

Frankenlust Township COVID-19 Preparedness and Response Plan

*****The Occupational Safety and Health Act requires Frankenlust Township Officials to comply with safety and health standards and regulations promulgated by OSHA or by a state with an OSHA-approved state plan. In addition, the Act's General Duty Clause, Section 5(a) (1), requires Frankenlust Township Officials to provide their employees with a workplace free from recognized hazards likely to cause death or serious physical harm.***

Introduction

Coronavirus Disease 2019 (COVID-19) is a respiratory disease caused by the SARS-CoV-2 virus. It has spread from China to many other countries around the world, including the United States. Depending on the severity of COVID-19's international impacts, outbreak conditions—including those rising to the level of a pandemic—can affect all aspects of daily life, including travel, trade, tourism, food supplies, and financial markets.

Links for additional information:

The latest information about COVID-19 and the global outbreak: www.cdc.gov/coronavirus/2019-ncov.

The OSHA COVID-19 webpage offers information specifically for employees and Frankenlust Township Officials: www.osha.gov/covid-19.

How COVID-19 Spreads

Although the first human cases of COVID-19 likely resulted from exposure to infected animals, infected people can spread SARS-CoV-2 to other people.

The virus is thought to spread mainly from person-to-person, including:

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

It may be possible that a person can get COVID-19 by touching a surface or object that has SARS-CoV-2 on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the primary way the virus spreads.

People are thought to be most contagious when they are most symptomatic (i.e., experiencing fever, cough, and/or shortness of breath). Some spread might be possible before people show symptoms; there have been reports of this type of asymptomatic transmission with this new coronavirus, but this is also not thought to be the main way the virus spreads.

Although the United States has implemented public health measures to limit the spread of the virus, it is likely that some person-to-person transmission will continue to occur.

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How a COVID-19 Outbreak Could Affect Workplaces

Similar to influenza viruses, SARS-CoV-2, the virus that causes COVID-19, has the potential to cause extensive outbreaks. Under conditions associated with widespread person-to-person spread, multiple areas of the United States and other countries may see impacts at the same time. In the absence of a vaccine, an outbreak may also be an extended event. As a result, Frankenlust Township may experience:

- **Absenteeism.** Employees could be absent because they are sick; are caregivers for sick family members; are caregivers for children if schools or day care centers are closed; have at-risk people at home, such as immunocompromised family members; or are afraid to come to work because of fear of possible exposure.
- **Interrupted supply/delivery.** Shipments of items from geographic areas severely affected by COVID-19 may be delayed or cancelled with or without notification.

Policies and Procedures for Prompt Identification and Isolation of Sick People, if Appropriate:

1. Prompt identification and isolation of potentially infectious individuals is a critical step in protecting employees, customers, visitors, and others at the Frankenlust Township Office.
2. Frankenlust Township Officials should inform and encourage employees to self-monitor for signs and symptoms of COVID-19 if they suspect possible exposure. If needed, immediately isolate person(s) who have signs and/or symptoms of COVID-19. **The employees will need training to implement them.**
3. Move potentially infectious people to a location away from employees, customers, and other visitors. Isolate possible employee(s) in the conference room which will become an isolation room at that time, until potentially sick people can be removed from the worksite through the back door of the conference room.
4. Restrict the number of personnel entering isolation area.
5. Protect employees in close contact with (i.e., within 6 feet of) a sick person or who have prolonged/repeated contact with such persons by using additional engineering and administrative controls, safe work practices, and PPE.

Development, Implementation, and Communication about Workplace Flexibilities and Protections

Frankenlust Township Officials shall:

1. Actively encourage sick employees to stay home.
2. Ensure that sick leave policies are flexible and consistent with public health guidance and that employee(s) are aware of these policies.
3. Talk with companies that provide Frankenlust Township with contract or temporary employees about the importance of sick employees staying home and encourage them to develop non-punitive leave policies.
4. Will not require a healthcare provider's note for employee(s) who are sick with acute respiratory illness to validate their illness or to return to work, as healthcare provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely way.

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5. Maintain flexible policies that permit employee(s) to stay home to care for a sick family member. Frankenlust Township Officials should be aware that more employees may need to stay at home to care for sick children or other sick family members than is usual.
6. Recognize that employees with ill family members may need to stay home to care for them and will use the CDC's Interim Guidance for Preventing the Spread of COVID-19 in Homes and Residential Communities: www.cdc.gov/coronavirus/2019ncov/hcp/guidance-prevent-spread.html.
7. Be aware of employees' concerns about pay, leave, safety, health, and other issues that may arise during infectious disease outbreaks. Provide adequate, usable, and appropriate training, education, and informational material about business-essential job functions and employees health and safety, including proper hygiene practices and the use of any workplace controls (including PPE).
8. Work with insurance companies (e.g., those providing employee health benefits) and state and local health agencies to provide information to employees and customers about medical care in the event of a COVID-19 outbreak.

Engineering Controls:

- Frankenlust Township shall install physical barriers, such as clear plastic sneeze guards.

Administrative Controls:

Administrative controls that require action by the Frankenlust Township Officials or employees:

1. Encouraging sick employees to stay at home.
2. Establishing alternating days or extra shifts that reduce the total number of employees in a facility at a given time, allowing them to maintain distance from one another while maintaining a full or part-time onsite work week.
3. Developing emergency communications plans, including a forum for answering employees' concerns and internet-based communications, if feasible.
4. Provide employees with up-to-date education and training on COVID-19 risk factors and protective behaviors (e.g., cough etiquette and care of PPE).
5. Train employees who need to use protecting clothing and equipment how to put it on, use/wear it, and take it off correctly, including in the context of their current and potential duties.

Safe Work Practices:

Safe work practices and procedures for safe and proper work used to reduce the duration, frequency, or intensity of exposure to a hazard shall be provided by Frankenlust Township Officials. Examples of safe work practices for SARS-CoV-2 include:

1. Provide resources and a work environment that promotes personal hygiene. For example, provide tissues, no-touch trash cans, hand soap, alcohol-based hand rubs containing at least 60 percent alcohol, disinfectants, and disposable towels for employees to clean their work surfaces.
2. Require regular hand washing or using of alcohol-based hand rubs. Employee(s) should always wash hands when they are visibly soiled and after removing any PPE.
3. Post handwashing signs in restrooms.

Personal Protective Equipment (PPE):

While engineering and administrative controls are considered more effective in minimizing exposure to SARS-CoV-2, PPE may also be needed to prevent certain exposures. While correctly using PPE can help prevent some exposures, it should not take the place of other prevention strategies.

Examples of PPE include: gloves, goggles, face shields, face masks, and respiratory protection, when appropriate. During an outbreak of an infectious disease, such as COVID-19, recommendations for PPE specific to occupations

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or job tasks may change depending on geographic location, updated risk assessments for employees, and information on PPE effectiveness in preventing the spread of COVID-19. Frankenlust Township Officials shall check the **OSHA** and **CDC** websites regularly for updates about recommended PPE.

All types of PPE will be:

1. Selected based upon the hazard to the employee.
2. Properly fitted and periodically refitted, as applicable (e.g., respirators).
3. Consistently and properly worn when required.
4. Regularly inspected, maintained, and replaced, as necessary.
5. Properly removed, cleaned, and stored or disposed of, as applicable, to avoid contamination of self, others, or the environment.

Frankenlust Township Officials will refer to www.osha.gov/SLTC/etools/respiratory and NIOSH at www.cdc.gov/niosh/topics/respirators for information regarding PPE function, fit, ability to decontaminate, disposal and cost. Respirator training can be found at www.osha.gov/SLTC/respiratoryprotection. Appropriate form of respirator selection can be found at www.cdc.gov/niosh/docs/s005-100/default.html or www.osha.gov/SLTC/etools/respiratory.

The General Duty Clause, Section 5(a)(1) of the Occupational Safety and Health (OSH) Act of 1970, 29 USC 654(a)(1), which requires Frankenlust Township to furnish to each employee “employment and a place of employment, which are free from recognized hazards that are causing or are likely to cause death or serious physical harm.” See: www.osha.gov/laws-regs/oshact/completeoshact.

The OSHA COVID-19 webpage provides additional information about OSHA standards and requirements, including requirements in states that operate their own OSHA-approved State Plans, recordkeeping requirements and injury/illness recording criteria, and applications of standards related to sanitation and communication of risks related to hazardous chemicals that may be in common sanitizers and sterilizers. See: www.osha.gov/SLTC/covid-19/standards.html

Risk Categories:

Very High Exposure Risk and High Exposure Risk:

These 2 categories relate to Healthcare Professionals and Mortuary employees and would not relate to employees of Frankenlust Township unless they had prior exposure by First Responders in the Frankenlust Township Fire Department.

Medium Exposure Risk

Medium exposure risk jobs include those that require frequent and/or close contact with (i.e., within 6 feet of) people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients. In areas without ongoing community transmission, employees 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, employees in this category may have contact with the general public (e.g., schools, high-population-density work environments, some high-volume retail settings).

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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 SARS-CoV-2 nor frequent close contact with (i.e., within 6 feet of) the general public. Employees in this category have minimal occupational contact with the public and other co-employees.

Jobs Classified at Lower Exposure Risk (Caution):

For employees of Frankenlust Township who do not have frequent contact with the general public, Frankenlust Township Officials should follow the guidance for “**Steps All Frankenlust Township Officials Can Take to Reduce Employees’ Risk of Exposure to SARS-CoV-2,**” and implement control measures described.

Engineering Controls

Additional engineering controls are not recommended for employees in the lower exposure risk group. Frankenlust Township Officials should ensure that engineering controls, if any, used to protect employees from other job hazards continue to function as intended.

Administrative Controls

1. Monitor public health communications about COVID-19 recommendations and ensure that employees have access to that information. Frequently check the CDC COVID-19 website: www.cdc.gov/coronavirus/2019-ncov.
2. Collaborate with employees to designate effective means of communicating important COVID-19 information.

Personal Protective Equipment

Additional PPE is not recommended for employees in the lower exposure risk group. Employees should continue to use the PPE, if any, that they would ordinarily use for other job tasks.

Engineering Controls

- Install physical barriers, such as clear plastic sneeze guards, where feasible.

Administrative Controls

1. Offer face masks to ill employees and customers to contain respiratory secretions until they are able leave the workplace (i.e., for medical evaluation/care or to return home). In the event of a shortage of masks, a reusable face shield that can be decontaminated may be an acceptable method of protecting against droplet transmission. See CDC/ NIOSH guidance for optimizing respirator supplies, which discusses the use of surgical masks, at: www.cdc.gov/coronavirus/2019-ncov/hcp/respirators-strategy.
2. Keep customers informed about symptoms of COVID-19 and ask sick customers to minimize contact with employees until healthy again, such as by posting signs about COVID-19 in stores where sick customers may visit (e.g., pharmacies) or including COVID-19 information in automated messages sent when prescriptions are ready for pick up.
3. Where appropriate, limit customers’ and the public’s access to the worksite, or restrict access to only certain workplace areas.
4. Consider strategies to minimize face-to-face contact (e.g., phone-based communication, telework).
5. Communicate the availability of medical screening or other employee’s health resources (e.g., on-site nurse; telemedicine services).

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Jobs Classified at Medium Exposure

In workplaces where employees have medium exposure risk, Frankenlust Township Officials should follow the guidance for “**Steps All Frankenlust Township Officials Can Take to Reduce Employees’ Risk of Exposure to SARS-CoV-2,**” and implement control measures.

Engineering Controls

- Install physical barriers, such as clear plastic sneeze guards, where feasible.

Administrative Controls

1. Consider offering face masks to ill employees and customers to contain respiratory secretions until they are able leave the workplace (i.e., for medical evaluation/care or to return home). In the event of a shortage of masks, a reusable face shield that can be decontaminated may be an acceptable method of protecting against droplet transmission. See CDC/ NIOSH guidance for optimizing respirator supplies, which discusses the use of surgical masks, at: www.cdc.gov/coronavirus/2019-ncov/hcp/respirators-strategy.
2. Keep customers informed about symptoms of COVID-19 and ask sick customers to minimize contact with employees until healthy again, such as by posting signs about COVID-19 in stores where sick customers may visit (e.g., pharmacies) or including COVID-19 information in automated messages sent when prescriptions are ready for pick up.
3. Consider strategies to minimize face-to-face contact (e.g., phone-based communication, telework).
4. Communicate the availability of medical screening or other worker health resources (e.g., on-site nurse; telemedicine services).

Jobs Classified at High or Very High Exposure Risk:

Refer to www.cdc.gov/covid-19.

Personal Protective Equipment (PPE)

When selecting PPE, consider factors such as function, fit, decontamination ability, disposal, and cost. Sometimes, when PPE will have to be used repeatedly for a long period of time, a more expensive and durable type of PPE may be less expensive overall than disposable PPE. Each Frankenlust Township Officials should select the combination of PPE that protects employees specific to their workplace.

Employees with medium exposure risk may need to wear some combination of gloves, a gown, a face mask, and/or a face shield or goggles. PPE ensembles for employees in the medium exposure risk category will vary by work task, the results of the Frankenlust Township Official’s hazard assessment, and the types of exposures employees have on the job.

In rare situations that would require employees in this risk category to use respirators, see the PPE section which provides more details about respirators. For the most up-to-date information, visit OSHA’s COVID-19 webpage: www.osha.gov/covid-19.

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For More Information

Federal, state, and local government agencies are the best source of information in the event of an infectious disease outbreak, such as COVID-19. Staying informed about the latest developments and recommendations is critical, since specific guidance may change based upon evolving outbreak situations.

Below are several recommended websites to access the most current and accurate information:

1. Occupational Safety and Health Administration website: www.osha.gov
2. Centers for Disease Control and Prevention website: www.cdc.gov
3. National Institute for Occupational Safety and Health website: www.cdc.gov/niosh

OSHA Assistance, Services, and Programs

OSHA has a great deal of information to assist Frankenlust Township Official's in complying with their responsibilities under OSHA law. Several OSHA programs and services can help Frankenlust Township Official's identify and correct job hazards, as well as improve their safety and health program.

Establishing a Safety and Health Program

Safety and health programs are systems that can substantially reduce the number and severity of workplace injuries and illnesses, while reducing costs to Frankenlust Township Official's.

Visit www.osha.gov/safetymanagement for more information.

Compliance Assistance Specialists

OSHA compliance assistance specialists can provide information to Frankenlust Township Official's and employees about OSHA standards, short educational programs on specific hazards or OSHA rights and responsibilities, and information on additional compliance assistance resources.

Visit www.osha.gov/complianceassistance/cas or call 1-800321-OSHA (6742) to contact your local OSHA office.

No-Cost On-Site Safety and Health Consultation Services for Small Business

OSHA's On-Site Consultation Program offers no-cost and confidential advice to small and medium-sized businesses in all states, with priority given to high-hazard worksites. On-Site consultation services are separate from enforcement and do not result in penalties or citations.

For more information or to find the local On-Site Consultation office in your state, visit www.osha.gov/consultation, or call 1-800-321-OSHA (6742).

Under the consultation program, certain exemplary Frankenlust Township Official's may request participation in OSHA's Safety and Health Achievement Recognition Program (SHARP). Worksites that receive SHARP recognition are exempt from programmed inspections during the period that the SHARP certification is valid.

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Cooperative Programs

OSHA offers cooperative programs under which businesses; labor groups and other organizations can work cooperatively with OSHA. To find out more about any of the following programs, visit www.osha.gov/cooperativeprograms.

Strategic Partnerships and Alliances

The OSHA Strategic Partnerships (OSP) provide the opportunity for OSHA to partner with Frankenlust Township Official's, employees, professional or trade associations, labor organizations, and/or other interested stakeholders. Through the Alliance Program, OSHA works with groups to develop compliance assistance tools and resources to share with employees and Frankenlust Township Official's, and educate employees and Frankenlust Township Official's about their rights and responsibilities.

Voluntary Protection Programs (VPP)

The VPP recognize Frankenlust Township Official's and employees in the private sector and federal agencies who have implemented effective safety and health programs and maintain injury and illness rates below the national average for their respective industries.

Occupational Safety and Health Training

OSHA partners with 26 OSHA Training Institute Education Centers at 37 locations throughout the United States to deliver courses on OSHA standards and occupational safety and health topics to thousands of students a year. For more information on training courses, visit www.osha.gov/otiec.

OSHA Educational Materials

OSHA has many types of educational materials to assist Frankenlust Township Official's and employees in finding and preventing workplace hazards.

All OSHA publications are free at www.osha.gov/publications and www.osha.gov/ebooks. You can also call 1-800-321-OSHA (6742) to order publications.

Frankenlust Township Official's and safety and health professionals can sign-up for QuickTake's, OSHA's free, twice-monthly online newsletter with the latest news about OSHA initiatives and products to assist in finding and preventing workplace hazards. To sign up, visit www.osha.gov/quicktake's.

OSHA Regional Office

Region 5 - Chicago Regional Office - (IL*, IN*, MI*, MN*, OH, WI)

John C. Kluczynski Federal Building, 230 South Dearborn Street, Room 3244, Chicago, IL 60604

(312) 353-2220 office - (312) 353-7774 Fax

*States with approved programs must have standards that are identical to, or at least as effective as, the Federal OSHA standards.

How to Contact OSHA

Under the Occupational Safety and Health Act of 1970, Frankenlust Township Officials are responsible for providing safe and healthful workplaces for their employees. OSHA's role is to help ensure these conditions for America's working men and women by setting and enforcing standard, and providing training, education and assistance. For more information, visit www.osha.gov or call OSHA at 1-800-321-OSHA(6742), TTY 1-877-889-5627.