

COVID-19 Social Distancing, Disinfection, and Response Protocol

Essential function of business			
Business functions still in operation			
Number of employees actively working at location	Square footage of working area		

_____ has posted at the entrance to all company facilities signage to inform all employees that they should:
 Avoid entering the facility if they have a cough or fever; maintain a minimum six-foot distance from one another; sneeze and cough into a cloth or tissue or, if not available, into one's elbow; and not shake hands or engage in any unnecessary physical contact.

General Policies

_____ has reviewed all essential tasks performed by employees who remain on company grounds for possible exposure to the public or other sources of infection.

_____ has, at minimum, put into place the following measures to protect employee health and safety.

- All employees who can carry out their duties from home have been directed to do so.
- All employee travel that is not *absolutely necessary* has been canceled .
- All employees have been informed to not come to work if they are sick or someone in their household is sick with suspected, or confirmed, COVID-19.
- Employees who report to work sick or report being sick at work will be immediately placed in an isolated location and provided an N95 mask to wear until they can be sent home or to their primary care provider. All efforts will be made to trace any contact with the suspected employee. Identified employees will be informed and asked to carefully monitor their health for any symptoms of COVID-19. If symptoms appear, they will be instructed to stay home, contact their primary care provider, and self-quarantine for 14 days.
- All desks and/or workstations have been separated by at least 6 feet.
- The following engineering controls have been put into place to reduce the exposure to employees:
 - Increase in ventilation rates
 - Installation of physical barriers (sneeze guards, plastic shields)
 - Use of drive through windows, etc.
- All break rooms, bathrooms, and other common areas are being disinfected frequently, on the following schedule:
 - Breakrooms: _____
 - Bathrooms: _____
 - Lunchrooms: _____
 - Other: _____
- Disinfectant and related supplies are available to all employees at the following locations: _____
- Hand sanitizer effective against the SARS-CoV-2 virus is available to all employees at the following locations. _____
- Soap and water are available to all employees at the following locations: _____

Crowd prevention protocols

_____ has established policies to limit the number of employees in any one location at any time to _____ which allows for employees to easily maintain at least 6-foot distance from one another at all practical times. This includes breakrooms, lobbies, time clocks, areas where employees eat and bathroom locations. _____ has adjusted employee start times to stagger the number of employees in the building at any one time.

- **Lunchrooms:**

- _____ has provided additional seating as needed in eating areas and other locations to allow for proper distancing during meal and break times.
- Microwaves and refrigerators have been moved apart to allow for increased distance
- Lunch breaks have been staggered to allow for fewer employees in the lunchroom and appropriate distancing
- Tape markers have been placed on tables to indicate safe distance for eating

- **Time Clocks:**

- Tape markers have been placed on the ground to establish safe 6-foot line for clocking in
- Time clocks are wiped with sanitizing wipes between shift changes
- Hand sanitizer stations have been placed before and after the time clock with signage indicating employees must sanitize before and after using the time clock

Unnecessary contact measures

- All potlucks, birthday parties or other shared lunch or celebrations have been cancelled until shelter in place orders have been lifted.

Sanitization procedures

- Disinfecting wipes or other sanitizer has been placed near all company entrances and employee work areas and time clocks.
- To eliminate crowding, all employees have been assigned specific entrances to arrive at work.
- Time clocks are wiped down with proper CDC approved disinfectants and mandated contact time between shifts
- Janitorial staff have been trained and provided with CDC approved sanitizing chemicals to clean and sanitize all work surfaces between breaks, lunch, and all shift changes.
- If a sick employee has been identified, their area will be sanitized using CDC protocols and sanitizers.

Personal Protection Equipment

_____ is providing personal protective equipment based on the job specific hazard analysis completed for each of the essential tasks being performed. _____ uses the Hierarchy of Control concept of hazard control which includes the elimination, substitution, Engineering control, Administrative control and then PPE order of risk control. _____ prioritizes the use of these controls in the order written with PPE being the last defense against hazards. For those tasks that require PPE, based on the Job Hazard Analysis and Hierarchy of Control approach, PPE will be provided. PPE is also supplied to all employees who request it, even if their job specific hazard analysis does not require it. _____ provides training for all employees on the proper way to wear and use PPE.

COVID-19 Job Hazard Analysis

JOB A (Example) – Grocery checkout clerk

Task	COVID Hazards	COVID Controls
Pick up groceries on counter, scan, and place on end of counter	Touching items potentially infected customers may have touched	<ul style="list-style-type: none">• Sanitize counter after each customer with CDC approved sanitizer• Communication with employees about not touching face with gloves on.• Wear gloves during shift.
Bag groceries		
Accept cash and return change	Touching money or checks from potentially infected customer	<ul style="list-style-type: none">• Sanitize credit card machine after each customer with CDC approved sanitizer• Communication with employees about not touching face with gloves on.• Wear gloves during shift.
Speak with customer	Exposure to coughing or sneezing from customers	<ul style="list-style-type: none">• Installation of plexiglass screens between customer and checkout to prevent aerosol contact

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please contact Scott Rhymes at:

scott.rhymes@theabdteam.com or 707-515-7664