



COVID-19 Hazard Assessment and Safety Plan

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 COVID-19 transmission. 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.
- Following the most current CDC guidance and OSHA regulations for PPE use during the pandemic period.

- 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 Compliance Training Partners website (www.compliancetrainingpartners.com) contains the latest guidance regarding COVID-19 and may be consulted by all managers and employees.