

Infectious Respiratory Disease Preparedness and Response Plan

Organization Name: _____

This plan is designed to be implemented in the event of a health crisis situation involving respiratory disease. This plan will expire upon conclusion of the crisis situation, as determined by the management of this organization and in accordance with guidance from local, state, and federal health officials.

This goal of this organization is to protect its workforce by enacting appropriate prevention efforts. The organization is continually monitoring guidance from local, state, and federal health officials as well as implementing workplace and plan modifications where appropriate.

Employees with questions are encouraged to contact their manager. The Compliance Training Partners website (www.compliancetrainingpartners.com) contains the latest guidance regarding infectious disease response and should be consulted by all managers and employees.

Prevention Efforts and Workplace Controls

Cleanliness and Social Distancing

Employees who can perform their essential duties remotely may be permitted to work from home in accordance with approved telework arrangements.

Critical workers performing necessary work are directed to report on-site. For such workers, the organization abides by the recommended social distancing and other safety measures and establishes the following:

- Employees are screened at the beginning of their work shift which includes temperature check and completion of a respiratory protection disease questionnaire.
- Large gatherings are minimized whenever possible. Staff meetings are postponed, canceled, or held via virtual technology.
- Employees are encouraged to maintain physical distance when on break, before working hours, and after working hours.
- Employees are required to maintain physical distance when reporting to work, clocking in, leaving work, and clocking out.
- Employees' workstations are to be no closer than six feet apart.
- The organization may utilize flexible work hours wherever possible to limit the number of employees simultaneously working on-site.
- Employees' interactions with the general public are modified to allow for additional physical space between parties.
- Non-essential travel is discouraged.

The organization provides employees with all necessary personal protective equipment.

In addition, the organization has instituted the following measures:

- Increasing the ventilation rates and circulation throughout work sites where ever possible.
- Performing routine environmental cleaning and disinfection, especially in common areas.
- Providing hand sanitizer in high-traffic areas.

Employees are expected to minimize potential disease exposure by:

- Cleaning workstations at the beginning and end of each shift.
- Avoiding, when possible, the use of other employees' phones, desks, offices, or other work tools and equipment.
- Frequently washing hands with soap and water for at least 20 seconds.
- Utilizing hand sanitizer when soap and water are not available.
- Avoiding touching their faces with unwashed hands.
- Avoiding handshakes or other physical contact.
- Avoiding close contact with sick people.
- Practicing respiratory etiquette, including covering coughs and sneezes.
- Immediately reporting unsafe or unsanitary conditions.
- Complying with the organization's daily screening processes.
- Seeking medical attention if experiencing respiratory infectious disease symptoms.
- Following medical advice after seeking medical attention or if experiencing respiratory infections disease symptoms.
- Complying with self-isolation or quarantine orders.

Supplemental Measures Upon Notification of Employee's Respiratory Infectious Disease Diagnosis and/or Symptoms

An employee with a respiratory infectious disease diagnosis or who displays symptoms consistent with respiratory infectious disease must be immediately leave the worksite.

In response to a confirmed diagnosis or display of respiratory infectious disease symptoms, the organization:

- Informs all employees who worked near the diagnosed or symptomatic employee of a potential exposure.
- Keeps confidential the identity of the diagnosed or symptomatic employee.
- Conducts deep cleaning of the diagnosed or symptomatic employee's workstation, as well as those common areas potentially infected by the employee.
- Follows Centers for Disease Control and Prevention (CDC) protocols for guidance for Risk Assessment and Work Restrictions for Healthcare Personnel with Potential Exposure

Employees Self-Monitoring and Screening

Respiratory infectious disease symptoms include fever, cough, shortness of breath, sore throat, new loss of smell or taste, or gastrointestinal problems (e.g., nausea, diarrhea, and vomiting). Employees should not report to work to prevent the spread of respiratory infectious disease and reduce the potential risk of exposure if they:

- Display respiratory infectious disease symptoms.
- Have had close contact with or live with any person having a confirmed respiratory infectious disease diagnosis in the last 14 days.
- Have had close contact with or live with any person displaying respiratory infectious disease symptoms in the last 14 days.
- Have a temperature that is above 100 degrees Fahrenheit.

Note: Employees whose temperature is above 100 degrees Fahrenheit may only resume in-person work upon meeting all return-to-work requirements as outlined by the Centers for Disease Control and Prevention guidance.

Employees displaying respiratory infectious disease are asked to leave the workplace regardless of whether or not the symptoms are accompanied by a formal respiratory infectious disease diagnosis.

Personal Protective Equipment (PPE)

In the event of a respiratory disease crisis, proper use of the appropriate PPE is essential.

The appropriate PPE includes protective clothing, safety eyewear, masks, respirators, and gloves.

The *Centers for Disease and Prevention* guidelines on appropriate PPE use, selection, maintenance, and disposal are available for review at:

www.compliancetrainingpartners.com.