[SAMPLE] COVID-19 WORKPLACE PREVENTION AND RESPONSE PLAN

[This template is provided as a sample only. It should not be used without advice from a qualified attorney. This sample COVID-19 Prevention and Response Plan should not be construed as legal advice or a comprehensive answer to all possible COVID-19 rules and regulations. It is designed to serve as a supplement to your Cal/OSHA Injury and Illness Prevention Plans (IIPPs), as well as a sample “Workplace Specific Plan” to be provided to employees, that the California Dept. of Public Health references in their industry guidance, issued on May 12, 2020. https://covid19.ca.gov/industry-guidance/]

MISSION STATEMENT

[Name of company] (“Company”) takes the health and safety of our employees very seriously.

This COVID-19 Workplace Prevention and Response Plan (the “Plan”) is being implemented in order to assess, prevent, and respond to the risk of COVID-19 in our workplace.

All managers and supervisors must be familiar with the Plan and be ready to answer questions from employees. All employees will be required to read and become familiar with the Plan, and above all else, employees must take the potential threat of COVID-19 seriously and abide by the Plan’s requirements at all times.

If you have any questions regarding this Plan or workplace safety in general, please do not hesitate to reach out to your supervisor, Human Resources, or our COVID-19 coordinator.

OVERALL RESPONSIBILITY FOR IMPLEMENTING THIS PLAN

[_______________], or COVID-19 coordinator, is invested with full authority and responsibility for implementing this program. This person will also be responsible for identifying and communicating with the local health department, in the event a COVID-19 outbreak occurs among employees.

RESPONSIBILITIES OF SUPERVISORS

All managers and supervisors must be familiar with the Plan and be ready to answer questions from employees. Managers and supervisors must set the example by following the Plan at all times.

RESPONSIBILITIES OF ALL EMPLOYEES

In order to minimize the spread of COVID-19 in our workplace, everyone must play his or her part. The Company has instituted various housekeeping, social distancing, and other best practices as recommended by Cal/OSHA, the CDC, and other agencies to protect against...
COVID-19. All employees are expected to follow these protocols and be knowledgeable of this Plan.

In addition, employees are expected to report to their manager or supervisor if they are experiencing signs or symptoms of COVID-19, as described below.

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

If you develop a fever and symptoms of respiratory illness, such as cough or shortness of breath, DO NOT GO TO WORK. Call your supervisor and healthcare provider right away.

**TRAINING ON COVID-19**

The Company will provide training on the following topics:

- Information on COVID-19, how to prevent it from spreading, and which underlying health conditions may make individuals more susceptible to contracting the virus.
- Self-screening at home, including temperature and/or symptom checks using CDC guidelines.
- The importance of not coming to work if employees have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with have been diagnosed with COVID-19.
- To seek medical attention if their symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on CDC’s webpage.
- The importance of frequent handwashing with soap and water, including scrubbing with soap for 20 seconds (or using hand sanitizer with at least 60% ethanol or 70% isopropanol when employees cannot get to a sink or handwashing station, per CDC guidelines).
- The importance of social distancing (minimum 6 feet) both at work and off work time.
- Proper use of face coverings, including:
  * Face coverings that do not protect the wearer and are not personal protective equipment (PPE).
  * Face coverings can help protect people near the wearer, but do not replace the need for physical distancing and frequent handwashing.
  * Employees should wash or sanitize hands before and after using or adjusting face coverings.
  * Avoid touching the eyes, nose, and mouth.
  * Face coverings should be washed after each shift

* add specific topics that may be unique to your business.
RISK ASSESSMENT OF THE WORKPLACE

The Company has evaluated the workplace and has designated the following areas as having a potential increased risk of infection from COVID-19: [*list areas where employees may congregate and not maintain 6 feet of distance, such as common breakrooms or copy rooms, smoke areas, bathrooms, kitchens, etc.*]

These areas will have the following additional precautions taken: [*refine as necessary*]

- Breakrooms and/or kitchens will be limited to [____] employees [post signs as necessary]
- Bathrooms, unless large enough to provide six-feet of distancing, will be designated for single use
- Copy rooms and other high traffic areas will be cleaned and disinfected daily per CDC guidelines.
- Common areas will have multiple hand sanitizers available to encourage frequent hand washing.
- If social distancing is not possible due to a particular work operation or location, face masks will be provided by the Company.

WORKPLACE PREVENTATIVE MEASURES

The Company had instituted the following preventative measures: [*modify list as needed – refer to the CDPH industry specific guidance to see what additional precautions apply to your workplace.*]

- All employees will be checked for temperature and/or asked questions regarding any COVID-19 symptoms prior to being allowed to enter the workplace.
- Any employee/visitor showing symptoms of COVID-19 will be asked to leave the workplace and return home.
- All meetings will be conducted by telephone or video conference, if possible.
- If in-person meetings are required, groups will be limited to ten persons and six feet separation will be maintained.
- Employees are encouraged to minimize or eliminate ride-sharing.
- Employees will be encouraged to stagger breaks and lunches, if practicable, to reduce the size of any group at any one time to less than ten people.
- Employees using the office break room should be respectful of others and space out as appropriate to maintain social distancing (approximately every other table)
- Bathrooms will be designated for single-use
- Employees should limit sharing of equipment with each other, unless absolutely necessary. This includes pens, paper, laptops, cell phones, utensils, cups, etc.
- Employees are encouraged to bring their own water bottles instead of using a common water source.
- Employees are encouraged, but not required, to wear a face cloth covering to further mitigate against the spread of COVID-19, in particular when social distancing is not possible.
- Routine cleaning and disinfecting of shared workplace equipment and furniture will be performed at least daily.
- A supervisor will be assigned to inspect and to evaluate the workplace, to ensure the above protocols are being adhered to, and proper hygiene and cleaning products are readily available.
In addition, all employees will be expected to follow the below preventative measures:

- Frequently wash your hands with soap and hot water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol.
- Maintain social distancing, a minimum of six feet.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Follow appropriate respiratory etiquette, which includes covering coughs and sneezes (preferably with a tissue).
- Avoid close contact with people who are sick.
- Avoid sharing personal items with co-workers (i.e. phones, laptops, notepads, pens, pencils, etc.)

EVALUATIONS AND WORKPLACE INSPECTIONS

Any plan must be routinely evaluated in order to gauge its effectiveness. In this regard, supervisors [or designated person] will inspect the workplace [daily/weekly] and record the results of the inspection on the [daily/weekly] inspection sheet. The inspection sheet will cover items such as proper handwashing facilities, readily available hand sanitizer, observation of whether proper social distancing is being performed, whether common, high-use areas are being properly disinfected, and whether employees are overall knowledgeable of the Plan and have received appropriate training.

The results of the inspections, including any deficiencies, must be recorded on the inspection sheets and will be reported to the [______________________], who is responsible for ensuring that any deficiencies are timely addressed and corrected.

Records of inspections and any corrective actions taken will be maintained for a minimum of one year.

INVESTIGATING AND RESPONDING TO POSSIBLE COVID-19 ILLNESS IN THE WORKPLACE

Upon learning of possible COVID-19 exposure in the workplace, management will investigate to determine if the exposure was work-related or not. If determined to be work-related, notification will be sent to OSHA, as necessary. Management will investigate the potential source of the illness, identify any potential deficiencies in the Plan, and adjust the Plan as necessary.

In addition, should an employee test positive or otherwise be diagnosed for COVID-19, management will be responsible to identify close contacts (those within six feet for 15 minutes or more of the infected employee), during the 48-hour period before the onset of symptoms, and notify those employees that they were possibly exposed to the virus. These employees, along with the infected employee, will be sent home to self-isolate pursuant to CDC guidelines.

*Note, the identity of the infected employee/individual will not be disclosed to other employees but will be used to identify other employees who may have been in close contact with the infected individual. □