



COVID-19 Response Guide

Coronavirus Disease 2019 (COVID-19) is a respiratory disease caused by the SARS-CoV-2 virus. The Occupational Safety and Health Administration (OSHA) has issued guidance based on traditional infection prevention and industrial hygiene practices as well as integrating existing standards and regulations pertinent to COVID-19 transmission but recognizes that State Governments and State and County Health Departments have implemented requirements and controls that are outside of OSHA's jurisdiction. It is important that employers are knowledgeable about COVID requirements at their local level.

This COVID Response Guidance Document is intended to assist employers to help identify risk levels in workplace settings and to determine any appropriate control measures to implement.

For most employers, protecting workers will depend on emphasizing basic infection prevention measures. As appropriate, all employers should increase housekeeping and hygiene practices and implement infection control practices, including:

- Promote frequent and thorough hand washing, including by providing workers, customers, and worksite visitors with a place to wash their hands. If soap and running water are not immediately available, provide alcohol-based hand rubs containing at least 60% alcohol.
- Encourage workers to stay home if they are sick.
- Encourage respiratory etiquette, including covering coughs and sneezes.
- Provide customers and the public with tissues and trash receptacles.
- Explore alternative work policies and practices, such as flexible worksites (e.g., telecommuting) and flexible work hours (e.g., staggered shifts), to increase the physical distance among employees and between employees.
- Discourage employees from using other employees' phones, desks, offices, or other work tools and equipment, when possible.
- Maintain regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment.

The following elements are provided as part of developing COVID-19 Response Plan

Exposure Assessment

Identify the jobs and tasks with potential exposure. These should be categorized; Very High, High, Medium and Low risk potential, based upon the tasks performed that would present potential exposure based upon what is known now. An example assessment can be found in Appendix A.

Access

- *Employees*: Identify who can work from home (WFH) and who is essential to your physical premises or who cannot work from home.
- *Visitors*: Determine who, from outside the company, will be allowed within your workplace. This may include contractors and employee family.



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- *Assemblies:* Identify assemblies including seminars, training and other gatherings. Consider cancelling or postponing or determine alternative means for conducting that allow for social distancing.

Employee Self-Assessment

Employees should recognize COVID-19 symptoms

Symptoms identified by the CDC include the following:

- Difficulty breathing or shortness of breath
- New loss of taste or smell
- Fever or chills
- Cough
- Fatigue
- Diarrhea
- Congestion or runny nose
- Sore throat
- Muscle or body aches
- Headache
- Nausea or vomiting

NOTE: The Centers for Disease Control (CDC) has identified the following emergency warning signs for COVID-19 and advises obtaining medical attention immediately. In adults, emergency warning signs*:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

*This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning.

Employee Screening

Consider establishing an employee screening questionnaire for employees to complete prior to coming to the workplace. Questions could include:

1. Have you experienced any symptoms related to COVID-19 in the past 44 hours?
2. Have you been exposed to another person who presented with any symptoms related to COVID-10 in the past 48 hours?
3. Have you travelled out of State or internationally within the last 14 days?

Sick, COVID Suspected or Confirmed Response

Sick / Symptoms:

If you are or feeling sick with symptoms characteristic of COVID-19, **remain at home, or if at work, go home**. Contact your doctor, medical provider or the local healthcare practitioner for advice and instruction. Notify your employer. You should stay away/remote and should not return to work until advised to do so by your doctor, medical provider or the local healthcare practitioner (to be confirmed with a doctor's note); after 7 days you



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have tested negative on day 5 or later (with confirming documentation); or you have been 14-days symptom free.

Exposed / Suspected:

If you've been exposed to someone confirmed with, suspected of, or has been exposed to COVID-19, **remain at home** and contact your doctor, medical provider or the local healthcare practitioner advice and instruction. Notify your employer to let them know. You should stay away/remote and should not return to work until advised to do so by your doctor, medical provider or the local healthcare practitioner (to be confirmed with a doctor's note); after 7 days you have tested negative on day 5 or later (with confirming documentation); or you have been 14-days symptom free.

COVID-19 Confirmed:

If you or someone you're caring for has been confirmed with COVID-19, **remain at home.** Notify your employer to let them know. You should stay away/remote and should not return to work until advised to do so by your doctor, medical provider or the local healthcare practitioner (to be confirmed with a doctor's note); after 7 days you have tested negative on day 5 or later apart (with confirming documentation); or you have been 14-days symptom free.

Personal Protective Equipment

OSHA has determined that cloth face coverings are not considered Personal Protective Equipment; however, if employees are utilizing a a form of respirator as a face covering, for COVID-19 purposes, then employers are held to the requirements of OSHA's Respiratory Protection regulations (See BPAA OSHA Manual for Respiratory Protection Program requirements)

Types of respirators include:

- N95 respirators (dust mask, particulate respirator)
- Half mask, cartridge respirator
- Full Face Respirator
- Air-Purifying Respirator
- Self-Contained Breathing Apparatus

Cleaning

Frequent cleaning and disinfecting of all frequently touched surfaces should occur. These surfaces include, but are not limited to:

- Tables, countertops and desks
- Doorknobs and handles
- Light switches
- Toilets, faucets and sinks
- Phones
- Fingerprint or touch security entry systems
- Computer touch screens
- Shared computer stations, mouse and keyboards.



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After Persons Suspected/Confirmed to Have COVID-19 Have Been in the Workplace

NOTE: anyone tasked with cleaning following a suspected / confirmed COVID-19 test should be protected using full PPE (i.e., gloves, masks, face shield / eye protection, gown with hood, foot coverings), or a qualified cleaning service should be engaged to conduct this cleaning.

If surfaces are dirty, they will be cleaned using a detergent or soap and water prior to disinfection.

- Areas used by the ill person(s) should be closed off and wait as long as practical before beginning cleaning and disinfecting to minimize potential for exposure to respiratory droplets (if possible, we will wait up to 24-hours).
- If possible, outside doors and windows should be opened to increase air circulation in the area.

All areas should be cleaned and disinfected (e.g., offices, bathrooms, and common areas) used by the ill persons, focusing especially on frequently touched surfaces.

Washing / Sanitizing:

Everyone should wash and/or sanitize hands more frequently and especially after touching frequently touched surfaces or having been in public. As the employer, you must provide soap and water, and sanitizer in frequented areas away from soap and water access. Follow the guidance set below.

Cleaning Hands

1. **Wet** your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. **Lather** your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. **Scrub** your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.
4. **Rinse** your hands well under clean, running water.
5. **Dry** your hands using a clean towel or air dry them.

Using Sanitizer on Hands

Washing is Better Than Sanitizing.

1. **Apply** the gel product to the palm of one hand (read the label to learn the correct amount).
2. **Rub** your hands together.
3. **Rub** the gel over all the surfaces of your hands and fingers until your hands are dry. This should take around 20 seconds.

- Avoid touching your eyes, nose, or mouth with unwashed hands or with gloves on.
- Avoid touching high-touch surfaces in public places (door handles, handrails) as much as possible and frequently touched surfaces in the workplace. Use a tissue, sleeve or glove to cover your hand or finger if you must touch something.



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- Cover your mouth and nose with a tissue when you cough or sneeze, then throw the tissue in the trash and wash your hands. If you don't have a tissue, cough or sneeze into your elbow.

Additional cleaning details can be found in Appendix B.

Precautions

- **Masks:** Masks should be worn in compliance with State and local Health Department mandates.
- **Social Distancing:** Follow safe physical distancing of 6'. No shaking hands, hugging, being in crowded places, and no public gatherings.

Travel

Consider cancelling or postponing employee travel. If travel is an essential element of an employee's job, consider the following:

1. **Do not travel** if you are sick, showing signs and symptoms, confirmed with COVID-19, or suspected of COVID-19.
2. Avoid contact with sick people.
3. Practice social distancing
4. Avoid touching your eyes, nose, or mouth with unwashed hands.
5. Wash your hands frequently.

Carpooling / Ridesharing

The concern with carpooling and ridesharing during this time is that it results in people being in close proximity to each other, thus violating the social distancing recommended to prevent transmission and spread of COVID-19.

Consider suspending all carpooling and ridesharing. Any essential carpooling or ridesharing, where allowed by law, should be approved by the employer.

If approved, the following precautions should be taken:

1. If you are sick, showing signs and symptoms, confirmed with COVID-19, **DON'T** go out, drive, ride or go to work! Stay home and follow the recommended advice from your medical provider or local healthcare professional.
2. If you have to carpool or rideshare –
 - a. **Social Distancing:** Limit the number of people in the vehicle and increase distancing (i.e., driver in front, passenger in back caddy-corner) to 6'. Increase ventilation (i.e., roll down windows).
 - b. **PPE:** Wear protective equipment if available (i.e., gloves, mask).
3. **Cleaning the Vehicle:** the assigned driver to the vehicle will:
 - a. Clean the vehicle on all frequently touched surfaces (don't forget the door handle outside as well) before and after each ride.



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- b. Plan to clean and disinfect the vehicle as often as possible. All frequently touched surfaces (i.e., armrests, windowsills, locks, window buttons, seatbelts, exterior and interior door handles, etc.).
- c. Wear PPE when cleaning.

Recordkeeping

OSHA has determined that COVID-19 cases are to be considered recordable and entered into your OSHA 300 Log, as long as the following requirements are met:

1. The case is a confirmed case of or interacting with, working in same area as, or sharing tools / materials / vehicles with people known to be infected with COVID-19,
2. The case is work-related (exposure at work), and
3. The case involves one or more of the general recording criteria (i.e., medical treatment beyond first-aid, days away from work, etc.).

Training

Employees should be trained on the following topics.

- Employers expected behaviors and actions related to COVID-19 response.
- Known disease transmission routes at the time of inception and review.
- How long the disease incubates, becomes infectious and duration of infection.
- Signs and symptoms of infection and when to return to work following illness, if any.
- Protections to prevent exposure and spread including covering mouth when coughing and sneezing, precautions such as using masks, hygiene and social distancing methods.
- What the company is doing to prevent exposure, spread, and support for equipment and materials to serve that purpose



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Appendix A: Exposure Assessment Example

Position	Precautions to Take
VERY HIGH	
Who?	<ul style="list-style-type: none"> • Ensure precautions such as social distancing and frequent cleaning of frequently touched surfaces (i.e., countertops, desktops, tabletops, doorknobs) is being conducted by the client before committing to the visit. • Wear facemask / respirator / N95, gloves (disposable, one-time use), gown and maintain social distancing, good hygiene (frequent washing of hands). • Launder cloths immediately upon return to residence. • Clean vehicle as outlined in this plan after changing clothes.
HIGH	
Who?	<ul style="list-style-type: none"> • Ensure precautions such as social distancing and frequent cleaning of frequently touched surfaces (i.e., countertops, desktops, tabletops, doorknobs) is being conducted by the client before committing to the visit. • Wear facemask / respirator / N95, gloves (disposable, one-time use), and maintain social distancing, good hygiene (frequent washing of hands). • Clean vehicle as outlined in this plan after changing clothes.
MEDIUM	
Who?	<ul style="list-style-type: none"> • Ensure precautions such as social distancing and frequent cleaning of frequently touched surfaces (i.e., countertops, desktops, tabletops, doorknobs) is being conducted by the client before committing to the visit. • As needed, wear facemask and maintain social distancing, good hygiene (frequent washing of hands).
LOW	
Who?	<p>Social distancing; good hygiene (frequent washing of hands); frequent cleaning of frequently touched surfaces (i.e., countertops, desktops, tabletops, doorknobs, garbage door, restroom doors, water dispenser, microwave); facemask is required within the office unless working in an area of the office alone.</p> <p>NOTE: all contractors / visitors to the office, when approved, must wear masks and comply with this plan.</p>



Appendix B

Disinfection Strategies

HOW TO CLEAN AND DISINFECT:

Surfaces

- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.

Surfaces to consider: tabletops, counter tops, doorknobs, cabinet doors, copiers, keyboards, phones, touch computer surfaces, mouse / point and click device, etc.

For disinfection, diluted household bleach solutions, alcohol solutions with at least 70% alcohol, and most common EPA-registered household disinfectants should be effective.

- Diluted household bleach solutions can be used if appropriate for the surface. Follow manufacturer's instructions for application and proper ventilation.
- Check to ensure the product is not past its expiration date. Unexpired household bleach is effective against coronaviruses when properly diluted.
- Never mix household bleach with ammonia or any other cleanser.

- Prepare a bleach solution by mixing:
 - 5 tablespoons (1/3rd cup) bleach per gallon of water or
 - 4 teaspoons bleach per quart of water

Products with EPA-approved emerging viral pathogens cleaners are expected to be effective against COVID-19 based on data for harder to kill viruses. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).

- For soft (porous) surfaces such as carpeted floor, rugs, and drapes
 - Remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. After cleaning:
 - If the items can be laundered, launder items in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items and then dry items completely.
 - Otherwise, use products with the EPA-approved emerging viral pathogens cleaners that are suitable for porous surfaces.

After Persons Suspected/Confirmed to Have COVID-19 Have Been in the Workplace

Timing and location of cleaning and disinfection of surfaces

- Close off areas used by the ill person(s) and wait as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets (if possible, wait up to 24-hours).
- Open outside doors and windows to increase air circulation in the area.

Clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill persons, focusing especially on frequently touched surfaces.

Linens and Other Items that Go in the Laundry

- Wash items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely. Dirty laundry that has been in contact with an ill person can be washed with other people's items.

Do not shake dirty laundry; this minimizes the possibility of dispersing virus through the air.

- Clean and disinfect hampers or other carts for transporting laundry according to guidance above for hard or soft surfaces.

Personal Protective Equipment (PPE) and Hand Hygiene

- PPE to be worn: Cleaning staff should wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.
 - Gloves and gowns should be compatible with the disinfectant products being used.
 - Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.

Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to clean hands after removing gloves.

REMOVE GOWN FIRST WITH GLOVES ON. Peel the gown away from you, turning it inside out. You can touch the inside of the gown, not the outside.





State COVID-19 Resources

Alabama - https://labor.alabama.gov/covid19resources_employer.aspx

Alaska - <https://labor.alaska.gov/COVID-19-SOA.htm>

Arizona - <https://labor.alaska.gov/COVID-19.htm>

Arkansas - <https://www.healthy.arkansas.gov/programs-services/topics/novel-coronavirus>

California - <https://www.dir.ca.gov/dosh/coronavirus/>

Colorado - <https://covid19.colorado.gov/keep-employees-customers-safe>

Connecticut - <https://www.ctdol.state.ct.us/osha/osha.htm>

Delaware – <https://dol.delaware.gov/oshafaqs/>

Florida – <https://floridahealthcovid19.gov/businesses/>

Georgia – <https://dph.georgia.gov/covid-19-businesses-and-employers>

Hawaii - <https://labor.hawaii.gov/hiosh/main/covid-19/>

Illinois – <https://www.dph.illinois.gov/covid19/community-guidance/workplace-health-and-safety-guidance>

Indiana - <https://www.in.gov/dol/3142.htm>

Iowa - <https://www.iowadivisionoflabor.gov/covid-19-information>

Kansas – <https://www.dol.ks.gov/covid19response>

Kentucky - https://ced.ky.gov/COVID-19_Resources.aspx

Louisiana – <https://ldh.la.gov/index.cfm/page/3878>

Maine – <https://www.maine.gov/labor/covid19/>

Maryland - <https://coronavirus.maryland.gov/pages/business-resources>



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Massachusetts – <https://www.mass.gov/info-details/workplace-health-and-safety-during-covid-19-a-resource-guide-for-employees>

Michigan – https://www.michigan.gov/coronavirus/0,9753,7-406-100467_100477_100487_100494---,00.html

Minnesota - <https://mn.gov/covid19/business-orgs/resources/employers.jsp>

Mississippi – <https://mdes.ms.gov/unemployment-claims/covid19/>

Missouri – <https://labor.mo.gov/coronavirus>

Montana – <http://dli.mt.gov/employer-covid-19>

Nebraska – <https://dol.nebraska.gov/pressrelease/details/141>

Nevada - https://dir.nv.gov/OSHA/Nevada_OSHA_COVID-19_Resource_Page/

New Hampshire – <https://www.nh.gov/covid19/resources-guidance/businesses.htm>

New Jersey - <https://www.state.nj.us/health/workplacehealthandsafety/peosh/>

New Mexico - <https://cv.nmhealth.org>

New York - <https://www.ny.gov>

North Carolina- <https://covid19.ncdhhs.gov/information/business/businesses-and-employers>

North Dakota – <https://ndresponse.gov/covid-19-resources/covid-19-business-and-employer-resources>

Ohio – <https://coronavirus.ohio.gov/wps/portal/gov/covid-19/employers-and-employees>

Oklahoma – https://www.ok.gov/odol/COVID-19_Resources.html

Oregon - <https://osha.oregon.gov/covid19/Pages/covid-19-QAexpectations.aspx>

Pennsylvania – <https://www.governor.pa.gov/covid-19/business-guidance/>

Rhode Island – <https://covid.ri.gov/public/business-owners>

South Carolina - <https://scdhec.gov/covid19/resources-community-covid-19/businesses-employers-covid-19>

South Dakota – https://dlr.sd.gov/covid_19_resources.aspx



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Tennessee - <https://www.tn.gov/workforce/covid-19/faq/employers.html>

Texas – <https://www.twc.texas.gov/news/covid-19-resources-employers>

Utah - <https://www.tn.gov/workforce/covid-19/faq/employers.html>

Vermont - <https://vem.vermont.gov/covid-19/workplace-health-safety>

Virginia - <https://www.doli.virginia.gov>

Washington - <https://www.lni.wa.gov/safety-health/safety-topics/topics/coronavirus>

West Virginia – <https://dhhr.wv.gov/COVID-19/Documents/Guidance-for-Businesses-and-Employers.pdf>

Wisconsin - <https://www.dhs.wisconsin.gov/covid-19/employers.htm>

Wyoming- <http://wyomingworkforce.org/businesses/osha/>



Temperature Taking

Temporal Thermometers:

Temporal thermometers use an infrared scanner to measure the temperature of the temporal artery in the forehead. Screeners (the person taking temperatures of others) should keep as much distance from the screened as they can.

Personal Protective Equipment (PPE):

COVID-19 is spread through respiratory droplets on surfaces and produced when an infected person coughs, sneezes or talks. The recommended safe distance is 6 feet or use of a barrier that prevents contact with the droplets. Temporal temperature taking may result in the screener coming within 6 feet of a potentially contagious person. As a result, the following PPE is recommended for the screener:

1. Gloves
2. Face mask
3. Face shield / eye protection
4. Gown (if available)

Removing PPE:

When removing PPE, be sure to follow the proper guidance to prevent contact exposure.

1. (If available) Remove gown by the ties and ball up with the outside put onto the inside.
2. Remove face shield / eye protection using the straps. Do not touch your face.
3. Remove face mask using the straps only. Do not touch your face.
4. Remove gloves from the inside out.
5. ALWAYS wash hands or use a sanitizer after taking off PPE.



Usage (General: follow the directions of the manufacturer):

To use thermometer:

1. Turn on the thermometer.
2. Gently sweep the thermometer across the client's forehead.
3. Remove the thermometer and read the number:
 - o Fever: Any temperature 100.4 F or greater is considered a fever.
 - o No fever: People with temperatures at or below 100.3 F may continue into the workplace using normal procedures.
4. Clean the thermometer with an alcohol wipe (or isopropyl alcohol on a cotton swab) between each screened person. You can reuse the same wipe as long as it remains wet.



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COVID-19 Code of Safe Practices

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- If you feel sick, and/or have been exposed to anyone who is sick, **stay home**. You may be required to provide documentation showing a negative result test before being allowed to return to work. This is critical to preventing spread of the COVID-19 virus.
- Wear a mask.
- Wash hands frequently for at least 20 seconds with soap and water. Avoid touching your face with un-sanitized hands. Avoid touching common surfaces with bare hands as much as possible. We are cleaning surfaces frequently; however, don't assume they have just been cleaned or sanitized.
- Constantly observe your work distances in relation to others. Maintain at least 6 feet at all times when not wearing the necessary PPE for working in close proximity to another person. Do not shake hands or make direct contact with anyone. Do not carpool to/from work with others unless they are family members living within your household and free from signs, symptoms and positive case identification of COVID-19.
- Do not share phones. Use of microwaves, water coolers and other similar group equipment can continue provided cleaning of the frequently touched surface is completed immediately after use by the person who used it.
- Clean personal and shared tools prior to and after use.
- Ensure you clean and maintain your personal PPE and do not loan any item out to anyone else.
- Disposable PPE, paper towels, and similar waste must be deposited in non-touch waste bins.
- Do not cough or sneeze into your hand; rather, direct coughs and sneezes into the crook of your arm at your elbow or into a tissue or other cleanable, non-shared material. Follow established CDC guidelines.
- If you've visited a healthcare setting or related healthcare setting, change clothes and take off shoes when arriving home and before entering into a living space. All clothing should not be shook-out. Launder work clothes separate from other laundry.