

[DATE]

COVID -19 PLAN

[DOCUMENT SUBTITLE]

Disclaimer: This template document, developed for the PR-BEOC and the PR Economic Advisory Board, is intended to provide general guidance on COVID-19 risk factors and non-pharmaceutical interventions measures as described in the available Centers for Disease Control and Prevention (CDC) Guidelines, PROSHA Guidelines and World Health Organization (WHO) public documents as of April, 21 2020. This template is not intended to provide medical guidelines or address medical concerns or specific risk circumstances and is not a substitute for professional medical advice, diagnosis or treatment. The information contained within is gathered and shared from reputable sources; however, DGF Consulting Group is not responsible for errors or omissions in reporting or in any conclusion put forth by any of such sources. This template is not intended to provide specific recommendations for the PR-BEOC or the PR Economic Advisory Board to follow. Due to the dynamic nature of infectious diseases, DGF Consulting Group, its parent company, affiliates, subsidiaries and other officers, directors, and employees cannot be held liable for the use, reference to, or reliance on the template provided. We strongly encourage PR-BEOC and the PR Economic Advisory Board, the Business Community and the Organizations in Puerto Rico to continuously seek the assistance of a professional to adapt, and adopt this template to its business, as well as to continuously seek additional safety, medical, and epidemiologic information from credible sources such as the CDC, Puerto Rico Department of Health, PROSHA, OSHA and the WHO.

COVID-19 PLAN

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DISCLOSURE

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ABOUT COVID-19

Coronaviruses are a large family of viruses that may cause illness in humans or animals. In humans, several coronaviruses are known to cause respiratory infections ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS) and Severe Acute Respiratory Syndrome (SARS). The most recently discovered coronavirus causes coronavirus disease COVID-19. Coronaviruses are single strand enveloped RNA virus belonging to the family of *Coronaviridae* of zoonotic origin.

COVID-19 is the clinical syndrome associated with SARS-CoV-2 infection, which is characterized by a respiratory syndrome with a variable degree of severity, ranging from a mild upper respiratory illness to severe interstitial pneumonia and Acute Respiratory Distress Syndrome (ARDS). Coronaviruses are named for the crown appearance on electron microscopy. There are four genera of the coronaviruses, known as alpha, beta, gamma, and delta. The SARS-CoV-2 virus is a betacoronavirus, like MERS-CoV and SARS-CoV.

SYMPTOMS

According to the Centers for Disease Control and Prevention CDC, generalized symptoms may appear 2-14 days after exposure .

- Cough
- Shortness of breath or difficulty breathing

Or at least two of these symptoms

- Fever
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

In addition to the symptoms presented in the CDC guidelines, WHO also includes tiredness as a common symptom. Other symptoms reported may include diarrhea, abdominal pain, severe vomiting and neurological changes. The list of symptoms is not all-inclusive; therefore, CDC and WHO recommends consulting a medical provider for any symptoms of concern.

HOW COVID-19 SPREADS

According to CDC guidelines and the PR Department of Health available information as of the date of the approval of this guideline, COVID-19 is thought to be spread mainly from person to person.

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs, sneezes, or talks that 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 mouth, nose, or possibly their eyes, but this is not thought to be the primary way the virus spreads.

Viral shedding by asymptomatic people may represent 25–50% of total infections.

- Viral shedding may antedate symptoms by 1–2 days.
- Viral titers are highest in the earliest phases of infection.

COVID-19 PLAN

Scope:

To define specific mitigation measures adopted by:

COMPANY NAME

to mitigate COVID-19 potential employee exposure risks related to workplace activities.

This plan is specific to the facility located at:

PHYSICAL ADDRESS

Operating Plan

Working Days

Monday - Friday

Monday-Sunday

Other

Number of Shifts

Shifts

Operational Schedules

Shift 1

Shift 2

Shift 3

Shift 4

Other

Total Employees per Shift

Shift 1

Shift 2

Shift 3

Shift 4

Employees Working from Home by Shift

Shift 1

Shift 2

Shift 3

Shift 4

Maintains an actualized list of all employees. Employees listed are classified as

- a. working remotely
- b. active (employees not working from home or remotely).

Completed an assessment considering the COVID-19 risk factors included in the current PROSHA and CDC Guidelines as of the effective date of this plan.

Mitigation and Control Plan:

Adopted and implemented the following measures to mitigate COVID-19 risks identified as a result of the risk assessment process.

Table 1: Workforce Related Measures

	DESCRIPTION
Employee Related Controls	
<i>Age Bracket Risks (> 65 years)</i>	
<i>Underlying Medical Conditions Risks</i>	

<i>Client Exposure Risks</i>	
<i>Other Risks</i>	
Surveillance, Hygiene and PPE Controls	
<i>Employee Surveillance (Monitoring) Controls</i>	
<i>Employee PCR Testing for COVID-19 Plan</i>	
<i>Use of personal of mask in addition to required Personal Protection Equipment (PPE)</i>	
<i>Personal Hygiene Practices</i>	
<i>Other</i>	

Physical Social Distancing

Table 2 Physical Social Distancing Measures

	DESCRIPTION
<i>Work layouts modifications</i>	
<i>Physical areas demarcation</i>	
<i>Physical barriers</i>	
<i>Use of shared equipment (telephones, chairs, working tables) modifications</i>	
<i>Work hours modifications</i>	
<i>Flexible work plan modifications (ex. work from home)</i>	
<i>Common areas layouts modifications</i>	
<i>Use of Common Areas</i>	

<i>Other</i>	

Environmental and Engineering Measures

Table 3 Environmental and Engineering Measures

Environmental and Engineering Measures	
<i>HVAC Modifications</i>	
<i>Contact Surfaces Cleaning, Concurrent Disinfection Protocol</i>	
<i>Sanitation Protocol</i>	
<i>Other</i>	

Administrative Controls

Table 4 Administrative Controls

	DESCRIPTION
<i>COVID-19 Illness Notification Protocol</i>	
<i>COVID-19 Employee Surveillance Protocol</i>	
<i>COVID-19 Person Under Investigation Isolation Protocol</i>	
<i>COVID -19 Management of Breaks and Food Periods</i>	
<i>COVID -19 Use of Common Areas Protocol</i>	
<i>COVID -19 Risk Notification Protocol</i>	
<i>COVID -19 Respiratory Etiquette Protocol</i>	
<i>COVID -19 Hand Washing Techniques Protocol</i>	

<i>COVID-19 Use of PPE Protocol</i>	
<i>COVID-19 Workforce Contact Tracing Program</i>	
<i>Other</i>	

COVID 19 RISK CLASSIFICATION AS PER PROSHA 3990-03-2020 GUIDELINE

HIGH	<input type="checkbox"/>
MEDIUM	<input type="checkbox"/>
LOW	<input type="checkbox"/>

INCIDENT MANAGEMENT PLAN

COMPANY NAME

Incident Management Plan is included in Appendix 1.

COMMUNICATIONS PLAN

COMPANY NAME

COVID-19 Communications Plan is included in Appendix 2.

TRAINING

COMPANY NAME

COVID-19 Training Evidence is included in Appendix 3.

EFFECTIVE DATE

Effective date

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Revision number

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APPROVED BY

Signature

Title

Date

APPENDIX 1: INCIDENT MANAGEMENT PLAN

APPENDIX 2: COMMUNICATIONS PLAN

APPENDIX 3: TRAINING EVIDENCE

APPENDIX 4: SUCCESSION PLAN