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BKS SAMPLE

CORONAVIRUS INDUSTRIAL-MANUFACTURING 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 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 affiliate company locations. This procedure is intended for use by office, operational workers and any associated personnel working for **[company name]** at any level. All customers, visitors, vendors and contractors permitted on the property will be required to comply with the requirements of this procedure or have an equivalent program that is approved.

**General requirements**

We will limit access to our work locations and may implement a procedure to take the temperature of anyone entering the property using a non-contact infrared thermometer, to verify no fever exists before allowing entry.

Prior to entering work locations, and before the start of work, everyone must wash their hands with soap for at least 20 seconds.

Any non-essential meetings should be postponed and limit any essential meetings to 3 persons or less while keeping a minimum distance of 6 feet apart.

All work areas will limit the number of employees to ensure that minimum distancing between employees are strictly maintained

Limit discussions unless necessary to perform a job function. This includes any type of group gathering.

Any visitor, vendor or contractor that is essential to be on the property, will only be admitted if they have received prior authorization and have been screened. Under no circumstance will any visitor traveling from out of state be allowed on company property.

All restrooms will be limited to a minimum number of employees at a time to ensure that safe distancing is strictly maintained (no adjacent occupancy between toilets, urinals, sinks or hand drying areas).

All employees will be assigned specific break and lunch times to ensure that safe distancing is strictly maintained (no gathering in breakrooms, tables limited to one employee each). In addition, the company will assign additional areas other than the breakroom for employee use.

At this time, refrigerators, microwaves, ice makers, water fountains and other shared appliances will be temporarily unavailable for use. Plan appropriately to bring a non-perishable meal, snacks and your own water or beverage.

# RESPONSIBILITIES

## **Managers/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 various departments 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 traveling 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, visitors, vendors and contract employees.

# 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 of alcohol-based hand rubs. Workers should always wash hands when they are visibly soiled and after removing any PPE.

### Post handwashing signs in restrooms and other common areas if applicable.

## **Administrative Controls**

### Consider offering face masks to ill employees and customers to contain respiratory secretions until they are able 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 respirator supplies, which discusses the use of surgical masks, at: www.cdc.gov/ coronavirus/2019-ncov/hcp/respirators-strategy.

### Keep customers, visitors, vendors, contractors and employees informed about symptoms of COVID-19. Inform anyone who appears to have symptoms or is sick to minimize contact with others until healthy again, such as by posting signs about COVID-19 in reception areas, offices, and all operational areas. Consider including COVID-19 information in automated messages sent to customers, vendors, contractors, and employees keeping them informed.

### Where appropriate, limit public access to operational areas, 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, where PPE

must be used repeatedly for a long 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.

# Traveling protocols

## **Back from Traveling**

### If you were traveling 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 travelingstay 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.

# workPLACE 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, vendors and contractors 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. This includes machine/equipment controls, workstations or platforms, keypads, material handling equipment, forklifts, boom or scissor lifts, and other shared devices. In some cases, light-duty gloves may be issued to prevent any potential virus cross contamination.

### 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.

# transportation protocols

**7.1 Fleet/Distribution**

7.1.1 A kit in each vehicle should contain a supply of gloves, disinfectant spray/wipes,

hand sanitizer, a mask and small trash bag

7.1.2 Take precautions when stopping at various locations along your route (truck

stops, delivery/pickup locations, rest areas, eating establishments, etc.) and

follow social distancing protocols as well as hand-washing routines and other

personal hygiene controls.

7.1.3 If possible, at loading/unloading locations, stay in your vehicle/cab or in areas

away from loading dock workers.

7.1.4 Ensure that during the work shift you spray down any type of equipment or

tools (especially shared items) with a disinfectant spray or wipe.

7.1.5 Use gloves or disposable gloves, depending on the work task, more routinely

that normal to avoid virus contamination .

7.1.6 Following the completion of a job task, disinfect your hands and routinely wipe

down your vehicle. Wipe down the inside of the vehicle, such as doors,

dashboard, seats, door handles, grab bars, and any exposed surfaces with a

disinfectant spray or a disinfectant wipe.

**Note: Use the small trash bag to dispose of gloves, and wipes at the end of the work shift.**

# If an employee has tested positive

## **Step-by-step practical considerations for employers who are notified that an**

**employee has tested positive.**

### Instruct the infected employee to stay home for at least 14 days and encourage them to self-quarantine during that time. Employers should encourage their employees to contact a qualified health care provider to determine whether a 14 days self-quarantine is sufficient, depending on the particular facts and circumstances.

### Assure the infected employee that he/she will not be identified by name to their co-workers as having contracted the virus, as such would run afoul of the Americans With Disabilities Act (“ADA”).

### Establish the relevant 28 days period (it may be longer depending on the facts and circumstances). Ask the infected employee when they tested positive. That date will determine-at a minimum-the two potential 14 days windows for the employer. The first 14 window will help establish the scope of mitigation efforts with regards to your other employees. The second 14 days window will help establish the quarantine period for the infected employee (subject to any contrary opinion by a qualified health care professional). For example, if the employee tested positive on March 1, 2020, the employee should-at a minimum-remain at home and self-quarantine until at least March 15, 2020. Furthermore, the employer should identify where the infected employee worked, as well as those individuals the infected employee came into contact with, between at least February 17, 2020 and March 1, 2020.

### Ask the infected employee (to the best of their recollection) to identify all areas in the office where they were physically present between February 17 and March 1. The employer should have those areas sanitized immediately by a qualified professional or in accordance with CDC guidelines, which can be found here.

### Ask the infected employee (to the best of their recollection) to identify any individuals they came into contact within the workplace between February 17 and March 1.

### Contact those employees identified in response to Question 5. Without disclosing the infected employees’ identity (again, in accordance with the ADA), advise them that an individual that has been physically present in their work area has tested positive for the virus. Therefore, out of an abundance of caution, the Company is requesting that they stay at home for the next 14 days at a minimum and encourage them to self-quarantine. Where possible, allow the impacted employees to work remotely. For those non-exempt hourly employees that cannot work remotely, consider whether you will continue to pay them during the 14 days, or if you will require them to use their accrued vacation or sick leave per State or Federal Guidelines/Laws. Encourage the impacted employees to reach out to a qualified health care provider to seek advice as to what additional steps, if any, should be taken at that time—including whether the 14 days quarantine period is sufficient.

### Be honest with your other employees. Without disclosing the infected employees’ identity, advise your employees that an individual that has been physically present in the office during the prior 2 weeks has tested positive for the virus. Advise your employees that the office/facility or identified areas where the employee who tested positive had been will be shut down until further notice so that the office/facility can be cleaned and sanitized. Encourage anyone with concerns to contact the Human Resources Department.

### Depending on the size of your office/facility, as well as the answers to Questions 4 and 5 above, employers should consider shutting down their offices completely for 14 days (or more depending on the circumstances) and allowing employees to stay at home and, if possible, work remotely. Again, consideration will need to be given as to whether or not to pay non-exempt hourly employees during the 14 days period who do not have the ability to work remotely.

### Above all else, remain calm. Make it clear to your workforce that their health and well-being is your top priority, and that you are taking these steps to protect them.

# documentation

## **Upon the completion of trainings 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 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.

A close up of a cake

Description automatically generatedCoronavirus (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 are 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**











14.0 APPENDIX

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