



COVID Preparedness Training
April 2020

This training will help us all safely return to work while understanding our individual and organizational responsibilities.



- **Supervisor Responsibility**
 - Keeping employees safe at work
- **COVID-19 Exposure in Workplace**
 - Understanding of protocol to limit further exposure
- **COVID-19 Communication Plan**
 - Understanding the importance of the communication process
- **Next Steps**
 - Inform Supervisors of additional actions being reviewed and implemented

Supervisor Responsibilities

- Create *open lines of communications* with your team
 - Provide updates as needed
 - Listen to employee concerns and address as appropriate
 - Share feedback with Managers/HR as appropriate
- CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain.
 - We are working to provide cloth face coverings to employees who have interest.
 - If employees choose to wear a covering, they should provide their own at this time.
- *Continue to work with HR* to create a great work environment



COVID Exposure Action Plan

- **Isolate or send symptomatic employee home. Provide mask right away** to limit exposure. **Notify HR immediately.**
- Contact symptomatic employee and/or Supervisor to **identify other employees who were in close contact**:
 - Close contact defined as being within 6 feet for an extended period of time (i.e. business unit) within 48 hours of first symptom
- Identify **areas of the facility the employee was in** as well as impacted work stations/tools, etc.
- Define **deep cleaning protocol** (shut down facility, business unit, etc.) as each situation is case by case.



COVID Exposure Communication Plan

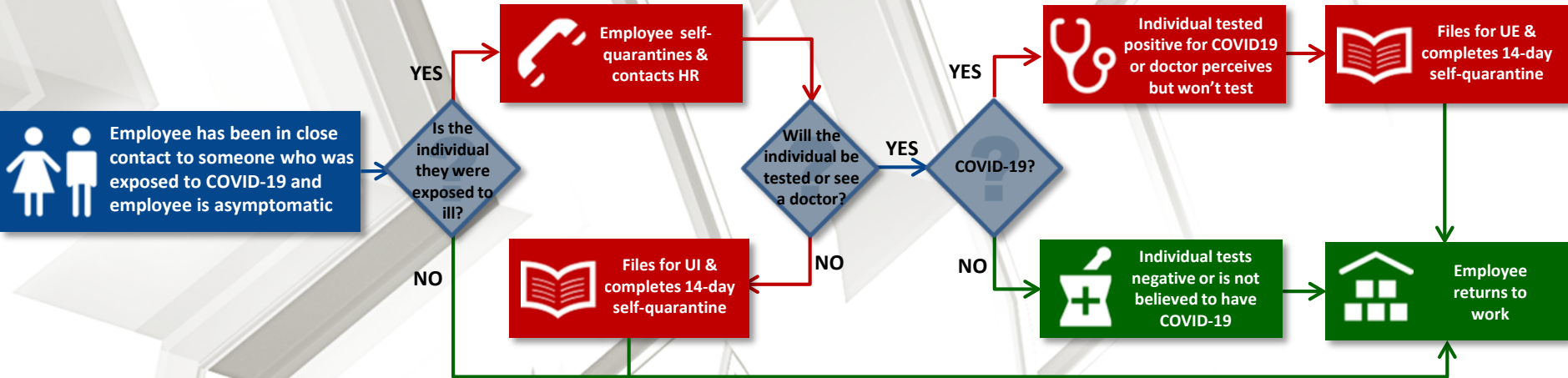
- **Contact other employees who were in close contact** of symptomatic employee within 48 hours of exhibiting symptoms while ***maintaining confidentiality***. They will need to self-quarantine.
- **Close off all areas used by the symptomatic employee**
- **Contact cleaning service** for deep cleaning
 - Communicate what areas of facility, workstations, equipment, material, etc.
 - Provide PPE for Cleaning Services if not provided; i.e. disposable gloves & gowns/coveralls, or other items suitable for the disinfectant being used.
- **Notify the CDC and/or State Dept of Health.**
 - This is not needed if employee has already been seen by a doctor who already notified the health department.
- **Notify all employees if facility will be shut down and/or what areas are off limits** and return to work protocol.



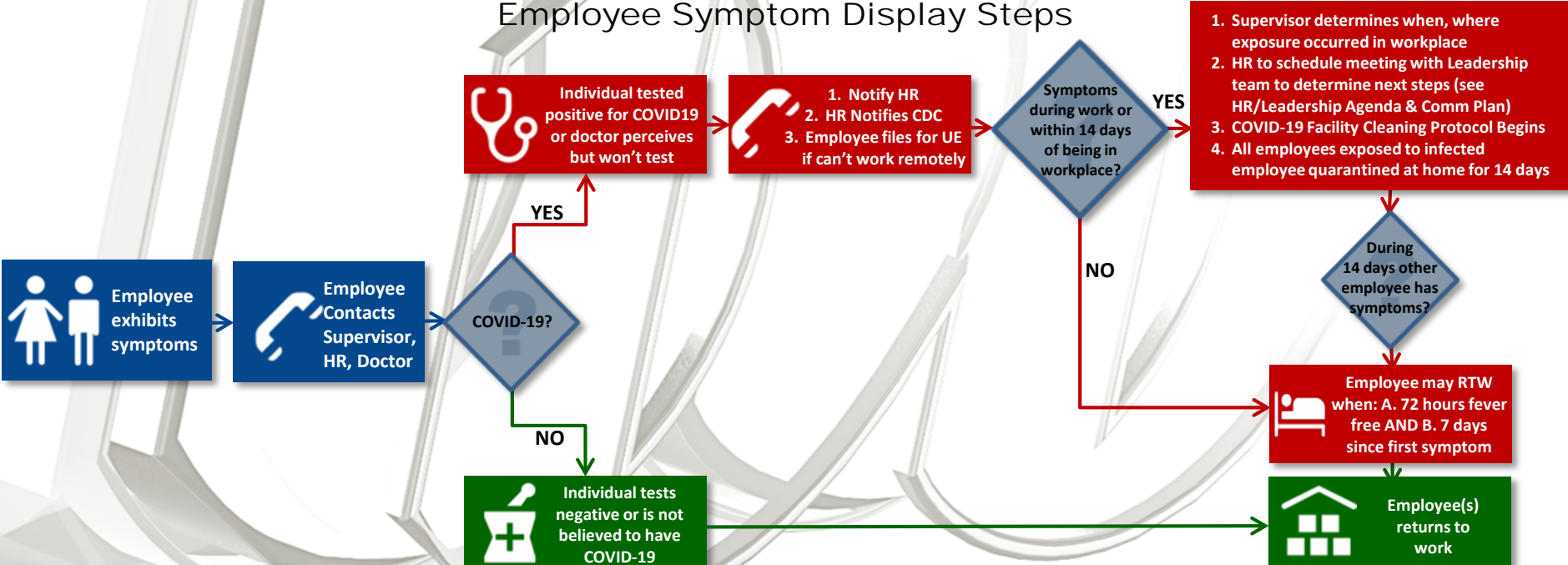
COVID-19 Scenario

Note: An employee might not be able to test for COVID-19 based on age, health conditions, etc.

Employee Exposure Risk Steps



Employee Symptom Display Steps



Questions