

[\* Organization Name\*]  
**Coronavirus Workplace Infection Control Policy**

The coronavirus (or COVID-19) presents serious health risks to some individuals. This virus can be easily transmitted, even by people who do not feel sick, exhibit symptoms, or even know they are infected or carrying the virus. As an organization, we want to keep our employees safe and therefore want to reduce the risk of any potential transmission of the coronavirus through the workplace. Accordingly, we issue this policy to reflect our commitment to workplace safety and employee health and to emphasize its importance. Your cooperation with and commitment to this policy is critical to our success and we insist on it. Each person must do his or her part for the sake of themselves, their own family, their co-workers and their co-workers' families during this unusual time. Because you may have no symptoms, but nevertheless be a carrier of the coronavirus, it is imperative that you consistently follow these guidelines. Our organization's success is necessary to provide good, long term jobs, and it starts with providing a safe place to work. In today's environment, that necessitates each employee's commitment to follow the safety measures set forth in this policy.

*Failure to follow these and other guidelines referenced here, in the attachments, and in the periodic updates from the CDC and our state government may result in disciplinary action up to and including discharge.*

*We are serious about this policy and insist that you take it seriously too.*

### **Preventing the Spread of the Coronavirus in the Workplace**

To prevent the spread of coronavirus in the workplace, you are to follow federal and state orders and guidelines, such as those of the U.S. Center for Disease Control ("CDC"). It is your responsibility to read and familiarize yourself with these guidelines. You must follow them at all times. We remind each employee of the following requirements:

- **Social Distancing:** Until further notice, employees are required to maintain social distancing of at least six (6) feet from others (including outside and when coming to and from our facility); and, out of an abundance of caution, we recommend that you maintain a greater distance as often as possible.
- **Hand Washing:** Frequent hand washing with warm, soapy water for at least 20 seconds is required each time you touch something that you didn't recently wipe down. If handwashing is not possible or practical, you should use alcohol-based hand sanitizers, provided throughout the workplace and in common areas.
- **Properly Cover Coughs & Sneezes:** When sneezing or coughing, do so into your elbow, with your elbow fully covering your mouth. Do not sneeze into the open air or into your hand, as that may transfer the virus to other areas or to things you touch. If you use a tissue (and tissues should be available), discard used tissues in a wastebasket. The use of chewing tobacco in the workplace is forbidden in order to minimize the potential risk of transmission of the virus.

- **AVOID TOUCHING YOUR FACE:** You should avoid touching your hands to your face as this increases the risk of infecting yourself if, whether you know it or not, someone else is a carrier of the virus.
- **CLEAN WORKSPACE AND FREQUENTLY USED ITEMS:** You must keep your workspace clean and regularly wipe it down with disinfectant cloths, wipes or sprays. You must also regularly clean frequently used items, such as your keyboard, mouse, telephone and mobile phones. Regular cleaning procedures (including cleaning equipment per vendor instructions) are to be maintained in addition to this.
- **MASKS:** You are to wear a CDC-compliant mask at all times in the workplace (except when alone behind closed doors in an office), including when moving between your vehicle or public transportation to and from our workplace. Proper use of masks requires that you avoid touching the main part of the mask and only handle it by the edges and straps as necessary. Don't put your hands or fingers on the mask unless it is necessary to do so to put the mask on, take it off, or adjust it. If reusing a mask, store it between uses in a dedicated plastic bag not used for anything else. It is important that you remember that masks provide two-way protection. They lessen the risk of (1) you inhaling water droplets from someone else's mouth that became airborne when that other person sneezed, coughed, or talked, and (2) you broadcasting water droplets from your mouth or throat when you sneeze, cough, or talk. Thus, you are required to wear a mask not only for your protection but also to protect and show respect for the safety of other employees and persons who may be in the workplace.

You may be permitted to bring and use your own masks in the workplace; but, first please get permission from your supervisor to do so, describing or showing the type of mask you will be using. It is your responsibility to keep your mask for reuse and clean and disinfect the mask on a regular basis or as often as needed depending on the circumstances in accordance with CDC guidelines. If you are unable to wear a CDC-compliant mask for health reasons, please notify your supervisor, so we can discuss potential options with you.

- **LIMIT TRAVEL:** All nonessential travel should be avoided until further notice. Employees who travel as an essential part of their job should consult with management on appropriate actions.
- **TRAVEL WISELY:** Employees should avoid crowded public transportation when possible. Alternative scheduling options, such as an earlier or later start time when buses are less crowded should be explored, with us.
- **TELEWORK:** Telework requests will be handled on a case-by-case basis. While not all positions will be eligible, all requests for temporary telecommuting should be submitted to your supervisor for consideration.
- **STAYING HOME WHEN SICK:** Employees who feel sick must not report to work and should report their symptoms to an appropriate health care provider. The reported coronavirus symptoms can vary widely from person to person. Some of the common

symptoms are difficulty breathing, fever, sneezing, heart problems, fatigue; but many people with the virus have other symptoms in addition to or instead of this, such as nausea, dizziness, confusion, loss of taste or smell, and other/new symptoms are reported from time to time. So regardless of whether you just feel a little or very sick, do not come to work. Promptly notify and get directions from an appropriate health care provider on how to take care of yourself and when to come to work. Promptly let us know if your health care provider restricts your work activity. We do not want to take the chance that you have COVID-19 and are contagious, as coming to work in that situation would risk passing the coronavirus to co-workers.

Failure to follow these and other guidelines referenced here, in the attachments, and in the periodic updates from the CDC and our state government may result in disciplinary action up to and including discharge. We are serious about implementing disciplinary measures so that you take seriously your responsibilities towards your coworkers.

#### *Confidentiality of Medical Information*

We respect the appropriate confidentiality that applies to your medical information. But, with the seriousness of the COVID-19 pandemic and the lives that can potentially be saved, you must not keep confidential the fact that you suspect you may have been exposed to the coronavirus or that you have tested positive for it. When informing employees that someone in the workplace tested positive, unless otherwise required by law, we will not disclose the name of that individual.

### **More Specifics on Required Steps**

#### **Coronavirus Social Distancing Directions for the Workplace**

Employees are to maintain at least six (6) feet distance between themselves and others in the workplace and in public (excluding, for employees who tele-work from home, the family members with whom you live). You are encouraged to maintain a greater distance than this out of caution and to further prevent the spread of the virus.

1. Avoid meeting people face-to-face. Employees are encouraged to use the telephone, online conferencing, e-mail or instant messaging to conduct business as much as possible, even when participants are in the same building.
2. If a face-to-face meeting is unavoidable (try to instead conduct meetings remotely), minimize the meeting time, choose a large meeting room and maintain a distance of at least six (6) feet apart, wear a mask, and avoid person-to-person contact such as shaking hands, and limit attendance to no more than 10 people.
3. Cancel or postpone nonessential in-person meetings, gatherings, workshops and training sessions (and avoid any unnecessary travel).
4. Do not congregate in any common or shared workplace space, such as, but not limited to, entry area, hall, common area, work room, break room, kitchen, cafeteria, lounge, pantry, copier room, restroom, or other area where someone else is located or where people socialize.

5. Self-stagger your entry and exit of buildings, to maintain a distance from others of at least six feet. We may stagger work schedules to aid this distancing, depending on how many people are working at any given time. If practical, we may designate certain access doors to be used only for entering and others only for exiting the workplace to minimize employees not seeing someone coming in the other direction through the doorway. Regardless, you are to be vigilant to see if anyone is coming or in the area. The person on the less crowded side of an entrance way/area should wait and yield the right of way to help minimize the number of people in any area, stepping back to maintain at least six feet of distance.

6. Break times should also be staggered where appropriate to maintain social distancing. Contact your supervisor to arrange break times and locations. You are to maintain social distancing in our parking lot, preferably not parking next to other cars if space allows; but, regardless not going to your car yet if there is someone within six feet. When outside, also keep at least six feet away from others, preferably farther, particularly if there is a breeze or wind (regardless of the direction of the wind, as your goal is not only to protect yourself from others being a carrier but to also protect others as you might be a carrier without knowing it).

7. Bring lunch or a meal and eat only in a designated area where you maintain at least 6 feet or more distance from all others. Do not face the same direction as other employees, even if you are more than six feet away. Everyone in a lunch or break areas should be social distancing from all others and facing the front or same direction as everyone else (to minimize the risk of catching the coronavirus if someone else is a carrier (even though they likely won't know that they are). Meal times may be staggered to limit the number of people using a break area at the same time and some employees may eat at or near their work station if approved by their supervisor.

8. Encourage customers, clients, contacts, and others to request information and orders via phone and e-mail in order to minimize person-to-person contact. Have the orders, materials and information ready for fast pick-up or delivery.

### **Cleaning in the Workplace**

In addition to maintaining our pre-existing cleaning procedures, employees are to routinely clean and disinfect high touch areas in accordance with guidelines issued by the CDC, whether these are areas frequently touched by employees or others (such as customers, delivery persons, contractors, or others).

We will make available for your use soaps, hand sanitizers, and disinfectant wipes. You are to use these regularly. Follow CDC guidelines for washing your hands (at least 20 seconds with soap and running water). If any area is low on or out of such products, promptly inform your supervisor or other appropriate person.

Common and heavy use areas are to be cleaned on a regular basis.

### **Outside activities**

Employees are also directed to follow the general CDC guidelines when outside the workplace so as to limit the likelihood that they become a carrier of the coronavirus (which typically occurs without the carrier knowing they have the disease and are spreading it to others). This includes things like social distancing, minimizing travel, wearing masks, etc.

### **Procedures to Take if Someone with Probable or Confirmed COVID-19 Is Known to Be or Have Been in Our Premises**

If it is discovered that someone with probable or confirmed COVID-19 is presently or recently in the workplace, the following steps are to be taken.

- a. Close off areas visited by the person who is a probable or confirmed case of COVID-19. Open outside doors and windows and use ventilation fans to increase air circulation in the area. Wait a minimum of 24 hours, or as long as practical, before beginning cleaning and disinfection. Cleaning staff should clean and disinfect all areas such as offices, bathrooms, common areas including but not limited to employee break rooms, conference or training rooms and dining facilities, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines used by the COVID-19 positive or probable person, focusing especially on frequently touched areas.
- b. Identify employees that were in close contact (within about 6 feet for about 10 minutes or more) with a person with a probable or confirmed case of COVID-19 from the period 48 hours before symptom onset to the time at which the person isolated and, for each such employee, follow these steps:
  - i. If the employee remains asymptomatic, he/she should adhere to the practices set out by the CDC in its April 8, 2020 Interim Guidance for Implementing Safety Practice for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19;
  - ii. If the employee becomes sick during the work day, the person should be sent home immediately. Surfaces in the employee's workspace should be cleaned and disinfected. Information on other employees who had contact with the ill employee during the time the employee had symptoms and 48 hours prior to symptoms should be compiled. Others at the workplace with close contact within 6 feet of the employee during this time should be handled under this procedure;
  - iii. Promptly notify employees who were close contacts of any COVID-19 positive or probable person at our premises, consistent with applicable confidentiality laws;
  - iv. Assign employees the responsibility to perform the above protocols effectively and timely;
- c. Implement temperature screening before employees enter the business, prior to the start of each shift or, for employees who do not work shifts, before the employee starts work, and not allowed to work (including being sent home immediately for temperatures taken in the work place) for anyone that has an elevated temperature or fever of 100.4 degrees Fahrenheit or higher. We may do this temperature testing at the workplace. But, to lessen the risk of exposure to the person taking or monitoring the temperature taking

and those waiting to have their temperature taken, this temperature taking may and likely will be the responsibility of each employee to do at their home before coming to work each day, along with reporting their temperature to a designated individual here each day. Thus, you should make sure now to have an accurate thermometer available for your use at home. Even if employees are required to take and report their temperature at home, we may take spot checks on some employees in the workplace to monitor and promote compliance. Failure of an employee to act properly and honestly in this regard is considered very serious misconduct. It impacts not only the employee's own safety but the safety of others. Employees must report their temperature prior to coming to work. An e-mail address and procedure will be made available for you to report your temperature each day before coming to work, which will be maintained with appropriate confidentiality. Employees found through these temperature checks or otherwise to have not properly taken and honestly reported their temperatures at home will be subject to strong discipline up to and including termination. It is not acceptable to take your temperature the evening or night before you come to work. The temperature is to be taken within an hour before you leave your home to come to work.

We will provide thermometers to any employee who doesn't have one at home. Let us know if you don't have one and we are requiring home temperature checks. We will also have a thermometer at our facility that you can use if you forget to do the test at home before coming to work. A procedure for this will be specified (done in a manner to try to lessen the risk to other employees, including the person monitoring the thermometer and the on-facility temperature checks). Employees who frequently forget or fail to properly take and report their temperature before coming to work will be subject to discipline, up to and including discharge, for not taking this safety precaution seriously.

Employees are to practice social distancing and all other coronavirus prevention measures (e.g., wearing a mask except when actually using the thermometer if an oral thermometer is used) while waiting to have temperatures screened at work.

If/where our facilities are sufficiently spread out or separated, we may only require temperature checks for employees based in the area where the person with confirmed or probable COVID-19 was present. If you used facilities, including the restroom, conference room, break area, or any where else within the area in which the positive/probable COVID-19 person was present (i.e., the area where we require employees to check their temperatures), you are required to let us know this and to participate in the daily temperature checks.

Temperature checking will be done for 14 days after a confirmed or probable COVID-19 person was present in our workplace. We may decide to extend this further, particularly if our geographic area has a high number of reported cases at that time.

- d. Employees who have COVID-19 symptoms (for example, fever, cough, shortness of breath, etc.) must stay home and not come to work, along with notifying their supervisor. If you have these symptoms at work you must leave promptly, notifying your manager (remotely), and should immediately seek attention from your healthcare provider for further direction.

- e. Sick employees should follow CDC-recommended steps. Employees should not return to work until the CDC criteria to discontinue home isolation are met, in consultation with healthcare providers and state and local health departments. A return to work release from the employee's healthcare provider is required before the employee is permitted to return to work.

## **Visitors**

Non-essential visitors are not permitted to enter our facilities. They are to be respectfully asked to leave and told to contact an appropriate manager by phone. Essential visitors, such as delivery persons, are to have their stay and movement in our facilities minimized as much as possible, and while they are here they are to maintain the standards and procedures in this policy, such as social distancing, wearing masks, etc. If an employee invites an essential visitor to our facilities, the employee is responsible for notifying the visitor about this policy and ensuring the visitor follows these requirements.

## **Common Sense & Carefulness**

No policy can anticipate all circumstances that may arise. You should always use common sense, care, act responsibly, and ask questions of the appropriate individuals, to protect your own safety and the safety of others. This is key to maintaining safety and providing jobs.

## **Responsibility for these Safety Measures**

Every employee, you included, is responsible to review, understand, and follow this policy and its safety measures and procedures.

[Insert name, title, phone number, and e-mail address of manager assigned responsibility for compliance with this policy] has been designated as our organization's Pandemic Safety Officer, with the primary person responsibility to address issues concerning and managing compliance with this policy, and to make recommendations and determinations regarding adjustments to procedures and this policy, all in consultation with others as appropriate, such as senior management, operations, human resources, IT, legal, and others. This person, along with all supervisors and managers, has responsibility and authority to direct and assign employees to take the steps appropriate to comply with this policy and to see to it that there are enough people assigned to various tasks to comply with this policy. You are to cooperate with this individual to ensure and confirm compliance, including maintaining appropriate social distancing and other steps. In order to protect your own safety and that of your coworkers, you are required to promptly report any violations of this policy you observe or become aware to the person listed above or your supervisor. This will help yourself and all of us to see to it that unsafe practices are prevented or quickly stopped. If you have anything to report or any questions, please contact the above designated person, or, if unavailable, your supervisor.

## **Foreign Language Speakers**

Any one who does not speak English as their native or first language will be provided explanation of this policy orally or in writing in their native language. We will seek out a source to provide this. If you are not a native English speaker, or if you know of any employee who is not a native English speaker, you are to let us know so we can make arrangements to translate this policy into the appropriate language.

## **Directions and Guidelines of the CDC and Commonwealth of Pennsylvania**

You are to read and become familiar with the attached directions from the CDC, as well as any future orders issued by a federal, state, or local government with jurisdiction over the workplace. These are important and we take them very seriously. While not necessarily providing a complete listing of everything in governmental directions/orders/guidelines, this policy is intended to comply with the Pennsylvania Secretary of Health's and Governor's Orders regarding employers, upon which this policy is based.

## **Seriousness of Compliance with this Policy**

Each one of us determines our collective safety and our ability to provide jobs. Don't get lulled into a false sense that serious issues with COVID-19 only affect other people, not you. The coronavirus is particularly serious because you don't know if you are a carrier who can infect someone else, such as a co-worker or a family member. While most people who get the coronavirus will not get that ill, some will and some of those will die, at a greater rate than with many other viruses. This may only be 1 or 2% but that is still a significant number, given that the coronavirus is so easily transmitted. Your unsafe actions could cause a death or serious illness of someone else. Because you don't know who that might be, you need to be careful all the time. Your failure to follow the precautions not only puts yourself at risk but even more so puts others at risk. Keeping your distance from others and wearing a mask are designed even more so to protect the people around you in addition to you. This is why you are to report others who violate this policy, as they put you at risk (and they put our business at risk which puts all of us at risk of not having jobs to come back to). You may feel you can decide for yourself how much effort, care, or seriousness you will apply to your own safety; but, if you want to work here, you do not have the right to put others at risk. We take this seriously and will not tolerate those who do not follow these precautions. We hope it does not come to this, but stern discipline including discharge may be applied to violators, with or without prior warning, to protect the safety of all our employees and clients, and to maintain the viability of our organization and jobs. We appreciate your cooperation and look forward to getting through this in a good and healthy fashion.

Acknowledgment

Coronavirus Workplace Infection Protection Policy

[\* Organization Name \*]

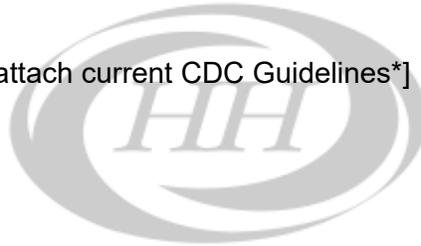
I acknowledge that I have read the [\* Organization Name \*] Coronavirus Workplace Infection Protection Policy and the accompanying attachments, all of which may be updated from time to time (the "Policy") and that I understand it and agree to comply with it.

Signature:

Printed Name:

Date:

[\*attach current CDC Guidelines\*]



Houston Harbaugh  
ATTORNEYS AT LAW