Health Safety Policy

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| Policy Area | IT Policy Library |
| Approved Date | December 31, 20XX |
| Approved By | Policy Committee |
| Effective Date | January 1, 20XX |
| Current Version | 1.0 |

# I. Overview

ABC Company Staff are an important asset to our organization. The health and safety of ABC Company Staff must be protected to ensure the continuity of ABC Company operations.

# II. Purpose

The purpose of this policy is to ensure proper controls are implemented and maintained to protect the health and safety of our Staff. In furtherance of this purpose, ABC Company has established a Health Safety Committee.

# III. Scope

This policy applies to all ABC Company Staff.

# IV. Policy

A. Health Safety Overview

This policy specifies actions to be performed to ensure the health and safety of our Staff, clients, service providers, visitors, and other persons. Staff must acknowledge in writing that they have read and understood this policy.

Each ABC Company Department Head shall prepare customized procedures that support this policy. Such procedures shall be submitted to the Health Safety Committee for review and approval. At a minimum, the Health Safety Committee shall consist of the Risk Management Officer (RMO) and HR Director.

Staff shall be trained on health safety requirements and processes associated with their job duties. Such training shall include interactions with others, use of facilities, and related safeguards.

The Health Safety Committee shall ensure mechanisms exist to monitor and measure compliance with this policy. Within their area of responsibility, each Department Head shall be responsible for enforcing compliance with this policy.

The Health Safety Committee shall implement a system for health safety incident reporting, response, tracking, and resolution.

All Staff are responsible for reporting to the Health Safety Committee any violations of this policy.

B. Entry Areas

The Health Safety Committee shall determine if attendants must monitor and restrict flow and overcrowding in elevators. Stickers shall be placed on the floor indicating standing positions that enforce physical distancing.

Access to ABC Company facilities shall be controlled. Security personnel at entry points shall conduct non-invasive temperature checks on Staff, clients, service providers, visitors, and other persons. Anyone found to have a temperature over 100 degrees shall be turned away and not permitted access to facilities.

The Health Safety Committee shall consider an on-site registration system for Staff and visitors. Such registration system shall permit touchless registration using a mobile or other device.

The Health Safety Committee shall consider an on-line Staff reservation system that limits the number of individuals in the office. The Health Safety Committed shall determine if sensors are needed to track and monitor traffic and provide head counts of persons in the office.

Unless approved by the Health Safety Committee, entry and waiting areas shall not offer magazines, periodicals, and other material as they are difficult to clean and disinfect. Seating in waiting areas shall be limited and ensure physical distancing.

C. Protective Equipment

The Health Safety Committee shall determine the type of personal protective equipment (i.e. masks, gloves, etc.) to be used when Staff, clients, service providers, visitors, and other persons are on-site at ABC Company facilities. The Health Safety Committee shall also determine if ABC Company will provide such personal protective equipment at no cost to persons that do not have the required equipment.

The Health Safety Committee shall ensure Staff are trained on how to properly use and dispose of such equipment.

D. Health Safety Reminders

Health safety reminders shall be developed by the Health Safety Committee. Such reminders shall be posted in prominent locations and remind personnel of appropriate procedures to be followed.

E. Safety Precautions

Hand sanitizer dispensers shall be placed at entry points, receptions/lobbies, and at other locations as determined by Department Heads and the Health Safety Committee.

Staff shall be reminded not to touch their face and shall wash their hands with soap and water at least once an hour.

Staff should avoid non-essential travel. Staff required to travel shall be given specific instructions such as maintaining physical distancing and Center for Disease Control (CDC) preparations including:

* Monitoring CDC Traveler Health Notices for the latest guidance and recommendations for each country.
* Being aware of health-related symptoms prior to, during, or after travel.
* Staff who become sick while traveling or on temporary assignment should notify their immediate supervisor and promptly seek medical attention.

Staff should seek medical attention if they experience one or more of the following symptoms:

* Fever
* Repeated cough
* Shortness of breath or difficulty breathing
* Chills or repeated shaking with chills
* Muscle pain
* Headache
* Sore throat
* Loss of taste or smell

F. Physical Distancing

When on-site at ABC Company facilities, Staff, clients, service providers, visitors, and other persons shall practice physical distancing and stay at least six feet away from others.

The Health Safety Committee shall establish guidelines to reduce traffic flow, the number of people in lines, at reception areas, etc. Where appropriate, the Health Safety Committee shall ensure signs indicate foot traffic direction.

G. Sanitizing Procedures

The Health Safety Committee shall determine appropriate facility sanitizing procedures and frequency. Such procedures to include doors, check-in counters, elevators, restrooms, breakrooms, shared equipment, floor mats, and other locations as determined by the Health Safety Committee.

H. Work Environments

Department Heads shall identity Staff resources needed as well as working arrangements. For example:

* Staff who work in private offices are allowed to be on-site
* Staff who work efficiently when off-site are allowed to work off-site
* Staff who work in common areas are rotated on-site one week and off-site the next week

Conference rooms shall limit attendance and enforce physical distancing.

Lunch/break rooms, kitchens, and cafeterias shall only serve prepackaged food. Plexiglass dividers shall separate service persons from Staff. Vending machines shall be used instead of fountain and coffee machines.

Where possible, whiteboards and pens shall be removed. Instead, non-touch screens or similar technology shall be used.

Fabric chairs shall be replaced with chairs that can be easily cleaned and sanitized. Staff shall not share desk accessories (e.g. tape dispenser, stapler, lamp, phone, pen, writing tablet, etc.) with other persons. Staff shall be provided with disposable cleaning wipes that can be used to sanitize work surfaces.

Where possible, shipping and receiving areas shall be separate from normal business operations. Staff working in these areas shall be responsible for sanitizing incoming mail, packages, and similar items using procedures approved by the Health Safety Committee.

# V. Enforcement

Any Staff found to have violated this policy may be subject to disciplinary action, up to and including termination.

# VI. Distribution

This policy is to be distributed to all ABC Company Staff.

**Policy History**

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| Version | Date | Description | Approved By |
| 1.0 | 1/1/20XX | Initial policy release |  |
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**References:**

COBIT EDM01.01, EDM02.03, EDM04.09, APO07.03, APO07.08, APO09.05, APO12.02

GDPR Article 9, 17

HIPAA 164.308(a)(1)(ii)(A), 164.308(a)(1)(ii)(B), 164.308(a)(2), 164.308(a)(5)(ii)(A)

ISO 27001:2013 6.1, 7.3, A.7.2, A.11.1, A.12.1, A.18.1

NIST SP 800-37 3.3, 3.4, 3.7

NIST SP 800-53 AT-1, IR-1, PE-3, , PS-1, RA-1

NIST Cybersecurity Framework ID.AM-5, ID.RA-3, PR.AC-2, PR.AT-1, DE.CM-3, RS.RP-1

PCI 8.6, 9.1, 9.3, 9.4, 9.10