**(Company Name)**

**COVID-19 Business, Health & Safety Continuity Plan Summary**

The purpose of this plan is to prepare our facility and employees to safely continue and/or return to our facility. This document is intended to be used as our local and national governments allow resurgence from the COIVD-19 Pandemic.

(COMPANY NAME) has established a COVID-19 guideline to assist with ensuring the safety of our employees, customers and suppliers remains our top priority. A (Taskforce) has been established to coordinate and implement these guidelines and make any recommended changes.

**Action Summary:**

* Employee working at (COMPANY NAME) will be asked to monitor their health and stay at home if they are sick. If an Employee becomes sick at work, they will be sent home. Procedures are in place for cleaning and contacting tracing will be implemented.
  + Employees will be required to notify their supervisor if sick or have COVID-19 symptoms.
  + The supervisor will notify Director of Human Resources.
* Facility cleaning will continue to include extra disinfecting by our Employees.
  + Disinfectant bottles will be refreshed everyone morning at 8:00 am. Bottles will be labeled so they are rotated daily to ensure effective disinfectant is used.
  + Employees will be required to clean their own workstation prior to and during their shifts.
  + Employees will alternate responsibility for cleaning common work areas.
* General hygiene and safety practice
  + As soon as you enter the facility, wash your hands with soap and water or hand sanitizer. Continue to wash your hands the same way at least every 2 hours.
  + Practice social distancing of 6 feet whenever practical
* Employees will continue to be educated on the prevention of COVID-19
  + Weekly shift announcements reminding employees to maintain social distancing via the intercom system.
  + Posters throughout the facility identifying what 6 feet social distancing looks like.
  + Weekly email update communications regarding COVID-19.
  + Restrooms have posters identifying steps to stay healthy and protecting self and others from preventing germs (cover, clean, contain, disinfect, avoid, and practice social distancing)
  + Notification and communication updates are provided on the TV monitors
* Breakroom
  + Limit the number of people in the breakroom at one time using social distancing as a guideline.
  + Implement additional break times to allow smaller groups to break at one time.
  + Limit the number of people at a table at one time.
  + Post signage of maximum number of people allowed in the break room and at tables.
  + Identify alternate break areas (i.e. meeting rooms, vacant offices, open unused space).
  + Require disinfectant be used to clean the table prior to eating.
  + Wash your hands before and after break.
* Employee coffee pots
  + Post gathering and socializing in coffee machine area is prohibited
  + Employees making coffee or touching the handle to serve coffee will be required to wash their hands prior and afterwards.
* Restriction will be made for offices and conference room.
  + Sign will be posted on conference room doors identify room capacity.
  + Large group meetings will be held via video conference (i.e. monthly business review) and/or information will be communicated via email.
  + Training will be conducted in smaller groups or via video conferencing
* Visitors, service personnel and suppliers to the facility will be restricted unless identified as essential by the company
  + All visitors, service personnel and suppliers must comply with our COVID-19 safety protocol of social distancing. The (COMPANY NAME) employee requesting the visitor is responsible for this person during their visit. Visitor must be limited to the number of people they are in contact with and limited to the work area.
  + Any visitors, service personnel or supplier not previously identified as essential must be approved by (Management).
  + Use of phone conference calls, video conference calls or other means is highly encouraged.
* Working site for shop and office areas
  + In the shop promote social distancing through communications listed previously as well as supervisor conducting frequent audit walks and reminding employees to stay at their work station.
  + Minimize employees working next to each other, no more then 10-minute duration whenever practical.
  + Identify alternate work areas for office employee and disperse throughout the organization so that one department is not all working together in one location. If we have a positive COVI-19 case, this reduces the risk of infecting the entire department at one time.
* Hand-Railing
  + Approach the hand railing as close as possible without contacting the railing, but close enough to catch yourself in case of a fall.
* Business travel for employees is restricted and must have prior approval by (Management)
  + Before any travel is approved, the traveler must provide evidence that local government restrictions allow for travel.
* Receiving and shipping department
  + Posting on doors asking truck drivers to stay in their vehicles. If driver needs to enter (COMPANY NAME), respect the safe distance of 6 feet between individuals.
* Procedure when employee Tests Positive for COVID-19
  + Notify the Director of Human Resources immediately.
  + Notify the (Management)responsible for the department in which the employee works.
  + Notify the employee’s team lead. Discuss the plan to combat the spread.
  + The name of the employee must remain confidential and not released to anyone. “We have been notified that an employee has tested positive for COVID-19. We are taking all necessary steps to investigate, notify those employees who have been in close contact with this person and implementing a comprehensive cleaning of the facility.”
  + If anyone other than the (Supervisor) is aware of the results, the Director of Human Resources shall communicate to those individuals that they must keep the name and condition confidential.
  + If done during shift; shutdown area for cleaning, move employees to alternate areas or allow employees to go home without attendance penalty.
  + Coordinate with the cleaning service to conduct a comprehensive cleaning of the area/facility. If the service is not available, the (Management) will be responsible for cleaning.
  + Conduct a telephone interview with the employee, asking the employee to list individuals that came into close contact with him/her during the two weeks leading up to the positive test. This would include employees, clients, vendors and any other business contacts. The employer ((COMPANY NAME)) will communicate with these specific individuals.
  + When communicating with the “close contact” employee and business contacts, be mindful of privacy and confidentiality laws. Employers should not communicate the employee name. Instead, employers should generally share that an employee they’ve come in contact with recently has tested positive, or a member of their household has tested positive, for COVID-19. Any employee who came in close contact with the employee should be sent home for a 14-day period, with the ability to work remote, if appropriate.
  + (COMPANY NAME) will proactively communicate to ALL employees regarding potential exposure in the workplace. (COMPANY NAME) will convey all the measures and steps we are taking to keep employees healthy and safe.
  + Employees who have tested positive for COVID-19, according to the CDC, can discontinue quarantine after the following:
    - They have no fever for at least 72 hours (that is three full days of no fever without the use medicine that reduces fevers); AND
    - Other symptoms have improved (for example, when cough or shortness of breath have improved); AND
    - At least 7 days have passed since symptoms first appeared.