Injury and Illness Prevention Program (IIPP) Addendum
COVID-19 Infection Prevention Program

A. Company Policy
Family Service Association is committed to preventing workplace hazards that could result in employee injury and/or illness; and to complying with all applicable state and local occupational health and safety regulations. The following Infection Prevention Program has been temporarily established to help make sure affected employees understand the dangers of COVID-19 and how to prevent spread of this disease in the workplace. Implementation of our COVID-19 Infection Prevention Program is consistent with our existing IIPP. This program applies to all locations where FSA operates and is available for review by any employee.

B. Employer Responsibilities
Family Service Association follows measures below while Shelter in Place, Stay at Home, and/or Employee Health Monitoring orders recommended by the Centers for Disease Control and Prevention (CDC) and local authorities are in effect, as outlined by local public health department officials.

Family Service Association
- Provides frequent employee training on COVID-19 signs, symptoms, and prevention in a language employees can understand. Frequently cleans and disinfects used work surfaces based on current CDC guidelines
- Encourages additional spacing of employees to support safe social distancing
- Considers and, when possible, implements increased workplace ventilation, barriers, and employee work practices that reduce risk
- Monitors employee symptoms at the beginning of the shift and throughout the work day
- Encourages, when possible, alternative employee workplace options such as working from home

C. Employee Training
Management and supervisors ensure employees, prior to beginning of work assignment and regularly after, participate in COVID-19 training that covers the following topics:

- COVID-19 Infection Prevention Program (this program)
- COVID-19 and how it is spread
- Symptoms of COVID-19 infection and when to seek medical attention
- Importance of not coming to work when ill
- Steps to prevent the spread of COVID-19 infection
- Importance of frequent hand washing / hand sanitizing
- Coughing and sneezing etiquette
- Importance of maintaining safe physical distancing
- Safely using cleaners and disinfectants on surfaces and objects

All COVID-19-related employee training is documented.

D. Employee Expectations
Employees must adhere to following expectations:

- Stay at home when sick and avoid close contact with others
- Refrain from shaking hands, hugging, or touching others
- Clean surfaces before and after use in common areas, and when using shared equipment
- Avoid touching mouth, nose, and eyes
• Wash hands with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available
• Wash/sanitize hands multiple times daily, including before and after work; during breaks; before and after eating; after coughing, sneezing, or blowing nose; and before and after going to the restroom
• Cover mouth and nose with a tissue when coughing or sneezing and immediately discard it after use and wash hands. If no tissues are available, cover mouth with shoulder or elbow and then wash hands
• Avoid sharing personal items with coworkers (e.g., food, dishes, lunch boxes, gloves, etc.)
• Keep a minimum distance of 6 feet from others when possible
• When choosing to cover mouth and nose with a cloth face covering, follow CDC and local health department guidelines on use, removal, cleaning, and disinfection

E. Expectations to clean and disinfect the workplace
Family Service Association has a routine schedule to clean and disinfect common surfaces, areas, and objects in the workplace in accordance with current CDC guidelines. This cleaning and disinfecting includes but is not limited to:

• Work surfaces including tools, work stations, machinery, containers, counters, tables, chairs, benches, door handles, and knobs
• Handwashing areas and surfaces, including re-stocking with soap and paper towels
• Fixed and portable restrooms, including re-stocking toilet paper and cleaning and sanitizing as necessary
• Common areas including break room tables, chairs, drinking fountains, refrigerators, vending machines, and trash cans
• Contact areas on vehicles, forklifts, and other equipment such as stick shift, control levers, steering wheel, doors, seat belts, air conditioner, radio buttons, glove box, mirrors, armrests, and vehicle keys

Disinfection procedures adhere to CDC guidelines. Employees assigned to sanitize and disinfect surfaces are trained on hazards and manufacturer’s recommended safety precautions of all cleaners and disinfectants. Employees assigned to perform sanitation and disinfection are expected to use cleaners and disinfectants in a safe manner, follow label directions, and wear proper personal protective equipment.

F. Social Distancing
Family Service Association practices social distancing of at least 6 feet of separation to the extent possible in all work areas including outdoors, vehicles, structures, facilities, and offices. This includes:

• Before work shift
• While working
• After work shift
• Coming and going from vehicles
• Entering, working, and exiting buildings and structures
• During breaks and lunch periods
• When performing work activities, including use of tool and equipment

Access to Family Service Association property and/or facilities is limited to employees. Vendors and other non-employee visitors must adhere to the following expectations:

• Vendors must be approved before arriving. Sick individuals will not be allowed to access the property
• Personal interaction with vendors and other non-employees is limited to the extent possible
• Visitors who must enter the facility are expected to follow hygiene and social distancing practices outlined in section D. Employee Expectations
• To the extent possible, outside deliveries are dropped off at a designated area away from employees and high-traffic areas.

G. Symptomatic and Sick Employees
Family Service Association stresses the importance of employees staying home if either they or anyone they live with is sick. The following steps are followed to monitor employee health:

• Employee Health Monitoring
  Supervisors monitors employee attendance and watches for employees showing COVID-19 symptoms. Our procedures for health monitoring include:
  1. Observation of employees when they arrive at work and inquiry to learn if they have experienced fever, cough, or difficulty breathing according to local public health department guidelines
     o If ill, employee is sent home immediately and instructed to contact a medical professional by phone before going to a medical facility
  2. Monitoring employees throughout the day:
     o Employees who develop COVID-19 or other flu-like symptoms at work are sent home immediately
     o Sick employees are instructed to follow CDC guidelines and local public health department recommendations

• If an employee tests positive for COVID-19 infection:
  Family Service Association follows guidelines below when informed an employee is diagnosed with COVID-19 infection:
  1. Clean and disinfect applicable work areas immediately following CDC guidelines using proper disinfection procedures and appropriate personal protective equipment
  2. Document infected employee’s work location, work hours, and general and specific work duties. If the employee recently traveled to multiple worksites, document their travel times and last day worked
  3. Identify and confidentially contact anyone who had contact with symptomatic employee
  4. Contact local public health department and follow their recommended protocols.

H. Program Evaluation
Family Service Association:
• Conducts daily workplace inspections to ensure COVID-19 Infection Prevention Program procedures are followed
• Takes corrective action to correct any deficiencies discovered
• Documents corrective actions
• Ensures CDC, local health department, and other applicable authorities' guidelines are incorporated into the COVID-19 Infection Prevention Program and followed