

COVID-19 Preparedness Plan for [Company name]

[Company name] is committed to providing a safe and healthy workplace for all our workers. To ensure we have as safe and healthy workplace, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Managers and workers are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among our workers and management. Only through this cooperative effort can we establish and maintain the safety and health of our workers and workplaces.

Management and workers are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. [Company name] managers and supervisors have our full support in enforcing the provisions of this policy.

Our workers are our most important assets. We are serious about safety and health and keeping our workers working at [Company name]. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. Our COVID-19 Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Wisconsin Department of Health Services guidelines, and federal OSHA standards related to COVID-19, and addresses:

- hygiene and respiratory etiquette;
- engineering and administrative controls for social distancing;
- cleaning, disinfecting, decontamination and ventilation;
- prompt identification and isolation of sick persons;
- communications and training that will be provided to managers and workers; and
- management and supervision necessary to ensure effective implementation of the plan.

Screening and policies for employees exhibiting signs and symptoms of COVID-19

Workers have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess workers' health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms:

- Workers should take their temperature at home each morning and should stay home if they have a fever greater than 100.4 F
- Workers should stay at home or immediately go home if they are experiencing or recently experienced symptoms such as cough, shortness of breath, or difficulty breathing
- Workers should immediately notify [Company COVID-19 Contact] if they experience symptoms or have a fever greater than 100.4 F
- Workers should immediately contact their healthcare provider if they experience symptoms or have a fever greater than 100.4 F and follow all instructions from their provider

In addition, a policy has been implemented to protect the privacy of workers' health status and health information. **[Company name]** has designated **[Company COVID-19 Contact]** as its COVID-19 contact. He/she can be reached at **[phone]** or **[email]** and has been instructed to maintain any health information, including information related to COVID-19, in conformance with applicable law. Similarly, any documents with health information will be kept in confidence as required by applicable law.

If workers are unable to work as a result of COVID-19, sick leave may be available and they should contact **[Company COVID-19 Contact]** for further information.

Handwashing

Basic infection prevention measures are being implemented at our workplaces at all times. Workers are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes and after using the toilet. All visitors to the workplace will be required to wash or sanitize their hands prior to or immediately upon entering the facility. Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) are at entrances and locations in the workplace so they can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

Respiratory etiquette: Cover your cough or sneeze

Workers and visitors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in provided trash receptacles and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all workers, customers and visitors.

Social distancing

Social distancing of six feet will be implemented and maintained between workers and visitors in the workplace through the following controls:

- Workers will be encouraged to telework, when possible
- Workers and visitors will not shake hands
- Communal restrooms will be limited to one person at a time
- Workstations will be placed at increased distances if required to maintain social distancing of six feet
- Workers and visitors will receive verbal warnings if they are congregating in one area or not maintaining proper social distancing
- Removal of all communal food offerings, such as coffee, candy, etc.
- Workers will be encouraged to stagger lunch breaks if necessary
- Workers will not be allowed to carpool with non-household members
- Phones, pens, computer equipment, desks, cubicles, workstations, offices, or other personal work tools will not be shared, where possible. If sharing is necessary, the item will be cleaned and

disinfected between uses

- If six feet of social distancing is impossible for a specific task, those involved will wear face-coverings and be in close contact for no longer than is absolutely necessary

Cleaning, disinfection, and ventilation

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, and areas in the work environment, including restrooms, break rooms, lunch rooms, meeting rooms, checkout stations, fitting rooms, and drop-off and pick-up locations. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, credit card readers, delivery equipment, etc.

Appropriate and effective cleaning and disinfectant supplies have been purchased and are available for use in accordance with product labels, safety data sheets and manufacturer specifications and are being used with required personal protective equipment for the product, if needed. The maximum amount of fresh air is being brought into the workplace, air recirculation is being limited and ventilation systems are being properly used and maintained.

Communications and training

A copy of this COVID-19 Preparedness Plan is being provided to all workers at **[Company name]** and a copy will be available at the front desk. We encourage all workers to contact **[Company COVID-19 Contact]** if he or she has concerns or comments regarding our COVID-19 recovery plan. Workers should also contact **[Company COVID-19 Contact]** if they have specialized concerns related to COVID-19, such as personal or household health issues that are particularly affected by COVID-19

Upon entry, workers and visitors will be advised not to enter the workplace if they are experiencing symptoms or have contracted COVID-19. Managers and supervisors are to monitor how effective the program has been implemented by discussing it with their team members on a regular basis. Management and workers are to work through this new program together and update the training as necessary.

[Insert Name of Company Leader and Company COVID-19 Contact Information]

Appendix A – Additional Guidance for COVID-19

General

Centers for Disease Control and Prevention (CDC): Coronavirus (COVID-19) – www.cdc.gov/coronavirus/2019-nCoV

Businesses

CDC: Resources for businesses and employers – www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html

CDC: General business frequently asked questions – www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html

CDC: Building/business ventilation – www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

Federal OSHA – www.osha.gov

Handwashing

MDH: Handwashing video translated into multiple languages – www.youtube.com/watch?v=LdQuPGVcceg

Respiratory etiquette: Cover your cough or sneeze

CDC: www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html

CDC: www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html

Social distancing

CDC: www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

Housekeeping

CDC: www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html

CDC: www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html

CDC: www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html

Environmental Protection Agency (EPA): www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2

Employees exhibiting signs and symptoms of COVID-19

CDC: www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html

Training

CDC: www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html

Federal OSHA: www.osha.gov/Publications/OSHA3990.pdf