

Coronavirus Safety Plan of Action

Introduction

Sample Company is committed and want to assure employees, contractors, vendors, and consumers that Sample Company are taking the necessary precautions to help prevent the spread of this disease and to provide a safe work environment for all of our employees, and others who may come into close proximity.

The majority of Sample Company, employees work outside of the office and unfortunately management does not have much control over the jobsite conditions, or our customers place of business.

Sample Company is asking all to use good judgement and self-awareness of the environment and if at any time anyone does not feel safe or feel threatened please remove yourself from the situation immediately and contact your immediate supervisor for direction and guidance.

You the worker in the field is the lifeblood of this business and without you we would not have a business that could sustain itself.

What is it

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. Depending on the severity of COVID-19's international impacts, outbreak conditions—including those rising to the level of a pandemic—can affect all aspects of daily life.

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.

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

How COVID-19 Spreads

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

- Between people who are in close contact with one another (within about 6 feet).

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- 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.
- 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.

Plan of Action

Sample Company is following the recommendations from the Center of Disease Control and Prevention. There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19). The best way to prevent illness is to avoid being exposed to this virus. However, as a reminder, CDC always recommends everyday preventive actions to help prevent the spread of respiratory diseases, including:

- First and foremost, if you are sick contact your supervisor and DO NOT show up to work!
- Meeting and morning huddles should be kept to a minimum.
- Work activities and standup meetings ensure to maintain the six-foot social distance rule.
- Always wear the appropriate PPE to include work gloves, safety glasses.
- Avoid hands shakes and other personal contact.
- Cover your cough or sneeze with a tissue, discard tissue in the trash. Then wash your hands and face.
- Wash your hands frequently and thoroughly with soap and water for at least 20 seconds (sing Happy Birthday), especially after utilizing a restroom; before eating; and after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands with soap and water if hands are visibly dirty.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth.
- Avoid using other workers' phones, desks, offices, or other work tools and equipment, when possible.
- Do not share dishes, drinking glasses, cups, eating utensils, or towels.
- The Following is CDC's recommendations for using a facemask.

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- CDC does not recommend that people who are well wear a facemask to protect themselves from respiratory diseases, including COVID-19.
- Facemasks should be used by people who show symptoms of COVID-19 to help prevent the spread of the disease to others. The use of facemasks is also crucial for health workers and people who are taking care of someone in close settings (at home or in a health care facility)

The primary goal is to keep all healthy and working through this crisis as much as possible and within the limits put upon us by our customers and local governmental agencies. If you feel sick or think you may have symptoms Do Not Show up to work! Contact your Supervisor! Consider the following:

- **Seek medical attention but call first:** Seek medical care right away if your illness is worsening (for example, if you have difficulty breathing).
- **Call your doctor before going in:** Before going to the doctor's office or emergency room, call ahead and tell them your symptoms. They will tell you what to do.
- **Wear a facemask:** If possible, put on a facemask before you enter the building. If you can't put on a facemask, try to keep a safe distance from other people (at least 6 feet away). This will help protect the people in the office or waiting room.
- **Follow care instructions from your healthcare provider and local health department:** Your local health authorities will give instructions on checking your symptoms and reporting information.
- **OSHA has determined COVID-19 is a recordable:** If a worker is infected with COVID-19 arising out of work must be recorded on the OSHA 300 log.

Sample Company sincerely appreciate your efforts and cooperation with the policy, and please stay safe and rest assured you have our support. If you have any questions regarding this practices and procedures contained in the policy please do not hesitate to communicate with your supervisor or call the corporate office at: 000-000-0000.



*This plan is provided courtesy of Terry Konell CSP, CESCO, USN Ret.
Owner, T/C Risk Management Services, LLC.*