaning:
- If the items can be laundered, launder items in accordance with the manufacturer’s instructions using the warmest appropriate water setting for the items and then dry items completely.
- Otherwise, use products with the EPA-approved emerging viral pathogens claims that are suitable for porous surfaces.

Linens, Clothing, and Other Items That Go in the Laundry

- Do not shake dirty laundry; this minimize the possibility of dispersing virus through the air.
- Wash items as appropriate in accordance with the manufacturer’s instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely. Dirty laundry that has been in contact with an ill person can be washed with other people’s items.
- Clean and disinfect containers used for transporting laundry according to guidance above for hard or soft surfaces.

Personal Protective Equipment (PPE) and Hand Hygiene

- Cleaning personnel should wear disposable gloves for tasks in the cleaning process, including handling trash.
- Gloves should be compatible with the disinfectant products being used.
- Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
- Gloves should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to clean hands after removing gloves.
- Cleaning personnel and others should clean hands often, including immediately after removing gloves by washing hands with soap and water for 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains 60%-95% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.
- Follow normal preventive actions including cleaning hands and avoiding touching eyes, nose, or mouth with unwashed hands.
- Additional key times to clean hands include:
 - After blowing one’s nose, coughing, or sneezing
 - After using the restroom
 - Before eating or preparing food
 - After contact with animals or pets
 - Before and after providing routine care for another person who needs assistance (e.g., a child)

Cleaning and disinfecting building or facility if someone is sick

- Close off areas used by the person who is sick. Operations do not need to be suspended if the affected areas can be closed off for cleaning and disinfecting.
- Open outside doors and windows to increase air circulation in the area.
- Wait 24 hours before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.

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- Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, and keyboards.
- Vacuum the space if needed. Use vacuum equipped with high-efficiency particular air (HEPA) filter, if available.
 - Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms.
 - Consider temporarily turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.
- Once area has been appropriately disinfected, it can be opened for use.
 - Workers without close contact with the person who is sick can return to work immediately after disinfection.
- If more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary and continue routing cleaning and disinfection.

Additional Considerations

- ABC Eastern PA will 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.
- ABC Eastern PA will educate staff and workers performing cleaning, laundry, and trash pick-up activities to recognize the symptoms of COVID-19 and provide instructions on what to do if they develop symptoms within 14 days after their last possible exposure to the virus. At a minimum, employees should immediately notify their supervisor and the local health department if they develop symptoms of COVID-19. The health department will provide guidance on what actions need to be taken. When working with your local health department check their available hours.
- ABC Eastern PA will develop policies for worker protection and provide training to all cleaning employees on site prior to providing cleaning tasks. Training should include when to use PPE, what PPE is necessary, how to properly don (put on), use, and doff (take off) PPE, and how to properly dispose of PPE.
- ABC Eastern PA will ensure workers are trained on the hazards of the cleaning chemicals used in the workplace in accordance with OSHA’s Hazard Communication standard (29 CFR 1910.1200).
- ABC Eastern PA will comply with OSHA’s standards on Bloodborne Pathogens (29 CFR 1910.1030), including proper disposal of regulated waste, and PPE (29 CFR 1910.132).

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Project:	
Project Number:	
Project Manager:	

WORK ACTIVITY	Completed	Comments
Confined Spaces		
Have all confined spaces been secured?		
Has warning signage been placed on/around all confined spaces?		
Have covers been placed over confined spaces?		
Driving and Logistics		
Are safe access routes maintained?		
Is vehicle and pedestrian segregation in place?		
Is a maintenance regime in place for all vehicles, as necessary?		
Is roadway signage suitable and sufficient?		
Electrical / Energy Isolation		
Have all existing cables etc. been photographed?		
Have all temporary electric services been isolated?		
Have cables been marked and secured?		
Is warning signage in place on any live electrical services?		
Have temporary electrical cables been removed where possible?		
Have as-built drawings been provided showing service locations?		
Have live services been marked on the ground?		
Has the completed works/area been photographed?		
Ground Disturbance		
Existing excavations backfilled, or shoring inspected and secured?		
Are all services left in a safe condition and isolated where applicable?		
Have ducts been turned up to show their location and protected?		
Is warning tape installed to identify services?		
Have excavations been backfilled and marked?		
Has ground been compacted?		
Have as-built drawings been provided, and a site plan marked up?		
Has the completed works/area been photographed?		

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WORK ACTIVITY	Completed	Comments
Hazardous Materials		
Hazardous materials removed from site when possible?		
Is an inventory in place for any materials left on site?		
SDS available for hazardous materials left on site?		
Security arrangements in place against risk of theft or arson?		
Fire prevention measures in place if combustible materials left on site?		
Hazardous materials stored in weather-proof areas and locked?		
Lifting Operations		
Has lifting equipment been removed from site?		
Have power sources been removed and isolated?		
Have cranes been made safe and secure?		
Inspection regime in place to inspect cranes if required?		
Material Handling		
All valuable materials removed and/or stored in secure location?		
Heavy materials lowered to the ground and safely secured?		
Have all loose materials been removed from site?		
Have materials been safely stored and barricaded?		
Have remaining materials been tied down?		
Stock-piled materials sheeted to prevent washout & dust creation?		
Mobile Equipment		
Has mobile equipment been removed from site, if possible?		
Inventory created for any mobile equipment left on site?		
Suitable security arrangements in place?		
Have keys been removed from mobile equipment?		
Is mobile equipment stored in a safe and secure location?		
Work at Height		
Has all access equipment to roofs been removed?		
All work at height equipment been removed from site or inventoried?		
If not removed, are they secured to prevent unauthorized use?		
Have all openings in the ground been protected?		
Additional Site-Specific Items		
Office trailers secured, appliances turned off, food removed from site?		
Phone-tree published for management communications?		
All trash bins and dumpsters emptied?		

Name:	Signature:	Date:
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APPENDIX: COVID-19 Inspection Checklist		Revision No.	0
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ABC Eastern PA is taking precautions to prevent further spread of the Coronavirus COVID-19 and conducting routine inspections to ensure COVID-19 safety protocols are being followed.

Inspected By: _____ Date _____ Time _____

Employee Observations	Yes	No	N/A
Have employees received COVID-19 Awareness training?			
Are employees washing hands regularly?			
Are employees wearing required PPE (gloves, masks if applicable)?			
Are employees maintaining 6 feet between co-workers?			
Are meetings limited to as few as possible and not more than 10 people, if the space is large enough to maintain 6 ft. of separation?			
Workers are traveling to and from the job site separately. No more than one employee per vehicle?			

Describe non-compliance, location, and corrective actions taken:

Procedures	Yes	No	N/A
All doors are propped open for fresh air when safe to do so?			
No trade stacking in the same space?			
Self-certification and temperature scans are being conducted in accordance with procedures in this plan?			
Gloves and safety glasses are worn at all times? No sharing of PPE?			
No use of a common water cooler?			
No sharing of pens/pencils, etc. for attendance lists?			
No paper sharing; Information distributed electronically?			

Describe non-compliance, location, and corrective actions taken:

Housekeeping and Sanitation	Yes	No	N/A
Adequate hand wash stations are installed/maintained at building entrances, break areas, food truck areas, offices, trailers, and job site egress areas?			
Sanitation supplies are fully stocked and available for use?			
Do hand washing stations have soap or 60% alcohol-based sanitizer?			
Are shared equipment/tools disinfected between uses?			
Regular disposal of waste and trash?			
Waste containers provided and used?			
Sanitary facilities adequate and clean?			

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Adequate supply of potable water?			
Is smoking restricted to certain locations?			

Describe non-compliance, location, and corrective actions taken:

Pandemic Safety Officer _____ Date: _____

Site Supervisor _____ Date: _____

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COVID-19 Pandemic Safety Officer Roles & Responsibilities

ABC Eastern PA has designated _____ as the Pandemic Safety Officer for this job site. The primary responsibilities of the Pandemic Safety Officer are to establish, implement, and enforce the procedures outlined in this COVID-19 Plan.

The Pandemic Safety Officer will fulfill the following roles and responsibilities:

- Plan and Administer Self-Certification Process for Employees & Visitors
- Plan and Administer Temperature Screening Protocol for Employees & Visitors
- Conduct On-going Monitoring of Workforce for Signs/Symptoms of COVID-19
- Assist with Contact Tracing & Notification for Exposed Workers
- Develop and Perform Communication & Training Sessions
 - Initial Training
 - Periodic Toolbox Talks
 - Document Training
- Develop Plans for Cleaning & Disinfecting
- Identify and Recommend Appropriate PPE
- Develop Job Safety Analyses for specific tasks related to COVID-19 Safety Practices
- Perform and Document Inspections of Equipment and Employee Practices
 - Monitor Social Distancing
 - Inspect Hand Washing/Sanitizing Stations
 - Monitor Cleaning & Disinfecting Practices & Procedures
 - Monitor Use of PPE
 - Identify Deficiencies and Corrective Actions
 - Monitor Completion of Corrective Actions
- Recordkeeping
 - Assure adequate documentation is performed and maintained for required documents and records pertaining to COVID-19; OSHA recordkeeping for COVID-19 illnesses.

The Pandemic Safety Officer will ensure the following specific actions are taken*:

- ✓ Ensure workers are traveling to and from the job site separately. No more than one employee per vehicle.
- ✓ Ensure all workers are maintaining six feet of separation at all times.
- ✓ Ensure self-certification and temperature scans are being conducted in accordance with procedures in this plan.
- ✓ Ensure all gatherings are no more than 10 people, maintaining 6-foot social distancing, when required to meet, even when conducted outside.
- ✓ For stand-down meetings, disseminate information electronically and have each

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trade conduct the training in their own groups, not to exceed 10 people, maintaining social distancing.

- ✓ Do not allow workers to share a pen or tablet device to sign for attendance. The meeting leader can sign on the workers' behalf.
- ✓ Do not allow the use of a common water cooler.
- ✓ Ensure all doors are propped open for fresh air when safe to do so.
- ✓ Do not allow trade stacking in the same space.
- ✓ Ensure adequate hand wash stations are installed/maintained at building entrances, break areas, food truck areas, offices, trailers, and job site egress areas.
- ✓ Ensure sanitation supplies are fully stocked and available for use.
- ✓ Ensure sanitation of common use areas is being conducted regularly.
- ✓ Encourage and direct workers to wash hands at breaks and as frequently as possible.
- ✓ Ensure gloves and safety glasses are worn at all times. Do not allow sharing of any PPE.
- ✓ Shared tools and equipment must be wiped down with sanitizing wipes or soap and water prior to the next worker using the tool or equipment.
- ✓ Encourage employees to bring their own lunch and consider eliminating food truck where possible.
- ✓ Ensure 6-foot Social Distancing and gatherings of no more than 10 people are being observed in food truck lines and while eating and on breaks.
- ✓ If the Pandemic Safety Officer observes a violation of the social distancing policy, then the worker may be subject to the company's progressive discipline policy.

**This is not an all-inclusive list. Assure that all procedures of the plan are implemented effectively. Take corrective action for non-compliance and follow-up to assure corrective actions have been completed.*

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REOPENING CHECKLIST FOR SITE MANAGERS & SUPERVISORS

TOPIC	TASKS
Resources, reporting and technology	<input type="checkbox"/> Know the contact details of who at your company provides COVID-19 support: problems, questions and clarifications <input type="checkbox"/> Know who at your office is responsible for preventative material and PPE supply <input type="checkbox"/> Know what forms are needed and how to fill them in <input type="checkbox"/> Know what paperwork and reporting needs to be submitted <input type="checkbox"/> Check access and familiarity with (new) technologies
Preventative Material Inventory	<input type="checkbox"/> Confirm operation has an adequate supply of soap, disinfection, hand sanitizer, paper towels and tissues <input type="checkbox"/> Confirm stock of face masks, face shields, gloves, and glasses on-site and on order with lead time <input type="checkbox"/> Have “non-touch” thermometers on-site for employee screening <input type="checkbox"/> Review and setup on-site bathroom policies <input type="checkbox"/> Confirm need for hand washing stations
Personal Protective Equipment	<input type="checkbox"/> Review and understand protocol
Disinfection Measures	<input type="checkbox"/> Disinfect plant prior to anyone returning to work <input type="checkbox"/> Implement the General Disinfection Procedures
Deep-Cleaning and Disinfection Protocol	<input type="checkbox"/> Review, understand, and prepare for the triggering of the Deep-Cleaning and Disinfection Protocol
Isolation Protocol & Coordinator Training	<input type="checkbox"/> Review and understand protocol <input type="checkbox"/> Protocol in place to isolate employees if symptomatic on site <input type="checkbox"/> Print out forms and protocol to be available as needed
Social Distancing Protocol	<input type="checkbox"/> Review and understand protocol <input type="checkbox"/> Complete and continue to adhere to the Social Distancing
Daily On-Site Health Screening and self-screening protocols	<input type="checkbox"/> Ensure protocol for pre-shift screening prior to plant entry <input type="checkbox"/> Daily Self-Screening questionnaire is ready and distributed to all employees for self-screening
Visitors & Contractors Self- Screening	<input type="checkbox"/> Plan in place for screening Visitors and Contractors <input type="checkbox"/> Visitors & Contractor Self-Screening Checklist printed and available as needed
Subcontractor and Labor Relations Alignment	<input type="checkbox"/> Contact all subcontractor to inform about plans, protocols and new requirements and ask for their cooperation <input type="checkbox"/> Communicate pandemic response plan and return to work protocols to local unions and ask for cooperation, including on health screening
On-site Training	<input type="checkbox"/> Review training plan <input type="checkbox"/> Host on-site training and toolbox talks
Signage	<input type="checkbox"/> Facility Signage

*Source: SkillsSignal

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COVID-19 Project Resource List

- Documents (hard copy, electronic)
 - COVID Response/Re-Opening Plans
 - Forms/Checklists
 - Inspections
 - Self-Certification
 - Contact Tracing
 - Return to Work
 - Training Documentation
 - Posters/Signs
 - References
- Personal Protective Equipment
 - Respirators
 - Dust Masks
 - Surgical Masks
 - Face Coverings
 - Gloves (Work, Nitrile)
 - Safety Glasses
 - Face Shields
 - Body Coverings (disposable)
 - Rubber Boots/Shoe Coverings
- Hand Washing/Sanitizing
 - Soap
 - Water
 - Sanitizer
 - Washing Stations
- Cleaning/Disinfecting
 - Commercial Cleaning Agents
 - Commercial Disinfectants (EPA Approved)
 - Bleach
 - Cleaning/Disinfecting Equipment & Materials
 - Spray Bottles
 - Paper Towels/Disposable Rags
 - Brushes/Mops
- Temperature Screening
 - Non-Contact Infrared Thermometers
- Other
 - Trash Bags
 - Caution Tape
 - Spray Paint

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CORONAVIRUS COVID-19 RETURN TO WORK PLAN		Revision No.	0
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Strictly Confidential

Return to Work Form

Part 1: Self-Certification *(to be completed by employee)*

Name:	Job Title:
1st Day of Absence:	Date Returned to Work:
Number of working days absent:	
<p>State briefly why you were restricted from working (specify nature of illness or injury. Words like “illness” or “unwell” are not enough).</p> 	
<p>I reported my absence to: _____ on (Date): _____</p>	

Signed (employee): _____ Date: _____

Part 2: Return To Work Discussion *(to be completed by manager)*

Manager's Name:	Date of RTW Discussion:
Has the necessary medical certification been presented?	
Yes/No	
Summary of discussion:	

Any other comments or issues raised, and any further action agreed:

Signed (employee): _____

Date: _____

Signed (manager): _____

Date: _____

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<COMPANY NAME> is taking precautions to prevent further spread of the Coronavirus COVID-19 and requiring basic visitor screening procedures at our offices and work locations.

Associate Name: _____ Date _____ Time _____

Please Initial the correct box for the following questions:	YES	NO
1. Have you visited a high impact area with a sustained COVID-19 outbreak or been in contact with anyone who has visited these locations in the past 14 days?		
2. Have you been in close contact with a person who has a confirmed case of COVID-19 disease?		
3. Do you have, or have you had a fever in the last 24 hours?		
4. Do you have symptoms of a lower respiratory illness (cough, difficulty breathing)?		
5. Have you had close contact with a person who has a confirmed case of COVID-19 disease?		
6. Have you had close contact with a person while they were ill, and their health care provider is working to determine if they have COVID-19?		
7. Have you been asked to self-quarantine by any doctor, hospital or health agency?		

If you have answered 'YES' to any of the above questions, please inform your supervisor, go home and immediately see a physician.

Associate Signature: _____

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Overview

This guidance is for monitoring the health of individuals while being quarantined for 14 days following exposure, or potential exposure to coronavirus. This does NOT mean that you will become sick with coronavirus. It is important to monitor your health so that you can be cared for and treated quickly if you do get sick.

References

[CDC Guidance to Prevent Spread of COVID-19](#)

[CDC Interim US Guidance for Risk Assessment of Persons with Potential COVID-19 Exposures](#)

Hazards

The most common COVID-19 symptoms include fever, cough, and difficulty breathing. If you're experiencing symptoms, contact your medical provider. The Centers for Disease Control (CDC) urges those who may have been exposed to avoid public places and limit contact with other people.

Definitions

Fever - a temporary increase in your body temperature, often due to an illness. Having a fever is a sign that something out of the ordinary is going on in your body. A temperature of 100.4 F is typically used to define a fever for COVID-19.

Personal Protective Equipment (PPE) - PPE prevents the worker to contact a hazardous agent or equipment by creating a barrier between the potential hazardous material and the worker, and substantially protects them from risks of injury or illness.

Thermometer - an instrument for measuring temperature.

Procedures/Practices

Follow these guidelines for self-quarantine for 14 days from your last potential exposure.

- Inform your supervisor.
- Stay home from work.
- Take your temperature with a thermometer at least twice a day and watch for cough or difficulty breathing.
- Keep your distance of at least 6 feet (2 meters) from others.
- Avoid public places and do not take public transportation, taxis or ride shares unless going for medical care. In that case, where a face mask is available. Use your personal vehicle if available.
- If you get sick with fever, cough, shortness of breath or other signs of respiratory illness contact your medical provider.
- If you need to seek medical care for other reasons, such as dialysis, call ahead to your doctor and tell them about your recent exposure.
- If you have a medical emergency, call 911. Tell them your symptoms and that you are being monitored for COVID-19.

Self-Monitor Procedures:

- Perform health checks every morning and every night or anytime you feel like you might have a fever:

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- Use a thermometer to take your temperature.
- Be alert for other COVID-19 symptoms including cough or shortness of breath.
- Record your temperature and any symptoms in the log (see *Attachment Self-Monitoring Observations*).
- If you forget to take your temperature, take it as soon as you remember.

If you have fever, cough or shortness of breath:

- Do not go out in public and avoid public transportation, taxis, or ride shares, unless going for medical care and then wear a face mask if available. Use your personal vehicle if available.
- Cover your mouth and nose with a tissue or your sleeve when coughing or sneezing.
- Inform your supervisor that you are under COVID-19 quarantine.
- DO NOT GO to a clinic or hospital without first calling your primary care provider.
- If you seek medical advice call ahead before you go to the doctor’s office, urgent care or emergency room and tell them you are under COVID-19 quarantine and about your symptoms.
- If you feel your symptoms are at emergency levels i.e. shortness of breath, fever of 102F, chest pain, etc. that cannot wait, call 911 and explain that you are being monitored for potential exposure to coronavirus and need emergency medical care.
- Wash hands often with soap and water to avoid spreading the virus to others. If soap and water are not readily available, use alcohol-based hand sanitizer that contains at least 60% alcohol. Always wash hands with soap and water if hands are visibly dirty.

Attachments

Figure 1 Self-Monitoring Observations

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Self-Monitoring Observations

Record the dates. Take your temperature twice a day. Document symptoms. Do not leave any spaces blank.

DATE	TIME	Temperature	Cough	Fatigue/Aches	Shortness of Breath	Diarrhea	Chills
1	AM		Y N	Y N	Y N	Y N	Y N
	PM		Y N	Y N	Y N	Y N	Y N
2	AM		Y N	Y N	Y N	Y N	Y N
	PM		Y N	Y N	Y N	Y N	Y N
3	AM		Y N	Y N	Y N	Y N	Y N
	PM		Y N	Y N	Y N	Y N	Y N
4	AM		Y N	Y N	Y N	Y N	Y N
	PM		Y N	Y N	Y N	Y N	Y N
5	AM		Y N	Y N	Y N	Y N	Y N
	PM		Y N	Y N	Y N	Y N	Y N
6	AM		Y N	Y N	Y N	Y N	Y N
	PM		Y N	Y N	Y N	Y N	Y N
7	AM		Y N	Y N	Y N	Y N	Y N
	PM		Y N	Y N	Y N	Y N	Y N
8	AM		Y N	Y N	Y N	Y N	Y N
	PM		Y N	Y N	Y N	Y N	Y N
9	AM		Y N	Y N	Y N	Y N	Y N
	PM		Y N	Y N	Y N	Y N	Y N
10	AM		Y N	Y N	Y N	Y N	Y N
	PM		Y N	Y N	Y N	Y N	Y N
11	AM		Y N	Y N	Y N	Y N	Y N
	PM		Y N	Y N	Y N	Y N	Y N
12	AM		Y N	Y N	Y N	Y N	Y N
	PM		Y N	Y N	Y N	Y N	Y N
13	AM		Y N	Y N	Y N	Y N	Y N
	PM		Y N	Y N	Y N	Y N	Y N
14	AM		Y N	Y N	Y N	Y N	Y N
	PM		Y N	Y N	Y N	Y N	Y N

Name: _____ Signature: _____ Date: _____

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Overview

ABC Eastern PA is implementing temperature scanning procedures at project sites and offices, as needed, to provide the safest possible work environment, protect people, and reduce the spread of the COVID-19 virus. These measures will also help sustain business continuity and ensure compliance with contractual and regulatory obligations.

References

[CDC Interim US Guidance for Risk Assessment of Persons with Potential COVID-19 Exposures](#)

Hazards

The most common COVID-19 symptoms include fever, cough, and difficulty breathing. If you're experiencing symptoms, call your medical provider. The Centers for Disease Control (CDC) urges those who may have been exposed to avoid public places and limit contact with other people.

Definitions

Fever - a temporary increase in your body temperature, often due to an illness. Having a fever is a sign that something out of the ordinary is going on in your body.

Personal Protective Equipment (PPE) - PPE prevents the worker to contact a hazardous agent or equipment by creating a barrier between the potential hazardous material and the worker, and substantially protects them from risks of injury or illness.

Thermometer - an instrument for measuring temperature.

Procedures/Practices

Generally, measuring an employee's body temperature is considered a medical examination. During a pandemic, ABC Eastern PA will rely on the latest CDC and state or local public health assessments for guidance in implementing temperature scanning.

NOTE: When information is being collected in an employment context, and not in the context of providing medical care, then HIPAA does not apply.

Pre-planning Activities:

- People must be given the opportunity to opt-out but if they do, they will not be able to work on the site.
- If medics are on site, engage them in the planning and ask them to conduct the screening. If not, a ABC Eastern PA Health and Safety or management team member will be designated to conduct temperature scanning activities.
- Temperature readings will NOT be recorded.
- Temperature screenings should be conducted outdoors if climate allows.
- Temperature monitoring could be reported by phone (FaceTime) or shown via video conferencing.
- If the worker is not able to take their own temperature, the team member should:
 - Perform hand hygiene

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- Put on a facemask, eye protection and gloves (See PPE Protocol below).
- Proceed with checking the worker’s temperature (see Testing Protocols below)
- Remove and discard PPE.
- Perform hand hygiene using alcohol-based hand sanitizer that contains 60 to 95% alcohol.
- PPE Protocol for performing the temperature screening:
 - Fluid-resistant face mask.
 - Nitrile gloves.
 - Safety glasses or goggles for eye protection.
 - Disposable, fluid-resistant coveralls or jumpsuits (similar to Tyvek) are optional but should be made available to any screener on request.
- Public health personnel collecting specimens should wear recommended PPE, including a gown, gloves, eye protection, and respiratory protection that is at least as protective as a NIOSH-approved N95 filtering facepiece respirator.

Testing Protocols

- Temperature scans for Medical non-contact thermometer:
 - Hold non-contact scanner approximately three to six inches from the worker’s forehead for accurate results.
 - Use alcohol swabs to disinfect scanner tip in the event of a contact.
 - For elevated temperature at 99.5F-100.4F (37.5C-38.0C) follow these guidelines:
 - Show the worker the results on the scanner and ask them to step to the standby area for further discussion.
 - Isolate worker at standby area (provide mask if coughing).
 - Offer to conduct a re-scan.
 - If worker says they feel sick, recommend they get evaluated at an off-site facility.
 - Have workers remain at home for a minimum of 24 hours at an un-elevated temperature without the use of fever reducing medication.
 - For elevated temperature at 100.4F+ (38.0C+) worker will be refused entry and follow these guidelines:
 - Show the worker the results on the scanner and ask them to step to the standby area for further discussion.
 - Isolate worker at standby area (provide mask if coughing).
 - Keep others outside of close contact – a minimum of six feet.
 - Ask for location of work within past 14 days on the project, meetings attended, those they had close contact with, and supervisor.
- Temperature Scans for industrial infrared temperature scanner (Fluke, Flir, Milwaukee or similar device)
 - These units scan the surface temperature but do not scan the exact core temperature of individual the same way an oral medical or contact thermometer can.
 - Prior to beginning, scan about ten people, preferably from the same group, who do not have fever in order to determine the average surface temperature of those individuals. This establishes a baseline reading (the norm). As individuals are scanned, look for outliers whose results are above the norm.

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- Example: if the scanner unit (based on the screener’s distance from the individuals) reads 94F +/- 1 degree for ten individuals (the norm), then reads 99F for one individual, that variance is an outlier and could indicate the person has a temperature.
 - Stand about two feet from the individual, extend your arm and the unit to the forehead (do not touch).
 - Use alcohol swabs to disinfect scanner tip in the event of a contact.
 - From 2” to 3” away, squeeze the trigger to take the reading.
 - If the reading is above the norm, follow these guidelines:
 - Show the worker the results on the scanner and ask them to step to the standby area for further discussion.
 - Rescan in 5-10 minutes. If a medical non-contact thermometer is available use that for the rescreen. If not, scan with an infrared scanner.
 - If the reading is still above the norm: Isolate worker at standby area (provide mask if coughing).
 - Keep others outside of close contact – a minimum of six feet.

Worker Protocol

- If worker says they feel sick, recommend they get evaluated at an off-site facility.
- If a worker has an elevated temperature, instruct them to remain at home for a minimum of 24 hours at an un-elevated temperature without the use of fever reducing medication.
- If a worker has an elevated temperature, ask for recent location of work within past 14 days on the project, meetings attended, those they had close contact with, and supervisor contact information.
- After being scanned and allowed to enter, workers must proceed directly to work area and stay there all day, including eating and using the restroom. At the end of day, they must leave the work site directly and not return.
- The Temperature Screening Protocol is to be repeated daily.

Refer any questions or concerns to the individual’s supervisor or ABC Eastern PA Management.

RE: COVID-19 "Essential Services" Travel Authorization

To: Whom It May Concern:

This letter is to ask you to allow ABC Eastern PA 's job title, <Employee Name> (of <employee street and city address>) to complete travel from <home> to <project site location> to deliver "essential services".

ABC Eastern PA is a <company description of services> service provider for <CLIENT NAME>, and as such has been asked to travel to locations where essential datacenter and network infrastructure is located, in order to deliver essential services required for the construction, maintenance, and operations of <CLIENT NAME>.

Due to the COVID-19 pandemic and quarantining happening around the world, <CLIENT NAME> services are in high demand and essential for ensuring businesses, critical facilities and governments continue to operate smoothly. To ensure that <CLIENT NAME> services can continue to serve the needs of government, enterprises and citizens, especially those organizations and individuals who are in the front line of responding to this emergency (e.g. healthcare, law enforcement, essential public services, and many in the community who must work remotely to perform critical job functions), we are asking for your support to enable our key employees to maintain access to the datacenter facilities and network infrastructure, in compliance with local quarantine and/or shelter-in-place rules.

Sincerely,

ABC Eastern PA

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Overview

Travel presents many issues that require careful review and planning prior to departure. The following precautions should be taken to protect employees and to maintain proper health and safety during travel.

References

[Centers for Disease Control and Prevention Travelers Health](#)

[U.S. Department of State Travel Advisories](#)

Procedures/Practices

General Travel Safety Measures

Follow these general safety measures while travelling:

- Wash your hands often with soap and water for at least 20 seconds or use at least a 60% alcohol-based hand sanitizer. Use soap and water when your hands are visibly soiled.
- Avoid touching your eyes, nose, and mouth.
- Avoid contact with sick people.
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash.
- Limit activities in public and avoid crowded places.
- Use social distancing. Social distancing means avoiding crowded places, not going to mass gatherings, and, generally staying about 6 feet (2 meters) from others, when possible.
- Clean and disinfect frequently touched surfaces daily including phones, keyboards, equipment.
- If surfaces are dirty, clean them: Use detergent or soap and water prior to disinfection.
- Avoid contact with animals (alive or dead).
- Identify the locations of police, hospitals and emergency services along travel routes.
- Pay attention to your health at all times. If you develop a fever, cough, or difficulty breathing, immediately self-isolate and notify your supervisor.

Establish a call-in routine with your company so that action can be taken if you are under duress or threatened.

Driving Safety Measures

Take these measures to ensure your personal safety when traveling by car/truck:

- Plan your route in advance.
- Avoid distracted driving including texting, smoking, or using mobile apps.
- Obey speed limit and follow road signs.
- Use disposable gloves when refueling vehicle.
- Use personal vehicles where possible.

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- Avoiding ride sharing and “pool” cars.
- No ride sharing in truck/pick-ups with only two seats or one bench, no more than 2 people in a passenger sedan and no more than 3 people in a van and for only short rides (under 30 minutes).
- Consolidate supply runs to minimize interaction.
- Keep vehicle fuel tank no less than half full.
- Avoid driving in rural areas and after dark.
- Keep vehicle doors locked and windows closed while driving and when parked.
- Avoid helping hitch hikers along your route.

Air Travel Safety Measures

When traveling by plane ensure to follow these measures:

- Bring disinfecting wipes and clean off seat, armrest and tray table.

If traveling to a foreign country, follow these guidelines:

- Review vaccination requirements and verify that your vaccines are up to date.
- Verify the entry and exit requirements for the country or countries that you plan to visit.
- Verify if country of destination requires a visa from their Embassy or Consular office for entry.
- Carry the address and phone numbers of the U.S. Embassies and consular offices in the countries to be visited.
- Ensure passport is valid well past the anticipated length of the foreign travel. Countries typically desire the passport expiration date be no less than 6 months after the return date.
- Have copy of your passport and provide copy to emergency contacts.
- Register your whereabouts with their local embassy or consulate office to facilitate prompt notification and other assistance in an emergency.

For additional information and guidance on overseas travel, contact the applicable embassy or consulate directly or reputable travel agencies.

Hotel Safety Measures

Under most circumstances, the amount of infectious virus on any contaminated surface is likely to have decreased significantly after 72 hours. Once similar viruses are transferred to hands, they survive for very short lengths of time. Regular cleaning of frequently touched hard surfaces and hands will, therefore, help to reduce the risk of infection. Bring a can of disinfecting spray such as Lysol to disinfect areas of concern.

Medical Care or Medical Emergency needs

Prior to traveling review the medical care available in that area. Other considerations and ensure to bring the following with you:

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- First Aid Kit and ensure it includes the basic supplies including bandages, gauze pads, tape, burn cream and antibiotic ointment, eyewash, and disposable gloves.
- Prescription medications. Maintain prescription medications in their original bottle, in the traveler’s name to avoid problems. Obtain a letter from the prescribing doctor for any unusual medicines and carry copies of all prescriptions.
- Over-the-counter medications such as Tylenol and Advil.
- Health insurance information.
- Seek medical attention if any respiratory symptoms occur.

If you are sick you should wear a facemask when you are around other people (e.g., sharing a room or vehicle) and before you enter a healthcare provider’s office. If you are not able to wear a facemask (for example, because it causes trouble breathing), then you should do your best to cover your coughs and sneezes, and people who are caring for you should wear a facemask if they enter your room. If you are NOT sick you do NOT need to wear a facemask unless you are caring for someone who is sick, and they are not able to wear a facemask.

Food Considerations

When going on extended business travel or to remote areas, food availability could be scarce. Consider these food safety guidelines and options for meal accommodations:

- Bring enough potable water and non-perishable food for the duration of your travel. Consider taking food from factory-sealed containers, such as canned tuna, crackers, nuts, and chips.
- When staying at a hotel, eat within your hotel room with room service or delivery service.
- Drinks from factory-sealed bottles or cans are safe. If drinking directly from a can, wipe off the lip of the can before your mouth comes into contact with it.
- Wash fruits and vegetables, especially if eaten raw.
- Ensure meat is thoroughly cooked before consumption.
- Do not use food beyond its expiry date.
- Do not leave cooked food at room temperature for more than 2 hours.
- Promptly refrigerate all cooked and perishable food (preferably below 5°C).

Communication/contact information

Prior to departure, leave a detailed itinerary and a copy of your passport if traveling internationally with a friend or relative in your home country or designee from your company.

Establish a call-in schedule with your supervisor, including emergency words/phrases. Carry emergency contact addresses and phone numbers for consulates, embassies, local company offices. Ensure mobile phone will function in the country or countries visited.

Upon arrival in a country with travel advisories, check in with the local consulate or embassy and provide them with a copy of your itinerary.

Post Travel

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If you have close contact with someone with COVID-19 during travel, you may be asked to stay home to self-monitor and avoid contact with others for up to 14 days after travel.

If you become sick with COVID-19, you may be unable to go to work until you're considered noninfectious. You will be asked to avoid contact with others (including being in public places) during this period of infectiousness.

Lo que necesita saber sobre la enfermedad del coronavirus 2019 (COVID-19)

¿Qué es la enfermedad del coronavirus 2019 (COVID-19)?

La enfermedad del coronavirus 2019 (COVID-19) es una afección respiratoria que se puede propagar de persona a persona. El virus que causa el COVID-19 es un nuevo coronavirus que se identificó por primera vez durante la investigación de un brote en Wuhan, China.

¿Pueden las personas en los EE. UU. contraer el COVID-19?

Sí. El COVID-19 se está propagando de persona a persona en partes de los Estados Unidos. El riesgo de infección con COVID-19 es mayor en las personas que son contactos cercanos de alguien que se sepa que tiene el COVID-19, por ejemplo, trabajadores del sector de la salud o miembros del hogar. Otras personas con un riesgo mayor de infección son las que viven o han estado recientemente en un área con propagación en curso del COVID-19.

¿Ha habido casos de COVID-19 en los EE. UU.?

Sí. El primer caso de COVID-19 en los Estados Unidos se notificó el 21 de enero del 2020. La cantidad actual de casos de COVID-19 en los Estados Unidos está disponible en la página web de los CDC en <https://www.cdc.gov/coronavirus/2019-ncov/cases-in-us.html>.

¿Cómo se propaga el COVID-19?

Es probable que el virus que causa el COVID-19 haya surgido de una fuente animal, pero ahora se está propagando de persona a persona. Se cree que el virus se propaga principalmente entre las personas que están en contacto cercano unas con otras (dentro de 6 pies de distancia), a través de las gotitas respiratorias que se producen cuando una persona infectada tose o estornuda. También podría ser posible que una persona contraiga el COVID-19 al tocar una superficie u objeto que tenga el virus y luego se toque la boca, la nariz o posiblemente los ojos, aunque no se cree que esta sea la principal forma en que se propaga el virus. Infórmese sobre lo que se sabe acerca de la propagación de los coronavirus de reciente aparición en <https://www.cdc.gov/coronavirus/2019-ncov/about/transmission-sp.html>.

¿Cuáles son los síntomas del COVID-19?

Los pacientes con COVID-19 han tenido enfermedad respiratoria de leve a grave con los siguientes síntomas:

- fiebre
- tos
- dificultad para respirar

¿Cuáles son las complicaciones graves provocadas por este virus?

Algunos pacientes presentan neumonía en ambos pulmones, insuficiencia de múltiples órganos y algunos han muerto.

¿Qué puedo hacer para ayudar a protegerme?

Las personas se pueden proteger de las enfermedades respiratorias tomando medidas preventivas cotidianas.

- Evite el contacto cercano con personas enfermas.
- Evite tocarse los ojos, la nariz y la boca con las manos sin lavar.
- Lávese frecuentemente las manos con agua y jabón por al menos 20 segundos. Use un desinfectante de manos que contenga al menos un 60 % de alcohol si no hay agua y jabón disponibles.

Si está enfermo, para prevenir la propagación de la enfermedad respiratoria a los demás, debería hacer lo siguiente:

- Quedarse en casa si está enfermo.
- Cubrirse la nariz y la boca con un pañuelo desechable al toser o estornudar y luego botarlo a la basura.
- Limpiar y desinfectar los objetos y las superficies que se tocan frecuentemente.

¿Qué debo hacer si he regresado recientemente de un viaje a un área con propagación en curso del COVID-19?

Si ha llegado de viaje proveniente de un área afectada, podrían indicarle que no salga de casa por hasta 2 semanas. Si presenta síntomas durante ese periodo (fiebre, tos, dificultad para respirar), consulte a un médico. Llame al consultorio de su proveedor de atención médica antes de ir y dígame sobre su viaje y sus síntomas. Ellos le darán instrucciones sobre cómo conseguir atención médica sin exponer a los demás a su enfermedad. Mientras esté enfermo, evite el contacto con otras personas, no salga y postergue cualquier viaje para reducir la posibilidad de propagar la enfermedad a los demás.

¿Hay alguna vacuna?

En la actualidad no existe una vacuna que proteja contra el COVID-19. La mejor manera de prevenir infecciones es tomar medidas preventivas cotidianas, como evitar el contacto cercano con personas enfermas y lavarse las manos con frecuencia.

¿Existe un tratamiento?

No hay un tratamiento antiviral específico para el COVID-19. Las personas con el COVID-19 pueden buscar atención médica para ayudar a aliviar los síntomas.



Coronavirus disease 2019 (COVID-19) and you

What is coronavirus disease 2019?

Coronavirus disease 2019 (COVID-19) is a respiratory illness that can spread from person to person. The virus that causes COVID-19 is a novel coronavirus that was first identified during an investigation into an outbreak in Wuhan, China.

Can I get COVID-19?

Yes. COVID-19 is spreading from person to person in parts of the world. Risk of infection from the virus that causes COVID-19 is higher for people who are close contacts of someone known to have COVID-19, for example healthcare workers, or household members. Other people at higher risk for infection are those who live in or have recently been in an area with ongoing spread of COVID-19.

Learn more about places with ongoing spread at <https://www.cdc.gov/coronavirus/2019-ncov/about/transmission.html#geographic>.

The current list of global locations with cases of COVID-19 is available on CDC's web page at <https://www.cdc.gov/coronavirus/2019-ncov/locations-confirmed-cases.html>.

How does COVID-19 spread?

The virus that causes COVID-19 probably emerged from an animal source, but is now spreading from person to person. The virus is thought to spread mainly between people who are in close contact with one another (within about 6 feet) through respiratory droplets produced when an infected person coughs or sneezes. It also may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the main way the virus spreads. Learn what is known about the spread of newly emerged coronaviruses at <https://www.cdc.gov/coronavirus/2019-ncov/about/transmission.html>.

What are the symptoms of COVID-19?

Patients with COVID-19 have had mild to severe respiratory illness with symptoms of:

- fever
- cough
- shortness of breath



What are severe complications from this virus?

Some patients have pneumonia in both lungs, multi-organ failure and in some cases death.

People can help protect themselves from respiratory illness with everyday preventive actions.

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Wash your hands often with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.

If you are sick, to keep from spreading respiratory illness to others, you should

- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces.

What should I do if I recently traveled from an area with ongoing spread of COVID-19?

If you have traveled from an affected area, there may be restrictions on your movements for up to 2 weeks. If you develop symptoms during that period (fever, cough, trouble breathing), seek medical advice. Call the office of your health care provider before you go, and tell them about your travel and your symptoms. They will give you instructions on how to get care without exposing other people to your illness. While sick, avoid contact with people, don't go out and delay any travel to reduce the possibility of spreading illness to others.

Is there a vaccine?

There is currently no vaccine to protect against COVID-19. The best way to prevent infection is to take everyday preventive actions, like avoiding close contact with people who are sick and washing your hands often.

Is there a treatment?

There is no specific antiviral treatment for COVID-19. People with COVID-19 can seek medical care to help relieve symptoms.

Interim Guidance for Implementing Safety Practices for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19

To ensure continuity of operations of essential functions, CDC advises that critical infrastructure workers may be permitted to continue work following potential exposure to COVID-19, provided they remain asymptomatic and additional precautions are implemented to protect them and the community.

A potential exposure means being a household contact or having close contact within 6 feet of an individual with confirmed or suspected COVID-19. The timeframe for having contact with an individual includes the period of time of 48 hours before the individual became symptomatic.

Critical Infrastructure workers who have had an exposure but remain asymptomatic should adhere to the following practices prior to and during their work shift:

- ▶ **Pre-Screen:** Employers should measure the employee's temperature and assess symptoms prior to them starting work. Ideally, temperature checks should happen before the individual enters the facility.
- ▶ **Regular Monitoring:** As long as the employee doesn't have a temperature or symptoms, they should self-monitor under the supervision of their employer's occupational health program.
- ▶ **Wear a Mask:** The employee should wear a face mask at all times while in the workplace for 14 days after last exposure. Employers can issue facemasks or can approve employees' supplied cloth face coverings in the event of shortages.
- ▶ **Social Distance:** The employee should maintain 6 feet and practice social distancing as work duties permit in the workplace.
- ▶ **Disinfect and Clean work spaces:** Clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment routinely.

If the employee becomes sick during the day, they should be sent home immediately. Surfaces in their workspace should be cleaned and disinfected. Information on persons who had contact with the ill employee during the time the employee had symptoms and 2 days prior to symptoms should be compiled. Others at the facility with close contact within 6 feet of the employee during this time would be considered exposed.

Employers should implement the recommendations in the Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 to help prevent and slow the spread of COVID-19 in the workplace. Additional information about identifying critical infrastructure during COVID-19 can be found on the DHS CISA website or the CDC's specific First Responder Guidance page.

INTERIM GUIDANCE

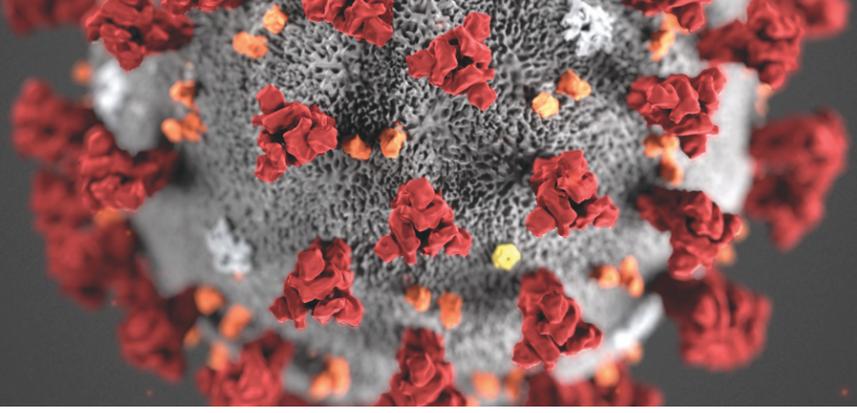
This interim guidance pertains to critical infrastructure workers, including personnel in 16 different sectors of work including:

- ▶ Federal, state, & local law enforcement
- ▶ 911 call center employees
- ▶ Fusion Center employees
- ▶ Hazardous material responders from government and the private sector
- ▶ Janitorial staff and other custodial staff
- ▶ Workers – including contracted vendors – in food and agriculture, critical manufacturing, informational technology, transportation, energy and government facilities

ADDITIONAL CONSIDERATIONS

- ▶ Employees should not share headsets or other objects that are near mouth or nose.
- ▶ Employers should increase the frequency of cleaning commonly touched surfaces.
- ▶ Employees and employers should consider pilot testing the use of face masks to ensure they do not interfere with work assignments.
- ▶ Employers should work with facility maintenance staff to increase air exchanges in room.
- ▶ Employees should physically distance when they take breaks together. Stagger breaks and don't congregate in the break room, and don't share food or utensils.





Diez Medidas que Todos los Lugares de Trabajo Pueden Tomar para Prevenir la Exposición al Coronavirus

Todos los lugares de trabajo pueden tomar las siguientes medidas para la prevención de infecciones y proteger a los trabajadores:

- 1** Alentar que los trabajadores permanezcan en sus hogares si están enfermos.
- 2** Alentar buenos hábitos respiratorios, incluyendo cubrirse la boca al toser y estornudar.
- 3** Proveer un lugar para lavarse las manos o toallitas de mano que contengan al menos un 60% de alcohol.
- 4** Limitar el acceso al lugar de trabajo sólo al personal esencial, de ser posible.
- 5** Establecer la flexibilidad para el lugar de trabajo (e.g., trabajos desde la casa) y el horario de trabajo (e.g., turnos de trabajo escalonados), en cuanto sea posible.
- 6** Desalentar que los trabajadores utilicen los teléfonos, escritorios, u otras herramientas y equipo de trabajo de sus compañeros de labores.
- 7** Limpiar y desinfectar con frecuencia las superficies, equipo y otros elementos del ambiente de trabajo.
- 8** Usar químicos de limpieza con etiquetas de desinfectantes aprobados por la Agencia de Protección Ambiental (EPA, por sus siglas en inglés).
- 9** Seguir las instrucciones del fabricante para el uso de todo producto de limpieza y desinfección.
- 10** Alentar que los trabajadores denuncien cualquier preocupación acerca de la seguridad y la salud en el trabajo.

Para más información, visite www.osha.gov/coronavirus o llame al 1-800-321-OSHA (6742).



Administración de
Seguridad y Salud
Ocupacional

www.osha.gov

1-800-321-OSHA (6742)
TTY 1-877-889-5627

Use of Cloth Face Coverings to Help Slow the Spread of COVID-19

How to Wear Cloth Face Coverings

Cloth face coverings should—

- fit snugly but comfortably against the side of the face
- be secured with ties or ear loops
- include multiple layers of fabric
- allow for breathing without restriction
- be able to be laundered and machine dried without damage or change to shape

CDC on Homemade Cloth Face Coverings

CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies), **especially** in areas of significant community-based transmission.

CDC also advises the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Cloth face coverings fashioned from household items or made at home from common materials at low cost can be used as an additional, voluntary public health measure.

Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the cloth face covering without assistance.

The cloth face coverings recommended are not surgical masks or N-95 respirators. Those are critical supplies that must continue to be reserved for healthcare workers and other medical first responders, as recommended by current CDC guidance.

Should cloth face coverings be washed or otherwise cleaned regularly? How regularly?

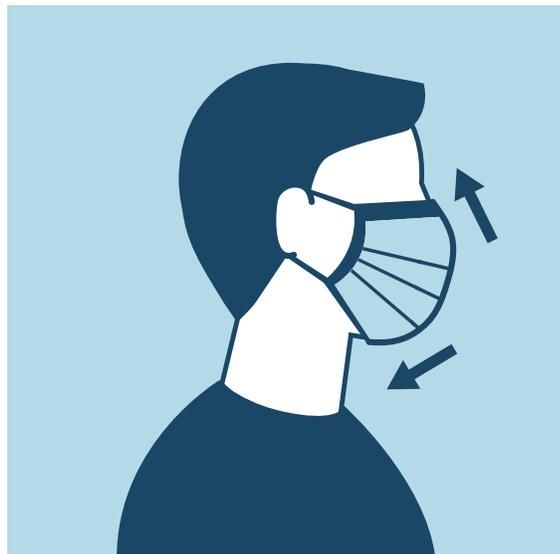
Yes. They should be routinely washed depending on the frequency of use.

How does one safely sterilize/clean a cloth face covering?

A washing machine should suffice in properly washing a cloth face covering.

How does one safely remove a used cloth face covering?

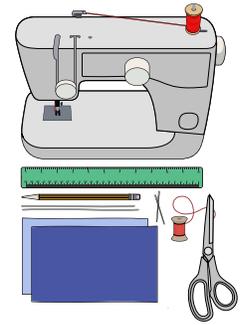
Individuals should be careful not to touch their eyes, nose, and mouth when removing their cloth face covering and wash hands immediately after removing.



Sewn Cloth Face Covering

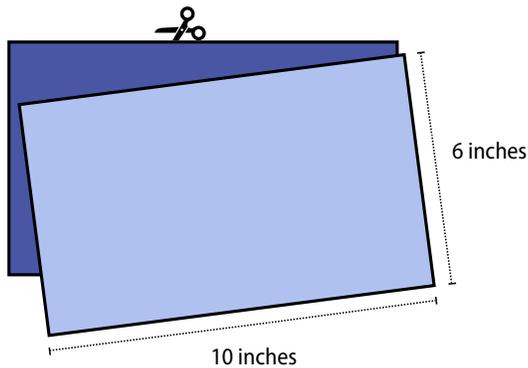
Materials

- Two 10"x6" rectangles of cotton fabric
- Two 6" pieces of elastic (or rubber bands, string, cloth strips, or hair ties)
- Needle and thread (or bobby pin)
- Scissors
- Sewing machine

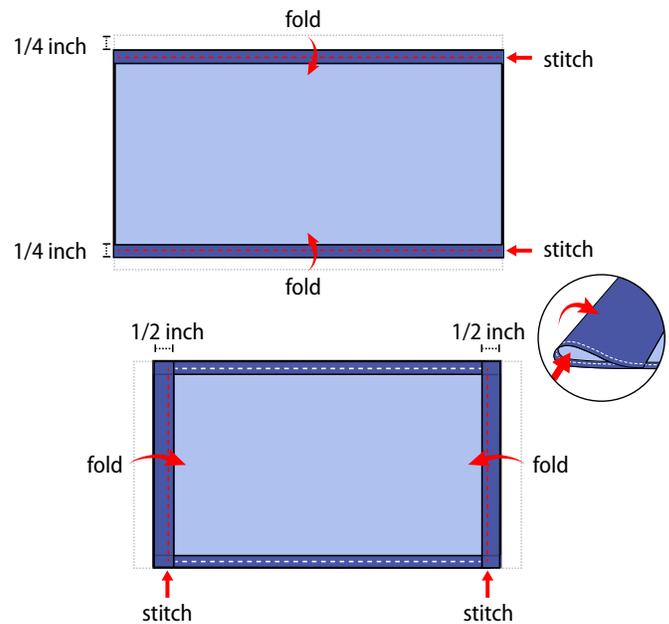


Tutorial

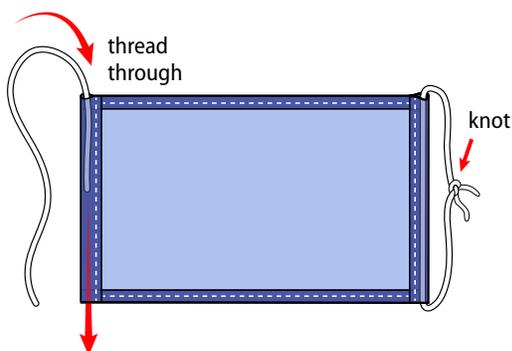
1. Cut out two 10-by-6-inch rectangles of cotton fabric. Use tightly woven cotton, such as quilting fabric or cotton sheets. T-shirt fabric will work in a pinch. Stack the two rectangles; you will sew the cloth face covering as if it was a single piece of fabric.



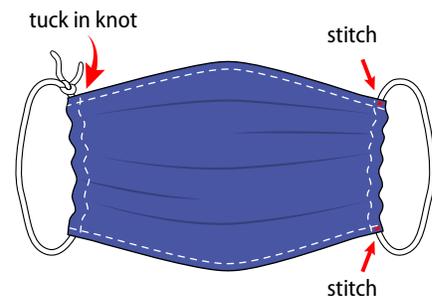
2. Fold over the long sides $\frac{1}{4}$ inch and hem. Then fold the double layer of fabric over $\frac{1}{2}$ inch along the short sides and stitch down.



3. Run a 6-inch length of $\frac{1}{8}$ -inch wide elastic through the wider hem on each side of the cloth face covering. These will be the ear loops. Use a large needle or a bobby pin to thread it through. Tie the ends tight. Don't have elastic? Use hair ties or elastic head bands. If you only have string, you can make the ties longer and tie the cloth face covering behind your head.



4. Gently pull on the elastic so that the knots are tucked inside the hem. Gather the sides of the cloth face covering on the elastic and adjust so the cloth face covering fits your face. Then securely stitch the elastic in place to keep it from slipping.

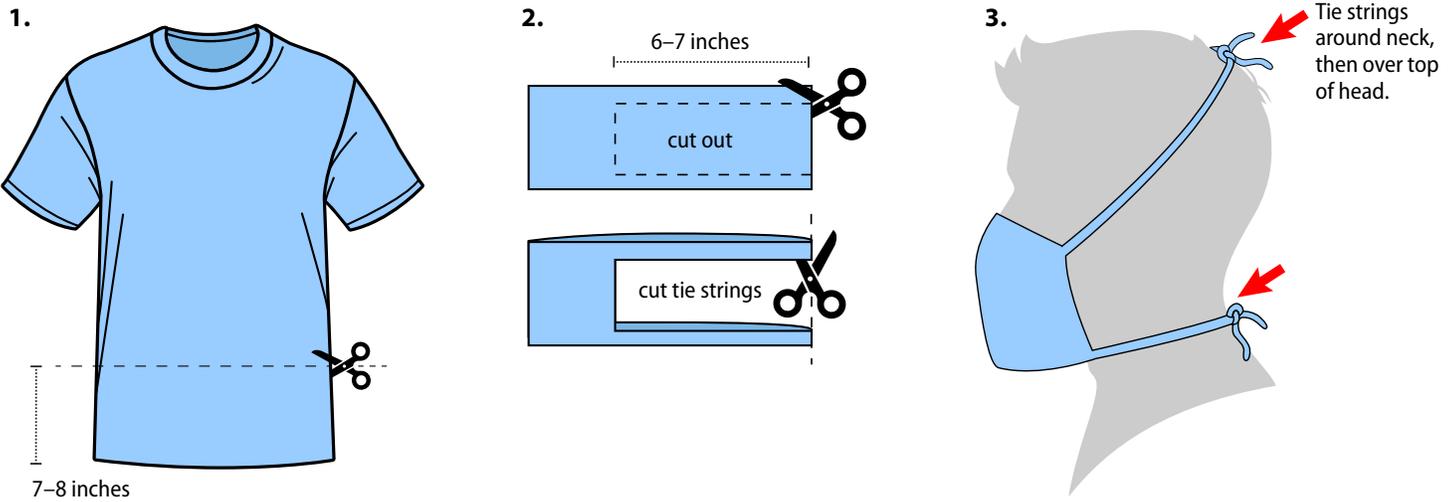


Quick Cut T-shirt Cloth Face Covering (no sew method)

Materials

- T-shirt
- Scissors

Tutorial



Bandana Cloth Face Covering (no sew method)

Materials

- Bandana (or square cotton cloth approximately 20"x20")
- Coffee filter
- Rubber bands (or hair ties)
- Scissors (if you are cutting your own cloth)

Tutorial

