Choice Infectious Disease Preparedness & Response Plan Presentation

Purpose

Our company's Infectious Disease Preparedness and Response Plan is a guide for planning for, responding to, and recovering from a pandemic that may impact our business and community. In this plan we identify

1) potential occupational exposure to infectious disease,

2) ways to mitigate our employees' risk of contracting these infections, and

3) methods to respond in an appropriate and timely manner if exposure incidents occur.

Scope

An infectious disease is transmitted either by inhalation of infectious particles/droplets or direct contact of the particles/droplets with mucous membranes in the respiratory tract or eyes. Infectious diseases may include the Novel Coronavirus (COVID-19), MERS, SARS, Ebola, Anthrax, pandemic flu, and other known diseases. Examples of infectious diseases for which this plan could apply are included in Appendix A -Descriptions of infectious diseases.

During an outbreak of a highly infectious disease, the US Government – US Department of Health and Human Services (HHS) along with the Centers for Disease Control and Prevention (CDC) - is the national leader for overall communication and coordination efforts. They also work closely with the World Health Organization (WHO). Our company will follow the recommendations of these organizations as well as the Occupational Safety and Health Administration (OSHA), and other applicable federal, state, and local health authorities.

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Coronavirus Disease (COVID-19)

The information for infection with SARS-CoV-2 (COVID-19) has been updated as of April 2020.
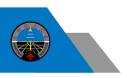
Coronavirus Disease 2019 (COVID-19) is a respiratory disease caused by the SARS-CoV-2 virus. It has spread from China to many other countries around the world, including the United States. To reduce the impact of the COVID-19 outbreak, our company has developed a preparedness and response plan.

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.

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How COVID-19 spreads

COVID-19 started from exposure to an infected animal. Infected people can spread COVID-19 to other people. 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).

• 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 the virus 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.

How is COVID-19 Spread?

COVID-19, like other viruses, can spread between people. Infected people can spread COVID-19 through their respiratory secretions, especially when they cough or sneeze. According to the CDC, spread from person-to-person is most likely among close contacts (about 6 feet). Person-to-person spread is thought to occur mainly *via* respiratory droplets produced when an infected person coughs or sneezes, like how influenza and other respiratory pathogens spread. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. It is currently unclear if a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes.

In assessing potential hazards, employers should consider whether their workers may encounter someone infected with COVID-19 in the course of their duties. Employers should also determine if workers could be exposed to environments (e.g., worksites) or materials (e.g., laboratory samples, waste) contaminated with the virus.

How is COVID-19 Spread? (Con't)

Depending on the work setting, employers may also rely on identification of sick individuals who have signs, symptoms, and/or a history of travel to COVID-19-affected areas that indicate potential infection with the virus, in order to help identify exposure risks for workers and implement appropriate control measures.

There is much more to learn about the transmissibility, severity, and other features associated with COVID-19, and investigations are ongoing.

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Basic infection prevention measures

We are asking every one of our employees to help with our prevention efforts while at work. In order to minimize the spread of COVID-19, we all must play our part. As set forth below, our company has instituted various housekeeping, social distancing, and other best practices. All employees must follow these. In addition, employees are expected to report to their managers or supervisors if they are experiencing signs or symptoms of COVID-19, as described below. If you have a specific question about this Plan or COVID-19, please ask your manager or supervisor. If they cannot answer the question, please contact the local public health authority.

Basic infection prevention measures will be emphasized to protect workers during an infectious disease outbreak. Where appropriate, our company will follow the recommendations of federal, state, and local health authorities. OSHA and the CDC have provided the following control and preventative guidance to all workers, regardless of exposure risk:

COVID-19 Prevention and Work Practice Controls

Worker Responsibilities:

• Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol. Always wash hands that are visibly soiled.

• Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.

• Avoid touching your eyes, nose, or mouth with unwashed hands.

• Avoid close contact with people who are sick.

• Employees who have symptoms (i.e., fever, cough, or shortness of breath) should notify their supervisor and stay home—DO NOT GO TO WORK.

• Sick employees should follow CDC-recommended steps. Employees should not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers and state and local health departments.
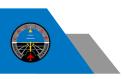
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COVID-19 Prevention and Work Practice Controls (Con't)

<u>General Job Site / Office Practices:</u>

• Clean AND disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs. Dirty surfaces can be cleaned with soap and water prior to disinfection. To disinfect, use products that meet EPA's criteria for use against SARS-CoV-2external icon, the cause of COVID-19, and are appropriate for the surface.

• Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.

• Clean and disinfect frequently used tools and equipment on a regular basis.

o This includes other elements of the jobsite where possible.

o Employees should regularly do the same in their assigned work areas.

• Clean shared spaces such as trailers and break/lunchrooms at least once per day.

• Disinfect shared surfaces (door handles, machinery controls, etc.) on a regular basis.

• Avoid sharing tools with co-workers if it can be avoided. If not, disinfect before and after each use.

• Arrange for any portable job site toilets to be cleaned by the leasing company at least twice per week and disinfected on the inside.

• Any trash collected from the jobsite must be changed frequently by someone wearing gloves.

• In addition to regular PPE for workers engaged in various tasks (fall protection, hard hats, hearing protection), employers may also provide gloves and eye protection if appropriate to the task

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Ways to Mitigate Risk of Exposure to COVID-19 (Con't)

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol.

- Avoid touching your eyes, nose, or mouth with unwashed hands.

- Follow appropriate respiratory etiquette, which includes covering for coughs and sneezes.

- Avoid close contact with people who are sick.

- Use tissues for sneezes and dispose of them in the trash receptacle. Do not touch the trash receptacle.

- Do not share work tools and equipment.

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Ways to Mitigate Risk of Exposure to COVID-19 (Con't)

In addition, employees must familiarize themselves with the symptoms of COVID-19:

• Coughing;

• Fever;

• Shortness of breath, difficulty breathing; and

• Early symptoms such as chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose.

If you develop a fever and symptoms of respiratory illness, such as cough or shortness of breath, you will be asked to stay home and to call your healthcare provider right away. Likewise, if you come into close contact with someone showing these symptoms, call your healthcare provider right away.

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Worker Protection

We shall use feasible engineering controls and work practice controls to reduce employee exposure to infectious diseases. When those controls are not sufficient, we shall provide personal protective equipment. We have defined appropriate workplace controls for our various worker exposure risk classifications using *Appendix C – Infectious disease workplace controls checklist*.

Refer to our PPE and Respiratory Protection Programs for specific requirements where PPE and/or respirators are included as appropriate workplace controls for infectious disease hazards.

Workplace flexibilities and protections will be emphasized to protect workers during an infectious disease outbreak. Where appropriate, and as identified in Appendix C, our company will follow the recommendations of federal, state, and local health authorities which may include, but not be limited to the following:
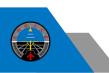
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• Have sick employees stay home

• Ensure that sick leave policies are flexible and consistent with public health guidance and that employees are aware of these policies

  - Talk with companies that provide our business with contract or temporary employees about the importance of sick employees staying home and encourage them to develop non-punitive leave policies

  - Maintain flexible policies that permit employees to stay home to care for a sick family member

  - Recognize that workers with ill family members may need to stay home to care for them

• Establish policies and practices to increase the physical distance among employee and between employees and others if health authorities recommend use of social distancing

  - Implementing flexible worksites (e.g., telework)

  - Implementing flexible work hours (e.g., staggered shifts)

  - Increasing physical space between employees at the worksite

  - Increasing physical space between employees and customers (e.g., drive through, partitions)

  - Implementing flexible meeting and travel options (e.g., postpone non-essential meetings or events)

• Delivering services remotely (e.g. phone, video, or web)

• Delivering products through curbside pick-up or delivery

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Ways to Mitigate Risk of Exposure to COVID-19 (Con't)

Finally, we will also be maintaining regular housekeeping practices, including cleaning and disinfection of the work environment. *See Appendix D for COVID-19 Prevention with enhanced cleaning and disinfection.*

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Ways to Mitigate Risk of Exposure to COVID-19 (Con't)

Methods to Respond if Exposure Incidents Occur

Employee Exhibiting COVID-19 Symptoms

If an employee exhibits COVID-19 symptoms, the employee will be asked to call their healthcare provider and to return home. The employee may return to work consistent with CDC and state and local guidelines.
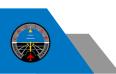
Employee Tests Positive for COVID-19

An employee that tests positive for COVID-19 will be directed to self-quarantine away from work. The employee may return to work consistent with CDC and state and local guidelines. If our company learns that an employee has tested positive, our company will conduct an investigation into co-workers that may have had close contact with the confirmed-positive employee in the prior 14 days and direct those individuals that have had close contact with the confirmed-positive employee to call their healthcare provider regarding the length of time to stay home. Close contact is defined as six (6) feet for a prolonged period of time. The employee may return to work consistent with CDC and state and local guidelines.

Employee Has Close Contact with a Tested Positive COVID-19 Individual

If an employee learns that he or she has come into close contact with a confirmed-positive individual outside of the workplace, he/she must alert a manager or supervisor of the close contact and also call their healthcare provider regarding the length of time to stay home.

The employee may return to work consistent with CDC and state and local guidelines
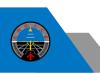
Note: These guidelines may change as CDC and state and local guidelines develop.

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Communication

Infectious disease outbreaks can evolve rapidly. Our company will communicate to our workers as information becomes available on the following topics according to the guidelines defined in *Appendix E – Crisis communications plan*.

• Information about the infectious disease outbreak

• Changes to our business operations including workplace policies, workplace protections, and flexibilities

• Notifying workers if a person in the facility has been confirmed infectious or has been around someone who has been confirmed infectious for their potential exposure.

• Note: Except for circumstances in which our company is legally required to report workplace occurrences of communicable disease, the confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent practical under the circumstances. When it is required, the number of persons who will be informed of an employee's condition will be kept at the minimum needed not only to comply with legally-required reporting, but also to assure proper care of the employee and to detect situations where the potential for transmission may increase. *A sample notice to employees is in Appendix F*. Our company reserves the right to inform other employees that a co-worker (without disclosing the person's name) has been diagnosed with COVID-19 if the other employees might have been exposed to the disease so the employees may take measures to protect their own health.
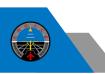
Training

The following training is provided to our employees who have occupational exposure to infectious disease:

• Explanation of infectious disease

• Modes of transmission and applicable control procedures

• Review of recognized tasks and activities that may pose an exposure

• Appropriate workplace controls, which may include engineering and administrative controls, safe work practices, and PPE

• Selection of PPE as appropriate, proper use, location, removal, handling, cleaning, decontamination and disposal of items

Training materials may include but are not limited to the following:

• *Appendix G – COVID-19 Toolbox talk*

• *Appendix H –Sequence for putting on personal protective equipment (CDC)*

• *Appendix I – How to properly put on and take off a disposable respirator (CDC)*

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- PureSafety course: Pandemic Influenza

• PureSafety course: Infection Control - Handwashing

The training will occur:

• At the time of initial assignment to tasks where occupational exposure may take place;

• At least annually thereafter, or refresher not to exceed 12 months from the previous training where required by OSHA;

• When changes, such as introduction of new engineering or work practice controls, modification of tasks or procedures or institution of new tasks or procedures, that affect the employee's occupational exposure or control measures. The additional training may be limited to addressing the new exposures or control measures

Each training record will include the following information

• The date(s) of the training.

• The contents or a summary of the training.

• The names and qualifications of persons conducting the training or who are designated to respond to interactive questions.

• The names and job titles of all persons attending the training.

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The following records are maintained

• Occupational injury and illness records as required by the OSHA recordkeeping and reporting standard

• Training records

• Record of annual review of the Infectious Disease Preparedness Plan

• Records of exposure incidents (exposure analysis) and any follow up

• Records of inspection, testing, and maintenance of non-disposable engineering controls, including ventilation and other air handling systems, air filtration systems, containment equipment

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Sources

• Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 (COVID-19). (Centers for Disease Control and Prevention)

• Guidance on Preparing Workplaces for COVID-19. Occupational Safety and Health Administration.

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COVID-19 Toolbox talk

What is COVID-19?

The novel coronavirus, COVID-19 is one of seven types of known human coronaviruses. COVID-19, like the MERS and SARS coronaviruses, likely evolved from a virus previously found in animals. The remaining known coronaviruses cause a significant percentage of colds in adults and children, and these are not a serious threat for otherwise healthy adults.

Patients with confirmed COVID-19 infection have reportedly had mild to severe respiratory illness with symptoms such as fever, cough, and shortness of breath.

According to the U.S. Department of Health and Human Services/Centers for Disease Control and Prevention ("CDC"), Chinese authorities identified an outbreak caused by a novel—or new—coronavirus. The virus can cause mild to severe respiratory illness. The outbreak began in Wuhan, Hubei Province, China, and has spread to a growing number of other countries—including the United States.

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Training Completed