COVID-19 Preparedness and Response Plan

General

The following COVID-19 preparedness and response plan has been established for Practice Name in accordance with Emergency Rules for Coronavirus disease (COVID-19). The purpose of this plan is to minimize or eliminate employee exposure to SARS-CoV-2, the virus that causes the disease COVID-19.

The Emergency Rules have general safeguards applicable for all workplaces and specific safeguards for certain industries. The Safety Compliance Coordinator has read these emergency rules carefully, developed the safeguards appropriate to practice name based on its type of business or operation, and has incorporated those safeguards into this COVID-19 preparedness and response plan.

Practice name has designated the Safety Compliance Coordinator to implement, monitor, and report on the COVID-19 control strategies developed in this plan. The Safety Compliance Coordinator will be available during working hours.

The plan will be made readily available to our employees.

Exposure Determination

Practice Name has evaluated routine and reasonably anticipated tasks and procedures for all employees to determine whether there is actual or reasonably anticipated employee exposure to SARS-CoV-2. The Safety Compliance Coordinator is responsible for the exposure determination.

Practice name has determined that its employees fall into low exposure, medium exposure and high-risk categories depending on their job function, as defined by the OSHA Guidance on Preparing Workplaces for COVID-19:

- **Lower Exposure Risk Jobs**. These jobs do not require contact with known or suspected cases of COVID-19, nor frequent close contact (within six feet) with the general public. Workers in this category have minimal occupational contact with the public and other co-workers. Examples are small offices, (less than 10 employees).

- **Medium Exposure Risk Jobs**. These jobs require frequent or close contact (within six feet) with people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients.
- **High Exposure Risk Jobs.** These jobs are those with high potential for exposure to known or suspected sources of people who may be infected with SARS-CoV-2. Examples are healthcare workers (e.g., dentists, physicians, nurses, paramedics) performing aerosol generating procedures on known or suspected COVID-19 patients.

Practice name has categorized its jobs as follows:

NOTE: Some jobs may have more than one type of exposure risk depending on the task or qualifying factors.

Job/Task	Exposure Risk Determination (Lower, Medium, High)	Qualifying Factors (Ex. No Public Contact, Public Contact)

Engineering Controls

Practice Name has implemented engineering controls to minimize or eliminate employee exposure to SARS-CoV-2. Engineering controls involve isolating employees from work-related hazards using ventilation and other engineered solutions. In workplaces where they are appropriate, these types of controls reduce exposure to hazards without relying on worker behavior and can be the most cost-effective solution to implement.

For lower exposure risk jobs, new engineering controls are not required. For medium exposure risk jobs, engineering controls can include:

- Installing physical barriers (such as clear plastic sneeze guards) between co-workers or between workers and customers.

- Increasing the amount of ventilation in the building.

- Increasing the amount of fresh outdoor air that is introduced into the building.

The Safety Compliance Coordinator will be responsible for seeing that the correct engineering controls are chosen, installed, maintained for effectiveness, and serviced when necessary.

The following engineering controls have been implemented:

Job/Task	Engineering Control

For high risk jobs, engineering controls can include:
- Ensuring appropriate air-handling systems are installed and maintained in healthcare facilities. See "Guidelines for Environmental Infection Control in Healthcare Facilities" for more recommendations on air handling systems at: www. cdc.gov/mmwr/preview/mmwrhtml/rr5210a1.ht
- Ensuring the use of proper PPE by workers.

Job/Task	Engineering Control

Administrative Controls

Administrative controls are workplace policies, procedures, and practices that minimize or eliminate employee exposure to the hazard. The Safety Compliance Coordinator will be responsible for seeing that the correct administrative controls are chosen, implemented, and maintained for effectiveness.

The following administrative controls have been established for **Practice name:**

(Choose the controls below that are feasible for your workplace. Delete the controls that are not feasible or applicable. Add additional rows for other feasible administrative controls that will be implemented. In the first column, indicate which jobs or tasks will use each administrative control.)

Job/Task	Administrative Control (For Example, Workplace Distancing, Remote Work, Notifying Customers)
All employees	Maintain at least six feet from everyone on the worksite.
	Use ground markings, signs, and physical barriers to prompt employees to remain six feet from others.
	Promote remote work (tele-commuting) to the fullest extent possible.
	Promote flexible work hours (staggered shifts) to minimize the number of employees in the facility at one time.
	Establish alternating days or extra shifts to reduce the total number of employees in the facility at a given time.
	Restrict face-to-face meetings. Communicate with others through phone, email, teleconferencing, and web conferencing.

	Restrict the number of patients in the establishment at any given time.
	Minimize the sharing items.
	Provide employees with non-medical grade face coverings (cloth face coverings) when not providing direct patient care.
	Require employees to wear cloth face coverings when not providing direct patent care or when they cannot consistently maintain six feet of separation from other individuals in the workplace.
	Require patients to wear cloth face coverings.
	Keep patients informed about symptoms of COVID-19 and ask sick customers to stay at home until healthy again.
	Provide patients with tissues and no-touch trash receptacles.
	Post signs in the work area advising on cough etiquette.
	Encourage proper cough and sneeze etiquette by employees, including covering coughs and sneezes and coughing and sneezing in one's elbows rather than hands.
	Ensure that sick leave policies are flexible and consistent with public health guidance, so employees do not go to work sick.
	Do not require a healthcare provider's note for employees who are sick with acute respiratory illness to validate their illness.
	Maintain flexible policies that permit employees to stay home to care for a sick family member.
	Set up treatment rooms so that only clean or sterile supplies/instruments needed are readily accessible.
	Avoid aerosol generating procedures whenever possible.

Hand Hygiene

The Safety Compliance Coordinator will be responsible for seeing that adequate handwashing facilities are available in the workplace and that regular handwashing is required. Frequency of such handwashing will be determined in part by factors such as when and how often the employees' hands are potentially exposed to SARS-CoV-2.

When handwashing facilities are not available, practice name shall provide employees with antiseptic hand sanitizers or towelettes. **Practice name** will provide time for employees to wash hands frequently and to use hand sanitizer.

Practice name shall promote frequent and thorough hand washing, including by providing employees and patients with a place to wash their hands. If soap and running water are not immediately available, provide antiseptic hand sanitizers or alcohol-based hand towelettes containing at least 60 percent alcohol.

Disinfection of Environmental Surfaces

Practice name will ensure that environmental cleaning and disinfection procedures are followed consistently and correctly after each patient. **Practice name** will provide EPA registered intermediate disinfectants which are appropriate for SARS-CoV-2.

The Safety Compliance Coordinator will be responsible for seeing that environmental surfaces in the workplace are cleaned and disinfected. Frequency of such disinfection will be determined in part by factors such as when and how often the environmental surfaces are potentially exposed to SARS-CoV-2. When choosing cleaning chemicals, only approved disinfectants labels with claims against SARS-CoV-2 will be used. The manufacturer's instructions for use of all cleaning and disinfection products will be strictly adhered to.

The following is a list of environmental surfaces, methods used to disinfect, and the frequency of such disinfection:

Surface	Method/Disinfectant Used	Schedule/Frequency

Practice name will perform enhanced cleaning and disinfection after persons confirmed to have COVID-19 have been in a work area. In the interim, that work area will be temporarily closed, and employees will be sent home or relocated.

Personal Protective Equipment

Practice Name will provide employees with the types of personal protective equipment, including respirators if necessary, for protection from SARS-CoV-2 appropriate to the exposure risk associated with the job. The employer must follow current CDC and OSHA guidance for personal protective equipment.

PPE shall be:

- Selected based upon the hazard to the worker.

- Properly fitted and periodically refitted as applicable.

- Consistently and properly worn.

- Regularly inspected, maintained, and replaced, as necessary.

- Properly removed, cleaned, and stored or disposed of, as applicable, to avoid contamination of self, others, or the environment.

Practice name will continue to adhere to standard precautions. Workers should wear a surgical mask, eye protection (goggles or a face shield that covers the front and sides of a face), a gown or protective clothing and gloves during procedures likely to generate splashing or spattering of blood or other body fluids. During aerosol generating procedures, workers should wear an N95 respirator or a respirator that offers an equivalent or higher level of protection.

The following type(s) of PPE have been selected for use:

Job/Task	PPE

Health Survelliance

As workers enter the place of employment at the start of each work shift, **Practice name** will have employees self-screen for COVID-19. **Practice name** will have employees complete a questionnaire covering the signs and symptoms of COVID-19 and their exposure to people with suspected or confirmed COVID-19. When obtainable, a no-touch thermometer will be used for temperature screening of employees. **Practice name** will similarly screen contractors, suppliers, and any other individuals entering the worksite.

Employees have been directed to promptly report any signs and symptoms of COVID-19 to the Safety Compliance Coordinator before and during the work shift. **Practice name** has provided employees with instructions for how to make such a report to the employer.

Practice name will physically isolate any employees with known or suspected COVID-19 from the remainder of the workforce, using measures such as, but are not limited to:

- Not allowing known or suspected cases to report to or remain at their work location.

- Sending known or suspected cases to a location (for example, home) where they will self-isolate.

Practice name will not discharge, discipline, or otherwise retaliate against employees who stay at home or who leave work when they are at particular risk of infecting others with COVID-19.

When an employee is identified with a confirmed case of COVID-19, the Safety Compliance Coordinator will notify the local public health department immediately, and any co-workers, contractors, or suppliers who may have come into contact with the person who is the confirmed case of COVID-19, within 24 hours. When notifying co-workers, contractors, and suppliers, practice name will not reveal the name or identity of the confirmed case.

Practice name will allow employees with a confirmed or suspected case of COVID-19 to return to the workplace only after they are no longer infectious according to the latest guidelines from the CDC.

Training

The Safety Compliance Coordinator shall coordinate SARS-CoV-2 training and ensure compliance with all training requirements.

Practice name will train workers on, 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.

The Safety Compliance Coordinator shall create a record of the training. Records should include the name of the employee(s) trained and the date of the training.

Record Keeping

Practice name will maintain records of the following:

- Training. The employer shall maintain a record of all COVID-19 employee training.

- Screening protocols. The employer shall maintain a record of screening for each employee or visitor entering the workplace.

- Follow-up. When an employee is identified with a confirmed case of COVID-19, record when the local public health department was notified, as well as any co-workers, contractors, or suppliers who may have come into contact with the person who was the confirmed case of COVID-19.