

Company Name

COVID-19 Exposure Control Plan

The COVID-19 Exposure Prevention, Preparedness, and Response Plan has been developed to provide the resources and training to protect Company Name employees and to comply with applicable regulatory requirements.

To minimize the spread of COVID-19 at our facility, we all must play our part. As set forth below, Company Name has instituted various housekeeping, social distancing, and other best practices at our facility.

All employees must follow these guidelines. In addition, employees are expected to report to their supervisors if they are experiencing signs or symptoms of COVID-19, as described below. If you have a specific question about this Plan or COVID-19, please ask your supervisor.

Cal-OSHA and the Center for Disease Control have provided the following control and preventative guidance to all workers, regardless of exposure risk:

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Follow appropriate respiratory etiquette, which includes covering for coughs and sneezes.
- Avoid close contact with people who are sick.

In addition, employees must familiarize themselves with the symptoms of COVID-19:

- Coughing;
- Fever;
- Shortness of breath, difficulty breathing; and
- Early symptoms such as chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose.

If you develop a fever and symptoms of respiratory illness, such as cough or shortness of breath, DO NOT GO TO WORK and call your healthcare provider right away. Likewise, if you come into close contact with someone showing these symptoms, call your healthcare provider right away.

Company Name has instituted the following protective measures at our facility.

General Safety Policies and Rules:

- Any employee/contractor/visitor/delivery person showing symptoms of COVID-19 will be asked to leave the facility and return home.
- Safety meetings will be conducted in-person, attendance will be collected verbally, and the supervisor will sign-in each attendee. Attendance will not be tracked through passed-around sign-in sheets or mobile devices. During any in-person safety meetings, avoid gathering in groups of more than 10 people and participants must remain at least six (6) feet apart.
- Employees must avoid physical contact with others and direct employees/contractors/visitors/delivery personnel to increase personal space to at least six (6) feet.
- Employees will be encouraged to stagger breaks and lunches, if practicable, to reduce the size of any group at any one time to less than ten (10) people.
- Employees should limit the use of co-worker's tools and equipment. To the extent tools must be shared, Company Name will provide alcohol-based wipes to clean tools before and after use. When cleaning tools and equipment, consult manufacturing recommendations for proper cleaning techniques and restrictions.
- Employees are encouraged to minimize ridesharing. While in a vehicle, employees must ensure adequate ventilation.
- If practicable, employees should use/drive the same vehicle or piece of equipment every shift.
- In lieu of using a common source of drinking water, such as a cooler, employees should use individual water bottles.

Facility Visitors/Delivery Personnel:

- The number of visitors to the facility will be limited to only those necessary for the work.

- All visitors will be screened in advance of arriving at the facility. If the visitor answers “yes” to any of the following questions, he/she should not be permitted to access the facility:
- Have you been confirmed positive for COVID-19?
- Are you currently experiencing, or recently experienced, any acute respiratory illness symptoms such as fever, cough, or shortness of breath?
- Have you been in close contact with any persons who has been confirmed positive for COVID-19?
- Have you been in close contact with any persons who have traveled and are also exhibiting acute respiratory illness symptoms?
- Deliveries will be permitted but should be properly coordinated in line with the employer’s minimal contact and cleaning protocols. Delivery personnel should remain in their vehicles when possible.

Personal Protective Equipment and Work Practice Controls:

- In addition to regular PPE for workers engaged in various tasks, Company Name will also provide:
- Gloves: The type of glove worn should be appropriate to the task. If gloves are not typically required for the task, then any type of glove is acceptable.
- Eye protection (when required).

Facility Cleaning and Disinfecting:

Company Name has instituted regular housekeeping practices, which includes cleaning and disinfecting frequently used tools and equipment, and other elements of the work environment, where possible. Employees should regularly do the same at their assigned workstations.

- Vehicles and equipment/tools should be cleaned at least once per day and before change in operator.
- If an employee has tested positive for COVID-19, Cal-OSHA has indicated that there is typically no need to perform special cleaning or decontamination of work environments, unless those environments are visibly contaminated with blood or other bodily fluids.
- Notwithstanding this, Company Name will clean those areas of the facility that a confirmed-positive individual may have come into contact before employees can access that workspace again.

Company Name will ensure that any disinfection shall be conducted using one of the following:

- Common EPA-registered household disinfectant;
- Diluted household bleach solutions (these can be used if appropriate for the surface)
- The Company will maintain Safety Data Sheets of all disinfectants used on site

Facility Exposure Situations:

Employee Exhibiting COVID-19 Symptoms:

- If an employee exhibits COVID-19 symptom, the employee must remain at home until he/she is symptom free for 14 days.
- To the extent practical, employees are required to obtain a doctor's note clearing them to return to work.

Employee Tests Positive for COVID-19:

- An employee that tests positive for COVID-19 will be directed to self-quarantine away from work. Employees that test positive and are symptom free may return to work when at least seven 14 days have passed since the date of his or her first positive test and have not had a subsequent illness.
- Employees that test positive and have been hospitalized may return to work when directed to do so by their medical care provider. The Company will require an employee to provide documentation clearing their return to work.

Employee Has Close Contact with a Tested Positive COVID-19 Individual:

- Employees that have come into close contact with a confirmed-positive COVID-19 individual (co-worker or otherwise), will be directed to self-quarantine for 14 days from the last date of close contact with the carrier. Close contact is defined as six (6) feet for a prolonged time. return to work.

- If Company Name learns that an employee has tested positive, the Company will conduct an investigation into co-workers that may have had close contact with the confirmed-positive employee in the prior 14 days and direct those individuals that have had close contact with the confirmed-positive employee to self-quarantine for 14 days from the last date of close contact with the carrier. return to work.
- If an employee learns that he or she has come into close contact with a confirmed-positive individual outside of the workplace, he/she must alert a supervisor of the close contact and also self-quarantine for 14 days from the last date of close contact with the carrier. return to work.

Company Name

COVID-19 Checklist

Know the Symptoms of COVID-19:

- Coughing, fever, shortness of breath, and difficulty breathing.
- Early symptoms may include chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose. If you develop a fever and symptoms of respiratory illness, **DO NOT GO TO WORK**, and call your health-care provider immediately.
- Do the same thing if you come into close contact with someone showing these symptoms.

Employer Responsibilities:

- Develop a COVID-19 Exposure Control Plan.
- Employees may be required to use the SoCo COVID-19 Check Application to insure they do not have coronavirus symptoms and have not been exposed to anyone with COVID-19 before showing up to work.
- Conduct safety meetings (toolbox talks).
- All visitors will be pre-screened to ensure they are not exhibiting symptoms.
- Employees, contractors, and visitors will be asked to leave the facility and return home if they are showing symptoms.
- Provide hand sanitizer and maintain Safety Data Sheets of all disinfectants used on site.
- Provide protective equipment (PPE) to any employees assigned cleaning/disinfecting tasks.
- Discuss with clients and/or provide them with the COVID-19 Exposure Control Plan

Employee Responsibilities:

- Become familiar with the Exposure Control Plan and follow all elements of the Plan.
- Practice good hygiene: Wash hands with soap and water for at least 20 seconds. If these are not available, use alcohol-based hand rub with at least 60% alcohol. Avoid touching your face, eyes, food, etc. with unwashed hands.

Cleaning/Disinfecting the Facility and Other Protective Measures:

- Clean and disinfect frequently used tools and equipment on a regular basis. This includes other elements of the production area where possible. Employees should regularly do the same in their assigned work areas.
- Disinfect shared surfaces (door handles, machinery controls, etc.) on a regular basis.
- Avoid sharing tools with co-workers. If not, disinfect before and after each use.
- Arrange for restrooms to be cleaned and disinfected.
- Trash collected from the facility must be changed frequently by someone wearing gloves.

Personal Protective Equipment and Alternate Work Practice Controls:

- Provide and wear the proper PPE.