November 19, 2021

Dear Employer Representative:

On June 21st, 2021, the US Department of Labor’s Occupational Safety and Health Administration (OSHA) published the Healthcare COVID-19 Emergency Temporary Standard (ETS) to ensure that employees working in healthcare and healthcare support industries are protected from retaliation and the hazard of contracting SARS-CoV-2 (severe acute respiratory syndrome coronavirus 2), the cause of Coronavirus Disease 2019 (COVID-19).

The Healthcare COVID-19 Exposure Prevention, Preparedness, and Response Plan template included with this letter is intended to provide a starting point for your company to document its protocols and procedures to protect employees from exposure to COVID-19 in the workplace. **The most current version of this template document is available at the following link:** [NEW LINK].

This document was developed for Wisconsin’s employers by the University of Wisconsin-Madison’s COVID-19 Consultation Program and the OSHA-funded On-Site Safety and Health Consultation Program. In addition to providing free and confidential OSHA consultation services throughout the state, the group also provides focused COVID-19 consultation services to Wisconsin businesses through additional funding provided by the Wisconsin Department of Health Services. All services are free and confidential; no client information is shared with enforcement officials.

The plan template was prepared to include the OSHA required elements of effective COVID-19 prevention programs, as presented at: <https://www.osha.gov/coronavirus/ets>.

Employers are encouraged to request WisCon’s free and confidential consultation services by calling 800-947-0553 or through our online service request forms at: <http://www.slh.wisc.edu/occupational/wiscon/> (OSHA consulting) and <http://www.slh.wisc.edu/occupational/wiscon/workplace-covid-19-consulting/> (COVID-19 consulting).

Thanks for your efforts to protect and preserve worker health and safety on the job!

Sincerely,

//e-signature//

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**[Company Name]**

**Healthcare COVID-19 Exposure Prevention, Preparedness, and Response Plan**

**[Date Implemented]**

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**COVID-19 Preparedness and Response Plan**

*Every business is different. What is feasible and appropriate for any one business depends on its size, location, and other unique characteristics. To help Wisconsin companies develop a sound mitigation approach to COVID-19, the WisCon Group is pleased to make this sample plan available. This sample plan can be adapted to make it specific to any site or operation. However, all businesses should ask similar questions about operations, communications, and other policies. This document is not intended to be a definitive statement of the protocols and procedures that are applicable to each and every company. In addition, new and better information could well supersede the information included in this document. As the situation evolves, Wisconsin companies should continue to monitor their work environments, follow COVID-19 transmission in their communities, and reevaluate plans as needed.*

**[Name of Company]** takes the health and safety of our employees very seriously. With the spread of coronavirus disease 2019 (COVID-19), a respiratory disease caused by the SARS-CoV-2 virus, the Company must remain vigilant in preventing and mitigating outbreaks in the workplace. In order to be safe and maintain operations, we have developed this COVID-19 Exposure Prevention, Preparedness, and Response Plan to be implemented throughout the Company in accordance with OSHA’s COVID-19 Emergency Temporary Standard (ETS). The Company has also identified a team of employees to monitor the related guidance that Wisconsin Department of Health Service ([DHS](https://www.dhs.wisconsin.gov/publications/p02787.pdf)), U.S. Centers for Disease Control and Prevention ([CDC](https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html)) and Occupational Safety and Health Administration ([OSHA](https://www.osha.gov/coronavirus/safework)) continue to make available.

This Plan is based on information available from [DHS](https://www.dhs.wisconsin.gov/publications/p02787.pdf), [CDC](https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html), and [OSHA](https://www.osha.gov/coronavirus/safework) at the time of its development, and is subject to change based on further information provided by DHS, CDC, OSHA, and other public officials. The Company may also amend this Plan based on operational needs.

This company choses to treat all employees the same regardless of vaccination status and as such, all elements of the program apply to all employees. (Then remove all remaining green highlighted sections) OR [Name of Company] encourages all or requires all employees to get vaccinated against the SARS CoV-2 virus. Once an employee has been fully vaccinated (2 weeks following the last dose of the vaccine) rules will change as detailed in the policy below. (Keep remaining green highlighted sections)

# Understanding the Company’s Responsibilities during COVID-19

At **[Name of Company]** we understand that when we become aware that an employee has tested positive for COVID-19 we must follow state law for reportable disease and report the cases to the local and tribal health departments (LTHD).

We understand that if we become aware of a potential COVID-19 outbreak in the workplace that we will report these illnesses to the local health department. An outbreak is defined as two or more workplace-related COVID-19 cases, generally with symptoms beginning (or in some cases, with a positive test result) within 14 days of each other. The LTHD will determine whether the situation meets the criteria for an outbreak.

Furthermore, we acknowledge as an employer we must give the LTHD names, contact information, and sufficient work history information for all employees to **assist outbreak investigations** and that as an employer we must also provide additional information about the facility (e.g., work schedules, floor plans) required to carry out the investigation. (Wis. Admin. Code § DHS 145.04(2)(d) and 45 CFR 164.512(b)(1)(i)).

In addition, we recognize that as a company we are also responsible for logging work-related employee illnesses in the OSHA 300 log. For this log, the company determines which illnesses are work-related *(see appendix A).*

# COVID-19 Exposure Prevention, Preparedness, and Response Plan Administrators

The COVID-19 Exposure Prevention, Preparedness, and Response Plan is administered by **[designated person/ position]**, who maintains the overall authority and responsibility for the plan. However, management and supervisors are equally responsible for supporting, implementing, monitoring, complying, and reporting on the COVID-19 Preparedness plan. **[Name of Company’s]** managers and supervisors have our full support in enforcing the provisions of this plan. Additionally, **[number of employees]** have been selected to act as COVID-19 workplace coordinators.

***List names of designated COVID-19 workplace coordinators and their job duties/ responsibilities in text box below.***

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# Hazard Assessment

The COVID-19 Exposure Prevention, Preparedness, and Response Plan administrator, **[designated person/ position]**, will conduct a thorough hazard assessment to identify potential workplace hazards related to COVID-19. This will include identification of where and how workers might be exposed to COVID-19 at work and the relative risk levels employees face. Hazard assessments will be reevaluated when changes to the workplace occur or when changes to health and safety guidance occur.

***List all locations where employees may be exposed to COVID-19 in the workplace, how that exposure might occur, and how severe/likely that exposure is to be in text box below or attach your own hazard assessments.***

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# Employee Protections

**[Name of Company]** will work to identify a combination of measures that will limit the spread of COVID-19 in the workplace. In line with the principles of the [hierarchy of controls](https://www.osha.gov/coronavirus/control-prevention#:~:text=Employers'%20COVID-19%20response%20plans,safe%20work%20practices%2C%20and%20PPE). Whenever possible **[Name of Company]** will first seek to eliminate the hazard, then implement engineering controls, followed by establishing workplace administrative policies, and finally using personal protective equipment (PPE).

**[Name of Company]** encourages employees to engage in occupational safety and health activities. **[Name of Company]** prohibits retaliation in any form against an employee who raises a workplace COVID-19 concern.

***List employee protections in text box below. Several examples have been provided for you. Please review the industry specific guidance provided by*** [***OSHA***](https://www.osha.gov/coronavirus/guidance/industry) ***and the*** [***Wisconsin Economic Development Council***](https://wedc.org/reopen-guidelines/) ***before completing this section.***

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| Key examples include:   * eliminating the hazard by separating and sending home infected or potentially infected people from the workplace; * implementing physical distancing in all communal work areas [includes remote work and telework]; * installing barriers where physical distancing cannot be maintained; * suppressing the spread of the hazard using face coverings; * improving ventilation; * using applicable PPE to protect workers from exposure; * providing the supplies necessary for good hygiene practices; and * performing routine cleaning and disinfection. |

The following sections provide more detail about employee protection measures listed above.

# Screening

Fully vaccinated employees must conduct self-screening before arriving at work each day.

To ensure that **[Name of Company]** is able to exclude potentially infectious individuals from the workplace, we will work with the local or tribal health department to understand our state-specific work, isolation, and quarantine requirements. **[Name of Company]** will work to implement best practices recommended by local health officials such as a health screening assessment (e.g. questionnaire, temperature check) before employees begin work each day. At minimum, the assessment will ask employees about: (1) COVID-19 symptoms or positive test in past 14 days and (2) Close contact with confirmed or suspected COVID-19 case in the past 14 days (*See appendix B).*

***List what types of screenings the company will implement. Will the screening take place before workers arrive to work (self-assessment) or onsite? If onsite, who will conduct the screening and how will they be trained? What type of PPE will be provided or required for those conducting the screening?***

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# Physical Distancing

Fully vaccinated employees can resume working without a mask or social distancing of 6 feet except where state or local ordinances require it.

**[Name of Company]** will work to ensure employees comply with physical distancing requirements. **[Name of Company]** will do this by ensuring a six-foot distance between personnel, unless safety or core function of the work activity requires a shorter distance.

**[Name of Company]** will follow the DHS and CDC recommendations on wearing a face covering when in the workplace. Additionally, we agree to follow any mask mandate that is put in place. We will also work to follow industry specific guidance on social distancing put out by the CDC, DHS, and the Wisconsin Economic Development Corporation ([WEDC](https://wedc.org/reopen-guidelines/)).

**[Name of Company]** will post social distancing markers using tape or signs that denote 6 feet of spacing in commonly used and other applicable areas on the site (e.g. clock in/ out stations, lunchroom, and health screening stations).

**[Name of Company]** will limit in-person gatherings as much as possible and use tele- or video- conferencing whenever possible. Essential in-person gatherings (e.g. meetings) will be held in open, well ventilated spaces with appropriate social distancing among participants. Common areas such as kitchens and break rooms will be closed. If open, modify seating so that employees cannot sit within six feet of one another and sanitize after each use.

***If physical distancing is not possible, work to list common situations that may not allow for 6 feet of distance between individuals. What measures will you implement to ensure the safety of your employees in such situations? Furthermore, how will you manage industry specific social distancing (e.g. slowing down the production line, increased distance between workstations, adding physical barriers like screens shields/ curtains/ partitions )?***

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# Ventilation

**[Name of Company]** will perform an assessment of necessary maintenance of building systems including heating, ventilation and air conditioning (HVAC) systems. **[Name of Company]** will also work to ensure that the maximum amount of fresh air is being brought into the workplace, air recirculation is being limited, and ventilation systems are being properly used and maintained. Steps are also being taken to minimize air flow blowing across people. **[Name of Company]** will follow guidance put out by [CDC](https://www.cdc.gov/coronavirus/2019-ncov/community/ventilation.html) and [ASHRAE](https://www.ashrae.org/file%20library/technical%20resources/ashrae%20journal/2020journaldocuments/72-74_ieq_schoen.pdf) and seek expertise from HVAC or industrial ventilation professionalsbefore making any major changes to ventilation.

***How will you address implementing ventilation best practices? How will you ensure that ventilation systems are being properly maintained? How will you work to bring in fresh air to the building?***

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# Personal Protective Equipment

To ensure employees are appropriately protected **[Name of Company]** will supply appropriate PPE to workers. **[Name of Company]** will complete a job hazard analysis to determine proper work practices in response to COVID-19.

***Identify what types of PPE will your business supply (WisCon can advise on PPE requirements). What quantity of PPE will you need to ensure that you always have enough? How will you obtain and replenish these supplies? Who will order these supplies? What will happen if these supplies are unable to be ordered?***

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# Face Coverings/Masks

Fully vaccinated employees are not required to wear masks/face coverings unless required by state or local ordinances.

At minimum **[Name of Company]** will supply workers with an acceptable face coverings at no cost to the worker. **[Name of Company]** will follow state and local ordinances on the mandatory use of face masks. Employee face masks must be cleaned or replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded. Acceptable face coverings include cloth and disposable procedure masks, as surgical masks, N95s, and other types of respiratory protection should be reserved for industry specific tasks where use is required by the respiratory protection programs.

***How will you ensure that workers are wearing appropriate face coverings and ensure that PPE is appropriately cleaned, stored/ or discarded?***

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# Hygiene and Cleaning

Fully vaccinated employees will follow cleaning and disinfection policies**.**

To ensure employees comply with hygiene and cleaning requirements, **[Name of Company]** will post signage that is in plain language in languages used by the workforce throughout the site to remind personnel to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.

**[Name of Company]** will provide and maintain hand hygiene stations, including soap, water, and paper towels, or an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible.

***Where will hand hygiene products or stations be located? How will you promote hand hygiene? Who will be responsible for maintaining these areas? Have and will employees be trained on proper handwashing or use of hand sanitizer?***

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**[Name of Company]** will conduct regular cleaning and disinfection at least after every shift, daily, or more frequently as needed. **[Name of Company]** will work to frequentlyclean and disinfect shared objects (e.g. tools, machinery) and high touch surfaces (e.g. door handles/ push bars, light switches, credit card machines, copiers, restrooms, and common areas). Additionally, we will reference the [EPA N list](https://cfpub.epa.gov/giwiz/disinfectants/index.cfm) to ensure we are using proper disinfectants that are approved to work against COVID-19.

***How will you ensure regular cleaning and disinfection of your worksite and any shared objects or materials? Is the company currently using products*** [***identified as effective against COVID-19 by the EPA***](https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19)***? Does your business currently have a list of the SDSs of the cleaning products and where are those kept? If you are using a cleaning log who will be responsible for maintaining the log that documents date, time, and scope of cleaning? For high-level disinfection of the workplace what type of PPE and training will be provided for employees?***

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# Expectations of Employees

In accordance with CDC guidelines, fully vaccinated employees will not need to isolate or get tested after exposure unless they experience symptoms of COVID-19.

**[Name of Company]** expects unvaccinated employees reporting for in-person work to submit to weekly COVID-19 testing.

**[Name of Company]** expects that any employee experiencing a fever and/or [symptoms](#_Appendix_B_–) of COVID-19 will stay home, contact their healthcare provider, and self-monitor symptoms. Employees experiencing symptoms of COVID-19 should get a COVID-19 test, when possible. [*For community testing site information click here.*](https://www.dhs.wisconsin.gov/covid-19/community-testing.htm)

Employees who are experiencing [symptoms](#_Appendix_B_–) of COVID-19 and awaiting COVID-19 test results, are instructed to isolate, instructed to quarantine, or identify COVID-19 hazards in the workplace are to notify the Plan Administrator as soon as possible.

An employee who tests positive for COVID-19 will be directed to self-isolate away from work. Employees that test positive and are symptom free may return to work when at least ten (10) days have passed since the date of his or her first positive test, if they do not develop symptoms during that time frame.

Employees who test positive and experience symptoms are directed to seek medical attention as needed and self-isolate at home. They may return to work when:

* At least 10 days have passed since symptom onset,
* At least 24 hours have passed since resolution of fever without the use of fever-reducing medications, and
* Other symptoms have improved.

Employees who have been hospitalized may return to work when directed to do so by their medical care providers.

**[Name of Company]** further expects that employees who have been in **close contact** (defined as having been within six feet of another person for at least 15 minutes within a 24 hour period) with an individual who has tested positive for COVID-19 will be directed to self-quarantine for 14 days from the last date of close contact with that individual as a best practice.

**[Name of Company]** understands LTHDs may allow shorter quarantine periods. If instructed by the LTHD, we understand that workers with no symptoms may:

* Return after day 10 as long as they continue to monitor for symptoms for the full 14 days.
* Return after day 7 with a negative PCR or antigen test result from a test collected on or after day 6.

**[Name of Company]** understands that no employment sectors are considered exempt from the quarantine of exposed workers. We further understand that exceptions to standard quarantine guidelines are approved on a case-by-case basis by local, tribal, or state public health officials, and only for compelling public health or safety reasons.

Employees who are at [*higher risk for severe illness*](https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html) from COVID-19 are encouraged to speak with their supervisors or human resources to determine if reasonable accommodations can be made that protect them from the risk of contracting COVID-19. Employees with disabilities may be [legally entitled](https://www.eeoc.gov/wysk/what-you-should-know-about-covid-19-and-ada-rehabilitation-act-and-other-eeo-laws) to these reasonable accommodations.

# Workplace Flexibilities and Potential Benefits for employees affected by COVID-19

**[Name of Company]** understands that due to the COVID-19 pandemic there is a chance absenteeism may increase. **[Name of Company]** wants to remind employees that they are permitted to utilize available paid-time off provided under Company policy concurrently with or to supplement any approved leave. In addition, employees may be eligible for paid and unpaid leaves of absence*.*

***How will the company work to address leave for employees who are positive or have been in close contact with someone who is positive? Will the company be changing any of its leave policies or providing its employees with additional paid sick leave?***

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**[Name of Company]** understands that some workers may be at an increased risk for COVID-19 or may need to provide care to family members who test positive. **[Name of Company]** will work with those individuals on an as needed basis to identify eligibility for job transfer, reassignment, or working remotely.

# Employer Response to COVID-19 Positive Cases in the Workplace

Except for circumstances in which **[Name of Company]** is legally required to report workplace occurrences of communicable disease, the confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent practical under the circumstances. When an employee is identified with a confirmed case of COVID-19, within 24 hours, **[Name of Company]** will notify the local health department by email or by phone.

**[Name of Company]** will work with the [local health department (LTHD)](https://www.dhs.wisconsin.gov/lh-depts/counties.htm) as it conducts an investigation and determines the quarantine, isolation, and return to work protocols.

**[Name of Company]** reserves the right to inform other employees that an unnamed co-worker has been diagnosed with COVID-19 if the other employees might have been exposed to the disease so the employees may take measures to protect their own health. **[Name of Company]** also reserves the right to inform sub-contractors, vendors/suppliers or visitors to the extent possible that an unnamed employee has been diagnosed with COVID-19 if they might have been exposed to the disease so those individuals may take measures to protect their own health.

***Who is responsible for notifying the LTHD about a COVID-19 positive employee? If asked to assist the LTHD with contact tracing, how will you identify and notify close contacts?*** *(See appendix C)*

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# Deliveries and Visitors

**[Name of Company]** will work to establish designated areas for pick-ups and deliveries, limiting contact to the extent possible. **[Name of Company]** will consult industry specific guidance and implement best practices.

***Describe how you will address drop-off, pick-up and delivery at your workplace and what industry specific practices you will follow (e.g. not allowing drivers into the facility or requiring a health screening prior to entry.)***

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**[Name of Company]** will work to create guidelines for visitors to ensure the protection of our employees and staff.

***Describe how you will address visitor’s onsite. Will you limit the number of visitors to those only essential to work operations? Will you require visitors to have a health screening before coming onsite? Will visitors only be allowed to certain areas at the workplace and if so where?*** ***If there is a state or city specific mask mandate how will you ensure visitors wear face masks?***

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# Communication of Policies and Training

**[Name of Company]** will provide COVID-19 [training](https://schoolforworkers.wisc.edu/resources/) to all employees regardless of vaccination status that covers workplace infection control practices, the use of PPE and face coverings/masks, physical distancing, and how to notify the company if they are presenting symptoms of COVID-19 or have been in close contact with someone confirmed positive. **[Name of Company]** will also have all employees review this document so that they are aware of the steps the company is taking and their responsibilities as employees during the pandemic.Furthermore**, [Name of Company]** will adhere to requirements set forth in [OSHA](https://www.osha.gov/SLTC/covid-19/standards.html#workers) and [EEOC](https://www.eeoc.gov/wysk/what-you-should-know-about-covid-19-and-ada-rehabilitation-act-and-other-eeo-laws) guidance regarding the following:

1) Handling of workplace complaints,

2) Protection of confidential medical information, and

3) Reasonable accommodations.

***How will you conduct this training and how will the plan be communicated? Who will provide the training? How will you document the training (making sure to identify the date or dates when the training was communicated? How will you ensure that this training is provided in plain language and accessible to all employees? How will you make sure the training and materials are presented in a language that all employees understand?***

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# Vaccination

**[Name of Company]** encourages all employees to get the COVID-19 vaccine. **[Name of Company]** understands that vaccination is one of the most effective ways at protecting workers by allowing their bodies to build up an innate immune response to SARS-CoV-2. Workers who are interested in the vaccine are encouraged to research available information so that they can make the best-informed decision for themselves.

-OR-

**[Name of Company]** requires that all employees receive a COVID-19 vaccine and be fully vaccinated unless covered under a religious or medical exemption.

**[Name of Company]** will work to accommodate schedules to allow for workers to get vaccinated if they so wish. ***Additionally, workers are encouraged to receive the vaccine before their day off to rest in the event of adverse reactions to the vaccine OR workers will be allowed (paid) leave to recover from any adverse reactions to the vaccine OR some form of how they will respond to adverse effects.***

Furthermore, **[Name of Company]** understands that vaccination status may change quarantine guidance. WI DHS has adopted CDC guidance regarding quarantine. This CDC issued guidance modifies public health recommendations for people who have been fully vaccinated for COVID-19. Provided that certain criteria are met; it is no longer required for fully vaccinated persons to quarantine following close contact with a person with COVID-19.

***For more information on vaccination guidance for employers visit the*** [***CDC webpage***](https://www.cdc.gov/coronavirus/2019-ncov/vaccines/toolkits/essential-workers.html)***,*** [***DHS vaccine distribution implementation program***](https://www.dhs.wisconsin.gov/publications/p02942.pdf) ***for employers, and*** [***WEDC vaccine guidance for all businesses.***](https://wedc.org/vaccine-guidelines/)

# Other

***Use this space to provide additional details about your COVID-19 Preparedness and Response plan, including anything to address industry specific guidance from WEDC,*** [***DHS***](https://www.dhs.wisconsin.gov/publications/p02787.pdf)***, CDC, or*** [***OSHA***](https://www.osha.gov/coronavirus/safework)***.***

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# OSHA NEP

**[Name of Company]** understands that it is recommended that employers take the necessary precautions to materially reduce employees' exposure to COVID-19-related hazards.

**[Name of Company]** takes the health and safety of its employees very seriously and understands that all of OSHA’s standards that apply to protecting workers from infection be in place.

**[Name of Company]** understand thatOSHA recommends that businesses also institute additional protective measures and review the safety and health practices of worksites to ensure consistency with CDC recommendations and compliance with applicable OSHA standards.

***Depending on potential hazards revealed in a hazard assessment, adherence to several OSHA requirements may be necessary to eliminate or reduce employee exposures to SARS-CoV-2, including: requirements for recording and reporting occupational injuries and illness (***[***29 CFR 1904***](https://www.osha.gov/laws-regs/regulations/standardnumber/1904)***), for PPE (29 CFR 1910, Subpart I (e.g.,***[***1910.132***](https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.132)***and***[***133***](https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.133)***)), respiratory protection (***[***29 CFR 1910.134***](https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.134)***), sanitation (***[***29 CFR 1910.141***](https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.141)***), protection from bloodborne pathogens: (***[***29 CFR 1910.1030***](https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.1030)***), Specification for Accident Prevention Signs and Tags (***[***29 CFR 1910.145***](https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.145)***) and OSHA's requirements for employee access to medical and exposure records (***[***29 CFR 1910.1020).***](https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.1020)***There is no OSHA standard specific to COVID-19; however, employers still are required under the General Duty Clause,***[***Section 5(a)(1)***](https://www.osha.gov/laws-regs/oshact/section5-duties)***of the OSH Act, to provide a safe and healthful workplace that is free from recognized hazards that can cause serious physical harm or death.***

***Please visit the*** [***OSHA NEP***](https://www.osha.gov/sites/default/files/enforcement/directives/DIR_2021-01_CPL-03.pdf) ***and*** [***OSHA Safework***](https://www.osha.gov/coronavirus/safework) ***guidance for more information. For questions on OSHA requirements or if your business needs help conducting a risk assessment for COVID visit*** [***WisCon COVID consultation webpage***](http://www.slh.wisc.edu/occupational/wiscon/workplace-covid-19-consulting/)***.***

# Appendix A – OSHA 300 Logs

If a confirmed case of COVID-19 is reported, the Company will determine if it meets the criteria for recordability and reportability under OSHA’s recordkeeping rule. OSHA requires employers to record work-related injuries and illnesses that meet certain severity criteria on the OSHA 300 Log, as well as complete the OSHA Form 301 (or equivalent) upon the occurrence of these injuries.

For purposes of COVID-19, OSHA also requires employers to report to OSHA any work-related illness that (1) results in a fatality, or (2) results in the in-patient hospitalization of one or more employee. “In-patient” hospitalization is defined as a formal admission to the in-patient service of a hospital or clinic for care or treatment.

OSHA has made a determination that COVID-19 should not be excluded from coverage of the rule – like the common cold or the seasonal flu – and, thus, OSHA is considering it an “illness.” However, OSHA has stated that only confirmed cases of COVID-19 should be considered an illness under the rule. Thus, if an employee simply comes to work with symptoms consistent with COVID-19 but is not a confirmed diagnosis, the recordability analysis is not necessarily triggered at that time.

If an employee has a confirmed case of COVID-19, the Company will consult with the local health department as it conducts an assessment of any workplace exposures to determine if the case meets OSHA criteria for work-relatedness. Work-relatedness is presumed for illnesses that result from events or exposures in the work environment, unless it meets certain exceptions. One of those exceptions is that the illness involves signs or symptoms that surface at work but result solely from a non-work-related event or exposure that occurs outside of the work environment.

Thus, if an employee develops COVID-19 solely from an exposure outside of the work environment, it would not be work-related, and thus not recordable. Determining where an employee became infected may be a challenging task. Note that OSHA’s rule for work relatedness of COVID-19 illness may be different than those of state and national public health agencies.

The Company’s assessment will consider the work environment itself, the type of work performed, the risk of person-to-person transmission given the work environment, and other factors such as community spread. Further, if an employee has a confirmed case of COVID-19 that is considered work-related per OSHA criteria, the Company will report the case to OSHA if it results in a fatality within 30 days or an in-patient hospitalization within 24-hours of the exposure incident

**More information can be found** [**here.**](https://www.osha.gov/memos/2020-05-19/revised-enforcement-guidance-recording-cases-coronavirus-disease-2019-covid-19)

# Appendix B – Sample Screening Guide

**(Adopted from CDC guidance at** [**https://www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html**](https://www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html) **)**

Employers are encouraged to conduct daily health screenings for employees prior to work. Performing screenings or health checks will not be completely effective because asymptomatic individuals or individuals with mild non-specific symptoms may not realize they are infected and may pass through screening. Screening and health checks are not a replacement for other protective measures such as practicing physical distancing and wearing cloth face coverings.

Consider asking individuals to self-screen prior to coming onsite and not to attempt to enter the workplace if any of the following are present:

* [Symptoms](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fabout%2Fsymptoms.html) of COVID-19
* Fever equal to or higher than 100.4oF\*
* Are under evaluation for COVID-19 (for example, waiting for the results of a viral test to confirm infection)
* Have been diagnosed with COVID-19 and are not yet cleared to discontinue isolation
* Have been directed by their local health department or health care provider to self-quarantine

\*A lower temperature threshold (e.g., 100.0oF) may be used, especially in healthcare settings.

**Content of screening questions**

If you decide to actively screen employees for symptoms rather than relying on self-screening, consider which symptoms to include in your assessment. Although there are [many different symptoms that may be associated with COVID-19](http://eoms.cdc.gov/Dohttps:/www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html), you may not want to treat every employee with a single non-specific symptom (e.g., a headache) as a suspect case of COVID-19 and send them home until they meet [criteria for discontinuation of isolation](https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html).

Consider focusing the screening questions on “new” or “unexpected” symptoms (e.g., a chronic cough would not be a positive screen). Consider including these symptoms:

* Fever or feeling feverish (chills, sweating)
* New cough
* Difficulty breathing
* Sore throat
* Muscle aches or body aches
* Vomiting or diarrhea
* New loss of taste or smell

**Protection of screeners**

There are several methods that employers can use to protect the employee conducting the screening. The most protective methods incorporate physical distancing (maintaining a distance of 6 feet from others), physical barriers to eliminate or minimize the screener’s exposures due to close contact with a person who has symptoms during screening, and/or use of personal protective equipment (PPE) by the screener. Screeners should have a minimum of protection of a face mask, eye protection or face shield, and gloves. More information on how to protect screeners can be found at [**https://www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html**](https://www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html)

# Appendix C - Assisting the LTHD

1. **If a worker tests positive for COVID-19, how will you identify and notify close contacts?**

Workers will be asked who in the workplace they have been in close contact. Close contact is defined as any individual who was within 6 feet of an infected person for at least 15 minutes during a 24 hour period starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to positive specimen collection) until the time the patient is isolated. More information can be found [here](https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/contact-tracing.html#:~:text=For%20COVID%2D19%2C%20a%20close,time%20the%20patient%20is%20isolated.).

1. **If an employee tests positive for COVID-19 who will connect with any workplace close contacts identified by the employee who tested positive (e.g. HR or managers)? What considerations will be made when contacting them?**

Since this is a sensitive topic it is ideal to alert co-workers in-person, by phone or video. However, because the topic is time sensitive if we can't reach them personally, email them with "important action required" in subject heading and ask them to call you.

1. **What should HR or Managers say to an employee who is identified as a close contact?**

Someone in our workplace has tested positive for COVID-19, and they have identified you as a close contact according to the CDC definition. We are here to support you (refer them to company leave polices). If you are at work, please prepare to leave as quickly as you can. Once you get home- or if you are already working from home find a place to self- quarantine, monitor yourself for any symptoms, and talk with your doctors.

1. **What are the recommendations for close contacts?**

Those identified as close contacts should get tested for COVID-19, when possible. Close contacts will be instructed to follow local public health guidance on self- quarantining. If that close contact does test positive then they will be instructed to follow local public health guidance on self-isolating. The company will then coordinate with the local health department to determine the worker’s close contacts.

Testing and contact tracing must be carried out in a manner that protect employee confidentiality and privacy and is consistent with applicable laws and regulations. Employers should refer to guidance from the Equal Employment Opportunity Commission regarding the confidentiality of health information.

More information can be found [here.](https://www.cdc.gov/coronavirus/2019-ncov/community/worker-safety-support/hd-testing.html)