Emergency Plan during COVID-19

In order to maintain business operations and protect employee health during the COVID-19 pandemic, ______ is implementing the following procedures.

_______ Essential Business and Risk Classification
Based on the nature of the type of work we do, ______ is considered an Essential Business under the State’s directive. Our business does not require contact with people known to be or suspected of being infected with COVID-19, and we do not have frequent close contact with the general public. Precautions we put into place are consistent with OSHA’s recommendations for a Low Exposure Risk category.

State of WA Response re Essential Business.pdf

Workplace COVID-19 Coordinators
The workplace COVID-19 coordinators are responsible for COVID-19 issues and their impact at the workplace. Though not required, these coordinators are generally on-site on their assigned day.

• ________ (T, W, F)
• ________ (M, Th)

Communications Plan
_______ management is communicating daily to weekly with employees regarding changes to policies and work conditions. Communication is taking place through email, through the MS Teams COVID-19 channel, and through virtual meetings.

Work from Home
As of 3/18/20 - all employees who are able to work remotely will work from home. This constitutes over 50% of _______'s workforce.

Employees whose primary duties must be performed on-site will continue to come to work; however, they may perform any duties that can be performed remotely (e.g., data upload) from home.

High-Risk Employees
We will make every effort to work with employees who fall into a “high-risk” category to reduce any potential risk of contracting the virus at the workplace. This may include adjusting your regular work schedule to minimize contact with others, providing PPE such as face masks, adjusting your work duties to enable you to work more hours from home, other mutually agreed upon accommodation. A doctor’s certification will be required to confirm the need for accommodation. High-risk categories are identified based on the CDC’s definition including, anyone over the age of 60, and/or with an underlying medical condition, and other high-risk populations. More information can be found here:


On-site Work
Only employees whose duties can only be performed on-site are authorized to come into work. Employees who have been approved for on-site work should carry their company-issued ID and memo designating their essential status; however, this is currently not required by the state.
Employees whose primary job duties are performed on-site have been given the opportunity to opt-out of coming to work if they do not feel safe doing so. These employees will not be subject to any disciplinary action or negative performance evaluations based on this decision.

Employees who are not able to perform any work from home may use their accrued PTO, Paid Sick Leave, or Emergency Paid Leave if they are eligible.

As of 3/26/20 – all non-exempt employees working on-site will be paid on “Emergency Pay” rate that is 25% higher than their regular pay rate, up to a maximum increase of $5.00/hour. Emergency Pay rates only apply to hours worked on-site. This is effective at least through 5/9/2020.

Overtime hours are paid based upon the pay rate of location from which the hours were worked. If the OT was worked on-site, OT pay is 1.5x the Emergency Pay rate. If the OT was worked at home, the OT pay is 1.5x the employee’s regular pay rate.

**Protection for On-Site Employees**

We are implementing the following practices to reduce the risk of exposure to essential employees working on-site.

- Temperature check station in the lobby of _______. Employees working in _______ must take their temperature and verify health-check when they arrive at work each day. Employees visiting _______ must enter through the front door, take their temperature, and verify health-check upon entering the building.
- Employees must use hand-sanitizer or wash their hands immediately upon arriving at work.
- Disposable masks are available for staff to wear. Employees may also supply their own re-usable masks, but they are responsible for taking them home and laundering them each day.
- Modified scheduling of staff to limit the number of employees in _______ as much as feasible.
- Reducing core hours (hours when all working staff should be present) for on-site staff to 11 am to 2 pm.
- No more than 2 people at a time working in _______, unless an emergency (IT, HR, or otherwise) requires the presence of an additional person.
- Daily cleaning and sanitizing in _______ by janitorial staff of lab areas, restrooms, kitchen, and lab hallways.
- 3x/week cleaning and disinfecting building-wide by janitorial staff in _______ (Tues, Thurs, Sun); 1x/week for _______ (Sun)
- Additional cleaning (Appendix A) throughout the day performed by a designated employee or janitorial staff.
- Physical Distancing: Maintain distance of 6-ft or more between co-workers.
- Some analysts have relocated their desks to provide more space between work areas in the analyst offices.
- Doors leading into and out of the analyst offices have been designated as one-way only.
- Limit occupancy in:
  - kitchens (2 max)
  - dining areas (1 person per table, no eating in the _______ kitchen)
  - conference rooms (1 person at a time; if more than one, must be 6-feet apart)
• Replace in-person group meetings with virtual meetings using MS Teams or another teleconference platform
  o When meetings must occur in person, participants must position themselves 6-feet apart
• Drinking fountains are off-limits
• Gloves (provided) must be worn by anyone in the _______ kitchen.
• All food items and lunch bags brought from home must be stored in plastic bags (provided) if placed in the _______ kitchen.
• Hand sanitizer and disinfecting wipes are placed in high-use areas.
• Gloves must be used when using shared lab computers
• Informing employees about proper handwashing and staying home when sick
• All non-essential business travel has been postponed
• Non-_______ people who request to come on site are limited to only critical and essential services and required to wear gloves when inside the buildings.

Employees who call in sick
When an employee calls in sick to work, supervisors are encouraged to:
  1. Ask them if they have a fever of over 100.4 °F
  2. Ask them if they are experiencing any of the following symptoms: tiredness, dry cough, difficulty breathing, new loss of taste or smell, chills, repeated shaking with chills, muscle pain, headache, sore throat.
  3. Ask them if anyone in their household is known or suspected to have COVID-19

If the answer is yes to question 1 or 2 but no on question 3, then inform them that they cannot return to work until all of the following criteria are met:
  a. They have had no fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers)
  b. Other symptoms have improved
  c. It has been at least 7 days since the onset of symptoms.

If the answer is yes to question 3:
• Employees who have a family member at home with confirmed COVID-19, but who are not showing symptoms themselves, should notify their employer and stay home for 14 days.
• If the case is suspected but not known, then the Employee should notify their employer and stay home for 7 days or until a test comes back with a definitive diagnosis.
  o If it is positive, the employee should stay home for 14 days.

Employees who come to work with visible symptoms of illness will be asked to go home and the procedure below will be followed.

Protocols for suspected COVID-19 exposure at work
Staff who present on-site at work and who develop a fever, cough, and/or difficulty breathing should be asked to go home immediately.
If the employee is unable to drive themselves home, they should put on a mask and wait in the small conference room of _______ until someone can pick them up.

- Immediately notify your local health department. (_____ County Public Health Dept. phone number here)
- Notify CEO, VP, & Human Resources
  - HR will notify employees
  - CEO or VP will direct Office Manager to notify property management company
  - When talking with others, please protect the privacy of the employee
    - Talk in general terms (i.e. “We have a confirmed case, or possible exposure to COVID-19. We are taking steps to disinfect and clean shared spaces and areas where the affected employee may have had contact. While the risk of exposure to other employees is minimal, we encourage you to monitor yourself for fever and/or other symptoms over the next several days. If you develop symptoms or feel ill, please do not come to work.”)

Immediately following an exposure
- Close off areas used by the ill person and wait 24 hours or as long as possible before beginning to clean and disinfect.
  - **PPE**: Cleaning crews will wear gloves, face mask, and wash their hands immediately after removing the gloves. See the picture (Figure 1) for proper glove removal.
  - Open doors and windows to improve air circulation.
  - Clean obvious dirt from the area with soap & water.
  - Disinfect shared spaces using 1/3 cup household bleach to 1 gallon of water (that is equivalent to a 3% bleach solution), alcohol solutions with at least 70% alcohol, or household disinfectants effective against the coronavirus. Make sure the disinfectant remains wet on the surface for 5 minutes (bleach) or recommended kill time per manufacturer’s directions.
  - EPA Registered Products certified as effective against SARS-CoV-2
    [https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2](https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2)
Figure 1

1. Pinch and hold the outside of the glove near the wrist area.
2. Peel downwards, away from the wrist, turning the glove inside-out.
3. Pull the glove away until it is removed from the hand. Look at the inside-out glove with the gloved hand.
4. With your un-gloved hand, slide your fingers under the wrist of the remaining glove. Do not touch the outer surface of the glove.
5. Peel downwards, away from the wrist, turning the glove inside out.
6. Continue to pull the glove down and over the inside-out glove being held in your gloved hand.
Appendix A

Enhanced Cleaning Protocols

The CDC and State Department of Health recommend the following cleaning practices to prevent the spread of COVID-19 in the workplace.

We are asking all employees to be flexible and share the responsibility of keeping our workplace clean by helping out in the maintenance of the shared areas in our buildings. Our janitorial vendor will continue to manage the heavy cleaning duties. If you notice an area that needs attention, please notify _____ so she can communicate those needs to the janitors.

Cleaning Schedule:

Kitchen

- **Daily cleaning**: performed by janitorial staff 5x/weekday in _______ (before 6 am); 1x/week in _______.
  - Using a solution of 1tsp dish soap diluted in water to spray on surfaces and wipe up with paper towels or damp microfiber cloth or a disinfecting wipe.
  - Wipe down counters and tabletops
  - Wipe down refrigerator/freezer door handles
  - Wipe down door, handle and control panel on microwaves, toasters, convection oven, coffee pots
  - Wipe down backs of chairs
  - Wipe down cabinet door handles
  - Wipe down sink fixtures
  - Wipe down dishwasher handle

- **Deep cleaning and disinfection**: performed by janitorial staff 3x/week in _______ & and once a week in _______.
  - Clean & Disinfect all hard surfaces & floors with solution of 10% bleach + water, or 70% alcohol + water, or other EPA approved disinfecting cleaner.
  - Wipe down door handles, and light switch plates with disinfecting solution.
  - Wipe down phone handset and touch pad with damp cloth
  - Empty trash & recycling

Bathrooms

- **Daily cleaning**: performed by janitorial staff 5x/weekday in _______ (before 6am) 1x/week in _______.
  - Wipe down sink fixtures & countertops
  - Wipe down stall door handles and surrounding door, front and back
  - Wipe down flush handles on toilets
  - Wipe down entry door handles and surrounding door, front and back

- **Deep cleaning and disinfection**: performed by janitorial staff 3x/week in _______ & and once a week in _______.
  - Clean & disinfect all hard surfaces & floors
  - Clean & disinfect toilets
Clean & disinfect sinks, countertops and fixtures
Disinfect door handles and light switches
Empty trash & recycling

Lab Spaces & Hallways in _______
- **Daily cleaning**: performed by janitorial staff 5x/weekday (before 6 am)
  - Wipe down benches following lab-approved cleaning procedures
  - Wipe down door handles and light switches
- **Deep cleaning and disinfection**: performed by janitorial staff 3x/week
  - Clean & disinfect light switches & door handles
  - Mop & disinfect floors

Conference Rooms & Meeting Rooms in _______
- **After each use**: performed by staff that used it
  - Wipe down tables & chair armrests with a disinfecting wipe
  - Wipe down phone and/or electronics used with alcohol-based wipes
- **Deep cleaning and disinfection**: performed by janitorial staff 3x/week
  - Clean and disinfect table surface
  - Wipe down chair armrests with disinfectant
  - Disinfect light switches and door handles
  - Empty trash and recycling
  - Vacuum floor

Shared work areas in _______ (outside QA office, mailboxes, entry sign-in table and desk, and supply cupboards)
- **Daily cleaning**: performed by janitorial staff 5x/weekday in _______ (before 6 am);
  - Wipe down hard surface areas
  - Wipe down shared work tools (staplers, hole punch, etc.)
  - Wipe down cabinet door handles
- **Deep cleaning and disinfection**: performed by janitorial staff 3x/week
  - Clean and disinfect hard surfaces
  - Clean and disinfect cabinet doors and handles
  - Clean and disinfect light switches and entry/exit door handles
  - Empty trash & recycling

Personal Office Spaces
Employees are responsible for keeping their own desks and work areas clean. You may use the dish-soap spray solution followed by a disinfecting wipe. For electronics (keyboards, computers, phones, etc.) use an alcohol-based wipe provided for that purpose.
- **Cleaning and disinfection**: performed by janitorial staff 3x/week
  - Wipe down desk surfaces (desk must be clear of papers and clutter!)
  - Wipe down phone handsets
  - Vacuum office spaces
  - Clean and disinfect light switches and door handles
o Empty trash & recycling
EMPLOYEE ACKNOWLEDGEMENT

I acknowledge that I have received and read the ______ Response to COVID-19 Emergency Plan and will participate in the duties assigned to me herein to aid in the protection of myself and my coworkers.

________________________________________
Printed Name

________________________________________   __________
Signature                                      Date