

NSM Insurance Group *In Partnership With* The Forty Two Group

EXAMPLE WORKPLACE SECUREMENT & CLEANING REQUIREMENTS FOR AN EMPLOYEE POSITIVE WITH COVID-19

To receive a customizable set of guidelines or to learn more about best practices for transportation risk management, reach out to Kyle McClellan at kylemcclellan@nsminsurancebrokers.com or call him 610-808-9604.

Employee Positive for COVID-19 Workplace Securement & Cleaning Requirements

Effective Date: 5/27/2020

Purpose

The purpose of this policy is to ensure the company and its employees minimize the transmission and spread of COVID-19 between and amongst other employees and anyone else in our community we come into contact with during the course of our workday. This document outlines the company's policy with regards to an employee being tested and reported positive for COVID-19 and procedures that must be followed in response to the particular situation. This policy is based on current interim guidance from the Centers for Disease Control (CDC), OSHA and other government guidelines.

Scope

This policy applies to all **COMPANY** employees and its affiliates, including contractors and temporary employees working in an office.

EMPLOYEES WHO TEST POSITIVE FOR COVID-19

As outlined in the company's Exposure and Diagnosis Policy, employees who test positive for COVID-19 must notify their manager as soon as possible. The manager must identify other employees who were in close contact with the employee within 48 hours of when the symptoms began. Close contact is described as within (6) feet of the employee for a period of (10) or more minutes. Employees who were considered to be in close contact to the employee are considered exposed. The manager is required to contact their designated Pandemic Safety Officer and is required to notify their Safety Manager.

Securing of the work area for an employee who test positive for Corona Virus COVID-19

In most cases, you do not need to shut down your facility. But do close off any areas used for prolonged periods of time by the sick person. Wait 24 hours before triggering deep cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets. If waiting 24 hours is not feasible, wait as long as possible. During this waiting period, open outside doors and windows to increase air circulation in these areas.

Corona Virus COVID-19 - Deep Cleaning and Disinfection

COVID-19 “deep-cleaning” is triggered when an active employee is identified as being COVID-19 positive by testing. Sites may opt to have a deep cleaning performed for presumed cases, at their discretion.

Deep cleaning should be performed as soon after the confirmation of a positive test as practical. If a delay occurs and the facility must remain operational the location manager will take steps to perform an additional disinfection of potentially impacted common surfaces during the interim period.

Only an approved external company should carry out the deep cleaning activity; this company must have the minimum requirements of:

- Trained personnel to execute the process of cleaning, disinfection and disposal of hazardous waste
- Proper equipment and PPE to perform the task
- All necessary procedures and local authorizations or permits to perform disinfection services and manage any wastes generated.
- Use of approved COVID-19 disinfectant chemicals to perform this activity

While the scope of deep cleaning area should include but not limited to:

- Positive employee’s work area
- Common spaces typically shared by employees
- All door and doorways
- Other employees’ space who may have come in contact with the positive employee within 48 hours of the positive test.
- Other areas that maybe deem by the Site Manager and/or the Pandemic Safety Officer.

Employees will be informed of the possible exposure in the workplace and to the extent the cleaning was performed. The source of the possible exposure will remain confidential.

OSHA REPORTING

In circumstances where an employee actively working in the office tests positive for COVID-19, the manager must contact the site Pandemic Safety Officer, and Human Resources to determine the OSHA reporting requirement.

Reach out today to receive a set of customizable guidelines for workplace securement & cleaning requirements for an employee positive with COVID-19!



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