REPORT ON

COVID-19 PREVENTION BEST PRACTICES

June 6, 2020

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COVID-19 PREVENTION BEST PRACTICES

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COVID-19 PREVENTION BEST PRACTICES
RETURN TO WORK SAFELY

COVID-19 is the name of the respiratory illness or disease that was first reported in Wuhan, China in late 2019. The disease is caused by a coronavirus called SARS-CoV-2.

How it spreads:

- **Person-to-person spread**—Being in close contact (within about 6 ft.) with an infected person or through respiratory droplets produced when an infected person coughs or sneezes. The droplets can land on a person's mouth or nose or possibly be inhaled into the lungs. This is thought to be the main mode of transmission.

- **Contact with infected surfaces/objects**—Touching a surface that has the virus on it and then touching your mouth, nose or eyes.

Symptoms:

According to the Centers for Disease Control and Prevention (CDC), the symptoms are fever, cough and shortness of breath. These symptoms may appear 2–14 days after exposure to the virus. The illness can be mild, but in more severe cases, infection can cause severe respiratory issues, pneumonia, kidney failure and even death.

PERSONAL PROTECTION & FACILITIES CLEANING, SANITIZING

1. Create training to review new safe-at-work requirements and guidelines for all employees.
    i. If returning to work, training and orientations should be done on day one.
    ii. Make information available to employees about Personal Protective Equipment, disinfection measures, social distancing protocol, on-site health screening, signs and symptoms of COVID-19, self-quarantining and return-to-work policies, visitors and contractors screening, signage, time-off options and all other COVID-19-related safe workplace changes.
2. Train employees on frequent hand washing; properly covering coughs and sneezes; refraining from touching the face.
3. Clean and sanitize surfaces frequently.
    i. Make wipes, sanitizer and cleaning products widely accessible throughout workplaces.
    ii. Clean the break rooms and common touch areas (doorknobs, etc.) after each shift.
    iii. Thorough cleaning of all shared surfaces throughout the facility at least once every 24 hours. This includes common spaces like bathrooms, conference rooms, lunchrooms, etc.
    iv. Shut down production in the area where a COVID-19 affected employee worked (i.e. department, line, station) to conduct cleaning, as well as shut down and clean common spaces like bathrooms, conference rooms and lunchrooms once notification of potential COVID-19 spread is suspected.
4. Provide masks, shields, gloves, shoe coverings, coveralls, etc. if appropriate and available.
    i. Provide touch-free solutions
    ii. Touch-free time clocks.
    iii. Individual water containers for workers instead of large water coolers.

SOCIAL DISTANCING

1. Offer work-from-home options for all employees who can perform duties remotely.
2. Change shifts.
    i. Stagger shifts and start times to maximize distancing.

      ii.   Allow 30-minute buffers between shifts if possible so that employees don't come into contact during transition.

      iii.   Cross-train teams, so that teams can better stagger shifts.

3. Provide visual markers on floors for six-foot distancing, per CDC guidance.
4. Stagger breaks and lunch schedules.
5. Offer lunch breaks in vehicles instead of shared cafeterias or break rooms.

      i.   Employees need to bring their own meals and be able to eat them without use of microwave.

6. Restrict movement between departments and/or functions (e.g. don't allow traffic between production and office workspaces).
7. Conduct phone/email/virtual meetings instead of in-person meetings, even when at office.
8. Limit meetings to no more than 10 individuals, provided appropriate spacing is possible.
9. Hold meetings in large spaces where people can spread out at six-foot intervals.
10. Space out desks and work stations; construct temporary walls between workstations.

VENDOR ENGAGEMENT

1. Request health and travel assessments for vendors/contractors coming on-site.
2. Separate contractors and vendors from the workforce (have them use separate bathrooms, entrances if possible).
3. Prohibit nonessential vendors and deliveries from entering facility.
4. Require deliveries to be dropped outside facility door, eliminating vendors from entering facility.

CUSTOMER ENGAGEMENT

1. Offer curbside delivery instead of in-store pick-up.
2. Provide on-site services to customer's facility once their business is closed (after hours).
3. Offer drive-through service only.
4. Add plastic barriers/shields at registers.
5. Ask customers to stay in their vehicles in parking lot while they wait.
6. Offer call-ahead services for parts and service and lock door to walk-in customers.
7. Conduct virtual sales calls.

8. Limit the number of customers in the facility to ensure appropriate distancing, along with visual markers on floors for six-foot distancing, per CDC guidance.

TRAVEL POLICIES

1. Require a two-week quarantine for employees who return from outside of the country or a domestic COVID-19 hotspot.
2. Require a two-week quarantine for employees traveling more than 100 miles from facility.

MONITORING EMPLOYEE

1. Conduct temperature or employee wellness checks at the start of shifts to ensure employee does not exhibit COVID-19 symptoms (fever >100.4 F, cough, shortness of breath/difficulty breathing).
2. Create a master schedule for all employees that shows when people may come in contact with others; use this for contact tracing in the event of a confirmed or suspected COVID-19 exposure.
3. Create a response plan for employees who report or demonstrate symptoms at work; have recently been at work and tested positive or have been in contact with confirmed COVID-19 case; or have not recently been at work but have tested positive or have been in contact with confirmed COVID-19 case.
4. Ask employees about their health status before they return to work from a sick leave (even if they were out with a headache), require certification by a health care professional of ability to safely return to work (particularly for those noted above).
5. Offer a variety of leave options for employees who may have to miss work because of a COVID-19-related reason.

COMMUNICATIONS / EDUCATION / RESPONSIBILITIES

1. Communicate and educate employees and management to carry out the plan and protocols, as well as clear direction on roles and responsibilities. For example:
    a. Provide internal signage to alert co-workers to use another means to contact the person (phone, email, text).
    b. Post signs on door to instruct customers/visitors on business's safety protocols.

c. Provide remote workers with a list of free resources to stay healthy and active at home (i.e. ergonomic tips, stress-relief tools, fitness resources).

d. Provide pre-recorded safety training videos for customer-facing activities.

e. Maintain an up-to-date repository on the company's shared network that allows employees to access all COVID-19 documents, resources, and company protocol.
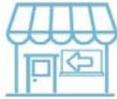
EMPLOYEE & CUSTOMER COMMUNICATIONS / INSTRUCTION / SIGNAGE

Post internal signage that can be used to alert or remind employees about guidelines and expectations and responsibilities. Post external signs on doors alerting visitors to restrictions on entry and movement in and around facility as well as any applicable guidelines and expectations.

CLEANING AND DISINFECTING TO PREVENT COVID-19

Supply

- Alcohol-based hand sanitizers containing minimum <u>60% alcohol</u>

- EPA-registered disinfecting wipes

- Soap (Antibacterial soaps are no more effective than <u>regular soap</u> and water for killing disease-causing germs according to CDC) and paper towels.

- Tissues

- Wastebaskets

- Disposable facemasks (for people who are showing symptoms)

- Disinfectants: <u>Diluted household bleach solutions may also be used</u> if appropriate for the surface.
    - Check the label to see if your bleach is intended for disinfection and has a sodium hypochlorite concentration of 5%–6%. Ensure the product is not past its expiration date. Some bleaches, such as those designed for safe use on colored clothing or for whitening may not be suitable for disinfection.
    - 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. <u>Leave solution</u> on the surface for <u>at least 1 minute.</u>
    - **To make a bleach solution, mix:** 5 tablespoons (1/3rd cup) bleach per gallon of room temperature water OR 4 teaspoons bleach per quart of room temperature water.

- Bleach solutions will be effective for disinfection up to 24 hours.
- Alcohol solutions with at least 70% alcohol may also be used.
- Other EPA-approved disinfectants may be used if they are effective against Coronaviruses or other infections.

HOW TO CLEAN

General Best Practices:
- Wear gloves while cleaning.
- Use chemicals in a well-ventilated area. <u>NEVER</u> mix cleaning chemicals with one another. This may create hazardous gases.
- Prevent chemical contact with food during cleaning.
- Handle used towels, gloves, etc. as little as possible.

To Clean Hard, Non-Porous Surfaces:
- Hard non-porous surfaces include stainless steel, floors, kitchen surfaces, countertops, tables and chairs, sinks, toilets, railings, light switch plates, doorknobs, metal/plastic toys, computer keyboards, remote controls, recreation equipment.
- Steps for cleaning and disinfecting:
    - Follow labeled instructions on all containers.
    - Clean surface with soap and water to remove all visible debris and stains.
    - Rinse surface with clean water and wipe with clean towel.
    - Apply the disinfectant. To effectively kill the virus, make sure the surface stays wet with the disinfectant for at least 10 minutes before wiping with a clean towel.
    - Rinse with water and allow surface to air dry. Rinsing the surface with water following use of a disinfectant is especially important if the surface is in a food preparation area.
    - Remove gloves and place in a trash bag and discard.
    - Wash hands after removing gloves and handling any contaminated material, trash or waste.

To Clean Soft, Porous Materials:
- Soft, porous materials include carpeting, rugs, towels, clothing, sofas, chairs, bedding, soft fabric toys (i.e., stuffed animals), etc.
- Steps for cleaning and disinfecting:
    - Place soft, porous materials in a bag.
    - Launder using hot water and a detergent containing color-safe bleach.
    - Dry on high heat.

REMEMBER, THERE ARE MEASURES WE CAN ALL TAKE TO PREVENT RESPIRATORY ILLNESS

- The best way to prevent infection is to avoid exposure to the infection. BPHC always recommends standard precautions to help prevent the spread of respiratory viruses:
- Wash your hands often with soap and water for at least 20 seconds.
- Use alcohol-based hand rubs and gels if you can't wash your hands with soap and water.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who are sick and stay home when sick.
- Cover your cough or sneeze with your arm/elbow, not your hand.
- Clean and disinfect frequently touched objects and surfaces.

HERE ARE SOME OF THE REGISTERED DISINFECTANTS ON EPA'S LIST:

- Clorox Multi Surface Cleaner + Bleach (*use it to clean hard non-porous surfaces*)
- Clorox Disinfecting Wipes
- Clorox 4-in-One Disinfectant & Sanitizer
- Clorox Commercial Solutions - Clorox Disinfecting Spray (*use it to clean glass windows and other hard non-porous surfaces*)
- Lysol brand Heavy-Duty Cleaner Disinfectant Concentrate
- Lysol Disinfectant Max Cover Mist
- Lysol brand Clean & Fresh Multi-Surface Cleaner
- Purell Professional Surface Disinfectant Wipes
- Sani-Prime Germicidal Spray

SOURCE & REFERENCES

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- mnchamber.com

- bennettjones

- Centers for disease control and prevention (CDC)

- Environmental Protection Agency (EPA)

- Boston Public Health Commission | Infectious Disease Bureau