

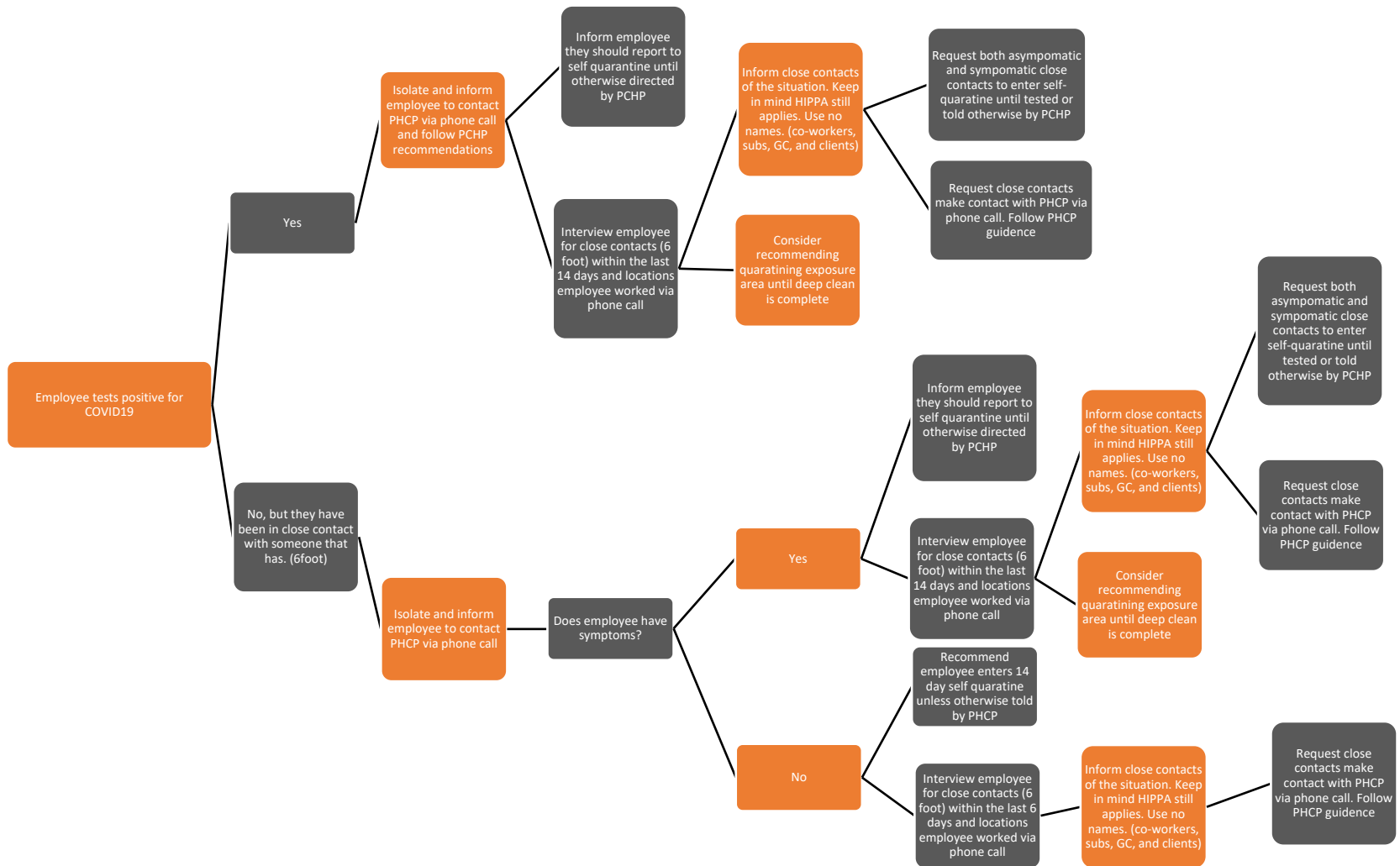


# **COVID-19 Response Plan and Best Practices**

Last updated: March 26, 2020



## What should you do when you have an employee lab confirmed COVID19 positive?



## Other OSHA related best practices:

### Identify and Isolate Suspected Cases

In all workplaces where exposure to the COVID-19 may occur, prompt identification and isolation of potentially infectious individuals is a critical first step in protecting workers, visitors, and others at the worksite.

- Immediately isolate people suspected of having COVID-19. For example, move potentially infectious people to isolation rooms and close the doors. On an aircraft, move potentially infectious people to seats away from passengers and crew, if possible and without compromising aviation safety. In other worksites, move potentially infectious people to a location away from workers, customers, and other visitors.
- Take steps to limit spread of the person's infectious respiratory secretions, including by providing them a facemask and asking them to wear it, if they can tolerate doing so.
- If possible, isolate people suspected of having COVID-19 separately from those with confirmed cases of the virus to prevent further transmission, including in screening, triage, or healthcare facilities.
- Restrict the number of personnel entering isolation areas, including the room of a patient with suspected/confirmed COVID-19.
- Protect workers in close contact\* with the sick person by using additional engineering and administrative control, safe work practices and PPE.

*\*CDC defines "close contact" as being about six (6) feet.*

### Transportation Best Practices

- Encourage personal hygiene awareness
- Require drivers to self-sanitize cabs prior to exiting for service or hot swapping drivers
- Require drivers to self-sanitize cab prior to driving a newly assigned vehicle
- Require all techs and service personnel to sanitize cab prior to work commencement
- If possible, prohibit drivers from entering client's facility
- Refueling best practices
  - Use disposable gloves if available and dispose of them as soon as you're done fueling. Then sanitize hands
  - Gloves are in short supply. If no gloves are available, get creative. That fast food bag in the back seat works better than nothing or even your zip lock bag from lunch! Gloves are best though
  - Wipe down the keypad and fuel cap prior to use
  - Wash hands after fueling is complete
- Train all techs and service personnel on PPE usage and sanitization practices.

- Issue drivers' personal writing utensils for signatures. Using client writing utensils is an unneeded risk
- Sanitize locks prior to every use
- Restaurants are closed, drivers of the big rigs can't use drive throughs. Consider an allowance for the drivers for food delivery services.
- Docusign for drivers if possible

#### Other Industry Best Practices

- Daily senior leadership COVID 19 call to monitor situation and updates
- Group all employees in punch in multiple groups and stagger each groups clock in time by 15 mins.
- If only currently offering 1 shift, open 2nd and 3rd shift up to limit total employee counts at any one given time.
- Train supervisors and dispatchers to spot COVID symptoms much like reasonable suspicion
- Staggered lunch times to allow only 10 max employees on lunch area at a time
- Implemented mandatory washing of hands immediately upon entering our facility
- Lock all meetings and meeting rooms
- Placed cleaner and rag at every workstation, conference room table, lunchroom and common areas.
- Prop all doorways to limit need for handle touching
- 14-day quarantine if traveled internationally, on a cruise, or to a hot spot.
- Limit all locker rooms, meeting areas and lunchrooms to 10 or fewer employees
- Implemented a mandatory 6 feet of separation to all workers including office
- Build a crisis plan if we experience a positive employee or spouse
- Add additional shop employees to help with sanitation during the off shifts
- Ban all visitors and travel within our company
- Only allow emergency travel from plant to plant
- Check [www.hni.com](http://www.hni.com) for more updates as they are available