YOUR COMPANY LOGO HERE

Infectious Disease Control Program

Implementation Date: IDATE

Revision Date: RDATE

NOTE - this document is a preview. CLICK HERE to request the full, editable version.

FCA INTERNATIONAL

OPTIMUM SAFETY MANAGEMENT™

1.1 Purpose, Scope, and Policy

1.1.1 Purpose

COMPANYNAME has established this program to provide guidance in the protection of our employees during exposure to an infectious disease event.

It is the goal of COMPANYNAME during an infectious disease event to operate effectively and ensure all essential services are continuously provided while keeping employees safe within the workplace.

COMPANYNAME is committed to providing information from authoritative sources about the nature and spread of infectious diseases, including informing of signs and symptoms as well as required steps to follow in the event of an infectious disease outbreak.

This program is NOT a disease-specific Exposure Control Plan. This program provides general direction to begin protecting the workplace against an infectious disease outbreak. A disease-specific Exposure Control Plan must be established to protect workers against specific hazards and identify specific control measures for implementation.

This document has been developed in accordance with CDC and OSHA guidelines to keep employees safe and must be updated by the user as guidelines and recommendations change.

1.1.2 Scope

This program applies to all employees and all operations during an epidemic or pandemic infectious disease event identified by federal, state, and local authorities requiring extraordinary measures for containment and mitigation.

1.1.3 Policy

COMPANYNAME will take proactive steps and define measures for implementation in an effort to protect the workplace in the event of an infectious disease outbreak.

1.2 Roles & Responsibilities

1.2.1 Employer Responsibilities

Management shall provide continually updated information from recognized sources such as the Centers for Disease Control and Prevention (CDC), the Occupational Safety and Health Administration (OSHA), the Department of Labor (DOL), and others as applicable to the specific event. These sources should be accessed regularly to identify and comply with any required posting or informational requirements.

COMPANYNAME will provide employees with information, education, training, personal protective equipment, and control measures to reduce employee exposure to an infectious disease as much as reasonably achievable.

1.2.2 Employee Responsibilities

Employees are responsible for following safety precautions and policies set forth by management and will attend all safety training as outlined in this program.

Employees shall follow all established company policies related to reducing exposure to and spread of a potential infectious disease. Employees who are infected or exposed, or suspect they are infected or have been exposed must inform their supervisor immediately upon recognizing the potential infection or exposure.

1.3 Definitions

See Definitions Chapter at the end of the Safety and Health Manual. [i]

1.6.2 Monitoring Guidance

Information pertaining to any current epidemic or pandemic infectious disease event can be obtained from the following federal sources:

- Centers for Disease Control and Prevention (CDC) – www.cdc.gov
- Occupational Safety and Health Administration (OSHA) – www.osha.gov
- U.S. Department of Labor (DOL) – www.dol.gov
- National Institutes of Health (NIH) – www.nih.gov
- U.S. Department of Health & Human Services (HHS) – www.hhs.gov

Local and state requirements are region specific and may be more stringent than those implemented by federal authorities. State and local agencies should be consulted for information, recommendations, and requirements beyond those established by the federal government.

1.6.3 Evaluating Risk of Exposure

An evaluation of the risk of exposure must be conducted in order to develop contingency plans to address:

- Likelihood of exposure/infection due to Interaction with:
  - General Public
  - Persons known to be infected
  - Persons suspected of being infected
- Increased absenteeism
- Worker susceptibility to the disease
- Non-occupation risk factors at home and in community settings
- Conducting operations with reduced workforce
- Interrupted supply chains

Most workplace operations present a low risk of exposure to an infectious disease with the greatest exposure risk coming from an infected employee or a visitor bringing the disease to work.

Regardless of the outcome of the risk evaluation, any protective measures established must follow all established federal, state, and local recommendations and requirements.

1.6.4 Exposure Control Plan

COMPANYNAME will develop and implement an infectious disease-specific Exposure Control Plan that identifies the disease, the risks of exposure, and the specific control measures to be implemented to reduce the risk of exposure and spread of infection to the work force.

COMPANYNAME is committed to providing authoritative information about the nature and spread of infectious disease including symptoms and signs to watch for, as well as required steps to follow in the event of an infectious disease outbreak.

When developing an exposure control plan the following considerations must be addressed.

- Signs and Symptoms of infection
- Action Steps
- Limiting the Spread of Infection in the Workplace
- Reducing Transmission Among Employees
- Protecting Employees with Personal Protective Equipment
- Supervision of Protective Measures
- Evaluation of Employee Health Status
- Implementing Hazard Control Measures
- Suspected or Confirmed Infection
- Sanitizing the Work Area After Possible Exposure
- Medical Information
- Recordkeeping
- Training

1.6.7 Personal Protective Equipment

Personal Protective Equipment (PPE) can be an effective method of reducing risk of exposure to infectious disease. Depending on the type of disease exposure and the type of work being performed this may include the use of disposable medical or chemical protective gloves, splash shields, protective eyewear or goggles, and respirator masks.

COMPANYNAME will follow recommendations established by governmental guidance when requiring PPE use. Where guidelines are limited or lacking COMPANYNAME will perform a PPE Hazard Assessment to identify whether PPE is needed and what type will be used.

COMPANYNAME will refer to the latest information from the CDC and from federal, state, and local guidelines and instructions for proper PPE selection and usage. State and local recommendations may also apply, and applicable health services should be consulted for more information. In all instances however, requirements set forth by federal, state, or local authorities having jurisdiction must be followed.

When employees are required to work in close proximity, masks or other acceptable face coverings as recommended by CDC, or federal, state, and local guidance must be worn.

Personal protective equipment (PPE) identified as necessary either by federal, state, or local requirements, or through Job Hazard Analysis and PPE Hazard Assessment for protection against disease exposure will be provided as appropriate for the activity being performed.

When requiring the use of PPE in the workplace employers bear certain responsibilities including (but not limited to):

- PPE hazard assessment
- PPE selection
- Employee training:
  - Selection of appropriate PPE
  - Use and care of PPE
  - Maintenance and storage of PPE

If PPE recommendations established by governmental guidance prevent work operations or make work operations infeasible, an assessment must be made to identify alternative measures. A Job Hazard Analysis and a PPE Hazard Assessment must be performed to identify associated hazards, alternative control measures, and PPE requirements to prevent transmission of the disease. Any alternative measures and PPE choices implemented must be at least as effective in preventing the transmission of disease as those established by federal, state, and local guidance.

If alternative measures cannot be established, or do not provide an effective level of protection, it may be necessary to cease those operations until the emergency is over. For example, the alternative measure selected exposes employees to another risk, or necessary equipment (such as recommended masks) is not available.

1.6.7.1 Respirators

Respirator use can cause medical distress in some workers and when required, respiratory protection program requirements apply. A written respiratory protection program must be implemented, and medical surveillance must be made available to all employees who are required to wear a respirator. Other requirements include the employer providing respirators, medical surveillance, training, and fit testing prior to permitting employees to use the respirator.

When required, an engineered respirator mask recognized to be effective against exposure should be used. Respirators may range from an N95-rated respirator mask to cartridge filter face masks to supplied air respirators and self-contained breathing apparatus. An N95-rated respirator is typical but always refer to federal, state, and local guidance when selecting PPE for breathing protection. When using N95-rated respirators, medical respirators are best and are available from medical supply sources. If an N95-rated

Controls, surfaces, tools, equipment, and other items known to or likely to have been used by the infected person should receive special attention.

Dirty surfaces should be cleaned with soap and water prior to disinfection.

1.6.12 Medical Information

1.6.12.1 Requests for Medical Information and/or Documentation

If you are out sick or show symptoms of being ill, for more than three (3) days, it may become necessary to request information from you and/or your health care provider. In general, we would request medical information to confirm your need to be absent, to show whether and how an absence relates to the infection and to know it is appropriate for you to return to work. As always, we expect and appreciate your cooperation when medical information is sought.

1.6.12.2 Confidentiality of Medical Information

Our policy is to treat any medical information as a confidential medical record. In furtherance of this policy any disclosure of medical information is in limited circumstances with supervisors, managers, first aid and safety personnel and government officials as required by law.

1.7 Recordkeeping

Under OSHA's recordkeeping requirements, a work-related infection to an infectious disease may be a recordable illness, and employers may be responsible for recording cases of work-related illness, if:

- The case is confirmed as a work-related illness; and
- There is objective evidence that an event or exposure in the work environment either caused or contributed to the infection; and
- The evidence was reasonably available to the employer; and
- The case involves one or more of the general recording criteria in 29 CFR 1904.7, such as medical treatment beyond first aid or days away from work.

Where the determination is made that the illness is work-related and the case results in a fatality or hospitalization for treatment, the illness must be reported to OSHA using one of the following reporting methods:

- Online at: https://www.osha.gov/pls/ser/serform.html
- Calling OSHA's free and confidential number at 1-800-321-OSHA (6742).
- Calling your closest Area Office during normal business hours.

For more specific guidance refer to applicable OSHA standards and guidelines relating to the infectious disease.

1.8 Training

COMPANYNAME understands the importance of providing a safe and healthful working environment. This is done only through the building of a positive culture of safe work practices.

It is understood that this type of culture must be visible from the beginning of a workers' experience with the workplace. Therefore, COMPANYNAME will engage its employees and sub-contractors in training to this program. The safety policies and procedures training serves to familiarize all employees to the workplace, its culture, and its programs and practices as it relates to everyone's safety.

1.8.1 Employee Training

Employees will be trained on the recommendations and requirements implemented in the Infectious Disease Control Program. Special attention should be placed on the Social Distancing Guidelines and Infectious Disease Workplace Mitigation Guidelines. These are included as separate pages at the end of this program.

INFECTIOUS DISEASE WORKPLACE MITIGATION GUIDELINES

COMPANYNAME has implemented the following measures to reduce and/or eliminate the dangers associated with infectious disease. This plan will be reevaluated on an on-going basis to ensure all applicable requirements can effectively and consistently be implemented. CDC requirements will be covered in each daily safety briefing prior to the start of the shift. These topics should include social-distancing, hand-sanitizing, identifying signs and symptoms of the disease, and the items identified for site-specific plans.

Hygiene – Best practices

- ☐ Avoid touching face, mouth, nose, or eyes with unwashed hands or with gloves
- ☐ Routinely wash your hands with soap and water for at least twenty (20) seconds. If soap and water are unavailable use a hand sanitizer having at least 60% alcohol content
- ☐ Refrain from shaking hands - use other non-contact methods of greeting
- ☐ Wear gloves appropriate for your job tasks to reduce skin contact exposure
- ☐ Routinely disinfect frequently touched surfaces such as: telephones, guard and handrails, machines and machine controls, shared tools, elevator control buttons, tables, doorknobs, light switches, countertops, desks, keyboards, toilets, faucets, sinks, handles, and hand tools etc.
- ☐ Cover coughs and sneezes using the inside of your elbow rather than your hand
- ☐ Avoid phone to face contact
- ☐ Increase ventilation by opening windows or adjusting air conditioning

Meetings and Travel

- ☐ Practice social distancing and maintain minimum established distance from others
- ☐ Use phones or other electronic methods such as video chat to meet rather than engaging in face-to-face conversations
- ☐ Avoid sitting in close proximity to others
- ☐ Use a handkerchief or tissue when coughing, sneezing, or blowing your nose. Then wash your hands with soap and water for at least twenty (20) seconds. If soap and water are unavailable use a hand sanitizer having at least 60% alcohol content
- ☐ Avoid close contact with people who are sick or are displaying signs and/or symptoms of illness
- ☐ Take responsibility for yourself, your work area, and your co-workers as much as achievable
- ☐ Where workers are forced to stand together in 'choke points' and high-risk areas such as in hallways, hoists and elevators, break areas, and buses; they shall maintain social distancing
- ☐ Minimize interactions when picking up or delivering equipment or materials, maintaining social distance separation
- ☐ When social distancing cannot be maintained other mitigation practices should be used i.e., requiring all workers to use face coverings

Food Handling

Handle food carefully:
- ☐ Wash hands before eating food
- ☐ Limit food sharing
- ☐ Prepare meals at home for consumption
- ☐ Eat separately and maintain social distancing from others rather than congregating in groups

Illness

Stay home if…
- ☐ you are feeling ill
- ☐ you have an ill family member at home

INFECTIOUS DISEASE SUPERVISOR INSPECTION CHECKLIST

This checklist is used to aid in ensuring the health and well-being of all workers and availability of all listed applicable measures, and to identify measures not applicable for implementation. Continually monitor and check the CDC website for current data and changing conditions, recommendations, and requirements.

Name:		**Date:**	
Company:			

❑	Copies of this Protocol have been distributed to all employees.

The Social Distancing Protocol must be posted at each public entrance to the facility and at all 'choke points' and high-risk areas such as hallways, elevators, break areas, etc.

Signage must be posted at each entrance that informs all entrants that they must:

❑	not enter the facility if they have a cough or fever;
❑	maintain social distance from one another;
❑	sneeze and cough into a cloth or tissue, or if not available, into one's elbow;
❑	not shake hands or engage in any unnecessary physical contact.
Corrective Actions for Deficiencies:	

Measures to Protect Employee Health (Facility)

❑	Everyone who can carry out their work duties from home has been directed to do so.
❑	All employees have been told not to come to work if sick.
❑	Symptom checks are being conducted before employees may enter the workspace.
❑	Work activities are separated by established social distance.
❑	Daily attendance log is being maintained.
❑	Break rooms, bathrooms, handles, desks, phones, switches, and other commonly touched surfaces are being disinfected frequently.
Corrective Actions for Deficiencies:	

The Following Guidelines are Being Followed by All Workers:

❑	Workers are routinely washing hands with soap and water and/or hand sanitizer.
❑	No handshaking – use other noncontact methods of greeting.
❑	Gloves and face coverings to reduce risk of infectious exposure as deemed appropriate for job tasks are being worn.
❑	Hand tools and work areas are routinely cleaned.
❑	Face touching is avoided.
❑	Workers are covering coughs and sneezes.
❑	Phone-to-face contact is avoided.
❑	Workers are asked daily if they are sick or have someone at home that is sick. If YES, steps outlined in the Exposure Control Plan are being followed.
❑	Ventilation is increased in work areas by opening windows or adjusting air conditioning.
Corrective Actions for Deficiencies:	