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For assistance in customizing this product to your organization, developing a comprehensive pandemic plan with procedures, training employees on disease prevention/control practices, or conducting an exercise to test your pandemic plan, contact ASG on the web at [www.asg-inc.org](http://www.asg-inc.org), or 757.223.7233.

# Introduction

*During a pandemic, businesses will play a key role in protecting employees’ health and safety as well as limiting the negative impact to the economy and society. Planning for a pandemic is critical and an ongoing process. Policies are an essential element of any management system as they establish standards and communicated expectations. Effective policies enhance stakeholder confidence in the organization while limiting its liability. This pandemic policy template outlines the best practice policies that businesses need to ensure business continuity while protecting the health and safety of their employees, customers and vendors. In addition to policies, businesses will need to establish procedures, practices and a plan for navigating this ongoing hazard in order to remain viable throughout its various phases.*

*This pandemic policy addresses the six guidelines outlined for employers opening and/or reopening based on White House and CDC developed guidelines for “Opening Up America Again.” Additionally, this policy template provides some guidance in making policy decisions, considerations for application and example text. It does not include all policy decisions that must be included in an individual business policy but provides a starting point to stimulate the decision process. Businesses can adopt, add or exclude specific items in their policy to customize it to their business practices and operations.*

*Instructions are noted in italics throughout this template. Suggested text is shown in normal font. Fill-in’s are noted with yellow highlighted text in brackets.*

***Example text; businesses can adopt, adapt or exclude in their policy***

The White House and CDC has developed guidelines for “Opening Up America Again.” This document outlines the [organization’s] policy for meeting Federal, State, and local regulations and guidance, and informed industry best practices regarding:

1. Physical (social) distancing and protective equipment
2. Health screening
3. Testing, isolating, and contact tracing
4. Sanitation
5. Use and disinfection of common and high-traffic areas
6. Business travel

To implement this policy, [organization] will determine essential functions and conduct a risk assessment on operations to guide application of workplace disease prevention and control measures.

The phases of re-opening are based on the gating criteria outlined by the federal government and adopted by most states which allows loosening of pandemic restrictions based on two-weeks of progressive improvements such as:

1. Downward trajectory of influenza-like illnesses (ILI) and COVID-like syndromic cases;
2. Downward trajectory of documented cases or positive tests as percent of total tests; and
3. Sufficient hospital capacity to treat critical cases and robust testing in place for healthcare workers.

[organization] will align our pandemic policy with the federal guidelines for re-opening; adopt state health department guidelines as implemented through executive orders for the [state(s) in which the organization conducts business] and be informed by industry best practices.

# Physical Distancing Policy

*In this section, businesses will outline their physical distancing policy (details of the policy execution should be described in the pandemic plan). For the purposes of this template, we are using the term “physical distancing” to mean the same as social distancing as used in government guidance. We believe the term physical distancing is a more accurate term describing the control measure, whereas social distancing may convey an element of anti-social activity which does not align with continuation of business activity. Physical distancing means reducing the frequency, proximity, and duration of physical contact between people (including employees, clients and customers) to reduce the risk of spreading disease from person-to-person. The employer will have to determine which distancing policies apply to the organization based on the options listed below and consider work practices to minimize in-person contact between employees. Identify all potential exposure and health risks to your employees based on the activities performed by personnel who interact within and outside the organization. Some questions to answer include:*

* *How will you minimize exposure to fellow employees or the public while on-duty and off-duty?*
* *Are employees potentially in contact with people with the disease such as in a hospital or clinic?*
* *Are your employees expected to have a lot of contact with the general public?*
* *Make sure that your plan protects and supports your employees, clients, customers as well as the general public. Be aware of your employees’ concerns about pay, leave, safety and health. Ensure you are providing current, reliable, and accessible information to your employees throughout the pandemic. Consider organizing and identifying a central team of people or focal person to serve as a communication source so that employees and customers can have timely and accurate information during the crisis. Informed employees who feel safe at work are less likely to be absent.*
* *A work from home policy allowing personnel to work remotely utilizing the company VPN and telework resources may require enhancement of technology and communications equipment to support this option.*
* *Recognize the potential for vulnerable employees (elderly, those with underlying health conditions, immune-compromised individuals, pregnant women, family member with children (that require special care), etc.) who may need special accommodations.*
* *Develop a sick or liberal leave policy that does not penalize sick employees encouraging employees who have influenza-related symptoms to stay home so that they do not infect other employees. Allow family members to stay home to care for ill family members.*
* *Encourage employees to raise issues or concerns and to identify other measures that can be put into place to further reduce the potential spread of the virus.*
* *Encourage employees to follow all company safety requirements and ask questions when unclear on any of the requirements.*

***Example text; businesses can adopt, adapt, add, move or exclude these examples in their policy***

[Organization] has adopted the following phased approach for our physical distancing policy:

|  |  |  |
| --- | --- | --- |
|  | **Phases** | **Employer specific** |
|  | New Normal | Practice good hygiene:   * Conduct virtual meetings via Zoom, Teams, or GotoMeeting where practical * Wash hands with soap and water and/or use hand sanitizer * Sneeze or cough into a tissue or the inside of your elbow; properly dispose of used tissues immediately after use * Avoid touching your face * Unrestricted travel and staffing of worksites * Vulnerable individuals can resume public interactions; |
|  | Phase Three | Includes new normal requirements, plus the following:   * Vulnerable individuals can practice physical distancing and precautionary measures * Low-risk population should minimize time spent in crowded environments * Avoid direct contact (i.e. handshakes, high-fives, etc.) |
|  | Phase Two | Includes phase three requirements, plus the following:   * Maintain physical distance of 3-feet from other people to the greatest extent possible * Avoid social settings of more than 50 people, where distancing may not be practical * Limit occupancy of the facility to 50% of the minimum occupancy load * Telework permitted, whenever possible and feasible with business operations * When in public, maximize physical distance from others * Employees will refrain from randomly walking around the workplace to reduce cross-contamination * If possible, return to work in phases |
|  | Phase One | Includes phase two requirements, plus the following:   * Maintain physical distance of 6-feet from other people to the greatest extent possible * Limit close contact with other people and/or limit amount of time in areas where close contact is unavoidable * Avoid gathering in groups of more than 10 people within a single room * Sick employees must stay at home as outlined in the health screening policy (contact and follow medical provider advice) * Conduct meetings outdoors in open air environments where practical * Shift changes implemented to allow personnel to work alternate shifts to reduce the number of employees in work areas at a given time * Common areas closed where personnel socialize (i.e., break areas, conference rooms, smoking areas, etc.) * Arrange office furniture to accommodate distancing in offices and common areas * Return to work in phases |
|  | Full Pandemic Initiation or Acceleration | Includes phase one requirements, plus the following:   * Mission essential personnel only, as specifically designated |

*(What organizational requirements or operations would not be able to adhere to physical distancing? If distancing cannot be maintained, what other protective measures will be used to protect employees, clients and customers?)*

[Organization] has added the following **exceptions** to our physical distance policy:

* Where deemed impractical, while in motion or passing others
* During process [fill in the blank with process name]

# Protective Equipment Policy

*In this section, businesses will outline their protective equipment policy (specific details and procedures of the policy execution will be described in the pandemic plan). Some questions to answer include:*

* *What types of barriers could be utilized to prevent transmission during transactions with customers, vendors or employees?*
* *What type of Personal Protective Equipment (PPE) does the organization routinely use and what additional PPE will the employer need to provide to employees, if any?*
* *Will the organization require, recommend or allow protective equipment such as N95, masks, and/or face coverings for employees, customers, vendors?*
* *Does protective equipment/PPE requirements change based on the job being performed (due to conditions such as close proximity, requirements for buddy system, etc.?)*
* *Is there enough PPE available to use during sustained operations?*
* *Will PPE be provided for visitors?*
* *Are there engineering controls that can be implemented to reduce the dependency on PPE?*

***Example text; businesses can adopt or exclude in their policy***

While administrative, engineering controls and proper work practices are considered to be more effective in minimizing exposure to the infectious diseases, the use of Personal Protective Equipment (PPE) may also be indicated during certain operations. If used correctly, PPE can help prevent some exposures; however, it should not take the place of other preventive controls or interventions, such as engineering controls, cough etiquette, and hand hygiene.

[Organization] utilizes the hierarchy of controls to prioritize control measures based on effectiveness. The hierarchy of controls prioritizes intervention strategies based on the premise that the best way to control a hazard is to systematically remove it from the workplace, rather than relying on employees to reduce their exposure. In the setting of a pandemic, this hierarchy should be used in concert with current public health recommendations. The hierarchy of controls includes elimination, substitution, engineering controls, administrative controls and personal protective equipment. The hierarchy is arranged beginning with the most effective controls and proceeds to the least effective.

*Although not impossible for many businesses, it may be unrealistic to utilize elimination and/or substitution without virtual work during an extended period as experienced during a world-wide pandemic. The next level of controls to consider are engineering controls, administrative controls and personal protective equipment. For an extended period, engineering controls may be a more cost-effective method to reduce the risk of exposure and provides better protection and comfort for employees, clients and customers. It is important for the employer to specify when employees are required to utilize controls and wear PPE when it is selected for protection of employees, clients and customers.*



Based on our operating conditions, the practices outlined in these policies are the primary means utilized to protect employees from workplace hazards.

***Example text; businesses can adopt or exclude in their policy***

[Organization] has selected the following engineering, administrative and personal protective equipment controls to prevent and mitigate exposures:

|  |  |  |
| --- | --- | --- |
|  | **Phases** | **Employer specific** |
|  | New Normal | Engineering Controls:   * Ventilation in each room will be maintained at 10 Air Changes per hour by keeping the fan on at all times the building is occupied. * Installation of upper air disinfection with ultraviolet germicide irradiation and ceiling fans in lobbies and densely populated workspaces * Installation of sneeze guards between customers and employees (e.g., plexiglass installed at customer service counters, checkout stations, etc.) * Installation of drive-through window (indicate whether temporary or permanent) for customer service (e.g., food industry, banks, DMV, tax offices, etc.) * Drive-through/curbside delivery optional |
|  | Phase Three | Includes new normal requirements, plus the following:   * Follow all phase three physical distancing requirements * Signage (*posted throughout workplace to remind employees and visitors of proper hygiene practices*) |
|  | Phase Two | Includes phase three requirements, plus the following:  Engineering Controls   * Installation of room air cleaners with HEPA filters *(indicate whether these are permanent or portable units; HEPA filters should not be installed in a ventilation system if it was not designed for HEPA filtration as this will significantly decrease air movement)* * Utilize ultraviolet germicidal irradiation (UVGI) in high-risk spaces such as waiting rooms on pre-determined days * Utilization of disinfectant misters throughout facility on designated days   Administrative Controls   * Follow all phase two physical distancing requirements * Drive-through/curbside delivery required   Personal Protective Equipment   * Face coverings, surgical masks, or respirators (e.g., N95) |
|  | Phase One | Includes phase two requirements, plus the following:  Engineering Controls   * Installation of specialized negative pressure ventilation system (usually found in healthcare settings due to high costs) * Upgraded HVAC systems (e.g., installation of high-efficiency particulate air (HEPA) air filters) * Increased service to HVAC systems to ensure optimal performance   Administrative Controls   * Implement contactless receiving and delivery procedures   Personal Protective Equipment   * Goggles * Face shields |
|  | Full Pandemic Initiation or Acceleration | Includes phase one requirements, plus the following:   * Mission critical operations only, as specifically designated |

*In some cases, local or client requirements may require or strongly recommend protective equipment for visitors such as face coverings, masks, respirators, and/or gloves. The company will have to consider these practices to accommodate these additional requirements.*

***Example text; businesses can adopt or exclude in their policy***

[Organization] staff will comply with local and/or client protective equipment requirements. In each case, the company will assess whether the reason for utilization is a legal requirement, protection of a hazard, or comfort/convenience. Additionally, the supervisor or designated representative will be responsible for providing controls and PPE training to the employee. This training shall include:

* All applicable local and/or client protective equipment requirements
* Capabilities/limitations of the controls
* Implementing and adhering to administrative controls and social distancing requirements
* Operation and maintenance of engineering controls
* Proper donning/doffing procedures
* Storage and sanitation of PPE

*Note: Identify a source for acquiring any PPE selected by the employer.*

*Nitrile rubber gloves are similar to latex gloves providing dexterity and are more durable and resistant to punctures and chemicals. Latex gloves may not be a good choice due to individuals who may have sensitivities to latex.*

*(Note: It is important that employers and employees understand the differences between face coverings, surgical masks and respirators, since they offer different levels of protection. A face covering can be made of various materials such as cloth; CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery store, pharmacies, etc.). Face coverings afford minimal protection to others, not the person wearing it. Surgical masks are typically used in medical settings as a physical barrier to protect employees from hazards such as splashes of large droplets of blood or bodily fluids. Although, surgical masks can be used as a face covering for the general public, there are concerns that medical personnel will not have ample supplies if the general public continually depletes the supply chains. Respirators such as the N95 (filtering facepiece) are designed to reduce an employee’s exposure to airborne contaminants (i.e., 95% of particles that are 0.3 microns in size or larger). Filtering facepiece respirators provide more protection but costs more than surgical masks; however, this critical supply should be reserved for health care workers and medical first responders.) NOTE: If an employer chooses to provide an N95 respirator, please fully consider all the potential OSHA and other technical requirements.*

*It is important that personal protective equipment be:*

*Selected based upon the hazards to the employee;*

*Properly fitted and some must be periodically refitted (e.g., respirators);*

*Conscientiously and properly worn;*

*Regularly maintained, laundered or replaced, as necessary;*

*Properly removed and disposed of to avoid contamination of self, others or the environment.*

*Employers are obligated to provide their employees with protective gear needed to keep them safe while performing their jobs. The types of PPE recommended for pandemic influenza will be based on the risk of contracting influenza while working and the availability of PPE.*

# Health Screening Policy

*In this section, businesses will outline their health screening policy (details of the policy execution will be described in the pandemic plan). The employer must decide what type of health screening they will conduct (e.g., symptom check, self-screening, temperature check, medical questionnaire, etc.), what procedures will be developed, and who will be responsible for conducting these checks or serving as the point of contact for employees/customers with symptoms. Listed below are some available options*.

***Example text; businesses can adopt or exclude in their policy***

Symptoms to an influenza like illnesses may include a wide range of symptoms ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure and may include the following:

* Fever or chills
* Cough
* Shortness of breath or difficulty breathing
* Fatigue
* Muscle or body aches
* Headache
* New loss of taste or smell
* Sore throat
* Congestion or runny nose
* Nausea or vomiting
* Diarrhea
* Fever >100.4oF

Therefore, *[Enter employer name]* will implement health screenings for all employees based on the phase of the pandemic and community spread according to the following approach. While it may be normal to experience one of these symptoms, it would be abnormal to experience [two, three, or more] of these symptoms with a fever. *Employers should identify their acceptable risk and the consequences for failing the health screening (e.g., work from home, report to the clinic, temperature check, etc.) and definition of abnormal (e.g., severe headache, sore throat with severity of 8/10, etc.).* Therefore, employees must report to their [supervisor, EHS, HR or other designated representative] if they meet the threshold criteria for symptoms outlined in the table below [and/or have a fever >100.4oF]. If employees are symptomatic, but not at the thresholds defined for the respective phase of the pandemic, then employees may choose to depart work and utilize sick leave, continue work from home, or isolate from others and continue work. If the threshold criteria are triggered, then employees shall depart work and utilize sick leave in accordance with the sick leave policy. *It is important to be aware that someone could become infected but not develop clinically significant symptoms while having the potential to spread the virus to other personnel.*

|  |  |  |
| --- | --- | --- |
|  | **Phases** | **Health Screening Requirements** |
|  | New Normal | Employees will conduct a daily self-screening prior to departing home, and stay home if they are experiencing:   * Nausea or vomiting * Fever >100.4oF * Fever or chills * Shortness of breath or difficulty breathing |
|  | Phase Three | Includes new normal self-screening requirements, or any [three] of the symptoms listed below:   * Regular/productive cough * Fatigue * Muscle or body aches * Severe headache * New loss of taste or smell * Sore throat * Congestion or runny nose * Diarrhea |
|  | Phase Two | Includes new normal self-screening requirements, or any [two] of the symptoms listed below:   * Regular/productive cough * Fatigue * Muscle or body aches * Severe headache * New loss of taste or smell * Sore throat * Congestion or runny nose * Diarrhea |
|  | Phase One | Includes new normal self-screening requirements, or any [two] of the symptoms listed below:   * Regular/productive cough * Fatigue * Muscle or body aches * Severe headache * New loss of taste or smell * Sore throat * Congestion or runny nose * Diarrhea   As an additional measure, [Enter business name] will conduct thermal temperature scans on all employees, vendors and customers entering the facility. |
|  | Full Pandemic Initiation or Acceleration | Essential employees experiencing any influenza like illness symptoms must stay home. The facility is closed to non-essential employees, vendors and customers, except for contactless deliveries and transactions.  As an additional measure, [Enter business name] will conduct thermal temperature scans on all essential employees upon entry into the facility. |

# Testing, Isolation, and Contact Tracing Policy

*In this section, businesses will determine their level of testing, isolation and contact tracing policy (details of the policy execution will be described in the pandemic plan). Some businesses may want to maintain a log of all visitors, in case contact tracing is needed. Health departments are responsible for conducting pandemic outbreak case investigations and contact tracing. They often have legal mandates to investigate cases of communicable disease and a duty to notify contacts of exposure. Business can do a modified investigation to identify other individuals that may be infected within their organization to allow potentially exposed personnel to self-quarantine.*

*Isolation and quarantine help protect the public by preventing exposure to people who have or may have a contagious disease.*

***Isolation*** *separates sick people with a contagious disease from people who are not sick.*

***Quarantine*** *separates and restricts the movement of people who were exposed to a contagious disease but have not become sick.*

***Example text; businesses can adopt or exclude in their policy***

[Organization] maintains a log of all visitors to its facility. During off-site activities, [site-specific activities], [organization] maintains records of contacts through scheduled appointments, business cards received and/or meeting minutes. For the purposes of contact tracing, contact is defined as spending more than 15 minutes (ref: CDC prolonged period of time) within 6 feet of another person within 48 hours prior to illness onset. During a Pandemic, some contact may occur which may not be logged under these conditions (e.g., taxi driver, business lunch meetings, etc.).

According to [organization’s] health policy, employees are required to report illnesses to [designee such as supervisor, HR, EHS, task force or team leader] if he/she will miss work; additionally, [organization] requires a doctor’s note for [3 or more] days missed (this policy may be waived in the case of severe acute respiratory illness). Confidentiality of the potentially infected person will be maintained by not disclosing their name outside of the supervisor, HR and Senior VP of the division.

## Positive Test Result or Symptomatic Employee

Under this current policy and heightened awareness related to the pandemic, if a [organization] employee shows fails a health screening as outlined in the Health Screening Policy, [organization name or designee] will:

1. Isolate the employee using one of the following methods (in order of preference)
   1. Send employee home to isolate
   2. Isolate employee is designated area (e.g., room with exhaust vent to the outside and no recirculation into the building)

If a [organization] employee, tests positive for the pandemic disease, [organization name or designee] will:

1. Conduct contact tracing based on records of contacts that occurred in the course of doing business with the potentially infected employee.
2. Inform the primary organizational contact (e.g., supervisor, client POC, HR, etc.) with whom the infected employee had contacts so that they can take appropriate actions in accordance with their policy. In suspected cases, employees should request to be tested if they have been in contact with others in the course of work and shall provide this reasoning to their medical provider.

## Employee Notification of Potential Exposure:

*In this sub-section, businesses will outline their notification policy (details of the policy execution will be described in the pandemic plan).*

***Example text; businesses can adopt or exclude in their policy***

Upon notification from an external contact or public health worker that any [organization’s] employee potentially contacted an infected patient, the employee’s [supervisor, HR and CEO] must be notified. [Organization; organization may appoint a designated point of contact for implementing this policy] will review the circumstances to verify whether the employee experienced close contact or came in close contact to other employees. If so, then the effected employee will be notified immediately and self-quarantine for 14 days per CDC guidance. If not, then the employee will monitor their health and report any onset of influenza like illness. If additional employees were in close contact with the potentially exposed employee, they will be notified and interviewed to determine if they need to self-quarantine. To protect privacy, contacts are only informed that they may have been exposed to an individual with the infection. The identify of the infected employee will not be revealed to maintain their confidentiality.

## Return to work (post-isolation):

*In this sub-section, businesses will outline their return to work policy (details of the policy execution will be described in the pandemic plan). The decision to discontinue self-isolation and return to work should be made on a case-by-case basis, taking into account the individuals’ test results, symptom history and other factors, including occupation/duty position within the organization.*

***Example text; businesses can adopt or exclude in their policy***

The decision to return to work shall be made in the context of local circumstances: symptom-based or test-based strategy. The decision will be in conjunction with federal, state and/or local policies and CDC guidelines. Work schedules and practices may be modified or phased prior to resuming routine operations.

### Symptom-based strategy

***Example text; businesses can adopt or exclude in their policy***

Persons who have pandemic symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:

* At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications **and**improvement in respiratory symptoms (e.g., cough, shortness of breath); **and,**
* At least 10 days have passed since symptoms first appeared.
* **Or**, have been cleared by a medical professional with documentation.

### Test-based strategy

***Example text; businesses can adopt or exclude in their policy***

Previous recommendations for a test-based strategy remain applicable; however, a test-based strategy is contingent on the availability of ample testing supplies and laboratory capacity as well as convenient access to testing.

**Persons who have influenza-like symptoms**and were directed to care for themselves at home may discontinue isolation under the following conditions:

* Resolution of fever **without** the use of fever-reducing medications **and**
* Improvement in respiratory symptoms (e.g., cough, shortness of breath), **and**
* Negative results of an FDA approved test from at least two consecutive respiratory specimens collected ≥24 hours apart (total of two negative specimens).
* **Or**, have been cleared by a medical professional with documentation.

# Sanitation Policy

*In this section, businesses will outline their sanitation policy (details of the policy execution will be described in the pandemic plan). Here are a few questions to consider and address:*

* *What are common use locations, items, equipment or tools that employees are required to share?*
* *How will these items be sanitized to protect workers?*
* *Are there work practices that can be modified to eliminate or reduce the amount of sharing?*
* *Who is responsible for sanitation – what actions will be performed by employees vs. a cleaning company or day porter?*
* *Employer should consider providing employees and customers in your workplace with easy access to infection control supplies, such as soap, hand sanitizers, personal protective equipment (such as gloves or surgical masks), tissues, and office cleaning supplies.*
* *Consider maintaining a one-month supply of items such as soap, tissue, hand sanitizer, cleaning supplies and recommended personal protective equipment.*
* *When stockpiling items, be aware of each product’s shelf life and storage conditions (e.g., avoid areas that are damp or have temperature extremes) and incorporate product rotation (e.g., consume first in/first out) into your stockpile management program.*
* *In cases where multiple parties are engaged in cleaning (e.g., cleaning contractor performs end of day cleaning and a day porter or employee performs spot cleaning throughout the day), assign one person responsibility for reviewing/coordinating/approving disinfectants to prevent the use of incompatible chemicals which could react and create an exposure to reaction byproducts such as Chlorine, a fire/explosion, or contact/respiratory hazard for other occupants.*

***Example text; businesses can adopt or exclude in their policy***

Employees shall minimize contact with common surfaces such as counters, desks, tables, booths, pens, etc., when contact is not necessary.

## Equipment/tool sanitation

*This section should outline the equipment/tool sanitation policy. Policy should identify and address disinfection of high-risk surfaces on equipment/tools, and sanitation requirements for office supplies such as pencil/pens, clipboards, etc. to include specific cleaning products, frequency of cleaning, time of day, and responsible party. If the company has fleet vehicles, create specific instructions for cleaning and assign responsibility to as few personnel as possible.*

***Example text; businesses can adopt or exclude in their policy***

[Organization] will ensure the cleaning and sanitation of the following equipment/tools as outlined in the table below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Equipment/tool** | **Cleaning product** | **Frequency** | **Time of day** | **Responsible Party** |
| Copy machine touchscreen | Isopropyl alcohol wipes | After each use | Ongoing | Operator |
| Sign-in touchscreen | Isopropyl alcohol wipes | After each use | Ongoing | Operator |
| Toolkit | Chlorox wipes | 3Xs/day | End of each shift | Operator |

## Hand-sanitizer

***Example text; businesses can adopt or exclude in their policy***

The [organization’s] office will maintain a bottle of hand-sanitizer at the entrance(s) of the workplace and require the use of hand-sanitizer of all personnel upon entry and exit. Additional bottles of hand-sanitizer will be made available at [common work locations such as conference rooms, break rooms, etc.].

It is recommended for employees to carry hand-sanitizer with them to administer before/after meetings, touching common surfaces and while traveling. [Organization] shall conduct employee training on sanitation. Site-specific sanitation measures will be identified with the client and briefed to the team prior to travel.

## Handwashing

***Example text; businesses can adopt or exclude in their policy***

Employees shall wash their hands at the following points throughout the day:

* Prior to leaving their home/office/hotel and continue handwashing while off work (i.e., at home or during business travel)
* After completing a workplace visit where the team member handled equipment, supplies, chemical bottles
* Before and after eating
* Upon return to their home/office/hotel
* After contacting frequently contacted surfaces in common areas or door handles, pens and other shared items.

***Example text; businesses can adopt or exclude in their policy***

[Organization] has selected the following work practice controls to promote personal hygiene:

* Tissues (e.g., boxes placed in designated areas)
* No-touch trash cans (auto opens/closes)
* Place open trash containers near restroom doors to allow employees to open doors using a paper towel
* Automatic hand soap dispensers
* Disconnect or shut off hand air dryers in restrooms
* Automatic hand sanitizer dispensers
* Cleaning supplies (i.e., disinfectants and disposable towels for employees to clean their work surfaces)
* Free or low-cost seasonal influenza vaccine for employees
* Employee education and training on influenza risk factors, preventive behaviors, and mitigation practices. *Employers are required to train employee on workplace hazards and corresponding control measures to include infectious diseases they may be exposed to in the workplace.*

# Use and disinfection of common and high-traffic areas Policy

## Disinfection of shared workspaces

*In this section, businesses will outline their disinfection policy related to common areas and high travel areas (details of the policy execution will be described in the pandemic plan).*

***Example text; businesses can adopt or exclude in their policy***

[Organization] will use disinfecting wipes to disinfect commonly touched surfaces on [specify days such as Tuesday and Thursday mornings] by [organization] administrative staff [or other designated/responsible personnel]. These surfaces include: front door handles, refrigerator handle, conference room door handle, microwave buttons, drawer/cabinet handles, printer/copier/shredder touch points/buttons, and server room handle. Additionally, disinfecting wipes will also be made available to employees for use in common areas where surfaces are frequently touched in between cleaning by administrative staff.

***Alternatively, you may choose to organize this information in a table as outlined below.***

[Organization] will ensure the cleaning and sanitation of the following equipment/tools as outlined in the table below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Shared Space** | **Cleaning product** | **Frequency** | **Time of day** | **Responsible Party** |
| Carpet | Carpet deodorizer with oxyclean | Weekly after vacuuming | End of day | Facility cleaning contractor |
| Reception furniture (hard surfaces) | Chlorox wipes | Daily | End of day | Facility cleaning contractor |
| Door handles | Chlorox wipes | Daily | End of day | Receptionist |
| Break room surfaces, handles | Chlorox wipes | 3Xs/day | 0700, 1100, 1500 | Receptionist |
| Restrooms | Multiple | Daily | End of day | Facility cleaning contractor |

To minimize spreading disease during the pandemic phase, employees and visitors will avoid sharing office supplies with others (e.g., pens, paper, phone, etc.). *Many offices require visitors to sign-in either using a clip board or touch screen. If using the clip board, employees should use their own pen and avoid handling the clip board or ensure measures are in place to sanitize after each use. Select items that are non-porous (wood, foam, etc.) and can easily be sanitized. If using a touch screen, employees should use hand-sanitizer before and after the transaction.*

## Use of Common Areas

***Example text; businesses can adopt or exclude in their policy***

[Organization] will implement the following restrictions throughout each phase of the pandemic.

|  |  |  |
| --- | --- | --- |
|  | **Phases** | **Restrictions Related to Use and cleaning of Common Areas** |
|  | New Normal | Normal, daily cleaning by the facility cleaning contractor.  Unrestricted use of common areas. |
|  | Phase Three | Light physical distancing; no person-to-person physical contact or sharing items without cleaning in between use. |
|  | Phase Two | Common areas occupancy will be limited to 50% [designate number of people for each common area such as reception, conference room]. |
|  | Phase One | Employees will limit congregating in common areas to less than 15 minutes, maintain physical distancing to the greatest extent possible and no more than [acceptable # of personnel] at a time. |
|  | Full Pandemic Initiation or Acceleration | Common areas will be closed to employees. |

## General Cleaning (Optional)

***Example text; businesses can adopt or exclude in their policy***

[Organization] has [reduced/increased] contract cleaning of its office to [# of days] per week due to [low occupancy and traffic or increased sanitation measures]. This practice reduces the risk of personnel coming in contact with contaminated surfaces.

# Business Travel Policy

*In this section, businesses will outline their business travel policy (if applicable). Details of the policy execution will be described in the pandemic plan. Some questions to consider:*

* *Will travel be allowed.*
* *Under which phases is travel impacted?*
* *Are options available that don’t require travel (e.g., teleconference)?*
* *What travel is considered essential?*
* *What travel locations are impacted that should be restricted or prohibited? (e.g., overseas, medium or highly impacted locations, etc.)*
* *If employees are currently in travel status, what measures will be taken to keep them safe or return them to their home location?*
* *Does your jurisdiction require quarantine upon return from an effected area?*

***Example text; businesses can adopt or exclude in their policy***

Business travel is an [essential/non-essential] function of providing services to our customers. Prior to conducting business travel, the [team leader or company designee] shall assess the legality and health risks associated with the travel plans based on destination regulations, requirements and CDC guidelines. The [employee or team leader] is responsible for contacting the visiting location to determine and comply with any specific local and customer/client requirements or policies. The [team leader] shall also identify and communicate to team members any specific prevention and control measures that will be implemented during the trip. [Organization] designates [team leader] with the benefit/risk analysis and authorizing travel. [Organization] will implement the following practices based on the phase of the pandemic. *The organization may provide PPE, hand sanitizer or other items to employees but should clarify in policy the employee’s responsibilities and the organization’s responsibilities.*

|  |  |  |
| --- | --- | --- |
|  | **Phases** | **Employer travel health and safety practices** |
|  | New Normal | Practice good hygiene:   * Wash hands with soap and water or use hand sanitizer (consult TSA rules) * Sneeze or cough into a tissue or the inside of your elbow * Avoid touching your face |
|  | Phase Three | Includes new normal practices, plus the following:   * Traveler must wash hands frequently * Allow unrestricted travel and staffing of worksites *(consider potential impacts to extended travel where there may be an elevation to a higher phase)* |
|  | Phase Two | Includes phase three practices, plus the following:   * Delay routine, non-essential travel, unless benefit exceeds the risk * If travel is deemed essential, the employee must receive [project leader and/or supervisor] authorization for travel and submit a mitigation plan *(consider potential impacts to extended travel where there may be an elevation to a higher phase)* * Carry disinfection wipes for use on common surfaces such as: aircraft arm rests, tray table, luggage handles, rental car door, rental car steering wheel and handles, hotel door handle, etc. * If an employee experiences influenza like illness while traveling, the employee will self-isolate in their hotel room, seek medical attention using telehealth services, and notify their supervisor immediately. * If additional signs or symptoms develop, the employee shall continue to self-isolate, follow the advice of their medical provider and keep their supervisor updated daily on the status of their condition. |
|  | Phase One | Includes phase two practices, plus the following:   * If travel is deemed essential; the employee must receive [corporate business level or senior official] authorization for travel and submit a mitigation plan. |
|  | Full Pandemic | Includes phase one requirements, plus the following:   * Mission critical travel only, authorized by exception with written approval from [corporate business level or senior official]. |

*Businesses will have to determine if there are quarantine requirements after the business or leisure travel is complete and what locations it applies to (e.g., Overseas, specific countries, cruise ships, states/counties/areas with high numbers of cases, etc.). If so, include this information in the travel safety/mitigation plan.*

## Legality

***Example text; businesses can adopt or exclude in their policy***

Team leaders or employee will review legal requirements pertaining to the intended destination to identify:

* State or local Executive Orders or Regulations related to the pandemic
* Current phase of re-opening and associated restrictions and protective requirements
* Restrictions/requirements on clients or customers arriving from out-of-state
* Restrictions/requirements imposed on employees traveling outside their home country, state or county to include border closures
* Restrictions/requirements imposed on employees returning to their home state or county

## Risk Assessment

***Example text; businesses can adopt or exclude in their policy***

Risk will be assessed using the following factors defined in subsections below and applied to the following risk matrix.

### Potential Exposure

***Example text; businesses can adopt or exclude in their policy***

**Probability of exposure:** number of cases in the locality within the last 2 weeks divided by the population

*Consider the feasibility of the protective measures outlined in this policy such as physical distancing or PPE use that cannot be met resulting in a higher exposure potential when determining the probability of exposure.*

**Severity of exposure:** use OSHA risk rating based on conditions of work

*Also consider factors relating to the transmissibility of the pandemic influenza such as whether it is highly contagious via airborne and/or surface contamination, severity of the symptoms, asymptomatic carriers and incubation period (how long it an infected individual could pose an exposure risk to others prior to developing symptoms).*

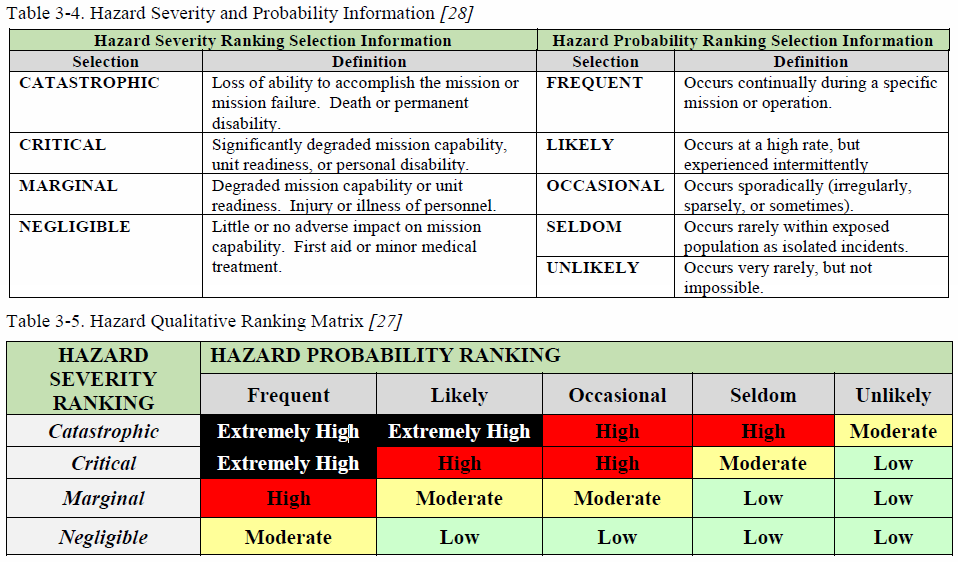
### Local Public Health Risk

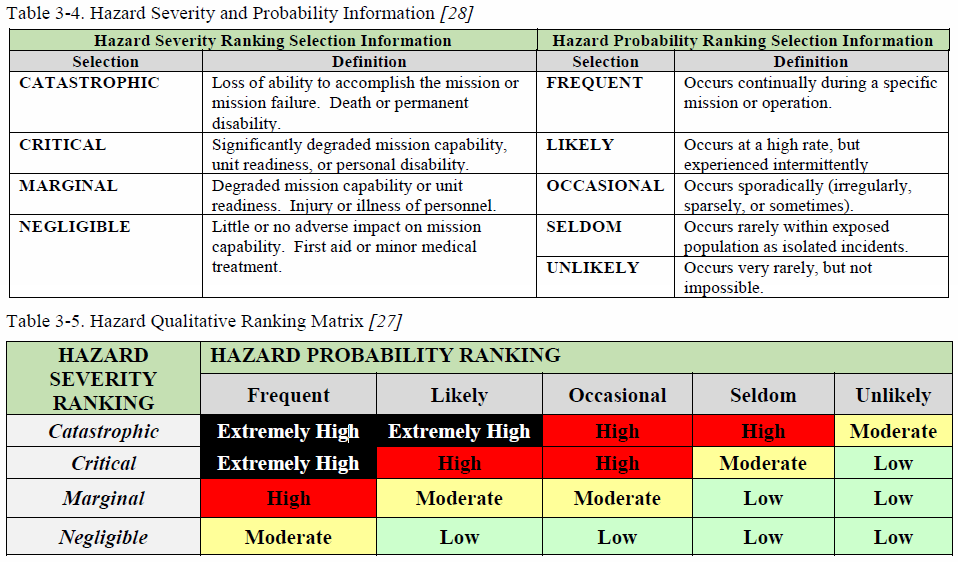
***Example text; businesses can adopt or exclude in their policy***

Probability of transmission:

* Large scale community transmissions (increasing cases per day over 2-week period; large percentage of population infected)
* Widespread/sustained transmissions escalating (increasing cases per day over 2-week period)
* Sustained transmissions de-escalating (Decreasing cases per day over 2-week period)
* Isolated cases/limited transmission (variable cases per day)

Severity of transmission: % of peak cases/hospitalizations/deaths





## Mitigation

*In this section, businesses will identify their mitigation policy (details of the policy execution will be described in the pandemic plan). List what your organization can do to prepare for a pandemic outbreak, if the workplace has cases of an outbreak, or if the community is experiencing a spread or outbreak. The organization may wish to go to a higher phase to implement more protective measures than being set by state and local governments to promote better protection for employees.*

***Example text; businesses can adopt or exclude in their policy***

[Organization] will determine the level of community transmission at the destination based on local public health data for the locality and select from the following prevention and mitigation measures when developing the travel safety and mitigation plan. *If the level meets the definition of “substantial” in accordance with the CDC mitigation strategy guidelines (Section 8.3.1), then consider the following approaches for feasibility*

* Follow all company policies:
  + Physical (social) distancing and protective equipment
  + Health screening
  + Testing, isolating, and contact tracing
  + Sanitation
  + Use and disinfection of common and high-traffic areas
  + Business travel
* Lodge, dine and shop in a nearby county/city with lower levels of community transmission, when possible
* Stay at home or at the hotel when sick
* Use face coverings when physical distancing cannot be maintained
* Adopt host client’s prevention and mitigation measures
* Implement contactless or curbside pickup measures, as applicable
* Disinfect shared vehicles and equipment such as keys, steering wheel, levers, buttons, handles, seat belt, and fuel cap. (Reference: AIHA Returning to Work: Rideshare, Taxi, Limo and other Passenger Drivers-for-Hire)
* Avoid pooled rides with multiple passengers or close contact with passengers, when possible (AIHA)
* Use contactless credit card or payment systems (such as apps or mobile pay), where available.
* Employees will handle their own baggage

### CDC Mitigation Strategy Guidelines

*In this section, organizations will outline the CDC mitigation strategy guidelines (details of the policy execution will be described in the pandemic plan). The CDC has published the following Key Concepts related to mitigation:*

***Slow transmission of disease.*** *The goals for using mitigation strategies in communities with local COVID-19 transmission are to slow the transmission of disease and in particular to protect individuals at increased risk for severe illness, including older adults and persons of any age with underlying health conditions, and the healthcare and critical infrastructure workforces.*

***Emphasize individual responsibility.*** *Based on emphasizing individual responsibility for implementing recommended personal-level actions, empowering businesses, schools, and community organizations to implement recommended actions, particularly in ways that protect persons at increased risk of severe illness, focusing on settings that provide critical infrastructure or services to individuals at increased risk of severe illness, and minimizing disruptions to daily life to the extent possible.*

***Tailor strategies to target population.*** *Each community is unique, and appropriate mitigation strategies will vary based on the level of community transmission, characteristics of the community and their populations, and the local capacity to implement strategies. Consider all aspects of a community that might be impacted, including populations most vulnerable to severe illness and those that may be more impacted socially or economically, and select appropriate actions. Mitigation strategies can be scaled up or down depending on the evolving local situation. When developing mitigation plans, communities should identify ways to ensure the safety and social well-being of groups that may be especially impacted by mitigation strategies, including individuals at increased risk for severe illness.*

***Example text; businesses can adopt or exclude in their policy***

[Organization] will follow the CDC mitigation strategy guidelines, in which the mitigation activities conducted will be according to the level of community transmission or severity of the outbreak as defined below:

**Substantial:** Large scale community transmission, healthcare staffing significantly impacted, multiple cases within communal settings like healthcare facilities, schools, mass gatherings, etc.

**Minimal to Moderate:** Widespread and/or sustained transmission with high likelihood or confirmed exposure within communal settings with potential for rapid increase in suspected cases.

**None to Minimal:** Evidence of isolated cases or limited community transmission, case investigations underway, no evidence of exposure in large communal setting, (e.g., healthcare facility, school, mass gathering).

These mitigations strategies will be instrumental in setting and adjusting [organization] travel policy.