CORPORATE SAFETY STANDARD

Contagious Disease Response Plan

Created 12/07/2020   Revised 01/14/2022

PURPOSE

This plan is developed to inhibit the spread of infectious diseases within the workplace. This plan is intended to address diseases such as COVID-19, Influenza, and MERSA.

DEFINITIONS

Contagious Disease: Any disease or infection that can be spread from person to person

ADMINISTRATIVE DUTIES

The Safety Coordinator is responsible for:
- Conducting risk assessments to determine effective controls to minimize risks
- Evaluating the effectiveness of controls

Plant Manager is responsible for:
- Implementing controls to prevent the spread of infectious disease
- Evaluating workforce health and safety

Group Lead/Supervisor is responsible for:
- Implementing controls to prevent the spread of infectious disease
- Training employees and evaluating performance

Employees are responsible for:
- Using established controls to prevent the spread of infectious disease
- Reporting infection exposure, symptoms, and test results to the Plant Manager immediately

PROCEDURES

There are several types of contagious infectious disease. Public health organizations will issue alerts when infectious disease spreads reach alarming levels. Upon receipt of such notice, Plant Managers will implement this standard.

Exposure Risk Assessment
The Safety Coordinator will create an Exposure Risk Assessment for each plant, using input from management and the safety committee.

Controls

The exact controls needed will depend on how the disease spreads and the specific job. Diseases such as COVID-19 and Influenza that spread through respiratory droplets will be controlled by all employees through:

1. Requiring people to remain at least 6' separation when possible
    a. Social distancing floor guides may be needed
2. Requiring the use of facemask when 6' separation cannot be maintained
    a. All employees and visitors in California and Oregon must wear facemasks at all times when indoors.
3. Requiring the use of table-top dividers (sneeze guards) or other barriers when social distancing cannot be maintained
4. Evaluating which jobs can be performed remotely
5. Eliminating in-person meetings when possible
    a. Use teleconference calls, video calls, emails, or other means of communication in-place of in-person meetings
6. Requiring frequent hand washing with soap or disinfecting using hand sanitizer containing at least 70% alcohol.
7. Disinfecting frequently touched items throughout the work area and facility at least once every 4 hours
8. Restricting non-essential visitors from the facility
9. Requiring COVID positive (or symptomatic employees without a test) to remain off work for 5 days since the onset of symptoms. The employee can return after that period if fever-free for twenty-four hours without medication and all other symptoms improving. The employee should wear a face mask for 5 days, when working near others, upon returning to work.
10. Requiring unvaccinated employees exposed to a COVID positive person to remain off work for 5 days. After that period, the employee may return to work if symptom-free and must wear a face mask for the next 5 days when near others.
11. Reducing the seating capacity of common areas, such as breakrooms and conference rooms. Ensuring that chairs or seating locations are at least 6 feet apart.
12. Requiring employees to self-monitor for symptoms and prohibiting facility entry to any COVID positive person or anyone with cough and shortness of breath and at least 2 other COVID symptoms.
13. Closing water fountains or any open or upward dispensing public container
14. Disinfecting or leaving closed for 3 days, any unit returned for servicing
15. Frequently replacing air filters and using HEPA filters when possible
16. Submitting tool crib orders in advance and have the tool crib pre-position deliveries in the department
17. Limiting the sharing or tools and equipment
18. Keeping doors and windows open to increase ventilation, weather permitting
19. Staggering start and break times when possible to prevent congestion at entrances
20. Conducting contact tracing related to any person reporting confirmed infection

Required PPE/Supplies

The responsible purchasing representative will ensure that an adequate stock of face masks, hand sanitizer, gloves, and other required supplies are maintained.

Employee Notification

Once an employee reports testing positive for a contagious disease, the Plant Manager will conduct contact tracing. The Plant Manager will attempt to notify everyone in close contact with the infected person either in-person or by telephone, within twenty-four hours. These individuals will be required to quarantine away from work, if unvaccinated.

TRAINING

All employees will be trained regarding the following:
1. Identification of task or jobs requiring additional PPE for COVID protection
2. How we ensure we keep an adequate supply of PPE
3. Controls to prevent disease spread
4. Face covering requirements and how we notify visitors
5. COVID infection exposure notification procedures
6. Method to notify all employees of this standard (this training and new hire orientation)
7. Sanitation schedule for the plant
8. COVID symptoms and requirement to quarantine away from work if sick or exposed
9. How to report any concerns or ask questions regarding disease prevention

RECORD-KEEPING

All training records and Risk Assessment documents must be retained for a minimum of 1 year.

Any infection resulting from work-related exposure must be reported the HR and Corporate Safety and documented on the OSHA 300 Log.