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COVID-19 (Coronavirus) Program

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Introduction

To reduce the impact of COVID-19 outbreak at CATCON it is important that we implement this program. This plan will address the specific exposure risks, sources of exposure, routes of transmission, and other unique characteristics of this virus. CATCON developed this program on traditional infection prevention and industrial hygiene practices.

Program changes may be needed as COVID-19 outbreak conditions change, including as new information about the virus, its transmission, and impacts, becomes available.

Symptoms of COVID-19

Infection with SARS-CoV-2, the virus that causes COVID-19, can cause illness ranging from mild to severe and, in some cases, can be fatal. <u>Symptoms typically include fever, cough, and shortness of breath.</u> Some people infected with the virus have reported experiencing other non-respiratory symptoms. Other people, referred to as asymptomatic cases, have experienced no symptoms at all.

According to the CDC, symptoms of COVID-19 may appear in as few as 2 days or as long as 14 days after exposure. Older adults 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.

How COVID-19 Spreads

Although the first human cases of COVID-19 likely resulted from exposure to infected animals, infected people can spread SARS-CoV-2 to other people.

The virus is thought to spread mainly from person- to-person, including:
- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

It may be possible that a person can get COVID-19 by touching a surface or object that has SARS-CoV-2 on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the primary way the virus spreads.

People are thought to be most contagious when they are most symptomatic (i.e., experiencing fever, cough, and/or shortness of breath). Some spread might be possible before people show symptoms; there have been reports of this type of asymptomatic transmission with this new coronavirus, but this is also not thought to be the main way the virus spreads.

Although the United States has implemented public health measures to limit the spread of the virus, it is likely that some person-to-person transmission will continue to occur

Implement Basic Infection Prevention Measures

All employers should implement good hygiene and infection control practices, including:
- Promote frequent and thorough hand washing, including by providing workers, customers, and worksite visitors with a place to wash their hands. If soap and running water are not immediately available, provide alcohol-based hand rubs containing at least 60% alcohol.
- Employees who have symptoms of acute respiratory illness should 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). Employees should notify their supervisor and stay home if they are sick. If an employee calls in sick the supervisor needs to inform their regional HR Manager.
- Encourage respiratory etiquette, including covering coughs and sneezes.
- Provide project visitors with tissues and trash receptacles.
- CATCON will explore whether we can establish policies and practices, such as flexible worksites (e.g., telecommuting) and flexible work hours (e.g., staggered shifts), to increase the physical distance among employees and between employees and others if state and local health authorities recommend the use of social distancing strategies.
- Discourage workers from using other workers' phones, desks, offices, or other work tools and equipment, when possible. If not possible then these should be cleaned and disinfected on a regular basis.
- Maintain regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment. When choosing cleaning chemicals, employers should consult information on Environmental Protection Agency (EPA)-approved disinfectant labels with claims against emerging viral pathogens. Products with EPA-approved emerging viral pathogens claims are expected to be effective against SARS-CoV-2 based on data for harder to kill viruses. Follow the manufacturer's instructions for use of all cleaning and disinfection products (e.g., concentration, application method and contact time, PPE).

Prompt Identification and Isolation of Sick People, if Appropriate

- Prompt identification and isolation of potentially infectious individuals is a critical step in protecting workers, customers, visitors, and others at a worksite.
- CDC recommends that employees who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or become sick during the day should be separated 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).
- CATCON supervisors will inform and encourage employees to self-monitor for signs and symptoms of COVID-19 if they suspect possible exposure.

- CATCON supervisors will inform their employees to report when they are sick or experiencing symptoms of COVID-19 by calling their supervisors, they should not report to their work location they should report by calling their supervisor.
- If an employee reports in person that they have signs and/or symptoms of COVID-19, the supervisor must immediately move the potentially infectious employee to a location away from workers, customers, and other visitors. Although most worksites do not have specific isolation rooms, designated areas with closable doors may serve as isolation rooms until potentially sick people can be removed from the worksite.

- What to do if your employee calls in sick:
  - We would not typically ask for managers to ask any questions when an employee calls in sick, but given the severity of the virus, managers need to ask the questions and share the information they gather ONLY with your Regional HR Manager. The information is highly confidential and should not be shared among the team or manager groups. No employee should be told to come into the office if they call out sick.

    - Ask the following questions:
    - Do you have a fever?
    - Do you have a cough?
    - Do you have shortness of breath?
    - You may ask them if they are exhibiting any symptoms of COVID-19, or if the symptoms they are experiencing are expected or normal – for example someone with seasonal allergies may have itchy eyes during allergy season; this may be a typical or expected symptom.
    - Again, please report this information immediately to HR only. HR will be keeping a list of all employees who call in sick and what their symptoms are. If you are not comfortable asking these questions, please direct your employee to call HR, or notify HR to call your employee.

- Take steps to limit the spread of the respiratory secretions of a person who may have COVID-19. Provide a N-95 face mask, if feasible and available, and ask the person to wear it, if tolerated. Note: A face mask on a patient or other sick person should not be confused with PPE for a worker; the mask acts to contain potentially infectious respiratory secretions at the source (i.e., the person's nose and mouth).

- If possible, isolate people suspected of having COVID-19 separately from those with confirmed cases of the virus to prevent further transmission using either permanent (e.g., wall/different room) or temporary barrier (e.g., plastic sheeting).

- Restrict the number of personnel entering isolation areas.

Implement Workplace Controls

CATCON will use a framework called the "hierarchy of controls" to select ways of controlling workplace hazards. In other words, the best way to control a hazard is to systematically remove it from the workplace, rather than relying on workers to reduce their exposure.

During a COVID-19 outbreak, when it may not be possible to eliminate the hazard, the most effective protection measures are (listed from most effective to least effective): engineering controls, administrative controls, safe work practices (a type of administrative control), and PPE. There are advantages and disadvantages to each type of control measure when considering the ease of implementation, effectiveness, and cost. In most cases, a combination of control measures will be necessary to protect workers from exposure to SARS-CoV-2.

In addition to the types of workplace controls discussed below, CDC guidance for businesses provides employers and workers with recommended SARS-CoV-2 infection prevention strategies to implement in workplaces: www.cdc.gov/coronavirus/2019-ncov/specific-groups/guidance-buisness-response.html

Engineering Controls

Engineering controls involve isolating employees from work- related hazards. In workplaces where they are appropriate, these types of controls reduce exposure to hazards without relying on worker behavior and can be the most cost-effective solution to implement. Engineering controls for SARS-CoV-2 include:

- Installing high-efficiency air filters for office AC/heating
- Increasing ventilation rates in the tank.

Administrative Controls

Administrative controls require action by the worker or DN Tanks. Typically, administrative controls are changes in work policy or procedures to reduce or minimize exposure to a hazard.
Examples of administrative controls for SARS-CoV-2 include:

- Encouraging sick workers to stay at home.
- Minimizing contact among workers, clients, and customers by replacing face-to-face meetings with virtual communications and implementing telework if feasible.
- Establishing alternating days or extra shifts that reduce the total number of employees in a facility at a given time, allowing them to maintain distance from one another while maintaining a full onsite work week.
- Discontinuing nonessential travel to locations with ongoing COVID-19 outbreaks. Regularly check CDC travel warning levels at: www.cdc.gov/coronavirus/2019-ncov/travelers
- Working with the Human Resource department to addressing employees concerns and questions
- Providing employees with up-to-date education and training on COVID-19 risk factors and protective behaviors (e.g., cough etiquette and care of PPE).
- Training workers who need to use protecting clothing and equipment how to put it on, use/wear it, and take it off correctly, including in the context of their current and potential duties.

Safe Work Practices

Safe work practices are types of administrative controls that include procedures for safe and proper work used to reduce the duration, frequency, or intensity of exposure to a hazard. Examples of safe work practices for SARS-CoV-2 include:
- Providing resources and a work environment that promotes personal hygiene. For example, provide tissues, no-touch trash cans, hand soap, alcohol-based hand rubs containing at least 60 percent alcohol, disinfectants, and disposable towels for workers to clean their work surfaces.
- Requiring regular hand washing or using of alcohol-based hand rubs.
- Instruct employees to clean their hands often with an alcohol-based hand sanitizer that contains at least 60-95% alcohol or wash their hands with soap and water for at least 20 seconds. Soap and water should be used preferentially if hands are visibly dirty. Workers should always wash hands after removing any PPE.
- Post handwashing signs in restrooms and around the site.
- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor

Personal Protective Equipment (PPE)
While engineering and administrative controls are considered more effective in minimizing exposure to SARS-CoV-2, PPE may also be needed to prevent certain exposures. While correctly using PPE can help prevent some exposures, it should not take the place of other prevention strategies.

Examples of PPE include: gloves, goggles, face shields, face masks, and respiratory protection, when appropriate. During an outbreak of an infectious disease, such as COVID-19, recommendations for PPE specific to occupations or job tasks may change depending on geographic location, updated risk assessments for workers, and information on PPE effectiveness in preventing the spread of COVID-19. Employers should check the OSHA and CDC websites regularly for updates about recommended PPE. All types of PPE must be:
- Selected based upon the hazard to the worker.
- Properly fitted and periodically refitted, as applicable (e.g., respirators).
- Consistently and properly worn when required.
- Regularly inspected, maintained, and replaced, as necessary.
- Properly removed, cleaned, and stored or disposed of, as applicable, to avoid contamination of self, others, or the environment.

100% Glove Policy
To help protect against the transfer of this virus we recommend that all projects implement a 100% glove policy. The 100% glove policy should include the use of our general duty rubber knit gloves for most task and use of a more task specific glove when called for on the Task Hazard Analysis for all other task.

Links to Hand Washing Posters:
https://www.cdc.gov/nonpharmaceutical-interventions/pdf/slow-spread-germs-item1.pdf
https://www.cdc.gov/nonpharmaceutical-interventions/pdf/slow-spread-germs-item1-spanish.pdf

STOP THE SPREAD OF GERMS AT WORK

COVER YOUR MOUTH AND NOSE WHEN YOU SNEEZE OR COUGH.
Cough or sneeze into a tissue and then throw it away; use your arm or sleeve to cover if you do not have a tissue.

CLEAN YOUR HANDS OFTEN.
Wash your hands with soap and water, vigorously rubbing together front and back for 20 seconds. Or use alcohol-based hand sanitizers, rubbing hands until they are dry.

CLEAN SHARED SURFACES AND EQUIPMENT OFTEN.
Use disinfectants to clean commonly touched items such as doorknobs, faucet handles, copy machines, coffee pot handles, desktops, handrails, microwave buttons, keyboards, and elevator buttons. Germs travel fast with multiple hands touching shared surfaces.

AVOID TOUCHING YOUR EYES, NOSE OR MOUTH.
Germs need an entry point, and the average adult touches his or her face once every three or four minutes. Keep hand sanitizer at your desk to use after meetings or before grabbing one of those doughnuts from the breakroom.

STAY HOME WHEN YOU ARE SICK AND CHECK WITH A HEALTH CARE PROVIDER WHEN NEEDED.
When you are sick or have flu symptoms, stay home, get plenty of rest and check with a health care provider as needed.