CORONAVIRUS DISEASE 2019 (COVID-19)
MANAGING ACTIVE WORKPLACE DURING A VIRAL OUTBREAK

Starting Point

1. Define essential functions vs "want to" tasks.
2. Compliance: follow and keep up to date with local, regional, and federal regulations and best practices. Begin with the OSHA document "How to manage your essential workforce during a time of uncertainty" and the CDC COVID-19 website.
3. Think through scenarios and challenges and look to CDC guidance for solutions.
4. Look at existing processes and make adjustments for the pandemic.
5. Implement a symptom reporting and isolation process.
6. Control access to the facility that includes screening.

Screening Best Practices

- Set up "holding areas" that allow social distancing.
- Take temperatures with a thermal scanning device that limits contact.
- Add a questionnaire that includes asking about symptoms, use of fever reducing medication, contact with people with symptoms, and travel to areas with outbreaks.
- Train people to call in if they have symptoms.
- Maintain social distancing during screening.
- The screener should use proper PPE for the higher risk jobs. May include a face shield, mask, gloves, long sleeves, etc.
- Have employees report at staggered times to avoid a large group in the screening line.
- Screen 100% of people who come onsite, not just employees.
- Screen upon arrival and when employees leave in case symptoms developed during the shift.
- Screening is Pass/Fail. Send people with a fever or other symptoms to a medical provider or for isolation.
- Have a plan to transport if needed, which may be the local EMS.
- Track and communicate with everyone on isolation.

Pods or Work Crews

- Limit the number of people who work closely together to a small number to minimize the chance for spreading illness to the whole company.
- Continue social distancing and using masks, even when in pods.
- Eliminate all crossover between pods, including maintenance.
- Separate break areas and rest rooms for each pod.
- Anyone that must be in the area that is not part of the pod should be gowned in full PPE to prevent contamination of anyone in the pod.
- Implement time gaps between shifts to prevent crossover.
- Alternate entry and exits to keep people from cross contaminating pods.
- Have a cleaning plan in case someone develops symptoms at work.

- Track people who have contact with each pod so you can communicate to everyone exposed as necessary.

Employee Anxiety and Expectations

- Communication is key. Communicate expectations and answer questions to get detractions out of the way before starting the job. Trainings, website, email blasts, and company newsletters are all good opportunities for communication.
- Allow paid time when isolation is needed.
- Designate a person or cross functional team to answer questions, keep up on changes, and respond if there is a crisis.
- Provide regular updates on the situation and what the company is doing to keep everyone safe.
- Implement clear and strong enforcement of health screening, PPE, distancing, hand washing, etc.
- Provide clear guidelines for returning to work after isolation.
- Provide clear guidelines for travel and working remotely.

Training/Orientation

- Move as much to online as possible.
- May need smaller class sizes to allow proper distancing.
- Use face masks and other PPE as needed when distance cannot be maintained.

Other Practices

- Identify all controls possible and when they are to be used, including barriers, social distancing, limiting face to face, PPE, increased air flow, and cleaning.
- Provide masks, gloves, wipes, cleaners, etc.
- Avoid sharing tools if possible.
- Use equipment that helps maintain social distancing.
- If people need to work on something together, alternate allowing one person to do their job, move away, and the other to do their job.
- Use strong cleaning protocols if equipment is shared. Best if the cleaning is done by the person who used it.
- Implement housekeeping and sanitation protocols for common areas, including vehicles.
- Use real time sanitation process if someone becomes symptomatic at work.
- Establish a formal response plan to a positive or potentially positive test that includes housekeeping and notification of people they have been in contact with in the last 14 days.

It is never too late to get started.

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