

COVID-19 Worksite Plan

Name of Worksite:

Address of Worksite:

Name of Site Supervisor:

Date:

Contact Information for the County Public Health Department:

For Employees:

1. Employees will self-screen at home before coming to work:
 - a. If they have respiratory symptoms, they will stay home and inform their supervisor.
 - b. If they have any of the following symptoms, they will stay home and inform their supervisor:
 - i. Cough
 - ii. Shortness of breath or difficulty breathing
 - iii. Fever
 - iv. Chills
 - v. Muscle pain
 - vi. Sore throat
 - vii. New loss of taste or smellRefer to this link for more information:
<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
 - c. If they feel at all sick or have any of the above symptoms, they will stay home and inform their supervisor.
 - d. They will stay home if they have been exposed to someone with COVID-19 and inform their supervisor.
 - e. If the employee gets a COVID-19 positive test, he/she will immediately inform the site supervisor and not return to work until cleared by the doctor.
2. They will wash their hands frequently using the CDC protocol found at this link:
<https://www.cdc.gov/handwashing/index.html>
3. As employees arrive for work, each one will be evaluated for COVID-19 symptoms:
 - a. He/she will be asked the following questions:
 - i. Do you have a fever?
 - ii. Do you have any respiratory symptoms: cough or shortness of breath?
 - iii. Have you been exposed to someone with COVID-19?

- b. Temperature will be taken. If temperature is elevated (above 99 °F), the employee will be asked to go home and report to her/his doctor. Ideally, the temperature would be taken by another employee. Both employees would need to be wearing facemasks during the procedure. If it is not possible or practical to have another person take the temperature, the employee him/herself will do and sanitize the thermometer afterwards. If the employee has a temperature about 99 degrees F, he or she will go home and he/she will inform his/her supervisor.
4. Safe Distancing will be practiced
 - a. Those with private offices will work in them. When leaving for any reason, they will wear a face covering. Before returning to their office, the employee will wash his/her hands or use hand sanitizer.
 - b. For those without private offices, work hours will be staggered so that employees are not working in close proximity to each other (e.g. separated at a minimum of 6 ft).
 - c. When walking through common workspaces such as the copy room, restroom, all employees and visitors will wear masks.
 - d. Employees who can work from home will continue to do so and minimize time in the office.
5. Employees will wear protective equipment when meeting the public
 - a. Visitors are required to wear face coverings
 - b. Employees are required to wear face coverings
 - c. Employees are required to wear gloves
6. Employees should not share office equipment such as computers, phones and workspaces. If they must use shared equipment such as copiers, scanners and postage meter, the equipment will be disinfected after each use.
7. Employees will use EPA approved disinfectants to clean their work areas after each shift. Employees will leave enough time at the end of their shifts to complete the cleaning process. All such time is considered work time. When using shared equipment such as copiers, disinfect after each use. This link provides more guidance:
<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

For Visitors

1. Place signs instructing visitors to observe the visual cues to stay 6 feet apart and 6 feet from employees as well as other requirements;
 - a. Must wear a facemask
 - b. Must not visit if have any symptoms (as outlined above)
2. Place visual cues for visitors: tape lines, windows and similar cues to keep the six-foot distance between people.
3. Place hand sanitizer at the entrances to the offices and require visitors to sanitize their hands before entering.

Consider changing traffic patterns so that there is one way in the office and one way out. At the same time, limit the number of visitors who come into the office at one time. For Cleaning Personnel

1. Clean the work site thoroughly every day using approved disinfectants. Refer to the link above for EPA approved disinfectants.
2. Pay special attention to common areas (used by more than one person), reception areas, conference rooms, stairwells and doorknobs.
3. Ensure that there are disposable paper towels in the bathrooms and kitchenettes and that there is anti-bacterial hand soap available near every sink.

For the site supervisor:

1. He or she will train employees in the above protocols.
2. Train employees in how to prevent COVID-19 from spreading and which underlying health conditions may make individuals more susceptible to contracting the virus.
3. He or she will complete a weekly evaluation to ensure the protocols are being implemented. Concerns identified should be pursued to identify areas of improvement and a plan to implement these.
4. He or she will ensure that there are adequate supplies including:
 - a. Face coverings
 - b. Gloves
 - c. Disinfectant
 - d. Hand sanitizer
 - e. Hand soap
5. He/she will ensure that the disinfection protocols discussed in this plan are implemented.
6. He/she will place hand sanitizer throughout the workplace to encourage good hand sanitation.
7. If an employee tests positive for COVID-19, the site supervisor will investigate and determine if any workplace factors could have contributed to the risk of infection. If so, he/she will update this plan. Please notify HR of any incidences of positive COVID-19 cases.
8. Ensure that safe distancing protocols are in place:
 - a. Close or limit access to common areas. If used, make sure they are cleaned and disinfected at the end of the use.
 - b. Ensure that visitors follow the safe distancing rules above.
 - c. Consider installing a plastic shield to protect the receptionist's workspace.
 - d. Ensure ventilation of the work areas is adequate.
9. Consider changing the traffic flow for employees. (e.g. only one person on an elevator at a time, one-way traffic patterns around the office.)
10. Ensure that employees do not congregate in kitchenettes, bathrooms or common areas.
11. Establish no contact protocols for working with visitors.
12. Remind employees, volunteers, visitors and others that following this protocol is mandatory.
13. Post the required certification at the workplace. See this link for more information: <https://covid19.ca.gov/pdf/checklist-office-workspaces.pdf>