

# COVID-19 Preparedness & Response Plan



Name of Business:

Industry:

Address:

Contact Information:

Owner/Manager of Business:

Human Resources Representative and Contact Information, if applicable:

Date(s) Plan Prepared and Updated:

## COVID-19 Workplace Coordinators

To ensure the business/entity complies with COVID-19 requirements, we will do the following:

- ☐ Designate one or more worksite coordinators on site at all times when employees are present to implement, monitor, and report on the COVID-19 control strategies.

*List names of designated COVID-19 worksite coordinators:*

## Physical Distancing

To ensure employees comply with physical distancing requirements, we will do the following:

- ☐ Ensure 6-foot distance between personnel, unless safety or core function of the work activity requires a shorter distance. Any time personnel are less than 6 feet apart from one another, personnel must wear acceptable face coverings.
- ☐ Post social distancing markers using tape or signs that denote 6 feet of spacing in commonly used and other applicable areas on the site (e.g. clock in/out stations, health screening stations).
- ☐ Limit in-person gatherings as much as possible and use tele- or video- conferencing whenever possible. Essential in-person gatherings (e.g. meetings) should be held in open, well-ventilated spaces with appropriate social distancing among participants.

- ☐ Establish designated areas for pick-ups and deliveries, limiting contact to the extent possible.

*List common situations that may not allow for 6 feet of distance between individuals. What measures will you implement to ensure the safety of your employees in such situations?*

*How you will manage engagement with customers and visitors?*

*How you will manage industry-specific physical social distancing (e.g., shift changes, lunch breaks)?*

## Screening, Exclusion and Notification

To ensure the business is able to exclude potentially infectious individual, we will do the following:

- ☐ Implement mandatory health screening assessment (e.g. questionnaire, temperature check) before employees begin work each day and for essential visitors, asking about:
- COVID-19 [symptoms](#) or positive test
  - Close contact with confirmed or suspected COVID-19 case

*What type of screening will you implement? Will the screening be done before workers arrive to work, or on site? If on site, what PPE will be required for the parties conducting the screening? Who will be responsible for performing the screenings, and how will those individuals be trained?*

☐ When an employee is identified with a confirmed case of COVID-19:

- Identify areas in the facility where the confirmed employee was known to have been and create an exposure footprint of the facility.
- Identify any co-workers, contractors, or suppliers who may have come into contact with the confirmed employee and create exposure footprints for where these persons may have been within your facility.

***If a worker tests positive for COVID-19, will you need to notify the local health department?***

***If a worker tests positive for COVID-19, how will you identify - and notify - close contacts? Close contacts are those individuals who were closer than 6 feet from the positive person for more than 15 minutes, with or without face coverings, during the potentially infectious period. The potentially infectious period starts 48 hours before symptoms start, or 48 hours before a test was taken for people who don't have symptoms.***

***If a worker tests positive for COVID-19, what are your response protocols, including sending employees home, temporary closures of all or part of the worksite to allow for deep cleaning, etc.?***

## Personal Protective Equipment (PPE)

To ensure employees are appropriately protected, we will do the following:

- ☐ Evaluate the appropriate PPE requirements based on your business and industry. Develop a plan to make PPE available for your workers.

***What type of PPE will you supply? What quantity of PPE will you need to ensure that you always have enough? How will you obtain and replenish these supplies?***

- ☐ Require face coverings to be worn when employees cannot consistently maintain six feet of separation from other individuals in the workplace. Consider face shields when employees cannot consistently maintain three feet of separation from other individuals in the workplace.

***How will you ensure workers are wearing appropriate face coverings at the appropriate times?***

- ☐ Any individual able to medically tolerate a face covering must wear a covering over their nose and mouth, such as a homemade mask, scarf, bandana, or handkerchief, when in any enclosed public space.

***How will you ensure customers or visitors wear face coverings?***

- ☐ Face coverings must be cleaned or replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded.

***How will you ensure that PPE is appropriately cleaned, stored, and/or discarded?***

## Hygiene and Cleaning

**To ensure employees comply with hygiene and cleaning requirements, we will do the following:**

- ☐ Post signage throughout the site to remind personnel to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.
- ☐ Provide and maintain hand hygiene stations, including handwashing with soap, water, and paper towels, or an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible.

***Where will hand hygiene products or stations be located? How will you promote good hand hygiene?***

- ☐ Conduct regular cleaning and disinfection at least after every shift, daily, or more frequently as needed. Frequently clean and disinfect shared objects (e.g. tools, machinery) and high touch surfaces, such as door handles/push bars, light switches, credit card machines, copiers, restrooms, and common areas.

*How will you ensure regular cleaning and disinfection of your worksite and any shared objects or materials, using [products identified as effective against COVID-19](#)? If you use a cleaning log, who will be responsible for maintaining the log that documents date, time, and scope of cleaning?*

- ☐ Limit the sharing of objects and discourage touching of shared surfaces. Ensure surfaces are cleaned and disinfected between uses. Or, sanitize or wash hands before and after contact.

*List common objects that are likely to be shared between employees. What measures will you use to ensure the safety of your employees when using these objects?*

- ☐ Have a plan for cleaning and disinfection in the event of a COVID-19 positive case.

*In the case of an employee or visitor testing positive for COVID-19, how will you clean the contaminated areas? What [products identified as effective against COVID-19](#) will you use, and how will you acquire them?*

*Will areas need to be closed for a period of time to facilitate cleaning? How will this impact other areas of your business?*

SERVPRO of Elk Grove can provide your business with a readiness plan to perform preemptive cleaning and disinfecting, as well as a COVID-19 exposure response plan in the event someone within your property is confirmed positive. Our comprehensive cleaning and disinfecting services are available 24/7/365.

Contact us at 847-593-3055 for more information and free response planning.

## Policies & Training

To ensure employees are aware of COVID-19 safety measures in place at our facility, we will do the following:

- ☐ Provide COVID-19 training to employees that covers, at a minimum:
  - Workplace infection-control practices.
  - The proper use of personal protective equipment.
  - Steps the employee must take to notify the business or operation of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.
  - How to report unsafe working conditions.

*How will you conduct this training? Who will provide the training? How will you document the training?*

- ☐ Restrict business-related travel for employees to essential travel only.
- ☐ Place posters in the languages common in the employee population that encourage staying home when sick, cough and sneeze etiquette, and proper hand hygiene practices.
- ☐ Encourage employees to use personal protective equipment and hand sanitizer on public transportation.
- ☐ Promote remote work to the fullest extent possible.
- ☐ Adopt any additional infection-control measures that are reasonable in light of the work performed at the worksite and the rate of infection in the surrounding community.

## RESOURCES

- ☐ As guidelines and requirements are frequently updated, stay current on local, state, and federal guidance issued in response to COVID-19. Guidance and requirements are being continually developed. For the most up-to-date guidance on COVID-19, visit [cdc.gov/COVID19](https://www.cdc.gov/COVID19)

For preemptive cleaning and disinfecting, or in the event of COVID-19 exposure in your facility, call SERVPRO of Elk Grove at 847-593-3055. We are ready and available 24/7/365!



Fire & Water - Cleanup & Restoration™

**SERVPRO of Elk Grove/E. Schaumburg/Itasca/Roselle/  
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## OTHER

Please use this space to provide additional details about your COVID-19 Preparedness and Response plan, including anything to address specific industry guidance.