



Policies and Procedures When Employee Tests Positive for COVID-19

Compilation of policies and resources for organizations to deploy if an employee tests positive for COVID-19.

DRAFT

Report Disclaimer

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About this Compilation

In response to the recent outbreak of COVID-19 across the United States and the globe, ARPM's leadership team worked to generate this compilation of policies, procedures, action plans and resources.

All the documents included in this compilation have been submitted by a member of ARPM (Association For Rubber Products Manufacturers), and shares policies and resources for organizations to review, adapt or implement should an employee in their organization test positive for COVID-19.

The documents in this compilation are working documents from companies across the United States, and may be updated and changed based on new information.

ARPM recommends all organizations consult with their legal expertise and maintain and review CDC guidelines (included) if someone in their facility is positive for the novel Coronavirus.

It is important to keep in mind that this is a working document, and the benchmarking team will continue to update and add changes and new policies as they come.

If you have questions, want to add to this document or need assistance, please contact the office directly at 317-863-4072 or email info@arpminc.org.

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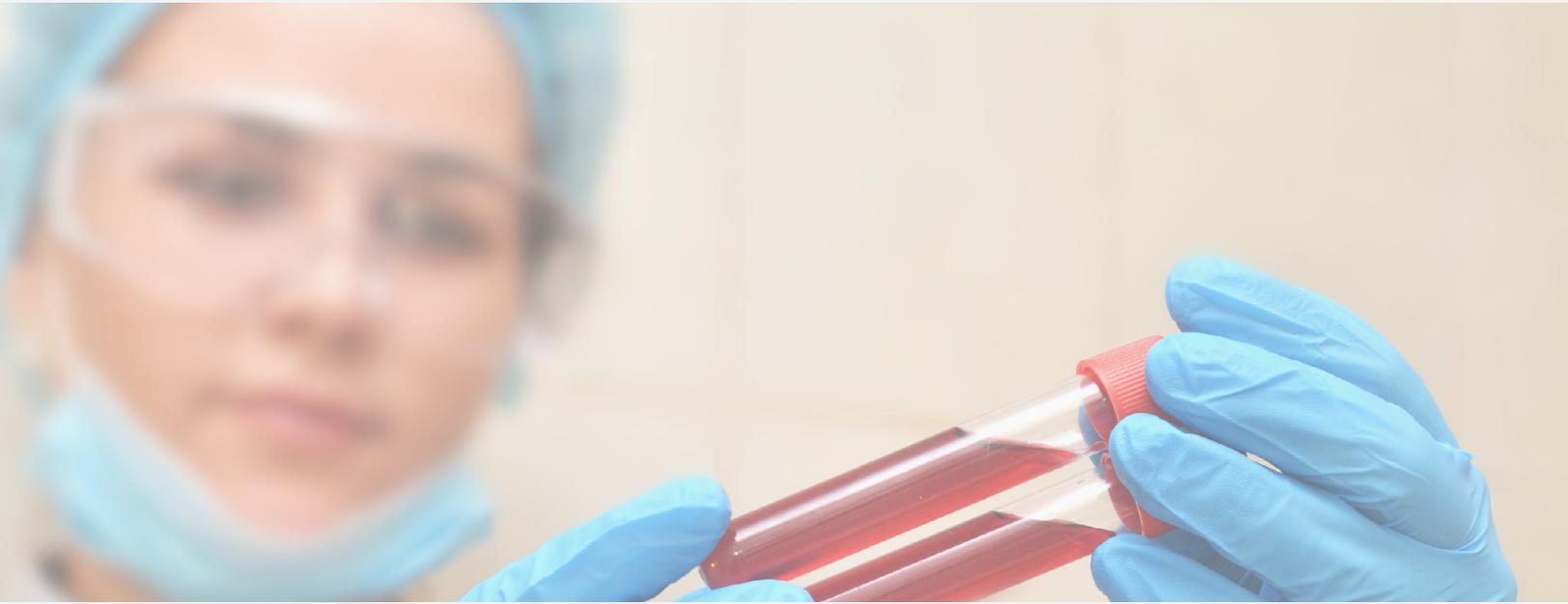
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Internal Policies



Policy 1

Manufacturing
Approval: _____

QA
Approval: _____

Date: _____

Date: _____

Work Instruction – Corona Virus/Pandemic Procedure

The governor has declared a state of emergency and the World Health Organization has declared COVID-19 a Pandemic. Coronaviruses like COVID-19 are most often spread through the air by coughing or sneezing, through close personal contact (including touching and shaking hands) or through touching your nose, mouth or eyes before washing your hands. We think that a person can have the virus for several days before exhibiting signs or symptoms.

Our objectives are to reduce transmission among workers, to protect workers who are at a higher risk due to age, or chronic illness, maintain business operations, provide safe jobs for workers and minimize impact on customers. Everyone's cooperation is necessary for the measures to be effective that are being taken nationally and within our business locally. Communication is important so let us know if you have concerns.

Effective immediately:

Temperature of all workers will be taken daily.

Assigned personnel will be enlisted to sanitize surfaces each shift.

Workstations with workers within 6 feet of each other will be adjusted to provide 6 feet of separation if at all possible, until the pandemic is over. This may include reducing cable boxes to one worker with possibly a slower cycle.

Workers from one workstation shall not visit other workstations to chat. Changes at break and shift should avoid conversation, referring to visual or written instructions when possible.

Workers that handle parts immediately after another should use hand sanitizer frequently (every 30 minutes.)

Interaction between shifts and plants shall be minimized. Inspectors and supervisors and other personnel will not work past the end of the shift or come in early.

Visitors will not be allowed. Delivery drivers are to remain outside. Cleaning and uniform services will operate as usual with increased emphasis on proper cleaning and disinfection.

If at all possible, selection of seating in the breakroom should be to **sit alone at a table** on break. Spray will be provided so that tables can be disinfected prior to eating.

Meetings will be minimized and kept to less than 5-10 minutes.

Non-essential travel is not allowed. Foreign travel is not allowed. Any worker travelers returning from countries and US states impacted by COVID-19 will follow DHHS guidance on self-monitoring.

When possible and appropriate, administrative workers may work from home.

We will make every effort to continue payroll processing and shipping functions.

Other General Rules

1. **If a worker is confirmed to have COVID-19**, we will inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality of health information and privacy.
2. **Workers exposed to a co-worker or acquaintance** with confirmed COVID-19 should notify their supervisor and refer to CDC guidance for how to conduct a risk assessment of their potential exposure. These workers should self-monitor for symptoms and keep separate from other employees as much as possible.
3. **Workers who are well but who have a sick family member** at home with COVID-19 should notify their supervisor and refer to CDC guidance for how to conduct a risk assessment of their potential exposure. These workers should self-monitor for symptoms and keep separate from other employees as much as possible.
4. **If one person is confirmed with COVID-19 within our plant, we will immediately consider shutdown** of that plant or affected areas for at least **3 days** in order to prevent the spread of the virus. After 3 days we will review to restart the plant with all non-symptomatic employees and thorough disinfection of surfaces.
5. **We are encouraging workers who are sick to stay home.** Workers should notify their supervisor and stay home if they are sick.
 - a. Workers who have symptoms of acute respiratory illness are recommended to stay home and not come to work until they are free of fever (100.4° F [37.8° C] or greater using an oral thermometer), signs of a fever,

and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants).

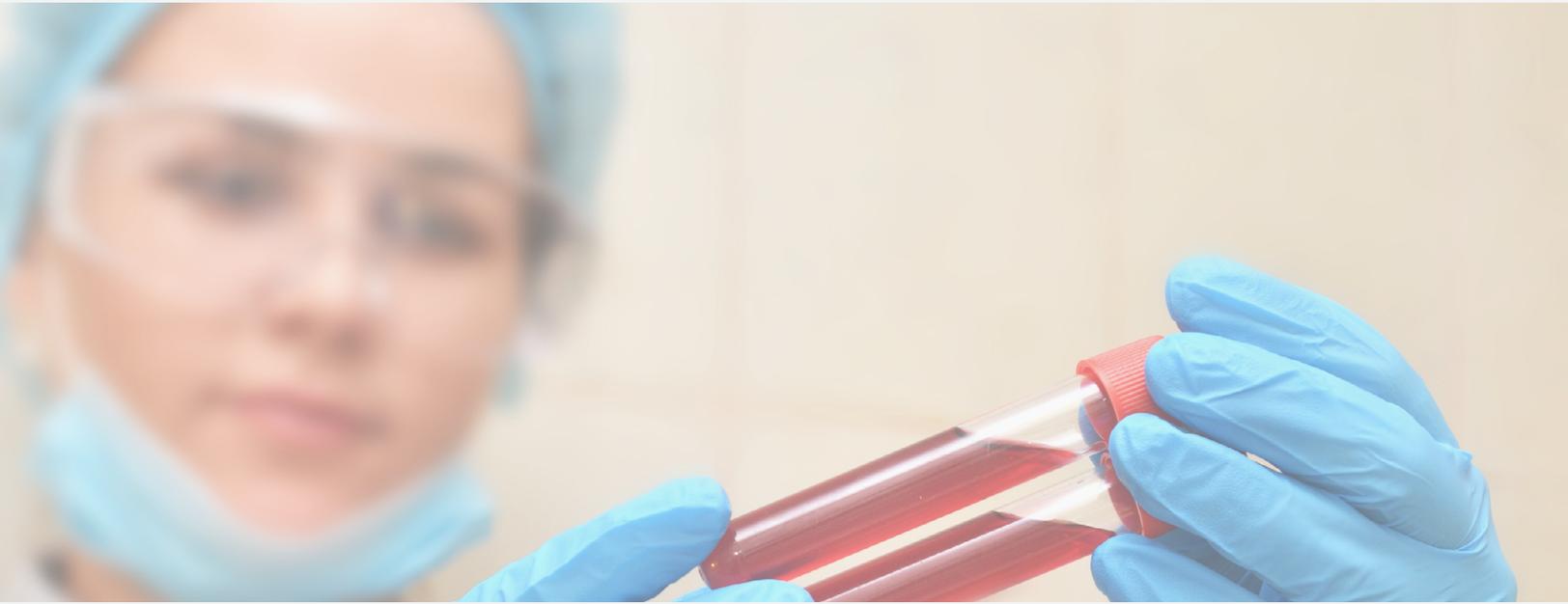
The following symptoms may appear 2-14 days after exposure.

- i. Fever (If you do not have thermometer we may be able to take your temp.)
- ii. Cough (dry cough, no runny nose)
- iii. Shortness of breath
- iv. Sore throat (possibly one of the first symptoms)
- v. Pneumonia (with high fever, difficulty breathing)
- vi. Heavy nasal congestion (drowning feeling)

6. **During this period of pandemic, we will be flexible on our policy of absenteeism and tardiness**, allowing three weeks of excessive absenteeism without written warning or termination. Be aware that tardiness on your part may seriously inconvenience another person so this continues to be important. If you expect to be out longer you may request family medical leave.
 - a. Our policy is if you must be absent from work, please notify your supervisor in advance. If advance notice is not possible, you must contact your supervisor or the plant office on the first day you are out. Absence from work three times in thirty days without notification can result in termination. Excessive absenteeism or tardiness for any reason can result in a written warning and possible termination.
 - b. We will 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, as healthcare provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely way.
 - c. We will extend the absenteeism policy to permit you stay home to care for a sick family member.
 - d. We will Separate sick workers who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or become sick during the day from other employees and be sent home immediately. Sick employees should cover their noses and mouths with a tissue when coughing or sneezing (or an elbow or shoulder if no tissue is available).
7. **We will emphasize staying home when sick, respiratory etiquette and hand hygiene by all workers.**
8. **We will perform routine environmental cleaning:**
 - a. Routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs. Use the cleaning agents that are usually used in these areas and follow the directions on the label.
 - b. No additional disinfection beyond routine cleaning is recommended at this time.
 - c. If possible we will provide disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks) can be wiped down by employees before each use.
9. **We will inform workers how to protect themselves** and expect them to follow these rules (provided by CDC 😊)
 - a. Clean your hands often
 - i. Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
 - ii. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
 - iii. Avoid touching your eyes, nose, and mouth with unwashed hands.
 - iv. The virus stays on metal surfaces for at least 12 hours so wash your hands as soon as you can after touching surfaces.
 - v. The virus can survive on fabric for 6-12 hours. Normal laundry detergent can kill it.
 - vi. The virus can survive 5-10 minutes on your hands. Do not rub your eyes or touch your face.
 - b. Avoid close contact with people who are sick and put distance between yourself and other people if COVID-19 is spreading in your community. This is especially important for people who are at higher risk of getting very sick.
 - c. Stay home if you're sick except to get medical care.
 - d. Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash and Immediately wash your hands with soap and water for at least 20

seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

- e. Wear a facemask if you are sick. You should wear a facemask when you are around other people (e.g., sharing a room or vehicle) and before you enter a healthcare provider's office. If you are not able to wear a facemask (for example, because it causes trouble breathing), then you should do your best to cover your coughs and sneezes, and people who are caring for you should wear a facemask if they enter your room. Learn what to do if you are sick.
 - f. If you are NOT sick: You do not need to wear a facemask unless you are caring for someone who is sick (and they are not able to wear a facemask). Facemasks may be in short supply and they should be saved for caregivers. Workers may choose to wear a facemask and the company may be able to make some available.
 - g. Clean AND disinfect frequently touched surfaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
 - h. If surfaces are dirty, clean them: Use detergent or soap and water prior to disinfection.
 - i. Older adults (over 65) and people who have severe underlying chronic medical conditions like heart or lung disease or diabetes seem to be at higher risk for developing more serious complications from COVID-19 illness. Please consult with your health care provider about additional steps you may be able to take to protect yourself.
 - j. Outdoor exposure to sunlight and fresh air are helpful.
 - k. Monitor for a fever twice a day if there has been potential exposure.
 - l. Avoid any unnecessary travel especially to large populated areas and large gatherings over 50 people.
 - m. There is no specific treatment for COVID-19. Most people with illnesses caused by coronaviruses like COVID-19 will recover on their own. However, there are some things you can do to relieve your symptoms, including:
 - i. Taking pain and fever medications (caution: do not give aspirin to children).
 - ii. Using a humidifier or taking a hot shower to ease a sore throat and cough.
 - iii. Drinking plenty of liquids and stay home and rest.
10. We will coordinate with local and state health officials for guidance in the event of reported illness.
 11. We will involve employees in the planning process and share best practices within the industry
 12. Emphasis on this plan will terminate when the Pandemic level has been cleared by the DHHS/CDC/WHO.
 13. We will not make determinations based on race or country of origin.
 14. We will monitor the appropriateness and effectiveness of the plan adjusting as necessary.
 15. Temperature will be taken daily (see detailed temperature instruction form). Workers with temperature over 100.4 F will be separated from others and tested again after 15 minutes to verify. Workers over 100.4 F temperature will be required to leave.
 - a. Note that a fever is a symptom of possible COVID-19 and therefore subject to emergency paid sick leave at 100% of pay for up to 80 hours until 4/2/20 when the Federal Emergency Sick Leave Act takes over until the end of the year. Sick pay will be at for the normal time is missed.
 - b. Workers with fever over 100.4 should contact a health care provider and review guidance from the CDC. Do not go to the doctor's office without calling first. Do not go to the emergency room. You must stay home and stay away from others. You should wear a mask when around others to prevent the spread of your infection, or otherwise adhere to health department and medical professional orders.
 - c. Workers with high fever must remain out of work for at least 24 hours without any symptoms or fever, and without any medication to control fever. If COVID-19 is suspected then the person should be out 72 hours without any symptoms. If COVID-19 is confirmed, then the employee must test negative and be free of symptoms for 72 hours.



Policy 2

COVID-19 Emergency Response Plan

Company has created guidance for use in the following scenarios. Note, that federal, state, and local public health and workplace safety guidelines are changing rapidly in response to this evolving crisis – as a result, this guidance is also subject to change.

1. Sick Household or Family Member of Employee
 - a. Direct employee to immediately inform HR and/or supervisor upon confirmed exposure to COVID-19.
 - b. Direct employee to self-quarantine for 14 days and encourage them to seek medical advice as to whether or not employee is eligible for and should pursue testing.
 - i. If deemed eligible, encourage employee to pursue testing as soon as possible.
 - c. Ask employee to monitor and report any onset of symptoms during the self-quarantine period.
 - d. Additional plant quarantine measures may be taken depending on the specific facts and circumstances.
 - e. Follow the federal guidelines regarding sick pay and family leave as they are formalized.
2. Sick Employee
 - a. Encourage any sick employees experiencing flu-like and other COVID-19 symptoms and/or confirmed exposure to COVID-19 to remain home and contact a healthcare provider immediately (recommended via phone or video health) to determine whether or not employee is eligible for and should pursue testing.
 - i. If deemed eligible, encourage employee to pursue testing as soon as possible.
 - ii. If test results are negative, allow employee to return to work once standard handbook protocols for illness have been observed.
 - b. Upon a confirmed positive test result, employee should immediately notify the Company.
 - i. Direct employee to self-quarantine for 14 days.
 - ii. Based on their positive test date, establish the 28 day period for the employee; and identify employees who may have been in contact with infected employee during that period.
 1. Ask those potentially affected employees to self-quarantine.
 2. Arrange for those who are able to work remotely, to do so.
 3. Clean and sanitize any areas the infected employee was in contact with.
 - iii. If the infected employee is a plant employee or any employee who has been in high traffic or high touch environments, immediately shut down operations until a deep cleaning can take place and the chain of human interaction can be traced and assessed.
 - iv. Follow the federal guidelines regarding sick pay and family leave as they are formalized.
3. Significant Reduction in Workforce or Extended Plant Closure
 - a. Communicate shutdown to all employees.
 - i. Push out texts and calls to all employees.
 - ii. Post signs on plant doors and entrances.
 - iii. Implement daily call for all employees to receive updates.
 - iv. Implement work-from-home guidelines for eligible employees.
 - v. Issue a WARN Act notice, if applicable and required.
 - b. Immediately notify all vendors, customers, and other key business partners.
 - i. Delay / cancel inbound vendor shipments.
 - ii. Give customers notice around impacted order fulfillment. Assess available inventories and ability to ship from stock.
 - iii. Communicate anticipated timelines to all parties and provide regular updates.
 - c. Engage in enhanced cash preservation measures.
 - i. Suspend most or all vendor payments.

- ii. Consider the release of all temporary employees as well as permanent workforce reductions and/or pay cuts, depending on duration and potential re-occurrence of shut downs.
- d. Follow all federal, state, and local guidelines as applicable.



Policy 3

IF AN EMPLOYEE TESTS POSITIVE FOR COVID-19 How will COMPANY respond?

To: All Employees
From: HR
Date: March 25, 2020

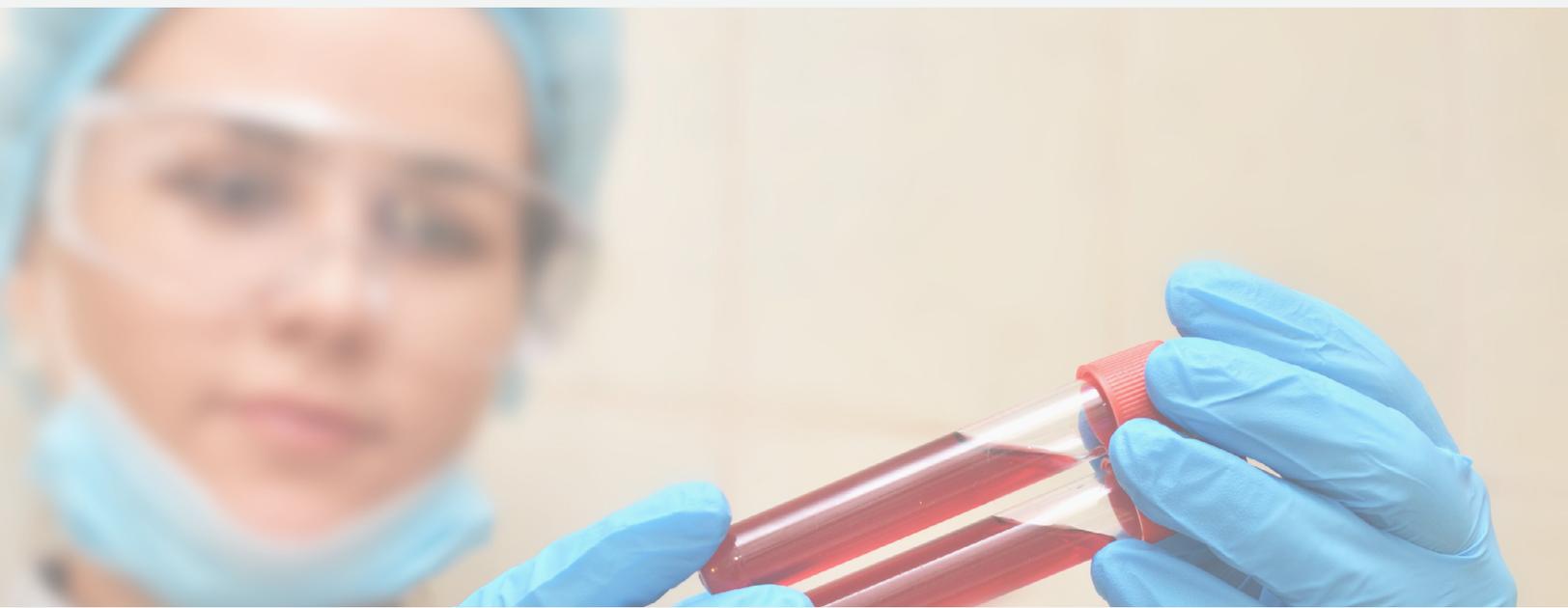
Based on our industry and type of work we perform, we believe our organization is considered low-risk for employees contracting COVID-19. However, we have employees whose spouses or other contacts work in health care, which is considered a high-risk industry. We won't really know how anyone might contract COVID-19, but we want to be proactive and ask employees to keep us informed!

OSHA advises employers who has an employee who tests positive to do the following:

1. Advise the employee to self-quarantine for 14 days.
2. Ask the employee to identify all coworkers that he/she came in contact with at least 14 days prior.
3. Contact those employees identified by the infected employee.
4. Inform your workforce that an employee has been diagnosed with COVID-19. Note: employers must balance the public health emergency with that employee's right to privacy under HIPAA.
5. Consider closing the office for an OSHA approved cleaning process.
6. Reassess risk to other employees and allow employees to work remotely, if possible.

We are continually assessing what our next steps are and will keep you informed.

Stay healthy!



Policy 4

COVID-19 Response Guidelines

	Scenario	Response to Impacted Employee	Response to Others Impacted	Cleaning Site/Work Area, Re-entry
1	<p style="text-align: center;">POSITIVE TEST EMPLOYEE</p> <p>Employee has tested positive for COVID-19</p>	<p>Complete intake form to gather details related to situation, including identify "Close Contact" persons.</p> <p>If at work, send Positive Test Employee home. Positive Test Employee should self-quarantine for 14 days and until symptom free for 3 days based on physician guidance.</p> <p>Positive Test Employee may work remotely if symptoms allow and possible to perform job function remotely</p> <p>If not possible to perform job functions remotely, approve personal PTO or unpaid time off with no impact to attendance. Employee may qualify for 80 hours paid leave under FFCRA starting April 1, 2020</p>	<p>If Positive Test Employee had Close Contact with employees or other persons, inform each person of exposure to COVID-19 using Close Contact Speaking Points and Intake Form.</p> <p>An Employee with Close Contact with Positive Test Employee should be sent home to self-quarantine for at least 14 days and return to work when symptom free for 3 days.</p> <p>Approve work from home if job allows. If job does not allow, an Employee in Close Contact with Positive Test Employee is paid for up to \$X.</p>	
2	<p style="text-align: center;">PENDING TEST EMPLOYEE</p> <p>Employee with symptoms of COVID-19 (cough, fever, shortness of breath) has been tested and is awaiting test results.</p>	<p>Complete intake form to gather details related to the situation, including identify "Close Contact" persons.</p> <p>If at work, send Pending Test Employee home. Keep Pending Test Employee home until negative results or symptom-free for 3 days.</p> <p>Pending Test Employee may work remotely if symptoms allow and possible to perform job function remotely</p> <p>If not possible to perform job functions remotely, approve personal PTO or unpaid time off with no impact to attendance. Employee may qualify for 80 hours paid leave under FFCRA starting April 1, 2020</p>	<p>If the Pending Test Employee had Close Contact with employees or other persons, inform each person of possible exposure to COVID-19 using Close Contact Speaking Points and Intake Form</p> <p>An Employee with Close Contact with a Pending Test Employee should be sent home pending test results on tested person</p> <p>An employee in Close Contact with a Pending Test Employee can work remotely if job allows. If not possible to perform job functions remotely, approve personal PTO or unpaid time off with no impact to attendance.</p> <p style="text-align: center;">Follow up when test results are confirmed</p>	
3	<p style="text-align: center;">DR QUARANTINED EMPLOYEE</p> <p>Employee with COVID-19 symptoms (cough, fever, shortness of breath) has sought medical attention and medical provider did not test.</p>	<p>Complete intake form to gather details related to the situation, including identify "Close Contact" persons.</p> <p>If at work, send Doctor Quarantined Employee home. Keep Doctor Quarantined Employee home for the length of the doctor-imposed quarantine; at the end of the doctor's employed quarantine, employee may return when they have been symptom free for 3 days</p> <p>Doctor Quarantined Employee may work remotely if symptoms allow and possible to perform job functions remotely.</p> <p>If not possible to perform job functions remotely, approve personal PTO or unpaid time off with no impact to attendance. Employee may qualify for 80 hours paid leave under FFCRA starting April 1, 2020</p>	<p>If the Doctor Quarantined Employee had Close Contact with employees or other persons, inform each person of their exposure to COVID-19 using Close Contact Speaking Points and Intake Form</p> <p>If Employee with Close Contact with a Doctor. Quarantined Employee has COVID-19 symptoms, follow process below for Untreated Employee (Scenario 4).</p> <p>If Employee with Close Contact with a Dr. Quarantined Employee has symptoms not consistent with COVID-19, follow process below for Ill Employee (Scenario 7).</p> <p>If Employee has Close Contact with a Dr. Quarantined Employee has no symptoms, follow process below for Sent Home (Scenario 6).</p>	

COVID-19 Response Guidelines

	Scenario	Response to Impacted Employee	Response to Others Impacted	Cleaning Site/Work Area, Re-entry
4	<p style="text-align: center;">UNTREATED EMPLOYEE</p> <p>Employee with COVID-19 symptoms (cough, fever, shortness of breath) but not treated, tested or quarantined by a medical provider. (Whether the employee has or has not consulted a medical provider).</p>	<p>Complete intake form to gather details related to the situation.</p> <p style="text-align: center;">Send Untreated Employee home</p> <p>Can work remotely if symptoms allow and possible to perform job function remotely.</p> <p>If not possible to perform job functions remotely, approve personal PTO or unpaid time off with no impact to attendance.</p> <p>Ask Untreated Employee to stay home for at least 7 days; after 7 days, employee may return when they have been symptom free for 3 days.</p>	<p>If the Untreated Employee had Close Contact with employees or other persons, inform each person of possible exposure to COVID-19 using Close Contact Speaking Points and Intake Form</p> <p>If Employee with Close Contact with an Untreated Employee has COVID-19 symptoms, follow process under Response to Impacted Employee in this scenario</p> <p>If Employee with Close Contact with an Untreated Employee has symptoms not consistent with COVID-19, follow process below for Ill Employee (Scenario 7)</p> <p>If Employee with Close Contact with an Untreated Employee has no symptoms, follow process below for Sent Home Employee (Scenario 6)</p>	
5	<p style="text-align: center;">NEGATIVE TEST EMPLOYEE</p> <p>Employee was self-quarantined awaiting test results; test results are negative</p>	<p>Negative Test Employee can return to work once symptom free for 24 hours</p>	<p>If there were other coworkers sent home in response to the Negative Test Employee's situation, the other coworkers can return to work if symptom free.</p>	
6	<p style="text-align: center;">SENT HOME EMPLOYEE</p> <p>Employee with no symptoms whom the Company sends home due to Close Contact with an employee with COVID-19 symptoms</p>	<p>Sent Home Employee is paid through end of shift</p> <p style="text-align: center;">Approve work from home for Sent Employee if job allows</p> <p>If not possible to perform job functions remotely, paid up to an additional 32 hours of crisis pay. Use Crisis Pay - Hourly.</p> <p>Send Sent Home Employee home to monitor for symptoms for 4 days (14 days if Close Contact occurred with a Positive Test Employee). If Sent Home Employee would like additional time, can use personal PTO or unpaid time off with no impact to attendance.</p> <p>If Sent Home Employee develops COVID-19 symptoms, follow process above for Untreated Employee (Scenario 4)</p> <p>If Sent Home Employee develops symptoms not consistent with COVID-19, follow process below for Ill Employee (Scenario 7)</p> <p>If Sent Home Employee has no symptoms during the 4 day monitoring period, Sent Home Employee may return to work. The employee should monitor for symptoms and report any symptoms that arise</p>	N/A	

COVID-19 Response Guidelines

	Scenario	Response to Impacted Employee	Response to Others Impacted	Cleaning Site/Work Area, Re-entry
7	ILL EMPLOYEE Employee has symptoms not consistent with COVID-19	Any employee who is ill should go home. Use personal PTO or unpaid time with no impact to attendance.	N/A	
8	EXPOSED EMPLOYEE OUTSIDE OF WORK Employee with no symptoms who had Close Contact with a non-employee with COVID-19 symptoms	If non-employee is being tested for COVID-19 follow the process for Pending Test Employee (Scenario 2) If non-employee is not being tested for COVID-19 follow process for Untreated Employee (Scenario 4)	N/A	
9	EMPLOYEE TRAVEL Employee has traveled to and returned from a CDC-identified Warning Level-3 country or been on a cruise.	Self-quarantine for 14 days Work from home if job function allows. Approve personal PTO or unpaid time off with no impact to attendance.	N/A	N/A



Policy 5

I. Purpose

COMPANY has an obligation to its employees, their families, our customers, and the public to take reasonable steps to ensure safety in the workplace and quality of the product we sell. In cases of a pandemic, the Company will follow all reasonable steps to assure a healthy workplace in accordance with directives from state, local and federal guidelines while meeting production demands.

This policy may be updated at any time to allow for the flexibility which may be necessary to address specific pandemic situations.

II. Procedure

Employee Health and Testing.

COMPANY expects employees who contract a contagious illness or exposed to an infectious family member to stay home and seek medical attention as necessary and appropriate. Company expects these workers to notify us as soon as possible of the exposure or illness. Some employees may be asked to remain out of work for the designated quarantine period.

If an employee tests positive for a pandemic infection, the employer will inform the local or state health department immediately and follow their direction, assuring that fellow employees would be aware of a possible exposure but maintain confidentiality as required by HIPAA and the ADA (Americans with Disabilities Act). Fellow employees should then self-quarantine and monitor for symptoms, as well as consult their physician with concerns.

Company will work with local and state health departments to ensure appropriate local protocols and guidelines, such as cleaning and disinfection practices are followed, including identification of all new potential cases of pandemic infection. This includes any employees who may have been in contact with the affected employee(s).

The Company will also educate staff and employees on how to recognize symptoms and what to do if symptoms develop (*In the case of COVID-19, this would occur within 14 days of their last possible exposure). Any employee who has concerns of exposure or symptoms should report it immediately to their Supervisor or HR.

If an employee tests positive for a pandemic virus, or causes the virus to spread to other employees, appropriate workers' compensation claim(s) will be filed.

Cleaning and Disinfecting

In the case of a positive diagnosis, the impacted plant will be closed for cleaning and sanitizing. The length of the closure will depend on the level of personnel impacted and directive(s) from state and local health agencies.

Surfaces. If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.

- For disinfection, diluted household bleach solutions, alcohol solutions with at least 70% alcohol, and most common EPA-registered household disinfectants should be effective.
 - Diluted household bleach solutions can be used if appropriate for the surface. Follow manufacturer's instructions for application and proper ventilation. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted.
- Prepare a bleach solution by mixing:
 - 5 tablespoons (1/3rd cup) bleach per gallon of water or
 - 4 teaspoons bleach per quart of water
 - Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).
 - For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. After cleaning:
 - If the items can be laundered, launder items in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items and then dry items completely.

PPE and Hand Hygiene. Cleaning staff should wear disposable gloves for all tasks in the cleaning process, including handling trash. Gloves should be compatible with the disinfectant products being used. Additional PPE might be required based on the cleaning/disinfectant products being used. Gloves should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to **clean hands** after removing gloves.

- Cleaning staff and others should **clean** hands often, including immediately after removing gloves and after contact with an ill person, by washing hands with soap and water for 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains 60%-95% alcohol may be used.
- Follow normal preventive actions while at work and home, including cleaning hands and avoiding touching eyes, nose, or mouth with unwashed hands.

III. Communication.

In the midst of uncertainty and confusion that arises with unprecedented times caused by Pandemics, Company will make every effort to communicate openly and honestly with employees and business partners. This will be done through meetings (personally, if it is deemed safe), electronic communications, text messaging, our social media sites and hard copy postings or letters.

IV. Business Continuity

Every effort will be made to continue business as usual with a primary focus on safety and health. Company has developed preventive practices such as social distancing, hygiene etiquette and cancellation of non-essential activities to reduce the spread on the pandemic and maintain essential functions.

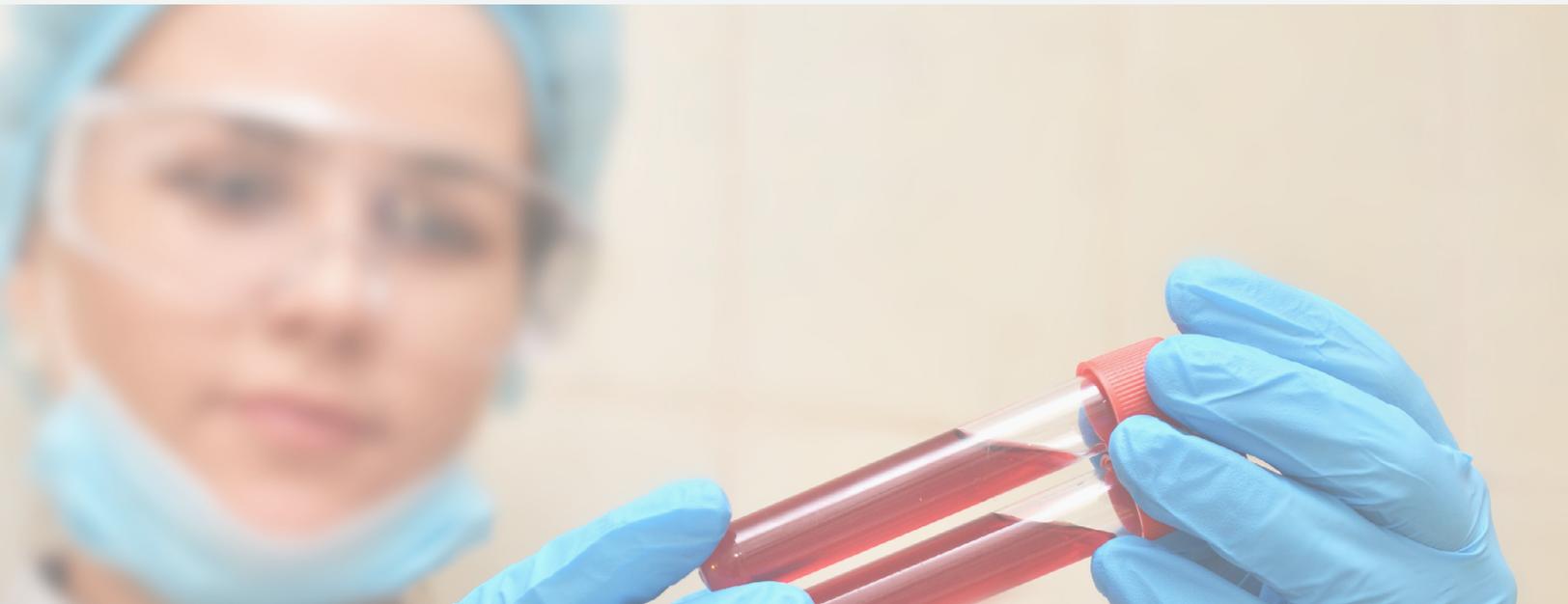
Additionally, the Company may opt to restrict travel (including plant-to-plant), limit employee contact, reduce or eliminate visitors, track any non-employees on premises (truck drivers, technicians, service personnel, etc.) IT will assist with arrangements so employee(s) who are able may work from home (telecommute). If it becomes necessary a reduced work force, designated to completion of specific products may be implemented (i.e. medically related products)

Business will continue as normal as possible unless directives are received from state or local health agencies. Because the Company is considered an essential manufacturer due to the nature of our products it is important to be able to provide our customers with necessary orders, especially those which are health care related. Whenever possible, work may be moved to an alternate plant which may not be impacted by an employee who tests positive for a pandemic virus.

V. Compliance.

Company will continue to comply with all federal, state and local guidelines. Efforts will be made to comply with all suggested precautions from state and local health departments during pandemics, including social distancing, reductions in force, sanitizing work areas and any other mandated directive. This includes OSHA and compliance with Hazard Communication (29CFR 1910.1200), and necessary personal protection equipment (PPE) if new chemicals are introduced into the facilities. The Company will also adhere to any concerns of associated with infection and the Bloodborne Pathogen Standard (29 CFR 1910.132).

Employees will be reminded of the Company's dedication to a harassment free workplace which will apply in the event of an employee who tests positive. Discrimination or retaliation against individuals will not be tolerated. Variations from usual personnel policies during a pandemic may occur if deemed necessary.



Policy 6

Infectious Disease Preparedness and Response Plan

- Section II: Confirmation of on-site exposure

Section II: Confirmation of on-site exposure

In the event that an person who has been inside the plant tests positive for the Covid-19, the following steps will be taken:

1. Management Notification

- a. **Any employee who tests positive or becomes aware that another person who was on site has tested positive must notify their supervisor immediately. The supervisor must attempt to make verbal notification to Management in the following order and repeat until successful.**
- b. The Plant Manager or Ops Manager will be responsible for notifying each other if contact is made with either person first.
- c. The Plant Manager will attempt contact with divisional management in the following order until verbal notification is made:
- d. The HR Manager will also contact:

2. Operational Shutdown/Idling Procedure

- a. In the event that confirmation is received that an employee or other person who has been inside the plant tests positive for Covid-19 the following shutdown procedure applies:
 - i. The Plant Manager will assess the situation with the Director of Manufacturing and determine an appropriate period of time for a shutdown of up to 24 hours to thoroughly clean the facility and allow contaminated surfaces to be rendered no longer infectious.
 - ii. The Plant Manager will notify the staff verbally of the shutdown and duration.
 - iii. The Operations Manager and Maintenance Manager will initiate the normal shutdown procedure per the shutdown checklist.
 - iv. The Plant Manager will be responsible for ensuring that at least one person is in the building on fire watch during the shutdown period.

3. Employee Notification

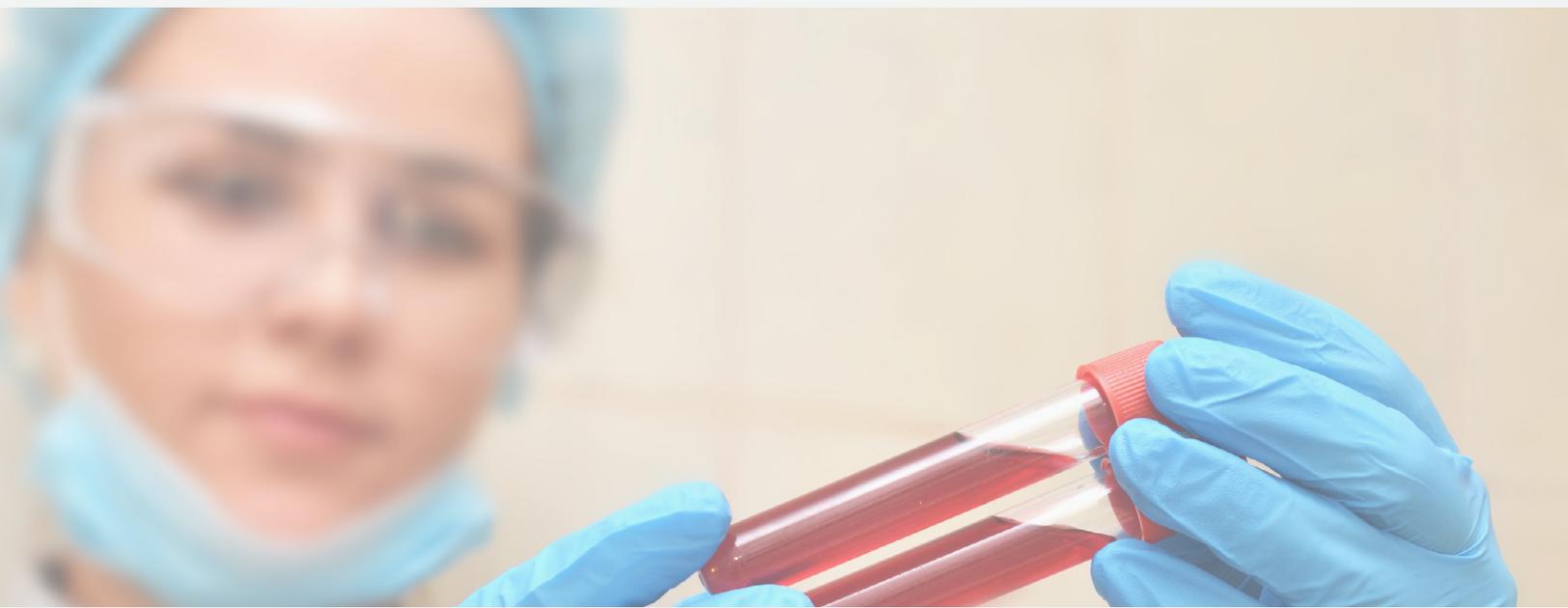
- a. The Human Resources Manager will be responsible for notifying employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the ADA. Those employees will be instructed to self-monitor for symptoms. (i.e., fever, cough, or shortness of breath).
- b. The Human Resources Manager will be responsible for notifying employees on the affected shifts of the change to their work schedule during the shutdown period. This should be accomplished in the following manner:
 - i. In person notification to employees in the building.
 - ii. Notification of closure and duration to ----.
 - iii. Attempt to make contact via phone to all employees affected.
- c. Staff will be responsible for notifying all of their direct reports of the shutdown.

4. Customer and Supplier Notification

- a. The Supply/Logistics Manager will be responsible for notifying customer plants of the shutdown and will communicate any impact to delivery.
- b. The Supply/Logistics Manager will be responsible for notifying suppliers of any shipments that need to be deferred or cancelled as a result of the shutdown.

5. Cleaning Protocol

- a. Close off all areas used by the sick person.
- b. Open outside doors and windows where possible to increase air circulation in the area while still maintaining the security of the site.
- c. Wait 24 hours before cleaning or disinfecting.
- d. Clean and disinfect all areas used by the sick person using ALPHA HP EPA#70627-62 or TRIAD III EPA#70627-15 which have been listed by the EPA as disinfectants for use against Covid-19. Specifically:
 - i. Any offices used by the person.
 - ii. All breakroom surfaces specifically focusing on tables, chairs, vending machines, kiosks, door handles, smoking tables, refrigerator handles, and sink handles.
 - iii. All workstation surfaces used by the person, specifically focusing on mattec screens, buttons, door handles, door levers, printers, handle machines, frit inserters, and radios.
 - iv. All bathrooms used by the person specifically focusing on toilet handles, sink handles, and soap/towel dispensers.
- e. When cleaning and disposing of trash:
 - i. Disposable gloves and gowns must be used.
 - ii. Gloves and gowns must be removed carefully to avoid contamination of the wearer and the surrounding area.
 - iii. Hands should be washed thoroughly immediately after removing gloves and after contact with an ill person.
- f. The response team responsible for cleaning the facility will be lead by the Plant Manager and will Include:
- g. ALPHA HP EPA#70627-62 or TRIAD III EPA#70627-15 have been listed by the EPA as disinfectants for use against Covid-19. Spray bottles can be found around the plant at cleaning stations, additional cleaner may be obtained at the mixing station next to the downstairs bathroom or in the locked janitors closet. The safety coordinator will be responsible for ensuring that at least 5 containers of ALPHA HP concentrate or TRIAD III are maintained on site after initiation of the Infectious Disease Preparedness and Response Plan.
- h. Resuming operations
 - i. At the conclusion of the mandatory shutdown period, the plant will restart operations using the startup checklist.
 - ii. The Plant Manager or designee will be on site for the startup to communicate measures that were taken during the shutdown to employees and address any concerns.



Policy 7

If someone were to test positive they would not be allowed to return to work until the virus has run full course and they get a doctor's note to that effect.

If they happen to be on site when they receive news of positive testing, they would be sent home immediately. If they do not have their own transportation, we would put them in a secluded room until a ride can pick them up.

We would then sterilize any work areas and common areas where they have been in the past 48 hours to the best of our ability.

What machine did they run today and what machine did they run yesterday? Both would get additional treatment along with the seclusion room.

We are disinfecting common surfaces, handles and tools at all machines regularly at this time.

We're getting our hands on some homemade (washable) masks that we can give to our employees, that will take some time to get them produced. We're using the white paper painting masks presently for people who are training and are unable to stay 6' away from each other.

CDC Guidelines and Resources



Resource 1

Coronavirus Disease 2019 (COVID-19)

Environmental Cleaning and Disinfection Recommendations

Interim Recommendations for US Community Facilities with Suspected/Confirmed Coronavirus Disease 2019

Background

There is much to learn about the novel coronavirus that causes [coronavirus disease 2019](#) (COVID-19). Based on what is currently known about the virus, spread from person-to-person happens most frequently among close contacts (within about 6 feet). This type of transmission occurs via respiratory droplets. Transmission of novel coronavirus to persons from surfaces contaminated with the virus has not been documented. Transmission of coronavirus in general occurs much more commonly through respiratory droplets than through fomites. Current evidence suggests that novel coronavirus may remain viable for hours to days on surfaces made from a variety of materials. Cleaning of visibly dirty surfaces followed by disinfection is a best practice measure for prevention of COVID-19 and other viral respiratory illnesses in community settings.

Purpose

This guidance provides recommendations on the cleaning and disinfection of rooms or areas of those with suspected or with confirmed COVID-19 have visited. It is aimed at limiting the survival of novel coronavirus in key environments. These recommendations will be updated if additional information becomes available.

These guidelines are focused on community, non-healthcare facilities (e.g., schools, institutions of higher education, offices, daycare centers, businesses, community centers) that do and do not house persons overnight. These guidelines are not meant for [cleaning staff in healthcare facilities](#) or repatriation sites, [households](#), or for others for whom specific guidance already exists.

Definitions

- *Community facilities* (e.g., schools, daycares centers, businesses) comprise most non-healthcare settings that are visited by the general public outside of a household.
- *Cleaning* refers to the removal of dirt and impurities, including germs, from surfaces. Cleaning alone does not kill germs. But by removing the germs, it decreases their number and therefore any risk of spreading infection.
- *Disinfecting* works by using chemicals to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs. But killing germs remaining on a surface after cleaning further reduces any risk of spreading infection.

Cleaning and Disinfection After Persons Suspected/Confirmed to Have COVID-19 Have Been in the Facility

Timing and location of cleaning and disinfection of surfaces

- At a school, daycare center, office, or other facility that does not house people overnight:
 - It is recommended to **close off areas used by the ill persons and wait as long as practical before beginning cleaning and disinfection** to minimize potential for exposure to respiratory droplets. **Open outside doors and windows to increase air circulation in the area.** If possible, wait up to 24 hours before beginning cleaning and disinfection.
 - **Cleaning staff should clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill persons**, focusing especially on frequently touched surfaces.
- At a facility that does house people overnight:
 - Follow Interim Guidance for [US Institutions of Higher Education](#) on working with state and local health officials to isolate ill persons and provide temporary housing as needed.
 - It is recommended to **close off areas used by the ill persons and wait as long as practical before beginning cleaning and disinfection** to minimize potential for exposure to respiratory droplets. **Open outside doors and windows to increase air circulation in the area.** If possible, wait up to 24 hours before beginning cleaning and disinfection.
 - In areas where ill persons are being housed in isolation, follow [Interim Guidance for Environmental Cleaning and Disinfection for U.S. Households with Suspected or Confirmed Coronavirus Disease 2019](#). This includes **focusing on cleaning and disinfecting common areas where staff/others providing services may come into contact with ill persons, but reducing cleaning and disinfection of bedrooms/bathrooms used by ill persons to as needed.**
 - In areas where ill persons have visited or used, continue routine cleaning and disinfection as in this guidance.

How to Clean and Disinfect

Surfaces

- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection, diluted household bleach solutions, alcohol solutions with at least 70% alcohol, and most common EPA-registered household disinfectants should be effective.
 - Diluted household bleach solutions can be used if appropriate for the surface. Follow manufacturer's instructions for application and proper ventilation. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted.
- Prepare a bleach solution by mixing:
 - 5 tablespoons (1/3rd cup) bleach per gallon of water or
 - 4 teaspoons bleach per quart of water
 - [Products with EPA-approved emerging viral pathogens claims](#)  are expected to be effective against COVID-19 based on data for harder to kill viruses. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).
 - For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. After cleaning:
 - If the items can be laundered, launder items in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items and then dry items completely.
 - Otherwise, use products with the EPA-approved emerging viral pathogens claims (examples at [this link](#)  ) that are suitable for porous surfaces

Linens, Clothing, and Other Items That Go in the Laundry

- Do not shake dirty laundry; this minimize the possibility of dispersing virus through the air.
- Wash items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely. Dirty laundry that has been in contact with an ill person can be washed with other people's items.
- Clean and disinfect hampers or other carts for transporting laundry according to guidance above for hard or soft surfaces.

Personal Protective Equipment (PPE) and Hand Hygiene:

- **Cleaning staff should wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.**
 - Gloves and gowns should be compatible with the disinfectant products being used.
 - Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
 - Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to **clean hands** after removing gloves.
- Gloves should be removed after cleaning a room or area occupied by ill persons. **Clean hands** immediately after gloves are removed.
- Cleaning staff should immediately report breaches in PPE (e.g., tear in gloves) or any potential exposures to their supervisor.
- **Cleaning staff and others should clean hands often**, including immediately after removing gloves and after contact with an ill person, by washing hands with soap and water for 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains 60%-95% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.
- Follow normal preventive actions while at work and home, including cleaning hands and avoiding touching eyes, nose, or mouth with unwashed hands.
 - Additional key times to clean hands include:
 - After blowing one's nose, coughing, or sneezing
 - After using the restroom
 - Before eating or preparing food
 - After contact with animals or pets
 - Before and after providing routine care for another person who needs assistance (e.g., a child)

Additional Considerations for Employers:

- Employers should work with their local and state health departments to ensure appropriate local protocols and guidelines, such as updated/additional guidance for cleaning and disinfection, are followed, including for identification of new potential cases of COVID-19.
- Employers should educate staff and workers performing cleaning, laundry, and trash pick-up activities to recognize the symptoms of COVID-19 and provide instructions on what to do if they develop **symptoms** within 14 days after their last possible exposure to the virus. At a minimum, any staff should immediately notify their supervisor and the local health department if they develop symptoms of COVID-19. The health department will provide guidance on what actions need to be taken. When working with your local health department check their available hours.
- Employers should develop policies for worker protection and provide training to all cleaning staff on site prior to providing cleaning tasks. Training should include when to use PPE, what PPE is necessary, how to properly don (put on), use, and doff (take off) PPE, and how to properly dispose of PPE.

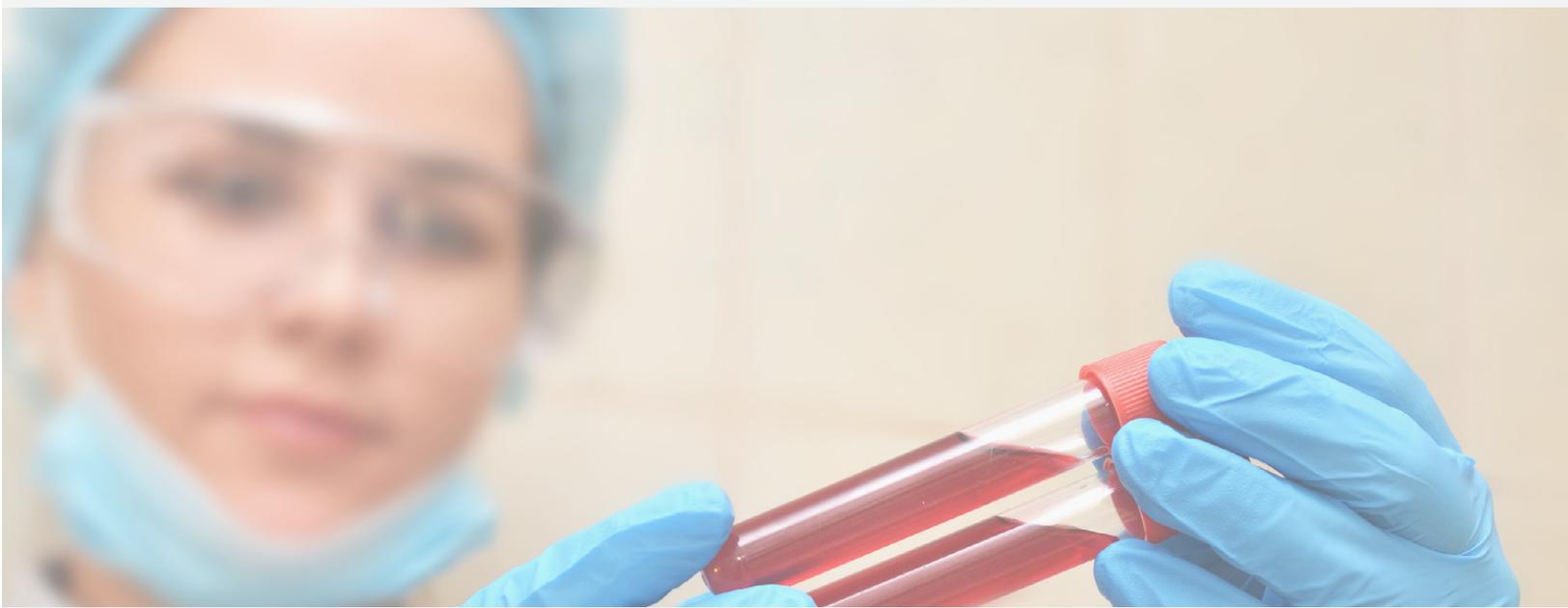
- Employers must ensure workers are trained on the hazards of the cleaning chemicals used in the workplace in accordance with OSHA's Hazard Communication standard ([29 CFR 1910.1200](#)).
- Employers must comply with OSHA's standards on Bloodborne Pathogens ([29 CFR 1910.1030](#)), including proper disposal of regulated waste, and PPE ([29 CFR 1910.132](#)).

Additional Resources

- [OSHA COVID-19 Website](#)
- [CDC Home Care Guidance](#)

Page last reviewed: March 6, 2020

Content source: [National Center for Immunization and Respiratory Diseases \(NCIRD\), Division of Viral Diseases](#)



Resource 2

Coronavirus Disease 2019 (COVID-19)

Clean And Disinfect Your Facility

Everyday Steps, Steps When Someone Is Sick, and Guidance for Employers

How to clean and disinfect



⚠️ Wear disposable gloves to clean and disinfect.

Clean

- **Clean surfaces using soap and water.** Practice routine cleaning of frequently touched surfaces.

High touch surfaces include:

Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.



Disinfect

- Clean the area or item with soap and water or another detergent if it is dirty. Then, use disinfectant.
- **Recommend use of [EPA-registered household disinfectant](#) .**
Follow the instructions on the label to ensure safe and effective use of the product.
 Many products recommend:
 - Keeping surface wet for a period of time (see product label)
 - Precautions such as wearing gloves and making sure you have good ventilation during use of the product.
- **Diluted household bleach solutions may also be used** if appropriate for the surface. Check to ensure the product is not past its expiration date. Unexpired household bleach will be effective against coronaviruses when properly diluted.
Follow manufacturer's instructions for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser.
Leave solution on the surface for at least 1 minute
To make a bleach solution, mix:
 - 5 tablespoons (1/3rd cup) bleach per gallon of water
 - OR
 - 4 teaspoons bleach per quart of water

Soft surfaces

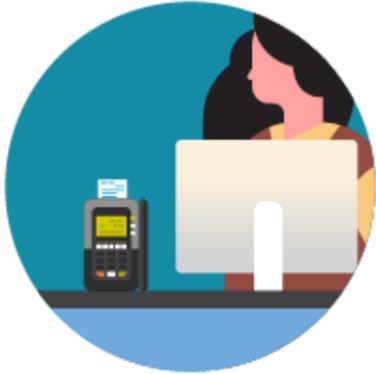
For soft surfaces such as **carpeted floor, rugs, and drapes**



- **Clean the surface using soap and water** or with cleaners appropriate for use on these surfaces.
- **Laundry items** (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.

OR

- **Disinfect with an EPA-registered household disinfectant.** [These disinfectants](#)  meet EPA's criteria for use against COVID-19.



Electronics

For electronics, such as **tablets, touch screens, keyboards, remote controls, and ATM machines**

- Consider putting a **wipeable cover** on electronics.
- **Follow manufacturer's instruction** for cleaning and disinfecting.
 - If no guidance, **use alcohol-based wipes or sprays containing at least 70% alcohol.** Dry surface thoroughly.



Laundry

For clothing, towels, linens and other items

- **Wear disposable gloves.**
- **Wash hands with soap and water** as soon as you remove the gloves.
- **Do not shake dirty laundry.**
- Launder items according to the manufacturer's instructions. Use the **warmest appropriate water setting** and dry items completely.
- Dirty laundry from an ill person **can be washed with other people's items.**
- Clean and **disinfect clothes hampers** according to guidance above for surfaces.

Cleaning and disinfecting your building or facility if someone is sick



- **Close off areas** used by the sick person.
- **Open outside doors and windows** to increase air circulation in the area. **Wait 24 hours (or as long as possible)** before you clean or disinfect.



- Clean and disinfect **all areas used by the sick person**, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines.

When Cleaning



- **Wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.**
 - Additional personal protective equipment (PPE) might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
 - Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area.
- **Wash your hands often** with soap and water for 20 seconds.
 - Always wash immediately after removing gloves and after contact with an ill person.
 - Hand sanitizer: If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.
- **Additional key times to wash hands** include:
 - After blowing one's nose, coughing, or sneezing.
 - After using the restroom.
 - Before eating or preparing food.
 - After contact with animals or pets.
 - Before and after providing routine care for another person who needs assistance (e.g., a child).

Guidance For Employers



- **Educate workers** performing cleaning, laundry, and trash pick-up to recognize the symptoms of COVID-19.
- Provide instructions **on what to do if they develop symptoms within 14 days** after their last possible exposure to the virus.
- Develop **policies for worker protection and provide training** to all cleaning staff on site prior to providing cleaning tasks.
 - Training should include when to use PPE, what PPE is necessary, how to properly don (put on), use, and doff (take off) PPE, and how to properly dispose of PPE.
- Ensure workers are **trained on the hazards of the cleaning chemicals** used in the workplace in accordance with OSHA's Hazard Communication standard ([29 CFR 1910.1200](#) [↗](#)).
- **Comply** with OSHA's standards on Bloodborne Pathogens ([29 CFR 1910.1030](#) [↗](#)), including proper disposal of regulated waste, and PPE ([29 CFR 1910.132](#) [↗](#)).

For facilities that house people overnight:

- Follow CDC's guidance for [colleges and universities](#). Work with state and local health officials to determine the best way to isolate people who are sick and if temporary housing is needed.
- For guidance on cleaning and disinfecting a sick person's bedroom/bathroom, review CDC's guidance on [disinfecting your home if someone is sick](#).