

Davis Corporate Solutions

Davis Corporate Solutions
Covid-19 Preparedness & Response Plan

Updated 05/28/2020

Covid-19 Policies & Procedures

1. Daily Workplace Entry Self-Screening
2. Daily Cleaning
3. Workplace Events
4. Visitors
5. Travel
6. Sample Delivery/Pickup
7. Procedure for Confirmed Workplace Exposure of COVID-19
8. Non-Retaliation
9. Reporting Unsafe Work Conditions
10. Employee Education

1. Daily Workplace Entry Self-Screening

Everyday, all employees, contractors, and visitors to the showroom must complete a Self-Screening prior to entry. These are found at the front entrance of the showroom, and must be logged for notification purposes if exposure is found.

2. Daily Cleaning Procedure

1. The showroom is cleaned at beginning, middle, and end of every day, including wiping down all worksurfaces, samples, personal supplies, and all high touch areas
2. All tested samples are wiped down after each use
3. Employees are required to wipe down their workstations at beginning, middle, and end of day
4. If employees are sent home with symptoms of sickness:
 - a. Entire workstation must be wiped down, including but not limited to:
 - i. Notebooks, pens, computers, mouse, monitors, etc.
 - ii. Notify all employees/contractors/visitors to the office that someone was sent home sick (notify everyone that has visited in the past 24 hours)

3. Workplace Events

1. Appointment groups are limited to one group at a time; no double bookings
2. All social events must practice proper social distancing
3. Nonessential in-person meetings/events will be held virtually when possible

4. Visitors

All nonessential visitors will be asked to engage the business virtually, and practice proper social distancing if it is deemed required.

5. Travel

All nonessential travel will be limited.

6. Sample Delivery/Pickup

Samples will be cleaned prior to drop off for a customer and cleaned upon return to the showroom. Once cleaned, they will be bagged and tagged with the date it was cleaned/bagged.

7. Procedure for Confirmed Workplace Exposure of COVID-19

1. Notify Oakland County Health Department Covid-19 On-Call Nurse (800-848-5533) & Department in general (248-424-7000)
2. Notify all employees, contractors, and visitors to the showroom within 24 hours. Anyone who has visited in the past 2 days should be contacted.
3. If an employee tests positive, they should be asked to contact the on-call nurse at the health department, and/or their primary care physician, and seek medical treatment. They should be advised to go home and not return to work for at least 2 weeks, and only return with a note signed by a physician releasing them to come back to work
4. The showroom will be shutdown immediately for deep cleaning.
5. Deep cleaning will be performed by a licensed cleaning company
6. Employees may return to the showroom once the deep cleaning has been completed

8. Non-Retaliation

Employees will not be discharged, disciplined, or otherwise retaliated against those who stay home or who leave work when they are at particular risk of infecting others with COVID-19.

9. Reporting Unsafe Work Conditions

If you feel that your workplace is unsafe, please contact the Covid-19 Workplace Supervisor. The Supervisor will contact the county health department as needed.

10. Employee Education

Employees will receive education on:

1. Workplace Infection Control Practices
2. Proper Use of Personal Protective Equipment (PPE)
3. Steps the employee must take to notify the business of any symptoms of COVID-19 or a suspected/confirmed diagnosis of Covid-19
4. How to report unsafe working conditions

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5. All of the above new policies and procedures
6. Non-retaliation against employees who are affected by Covid-19
7. Stay Home if Sick/Symptoms
8. Promotion of remote work

Confirmed Covid-19 Exposure Checklist

- Notify Oakland County Health Department Covid-19 On-Call Nurse (800-848-5533) & Department in general (248-424-7000)
- Notify all employees, contractors, and visitors to the showroom within 24 hours. Anyone who has visited in the past 2 days should be contacted.
- If an employee tests positive, they should be asked to contact the on-call nurse at the health department, and/or their primary care physician, and seek medical treatment. They should be advised to go home and not return to work for at least 2 weeks, and only return with a note signed by a physician releasing them to come back to work
- The showroom will be shutdown immediately for deep cleaning.
- Deep cleaning will be performed by a licensed cleaning company
- Employees may return to the showroom once the deep cleaning has been completed

Completed by:

Name: _____

Date: _____

Employee Covid-19 Training Checklist

- Workplace Infection Control Practices
- Proper Use of Personal Protective Equipment (PPE)
- Steps the employee must take to notify the business of any symptoms of COVID-19 or a suspected/confirmed diagnosis of Covid-19
- How to report unsafe working conditions
- Non-retaliation against employees who are affected by Covid-19
- Stay Home if Sick/Symptoms
- Promotion of remote work
- Review of all new Covid-19 related policies and procedures

Employee Name:

Employee Signature:

Date Completed: _____

Name of Workplace Supervisor for Covid-19:

Signature:

Date Completed: _____

COVID-19 Health Screening Form

Date: _____

Visitor's name: _____

Visitor's phone number: _____

Self-Declaration by Visitor		
	YES	NO
Have you traveled to [insert company determined list of countries] or been in close contact with anyone who has traveled to those areas within the last 14 days?		
Have you had close contact with or cared for someone diagnosed with COVID-19 within the last 14 days?		
Have you experienced any cold or flu-like symptoms in the last 14 days (fever, cough, shortness of breath or other respiratory problem)?		

Visitors answering yes to any of the above questions will not be permitted access to [Company name]'s facility.

Visitor signature: _____

For internal use:

Access to facility (circle one): Approved Denied

Employee name: _____

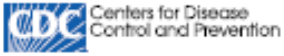
Employee signature: _____



OSHA 3990-03 2020

General Workplace Hygiene Practices

1. **Hand Washing** - Frequent and thorough hand washing (or hand sanitizer)
2. **Stay Home if Sick** - Workers to stay home if they are sick.
3. **Cover Cough/Sneeze** - Use respiratory etiquette, including covering coughs and sneezes.
4. **Use Trash Bins** - Provide customers with tissues and trash receptacles.
5. **Do Not Share Work Equipment** - Do not share other workers' phones, desks, offices, or other work tools and equipment, when possible.
6. **Clean Regularly** - Maintain regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment



Coronavirus Disease 2019 (COVID-19)

Symptoms of Coronavirus

What you need to know

- Anyone can have mild to severe symptoms.
- Older adults and people who have severe underlying medical conditions like heart or lung disease or diabetes seem to be at higher risk for developing more serious complications from COVID-19 illness.

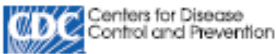
Watch for symptoms

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness.

Symptoms 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

This list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID-19.



Coronavirus Disease 2019 (COVID-19)

How to Wear Cloth Face Coverings

Cloth face coverings are an additional step to help slow the spread of COVID-19 when combined with every day preventive actions and social distancing in public settings.

- Who should NOT use cloth face coverings: children under age 2, or anyone who has trouble breathing, is unconscious, incapacitated or otherwise unable to remove the mask without assistance
- Cloth face coverings are NOT surgical masks or N-95 respirators. Surgical masks and N-95 respirators must be reserved for healthcare workers and other medical first responders, as recommended in CDC guidance.

Wear your Face Covering Correctly

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily



Use the Face Covering to Protect Others

- Wear a face covering to help protect others in case you're infected but don't have symptoms
- Keep the covering on your face the entire time you're in public
- Don't put the covering around your neck or up on your forehead
- Don't touch the face covering, and, if you do, wash your hands

Follow Everyday Health Habits

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available





Take Off Your Cloth Face Covering Carefully, When You're Home

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine (learn more about [how to wash cloth face coverings](#))
- Be careful not to touch your eyes, nose, and mouth when removing and wash hands immediately after removing.

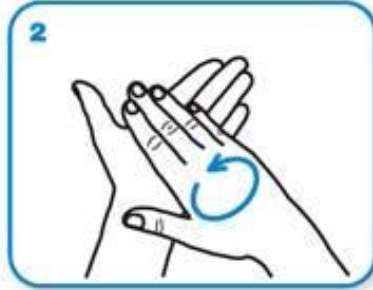
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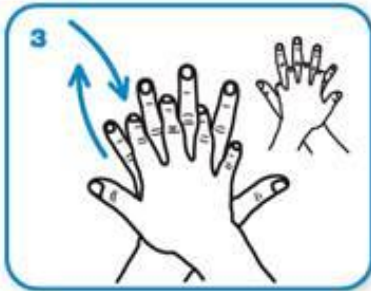
Wet hands with water



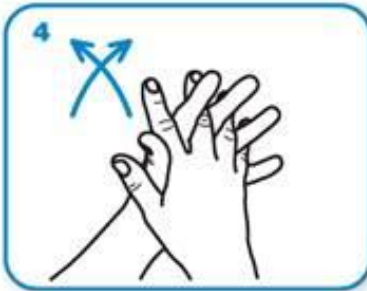
apply enough soap to cover all hand surfaces.



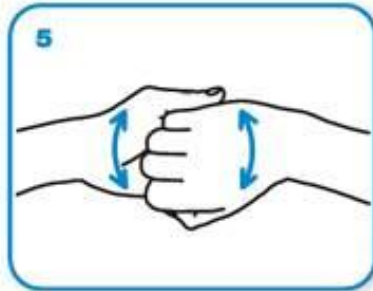
Rub hands palm to palm



right palm over left dorsum with interlaced fingers and vice versa



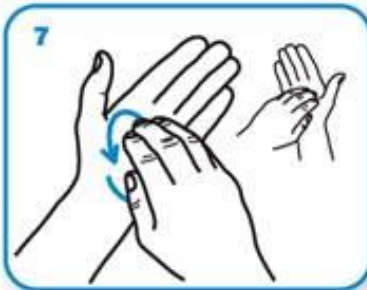
palm to palm with fingers interlaced



backs of fingers to opposing palms with fingers interlocked



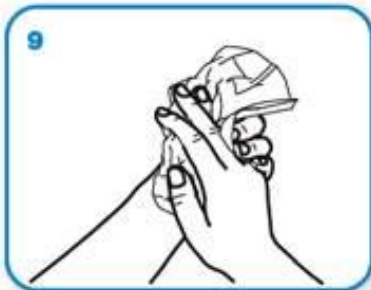
rotational rubbing of left thumb clasped in right palm and vice versa



rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa.



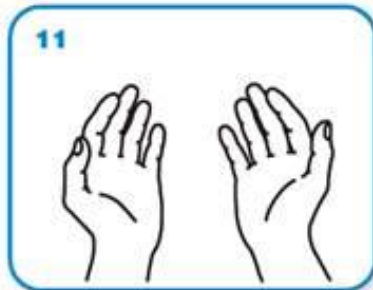
Rinse hands with water



dry thoroughly with a single use towel



use towel to turn off faucet



...and your hands are safe.