

Organization Name: _____

Safety Compliance Coordinator Name (SCC): _____

This plan is designed to supplement the OSHA compliance program for this facility and is based upon hazard assessment for the transmission of COVID-19. A hazard assessment of our workplace has determined that our community is still experiencing some level of COVID-19 transmission, though it has decreased and is trending downward. This assessment has determined that our greatest vulnerability comes from patients that enter our office and, unknown to us, have COVID-19. If they then have aerosol generating procedures performed, our staff is at risk. It has also determined that the surfaces they might touch may also present a potential (but less likely) source of disease transmission. The information outlined below is a direct result of this hazard assessment and outlines best practices for prevention of COVID-19 in this facility.

The goal of this organization is to protect its workforce by enacting appropriate prevention guidelines that **must be followed** by all employees. These guidelines are designed for a facility, such as ours, in which all patients, employees and others are screened before entering the facility, and that those with confirmed or suspected COVID-19 are not allowed to enter.

The following protocols will be followed by all employees:

- Screening everyone for symptoms of COVID-19 before they enter this facility.
- Not allowing any employee, patient, or other individual to enter the facility if they are known to have COVID-19, display symptoms of it, or are suspect based upon the screening performed.
- Complying with our organization's daily self-screening process for employees.
- Cleaning and sanitizing all workstations at the end of each shift.
- Avoiding, when possible, the use of other employees' phones, desks, offices, or other work equipment.
- As recommended by the CDC, wearing of masks or cloth face coverings by employees, at all times (other than when eating), while in the office.
- Cloth face coverings may not be used when providing direct patient care. When direct patient care is being provided, surgical facemasks must be utilized.
- Performing hand hygiene at the beginning of the work shift, between patients, before and after gloving, whenever hands are visibly contaminated and after touching potentially contaminated surfaces.
- Wearing of PPE, as provided.
- Practicing respiratory etiquette, including covering the mouth and nose during coughing/sneezing.
- Immediately reporting unsafe or unsanitary conditions.
- Following the work restriction guidelines of this office by not coming to work if experiencing symptoms of COVID-19 or other respiratory disease.
- Seeking medical attention if experiencing symptoms of COVID-19 or other respiratory disease.
- Following all medical advice given including complying with self-isolation or quarantine orders.

Employees with questions are encouraged to contact the Safety Compliance Coordinator (listed above). In addition, the Peninsula Health website (www.peninsulahealth.co) contains the latest guidance regarding COVID-19 and may be consulted by all managers and employees.