

Pandemic Recovery Plan

— Risk Control —



HENDERSON
BROTHERS®

EXPECT AN EXPERT

HBI SAFETY & HEALTH MANAGEMENT PLANS

Pandemic Recovery Plan

Table of contents	1
Introduction	2
Responsibilities	3
Communication	5
Recovery Phases	6
Cleaning & Sanitization	8
Facility Infrastructure	11
Facility Access	12
Social Distancing & Work Areas	13
Employee Considerations & Screening	16
Quarantine Activities	17
Personal Protective Equipment	19
Visitors & Client Meetings	22
Materials Management	23
Employee Support	25
Audit Plan	26
Employee Training	28
Forms & Resources	Appendix

The information and suggestions presented by Henderson Brothers, Inc. during its risk control visits, trainings, presentations, inspections, and in related materials or sample policies are for your consideration in loss prevention efforts. The information and suggestions so provided do not purport to identify fully, completely, or accurately any and all hazards associated with your organization, nor do they guarantee that workplace accidents will be prevented. Any property inspection, loss control or risk improvement assessment, report issued thereon, or, in general, any safety or loss control techniques suggested do not warrant that such property or operations are safe or healthful, or compliant with any law, rule, or regulation. Henderson Brothers, Inc. waives all liability for any actions taken or forgone on the basis of the information provided in connection with its risk control services. You are encouraged to adapt Henderson Brothers, Inc.'s suggestions and assessments to the specific hazards of your business and to have your legal counsel review all of your plans and company policies.

HBI SAFETY & HEALTH MANAGEMENT PLANS

Introduction

During a pandemic, the need to community quarantine is a necessity to flatten the curve and control the infection rate. Once the quarantine is lifted and economic activity increases, businesses need to be prepared to keep team members and families safe from infection while reoccupying workplaces. This program will outline the pertinent information for reoccupying and the increasing employee personal interactions.

The Center for Disease Control (CDC,) Occupational Safety Health Administration (OSHA,) Department of Health (DOH,) World Health Organization (WHO,) as well as other government agencies provide guidance and orders focused on the length of time quarantine measures should be in place. As the data is gathered and analyzed, the need to slowly reinsert the general population back into society will be determined. The establishing of essential and non-essential business will be conveyed by the government and who is needed to keep the country running.

The purpose of this document is to organize all currently available best practices as a foundation to safely reoccupy the workplace. The plan to reoccupy the workspace needs to be flexible with attention paid to the infection rate and civil orders. These protocols need to be reviewed as new information becomes available.

HBI SAFETY & HEALTH MANAGEMENT PLANS

Responsibilities

Every company employee has a role in implementing the recovery plan. Successfully implementing this plan allows everyone to return to work safely. Returning to work safely means operating the business in a way that reduces the possibility of infection for employees, their families, and the public. Employee position will determine what specific duties are necessary for returning operations to normal.

Senior management has the responsibility for developing and directing all plans and procedures necessary to facilitate reopening the business and returning operations to normal. Senior managers should meet to review available recovery resources and to determine the ideal team members of the recovery implementation team. Management should select recovery team members based on their individual expertise, leadership skills, and department representation. Management should further provide advanced training and guidance to the recovery team and lead all team efforts. Management must be responsible for final approval of all plans and procedures determined necessary by the recovery team. Management must provide the necessary empowerment and support for the recovery team so that their efforts are unimpeded.

All management and supervisor staff should actively communicate changes and recovery status updates with their employees. These updates should be delivered frequently and consistent with the communications and goals of the recovery team. If necessary, the recovery team should be asked to provide specific updates that are complex in nature. In some cases, managers may receive guidance from employees that are not necessarily part of the management team. In these situations, managers are encouraged to recognize the special skills the recovery team members have and set a good example by following their guidance.

Some employees will be asked to fulfill specific recovery team positions and recovery team support roles. Employees given these special roles must be willing to fulfill the obligation of the role and complete assigned tasks accurately in a timely manner. Employees given these tasks should communicate the requirements of the role to their supervisor and communicate any work duty interruptions that may require coverage assistance.

Employees not part of senior management should follow the guidance of senior management and the designated recovery team as it relates to the execution of their work duties and the recovery plan. Employees must participate in all training and update initiatives and act in support of any changes. Employees should work to aid in positively communicating the workplace changes with coworkers and clients as well as other stakeholders and the general public.

All employees, regardless of their position, are required to report any health and safety concerns or infection related issue to their supervisors without delay. Furthermore, employees should communicate any concerns they have about the recovery plan to their supervisor or management. Employees should not perform any duties which place them in harm's way or

HBI SAFETY & HEALTH MANAGEMENT PLANS

may be hazardous to their health.

Similarly, all employees must utilize the designated best practices for checking into work daily and self-reporting of illnesses. Potentially infectious employees are expected to fully cooperate with all infection control measures. Management will coordinate these measures and hold any communications information gathered in the strictest of confidence. These control measures are not intended to be punitive and must remain non-punitive in execution.

HBI SAFETY & HEALTH MANAGEMENT PLANS

Communication

During the recovery stages of a pandemic, communication challenges may exist both internally and externally. These challenges may take the form of confusion on work arrangements, client protocols and service availability, and in extreme cases situations requiring interaction with regulatory agencies or the media.

Given the wide variety of communication challenges that may exist during recovery it is critical that communications be clear and consistent as well as frequent enough to maintain the necessary levels of awareness. These communications will be managed according to the business communications plan.

Internal communications should be led by senior management with the aid of the recovery team. These communications should focus on business operational updates and activities related to the recovery phases underway.

Communication which is intended to be delivered to employees by managers or supervisors should be scripted so that messaging is consistent across all operations. Most importantly, internal communication should be designed to prevent the spread of rumors or conflicting information.

Client communications should be directed by senior management to reflect the business operations planned for the current phase of the recovery. These messages should inform clients about what operations will be accessible and any necessary precautions being taken which may impact client activities. Communications should be updated based on recommendations made by the recovery team in-line with guidance provided by health authorities.

Employees should be reminded to stay on message and direct more challenging questions to management when talking to clients about operations and available services.

Regulatory and media communication requests should be directed to senior management. Only senior management is permitted to determine communication processes with regulatory agencies or the media regardless of the nature or context of the request.

Employees who are designated to speak with regulators or the media will be briefed on the communications plan as needed and will work with senior management on appropriate messaging.

HBI SAFETY & HEALTH MANAGEMENT PLANS

Recovery Phases

Returning to work will occur in multiple phases. These phases are intended to closely match governmental recommendations and state orders. A phased return to work allows the restart of traditional business operations with limited stress on company infrastructure and with limited stress for employees and clients. Phases may last several days or up to several months depending on the efforts necessary to complete the activities. Phases may also be repeated if pandemic conditions merit a return to more conservative infection control measures in the workplace and general public.

Phase I Preparation

Preparation activities are those tasks that are necessary to prepare the operations for the return of significant business operations including increased staffing and client visitation.

- Limited essential staff return to the workplace to facilitate preparation activities
- Perform necessary risk assessments and start up audits
- Identify future staffing requirements
- Thorough and complete sanitization of all occupied work areas as well as all storage and maintenance areas
- Sanitization of all individual workstations, office equipment, tools and supplies
- Posting of necessary signage
- Acquisition of necessary recovery supplies for distributions including PPE and hygiene products
- Arrangement of workspaces, break areas, and other common areas to facilitate social distancing
- Employee and client communications regarding reopening status and safety protocols

Phase II Limited Reopening

Limited reopening activities include operations essential staff members returning to the workplace to begin to conduct business operations.

- Designated staff return to the workplace to begin to assess and restart normal operations
- Majority of employees work remotely or in reduced group sizes
- Employees are screened for infection before the start of work
- Employees are provided and required to wear PPE
- Employees work utilizing social distancing practices, common areas are restricted to discourage gatherings
- Meetings and gatherings take place virtually or utilizing oversized facilities in order to maintain social distance
- Routine enhanced sanitization occurs daily

HBI SAFETY & HEALTH MANAGEMENT PLANS

- High traffic and high touch areas or surfaces are cleaned routinely after use and on a routine schedule
- Visitors are not permitted on site
- In person external meetings must be approved by management and may only occur if social distancing and other controls are maintained

Phase III Enhanced Reopening

Enhanced reopening activities increase business accessibility and resemble normal operations. During enhanced reopening more employees have access to facilities and visitors are permitted on a preapproved basis.

- The majority of staff return to the operations, however alternative schedules and rotating work arrangements exist
- Cleaning and sanitization efforts continue to be completed according to CDC guidance
- PPE use is encouraged in line with CDC guidance
- Employee health screening process are modified based on current local infection rates
- Visitors are permitted onsite on a pre-approved basis
- Virtual and remote meetings continue to be the standard in most cases
- External client meetings are permitted without preapproval provided social distance and infection controls are maintained, meeting sizes should remain limited
- Social gatherings and similar events are not permitted, these events should remain virtual or be rescheduled
- Management maintains a readiness to revert to an earlier phase should infection rates locally or internally appear to rise

Phase IV Normal Business Operations

Normal operations resume only when the CDC guidance and state orders are lifted, and local active infection rates are below the safety threshold for the disease. Normal activity may be moderately different following a pandemic, certain changes made during the outbreak may remain in place indefinitely.

- All employees return to work
- Visitors are permitted on site
- External meetings, site visits, and other functions are permitted
- The use of PPE, health screenings, and enhanced cleaning is discontinued
- Hygiene and infection control practices are maintained as normal practices
- Social activities and full use of common areas resumes without limitations
- Management maintains adequate emergency supplies and readiness for recurring or future outbreaks

HBI SAFETY & HEALTH MANAGEMENT PLANS

Cleaning & Sanitization

This section is to provide guidance for cleaning and disinfecting of rooms or areas within your facility. This section also provides information on the sanitization of areas that may have been accessed by potentially infectious individuals. The entire facility should be cleaned and disinfected prior to anyone returning to work. All surfaces should be disinfected with an EPA registered household disinfectant to achieve a baseline of cleanliness for the facility. The HVAC air filters will be replaced as a part of this baseline cleaning and then replaced/cleaned regularly thereafter.

- Cleaning and Disinfecting are two different activities that need to be utilized when allowing the staff to reoccupy the facility.
 - Cleaning is the removal of dirt and impurities, including germs, from surfaces. Cleaning alone does not kill germs, but by removing the germs, it decreases their number and therefore any risk of spreading infection.
 - Disinfecting works by using chemicals, for example EPA-registered disinfectants, to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs.
- Using both cleaning and disinfecting practices will help with killing germs remaining on a surface reducing any risk of spreading infection.

Cleaning stations should be established to promote continual cleaning. These should include:

- Spray bottles of disinfectant solution or pretreated disinfectant wipes
- Paper Towels
- Protective Gloves
- Trash receptacle for disposal of waste

Employees responsible for cleaning will be given the appropriate PPE. Cleaning should be completed using CDC-recommended products and processes, including:

- Environmental Protection Agency-registered household disinfectants
- Alcohol solutions with at least 60% alcohol
- Diluted household bleach solutions (if appropriate for the surface)
- Trash will be collected from the workplace regularly. Those collecting trash will be instructed to wear nitrile, latex or vinyl gloves.
- HVAC air filters will be cleaned and disinfected regularly.
- Hand sanitizer dispensers will be refilled frequently.

Surfaces and equipment will be disinfected at the end of each shift, before and after use, or – for frequently touched items – multiple times a day.

- Hard Surfaces (Non-Porous):

HBI SAFETY & HEALTH MANAGEMENT PLANS

- Wear disposable gloves. Discard after each cleaning. If reusable gloves are used, they should be cleaned and disinfected according to manufacturer's recommendations
- If surface is dirty, clean using detergent or soap and water prior to disinfection
- Use EPA-approved household disinfectant or prepare a bleach solution by mixing:
 - 5 Tablespoons (1/3rd cup) bleach per gallon of water or
 - 4 teaspoon bleach per quart of water
- Wash hands immediately after gloves are removed.

- Soft (Porous) Surfaces: (Carpeted Floors, Rugs, Drapes, etc.)
 - Wear disposable gloves. Discard after each cleaning. If reusable gloves are used, they should be cleaned and disinfected according to manufacturer's recommendations
 - Remove visible dirt and contamination
 - Launder items according to manufacturer's recommendations. Launder items using the warmest appropriate water setting for the items and dry items completely.
 - Wash hands immediately after gloves are removed.

- Electronics: (Cell Phones, Tablets, Touch Screens, Remotes, Keyboards, etc.)
 - Wear disposable gloves. Discard after each cleaning. If reusable gloves are used, they should be cleaned and disinfected according to manufacturer's recommendations
 - Remove any visible containments from the surface
 - Consider use of wipeable cover for electronics
 - Follow manufacturer's recommendations for cleaning. If none are available, use alcohol-based wipes or sprays containing at least 70% alcohol to disinfect touch screens.
 - Dry surfaces thoroughly to avoid pooling of liquids.
 - Wash hands immediately after gloves are removed.

- Vehicles: (personal and shared vehicles used for transporting goods or people)
 - Wear disposable gloves. Discard after each cleaning. If reusable gloves are used, they should be cleaned and disinfected according to manufacturer's recommendations.
 - Following cleaning instructions listed in owners manual.
 - Remove any visible containments.
 - Wash hands immediately after gloves are removed.

HBI SAFETY & HEALTH MANAGEMENT PLANS

Cleaning and Disinfecting Frequency:

Surfaces		Frequency
High Frequency Touch Surfaces	Common Area Surfaces: Tables, Hard Back Chairs, Doorknobs, Railings, Light Switches, Phone, Tablets, Touchscreens, Remote Controls, Keyboards, Handles, Desk, Restrooms, Vending Machines	4 times a day
Medium Frequency Touch Surfaces	Personal Cubicles, Personal office workstation, Personal Tool. Equipment control buttons	Daily
Vehicle Interiors	All interior and exterior high touch surfaces including windows, controls, shift levers, screens, cargo areas, door handles, accessories, etc.	Before each use

Cleaning and Disinfection After Person Suspected/Confirmed of being infected and was in the facility within the previous 7 days:

- Identify and close off areas where the infected person visited within the facility.
- Cleaning staff should clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment (like tablets, touch screens, keyboards, remote controls, and ATM machines) used by the ill persons, focusing especially on frequently touched surfaces.
- Focus on cleaning and disinfecting common areas where staff and others providing services may have encounter the ill person.

When an employee has tested positive for a pandemic disease, deep cleaning will be triggered, and the company should ensure areas in which the individual worked are cleaned thoroughly. Regarding deep-cleaning practices:

- Identify an approved external company to complete a deep cleaning of the facilities. This external company will be equipped with the proper training, PPE, permits and cleaning equipment to complete the task.
- The pandemic response team will coordinate and supervise deep-cleaning efforts to ensure:
 - There is a specific plan and strategy in place, and that plan accounts for all machinery, equipment, common areas, tools and offices.
 - Authorized individuals are the only ones allowed access to the site during the deep cleaning.
 - Employees are aware of deep-cleaning practices.
 - The company contracted to perform the deep cleaning uses the appropriate PPE during the process and disposes of potentially contaminated items properly.

HBI SAFETY & HEALTH MANAGEMENT PLANS

Facility Infrastructure

Facilities which have been idle for periods longer than a week or two may require special care when reopening after substantial pandemic related closings. Building condition, age, use, and occupancy all play a role in determining how the facility was idled and how it must be brought back online. In some cases, facilities are hastily idled which may make resuming operations more difficult.

Beyond sanitization, work area configurations, and material staging efforts as part of a phased return to normal work conditions, companies should review infrastructure conditions. These infrastructure inspections should be completed in order to prevent operational disruptions once work resumes. These measures may need to be applied to multiple properties or locations as part of the recovery process. In facilities with multiple tenants there may be a need to consider additional scheduling circumstances related to usage.

Preparation activities are those tasks that are necessary to prepare the operations for the return of significant business operations including increased staffing and client visitation.

- Life safety and security systems should be inspected and verified that systems are set to operate for employees being present at business operations. Remote monitored systems should be notified of occupancy changes. Verify that emergency plans and systems are still appropriate for the returning occupants.
- Return all utilities to normal operating settings, verify that water, sewage, electric, and gas utilities are available and ready for demand during all phases of recovery. Check utilities to verify that no damage has occurred while facilities were idled.
- Heating, cooling, and ventilation infrastructure should be reset to accommodate business occupancies. Ventilation filtration systems should be cleaned or replaced to maintain quality indoor air. Cooling towers and similar structures need to be inspected for bacteria build.
- Electronic infrastructure should be readied for resumption of business activities, reinstall necessary electrical protections for office equipment and inspect workstations for correct set up. Check UPS power systems for critical electronic infrastructure, make sure settings are correct for normal operations. Verify that devices returning to the workplace are free from remote work settings.
- Hygiene facilities should be set up to accommodate increased use due to hand washing and cleaning practice changes. Facilities should similarly be set up to make social distancing possible.

HBI SAFETY & HEALTH MANAGEMENT PLANS

Facility Access

During all phases of recovery, workplace practices including building access and egress as well as internal circulation patterns will require changes. These changes must be put in place to facilitate social distancing activities and to prevent gatherings in common areas and corridors.

Often hallways and entry ways can be focal points for impromptu social gatherings and informal meetings. These gatherings increase the risk of intraoffice infection spreading. During the recovery efforts, corridors and access areas should only be used for moving in and out of the building and between office locations.

To facilitate efficient office circulation which reduces the likelihood of infection transmission the following best practices should be employed.

- Review operations floor plans and typical employee movements for both moving to and from work areas as well as delivering materials and mail.
- Where possible, identify circular movement patterns which can be enhanced to cover larger areas, a circular pattern creates a means of moving within a space in a single direction. Single direction movements increase the ability to maintain social distance
- Identify which stairwells should be used for moving up and which should be used for moving down between building levels.
- Set maximum occupancies for elevator cars.
- Designate entrances and exits, these pathways should be single direction paths unless emergency conditions dictate otherwise.
- Train all employees on the updated circulation patterns throughout the building before resuming work. Provide clear examples and work to identify any employee concerns and questions.
- Post signage around the building to indicate preferred travel routes, update floor plans to indicate these routes. In gathering areas around access points post signage regarding limiting groups and maintaining social distance.
- Emergency egress routes should be maintained, regardless of circulation patterns changing during recovery. During an emergency event, all circulation pattern updates will be suspended. Emergency response practices supersede those of the recovery plan.
- Consider maintaining the updated circulation patterns after normal business operations resume. Maintaining these updates will allow for easier transitions to pandemic response operations in the future.

HBI SAFETY & HEALTH MANAGEMENT PLANS

Social Distancing & Work Areas

This section is to provide information on proper social distancing strategies for before, during and after shifts at business operations. The CDC defines social distancing as keeping distance between yourself and other people outside of your home. They also refer to it as “physical distancing.” As operations resume, employees will need to be prepared for different work arrangements. The easiest ways to practice social distancing are to:

- Stay at least 6 feet (2 meters) from other people.
- Do not gather in groups.
- Stay out of crowded places and avoid mass gatherings.
- Eliminating contact with others, such as physical embrace.
- Avoid touching surfaces that have been touched by others.
- Avoid those who appear to be sick.
- Ensure employees are instructed to follow social distancing protocol in and out of the facility.

Immediate Family	Immediate Coworkers	General Workplace & Public
0 – 18 inches	6 feet	More than 6 feet

As recovery efforts progress workplaces will need to be rearranged to a degree to facilitate social distancing efforts until normal operations resume. Work areas should be reconfigured as necessary with special attention paid to:

Access and Egress

- A single point of entry should be designated to limit chances for spread of infection. This will also help with daily screening of employees, if their temperature needs to be taken before they can enter the facility.
- An exit should be identified to limit interaction and confusion.
- Instructions for emergency exit should be discussed with staff.
- Provide spacing markers at the entrance to help employees maintain distancing.
- Building entry and exit should have a procedure established to prevent multiple people trying to exit at the same time.
 - Floor 1, Row A enters at 8:00am - 8:15 or Floor 6, Row B exits 4:30 to 4:45; or
 - Floor teams should be identified, communicated and posted for all to see.

Workspaces

- Workspaces, such as cubicles and offices, should consider spacing to reduce the spread of infection.
- Cubicles should be alternated every other for use.
- Open concept workspaces should keep 6 foot minimum between workstations.

HBI SAFETY & HEALTH MANAGEMENT PLANS

Identifiers should be used to eliminate confusion

- Offices visitors should stay at the entry way to avoid coming closer than six feet.
 - If a private conversation is necessary, a conference room maybe used to maintain the six-foot minimum
- Workspaces that cannot meet the minimum distance should avoid face to face spacing and refer to the PPE section for selection of a face mask.
 - Physical barriers may be an option and will need to be cleaned several times a day.
 - Shifts may need to be implemented to reduce the number of staff in the office at the same time.
- Meeting rooms should be setup to hold no more than 10 people at a time.

Hallways and Corridors

- Facilities should be set up so that personnel travel the office in one direction in each hallway to reduce the chances of staff bumping into one another.
- Each hallway should be labeled with the direction the flow of traffic should follow.

Elevators and Stairwells

- Elevators should be limited use to one person at a time. Follow the cleaning and disinfecting protocol to reduce the spread of contaminates
- Stairwells should follow the same practices as paths of travel. One set for traveling up floors and one set for traveling down floors.

Common Areas

- Lunches and breaks should be staggered to limit the number of staff in one area to remain below the current recommended number for gatherings or prohibits the 6-foot social distancing rule.
 - Require staff to eat at their desk as an option to the lunchroom. Provide cleaning supplies for staff to clean their desk before and after eating.
- Lobbies should limit the number of occupants to less than the current CDC recommendation of 10 or less, if social distancing cannot be maintained.
- Areas such as mailrooms, server rooms, and kitchens should have limited access to only authorized personnel.
- Gyms should remain closed during the recovery phases. Gyms should only reopen and follow cleaning protocols when social distancing is no longer required

Restroom and Locker Room Usage

- Establish maximum occupancy restrictions to keep social distancing and post it.

HBI SAFETY & HEALTH MANAGEMENT PLANS

- Setup waiting positions if necessary.
- Provide enough supplies for staff to clean up after themselves.
- Reassign lockers for social distancing requirements of 6 feet.
- Follow shift, lunch and break schedules to avoid large groups of people.
- Limit access to those that need access to address health or safety clothing.
- Add additional storage if necessary.

HBI SAFETY & HEALTH MANAGEMENT PLANS

Employee Considerations & Screening

This section is to provide guidance for employee screening activities that may be necessary based on state regulations and guidance from the CDC for preventing workplace infection transmission. If necessary, screening of all individuals that access the facility and should conform to the following recommendations:

- Completion of an infection questionnaire including the following information:
 - In the last 14 days have you or anyone you have been in direct contact with had a confirmed infection?
 - Have you, or anyone you have been in contact with, been in contact with a person that is in the process of being tested for an infection?
 - Have you had a fever of over 100.4 degrees in the last 72 hours, without the use of fever reducing medication?
 - Are you currently, or in the past 72 hours experienced coughing or shortness of breath?
 - Have you traveled internationally, been on a cruise, or been to any domestic location categorized as Level 3 by the CDC in the last 14 days?
- If an answer of 'yes' is given to any of the above questions, that individual shall be required to leave immediately and advised to seek a medical evaluation.
- If individuals answer 'no' to all the questions above, their temperature shall be taken via an infrared thermometer. If the individual's temperature indicates a temperature of 100.4 F or higher the employee or visitor must be denied entry.
- Any individual showing symptoms or reporting an elevated temperature should be directed to seek medical attention.

Any individual that refuses to participate in the screening process must not be allowed access to the facilities. Management must be notified of any refusals by employees or visitors.

Employees that have reported symptoms or been identified as potentially infected must utilize the PTO or sick time resources provide by the company. Employees are expected to stay home when sick or potentially contagious as part of quarantine and isolation practices. When an individual is cleared to return from medical leave, they will be required to contact management to submit confirmation from a doctor or medical authority that they do not pose a risk of infection for coworkers or the general public.

Management will monitor the employee and visitor screening process for compliance and to make certain discriminatory actions are not taken against any individual. Discriminatory behavior and actions will not be tolerated.

HBI SAFETY & HEALTH MANAGEMENT PLANS

Quarantine Activities

This section is to set out guidance for putting staff into quarantine and for staff to self-quarantine, if necessary.

- Quarantine - Quarantine is used to keep someone who might have been exposed to an infection away from others. Someone in self-quarantine stays separated from others, and they limit movement outside of their home or current place. A person may have been exposed to the virus without knowing it (for example, when traveling or out in the community), or they could have the virus without feeling symptoms. Quarantine helps limit further spread of disease.
- Isolation - Isolation is used to separate sick people from healthy people. People who are in isolation should stay home. In the home, anyone sick should separate themselves from others by staying in a specific “sick” bedroom or space and using a different bathroom (if possible).

Employees may be asked to quarantine for a few reasons.

- Employee has been medically diagnosed with an Infection.
- Employee answers the daily screening questions with “yes” to any of the questions.
- Employee reports a failed self-screening before leaving their home.
- Employee is witnessed showing symptoms in the facility after the daily screening.

Quarantine procedure:

- The CDC minimum recommended quarantine duration is 14 consecutive days.
- Those employees asked to self-quarantine should remain at home as much as possible.
- If leaving the home is a must, have a high-level hygiene practice and social distancing
- If possible, remote work should continue

Guidance for infected employees under quarantine:

- Isolate from other people in your home as much as possible. use a separate room and bathroom, if available.
- Limit visitors to those that need to be there.
- If receiving packages or deliveries, prepay and instruct the delivery person to leave it on the porch.
- If you need medical attention, call ahead to ensure you are going to the right place and taking the necessary precautions.
- Wear a face mask if you must be around other people, such as during a drive to the doctor’s office.
 - Sit in the back seat to increase the distance between you and the driver
- When you cough/sneeze: cover your mouth and nose with a tissue; immediately throw

HBI SAFETY & HEALTH MANAGEMENT PLANS

tissues in garbage; wash your hands with soap and water for at least 20 seconds; if that's not available, clean with hand sanitizer that has at least 60% alcohol.

- Avoid sharing household items, including drinking cups, eating utensils, towels or even bedding. Wash these items thoroughly after using.
- Clean high touch surfaces daily using a household cleaner or wipe.
- Clean surfaces that may be contaminated with blood, stool or bodily fluids.
- Shared spaces in the home should have good airflow—use an air conditioner or open windows.
- Continue monitoring for any symptoms. If they worsen, call your health care provider.
- Arrange to have groceries and toiletries delivered
- Mail order prescriptions if possible.
- In terms of getting laundry done for those without machines at home, ask health care providers about that as well.

If an infected employee enters the workplace or becomes ill in the workplace the following should be completed:

- Infected employees should be interviewed prior to leaving the facility, to determine who may have had contact within the previous (14 days.)
- Responsible personnel (supervisor/manager) should treat suspected cases as a confirmed case for the purposes of sending potentially infected personnel home.
- Employees in contact with the infected employee should be notified of the contact without the name of the infected employee being disclosed.
- Confirmed cases of infection should be reported to the Department of Health and CDC.

Investigations should follow the company accident/incident investigation policy, and should include:

- Investigate all confirmed and potential cases.
- Help determine work relatedness if the exposure is confirmed.
- Identify corrective action to identify measure to further limit the chances of infected personnel making it into the facility.

Returning to work after quarantine:

- Quarantine should last a minimum of 14 days from the time the symptoms are present.
- Current recommendations from the Department of Health require individuals to remain in quarantine until they receive a medical release from a doctor or Healthcare official.
- Management should be notified of the medical release prior to the employee's return.
 - Determine who will be responsible for return to work assistance for employees returning from isolation.

HBI SAFETY & HEALTH MANAGEMENT PLANS

Personal Protective Equipment

The prevention of contracting and spreading pandemic diseases can be achieved by using personal protective equipment (PPE) when in the workplace and in public.

The CDC has also issued recent guidance which advises the general public wear cloth (non-surgical) facemasks. These cloth facemasks such as bandanas or similar coverings serve to prevent infectious persons from spreading respiratory droplets and remind individuals that there is active pandemic. It should be noted that the CDC cloth facemask recommendation is for situations when social distancing and similar hygiene activities are not possible.

Selection of the PPE will be determined on the exposure the employee will face. Here is a chart that brings together the CDC and OSHA recommendation for employee protection:

CDC Classification	OSHA Classification	PPE Requirements	Notes
Clinical Healthcare Workers	Very High Risk	Maximally available PPE relevant to continued contact with infectious individuals and contaminated materials	PPE rationing should be avoided at all costs for clinical healthcare professionals as likelihood of infection is extreme
First Responders & Mitigation Employees		Maximally available PPE to the extent which PPE does not interfere with essential work tasks such as emergency rescue, etc.	All decontamination efforts possible should be made to disinfect potentially contaminated tools and equipment as well as duty uniforms
Non-clinical Healthcare Workers	High Risk	PPE relevant to contaminated surfaces and unstained contact with infected individuals PPE relevant to enhanced disinfection processes accounting for all possible routes of chemical exposure	PPE should be matched to most probable workplace risks; when possible the highest level of available PPE should be provided Carefully review any necessary work changes, rationing, or decontamination efforts necessary to maximize PPE life and functionality
Essential Service Employees (Non-healthcare)		PPE relevant to contact with contaminated surfaces and objects PPE relevant to contact with potentially infectious individuals PPE relevant to enhanced	All decontamination efforts possible should be made to disinfect potentially contaminated equipment and clothing

HBI SAFETY & HEALTH MANAGEMENT PLANS

		disinfection processes	
Essential Service Employees	Medium Risk	PPE for contact with probable contaminated surfaces or materials and brief interactions with individuals not known to be infectious such as mercantile or delivery activities PPE relevant to enhanced disinfection processes	Where infectious respiratory droplets are unlikely or are limited by social distancing, respiratory protection is not necessary Review and maintain any necessary PPE requirements related to the use of harmful chemicals
Essential Service Employees	Lower Risk	PPE relevant to brief interactions with or exchanges with individuals not known to be infectious	Disposable gloves for contact with potentially contaminated surfaces if desired
Non-essential Service Employees		PPE relevant to enhanced disinfection processes	
General Public	N/A	Respiratory PPE only recommended for infirmed individuals Cloth facemask when social distancing is not possible	Cloth facemasks prevent the spreading of respiratory droplets but do not filter breathing air

The use of PPE should be required when cleaning activities are being performed and social distancing cannot be achieved.

Operations should attempt to purchase and maintain a supply of PPE for a rolling 30 days.

Equipment	Description
Face Masks	N95 Disposable – fit tightly around the face. Filter out 95% or more of the smallest particles in the air
	Surgical Masks – fits loosely across the nose and mouth. Masks shield against large droplets that come from a sick person’s cough or sneeze. Too loose to protect against all germs. Cannot block the tiniest particles that may contain the infection.
	Homemade Masks – These can be used when CDC guidelines are followed. See section Below
Nitrile / Latex Gloves	Glove selection for nitrile, natural rubber, and polychloroprene glove should indicate a higher minimum tensile strength and elongation requirement compared to vinyl gloves.
Safety Glasses	Should meet the ANSI Z-87 standard which will be stamped on the glasses

HBI SAFETY & HEALTH MANAGEMENT PLANS

Safety Goggles	Should be tight fitting and have one-way valves around the eyes to prevent fluids from entering the eyes.
----------------	---

Always inspect all PPE thoroughly for cleanliness and defect before use.

- Face masks are to be used when social distancing can be achieved. Face mask should be of the level described in the chart above. When donning a face mask:
 - Wash your hands
 - Mask sure the mask is clean.
 - Inspect the straps and mask for damage. If damaged, discard
 - Masks with rubber band straps. Place mask over your nose and mouth with one hand.
 - Other hand, pull the straps over your head and secure in place
 - Mask with ties, tie lower straps around your neck. Then tie upper straps securely on the top of your head so it stays in place.
 - Masks with elastic ear straps. Place mask over nose and mouth and then place ear straps over each ear.
- Homemade masks are permitted to be worn when construction follows the CDC guidelines. These guidelines can be found the resources section of this plan.
- Gloves are necessary when contacting high touch surfaces likely to be contaminated.
 - Gloves should be inspected for defects such as tears, holes, and cuts. Any defects the gloves must be discarded.
 - Gloves should be the appropriate size for your hand.
 - Gloves should fit snug and cover the entire hand and up the wrist.
- Removing the gloves:
 - With one hand pinch the palm of other hands and pull the glove off into the gloved hand.
 - Gloved hand should ball up contaminated glove into a fist.
 - With clean hand, place index finger under wrist cuff and roll the other contaminated glove inside out exposing the clean underside of the second glove.
 - If done correctly, one contaminated glove should be balled inside the other glove with the clean side exposed for disposal.
 - Lastly, wash your hands

HBI SAFETY & HEALTH MANAGEMENT PLANS

Visitors & Client Meetings

Interactions with visitors and participation in client meetings, site visits, and work-related social events must be carefully managed in order to prevent the spread of pandemic related infections. Gatherings where large numbers of individuals interact without considerations for social distancing are the prime mechanism by which infections spread in asymptomatic or mildly symptomatic individuals. These gatherings further the pandemic by creating multiple sources for ongoing community spread. Gatherings and interactions with visitors should only be considered when CDC and state orders indicate such activities are advisable.

For purposes of this manual a visitor is a non-employee, client or guest who accesses the business for non-essential purposes. Non-essential purposes would be activities that could be efficiently and reasonably achieved by remote or virtual means. Management should judge each potential visitor situation and determine the most appropriate means of interacting. In some cases, it might be necessary for management to intervene in visitor management processes for the safety and health of all involved.

External meetings and client visits are those activities where an employee must travel to a client operation to participate in a business or social related event. These activities should only occur when it is safe to do so based on CDC guidance. Management should pre-approve any meeting or offsite visit. When there is not a substantial business need, management should mandate virtual or remote meetings.

If visitors or other external meetings are necessary, the precautions listed below should be observed. Similarly, related guidance for workplace health and safety management related to social distancing should be applied. The precautions should be verified and confirmed with all participants prior to any meeting or visit. Precautions should always match the guidelines appropriate for the recovery phase underway. Conservative application of infection control should be prioritized given the unknowns surrounding these interactions.

- Social distance must be maintained
- PPE must be used by all parties involved
- Health screenings should be used prior to the events
- Meeting areas should be cleaned and sanitized before and after the event
- Participants must have adequate access to hygienic facilities or personal sanitizers
- Employees should self-quarantine if any meeting participant reports pandemic related health symptoms following the meeting

HBI SAFETY & HEALTH MANAGEMENT PLANS

Materials Management

During all phases of recovery supplies, inventories, and deliveries will require consideration and maintenance. Certain infections can live on surfaces for varying amounts of time, given that each infection and material will have different germ survivability durations it will be necessary to implement infection controls on potentially contaminated goods. Control measures include controlled material and deliver access, isolated storage, enhanced cleaning and sanitization, and segregating materials based on type and probability of contamination.

PPE and pandemic supplies necessary for employee health and safety, and ongoing recovery efforts should be managed conservatively to prevent contamination and the spread of infection.

- Segregate health related supplies from all other materials
- Control access to storage areas, designated symptom free employees should access and distribute materials as necessary
- Maintain PPE supplies in an area where weather, heat, or other issues could damage or soil the inventory

Business supplies and equipment carry a significant risk of becoming sources for transferring infections. These items are often shared or occupy high traffic areas. Efforts should be made to limit employee contact with supplies and to prevent equipment from becoming a source of infection

- Sanitize existing stocks before resuming business operations
- Consider staging supplies in work areas to prevent employees from gathering and contamination of larger supply areas
- Sanitize supply storage areas daily, sanitize satellite (more accessible) supply locations frequently
- Clean and sanitize workplace equipment and devices before resuming operations
- High touch devices should be sanitized frequently throughout the workday and before the start of the next workday
- Consider assigning individuals to certain pieces of equipment, i.e. only certain employees can use the office copier or access mail equipment
- Remember to clean and sanitize equipment used for maintaining properties after use

Delivered materials pose a risk of contaminating the workplace. Diseases transferred from individuals to the delivered items during manufacture, transport, or delivery may be able spread infections to clean areas. Delivery efforts should be conducted in a contact free manner to the extent possible.

- Schedule all deliveries to coincide with secure work times and during periods when area traffic is low

HBI SAFETY & HEALTH MANAGEMENT PLANS

- Stage pick up and deliveries in areas which are less likely to be occupied
- Delivery persons should be instructed to leave items in certain locations and to complete and document transfers electronically to the extent possible
- Once items are dropped off on premises, the items should undergo an initial sanitizing before moving the materials into occupied work areas
- Delivered goods sanitization should be completed using methods outlined by the CDC or other authorities that are safe for the material
- Employees accepting and managing deliveries (and pick up of certain items) should wear PPE and practice appropriate infection control hygiene
- When possible, leave delivered goods idle for at least 48 hours prior to employee contact

Inventories of goods for use or sales may pose contamination risk for employees and customers. In most cases inventories which have been idle will not be infection sources, these supplies should be sanitized for use, however, as a best practice. Items which will be shipped to customers should be sanitized to the extent possible before being staged for shipping. Shipping processes should be contactless to the extent feasible.

HBI SAFETY & HEALTH MANAGEMENT PLANS

Employee Support

Employee assistance programs (EAPs) can be a valuable resource during normal operations but become an even more underrated service during difficult times like a pandemic. The stresses of everyday life can be overwhelming especially with the fear of returning to a workplace during the ending phases of a pandemic. There are many resources that an EAP program can help staff members through to get them back to work and focused on the task at hand. These services include:

- Mental health support services for issues like depression, anxiety, grief, etc.
- Workplace and homelife stress management support
- Substance abuse support
- Marital and family relations concerns and family care issues
- Housing and financial security support services

EAPs refer workers and their family members to mental health and substance abuse counselors, financial advisers, attorneys, child-care providers, family and child counselors, and others as appropriate. They also provide educational and informational resources as well as referrals to community services. EAPs can even help supervisors and managers handle difficult conversations with their employees. Management should make information on the EAP accessible to all employees, HR should provide updates to the EAP as necessary.

HBI SAFETY & HEALTH MANAGEMENT PLANS

Audit Plan

When talking about a pandemic, there is not a set playbook on how the infection is going to spread and where it is going to go. The uncertainty of a pandemic is why an audit program needs to be implemented. The purpose of the audit process is to maintain a level of consistency and effectiveness for the overall program. This will be a way to document the current protocols and reassess the program as phases evolve and conditions change.

The recovery team should develop an auditing system to aid in frequently determining if the current policies and procedures adequately address employee, client, and general public safety and health requirements. The guidance of OSHA, the DOH, and the CDC should be used to form the auditing process. The following areas are recommended for the auditing process:

Employee Protection

- Is cleaning and disinfecting being completed at frequencies stated in program?
- Is hand sanitizer available for staff?
- Are clean supplies being ordered so a supply is always on hand?
- Is social distancing being adhered to?

Employee Health

- Actively encourage sick employees to stay home, either taking paid time off or working from home.
- Promote and facilitate working from home whenever possible.
- Ensure that your sick leave policies are flexible and consistent with public health guidance, and that employees are aware of these policies.
- Place posters at the entrance to your workplace that encourage staying home when sick, cough and sneeze etiquette, and hand hygiene.
- Provide tissues and no-touch disposal receptacles for use by employees.
- Instruct employees to wash their hands often with soap and warm water for at least 20 seconds. Hand sanitizer should be used whenever normal handwashing isn't an option.
- Provide soap and water, and alcohol-based hand rubs in the workplace. Ensure that adequate supplies are maintained. Place hand rubs in multiple locations or in conference rooms to encourage hand hygiene.
- Encourage employees to keep a 6-foot distance between each other.
- Encourage all meetings to be held virtually.
- Consider canceling business-related events that involve gatherings of 10 people or more.
- Routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops and doorknobs. Use standard cleaning agents and follow the directions on the label.
- Provide disposable wipes so that commonly used surfaces (e.g., doorknobs, keyboards,

HBI SAFETY & HEALTH MANAGEMENT PLANS

remote controls and desks) can be wiped down by employees before each use.

- Advise employees to reconsider any nonessential travel plans.
- Consider canceling any business-related travel plans.
- For employees who travel, implement a policy that directs them to work from home or take paid time off for seven to 14 days, depending on where they traveled and whether they are exhibiting any symptoms.

Employee Communication

- Is there a plan for communicating important business updates to employees? Is the established frequency being met?
- Deliver regular company updates with information about what your company is doing to keep employees safe and healthy.
- Provide communications in as many formats as possible to ensure that your message is accessible.

HBI SAFETY & HEALTH MANAGEMENT PLANS

Employee Training

Employee training is required as part of any pandemic response process. Training should focus on continuing prevention, mitigation, and the recovery plan. Training should be designed to fit the needs of the business and the employee base. Training should be specific to work groups, processes, and locations.

Employees must be trained on the workplace changes that will be occurring and the expectations for the workplace as it relates to infection control. Training should be delivered in a manner which will be understood by all participants and in a format that can be easily repeated.

Pandemic related training must be in addition to all other pertinent trainings required by OSHA or other workplace safety authorities. Employers should verify that their existing safety trainings are suitable for adaptation to pandemic issues. All training records should be tracked and stored in a filing system. The training files should be revisited periodically to determine what processes were most effective and what areas of improvement exist.

HBI SAFETY & HEALTH MANAGEMENT PLANS

Appendix

Forms

Employee/Visitor Screening Questions	2
Employee/Visitor Self-screen	3
Employee/Visitor Sign-in Log	4
Pandemic recovery Audit Summary Form	5
Pandemic Audit Checklist	6

Resources

CDC Respiratory Symptoms Chart	8
CDC Stop the Spread of Germs	9
CDC Stop! Feeling Sick? Stay at Home	10
How to Remove Gloves	11
8 Steps to Wash Your Hands	12
PA DOH Mask Types	13
PA DOH What Type of Mask Do I Need	14
CDC Cleaning and Disinfecting Your Facility	15

HBI SAFETY & HEALTH MANAGEMENT PLANS

Screening Questions

Fill out log based on these questions

- In the last 14 days have you or anyone you have been in direct contact with had a confirmed case the pandemic infection?
- Have you or anyone you've been in direct contact with, been in contact with a person that is in the process of being tested for the pandemic infection?
- Have you had a fever of over 100.4 degrees in the last 72 hours, without the use of fever reducing medication?
- Are you currently, or in the past 72 hours experienced coughing or shortness of breath?
- Have you traveled internationally, been on a cruise, or been to any domestic location categorized as Level 3 by the CDC in the last 14 days?
- I understand that if any of the following of my answers to the questions should change, I will notify my manager immediately. I acknowledge that I may be held civilly and/or criminally liable for knowingly and willingly misrepresenting information on this document.

HBI SAFETY & HEALTH MANAGEMENT PLANS

Sample Visitors & Employee Sign in Log

Location: _____

<u>Date</u>	<u>Time In</u>	<u>Print Name</u>	<u>Temperature Upon Arrival</u>	Did you respond "yes" to any of the above items? (YES/NO)

If you have any of these symptoms you will not be permitted to enter the building and will need to reach out to your Supervisor, Director and/or HR for guidance.

HBI SAFETY & HEALTH MANAGEMENT PLANS

Company Pandemic Recovery Program Audit Summary

Date: _____

<u>Pandemic Recovery Sections</u>	In Place & Effective	In Place & Needs Improvement	Not Developed & Needed	Not Reviewed/ Not Applicable	Comments
Management Responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Timeline and Phases	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Facility Infrastructure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Facility Access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Employee Screening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Social Distancing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Work Arrangement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Quarantining & Isolation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Cleaning and Disinfecting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Personal Protective Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Materials Managements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Visitor Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Offsite Engagement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Training Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Resources & Appendixes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Overall Observations:

HBI SAFETY & HEALTH MANAGEMENT PLANS

Pandemic Audit checklist

The COVID-19 pandemic continues to spread rapidly throughout the United States. Keep your employees and their families safe by properly preparing your workplace. Consider the strategies outlined below to ensure that your workplace is prepared for the COVID-19 pandemic.

Keeping Employees Healthy	DONE	NEEDS TO BE DONE
Actively encourage sick employees to stay home, either taking paid time off or working from home.	<input type="checkbox"/>	<input type="checkbox"/>
Promote and facilitate working from home whenever possible.	<input type="checkbox"/>	<input type="checkbox"/>
Ensure that your sick leave policies are flexible and consistent with public health guidance, and that employees are aware of these policies.	<input type="checkbox"/>	<input type="checkbox"/>
Place posters at the entrance to your workplace that encourage staying home when sick, cough and sneeze etiquette, and hand hygiene.	<input type="checkbox"/>	<input type="checkbox"/>
Provide tissues and no-touch disposal receptacles for use by employees.	<input type="checkbox"/>	<input type="checkbox"/>
Instruct employees to wash their hands often with soap and warm water for at least 20 seconds. Hand sanitizer should be used whenever normal hand-washing isn't an option.	<input type="checkbox"/>	<input type="checkbox"/>
Provide soap and water, and alcohol-based hand rubs in the workplace. Ensure that adequate supplies are maintained. Place hand rubs in multiple locations or in conference rooms to encourage hand hygiene.	<input type="checkbox"/>	<input type="checkbox"/>
Encourage employees to keep a 6-foot distance between each other.	<input type="checkbox"/>	<input type="checkbox"/>
Encourage all meetings to be held virtually.	<input type="checkbox"/>	<input type="checkbox"/>
Consider canceling business-related events that involve gatherings of 10 people or more.	<input type="checkbox"/>	<input type="checkbox"/>
Routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops and doorknobs. Use standard cleaning agents and follow the directions on the label.	<input type="checkbox"/>	<input type="checkbox"/>

HBI SAFETY & HEALTH MANAGEMENT PLANS

Provide disposable wipes so that commonly used surfaces (e.g., doorknobs, keyboards, remote controls and desks) can be wiped down by employees before each use.	<input type="checkbox"/>	<input type="checkbox"/>
Advise employees to reconsider any nonessential travel plans.	<input type="checkbox"/>	<input type="checkbox"/>
Consider canceling any business-related travel plans.	<input type="checkbox"/>	<input type="checkbox"/>
For employees who travel, implement a policy that directs them to work from home or take paid time off for seven to 14 days, depending on where they traveled and whether they are exhibiting any symptoms.	<input type="checkbox"/>	<input type="checkbox"/>

HBI SAFETY & HEALTH MANAGEMENT PLANS

Keeping Employees Informed	DONE	NEEDS TO BE DONE
Is there a plan for communicating important business updates to employees? Is the established frequency being met?	<input type="checkbox"/>	<input type="checkbox"/>
Deliver regular company updates with information about what your company is doing to keep employees safe and healthy.	<input type="checkbox"/>	<input type="checkbox"/>
Provide communications in as many formats as possible to ensure that your message is accessible.	<input type="checkbox"/>	<input type="checkbox"/>

Keeping Employees Protected	DONE	NEEDS TO BE DONE
Is cleaning and disinfecting being completed at frequencies stated in program?	<input type="checkbox"/>	<input type="checkbox"/>
Is hand sanitizers available for staff?	<input type="checkbox"/>	<input type="checkbox"/>
Are clean supplies being ordered so a supply is always on hand?	<input type="checkbox"/>	<input type="checkbox"/>
Is social distancing being adhered too?	<input type="checkbox"/>	<input type="checkbox"/>

HBI SAFETY & HEALTH MANAGEMENT PLANS

Symptoms	Coronavirus* (COVID-19) <small>Symptoms range from mild to severe</small>	Cold <small>Gradual onset of symptoms</small>	Flu <small>Abrupt onset of symptoms</small>	Seasonal Allergies <small>Abrupt onset of symptoms</small>
 Length of symptoms	7-25 days	Less than 14 days	7-14 days	Several weeks
 Cough	Common (usually dry)	Common (mild)	Common (usually dry)	Rare (usually dry unless it triggers asthma)
 Shortness of breath	Sometimes	No**	No**	No**
 Sneezing	No	Common	No	Common
 Runny or stuffy nose	Rare	Common	Sometimes	Common
 Sore throat	Sometimes	Common	Sometimes	Sometimes (usually mild)
 Fever	Common	Short fever period	Common	No
 Feeling tired	Sometimes	Sometimes	Common	Sometimes
 Headaches	Sometimes	Rare	Common	Sometimes (related to sinus pain)
 Body aches and pains	Sometimes	Common	Common	No
 Diarrhea	Rare	No	Sometimes for children	No

*Information is still evolving. **Allergies, colds and flus can all trigger asthma, which can lead to shortness of breath. COVID-19 is the only one associated with shortness of breath on its own. Sources: Asthma and Allergy Foundation of America, World Health Organization, Centers for Disease Control and Prevention

Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.

Avoid close contact with people who are sick.



Cover your cough or sneeze with a tissue, then throw the tissue in the trash.



Avoid touching your eyes, nose, and mouth.

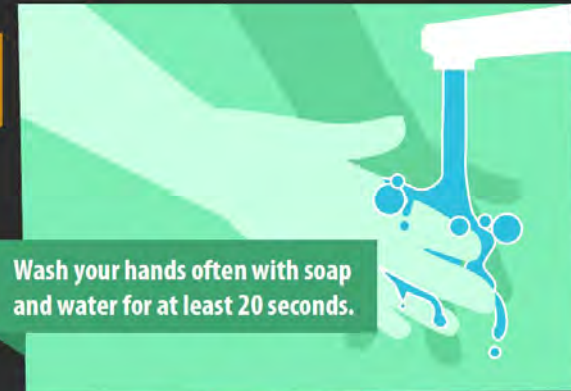


When in public, wear a cloth face covering over your nose and mouth.

Clean and disinfect frequently touched objects and surfaces.



Stay home when you are sick, except to get medical care.



Wash your hands often with soap and water for at least 20 seconds.



cdc.gov/coronavirus

316351-A April 7, 2020 9:58 AM

STOP

Feeling Sick?

Stay home when you are sick!

If you feel unwell or have the following symptoms
please leave the building and contact your health care provider.
Then follow-up with your supervisor.

DO NOT ENTER if you have:

FEVER

COUGH

SHORTNESS OF BREATH

 cdc.gov/CORONAVIRUS

CS176129-4 March 22, 2020 11:11 AM

How to Remove Gloves

To protect yourself, use the following steps to take off gloves



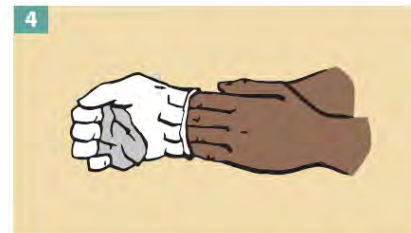
1 Grasp the outside of one glove at the wrist. Do not touch your bare skin.



2 Peel the glove away from your body, pulling it inside out.



3 Hold the glove you just removed in your gloved hand.



4 Peel off the second glove by putting your fingers inside the glove at the top of your wrist.



5 Turn the second glove inside out while pulling it away from your body, leaving the first glove inside the second.



6 Dispose of the gloves safely. Do not reuse the gloves.



7 Clean your hands immediately after removing gloves.

8 STEPS TO CLEAN YOUR HANDS



1
Palm to palm



2
Between fingers



3
Back of hands



4
Base of thumbs



5
Back of fingers



6
Fingernails



7
Wrists



8
Rinse and wipe dry

HBI SAFETY & HEALTH MANAGEMENT PLANS



Understanding the Difference: Homemade Masks

	N95 Respirator	Surgical Mask	Homemade Mask or Paper Mask
User	Health Care Workers	Health Care Workers and patients in healthcare settings	General Public
Risk Factor	High Risk Situations	Moderate Risk Situations	Low Risk Situations
Design	Designed to protect the person wearing the mask from aerosols, splatter, sprays, or blood.	Designed for health care workers to stop droplets being spread by the wearer – NOT to protect the wearer from breathing in aerosols.	Designed to contain coughs and sneezes and prevent disease transmission to others – NOT to protect the wearer from breathing in aerosols.
When To Wear	Recommended for use when health care workers care for patients with COVID-19 and performing procedures that put them most at risk of virus exposure.	Recommended for health care providers during single or multiple patient interactions or routine health procedures. Surgical masks are also recommended when N95s are not available.	Recommended for use when a person can't perform social distancing. <ul style="list-style-type: none"> • When coughing or sneezing. • Using public transportation. • Shopping and working at essential businesses like grocery stores and pharmacies.
Fit Testing Required	Yes. Due to the fit, the wearer may find it hard to breathe. These masks are designed only for health care workers who have been fit tested.	No	No Scarves and bandanas can be used if necessary.
Use Limitations	Ideally should be discarded after each patient encounter. Extended use is preferable to reuse. Both are important and viable options when supplies are limited. Extended use is preferable. Follow CDC guidance on Strategies to Optimize the Supply of PPE Equipment	Ideally should be discarded after each patient encounter. Extended use is preferable to reuse. Both are important and viable options when supplies are limited. Extended use is preferable. Follow CDC guidance on Strategies to Optimize the Supply of PPE Equipment	Homemade/Cloth Masks: <ul style="list-style-type: none"> • Should be washed after each use. • Should not be worn damp or when wet from spit or mucus.

Facemasks and respirators offer a physical barrier to contact with respiratory droplets and aerosols. When used correctly, masks, along with other preventative measures such as hand washing, and social distancing reduce the risk of SARS-CoV-2 transmission leading to COVID-19 infection.

Help Support Health Care Workers

Do not purchase masks designed for health care professionals. N95 and surgical masks are designed to protect those who are working in high risk situations with a likelihood of exposure. Instead, make your own mask or purchase one from an online small business.

WHAT TYPE OF MASK DO I NEED? 		
HOMEMADE MASK OR PAPER MASK	SURGICAL MASK	N95 RESPIRATOR
		
WHO SHOULD WEAR: General public	WHO SHOULD WEAR: Health care workers and patients in health care settings	WHO SHOULD WEAR: Health care workers
WHEN TO WEAR: When a person can't perform social distancing; scarves and bandanas can be used if necessary.	WHEN TO WEAR: During single or multiple patient interactions or routine health procedures; recommended when N95s aren't available.	WHEN TO WEAR: Caring for patients with COVID-19 and performing procedures that put them most at risk of virus exposure.
USE LIMITATIONS: Cloth masks should be washed after each use; don't wear damp or when wet from spit or mucus.	USE LIMITATIONS: Ideally should be discarded after each patient encounter. Extended use is preferable to reuse.	USE LIMITATIONS: Ideally should be discarded after each patient encounter. Extended use is preferable to reuse.

Cleaning And Disinfecting Your Facility

Everyday Steps, Steps When Someone is Sick, and Considerations for Employers

How to clean and disinfect

Wear disposable gloves to clean and disinfect.

Clean

- **Clean surfaces using soap and water.** Practice routine cleaning of frequently touched surfaces.

High touch surfaces include:

Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

Disinfect

- Clean the area or item with soap and water or another detergent if it is dirty. Then, use a household disinfectant.
- **Recommend use of EPA-registered household disinfectant.** Follow the instructions on the label to ensure safe and effective use of the product.

Many products recommend:

- Keeping surface wet for a period of time (see product label)
- Precautions such as wearing gloves and making sure you have good ventilation during use of the product.



- **Diluted household bleach solutions may also be used** if appropriate for the surface. Check to ensure the product is not past its expiration date. Unexpired household bleach will be effective against coronaviruses when properly diluted.

Follow manufacturer's instructions for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser.

Leave solution on the surface for **at least 1 minute**

To make a bleach solution, mix:

- 5 tablespoons (1/3rd cup) bleach per gallon of water
- OR
- 4 teaspoons bleach per quart of water
- **Alcohol solutions with at least 70% alcohol.**

Soft surfaces

For soft surfaces such as **carpeted floor, rugs, and drapes**

- **Clean the surface using soap and water** or with cleaners appropriate for use on these surfaces.



4268A 04/01/2020

cdc.gov/coronavirus