



DEVELOP AN INFECTIOUS DISEASE PREPAREDNESS AND RESPONSE PLAN

Follow CDC's Three Golden Rules of spread prevention: 1) Wash your hands frequently, 2) Maintain social distancing, and 3) Wear masks when in the presence of others.

1. STAY INFORMED

- Ensure compliance with City, County and State orders.
- Visit uschamber.com to view your State's current reopening phase(s)
- CDC
- OSHA and State OSHA sites
- American Industrial Hygiene association (AIHA) sponsored site sharing reopening guidelines for a multitude of business sectors: <https://www.backtoworksafely.org/>

2. DEVELOP HEALTH SCREENING MEASURES

- Encourage self-screening and to stay at home when exhibiting symptoms.
- Create a self-screening survey form for self-checks.
- Screen employees for signs/symptoms at the start of each shift. Must follow CDC guidelines.
- Consider health screening throughout shift.

3. DEVELOP PROCEDURES FOR WHEN EMPLOYEE(S) BECOME SICK

- Isolate anyone with symptoms (fever, cough, or shortness of breath)
- Ensure safe transportation home or healthcare facility.
- Close off exposed areas for 24 hours and follow CDC Cleaning guidelines to deep clean areas suspected of COVID-19 exposure from persons showing signs/symptoms.
- Notify local health officials, staff and customers, if possible. Make sure to protect confidentiality.
- Inform those who have had close contact to a person diagnosed with COVID-19 to stay home and self-monitor for symptoms and follow CDC Guidelines <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>, if symptoms develop.
- Implement flexible sick leave policies and practices.

4. MITIGATE EXPOSURES

- Encourage staff to work from home, when feasible.
- Create staggering work shifts, to limit the numbers of staff working together. (Check with Unions)
- Ensure minimum 6-foot social distancing are maintained for all staff, visitors, vendors, clients, etc.
- Install screens/barriers when 6-foot social distancing is not feasible.
- Close gathering areas such as break/lunchrooms. When not feasible, remove chair and tables to limit gathering.
- Consider the installation of barriers, such as sneeze guards or other partitions.
- Cancel all in-person meetings and replace with virtual meetings.
- Limit any sharing of equipment, tools, or supplies.
- Install hand sanitizers in common areas.
- Encourage hand washing regularly

5. REQUIRE PPEs AND PROVIDE HYGIENE SUPPLIES

- Stock up on PPEs or COVID uniform items (gloves, face masks, face shields, tissues and hand sanitizers)
- Encourage visitors/vendors to bring their own masks.
- Provide COVID uniform items for staff and visitors, if needed.



- Require all staff and visitors/vendors to wear face coverings, unless they work in isolation or are physically unable.

6. COMMUNICATE

- Inform all staff of any changes to operations and steps being taken to ensure their health and safety.
- Inform visitors/clients about any changes in your delivery of services/products through email, website and posting signage within and at the entrance to your business.
- Collect policies from vendors and visitors on mitigation steps they are taking prior, during and after visits.
- Educate vendors on any changes to operations and steps that will be necessary for them to adapt to these changes.
- Place posters throughout the workspace encouraging social distancing, frequent hand washing, proper coughing & sneezing techniques.

7. EDUCATE, MODEL & CHECK-IN WITH STAFF

- All leadership should model proper etiquette, including staying home when ill or revealing signs/symptoms and donning appropriate COVID uniform items.
- Closely monitor staff and check-in with them over the course of re-opening and throughout these novel times.
- Create formal and informal means to collect feedback for improvements/needs, etc.

8. CLEANING/SANITIZATION

- Frequently sanitize high-touch areas (restrooms, counters, doorknobs, handrails, elevator buttons, etc.).
- Allow sufficient times between shifts for adequate cleaning/sanitization
- Maintain MSDS sheets for all chemicals used in cleaning.

9. LIMIT ENTRY POINTS

- How do you access the building?
 - i. Can you limit entrance to one checkpoint, for screening purposes?
 - ii. How are deliveries being received into your organization?
 1. Reception
 2. Loading Dock
 3. Curbside
 4. Etc.
 - iii. Elevator Controls
 1. Is there a car limit per elevator car?
 2. Limit floors with access to elevator? First three floors use stairs, unless physically unable.
 3. Create separate elevator cars for certain floors?
 4. Create different entry and exit times?
 - a. Floors 1-10, entry from 8-8:30am
 - b. Floors 11-20, entry from 8:30a – 9a
 - c. Floors 21-30, entry from 9a-9:30a
 - d. Floors 31-40, entry from 9:30a-10a
 - e. Open time frame for all?
 - f. Etc.

10. LIMIT TRAVEL AND MODIFY COMMUTING PRACTICES

- Cancel all non-essential travel and develop written policies.
- Encourage employees to limit use of public transportation and to work from home, if feasible.