

## ESAH COVID-19 VACCINATION PLAN

This vaccination plan helps decrease the spread of covid-19 among essential workers during the COVID-19 season. European Service at Home, Inc recommends actions to reduce the spread of seasonal virus and COVID-19 in the workplace and maintain our company continuity during the COVID-19 pandemic.

The guidance also suggests strategies to consider if it determines that the virus is becoming more severe and provides recommendations regarding when an employee who is sick with COVID-19 may return to work. This document's guidance may change as additional information about the severity of the COVID-19 season and the impact of COVID-19 become known. See [www.cdc.gov](http://www.cdc.gov) periodically for updated guidance. This guidance represents CDC's current thinking on this topic.

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## COVID-19 Symptoms

Symptoms of COVID-19 may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Emergency warning signs for COVID-19. If someone is showing any of these signs, the agency advises the staff and participants to seek emergency medical care immediately:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Pale, gray, or blue-colored skin, lips, or nail beds, depending on skin tone

People may be infected with the virus, including COVID-19, and have respiratory symptoms without a fever. Like a seasonal virus, COVID-19 infection in humans can vary in severity from mild to severe.

## COVID-19 Transmission

Like a seasonal virus, the COVID-19 virus is spread mainly from person to person through coughs or infected individuals' sneezes. People may also become infected by touching something – such as a surface or object – with the virus on it and then touching their mouth, nose, or eyes.

- People who are physically near (within 6 feet) a person with COVID-19 or have direct contact with that person are at the greatest risk of infection.
- Infections occur mainly through exposure to respiratory droplets when a person is in close contact with someone who has COVID-19.
- Respiratory droplets cause infection when they are inhaled or deposited on mucous membranes, such as those that line the inside of the nose and mouth.
- As the respiratory droplets travel further from the person with COVID-19, the concentration of these droplets decreases. Larger droplets fall out of the air due to gravity. Smaller droplets and particles spread apart in the air.
- With passing time, the amount of infectious virus in respiratory droplets also decreases.

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## COVID-19 Risk Factors

Some people are at higher risk than others for severe complications from the virus.

These people include:

- children younger than 5 years old, but especially children younger than 2 years old
- people aged 65 years or older
- pregnant women
- adults and children who have:
  - asthma
  - neurological and neurodevelopmental conditions
  - chronic lung disease
  - heart disease
  - blood disorders
  - endocrine disorders (such as diabetes)
  - kidney, liver, and metabolic disorders
  - weakened immune systems due to illness or medication
- people younger than 19 years of age who are receiving long-term aspirin therapy

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### Considerations of Appropriate Response Strategies

European Service at Home, Inc. determines the objectives how to decrease the spread of the virus best and lower the workplace's impact. It communicates the company's goals, which may include one or more of the following:

- (a) reducing transmission among staff,
- (b) protecting people who are at higher risk for complications from getting infected with the virus,
- (c) maintaining business operations, and
- (d) minimizing adverse effects on other entities' supply chains.

European Service at Home, Inc. expects to see a wide range of disease patterns across the country. European Service at Home, Inc. bases the strategies and response to virus outbreaks on local information from local and state public health authorities. Some of the critical indicators that should be used when making decisions on appropriate responses are:

- Disease severity (i.e., hospitalization and death rates) in the community where business is located;
- The extent of disease (number of people who are sick) in the community;
- Impact of disease on workforce populations that are vulnerable and at higher risk for virus complications, e.g., pregnant women, employees with certain chronic medical conditions that put them at increased risk for complications of virus); and
- Other factors that may affect employees' ability to get to work are school dismissals or early childhood program closures due to high absenteeism or illness levels.

European Service at Home, Inc. plans to obtain updated information on these indicators from state and local health departments in each community where they have a business presence and respond quickly to the changing reality on the ground. European Service at Home, Inc., with more than one business location, is encouraged to provide branch managers with authority to take appropriate actions outlined in the pandemic plan based on each office branches' condition.

## PREPAREDNESS AND RESPONSE RECOMMENDATIONS

### **Planning for COVID-19 season**

European Service at Home, Inc. understands typical seasonal absenteeism rates and know how to monitor their personnel for any unusual increases in absenteeism through the COVID-19 virus season. European Service at Home, Inc shall assess essential business functions to determine what absenteeism threshold

European Service at Home, Inc. implements strategies to protect its workforce from the virus while ensuring continuity of operations. During a COVID-19 outbreak, all sick people should stay home, and away from the workplace, respiratory etiquette and hand hygiene should be encouraged, and commonly touched surfaces routinely clean regularly. If the severity of illness increases, European Service at Home, Inc. shall be ready to implement additional measures while rigorously implementing the interventions recommended for an outbreak. If severity increases, European Service at Home, Inc. may recommend various methods to increase the physical distance between people (called social distancing). To reduce the spread of disease, European Service at Home, Inc may cancel large gatherings, such as in-service training. The company will also recommend that office staff work 6 feet apart and recommend work-from-home strategies for employees who can conduct their work remotely.

### **Work with State and Local Public Health Partners**

Coordination with state and local health officials is strongly encouraged for all European Service at Home, Inc. staff so that timely and accurate information can guide appropriate responses in each location where their operations reside. Since an outbreak's intensity may differ according to geographic location, local public health officials will be issuing guidance specific to their communities. Also, European Service at Home, Inc. works with public health and community leaders to explore ways of improving accessibility of vaccination for the workforce and in the community.

### **Keep Sick Employees Home**

One of the best ways to reduce the spread of the virus is to keep sick people away from well people. However, it's not always possible to quickly determine if sick employees have COVID-19, seasonal virus, or any number of other different conditions based on symptoms alone. Local and state health department surveillance information can help know when the virus is circulating in the community, although the availability, timeliness, and amount of local news on

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when the virus is circulating may vary substantially from community to community.

Employees who have COVID-19-like symptoms recommend staying home and not coming to work until at least 24 hours after their fever has resolved without using fever-reducing medicines. Regardless of the size of the business or the function or services you provide, all European Service at Home, Inc. encourages sick employees to stay home without fear of losing their jobs. CDC recommends this strategy for all levels of severity. European Service at Home, Inc. has a plan for operating if there is significant absenteeism from sick employees.

### **Actions European Service at Home, Inc. Take Now:**

- a flexible virus pandemic plan and involving all employees in developing and reviewing the plan is established.
- Conduct a focused discussion or exercise using your plan, to find out ahead of time whether the plan has gaps or problems that need to be corrected before virus season.
- Understands average seasonal absenteeism rates and knows how to monitor personnel for any unusual increases in absenteeism through the COVID-19 season.
- Allows sick employees to stay home without fear of losing their jobs;
- Develops other flexible leave policies to allow employees to stay home to care for sick family members or children if schools dismiss students or early childhood programs close.
- Shares COVID-19 pandemic plan with employees, explains what human resources policies, workplace, and leave flexibilities will be available to them.
- Add a “widget” or “button” to your company Web page or employee Web sites so employees can access the latest information on the virus: [www.cdc.gov/widgets/](http://www.cdc.gov/widgets/)

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### Important Components of a COVID-19 Pandemic Plan:

- European Service at Home, Inc. is prepared to implement multiple measures to protect employees and ensure business continuity. A layered approach will likely work better than using just one action.
- European Service at Home, Inc. identifies possible work-related exposure and health risks to employees. The Occupational Safety and Health Administration (OSHA) has developed tools to determine if your employees are at risk of work-related exposures and, if so, how to respond (see [www.osha.gov/dsg/topics/pandemicvirus/index.html](https://www.osha.gov/dsg/topics/pandemicvirus/index.html)).
- The company reviewed human resources policies to ensure that policies and practices are consistent with public health recommendations and are consistent with existing state and federal workplace laws.
- European Service at Home, Inc. allows employees to stay home if they are sick, care for sick family members, or watch their children if schools or early childhood programs close.
- European Service at Home, Inc. ensures that the information technology and infrastructure are needed to support multiple employees who may work from home.
- European Service at Home, Inc. identifies essential business functions, essential jobs or roles, and critical elements within your supply chains (e.g., raw materials, suppliers, subcontractor services/products, and logistics) required to maintain business operations. Plan for how your business will operate if there is increasing absenteeism or these supply chains are interrupted.
- Set up authorities, triggers, and procedures for activating and terminating the company's virus pandemic plan, altering business operations (e.g., possibly changing or closing operations in affected areas), and transferring business knowledge to key employees. Work closely with your local health officials to identify these triggers.
- Plan to minimize exposure to fellow employees or the public if public health officials call for social distancing.

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- Establish a process to communicate information to employees and business partners on your COVID-19 pandemic plans and latest COVID-19 news. Anticipate employee fear, anxiety, rumors, and misinformation, and plan communications accordingly.

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## Recommended strategies to use for the COVID-19 outbreak

- **Encourage vaccination against COVID-19:**

The best way to protect against the COVID-19 – is to get vaccinated.

- European Service at Home, Inc. encourages all employees and participants to get vaccinated for COVID-19. For information on groups prioritized for COVID-19 vaccine, please see <http://www.cdc.gov/virus/protect/keyfacts.htm>.
- The primary target groups for vaccination against COVID-19 include

Healthcare personnel and residents of long-term care facilities offered the first doses of COVID-19 vaccines (Phase 1a)

### Phase 1b

- **Frontline essential workers** such as fire fighters, police officers, corrections officers, food and agricultural workers, United States Postal Service workers, manufacturing workers, grocery store workers, public transit workers, and those who work in the educational sector (teachers, support staff, and daycare workers.)
- **People aged 75 years and older** because they are at high risk of hospitalization, illness, and death from COVID-19. People aged 75 years and older who are also residents of long-term care facilities should be offered vaccination in Phase 1a.

### Phase 1c

- **People aged 65—74 years** because they are at high risk of hospitalization, illness, and death from COVID-19. People aged 65—74 years who are also residents of long-term care facilities should be offered vaccination in Phase 1a.
- **People aged 16—64 years with underlying medical conditions** which increase the risk of serious, life-threatening complications from COVID-19.

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- Offer opportunities at your worksite for virus vaccination. Consider granting employees time off from work to get vaccinated if not offered at the worksite.
- Review the health benefits you offer employees and work with insurers to explore if they can cover virus vaccination costs.
- **Advise the sick to stay home:**
  - Advise employees to be alert to any signs of fever and any other signs of virus-like illness before reporting to work each day, and notify their supervisor and stay home if they are sick. Employees who are sick should not travel while they are sick.
  - CDC recommends that employees with virus-like illness remain at home until at least 24 hours after they are free of
    - CDC recommends people with known, probable, or suspected virus or virus-like illness to use a facemask if available and tolerable, or otherwise to cover their noses and mouths with a tissue when coughing or sneezing (or an elbow or shoulder if no tissue is available).
    - If an employee becomes sick at work, inform fellow employees of their possible exposure in the workplace to virus-like illness but maintain confidentiality as required by the Americans with Disabilities Act (ADA). For more information on privacy issues, please refer to: [http://www.virus.gov/faq/workplace\\_questions/equal\\_employment/index.html#PrivacyIssues](http://www.virus.gov/faq/workplace_questions/equal_employment/index.html#PrivacyIssues)  
Employees exposed to a sick co-worker should monitor themselves for symptoms of virus-like illness and stay home if they are sick.
- **Emphasize respiratory etiquette and hand hygiene by both people who are well and those who have any symptoms of virus:**
  - Virus viruses are thought to spread mainly from person to person in respiratory droplets of coughs and sneezes. Provide employee messages on the importance of covering coughs and

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sneezes with a tissue or, in the absence of a tissue, one's elbow or shoulder. Place posters in the worksite that encourages cough and sneeze etiquette.

- Provide tissues and no-touch disposal receptacles for use by employees.
- Virus may be spread via contaminated hands. Instruct employees to wash their hands often with soap and water. If soap and water are not available, employees may use an alcohol-based hand rub. However, hand rubs should not be used when hands are visibly soiled. Place posters in the worksite that encourage hand hygiene.
- Provide soap and water and alcohol-based hand rubs in the workplace. Ensure that adequate supplies are maintained. If feasible, place hand rubs in multiple locations or in conference rooms to encourage hand hygiene.
- Visit: <http://www.cdc.gov/virus/protect/covercough.htm> for more information on respiratory etiquette and [www.cdc.gov/cleanhands](http://www.cdc.gov/cleanhands) for more information on hand hygiene.
- Provide disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks) can be wiped down by employees before each use.

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## **Managers and Supervisors shall be responsible for:**

- 1) Allowing employees time to attend a vaccination clinic or site.
- 2) Assuring that employees comply with ESAH COVID-19 Vaccination Plan

## **Office of Human Resources shall be responsible for:**

- 1) Maintaining electronic records of employees who have received the COVID-19 vaccine.
- 2) Provide each employee with a reminder of ESAH COVID-19 Vaccination Plan.
- 3) Documenting the employee's COVID-19 vaccination status.
- 4) Providing new employees with information about the ESAH COVID-19 Vaccination Plan during orientation and places to obtain the COVID-19 vaccine, if employment begins during the COVID-19 campaign, and if employee desired.

## **Company Nurses shall be responsible for:**

Assisting and finding out [how to get a COVID-19 vaccine](#)

**Visit [VaccineFinder.org](#)** to find vaccination providers near you. In some states, information may be limited while more vaccination providers and pharmacies are being added.

**Check your local pharmacy's website to see if vaccine appointments are available.** To find out which pharmacies are participating in the Federal Retail Pharmacy Program visit CDC's [Federal Retail Pharmacy Program website](#).

**Contact your [state health department](#)** to find additional vaccination locations in the area.

**Check your local news outlets,** they may also have information on how to get a vaccine.

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Coordinating to guide and provide COVID-19 vaccination clinics or site.

Assisting and explaining to the employees How COVID-19 Vaccines Work.

Assisting with explaining different types of COVID-19 vaccines (whichever is available at the vaccination sites and [how they work](#)).

[Pfizer-BioNTech](#) COVID-19 vaccine

[Moderna](#) COVID-19 vaccine

Offering or assisting the employees COVID-19 vaccination at various locations and times.

Providing information of COVID-19 vaccine (type of locations).

Providing information to the Office of Human Resources regarding those employees who are not in compliance with this policy.

Developing and recommending strategies, including revisions to this policy to enhance and improve COVID-19 vaccination rates in the Department.