

# Company Name

## Addendum to IIPP – June 2020

### **COVID-19: Who is at Risk?**

This plan establishes the requirements to decrease the spread of acute respiratory illness and lower the impact of the COVID-19 Pandemic Outbreak to our company employees.

The Plan has been developed with guidance from CDC, Cal – OSHA, state, and local guidelines. Company Name will review/update the plan as additional information becomes available and is published by Cal-OSHA or other health and safety resources.

This guidance is part of a comprehensive Exposure Control Plan intended to promote a safe and productive work environment for all workers.

### **Roles and Responsibilities:**

Human Resources/Health and Safety Department:

- Develop and distribute programs and guidelines.
- Provide technical support, guidance, and interpretation of guidelines.
- Audit and evaluate operations and compliance with guidelines.
- Conduct employee training.

Management:

- Inform employees of their responsibilities in accordance with these guidelines.
- Ensure availability of resources.
- Enforce compliance with these guidelines.
- Ensure employees have received appropriate training relative to their roles.

Employees:

- Comply with the requirements/recommendations contained in these guidelines.
- Report concerns/noncompliance associated with these guidelines.

**Training:**

Company Name is committed to the safety and welfare of our employees.

Company Name will provide training for employees on the following topics:

- What is COVID-19 and how is it spread.
- The signs and symptoms of COVID-19.
- When employees should seek medical attention, especially if not feeling well.
- Prevention of the spread of COVID-19 from those that are asymptomatic.
- Physical distancing guidelines.
- Importance of washing hands with soap and water for at least 20 seconds or using hand sanitizer when soap and water are not readily available.
- Methods to avoid touching eyes, nose, and mouth.
- Coughing and sneezing etiquette.
- Wearing proper personal protective equipment (PPE).

**Preventing the Spread of COVID-19:**

Company Name will make provisions to take employee temperatures daily. The results will be documented and if an employee has a fever of 100 Degrees Fahrenheit or greater, the employee will be sent home.

Company Name will send an employee home that is exhibiting *any* symptoms for a period of not less than 14 days.

Company Name will require the employee must provide a doctor's note attesting that he/she is fit for duty and able to return to work.

If an employee tests positive for COVID-19, Company Name will notify health officials in the respective county/city in which they are working.

**Physical Distancing:**

During this pandemic, it has been determined that an effective method that can help stop or slow the spread of this infectious disease is by limiting the contact between people.

For COVID-19, employees will maintain the recommended physical distance of at least 6 feet apart.

Employees will be required to practice social distancing indoors and outdoors.

**Identification/Isolation of Affected Employees:**

Employees who are sick with COVID-19 or have symptoms of acute respiratory illness are required to notify their supervisor and not come to work.

Employees who may have had direct contact with a person who has been confirmed with COVID-19 are required to notify their supervisor and not come to work for a minimum of 14 days while they self-monitor for signs and symptoms of COVID-19.

Any employee suspected of having COVID-19 while at work shall be isolated (minimum of 6 feet) from other employees and sent home immediately.

**Hygiene/Sanitation Procedures:**

A designated worker will check restroom facilities frequently to insure they are clean and sanitary.

- The designated worker will be responsible to re-stock toilet paper, clean and sanitize, as necessary.

- Make sure handwashing areas have plenty of soap and paper towels.

Company Name will establish and maintain a schedule to clean and disinfect common surfaces and objects in the workplace.

This includes but is not limited to:

Tools, containers, counters, tables, chairs, benches, door handles, knobs, doorbells, drinking fountains, refrigerators, vending machines, restroom surfaces, company vehicles – inside and out, and trash cans.

The process of disinfecting includes providing disinfecting products, any PPE required for their safe use along with review of manufacturer instructions for proper use.

**Facility Essential and Non-Essential Visits:**

Visitors/delivery personnel must be approved before arrival to the facility.

Employees must maintain social distancing from visitors/delivery personnel.

Delivery personnel must adhere to all PPE and social distancing requirements while onsite.