

**TRINITY SAMPLE**

**Coronavirus Workplace Program**

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# PURPOSE

The purpose of this procedure is to establish safety requirements for any work operation that involves potential infection hazards with the coronavirus. All hazards must be identified and controlled, and the appropriate hazard information is communicated to each employee prior to the performance of their duties. Employee involvement in both the hazard identification and hazard control components is essential to pre-job planning and the hazard analysis process.

# SCOPE

This procedure applies to all employees at **[company name]** and its facilities and work sites. This procedure is intended for use by office and construction workers and any associated personnel working for **[company name]** at any level. Subcontractors will be required to comply with the requirements of this procedure or have an equivalent program that is approved.

# RESPONSIBILITIES

## **Managers/Superintendents/Supervisors**

### All employees who are sick or exhibit flu-like symptoms, as defined by the CDC will be instructed to stay at home.

### Minimizing contact among workers, clients, and customers by replacing face-to-face meetings with virtual communications and implementing telework if feasible for the position.

### Establishing alternating days or extra shifts that reduce the total number of employees in a facility or at a worksite at any given time, allowing them to maintain distance from one another while maintaining a full onsite work week. Keeping a social distance of at least 6 feet.

### Discontinuing nonessential travel to locations with ongoing COVID-19 outbreaks. Regularly check CDC travel warning levels at: www.cdc.gov/coronavirus/2019-ncov/travelers.

### Developing emergency communications plans, including a forum for answering workers’ concerns and internet-based communications, if feasible.

### Providing workers with up-to-date education and training on COVID-19 risk factors and protective behaviors (e.g., cough etiquette and care of PPE).

### Training workers who need to use protecting clothing and equipment how to put it on, use/wear it, and take it off correctly, including in the context of their current and potential duties. Training material should be easy to understand and available in the appropriate language and literacy level for all workers.

## **Employees**

### Attend the training as required.

### If you were travelling out of the country or on a cruise, contact your employer (by phone or email) and let them know.

### If you are positive to the COVID-19 test, you have the responsibility to inform(by phone or email) your employer and/or any other person you were in contact with in order to control the spread of the virus.

### Stay at home if sick or if you exhibit flu-like symptoms as defined by the CDC. Notify your Supervisor that you are sick.

### Minimize contact with other workers, clients, and customers.

# Procedure

## **Safe Work Practices**

### Providing resources and a work environment that promotes personal hygiene. For example, provide tissues, no-touch trash cans, hand soap, alcohol-based hand rubs containing at least 60 percent alcohol, disinfectants, and disposable towels for workers to clean their work surfaces and hands.

### Requiring regular hand washing or using alcohol-based hand rubs. Workers should always wash hands when they are visibly soiled and after removing any PPE.

### Post handwashing signs in restrooms if applicable.

## **Administrative Controls**

### Consider offering face masks to ill employees and customers to contain respiratory secretions until they are able to leave the workplace (i.e., for medical evaluation/care or to return home). In the event of a shortage of masks, a reusable face shield that can be decontaminated may be an acceptable method of protecting against droplet transmission. See CDC/ NIOSH guidance for optimizing respiratory supplies, which discusses the use of surgical masks, at: www.cdc.gov/ coronavirus/2019-ncov/hcp/respirators-strategy.

### Keep customers/subcontractors/employees informed about symptoms of COVID-19 and ask sick customers/subcontractors/employees to minimize contact with others until healthy again, such as by posting signs about COVID-19 in stores/worksites/offices where sick customers/subcontractors/employees may visit or come into contact with one another. Consider including COVID-19 information in automated messages sent to customers/subcontractors/employees, keeping them informed.

### Where appropriate, limit customers and the public’s access to the worksite or restrict access to only certain workplace areas.

### Consider strategies to minimize face-to-face contact (e.g., drive-through windows, phone-based communication, telework).

### Communicate the availability of medical screening or other worker health resources (e.g., on-site nurse; telemedicine services).

## **Personal Protective Equipment**

4.2.1 When selecting PPE, consider factors such as function, fit,

 decontamination ability, disposal, and cost. Sometimes, when PPE will

 must be used repeatedly for an extended period of time, a more expensive

 and durable type of PPE may be less expensive overall than disposable

 PPE. Each employer should select the combination of PPE that protects

 workers specific to their workplace.

4.2.2 Workers with medium exposure risk may need to wear some combination

 of gloves, a gown, a face mask, and/or a face shield or goggles. PPE

 ensembles for workers in the medium exposure risk category will vary by

 work task, the results of the employer’s hazard assessment and the types

 of exposures workers have on the job.

# Travelling protocols

## **Back from Travelling**

### If you were travelling out of the country, contact your employer by phone or email and let them know and stay home for 14 days from the time you were back.

### If you were on a cruise stay home for 14 days from the time you disembark, practice social distancing, and monitor your health. (See Definitions 8.4)

### If you are sick with COVID-19 or think you might have it after travellingstay home and do not leave, except to get medical care. Do not visit public areas.

### Stay in touch with your doctor, and be sure to get care if you feel worse, or you think it is an emergency.

### Avoid using public transportation, ridesharing, or taxis.

# worksite protocols

## **Promote Safe Work Practices**

### Instruct workers to stay home if they are sick or they are exhibiting flu-like symptoms as defined by the CDC.

### Promote frequent and thorough hand washing, including providing workers, customers, and worksite visitors with a place to wash their hands. If soap and running water are not immediately available, provide alcohol-based hand rubs containing at least 60% alcohol.

### Discourage workers from using other workers’ phones, desks, offices, or other work tools and equipment, when possible. If these items must be shared, the last employee to use them must wipe them down with an approved disinfectant.

### Maintain regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, tools, and other elements of the work environment. The last person to use a tool or piece of equipment must wipe down the tool or piece of equipment with an approved disinfectant.

###  *When choosing cleaning chemicals, employers should consult information on* *EPA approved disinfectant labels with claims against emerging viral pathogens. Products with EPA approved emerging viral pathogens claims are expected to be effective against SARS-CoV-2 based on data for harder to kill viruses.*

### Follow the manufacturer’s instructions for use of all cleaning and disinfection products (e.g., concentration, application method and contact time, PPE).

### For office personnel and other field personnel, we will implement policies and procedures such as flexible worksites (e.g., telecommuting) and flexible work hours (e.g., staggered shifts), to increase the physical distance among employees and between employees and others if state and local health authorities recommend the use of social distancing strategies.

### Inform all employees of our respiratory etiquette, including covering coughs and sneezes.

# documentation

## Upon the completion of training or educational meetings, save all the signing sheets and copy of the material covered.

### Signing sheets are necessary to control and verify the amount of our personnel and/or contractors instructed or trained about safety practices during the COVID-19 outbreak.

### Maintain the material covered during trainings and /or educational meetings is necessary to corroborate than the information provided is in accordance with and update with the latest recommendations coming from the official agencies.

# definitions

## Coronavirus Disease 2019 (COVID-19) - is a respiratory disease caused by the SARS-CoV-2 virus. It has spread from China to many other countries around the world, including the United States. Depending on the severity of COVID-19’s international impacts, outbreak conditions, including those rising to the level of a pandemic, can affect all aspects of daily life, including travel, trade, tourism, food supplies, and financial markets.

## Safe work practices - are types of administrative controls that include procedures for safe and proper work used to reduce the duration, frequency, or intensity of exposure to a hazard.

## Medium Exposure Risk - Medium exposure risk jobs include those that require frequent and/or close contact with (i.e., within 6 feet of) people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients. In areas without ongoing community transmission, workers in this risk group may have frequent contact with travelers who may return from international locations with widespread COVID-19 transmission. In areas where there is ongoing community transmission, workers in this category may have contact be with the general public (e.g., in schools, high-population-density work environments, and some high-volume retail settings).

## Administrative Controls - Action took by the employer. Typically, are changes in work policy or procedures to reduce or minimize exposure to a hazard.

## Social Distancing - Means staying out of crowded places, avoiding group gatherings, and maintaining distance (approximately 6 feet or 2 meters) from others when possible.

## Work – A generic term for any assigned job, SOP, or PM for which a pre-job brief is being conducted.

# Acronyms

## COVID-19 - Coronavirus

## CDC - Centers for Disease Control and Prevention

## PPE - Personal Protective Equipment

## NIOSH - National Institute for Occupational Safety and Health

## OSHA - Occupational Safety and Health Administration

## EPA - Environmental Protection Agency

#  REFERENCES

## OSHA’s COVID-19 webpage: [www.osha.gov/covid-19.](http://www.osha.gov/covid-19.)

## Occupational Safety and Health Administration website: [www.osha.gov](http://www.osha.gov)

## Centers for Disease Control and Prevention website: [www.cdc.gov](http://www.cdc.gov)

## National Institute for Occupational Safety and Health website: [www.cdc.gov/niosh](http://www.cdc.gov/niosh)

##  10.5 CDC COVID-19 website: [www.cdc.gov/coronavirus/2019-ncov.](http://www.cdc.gov/coronavirus/2019-ncov.)

#  TRAINING

**Objective:** Increase your employees’ awareness of COVID-19 and ways to prevent its spread.

Coronavirus (COVID-19) is the latest communicable disease outbreak with symptoms ranging from mild to severe. The World Health Organization (WHO) has classified this illness as a pandemic because of its worldwide spread with no pre-existing immunity. While it may be a novel illness, workplace hygiene best practices remain the same.

**What is a Coronavirus?**The term coronavirus describes a broad category of viruses that affect both people and animals. The name is based on the crown-like spikes on the virus’s surface. According to the U.S. Centers for Disease Control and Prevention (CDC), these types of viruses were identified in the mid-1960s and are a common cause of colds and upper respiratory infections. Note: Antibiotics have no effect on viruses.

*Source: CDC*

* COVID-19 is a new strain of coronavirus. Evidence suggests it began with animal-to-person transmission then shifted to person-to-person spread.
* Symptomatic people are the most frequent source of COVID-19 spread (as is true for the flu and colds).
* The incubation period — the time frame between exposure and having symptoms — ranges from 2 to 14 days for COVID-19.
* COVID-19 data to date suggests that 80% of infections are mild or asymptomatic, 15% are severe, requiring oxygen, and 5% are critical, requiring ventilation. The percentage of severe and critical infections is higher for COVID-19 than for influenza.
* There is currently no vaccine for COVID-19.
* People who have already had a coronavirus infection, including COVID-19, may get it again, particularly if it mutates.

**Symptoms: Allergies vs. Flu vs. COVID-19**
Many ailments share symptoms. Here are some ways to tell them apart.

|  |  |  |
| --- | --- | --- |
| **Allergies** | **Flu** | **COVID-19** |
| 1. Sneezing | 1. Fever | 1. Fever (100.4+° F) |
| 2. Itchy Eyes or Nose | 2. Cough | 2. Cough |
| 3. Runny or Stuffy Nose | 3. Sore Throat | 3. Shortness of Breath |
| 4. Watery, Red, or Swollen Eyes | 4. Runny or Stuffy Nose | 4. Phlegm Production |
| 5. Shortness of Breath | 5. Muscle Pain or Body Aches | 5. Fatigue |
| 6. Wheezing | 6. Headache | 6. Sore Throat |
| 7. Cough | 7. Fatigue | 7. Headache |
| 8. Rash or Hives |  | 8. Muscle or Joint Pain |
| 9. Nausea or Vomiting |  | 9. Chills |
| 10. Dry/Red/Cracked Skin |  | 10. Nausea or Vomiting |
|  |  | 11. Nasal Congestion |

Sources: *Report of the WHO-China Joint Mission on Coronavirus Disease 2019 (COVID-19)*, CDC

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**Coronavirus e Higiene en el Lugar**

**de Trabajo**











**12.0 APPENDIX**

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