

COVID-19 Pandemic Procedure

Reference Guide

1 Pandemic Response Team

Oversees implementation of pandemic-related protocols.



Plant Manager



Social Distancing Lead



Health & Wellness Lead



Sanitization & Disinfection Lead



Communication & Training Lead



Essential Materials Lead

3 Eliminate Distractions

Distraction causes workplace accidents.

Employees may be anxious about what the future holds, excited to talk with coworkers after prolonged time apart, or worried about their health or the health of their family.

5 Return to Work Training

Prior to Return

Conduct training remotely.
Cover all plans to prevent exposure.
Separate training for those assigned pandemic-related tasks.

First Day On Site Safety Orientation

Review pandemic-related protocols.
Perform safety reorientation.
Review sick leave policies.

7 Social Distancing

Six feet distance between individuals.

Eliminate physical contact.
Avoid touching surfaces touched by others.
Avoid anyone who appears to be sick.
Limit meeting attendance to 10 or fewer people.

2 Essential Materials

30 day supply of PPE for all employees and 30 day supply of disinfection supplies.

PPE

N95s, KN95s, Surgical Masks
Disposable Gloves
Safety Glasses or Goggles
Face Shields

DISINFECTION

Spray or Wipes
Spray Bottles
Hand Soap & Sanitizer
Paper Towels
Biohazard Containers

4 Reestablish Hazard Awareness

Hazards in the workplace may not be top of mind for employees when they return.

Review job safety analysis.
Implement Hazard Awareness Bootcamp.
Perform pre-job safety meetings.

6 Cleaning Protocols

General cleaning

Performed by cleaning staff.
Use EPA Approved disinfectants.
Should include all areas of the facility

Deep cleaning and disinfection

Required if an employee tests positive for COVID-19.
Performed by a certified decontamination company.
Overseen by the Pandemic Response Team.

8 Health Screening

Pre-shift screenings required upon entry include:



Temperature reading



Observation for overt symptoms



Confirmation of self-screening

Symptoms include: Temperature > 38°C (100.4°F) or higher, shortness of breath, cough, runny nose, sneezing, muscle pain, and general fatigue

OUR EXPERTS ARE HERE TO HELP

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