COVID-19 Health and Safety Plan

Purpose

To provide basic steps to reduce the risk of worker exposure to SARS-CoV-2, the virus that causes COVID-19. Including those jobs classified as having low, medium, high, and very high exposure risks and provide specific recommendations for employers and workers within specific risk categories based on the OSHA 3990-03 2020 guidance document.

Basic Infection Control

- **If you are sick, stay home –** notify your supervisor per standard policy
- Hand washing requirements
  - When **arriving** at and before **leaving** work.
  - **Before, during,** and **after** preparing food.
  - **Before** eating.
  - **Before** and **after** caring for someone at home who is sick.
  - **Before** and **after** treating a laceration or other wound.
  - **After** using the toilet.
  - **After** changing diapers or cleaning up after a child who has used the toilet.
  - **After** blowing your nose, coughing, or sneezing.
  - **After** touching an animal, animal feed, or animal waste.
  - **After** handling pet food or pet treats.
  - **After** touching household trash or other types of garbage.
  - **After** removing protective gloves, face covering, or other PPE
  - If soap and water are not available use an adequate hand sanitizer.

- Cover coughs and sneezes using the cough into your elbow technique.
- Dispose of used personal protective equipment in the trash.
  - Maintain trash receptacles to ensure a safe and sanitary condition when the container is utilized in a centralized location by groups of people.

- Comply with flexible worksite and work hours to increase physical distance between employees (i.e. social distancing).

- Do not share phones, desks, tools, and equipment without completing a proper disinfecting protocol.

- Employees are responsible for cleaning their own work areas and "touch" surfaces using an adequate disinfectant as necessitates to maintain sanitary surface.

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Social Distancing Requirements

- To engage in activity while remaining at least six feet apart from people who are outside the individual's household (For example, non-family members).

Personal Protective Equipment (PPE)

While engineering and administrative controls are considered more effective in minimizing exposure to COVID-19, PPE may also be needed to reduce the risk of certain exposures. While correctly using PPE can help mitigate some exposures, it should not take the place of other prevention strategies.

All types of PPE must be:

- Selected based upon the known or suspected hazard to the worker.
- Properly fitted and periodically refitted, as applicable (e.g., face coverings, respirators)
- Consistently and properly worn when required
- Regularly inspected, maintained, and replaced, as necessary
- Properly removed, cleaned, and stored or disposed of, as applicable, to avoid contamination of self, others, or the environment.

Workers, including those who work within six feet of patients known to be, or suspected of being, infected with COVID-19 and those performing aerosol-generating procedures, need to use respiratory protection to a level determined by the appropriate medical professional. The types of PPE required during a COVID-19 outbreak will be based on the potential of being infected with COVID-19 while performing particular job tasks as well as the general work environment.

Face Coverings

Employees are required to wear a face covering when they are in any enclosed public space when there is the potential that they can't maintain the required six feet apart for social distancing.

- Handmade face coverings are permitted, but they should be laundered prior to wearing and on a regular basis.
- Face coverings will be made available as needed to those who don't have their own. You can obtain a face covering from your supervisor or maintenance stores.
- Face coverings are required to be worn in any enclosed public space when social distancing requirements can't be achieved. If you have an allergy or other concern that may hamper your use of a face covering, please contact EHS.
- If you are working alone in your office with the door closed, you do not need to wear the face covering.

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- All employees who work in open workstations must wear a face covering *at all times* as others can approach you at any time.
- We need to use our PPE judiciously so, please safeguard and maintain the cleanliness of your face covering to allow for repeat use.
- Face coverings should NOT be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated, or otherwise unable to remove the mask without assistance.
- It is important to remember that the cloth face cover is meant to protect other people in case you are infected and that you can spread COVID-19 to others even if you do not feel sick yourself.
- The face covering is not a substitute for social distancing.

Identification of Potentially Infectious Individuals/Screening Protocol

- Complete the following self-check prior to start of your shift and/or any interaction with employees– please notify your supervisor if you are not able to report to work or need assistance with the check.
    - **Do I have a fever at or above 100.4 F degrees?**
        - If potential fever is in question contact your supervisor or EHS
    - **Do I have symptoms of respiratory infection (fever, cough, shortness of breath or difficulty breathing)?**
    - **Do I have any sudden loss of taste or smell?**
    - **Have I been exposed to someone with confirmed COVID-19?**
    - **Have I been advised to quarantine either by a health care provider or public health recommendation (i.e. Centers for Disease Control and Prevention, Health Department) and still under that advice?**

Testing and Screening available at Sindecuse- https://wmich.edu/healthcenter/clinic/covid-19/covid-testing

Engineering Controls

- Supervisors will need to ensure employees have been provided building access.
- Building occupancy is dependent on the ability to maintain the required social distancing requirements.
- Reducing exposure from the potential hazard where appropriate may include:
    - Modification of ingress and egress.
    - Increased ventilation rates.
    - Opening windows.
    - Install physical barriers such as sneeze guards, if needed, request these through Bronco Fix It.
    - Use of adequate disinfectants.

Administrative Controls

- Assessment of jobs classified as having low, medium, high, and very high exposure risks and provide specific recommendations for employers and workers within specific risk categories based on the OSHA 3990-03 2020 guidance document (See Appendix 1).
- Encourage the use of remote work when possible and only identified essential workers are permitted on campus.
- Encourage sick workers to stay home.
- Minimize face to face contact and use social distancing.
- Consider alternative shifts and scheduling to accommodate building occupancy and social distancing requirements.
- Provide education and training, as needed. Including:
  - Use of face coverings.
  - Departmental Work Practices.
  - This Health and Safety Plan.
- Encourage safe work practices by:
  - Using basic infection control.
  - Requiring hand washing and social distancing.
  - Posting handwashing signs in restrooms.
  - Identification of potentially infectious individuals.

Signage process

- Locations of current and new cases of COVID-19 and its spread is tracked by Sindecuse.
- Sindecuse provides the approved/appropriate signage to Building Coordinators for general postings in building and to Custodial Services for postings in restrooms.
- When case levels decrease to a determined threshold, Sindecuse will notify FM and Building Coordinators that signage can be taken down.

Cleaning and Sanitation

- Custodial will increase cleaning of touchpoints throughout buildings- handrails, door knobs/handles/push-bars, light switches, etc.
- Custodial uses Aqueous Ozone as the general cleaning agent. Aqueous Ozone is a sanitizer. Microfiber cloth is also used and removes 99% of surface debris.
- If custodial receives requests for disinfecting areas due to confirmed cases of COVID-19 (or other contagious disease/virus), they will confer with Sindecuse and custodial will clean then disinfect the area via electro-static disinfection based upon the recommendation of Sindecuse. Electro-static disinfection allows for a higher and more complete level of disinfection than standard cleaning.

Use of Building Common Areas

- Use of building common areas (i.e. lobby areas, waiting areas, breakrooms, copier areas and kitchenettes shall be limited to numbers needed to maintain social distancing requirements.
- Employees should not congregate in large numbers in common areas. All touchpoints should be wiped after contact or as often as reasonably practical.
- Maximum capacity for common areas should be posted, however, if it is not posted, then the maximum occupancy is based on the social distancing requirement of six feet of distance between individuals.

Travel and Travel Reporting

- All non-essential work-related travel is restricted. However, employees can travel between WMU facilities and other WMU work sites.
    - We encourage all employees and students to report all travel where suspected exposure(s) to individuals with confirmed COVID-19 may have taken place to your supervisor or the Sindecuse Health Center for guidance on risk assessment and on the employee and student's health. Sindecuse will inform the individual only if there are concerns and indications for isolation or other actions before returning to WMU.

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Appendix 1-Classifying Employee Exposure to SARS-CoV-2

Worker risk of occupational exposure to SARS-CoV-2, the virus that causes COVID-19, during a pandemic may vary from very high to high, medium, or lower (caution) risk. The level of risk depends in part on the industry type, need for contact within 6 feet of people known to be, or suspected of being, infected with COVID-19, or requirement for repeated or extended contact with persons known to be, or suspected of being, infected with COVID-19.

Very High Exposure Risk

Very high exposure risk jobs are those with high potential for exposure to known or suspected sources of COVID-19 during specific medical, postmortem, or laboratory procedures. Workers in this category include: Healthcare workers performing aerosol-generating procedures on infected persons.

High Exposure Risk

High exposure risk jobs are those with high potential for exposure to known or suspected sources of COVID-19. Workers in this category include: Healthcare delivery and support staff exposed to infected persons, medical transport workers, and mortuary workers.

Medium Exposure Risk

Medium exposure risk jobs include those that require frequent and/or close contact with (i.e., within 6 feet) people who may be infected with COVID-19, but who are not known or suspected COVID-19 patients. In areas without ongoing community transmission, workers in this risk group may have frequent contact with travelers who may return from international locations with widespread COVID-19 transmission. In areas where there is ongoing community transmission, workers in this category may have contact with the general public (e.g., schools, high-population-density-work environments and some high-volume retail settings).

Lower Exposure Risk (Caution)

Lower exposure risk (caution) jobs are those that do not require contact with people known to be, or suspected of being, infected with COVID-19 nor frequent close contact (i.e., within 6 feet of the general public). Workers in this category have minimal occupational contact with the public and other coworkers.

Protecting Lower Exposure Risk (Caution) Workers

- Engineering Controls
    - Additional engineering controls are not recommended.
- Administrative Controls
    - Follow basic infection control measures, including social distancing.
    - Monitor public health communications and ensure workers have access to information.
    - Communicate COVID-19 information.
    - Follow Identification of Potentially Infectious Individuals procedures.
- Personal Protective Equipment
    - Additional PPE not recommended
    - Workers should continue to use PPE, if any, normally required for their job tasks.

Protecting Medium Exposure Risk Workers

- Engineering Controls
    - Install physical barriers, such as sneeze guards, where feasible.
    - Increase ventilation where feasible.
- Administrative Controls
    - Follow basic infection control measures, including social distancing.
    - Offering face coverings to ill employees and customers to contain respiratory secretions until they are able to leave the workplace.
    - Keep customers informed about symptoms of COVID-19 and ask sick customers to minimize contact with workers until healthy again, such as by posting signs about COVID-19.
    - Where appropriate, limit customers' and the public's access to the worksite, or restrict access to only certain workplace areas.
    - Minimize face-to-face contact.
    - Follow identification of Potentially Infectious Individuals procedures.
    - Delay work as necessary to minimize exposure.
- Personal Protective Equipment

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- Workers with medium exposure risk may need to wear some combination of gloves, a gown, a face mask, and/or a face shield or goggles. Combinations of PPE for workers in the medium exposure risk category will vary by work task, the results of the employer's hazard assessment, and the types of exposures that may occur in this risk category.
- Rare situations may require workers in this risk category to use ANSI certified respirators – See respiratory protection program for requirements. Annual fit test requirements are temporarily suspended. Workers may use their currently assigned respirator with pink/magenta HEPA cartridges.

Protecting High Exposure Risk Workers

At this time all work classified as having High Exposure Risk for university employees is conducted at Sindecuse Health Center under the direction of licensed medical professionals in accordance with accepted medical practices that can mitigate the potential hazards of COVID-19.

Protecting Very High Exposure Risk Workers

At this time all work that may be classified as having Very High Exposure Risk for university employees is conducted at Sindecuse Health Center under the direction of licensed medical professionals in accordance with accepted medical practices that can mitigate the potential hazards of Covid-19

Responsibilities

COVID-19 Response Coordination Team

a. Provide communications about changes to this plan and any other related information and guidance.
b. Review and approval of individual Departmental Work Practices.

Environmental, Health and Safety (EHS)

1. Review and revise this plan as necessary based on changes, updates, and field conditions in consultation with the COVID-19 Response Coordination Team.
2. Provide consulting assistance as needed and/or requested.

Department Supervisors

1. Manage compliance with this plan

2. With consultation of EHS and Sindecuse, determine workers potential exposure level and which protective actions to use.
3. Work with building coordinators to ensure employee building access and public posting of social distancing requirements, required use of face covering and room occupancy for building common areas.

Employees

1. Follow basic infection control methods
2. Follow Identification of Potentially Infectious Individuals procedures
3. Follow specific protective methods as directed
4. Report defects, incidents, and safety issues to their supervisor
5. Continue to ask questions until an answer is received to your satisfaction

For a copy of [OSHA 3990-03 2020 guidance document](https://www.osha.gov/Publications/OSHA3990.pdf). , please go to:

https://www.osha.gov/Publications/OSHA3990.pdf