**Cornavirus Response Plan**

**The coronavirus (COVID-19) is continuing to spread at a rapid pace. It is extremely important that we all do our part in an effort to slow the spread of this disease for the health, safety and well-being of our employees and individuals in our communities, Company Name is tracking the current impacts and spread of illness, which has led us to take additional preventative steps on site.**

**We have started additional cleaning and disinfecting for areas within the building. This includes touch points, such as stair well railings, door handles and cabinet knobs to keep ourselves and others healthy. In addition, we are practicing social distancing at our office and while we are working on the job sites as encouraged by the CDC.**

**Individuals with COVID-19 have reportedly mild to severe respiratory illness. Symptoms include: Fever, Cough, Shortness of Breath/Difficulty Breathing. These symptoms may appear 2-14 days after exposure.**

**Employees must ask the following questions before coming to work:**

**Do you have symptoms of acute respiratory illness or fever (100.4⁰ F [37.8⁰ C] or greater using an oral thermometer) without the use of fever-reducing or other symptom-altering medication (e.g. cough suppressants)?**

**Have you had close contact in the last 14 days with someone with COVID-19? Close contact defined as:**

* **Being within approximately 6 feet of a COVID-19 case for a prolonged period of time; close contact can occur while caring for, living with, visiting, or sharing a healthcare waiting area or room with a COVID-19 case**

**-or-**

* **Having direct contact with infectious secretions of a COVID-19 case (e.g. being coughed on)**

**Sick employees are encouraged to stay home:**

* Employees who have [symptoms](https://www.cdc.gov/coronavirus/2019-ncov/about/symptoms.html) (i.e., fever, cough, or shortness of breath) should notify their supervisor and stay home.
* Sick employees should follow [CDC-recommended steps](https://www.cdc.gov/coronavirus/2019-ncov/about/steps-when-sick.html). Employees should not return to work until the criteria to [discontinue home isolation](https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html) are met, in consultation with healthcare providers and state and local health departments.
* Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and follow [CDC recommended precautions](https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-prevent-spread.html#precautions).

**Separate sick employees:**

* Employees who appear to have [symptoms](https://www.cdc.gov/coronavirus/2019-ncov/about/symptoms.html) (i.e., fever, cough, or shortness of breath) upon arrival at work or who become sick during the day should immediately separate from other employees, customers, and visitors and go home. Company Name reserves the right to send a symptomatic employee home.
* If an employee is confirmed to have COVID-19 infection, Company Name will inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). The fellow employees should then self-monitor for [symptoms](https://www.cdc.gov/coronavirus/2019-ncov/about/symptoms.html) (i.e., fever, cough, or shortness of breath).

**How we can reduce the spread of COVID-19:**

* Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available.
* Avoid touching your eyes, nose, and mouth with unwashed hands.
* Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash and immediately wash hands with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer containing at least 60% alcohol. Learn more about [coughing and sneezing](http://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html)etiquette on the CDC website.
* Clean AND disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs. Dirty surfaces can be cleaned with soap and water prior to disinfection. To disinfect, use [products that meet EPA’s criteria for use against SARS-CoV-2external icon](https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2), the cause of COVID-19, and are appropriate for the surface.
* Avoid using other employees’ phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
* Avoid physical contact with anyone while on the job site (no handshakes, etc.).
* Practice social distancing by avoiding [large gatherings](https://www.cdc.gov/coronavirus/2019-ncov/community/large-events/index.html) and maintaining distance (approximately 6 feet or 2 meters) from others when possible.
* Employees that travel to certain areas may be asked to stay home for a period of 14 days from the time you left an area with widespread or ongoing community spread (Level 2,3,4 Advisory), per CDC guidelines.

**If an employee tests positive for COVID-19 or is a suspected but unconfirmed case:**

* The infected/potentially infected employee’s identity shall remain confidential.
* The infected/potentially infected employee will be asked to identify all individuals that worked in close proximity to them (3-6 feet) the previous 14 days.
* All employees who worked closely with that individual will be sent home for a 14-day period of time to ensure the infection does not spread.
* If the employee had close contact with a customer, the customer’s HR department will be notified with the identity of our employee remaining confidential.
* Close off areas used by the ill persons and wait as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets. Open outside doors and windows to increase air circulation in the area. If possible, wait up to 24 hours before beginning cleaning and disinfection.
* Cleaning staff should clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill persons, focusing especially on frequently touched surfaces.
* To clean and disinfect:
  + If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection (Note: “cleaning” will remove some germs, but “disinfection” is also necessary).
  + For disinfection, diluted household bleach solutions, alcohol solutions with at least 70% alcohol, and most common EPA-registered household disinfectants should be effective.
  + Diluted household bleach solutions can be used if appropriate for the surface. Follow manufacturer’s instructions for application and proper ventilation. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted.
  + Cleaning staff should wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.
  + Gloves and gowns should be compatible with the disinfectant products being used.
  + Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash. Follow the manufacturer’s instructions regarding other protective measures recommended on the product labeling.
  + Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to clean hands after removing gloves.