

HSEW COVID-19 Safety Plan

Purpose of COVID-19 Safety Plan

- It is a mandatory requirement from Benton County before starting business in modified phase I
- To designate a Covid Safety Lead for the efforts and coordination
- To ensure that the employees their responsibilities
- To make visitors/contractor be aware of their role and responsibilities and create confidence in HSEW efforts
- Response Protocol for a confirmed COVID-19 Case
- HSEW Safety Plan submitted to county on 7/13/2020

HSEW COVID-19 Safety Plan already submitted to Benton county on 7/13/2020

COVID-19 Like Symptoms

- One of the following symptoms:
 - Cough
 - Shortness of breath or difficulty breathing
- Or at least two of the following symptoms:
 - Fever(subjective or measured)
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat
 - New loss of taste or smell

Safety Lead Role and Responsibilities

- Prashanthi is HSEW Safety Lead – Contact (509) 531 5821
- Parveen is designee in her absence – Contact (240) 409 2855
- Provide training and required knowledge to employee
- Visually monitor employee safety behavior at regular intervals
- Re-train employee if he requires frequent correction
- Modify the plan or process as needed to increase compliance
- Direct all communications regarding COVID-19 and the Company's responses, both within the HSEW and externally.

Safety Lead Role and Responsibilities

- Notification to the employee and business associates (visitors/contractors/suppliers) for any operational changes due to any updates on COVID-19 pandemic.
- Notify all affected parties when the outbreak impacts our ability to perform services, and provide updates when the Company's operations resume
- Review of the Screening results for accuracy. If a fever was measured, re-take the employees body temperature to verify results
- The Safety Plan Lead or the designee will notify the local health jurisdiction within 24 hours if HSEW suspects COVID-19 is spreading in the temple

Employee Role and Responsibilities

- He is responsible for his own health and ensures he participates in our “multiple barrier” prevention efforts while at work
- If Priest has any Covid like symptoms or a combination of these symptoms he must stay home and not come to temple until he is free of symptoms for at least 72 hours, without the use of medicine. Inform Safety Lead
- HSEW has set up process of Employee Questionnaire for COVID related Symptoms with nine questions
- Priest must fill answer (Y/N) on the **Employee Response Sheet** everytime he come to the temple. This also includes the temperature taken and recorded.
- If there is response Y to any questions and/or the body temp. is more than **100.4°F**, contact the Safety Plan Lead (or designee) and go home, self-isolate, and contact your health provider
- Also observe that visitors are following the set process/practice while they are inside the temple

Visitors Role and Responsibilities

- Every Visitor must read COVID-like Illness Instructions provided at the Entrance
- **Visitors are requested not to visit temple beyond Entrance point, if they have any of the COVID Like Symptoms**
- Visitors who are symptomatic can access temple services which are provided online/virtual meetings
- ALL VISITORS MUST GET THEIR TEMPERATURE TAKEN AND RECORDED in the SIGN-IN SHEET
- Visitors are expected to provide their contact # in Sign-in sheet

Visitors Role and Responsibilities

- Use a face mask or face covering
- Maintain social distance of minimum 6 feet with others at all times
- Avoid touching your eyes, nose, or mouth
- Frequently clean your hands using FDA approved hand sanitizers available at different locations in the temple
- Cover your mouth and nose with a tissue when you cough or sneeze. Apply Hand Sanitizer subsequently.
- If you don't have a tissue, cough or sneeze into your elbow, not your hands. Then apply hand sanitizer subsequently.

Visitors Role and Responsibilities during special puja services/events

- Shared areas such as Restrooms /office room will not be accessible to visitors during normal visits other than when special services/events are organized by temple
- When special services/ events are organized, the visitors and volunteers are expected to support the disinfection of temple including used facilities (such as chairs/ tables/handles/door knobs etc) as directed by guidelines and instructions set up by Religious committee

HSEW Board and Committees Role and Responsibilities

- Regular housekeeping, including cleaning and disinfection of frequently used equipment and high touch surfaces (doorknobs, railings, etc.)
- Priest will also regularly do the same in his personal work areas
- All meetings will be held virtually (by phone or video conferencing) unless physical distancing can be maintained in the office meeting room.

HSEW Communication

- The Safety Plan Lead (or other as designated) will direct all communications regarding COVID-19 and the Company's responses, both within the Company and externally.
- Communications will be provided via one or more of the following modes:
 - Email
 - Posting to Website portal
 - Text Messages over Whatsapp
 - Posted in communal area at temple
 - Virtual Meetings
- Educational resources including Safety Plan about COVID-19 illness and preparedness measures to control exposure and spreading of the illness are available through HSEW Website and/ or at temple premises

Response Protocol for a confirmed COVID-19 Case

- The Safety Plan Lead or the designee will notify the local health jurisdiction within 24 hours if HSEW suspects COVID-19 is spreading in the temple
- HSEW will ensure thorough cleaning and disinfection of areas and buildings frequented by this individual in accordance with CDC guidelines
- **HSEW will not provide the name of confirmed COVID case individual to others unless legally required**
- The number of persons who will be informed that an unnamed person has tested positive will be kept to the minimum needed to comply with reporting requirements and to limit the potential for transmission to others
- The Company will contact others (suppliers, customers or visitors) who may have come into contact with this **unnamed individual** at the temple so those individuals may take measures to protect their own health

