

# COVID-19: RETURNING TO YOUR WORKPLACE

## Module 2 – Preparing Your IDPRP

Our Presentation  
Will Begin Soon!



# COVID-19: RETURNING TO YOUR WORKPLACE

## Module 2 – Preparing Your IDPRP

Presented by ICW Group  
Risk Management



# TODAY'S SPEAKER

***Rick Fineman***

*CSP, ALCM, ARM*

*VP, Risk Management*

*ICW Group*





# CAUTION! Healthcare Workers & First Responders

Employees have potential occupational exposure to COVID-19!

- This presentation alone is **not adequate training**.
- Must be trained on **site-specific policies and procedures**.
- Practice until **competency and confidence** are demonstrated:
  - Putting on and taking off PPE
  - Respirator use
  - Performing decontamination procedures.

# COVID-19: Returning to YOUR workplace

## Back to Workplace Series

MODULE

01

**Assessing Your Risks**

MODULE

02

**Preparing Your Infectious Disease  
Preparedness and Response Plan**

MODULE

03

**Implementing your IDPRP Plan**



# COVID-19: Returning to YOUR workplace

## Back to Workplace Series

MODULE

01

**Assessing Your Risks**

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02

**Preparing Your Infectious Disease Preparedness and Response Plan**

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03

**Implementing your IDPRP**





# TOPICS:

- Quick Review
- Defining Key Controls
- Completing Your Plan
- Next Steps



COVID-19 Safety Precautions:  
**Give Each Other Space**  
**6'**

Wash your  
hands

Don't touch  
your face

Cover coughs  
and sneezes

Stay home if  
you are sick

# TOPICS:

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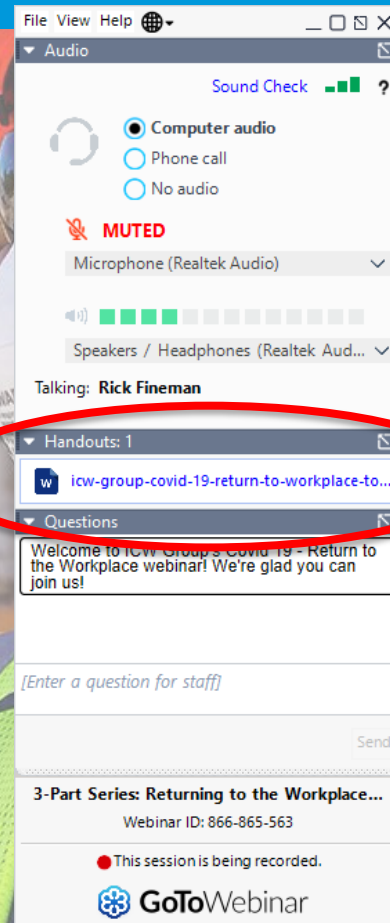
# During Module 1...

You downloaded the COVID-19 Return  
To The Workplace Toolkit

Note: Toolkit is available in the  
Handouts area of live webinar

Or on our website!

[icwgroup.com/safety](https://icwgroup.com/safety)



# You learned about the toolkit

## Toolkit contents

- Risk Assessment
- Cleaning & Disinfection Guide
- Control Table
- Elevator Policy
- Employee Temperature and Symptom attestation log
- Visiting non-company locations
- Training Resources
- Links to public resources



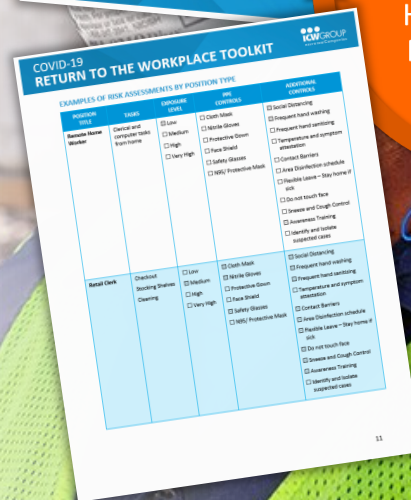
# You Completed Your Risk Assessment

Learned about the risk levels

- Reviewed key exposure levels
- Identified risks for each Role

If you missed Module 1, see on demand at:

[icwgroup.com/safety](https://icwgroup.com/safety)



Very High  
Risk

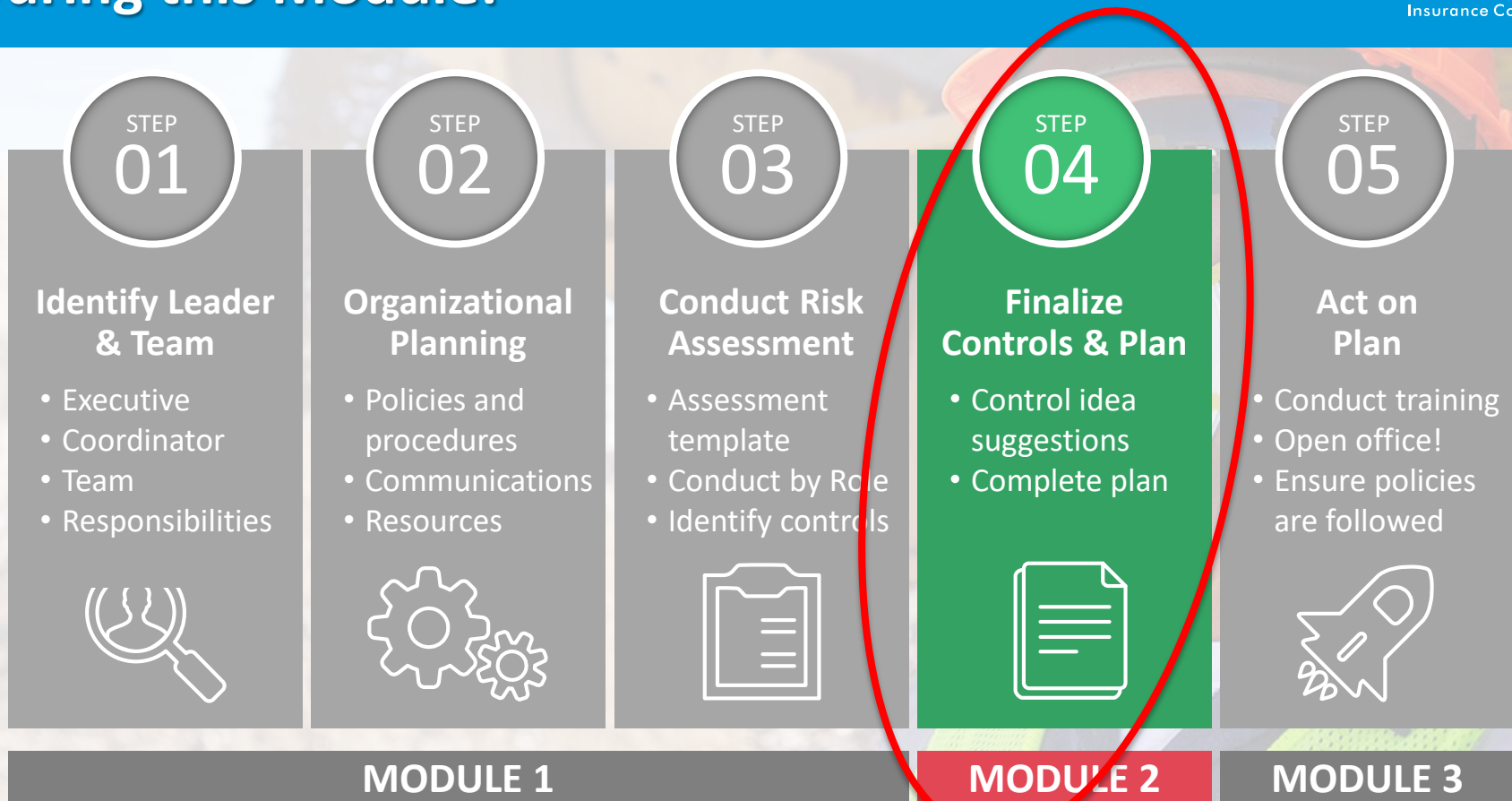
Low  
Risk

High  
Risk

Medium  
Risk



# During this Module:



# TOPICS:

- Quick Review
- **Defining Key Controls**
- Completing Your Plan
- Next Steps

STEP  
04

## Finalize Controls & Plan

- Control idea suggestions
- Complete plan



## ICW Group COVID-19 Return To The Workplace Toolkit

- Appendix VII
- Commonly used controls:
  - Control Elements
  - Description
  - Risk Level Suggestions



### COVID-19 RETURN TO THE WORKPLACE TOOLKIT



#### APPENDIX VII - COVID-19 SUGGESTED CONTROL TABLE

The following guides provide an aggregation of control recommendations from the CDC, OSHA, and the California Department of Health for COVID-19 exposures in the workplace. Guidance is provided for returning workers to the workplace while adhering to social distancing, personal hygiene, cleaning and sanitation, staff testing, and response to suspected and actual cases of Coronavirus 19 in the workplace.

Control Element	Description	Low Risk Controls	Medium Risk Controls	High Risk Controls
<b>Personal Protective Equipment (not including respirators)</b>	Personal protective equipment is a control that is placed on the employee. This includes cloth masks (for protecting others) nitrile gloves, protective gowns, face protection and similar equipment.	Train employees on the risks of coronavirus, and proper personal hygiene controls.  Cloth masks recommended if working within 6 feet of others, or if required by local, regional or national regulation.	Train employees on the risks of coronavirus, and proper personal hygiene controls.  Cloth masks recommended and required if working within 6 feet of others, or if required by local, regional or national regulation.  Nitrile gloves recommended if exposure to contaminated surfaces is high.	Cloth masks recommended at any time not engaged in work activities.  When engaged in activities with high, or very high exposure, use nitrile gloves, facemasks, N-95 or better respirator, protective gown, booties, and head cover, depending on exposure.
<b>Respiratory Protection</b>	Respiratory protection is to protect the user from contracting COVID-19.	No need for respiratory protection.	No need for respiratory protection beyond the cloth mask.	N-95 or better protection needed for employees.



## Use your Completed Risk Assessment

- Translate Risk Assessment to Hazard & Control Table.
- Transfer Position, Tasks, Exposure.
- Personal Protective Equipment should include **WHEN** to use it.
- List face masks to protect others AND Respirators to protect employees.
- Additional controls should list **SPECIFIC** approaches to achieve control.

**COVID-19  
RETURN TO THE WORKPLACE TOOLKIT**

**COVID-19 Hazards and Controls Grid**

☐ Complete a formal risk assessment by position type to identify exposures to COVID-19 and general controls. Use ICW Group COVID-19 Risk Assessment form (Appendix II).

Responsible Party: Click or tap here to enter text.  
Date Completed: Click or tap here to enter text.

☐ Finalize Position-Specific Control Table using ICW Group Control Table (Appendix VII) as a reference.

Responsible Party: Click or tap here to enter text.  
Date Completed: Click or tap here to enter text.

POSITION TITLE	TASKS	EXPOSURE LEVEL	PPE CONTROLS	ADDITIONAL CONTROLS
Example: Retail Clerk	Stocking Shelves Cleaning area Checkout of Customers	Medium	Face Mask (all times) Gloves (all times) Safety Glasses (Cleaning)	Safety Barrier – Sneeze Guard at checkout stands Employee performed Temp checks prior to shifts and after shifts Employee temperature and symptom attestation Frequent cleaning and disinfecting Customers required to wear masks or no service

## Personal Protective Equipment

Control Element	Description	Low Risk Controls	Medium Risk Controls	High Risk Controls
<b>Personal Protective Equipment (not including respirators)</b>	Personal protective equipment is a control that is placed on the employee. This includes cloth masks (for protecting others) nitrile gloves, protective gowns, face protection and similar equipment.	<p>Train employees on the risks of coronavirus, and proper personal hygiene controls.</p> <p>Cloth masks recommended if working within 6 feet of others, or if required by local, regional or national regulation.</p>	<p>Train employees on the risks of coronavirus, and proper personal hygiene controls.</p> <p>Cloth masks recommended and required if working within 6 feet of others, or if required by local, regional or national regulation.</p> <p>Nitrile gloves recommended if exposure to contaminated surfaces is high.</p>	<p>Cloth masks recommended at any time not engaged in work activities.</p> <p>When engaged in activities with high, or very high exposure, use nitrile gloves, facemasks, N-95 or better respirator, protective gown, booties, and head cover, depending on exposure.</p>

## Employee Temperature and Illness Status

Control Element	Description	Low Risk Controls	Medium Risk Controls	High Risk Controls
<b>Employee Temperature and Illness Status Attestation</b>	Employees should not report to work sick. Consciously checking for symptoms helps with early identification and controls.	Instruct employees not to report to work if they have any of the symptoms of COVID-19, or if someone in their household has been diagnosed with COVID-19.	<p>Instruct employees not to report to work if they have any of the symptoms of COVID-19, or if someone in their household has been diagnosed with COVID-19.</p> <p>Employees should check their own temperatures prior to, and after, work, and be asked to attest they are symptom free.</p>	<p>Instruct employees not to report to work if they have any of the symptoms of COVID-19, or if someone in their household has been diagnosed with COVID-19.</p> <p>Employer should check all staff for temperature and symptoms prior to shifts, and log/record results.</p>



## Employee Temperature and Illness Status

Control Element	Description	Low Risk Controls	Medium Risk Controls	High Risk Controls
<b>Social Distancing</b>	Social distancing is a key component of virus transmission control. A minimum of 6 feet distance should be maintained.	<p>Train employees to maintain 6 feet of space between workstations, other employees, and customers.</p> <p>If 6 feet cannot be maintained, cloth masks must be worn.</p> <p>Complete as much work remotely as possible.</p>	<p>Everything from Low Risk plus: For higher traffic areas, mark six-foot intervals so that employees and customers are aware of spacing requirement.</p> <p>Train employees to maintain 6 feet of space between workstations, employees, customers.</p> <p>Cloth masks should be worn by customers, as well as employees.</p> <p>Limit access to reduce congestion. Control entering customers to maintain desired occupancy. Do not allow non-essential vendors on site. Reduce capacity of conference rooms.</p> <p>Reconfigure workplace to allow 6 feet of space between workstations.</p> <p>Discontinue use of grouping areas such as cafeteria and kitchen.</p>	<p>Everything from Medium Risk, plus:</p> <p>Eliminate non-essential access to facilities.</p> <p>Separate and isolate COVID-19 positive individuals.</p> <p>*Part of what creates a high risk environment is the inability to socially distance individuals.</p>

## Engineering Controls

Control Element	Description	Low Risk Controls	Medium Risk Controls	High Risk Controls
<b>Engineering Controls</b>	Engineering controls are the best way to reduce the risk of virus transmission without having to rely on specific behaviors by staff.	No additional engineering controls are necessary.	<p>Install high-efficiency air filters in HVAC systems</p> <p>Increase dilution ventilation rate for facility.</p> <p>Install physical barriers such as clear plastic sneeze guards to control potential exposures.</p> <p>Drive-thru window for Customer Service.</p>	Specialized negative pressure ventilation in some settings, such as for aerosol generating procedures (e.g., airborne infection isolation rooms in healthcare settings and specialized autopsy suites in mortuary settings).

## Engineering Controls

Control Element	Description	Low Risk Controls	Medium Risk Controls	High Risk Controls
<b>Administrative and Work Practice Controls</b>	Administrative controls modify the work practices to reduce exposure. These controls can range from hiring controls to scheduling.	<p>Train all employees on the dangers of COVID-19, the symptoms, and how to recognize exposures.</p> <p>Monitor public health communications about COVID-19 recommendations and ensure that workers have access to that information.</p> <p>Frequently check the CDC COVID-19 website: <a href="https://www.cdc.gov/coronavirus/2019-ncov">www.cdc.gov/coronavirus/2019-ncov</a>.</p> <p>Collaborate with workers to designate effective means of communicating important COVID-19 information.</p>	<p>All Low Hazard Controls, plus: Keep customers informed about symptoms of COVID-19. Ask sick customers to minimize contact with workers until healthy again.</p> <p>Where appropriate, limit customer and public access to the worksite, or restrict access to only certain workplace areas.</p> <p>Consider strategies to minimize face-to-face contact (e.g., drive-thru windows; phone-based communication, and telework).</p> <p>Communicate the availability of medical screening or other worker health resources (e.g., on-site nurse; telemedicine services).</p>	<p>All Low and Medium Controls, plus: Develop and implement policies that reduce exposure such as cohorting of COVID-19 patients (i.e., grouping) when single rooms are not available.</p> <p>Post signs requesting patients and family members to immediately report symptoms of respiratory illness on arrival at the healthcare facility and use disposable face masks.</p> <p>Consider offering enhanced medical monitoring of workers during COVID-19 outbreaks.</p> <p>Ensure that psychological and behavioral support is available to address employee stress.</p>



# TOPICS:

- Quick Review
- Defining Key Controls
- **Completing Your Plan**
- Next Steps

STEP  
04

## Finalize Controls & Plan

- Control idea suggestions
- Complete plan



## Plan Possible Exposure Response

- Ensure policies support employees NOT coming to work if ill or suspected of exposure
- Separate and isolate suspected cases if possible
- Perform temperature/symptom checks appropriate for risk level

### COVID-19 RETURN TO THE WORKPLACE TOOLKIT



#### COVID-19 Handling Employee Exposures

- ☐ Implement a policy stating that employee should not come to work if they are experiencing any of the following COVID-19 symptoms:
  - Fever over 100.4
  - Shortness of Breath
  - Difficulty Breathing, or
  - Any of the TWO of the following:
    - Chills
    - On and Off Again Chills
    - Muscle Aches
    - Sore Throat, or recent loss of taste and smell

**Responsible Party:** Click or tap here to enter text.

**Date Completed:** Click or tap here to enter text.

- ☐ Complete a COVID-19 Incident Report for any possible exposures. Use the ICW Group COVID-19 Incident Report if needed.

**Responsible Party:** Click or tap here to enter text.

**Date Completed:** Click or tap here to enter text.

- ☐ Contact Jurisdictional Department of Health (City, County or State) to request any specific procedures for additional notifications of potentially exposed individuals required by the Department of Health.

**Responsible Party:** Click or tap here to enter text.

**Date Completed:** Click or tap here to enter text.

# Plan Possible Exposure Response

- Complete Incident Report for suspected exposures identified from:
  - 1) Temperature & symptom attestation,
  - 2) Employee reporting,
  - 3) Known occupation exposure
- Use Department of Health to manage notification needs

[illegible]

## Training & Communication

- Create Communication Plan
  - What sources will be checked regularly?
  - What will frequency of communications be and from who in the organization?
  - What key data will be provided and what will not be provided?

### COVID-19

## RETURN TO THE WORKPLACE TOOLKIT



### COVID-19 Staff Training

Refer to Appendix VII

- ☐ Train employees on the hazards of COVID-19 and personal controls, including personal protective equipment (PPE); hand washing; and universal precautions with disinfecting procedures for the workplace.

**Responsible Party:** Click or tap here to enter text.

**Date Completed:** Click or tap here to enter text.

- ☐ Train maintenance and affected employees on cleaning and disinfecting processes, including:
  - Chemicals
  - Proper use (dwell times for disinfectant), and
  - Controls needed to protect themselves while cleaning.

**Responsible Party:** Click or tap here to enter text.

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- ☐ Train employees on company sick leave policies; not to come to work with any COVID-19 symptoms, and the process for requesting accommodations, if needed.

**Responsible Party:** Click or tap here to enter text.

**Date Completed:** Click or tap here to enter text.

- ☐ Train supervisors how to recognize the symptoms of COVID-19; how to report a possible exposure, and how to address employee concerns and needs during the various stages of recovery.

**Responsible Party:** Click or tap here to enter text.

**Date Completed:** Click or tap here to enter text.



## Training & Communication

- Employee, Supervisor, Manager Training
  - Recognition of symptoms
  - How to report possible exposure
  - Controls and PPE
  - Cleaning and Disinfecting

*Err on the side of Safety and separate suspected cases from the workforce if possible*

### COVID-19

## RETURN TO THE WORKPLACE TOOLKIT



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# Upcoming Modules 3

STEP  
**01**

## Identify Leader & Team

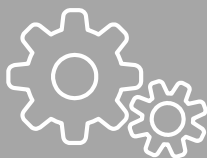
- Executive
- Coordinator
- Team
- Responsibilities



STEP  
**02**

## Organizational Planning

- Policies and procedures
- Communications
- Resources



STEP  
**03**

## Conduct Risk Assessment

- Assessment template
- Conduct by Role
- Identify controls



STEP  
**04**

## Finalize Controls & Plan

- Control idea suggestions
- Complete plan



STEP  
**05**

## Act on Plan

- Conduct training
- Open office!
- Ensure policies are followed



**MODULE 1**

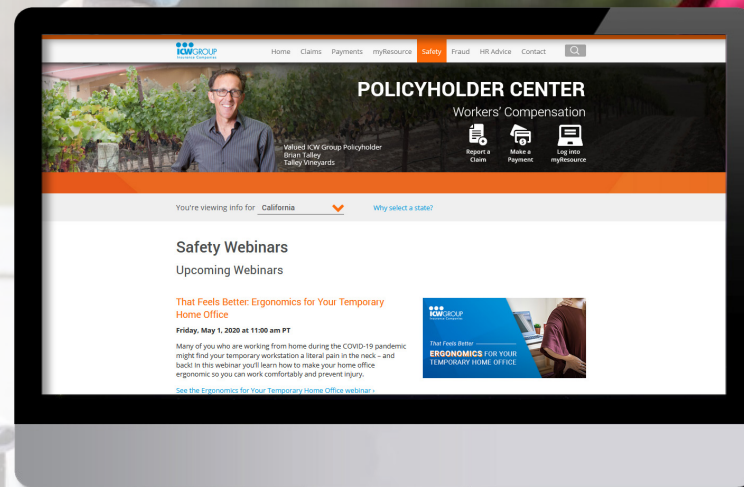
**MODULE 2**

**MODULE 3**

# ICW Group Policyholder Website!

Find all resources!

- Safety and Risk Management area!
- Safety Webinars
- COVID-19: Returning to YOUR workplace



[icwgroup.com/safety](https://icwgroup.com/safety)



# ICW Group Policyholder Website!

Be sure to download  
your **Return to  
the Workplace  
Toolkit!**

- Complete the Controls sections
- Finalize your plan





# COVID-19: Returning to YOUR workplace

## Back to Workplace Series

MODULE

01

Assessing Your Risk

MODULE

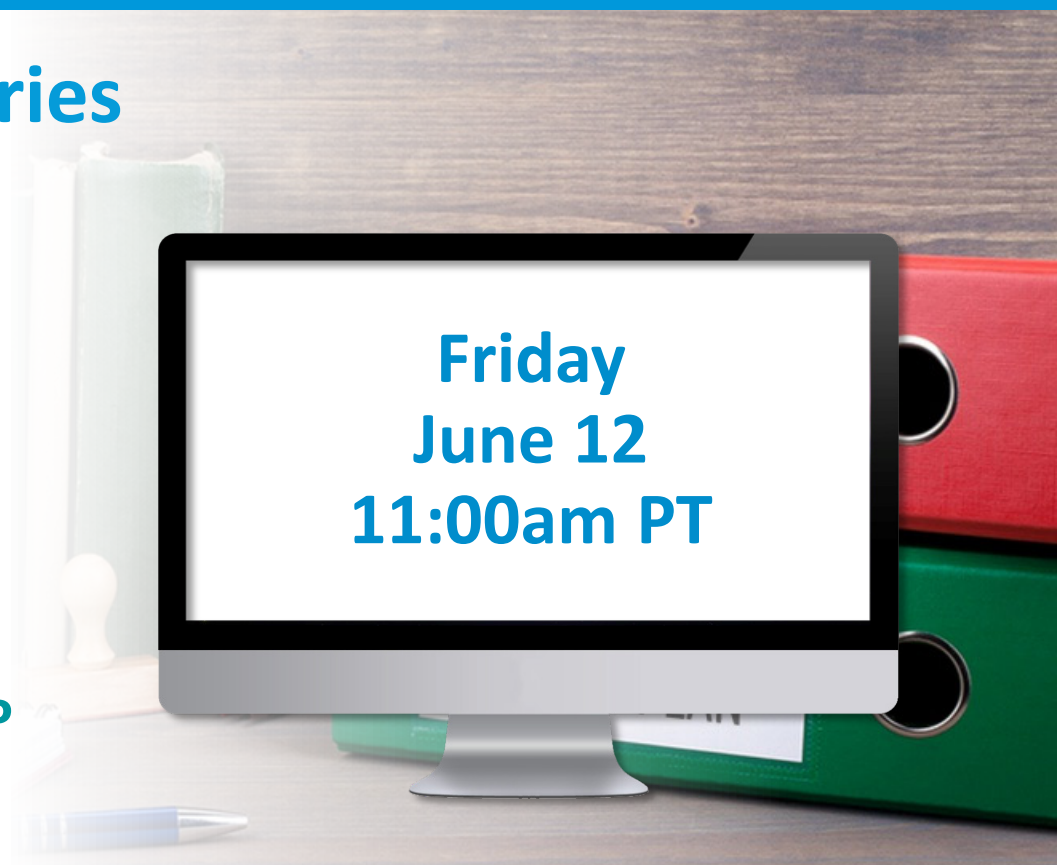
02

Preparing Your Infectious  
Disease Preparedness and  
Response Plan

MODULE

03

Implementing your IDPRP



**Friday  
June 12  
11:00am PT**



**COVID-19:  
RETURNING  
TO YOUR  
WORKPLACE**

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**THANK YOU!**

**[icwgroup.com/safety](https://icwgroup.com/safety)**



**icwGROUP**  
Insurance Companies