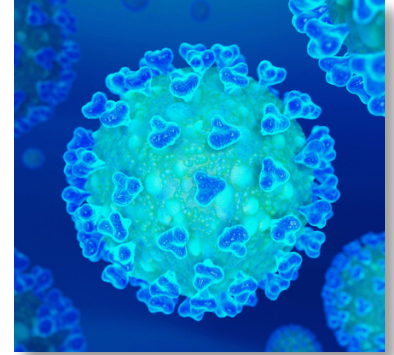


COVID-19: Preparing Your Workplace

PRIMEX³ RISK MANAGEMENT BULLETIN

As Primex³ Members look to reoccupy buildings or look to increase staffing census in their workplaces, it is important to develop plans and protocols to prevent workplace exposures to COVID-19. Such plans and work practices can prevent and slow the spread of COVID-19. Your plans should be developed in a flexible way and we encourage you to be prepared to refine your response plans as needed. You are also encouraged to coordinate with local emergency management and health officials so timely and accurate information can guide appropriate responses. Local conditions will influence how to best control the spread of COVID-19 in your workplace.



The guidance and resources offered here are to help you reduce transmission among employees, maintain healthy business operations, and maintain a healthy work environment as you return to a more robust service delivery in your workplace.

Reduce Transmission Potential Among Employees and Citizens:

KEEP SICK EMPLOYEES HOME - Employees who appear to have symptoms (i.e. fever, respiratory symptoms, flu-like symptoms, or changes in taste and smell) must stay home. If employees become sick during the day, they should immediately be separated from other employees and visitors and sent home. Employers should develop, implement, and communicate this practice and afford job flexibilities and protections to encourage safe behavior. It is also important to talk with companies that provide you with contract or temporary service employees about the importance of sick employees staying home.

SCREEN EMPLOYEES FOR SYMPTOMS - Develop a system to screen employees for Covid-19 related symptoms every day as they arrive for work. There are some smart phone applications and basic hard copy checklist available.

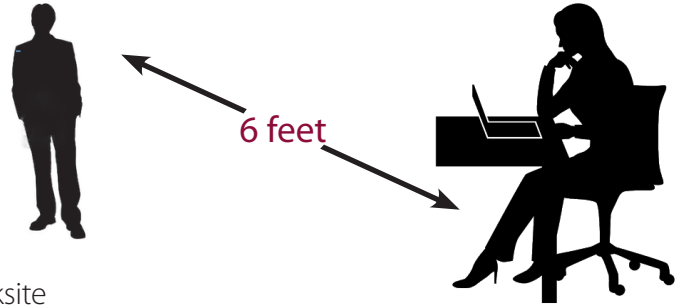
IMPLEMENT BASIC INFECTION CONTROL MEASURES - Promote frequent and thorough hand washing by providing workers, customers, and worksite visitors with a place to wash their hands. In addition, provide alcohol-based hand sanitizers, too, but especially if soap and running water are not immediately available at a workplace or worksite. It is also important to train employees on respiratory etiquette, including covering coughs and sneezes.

Some Basic Infection Control Measures

- Provide tissues and no-touch disposal receptacles.
- Place hand sanitizers in multiple locations.
- Place posters that encourage hand hygiene and proper hand washing.
- Discourage handshaking.



IMPLEMENT WORKPLACE CONTROLS - Engineering controls, administrative controls, work practices and personal protective equipment are important to limit the spread of the virus.



Engineering Controls

- Increase physical space between employees at the worksite
- Increase physical space between employees and customers (e.g., drive through, partitions)
- Deliver products through curbside pick-up or delivery
- Increase ventilation rates and the percentage of outdoor air in your HVAC system.

Administrative Controls

- Implement flexible worksites (e.g., telework)
- Implement flexible work hours (e.g., staggered shifts)
- Deliver services remotely (e.g. phone, video, or web)



Work Practices

- Routinely clean and disinfect all frequently touched surfaces such as workstations, keyboards, telephones, handrails, and doorknobs.
- Do not share phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
- Provide disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks, other work tools and equipment) can be wiped down by employees

Personal Protective Equipment (PPE) in Non-Healthcare Settings

- Recommend that staff wears face masks or face covers to control the spread of respiratory droplets in the workplace. If required, make masks available to staff.
- Provide disposable gloves for those operations where customer contact is anticipated.
- Check the CDC Website routinely for Workplace PPE Guidance.



- RESOURCES -

There are additional resources and sample documents available from a number of websites, some of which are identified here.

State of NH Universal Guidelines for All New Hampshire Employers and Employees
<https://www.governor.nh.gov/news-media/stay-at-home/documents/20200501-universal.pdf>

Coronavirus - Symptoms and When to Seek Medical Assistance:
<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

Employee Covid-19 Screening Checklist Sample:
<https://nhprimex.org/assets/Uploads/PDFs/COVID-19/Health-Screening-Questionnaire-Fillable.pdf>

CDC Guidance for Communities:
<https://www.cdc.gov/coronavirus/2019-ncov/community/index.html>

CDC Guidance or Schools:
<https://www.nh.gov/covid19/resources-guidance/schools.htm>

CDC Resources for Employers:
<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html>

CDC Printable Posters (Hand Washing, Stop the Spread of Germs):
<https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc>

CDC Cleaning and Disinfecting Guidance:
<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
<https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>

OSHA Guidance on Preparing Workplaces for Covid-19:
<https://www.osha.gov/Publications/OSHA3990.pdf>

Please note: This guidance is based on what is currently know. As with all work practices, stay up to date on the latest guidance and developments and adapt controls accordingly.

For more information, please contact your Primex³ Risk Management Consultant at 800-698-2364 or email RiskManagement@nhprimex.org.

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