**COVID-19 SAFETY PROGRAM**

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## Purpose

* 1. READY SAFE GO is committed to a safe and healthful work environment for all employees. To accomplish this goal, the following written program is in place to ensure employees are provided with appropriate and adequate information regarding their responsibilities and protection against potential exposure to COVID-19.

## Scope

* 1. This Program applies to the facilities under the Contract with READY SAFE GO. This program was derived from the immediate recommendations of the CDC. These procedures should be utilized as often as possible and until the recommendations from the CDC change their recommendations. The current recommendation is appended to this document.

## Policy Statement

* 1. The Safety department, Human Resources and Operations departments shall all collectively control the spread of COVID 19.
  2. This shall include removing infected employees from the workforce per HR department policy.

## Responsibilities

* 1. Human Resources
     1. Investigate all reports of suspected employee infection or contact with the virus.
     2. Act per HR policy on removing and allowing return of employees affected by the virus.
  2. Safety Department
     1. Provide resources to educate departments and leadership on the hazards and protective measures on virus control.
     2. Evaluate methods of cleaning and disinfecting plants and provide recommendations for improving the processes.
     3. Work with Process Control to prevent contamination of parts and processes.
     4. Update SDS and Haz0com information, as necessary.
     5. Retrain on Universal Precautions
  3. Operations
     1. Ensure employees are following all HR policies related to COVID 19.
     2. Ensure employees clean and disinfect workstations prior to use.
     3. Alert Safety and HR if protective measures are inadequate or ineffective.
  4. Janitorial
     1. Disinfect facilities using approved methods.
     2. Work with Purchasing to ensure cleaning and disinfecting supplies are adequate
     3. Notify Safety of any concerns related to the implemented protective measures.

## Training

* 1. Training on this program will be conducted by verbal and informational posting in the plants.

## Disinfecting and Cleaning work areas

* 1. **Cleaning** refers to the removal of germs, dirt, and impurities from surfaces. Cleaning does not kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.
  2. **Disinfecting** refers to using chemicals to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.
  3. Implementation of good hygiene and infection control practices will reduce the likelihood of employee exposure to viruses.
  4. Employees shall perform the following prior to beginning work:
     1. Wear disposable gloves when cleaning and disinfecting surfaces. Gloves should be discarded after each cleaning. Wash with soap and water (20 seconds) or disinfect hands immediately after gloves are removed.
     2. If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
     3. Use disinfectant wipes on areas such as tables, handles, light switches, desks and keyboards. Surfaces that workers will contact will need to be disinfected regularly.
        1. Disinfectants require contact time to properly disinfecting a surface, 15 seconds to a few minutes.
        2. Follow Manufacturer’s instructions for contact times.

1. **Coronavirus**
   1. Human coronaviruses can cause mild disease similar to a common cold, while others cause more severe disease (such as MERS - Middle East Respiratory Syndrome and SARS – Severe Acute Respiratory Syndrome).
   2. Signs and symptoms include respiratory symptoms and include fever, cough and shortness of breath. In more severe cases, infection can cause pneumonia, severe acute respiratory syndrome and sometimes death.
   3. Standard recommendations to prevent the spread of COVID-19 include frequent cleaning of hands using alcohol-based hand rub or soap and water; covering the nose and mouth with a flexed elbow or disposable tissue when coughing and sneezing; and avoiding close contact with anyone that has a fever and cough.
   4. Data is unclear on how much time COVID-19 can remain on a surface and still be harmful. Evidence suggests that the virus can survive for several days at room temperature on a surface. Disinfecting commonly touched surfaces helps to prevent the spread of the virus.

## Program Evaluation

* 1. The Safety Department shall identify deficiencies in the program and make revisions as necessary.

## Revisions

|  |  |  |
| --- | --- | --- |
| **Date** | **Description of revisions** | **Reviewed by** |
| 6/22/2020 | Created written program |  |

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