Local managers have the authority to take appropriate actions outlined in the response plan based on the condition in each locality.

A pandemic occurs when a new virus that is different from seasonal viruses emerges and spreads quickly between people, causing illness worldwide. Most people will lack immunity to the pandemic virus. Pandemic viruses can be more severe, causing more deaths than seasonal viruses. Because it is a new virus, a vaccine may not be available right away. A pandemic could therefore overwhelm normal operations in workplace settings.

Coronavirus (COVID-19) is an illness caused by a virus that can spread from person to person.

• The virus that causes COVID-19 is a new coronavirus that has spread throughout the world.

• COVID-19 symptoms can range from mild (or no symptoms) to severe illness.

Everyday Preventive Actions

1. Stay home when you are sick. Stay home for at least 24 hours after you no longer have a fever or signs of a fever without the use of fever-reducing medicines.

2. Cover your coughs and sneezes with a tissue.

3. Wash your hands often with soap and water for at least 20 seconds.

4. Use at least a 60% alcohol-based hand sanitizer if soap and water are not available.

5. Clean frequently touched surfaces and objects.

6. Sanitize shared equipment and tools.

NPIs (non-pharmaceutical interventions)

Employers should be prepared to take these additional actions, if recommended by public health officials.

1. Allow workers to telework, if feasible.

2. Be prepared to allow workers to stay home if someone in their house is sick.

3. Increase space between people at work to at least 6 feet, as much as possible.

4. Decrease the frequency of contact among people at work.

5. Modify, postpone, or cancel large work events.

6. Postpone or cancel non-essential work-related travel.

7. Follow emergency closure procedures for offices and worksites.

8. CDC recommends wearing cloth face coverings as a protective measure in addition to social distancing (i.e., staying at least 6 feet away from others). Cloth face coverings may be especially important when social distancing is not possible or feasible based on working conditions.

9. Information is provided on employer or government sponsored leave benefits the employee may be entitled to receive that would make it financially easier to stay at home. See additional information on government programs supporting sick leave and worker's compensation for COVID-19, including employee's sick leave rights under the Families First Coronavirus Response Act and the Governor's Executive Order N-51-20, and employee's rights to workers' compensation benefits and presumption of the work relatedness of COVID-19 pursuant to the Governor's Executive order N-62- 20.

Medical Information

1. Alert your healthcare provider immediately if you think you may be infected with COVID-19, including if you have been exposed to someone with the virus and have signs/symptoms of infection. If you are experiencing symptoms, you should tell your healthcare provider about any recent travel to areas where COVID-19 is spreading.

2. If you believe you have been exposed on the job, alert your supervisor or occupational health clinic immediately.

3. Your healthcare provider can determine if your signs and symptoms are explained by other causes, or if there is reason to suspect you may have COVID-19. If laboratory testing is appropriate, your healthcare provider will work with health officials in your state, who in turn will work with CDC, to collect and test any clinical specimens for diagnosis.

4. No vaccine or specific treatment for COVID-19 infection is available. Hospitals can provide supportive care for infected people.

Current guidance based on community exposure, for asymptomatic persons exposed to persons with known or suspected COVID-19 or possible COVID-19

CDC's recommendations for community-related exposures are provided below. Individuals should always follow guidance of the state and local authorities.

QUARANTINE & ISOLATION

- **Quarantine** is used to **keep someone who might have been exposed to COVID-19 away from others.**

- A person may have been exposed to the virus without knowing it (for example, when traveling or out in the community)

- Someone in self-quarantine stays separated from others, and they limit movement outside of their home.

- **Isolation** is used to **separate sick people from healthy people.**

- People who are in isolation should stay home.

- Anyone sick should separate themselves from others by staying in a specific "sick" bedroom or space and using a different bathroom.

If you:	Steps to take
If you or someone in your home might have been exposed	**Self-Monitor** Be alert for symptoms. Watch for **fever, cough, or shortness of breath**. • Take your temperature if symptoms develop. • Practice social distancing. Maintain 6 feet of distance from others, and stay out of crowded places.
If you feel healthy but:	**Self-Monitor**

• Recently had close contact with a person with COVID-19, or • Recently traveled from somewhere outside the U.S.	• Check your temperature twice a day and watch for symptoms. • Stay home for 14 days and self-monitor. • If possible, stay away from people who are high-risk for getting very sick from COVID-19.
If you:	**Self-Isolate**
• Have been diagnosed with COVID-19, or • Are waiting for test results, or • Have symptoms such as cough, fever, or shortness of breath	• Stay in a specific "sick room" or area and away from other people or animals, including pets. If possible, use a separate bathroom.

Essential Industries with an employee who tests positive for COVID-19

1. Isolate sick worker from other employees.

2. Inform other employees while protecting privacy under HIPAA laws.

3. Perform a contact tracing of the employee at your workplace for the previous 14 days including contractors and suppliers who may have been in close contact* with the infected worker.

4. Sanitize surfaces which the worker may have touched including tools and transportation.

5. Monitor employees who were potentially exposed. Ask daily about symptoms and potential exposures. Train employees to inform you if any symptoms appear while working and isolate any employee who has symptoms. Consider monitoring temperatures of employees.

6. If contact tracing indicates the employee was exposed while working then recording (worker comp) and reporting to Cal/OSHA if the illness leads to a fatality, in patient hospitalization or disfigurement.

7. Review your companies code of safe practice for COVID-19 and review your infectious disease management plan and update as needed.

* Data is limited to define "close contact". Factors to consider when defining close contact include proximity (within 6 feet), the duration of exposure (e.g., longer exposure time likely increases exposure risk), whether the individual has symptoms (e.g., coughing likely increases exposure risk) and whether the individual was wearing a facemask (which can efficiently block respiratory secretions from contaminating others and the environment).

Sources: Cal/OSHA, CDC, OSHA, CA DHS and HHS

INFECTIOUS DISEASE EMERGENCY RESPONSE PLAN

This **«Company:Name»** Infectious Disease Emergency Response (IDER) Plan is intended to protect workers and ensure continuity of operations in case of an infectious outbreak specifically at this time, COVID-19.

It is critical that all sick employees not come to work and while at work, healthy workers should utilize good personal hygiene habits, and social isolation techniques to prevent the spread of this virus. Of particular concern is coughing etiquette, and handwashing practices. (Please see **«Company:Name»** Code of Safe Practice for Hand Hygiene) Coughing etiquette should include covering all coughs, ideally with a disposable tissue, and if not available, cough into your elbow. Shared services tools such as door and drawer handles, keyboards, tools etc., should be routinely cleaned to prevent spread of the virus.

1. This Infectious Disease Emergency Response plan is a living document and as such, will need to be adjusted for new findings and facts for each specific location. Ex: Review/update as part of annual IIPP review.

2. Each geographic area will need to utilize the current management supervisory structure of the company to get feedback and give communication concerning this plan, and online email discussion will be utilized to identify gaps and share best practices amongst the sites.

3. Identify a person responsible for implementation at each site. Person responsible for implementation of **«Company:Name»'s** response plan is: **«HC:Contact»**

4. The plan will be shared with all employees using electronic means, to reduce the potential for exposure.

5. **«Company:Name»** intends to coordinate and share this plan with supply chain business associates, other businesses in close proximity, and organizations who would benefit by coordinating with **«Company:Name»**. This will be completed by management and assigned personnel at each location.

6. It is critical to identify potential workplace exposures. A workplace exposure can occur due to any contact with an infected person, or by cross contact with the virus from any object that has been contaminated. It is also important to comply with correct personal hygiene practices.

7. Human resource policies are intended to be flexible to allow limited personal contact and exposure.

8. Flexible work locations, work hours, and attention to physical proximity to others (6 foot distancing). Remote work if any symptoms are present depending on severity of symptoms, and to be determined on a case by case basis. Symptoms include fever, coughing, and or difficulty breathing. Testing information technology capabilities before they are needed is important to business continuity. **«Company:Name»** has tested these capabilities at the appropriate locations and is making improvements to optimize the system.

9. **«Company:Name»** will review supply chain and critical business needs to identify potential weaknesses, particularly associated with absent employees. Each site should monitor/review the workflow and establish where weaknesses lie and mitigate these areas.

10. **«Company:Name»** will set up triggers and procedures for activating response levels or terminating the Infectious Disease Emergency Response Plan based on exposure and symptoms; self-isolation if confirmed exposure and informing those contacted if possible, while protecting privacy under HIPAA laws, altering of or closing of operations in affected areas. The plan is shared by email to all employees, understood due to online training, and each site will work closely with local health officials to identify when the plan needs to be triggered.

11. **«Company:Name»** is minimizing exposure between employees and between employees and the public.

12. The response plan information will be communicated to employees and business partners and updated early and often to alleviate employee fear, anxiety, rumors and misinformation. **«Company:Name»** will plan and take action with a positive mental attitude to minimize hysteria and overreaction to this critical situation.

13. **«Company:Name»** has employees whose children or family members will need to be cared for at home and **«Company:Name»** will work to have flexible work from home policies.

14. Each location will have local public health officials who are creating community level strategies **«Company:Name»** will take the time to learn about the plans in each community where they perform onsite work. This will be coordinated by employee, management and supervisory personnel at each location by speaking with local client contact and have **«Company:Name»** personnel prepared to comply with local and company requirements.

15. Nonessential business travel to countries where evidence of a COVID-19 outbreak is occurring will be canceled when possible.

16. Local and state health department will be accessed for communication and information concerning this outbreak.

Thank you for reviewing and giving feedback on this important Infectious Disease Emergency Response Plan.