***Infectious Disease Preparedness Recommendations***

# Develop an Infectious Disease Preparedness and Response Plan **(How to)**

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|  | 1. **Develop an infectious disease preparedness and response plan that can help guide protective actions against COVID-19.** |
|  | 1. **Stay abreast of guidance from federal, state, local, tribal, and/or territorial health agencies, and consider how to incorporate those recommendations and resources into workplace-specific plans**. |
|  | 1. **Plans should consider and address the level(s) of risk associated with various worksites and job tasks workers perform at those sites** |
|  | 1. Where, how, and to what sources of SARS-CoV-2 might workers be exposed, including: 2. The general public, customers, and coworkers 3. Sick individuals or those at particularly high risk of infection (e.g., international travelers who have visited locations with widespread sustained (ongoing) COVID-19 transmission, healthcare workers who have had unprotected exposures to people known to have, or suspected of having, COVID-19). |
|  | 1. Non-occupational risk factors at home and in community settings. |
|  | 1. Workers’ individual risk factors (e.g., older age; presence of chronic medical conditions, including immunocompromising conditions; pregnancy). |
|  | 1. Controls necessary to address those risks. |
|  | 4. **Follow federal and state, local, tribal, and/or territorial (SLTT) recommendations regarding development of contingency plans for situations that may arise as a result of outbreaks, such** as: |
|  | 1. Increased rates of worker absenteeism |
|  | 1. The need for social distancing, staggered work shifts, downsizing operations, delivering services remotely, and other exposure-reducing measures |
|  | 1. Options for conducting essential operations with a reduced workforce, including cross-training workers across different jobs in order to continue operations or deliver surge services. |
|  | 1. Interrupted supply chains or delayed deliveries. |

## Prepare to Implement Basic Infection Prevention Measures **(Employers)**

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|  | 1. **All employers should implement good hygiene and infection control practices, including:** |
|  | 1. Promote frequent and thorough hand washing, including by 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. |
|  | 1. Encourage workers to stay home if they are sick. |
|  | 1. Encourage respiratory etiquette, including covering coughs and sneezes. |
|  | 1. Provide customers and the public with tissues and trash receptacles. |
|  | 1. Establish policies and practices, 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 (**social distancing strategies**). |
|  | 1. Discourage workers from using other workers’ phones, desks, offices, or other work tools and equipment, when possible |
|  | 1. Maintain regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment |
|  | 1. Use 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. |
|  | 1. Follow the manufacturer’s instructions for use of all cleaning and disinfection products (e.g., concentration, application method and contact time, PPE). |

### Develop, Implement, and Communicate about Workplace Flexibilities and Protections **(Employers)**

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|  | 1. Actively encourage sick employees to stay home. |
|  | 1. Ensure that sick leave policies are flexible and consistent with public health guidance and that employees are aware of these policies. |
|  | 1. Talk with companies that provide your business with contract or temporary employees about the importance of sick employees staying home and encourage them to develop non-punitive leave policies. |
|  | 1. Do not require a healthcare provider’s note for employees who are sick with acute respiratory illness to validate their illness or to return to work. |
|  | 1. Maintain flexible policies that permit employees to stay home to care for a sick family member. Employees may need to stay home to care for sick family members. |
|  | 1. Be aware of workers’ concerns about pay, leave, safety, health, and other issues that may arise during infectious disease outbreaks. Provide adequate, usable, and appropriate training, education, and informational material about business-essential job functions and worker health and safety, including proper hygiene practices and the use of any workplace controls (including PPE). |
|  | 1. Work with insurance companies (e.g., those providing employee health benefits) and state and local health agencies to provide information to workers and customers about medical care in the event of a COVID-19 outbreak. |

# Implement Workplace Controls **(Employers)**

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|  | **Engineering Controls (depending on risk factor)** |
|  | 1. Installing high-efficiency air filters |
|  | 1. Installing physical barriers, such as clear plastic sneeze guards. |
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|  | **Administrative Controls (recommendations)** |
|  | 1. Administrative controls require action by the worker or employer. |
|  | 1. Encouraging sick workers to stay at home. |
|  | 1. Minimizing contact among workers, clients, and customers by replacing face-to-face meetings with virtual communications and implementing telework if feasible. |
|  | 1. Establishing alternating days or extra shifts that reduce the total number of employees in a facility at a given time, allowing them to maintain distance from one another while maintaining a full onsite work week. |
|  | 1. Discontinuing nonessential travel to locations with ongoing COVID-19 outbreaks. |
|  | 1. Regularly check CDC travel warning levels at: www.cdc.gov/coronavirus/2019-ncov/travelers. |
|  | 1. Developing emergency communications plans, including a forum for answering workers’ concerns and internet-based communications, if feasible **(Develop A Phone Tree and test it)** |
|  | 1. Use videoconferencing for meetings when possible. |
|  | 1. When not possible, hold meetings in open, well-ventilated spaces. |
|  | 1. Consider adjusting or postponing large meetings or gatherings |
|  | 1. Assess the risks of business travel. |
|  | 1. Provide workers with up-to-date education and training on COVID-19 risk factors and protective behaviors (e.g., cough etiquette and care of PPE). |
|  | 1. 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. **(only if required based on hazard)** |

## Safe Work Practices **Recommendations** **(Employers & Employees)**

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|  | **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.** |
|  | 1. Implement business/worksite specific social distancing (including worker and customer interactions). **Stop handshaking – use other noncontact methods of greeting** |
|  | 1. Clean hands at the door and schedule regular hand washing reminders by email. Promote frequent and thorough handwashing with adequate supplies of soap and running water, and when not readily available, alcohol based hand rubs of at least 60 percent alcohol. |
|  | 1. Create habits and reminders to avoid touching their faces and cover coughs and sneezes. |
|  | 1. Disinfect surfaces like doorknobs, tables, desks, and handrails regularly |
|  | 1. Increase ventilation by opening windows or adjusting air conditioning. |
|  | 1. Post educational posters for employees. |
|  | 1. Encourage respiratory etiquette, including covering coughs and sneezes. |
|  | 1. Discourage the sharing of utensils, desks, phones, and work tools. |
|  | 1. Maintain regular housekeeping/disinfection practices. |
|  | 1. Limit food sharing |
|  | 1. Strengthen health screening for cafeteria staff and their close contacts |
|  | 1. Ensure cafeteria staff and their close contacts practice strict hygiene. |
|  | 1. Employers should implement business/worksite specific social distancing strategies to reduce the frequency, proximity, and duration of contact between people (both employees and customers) to help reduce the number of coronavirus exposures. **\*\* This is particularly important in geographical areas of high disease transmission potential as identified by government leaders and local health departments.\*\*** |
|  | 1. Use booking and scheduling to stagger customer flow |
|  | 1. Use online transactions where possible. |
|  | 1. Consider limiting attendance at larger gatherings. |

**Additional Information.**

**Guidance on Preparing Workplaces for COVID-19**: <https://lni.wa.gov/dA/83d9c52d45/CoronavirusHazAlert.pdf>

**COVID-19 Work sheet:** <http://www.cdc.gov/coronavirus/2019-ncov/about/share-facts-h.pdf>

**Don’t Spread Germs at Work**: <https://www.cdc.gov/nonpharmaceutical-interventions/pdf/dont-spread-germs-work-item3.pdf>

**Keeping the workplace safe**: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/workplace-school-and-home-guidance.pdf>