



VACORP Risk Control Guidance on Infectious Disease: COVID-19

Our VACORP Risk Control team is committed to supporting members and providing effective and timely risk control services. The following template is intended to provide guidance in developing and maintaining an internal Infectious Disease Plan in compliance with the Department of Labor and Industry regulations. We have also included resource links below from the CDC which provide guidelines on returning to work and how to respond to a positive COVID-19 case in the workplace. Please review this information and do not hesitate to contact your Risk Control Consultant if you have any questions or are in need of any services.

Facilities/Engineering:

Has the ventilation system been reviewed to identify if outdoor air can be increased to improve effective dilution ventilation per person?

Are Central Air filters MERV-13 or the highest compatible with the filter rack and edges secured properly to help limit by pass?

Has all air handling systems run time been extended (if possible 24/7) to maximize dilution and filtration?

Administrative Controls:

Have you assessed the Exposure Risk Level to determine your employee's hazards and tasks: (very high, high, medium, and lower)?

Have work schedules and work tasks been adjusted to limit exposure?

Has an Infectious Disease Preparedness and Response Plan been developed according to CDC guidelines?

Has a procedure been developed for employees to report when they are experiencing symptoms of COVID-19?

Has a procedure been developed for notifying subcontractors, contract, temporary employees, or other persons that has been in the facility within 14 days from the date of a positive COVID-19 test?

Has a procedure for known COVID-19 or suspected COVID-19 employees to return to work using either a symptom based or test-based strategy depending on local healthcare and testing circumstances been developed?



Has the work area been assessed to identify high-touch surfaces?

Have high-touch surfaces identified been evaluated to identify if there are ways to substitute or eliminate those items to reduce frequency or touch?

Are high-touch surfaces identified and logged or in some way labeled?

Are disinfectant wipes available near high-touch surfaces?

Are trash and recycling collected in no-touch receptacles in a central location?

Social Distance:

Are desks and workstations spaced to maintain a 6-foot distance?

Are there visual markings to identify a 6-foot radius around workstations and desks?

Are there physical shields between workstations where practical or mandatory?

Are there procedures to maintain safe distance when walking through the building?

Where possible, are workstations arranged so that individuals do not face each other directly?

Are occupancy limits posted (restrooms, communal areas, cafeteria, and workstations?)

Are extra seats removed from communal areas and rooms to avoid excess occupancy?

Hygiene/PPE:

Do employees take temperatures at least twice a day and log this information?

Are employees trained to report an elevated temperature?

Does everyone in the facility have access to places where they can wash their hands with soap and water?

Are touchless hand sanitizer dispensers placed in prominent locations in the work area?

Are hand sanitizer dispensers checked regularly and refilled as necessary?

Are tissues available throughout the workspace?

Is PPE (Masks, Gloves, etc.) available for those who request it?



Housekeeping:

Are rooms cleaned according to cleaning procedures?

Is equipment cleaned and disinfected according to cleaning procedures?

Are disinfectant wipes and disposable towels available?

Communication:

Is there signage promoting hand washing?

Is there signage promoting coughing and sneezing etiquette?

Is there signage that promotes symptom recognition, reporting procedures, etc.?

Training:

Department Supervisors shall conduct training for all employees regardless of employee risk classification on the hazards and characteristics of COVID-19. Each employee shall be trained on any new procedures that are developed and the required PPE provided in the workplace. Employees shall be made aware of the expectation to adhere to the procedures implemented and any disciplinary action that may be taken if they fail to do so. As procedures are modified all employees shall be retrained.

CDC Links:

<https://www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html#Suspected-or-Confirmed-Cases-of-COVID-19-in-the-Workplace>

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/community/Resuming-Business-Toolkit.pdf>