



COVID-19 MITIGATION

Infectious Disease Preparedness and Response Plan

for Small to Mid-Size Businesses

Version 2020-04-06

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PLAN OVERVIEW

Disclaimer

This plan is presented for general information purposes only. The authors do not intend this document to be a definitive statement of the protocols and procedures that are applicable to each and every situation. Nor are we endeavoring to provide legal or other professional advice. This document should NOT be construed as legal advice or any other expression of the scope or nature of an employer's legal obligation to provide employment and a safe place of employment to its employees, particularly under the unprecedented circumstances that the COVID-19 outbreak has created. In addition, new and better information could well supersede the information included in this document. As the situation evolves, employers should continue to monitor the environment in which they are working and related developments and react accordingly.

This Plan is based on information available from the CDC and OSHA at the time of its development and is subject to change based on further information provided by the CDC, OSHA, and other public officials. The Company may also amend this Plan based on operational needs.

Request and editable version at info@actonservices.com

Stay safe.

- Acton Services

Objective

This intent of the plan is to keep people safe by reducing infection of the virus SARS-CoV-2, (referred to as COVID-19).

The draft plan aligns with OSHA's document "Guidance on Preparing Workplaces for COVID-19" and its recommendations that employers develop an Infectious Disease and Preparedness Plan to protect employees from COVID-19.

Scope of Plan

The scope of this plan is limited to small business workplaces that only have Medium Exposure Risk jobs and Lower Exposure Risk (Caution) jobs as defined in OSHA's guidance document.

Medium Exposure Risk Jobs include those that require frequent and/or close contact with (i.e., within 6 feet of) people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients. In areas without ongoing community transmission, workers in this risk group may have frequent contact with travelers who may return from international and domestic locations with widespread COVID-19 transmission. In areas where there is ongoing community transmission, workers in this category may have contact with the general public (e.g., schools, high-population-density work environments, some high-volume retail settings).

Lower Exposure Risk (Caution) Jobs are those that do not require contact with people known to be, or suspected of being, infected with SARS-CoV-2 nor frequent close contact with (i.e., within 6 feet of) the general public. Workers in this category have minimal occupational contact with the public and other coworkers.

The scope EXCLUDES AND DOES NOT PERTAIN TO workplaces involving “very high exposure risk jobs” and “high exposure risk” jobs.

Very high Exposure Risk Jobs are those with high potential for exposure to known or suspected sources of COVID-19 during specific medical, postmortem, or laboratory procedures. Workers in this category include: Medical worker handling specimens or that work directly with infected or suspected COVID-19 patients.

High Exposure Risk Jobs are those with high potential for exposure to known or suspected sources of COVID-19. Workers in this category include healthcare delivery and support staff, medical transport workers and mortuary workers involved in preparing bodies of people known or suspected of having COVID-19 at time of death.

Facility Description

This plan applies to the [Click or tap here to enter Facility Name](#) Facility is located at:

[Click or tap here to enter Street Address.](#)

[Click or tap here to enter City, State ZIP](#)

The facility is comprised of [Click or tap here to enter number of Zones](#). Zone(s) described as:

[Click here to enter descriptions of zones, including relative size and location. Also describe the work stations in each zone and any significant notes. Insert Facility Diagram or attach as a Appendix.](#)

Additional work areas include: [Click or tap here to enter “Not Applicable” or information regarding additional sites, such as customer site locations.](#)

Additional Facility information such as site drawings provided in Appendix A) Facility Information.

Watch and Response

Because of the developing nature of the COVID-19 pandemic, this plan and OSHA recognizes the importance of being abreast of any developments in best safety practices and social imperatives. To keep informed The *Plan Director or appointee* will periodically review

1. Federal: www.cdc.gov/coronavirus/2019-ncov
2. State Guidance: <https://disinfect.actonservices.com/useful-resources/#Statewebsites>
3. Local News Media

Additionally, the Plan Director will survey the effectiveness of the plan to determine necessary improvement

Job Titles:

All employees and job titles are classified as “essential” or “non-essential.” In this plan, this designation strictly applies to whether it is critical for the job title to report on-site (face-to-face) to fulfill a necessary function. “Non-essential” employees may need to continue at work but may do so from a remote location.

Employees may hold multiple job titles.

A list of the Job Titles and designated employees in Appendix B.

Orientation and Training

It is the responsibility of the employer to inform employees of the risks of COVID-19 and the Infectious Disease Preparedness and Response (IDPR) Plan.

It is the responsibility of the employees to be aware of the dangers of COVID-19 and the execute the directives of the plan.

Employee orientation is found in Appendix C) Employee Orientation.

Health Monitoring and Response Policy

To prevent the spreading of COVID-19, employees will both self-monitor for symptoms and be on the alert to determine if they have been exposed to a sick individual and respond according to Appendix D) Health Monitoring and Response Policy.

General Practices

Employees will perform according to practices described in Appendix E) General Practices.

Visitor Admission

Visitors are strictly prohibited from entering facility unless approved by authorized by policy specified in Appendix F) Visitor Restriction and Notification.

Task Safety Sheet

Task-Specific, Zone-Specific, Job-Specific activity.

Appendix A) Facility Information

Click or tap here to enter additional facility information, add facility drawings, site Maps, ETC.

Appendix B) Job Titles List

Essential On Site	Job Title and Responsibility	Employee & Held Title(s)
yes or no	Plan Director: Responsible for Plan Oversight.	Click or tap here to enter employee(s) Name.
Yes	Visitor Screener: Authorized and responsible for screening visitors prior to visit.	Click or tap here to enter employee(s) Name and Job Title.
Yes	Essential Office Worker: Responsible for essential office tasks requiring occupying office.	Click or tap here to enter employee(s) Name and Job Title.
Yes	On-Site Essential Titles: Click or tap here to enter Job Title(s) and Description of Responsibility .	Click or tap here to enter employee(s) Name and Job Title.
No	Non-On-Site Essential Titles: Click or tap here to enter Job Title(s) and Description of Responsibility .	Click or tap here to enter employee(s) Name and Job Title.
yes or no	Click or tap here to enter Job Title(s) and Description of Responsibility .	Click or tap here to enter employee(s) Name and Job Title.

Appendix C) Employee Orientation

Employee Responsibilities

All essential employees are required to be familiar with the hazards of COVID-19, be familiar with and execute the plan and sign off COVID-19 Training Sheet found in Appendix AA) Training Signoff Sheet.

General Information

Coronavirus Disease 2019 (COVID-19) is a respiratory disease caused by the SARS-CoV-2 virus. It has spread from China to many other countries around the world, including the United States.

About COVID-19 – Hazard Awareness

Symptoms of COVID-19

Infection with SARS-CoV-2, the virus that causes COVID-19, can cause illness ranging from mild to severe and, in some cases, can be fatal. Symptoms typically include fever, cough, and shortness of breath. Some people infected with the virus have reported experiencing other non-respiratory symptoms. Other people, referred to as asymptomatic cases, have experienced no symptoms at all.

How COVID-19 Spreads

According to the CDC, symptoms of COVID-19 may appear in as few as 2 days or as long as 14 days after exposure.

Although the first human cases of COVID-19 likely resulted from exposure to infected animals, infected people do spread SARS-CoV-2 to other people.

Person to Person Infection: The virus is thought to spread mainly from person-to-person, including:

- Between people who are in close contact with one another (within 6 feet).
- Through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

Area or Item to Person Infection: It may be possible that a person can get COVID-19 by touching a surface or object that has SARS-CoV-2 on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the primary way the virus spreads.

People are thought to be most contagious when they are most symptomatic (i.e., experiencing fever, cough, and/or shortness of breath). Some spread might be possible before people show symptoms; there have been reports of this type of asymptomatic transmission with this new coronavirus, but this is also not thought to be the main way the virus spreads.

Although the United States has implemented public health measures to limit the spread of the virus, some person-to-person transmission will continue to occur.

Appendix D) Health Monitoring Policy

With guidance from the CDC, all employees are screened prior to starting their daily task.

This will ensure team members are not reporting to work if they are exhibiting symptoms of COVID-19. Employees have been instructed to not report to work (self-quarantine) if they and/or any direct family member(s) have been in direct contact with anyone who has tested positive for, or is exhibiting symptoms of, COVID-19. Employees who have been quarantined will be allowed to report to work only after a health care professional has cleared them to return to work.

Appendix E) General Protective Procedures

The purpose of these procedures is to reduce the risk of infecting individuals and contaminating areas and items with the COVID-19 virus.

WORK AREAS / ZONES: Applies to all work zones.

JOB TITLES: Applies to all employees

TASK DESCRIPTION: Applies to all work activity

HAZARD ASSESSMENT:

Hazards include:

- Infection of individual from another human.
- Infection of individual from contaminated area.
- Infection of individual from contaminated material/item.
- Contamination of area from infected individual
- Contamination of material/item from infected individual.

SAFEGUARD PROCEDURES:

1. Self-Monitoring and Response

All employees to self-monitor for potential exposures and symptoms.

Symptomatic employees are to not report to work.

All employees must be on alert to determine if they have been exposed to a sick or symptomatic individual. Exposed employees are to contact their supervisor for instruction prior to reporting for work.

Refer to Appendix D) Health Monitoring Policy

2. Face-to-Face Meeting

Face-to-face meetings are to be opted only when necessary.

Employees are to opt for tele and virtual communication when possible.

If face-to-face meeting is necessary, employees are to:

- a) Communicate risk between member
- b) Follow other listed safeguards.

3. Maintain Social Distance

Employees are to maintain a 6 foot distance between themselves and other individuals.

4. Frequent Handwashing

Employees shall conduct frequent and thorough hand washing, including by providing workers, customers, and worksite visitors with a place to wash their hands. If soap and running water are not immediately available, provide alcohol-based hand rubs containing at least 60% alcohol.

5. Avoid Touching Face and Eyes

To prevent infection, employees are to avoid touching face and eyes with unwashed hands.

6. Respiratory Etiquette

Employees must exercise respiratory etiquette, including covering coughs and sneezes.

7. Work items and areas

Employees are to limit use of other workers' phones, desks, offices, or other work tools and equipment to only essential purposes.

8. General Housekeeping

Maintain regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment. When choosing cleaning chemicals, employers should consult information on Environmental Protection Agency (EPA)-approved disinfectant labels with claims against emerging viral pathogens. Products with EPA-approved emerging viral pathogens claims are expected to be effective against SARS-CoV-2 based on data for harder to kill viruses. Follow the manufacturer's instructions for use of all cleaning and disinfection products (e.g., concentration, application method and contact time, PPE)

9. Work-based Travel

Work-based non-essential travel is prohibited.

Employees are to confirm with supervisor before conducting any work-based travel.

10. Personal Protective Equipment

- a) PPE requirements will be determined for each work task
- b) Selected based upon the hazard to the worker
- c) Properly fitted and periodically refitted, as applicable (e.g., respirators)
- d) Consistently and properly worn when required
- e) Regularly inspected, maintained, and replaced, as necessary
- f) Properly removed, cleaned, and stored or disposed of, as applicable, to avoid contamination of self, others, or the environment

Appendix F) Visitor Policy

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

Site 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.

All visitors will be screened by the Screener in advance of arriving on the job site. If the visitor answers "yes" to any of the following questions, he/she should not be permitted to access the jobsite:

Q1: Have you been confirmed positive for COVID-19?

Q2: Are you currently experiencing, or recently experienced, any acute respiratory illness symptoms such as fever, cough, or shortness of breath?

Q3: Have you been in close contact with any persons who has been medically confirmed positive for COVID-19?

Q4: Have you been in close contact with any persons or yourself have traveled internationally or domestically in the last two weeks?

Printed Name / Company	Signed Name	To See	Q1	Q2	Q3	Q4	Date
			<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	
			<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	
			<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	
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			<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	

Appendix G) Blank Virus Safeguard Sheet

TASK NAME	Click or tap here to enter task name.	Revisor	Enter Revisor's name.
		Revision Date	Enter Date.
INCLUDED JOB TITLES	Click or tap here to enter Job Titles.		
WORK AREA / ZONES	Click or tap here to enter Zones.		
TASK DESCRIPTION	Click or tap here to enter task description. May include multiple steps.		
HAZARD IDENTIFICATION	Click or tap here to enter hazards, typically those identified in General Protective Practices.		
HAZARD CONTROLS			
ENGINEERED CONTROLS	Click or tap here to enter Engineered Controls such as physical particians.		
ADMINISTRATIVE CONTROLS	Click or tap here to enter administrative controls, typically refer to General Protective Pracices.		
PPE	Click or tap here to enter required Personal Protective Equipment (PPE) .		
CONTINGENCY PLAN	Click or tap here to enter contingency directions.		

Appendix H) SAMPLE Virus Safeguard Sheet

TASK NAME	Office Work	Revisor	EHS Manager
		Revision Date	4/6/2020
INCLUDED JOB TITLES	All Essential Workers		
WORK AREA / ZONES	Walkways to Office Office Areas		
TASK DESCRIPTION	Performing essential office duties in office area.		
HAZARD IDENTIFICATION	<ul style="list-style-type: none"> Infection of individual from another human Infection of individual from contaminated area Infection of individual from contaminated material/item Contamination of area from infected individual Contamination of material/item from infected individual 		
HAZARD CONTROLS			
ENGINEERED CONTROLS	Apply protocols defined in General Protective Practices Appendix E.		
ADMINISTRATIVE CONTROLS	Apply protocols defined in General Protective Practices Appendix E.		
PPE	None required. Facemask recommended.		
CONTINGENCY PLAN	In case of suspected exposure, contact supervisor immediately for direction.		

APPENDIX AA) Virus Safety Training Signoff Sheet

The signed below are familiar with the COVID-19 Mitigation Infectious Disease Preparedness and Response Plan.

[illegible]