

COVID-19 Case Response

The following program has been developed by the Company in the event an employee is diagnosed with, or suspected of having Covid-19. The included protocols come from information provided by the CDC and State Health Department.

Suspected Case Protocols:

In all workplaces where exposure to COVID-19 may occur, prompt identification and isolation of potentially infectious individuals is a critical first step in protecting workers, visitors, and others at the worksite. The main symptoms of COVID-19 include a fever, cough, and shortness of breath. The symptoms typically occur within 2-14 days of exposure.

- Immediately isolate people suspected of having COVID-19. It is preferable if the individual is sent home or to a healthcare facility.
- If it is not possible to send the suspected employee(s) away from the facility, then try and place them in an isolation room, or space away from other workers.
- Take steps to limit the spread of the person's infectious respiratory secretions, including providing them a facemask and asking them to wear it - if they can tolerate doing so.
- In a situation where another employee must assist the suspected individual, then engineering, administrative controls, safe work practices, and PPE should be utilized. At risk contact is within about six feet of the suspected individual(s). The Pandemic Disease Program in the Master Safety Plan contains additional details on these controls.

COVID-19 Diagnosed Case Protocols:

If it is discovered that an employee, vendor, or visitor is diagnosed with COVID-19, and has been at the facility within the past 14 days – the following steps need implemented:

- Remember that information about the employee's health should be kept confidential.
- Individuals who could be potentially infected should be informed that a person has tested positive for COVID-19. The impacted individuals should be informed that they may want to seek medical attention, or otherwise monitor themselves for any symptoms. This could include receiving a COVID-19 test if any symptoms exist.

Cleaning and Disinfection

- Immediately close off the area used by the infected person.
- Wait as long as possible to begin cleaning and disinfecting the area to minimize potential exposure to suspended respiratory droplets. This would ideally be at least 24 hours.
- Open outside doors and windows if possible, to increase air circulation in the area.
- The cleaning/disinfection personnel should clean and disinfect all areas (e.g., offices, bathrooms, workstations, and common areas) used by the ill person(s), focusing especially on frequently touched surfaces.

How to clean and disinfect

- If surfaces are dirty, they should be cleaned using a detergent / soap and water prior to disinfection.



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- A household bleach solution, health care grade disinfectant, or EPA registered household cleaner should be utilized. A 70% alcohol solution could be used on some solid surfaces.
- Follow the manufacturer's instructions for application, PPE, and proper ventilation. Check the container to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Do not pre-mix household bleach. It should be mixed fresh with clean water before each use.
- Prepare a bleach solution by mixing:
 - 5 tablespoons (1/3rd cup) of bleach per gallon of water, or 4 teaspoons of bleach per quart of water
 - Products with EPA-approved emerging viral pathogens are expected to be effective against COVID-19, based on data for harder to kill viruses. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method contact time, etc.).
 - For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present, and clean with appropriate cleaners indicated for use on these surfaces.
 - Contaminated clothing should be removed as soon as possible and laundered. Bleach or a cleaner discussed above should be used in accordance with the manufacturer's instructions - using the warmest appropriate water setting for the items and then dry the items completely.

Personal Protective Equipment / Hand Hygiene

- Cleaning/ disinfecting personnel should wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash. The minimum PPE would be safety glasses and impervious rubber gloves.
 - 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 a splash.
 - Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area. Hands need to be thoroughly washed after glove removal.
- Gloves should be removed after cleaning a room or area occupied by infected individuals. Remember to wash hands immediately after gloves are removed.
- Any breaches in PPE and/or possible contamination (e.g., tear in gloves, splash on skin or eyes) should be immediately reported, and the impacted area thoroughly washed.
- Cleaning personnel should wash their hands often, including immediately after removing gloves, and after contact with an ill person. Hands should be washed with soap and water for at least 20 seconds. If soap and water is not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol should be used. This should be followed by hand washing as soon as possible.
- Cleaning personnel should be trained on standard preventative measures. This would include proper hand washing, proper use and inspection of PPE, and avoiding touching the eyes, nose, or mouth with unwashed hands.



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