

COVID-19 Action Plan

Updated 8/24/2022

Thank you Zippo for providing a model for this plan

COVID – 19 Risk and Response Plan

Guidance on Preparing Workplaces for COVID-19

U.S. Department of Labor
Occupational Safety and Health Administration

OSHA 3990-03 2020



U.S. Department of Labor

Occupational Risk Level

- Futures is in the Medium risk category:
 - frequent and/or close contact with (i.e., within 6 feet of) people
 - workers in this category may have contact with the general public
- Controls based on Medium risk level guidance
 - Higher level controls specified to minimize risk

Occupational Risk Pyramid
for COVID-19



Reference: OSHA 3990-03 2020

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CDC recommends use of COVID-19 Community Levels to determine the impact of COVID-19 on communities and to take action.

COVID-19 Community Levels

Low

Recommended actions based on current level

Stay up to date with COVID-19 vaccines. Get tested if you have symptoms. Wear a mask if you have symptoms, a positive test, or exposure to someone with COVID-19. Wear a mask on public transportation. You may choose to wear a mask at any time as an additional precaution to protect yourself and others.

Medium

Recommended actions based on current level

Stay up to date with COVID-19 vaccines. Get tested if you have symptoms. Wear a mask if you have symptoms, a positive test, or exposure to someone with COVID-19. Wear a mask on public transportation. You may choose to wear a mask at any time as an additional precaution to protect yourself and others. If you are at high risk for severe illness, consider wearing a mask indoors in public and taking additional precautions.

High

Recommended actions based on current level

Wear a mask indoors in public and on public transportation. Stay up to date with COVID-19 vaccines. Get tested if you have symptoms. If you are at high risk for severe illness, consider taking additional precautions.



Individual-Level Prevention Steps You Can Take Based on Your COVID-19 Community Level

LOW, MEDIUM, AND HIGH

At all COVID-19 Community Levels:



- [Stay up to date](#) on vaccination, including recommended booster doses.
- Maintain [ventilation improvements](#).
- Avoid contact with people who have suspected or confirmed COVID-19.
- Follow recommendations for [isolation](#) if you have suspected or confirmed COVID-19.
- Follow the recommendations for [what to do if you are exposed](#) to someone with COVID-19.
- If you are at [high risk of getting very sick](#), talk with a healthcare provider about additional prevention actions.

MEDIUM AND HIGH

When the COVID-19 Community Level is Medium or High:



- If you are at [high risk of getting very sick](#), wear a high-quality [mask or respirator](#) (e.g., N95) when indoors in public
- If you have household or social contact with someone at high risk for getting very sick, consider self-testing to detect infection before contact, and consider wearing a high-quality mask when indoors with them

HIGH

When the COVID-19 Community Level is High:



- Wear a high-quality mask or respirator.
- If you are at high risk of getting very sick, consider avoiding non-essential indoor activities in public where you could be exposed.

<https://www.cdc.gov/coronavirus/2019-ncov/your-health/covid-by-county.html>

Masking Expectations

- Futures will establish masking expectations based on the following criteria:
 - Community Level
 - Level of Transmission
 - Level of COVID-19 within the Agency
- The masking expectation(s) can or will range from masking at all times to no masking at all
 - The established expectation applies to all participants, staff and visitors in community and facility based settings
- Agency Administration will re-evaluate the level of masking on an ongoing/daily basis
- If a participant is unable / not willing to wear the mask at the level established, please initiate a conversation with the appropriate program specialist

PERSONAL PROTECTIVE EQUIPMENT: Masks

- It is preferred that employees/participants bring their own mask, if you do not have one available, a mask will be provided for you



COVID-19 Response Plan

- Minimize risk to employees:
 - Controls and PPE (Personal Protective Equipment)
 - Increased cleaning and disinfection protocols
- Define response actions to scenarios involving exposures and potential exposures
- Plan is based on risk levels as defined by government health officials



GENERAL BUSINESS FUNCTIONS

Meetings, trainings, company activities and work practices will be modified based on:

- Community Level
- Level of Transmission
- Level of COVID-19 within the Agency

Controls, Disinfection, Exposure Response

KEY WORKPLACE CONTROLS

Engineering Controls

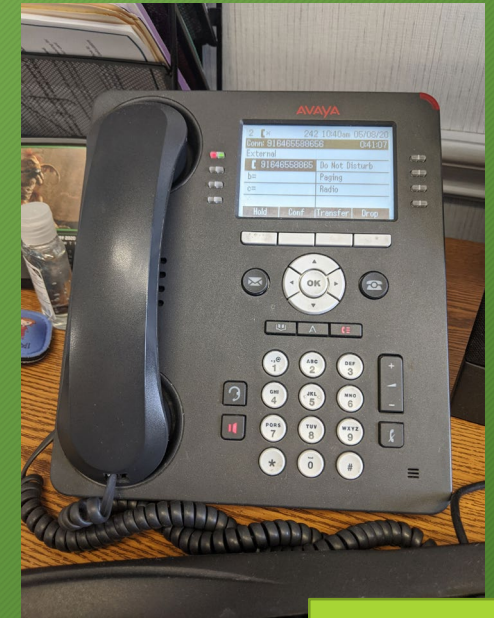
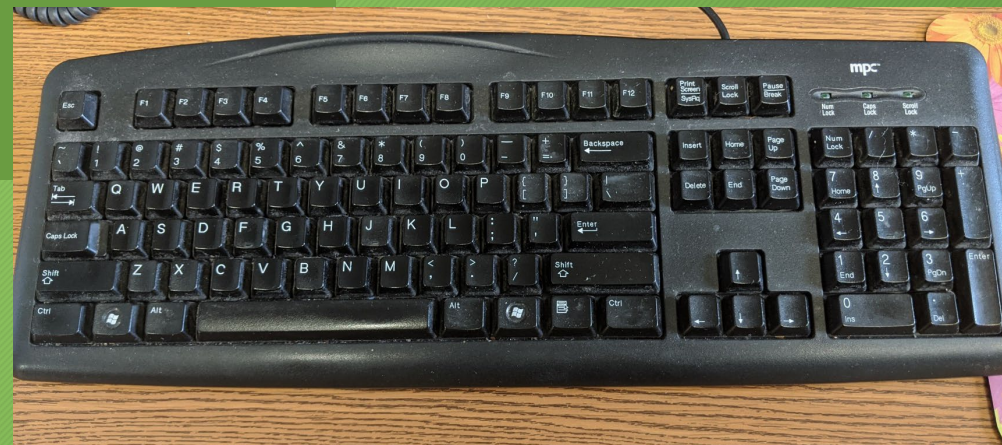
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| 1 | <ul style="list-style-type: none">• If it's safe to do so, open doors and windows as much as you can to bring in fresh, outdoor air.• If you can, open multiple doors and windows to allow more fresh air to move inside.• Do not open windows and doors if doing so is unsafe for you or others.• If opening windows or doors is unsafe, consider other approaches for reducing virus particles in the air, such as using air filtration and bathroom and stove exhaust fans. Use fans to move virus particles in the air from inside to outside. |
| 2 | Cleaning and disinfection management (preventative and remediation plans) |

Administrative Controls

- | | |
|---|---|
| 1 | Agency recommends all staff and participants receive a COVID-19 vaccination |
| 2 | Individuals identified as "high risk" of severe illness will be encouraged to take extra precautions while in the medium or high community levels |
| 3 | Continue to encourage personal hygiene, including frequent hand washing |

CONTROLS: OTHER WORKSTATION ITEMS

- Beginning and end of shift workstation cleaning by all employees
 - Keyboard, telephone, desk, etc.
- Easy access hand washing/sanitizing stations
- Assure each desk/workstation is clear of all clutter as much as possible



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CONTROLS: AGENCY VEHICLES

- Vehicles to be cleaned and disinfected before and after use. A checklist will be located in each vehicle to ensure completion.
- Vehicles will be deep-cleaned once a week



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CONTROLS: FOOD AND VENDING

- Lunch / Break Rooms are closed indefinitely
- To avoid crowding, vending machines, refrigerators and microwaves will be used in a controlled/scheduled manner
- Take out food deliveries are permitted
- Water fountains have been updated to no-touch dispensing

**FUTURE
CHANGES
PENDING**



RECOMMENDED DISINFECTION MANAGEMENT - Preventative

No	Location/Items	Frequency	Remarks
1	Offices and conference rooms including employees' desks and chairs, stationery, keyboards, mice, tv remotes	Once Per Day	<ul style="list-style-type: none">Wipe and disinfect tables and chairs and other office equipment (or use a sprayer to disinfect). Trash cans will be emptied daily and disinfected.
2	All high touch areas including desks, chairs, keyboards, mice, door knobs, light switches, clip boards, machine controls. Pens/pencils are not to be shared.	Before and After Shift	<ul style="list-style-type: none">Wipe and disinfect tables, chairs, machinery controls, and other office equipment (or use a spray bottle to disinfect) Trash cans and anti fatigue mats are to be sprayed with disinfectant. All high touch areas are to be sanitized.
3	Lunchrooms are closed indefinitely		FUTURE CHANGES PENDING
4	Lifts/Elevators with less than 6 ft/2 m separation.	2 Times Per Day	<ul style="list-style-type: none">Wipe all lift buttons, floors, and doors with disinfectant solution (or spray with a sprayer as appropriate)
5	Industrial Vehicles including company vehicles, forklifts, electric carts, scissor lifts, portable ladders, etc.	Before and After Use (Vehicles: Deep Clean/Weekly)	<ul style="list-style-type: none">Use disinfectant to wipe and disinfect steering wheels, controls, door handles, seats etc. (or use a sprayer to disinfect as appropriate).

RECOMMENDED DISINFECTION MANAGEMENT - Preventative

No	Location/Items	Frequency	Remarks
6	Office high touch areas including bathrooms, door guards, stair handrails and other areas with high touch areas such as doorknobs, light switches, countertops, handles, toilets, faucets, sinks, etc.	Daily	<ul style="list-style-type: none">• Use a disinfectant solution against water to wipe the urinal, the floor, the trash can, the countertop, the faucet partition, the door, stair handrail, etc. or use a sprayer to disinfect.• Installation of touchless fixtures throughout building
7	Workshop and warehouse/packing, loading dock or area	Before and After Shift	<ul style="list-style-type: none">• Spray disinfectant or diluted Bleach areas where personnel are active.
8	Shared Device Log-In - Discontinued Indefinitely		<ul style="list-style-type: none">• Staff will be responsible to clock in and out from their work station by personal computer or <i>Smartphone</i>.• Accommodations will be made for employees that may not have <i>Smartphones</i>. In this case the supervisor will be responsible to clock in and out those specific staff.

EXPOSURE MANAGEMENT – COVID-19 Exposure & Sanitation Guidelines

Step 1: Manage the Employee

Employee

Employee "X" has fever or symptoms of COVID-19

OR

Household member has symptoms or Employee "X" has been in close contact with someone suspected to have COVID-19 (< 6 feet & >15 mins)

Go home, contact HR or Administration for further guidance. Notify supervisor/manager.

Step 2: Manage the Workplace

Workplace

Secondary Workplace Exposures

Identify personnel at site that have been in close contact within last 48 hours
(HR to interview employee "X" and generate list)

Contact HR or Administration for further guidance on exposure management for each employee

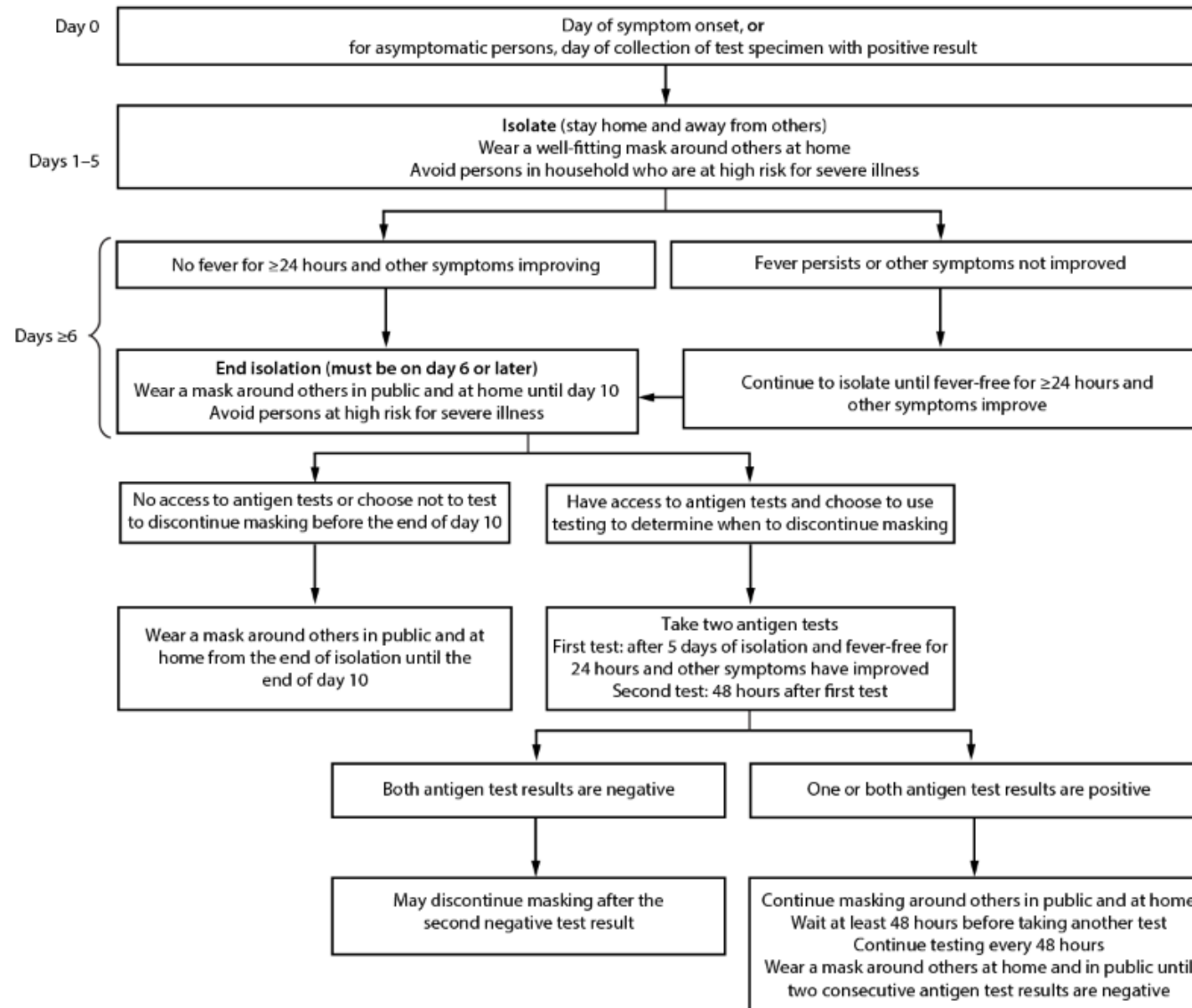
Workplace Sanitization

Sanitize work area **IF** employee "X" has **been** in the facility last 72 hours

Conduct remediation actions

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FIGURE. Recommendations for isolation,* masking,† and additional precautions for persons with COVID-19 illness[§] or who receive a positive SARS-CoV-2 test result^{¶,} — United States, August 2022**



DISINFECTION MANAGEMENT – *Cleaning Checklist* (SAMPLE)

1st Floor Staff Bathroom				Daily Restroom Cleaning - 3x times per day								Weeks of: 8/10/2020 to 8/21/2020			
Date	Cleaned By	Stall doors and hooks (Both Sides)	Stall Latch Fixtures	Counter tops (Any flat surface)	Trash Can /Feminine Hygiene Receptacle	Cabinet Handles	Toilet and Urinal Handles	Towel and Soap Dispensers	Light Switches	Door Handles	Faucets and Fixtures	Toilet Paper Dispensers			
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Each restroom has its own cleaning checklist

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DISINFECTION MANAGEMENT – *Cleaning Checklist*

cont. (SAMPLE)

- A before and after cleaning checklist is located in each vehicle’s information binder
- A deep cleaning checklist is located in each vehicle’s information binder

Blue Van		Vehicle Cleaning Before and After Use											
Date	Before and After Use	Cleaned By (circle your name)	Key storage box in vehicle storage garage	Car keys and fobs	Exterior and Interior handles/ Grab handles	Steering wheel	Power ignition button, window switches, and other buttons/ dials	Gear shift	Seat belts and buckles	Air Vents	Cup Holders and Seat Pockets	Head rests	
	Before												
	After												
	Before												
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	Before												
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	Before												
	After												



DISINFECTION MANAGEMENT – Recommended Surface Cleaning - CDC

Solid Surfaces

- **Use diluted household bleach solutions** if appropriate for the surface. Check to ensure the product is not past its expiration date. 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.
- **To make a bleach solution, mix:**
 - 5 tablespoons (1/3rd cup) bleach per gallon of water
 - OR
 - 4 teaspoons bleach per quart of water
- **Alcohol solutions with at least 70% rubbing alcohol.**
- **Household cleaners and disinfectants:** Clean the area or item with soap and water or another detergent if it is dirty. Then, use a household disinfectant.
- **Follow the instructions on the label** to ensure safe and effective use of the product

Soft Surfaces

- For soft surfaces such as **carpeted floor, rugs, and drapes**
- **Clean the surface using soap and water** or with cleaners appropriate for use on these surfaces.
- **Launder items** (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely. If applicable check with your uniform supplier for any special laundry instructions.
- OR
- **Disinfect with an EPA-registered household disinfectant.**
- <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>