COVID-19: RETURNING TO YOUR WORKPLACE

Module 3 – Implementing Your IDPRP

Presented by ICW Group Risk Management

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Insurance Companies

TODAY'S SPEAKER

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CSP, ALCM, ARM
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ICW Group

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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

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Back to Workplace Series

MODULE 01 — Assessing Your Risks

MODULE 02 — Preparing Your Infectious Disease Preparedness and Response Plan

MODULE 03 — Implementing your IDPRP

COVID-19: Returning to YOUR workplace

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Back to Workplace Series

MODULE 01 — Assessing Your Risks

MODULE 02 — Preparing Your Infectious Disease Preparedness and Response Plan

MODULE 03 — Implementing your IDPRP

TOPICS:

- Quick Review
- Applying IDPRP
- Executing Controls
- Your Resources

TOPICS:

- **Quick Review**
- Applying IDPRP
- Executing Controls
- Your Resources

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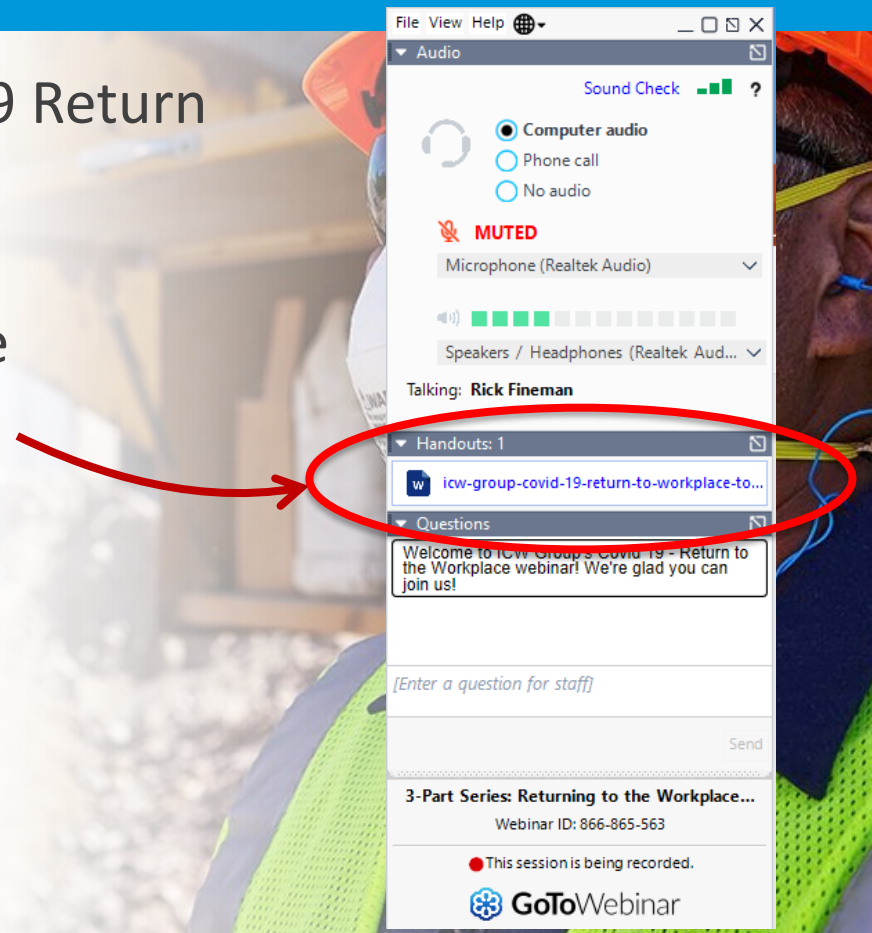
During Module 1 & 2

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

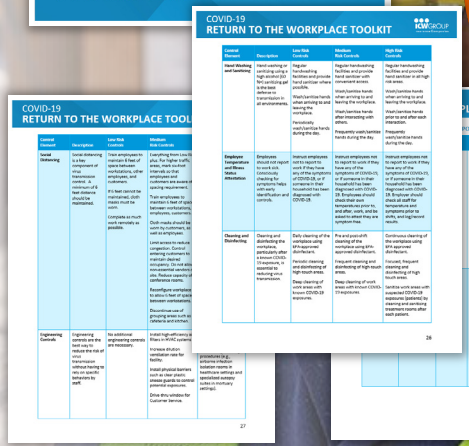


Identified Risk Assessment & Controls

- Learned about the risk levels
- Reviewed key exposure levels
- Identified risks for each Role
- Reviewed controls
- Finished your plan

If you missed Module 1 & 2, view on demand at:

icwgroup.com/safety



In this module:

STEP 01

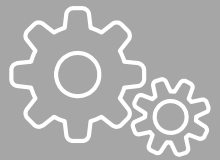
Identify Leader & Team

- 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

TOPICS:

- Quick Review
- **Applying IDPRP**
- Executing Controls
- Your Resources

STEP
05

Act on Plan

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

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STEP 04

Applying IDPRP

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Add COVID-19 IDPRP as addendum to your Emergency Plan

1. Communicate basic infection prevention measures and establish policies/practices for social distancing.
2. Develop procedures for prompt identification and isolation of those with potential infection.

STEP 04

Applying IDPRP

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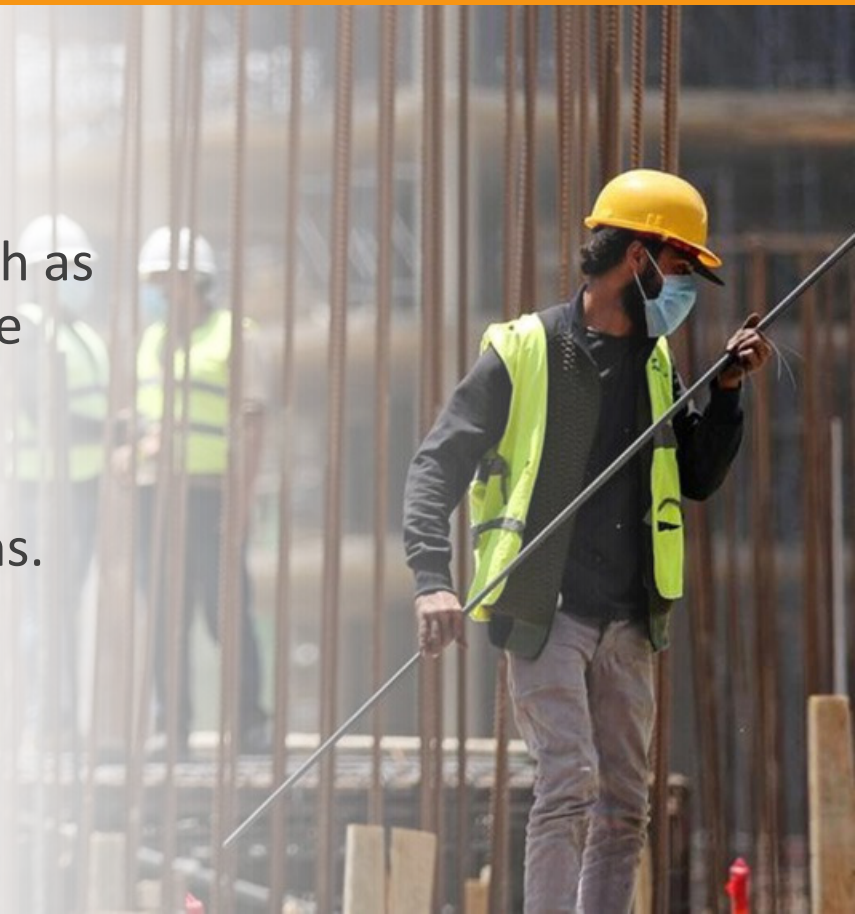
Add COVID-19 IDPRP as addendum to your Emergency Plan

3. Implement workplace controls, such as engineering controls, administrative controls and safe work practices.
4. Communicate and train regarding workplace flexibility and protections.

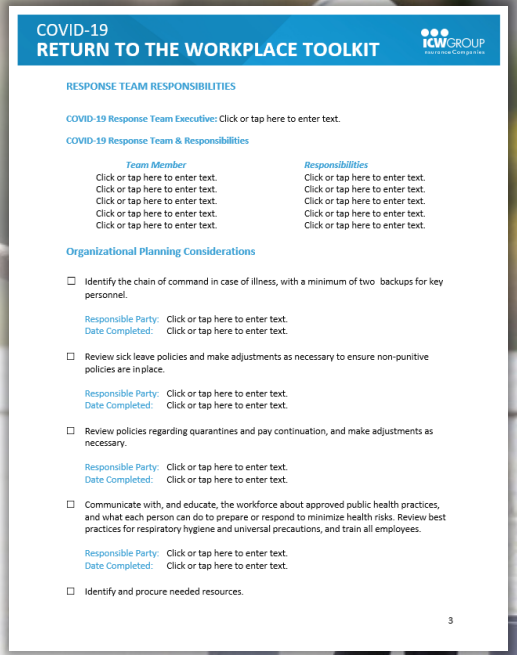


STEP 04

Applying IDPRP

IDPRP Coordination Team

- Establish meeting schedule and document meeting action items
- Implement plan for acquiring information:
  - Daily review of CDC, OSHA, Department of Public Health, relevant sources.
  - Sign up for notification lists.
  - Evaluate information against internal criteria and identify actions.
  - Assign actions with target completion dates.



COVID-19
RETURN TO THE WORKPLACE TOOLKIT

RESPONSE TEAM RESPONSIBILITIES

COVID-19 Response Team Executive: Click or tap here to enter text.

COVID-19 Response Team & Responsibilities

Team Member	*Responsibilities*
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.

Organizational Planning Considerations

☐ Identify the chain of command in case of illness, with a minimum of two backups for key personnel.

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

☐ Review sick leave policies and make adjustments as necessary to ensure non-punitive policies are in place.

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

☐ Review policies regarding quarantines and pay continuation, and make adjustments as necessary.

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

☐ Communicate with, and educate, the workforce about approved public health practices, and what each person can do to prepare or respond to minimize health risks. Review best practices for respiratory hygiene and universal precautions, and train all employees.

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

☐ Identify and procure needed resources.

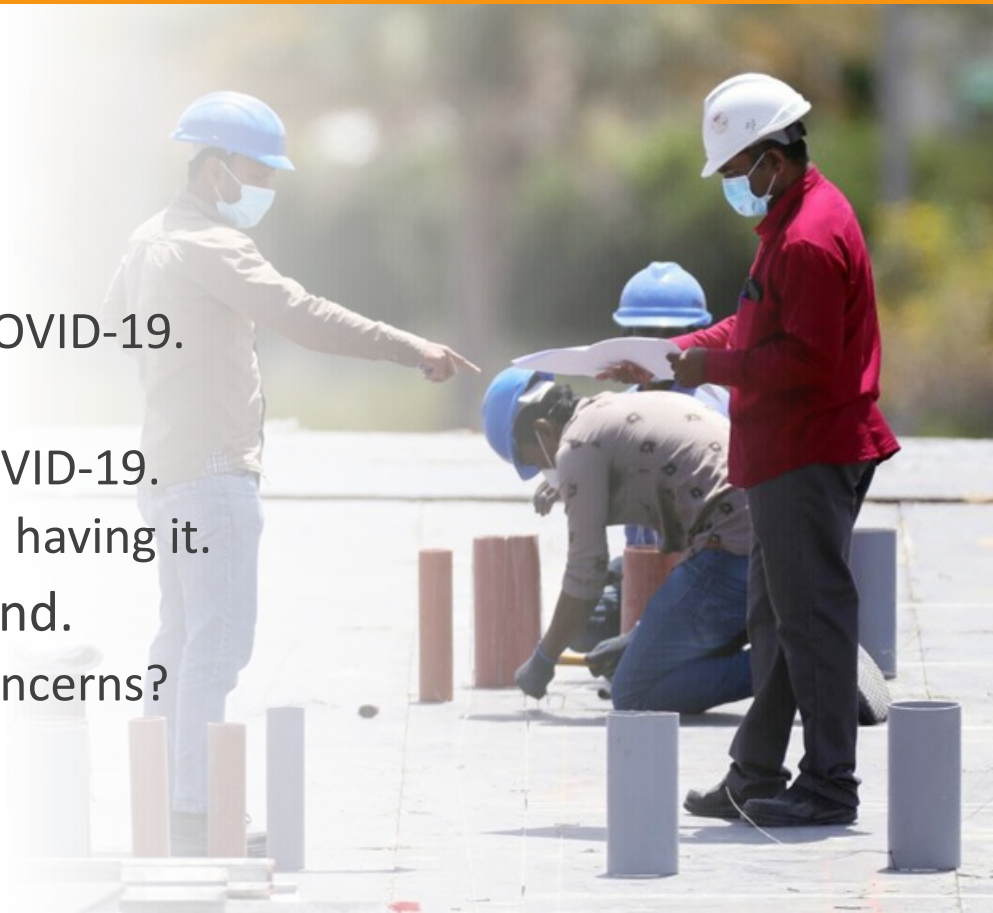
3

STEP 04

Applying IDPRP

Initial Communications

- Policies and procedures:
  - Sick Leave Policy.
  - Report suspected exposures to COVID-19.
  - Someone in family has virus.
  - Contact with someone having COVID-19.
  - Contact with someone suspected having it.
- Procedure to monitor and respond.
  - Where can employees go with concerns?
  - What is process to respond?



STEP 04

Applying IDPRP

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Periodic Communications

- Schedule regular communications.
- Use web meetings / conference calls (no in-person meetings at this time).
  - Keep meetings short.
  - Focus on positive – not on numbers/despair.
  - Identify controls company has implemented and any upcoming changes.
  - Allow questions and answers.

STEP 04

Applying IDPRP

Supervisor Training – Knowing controls, keeping in place and enforcing.

- Conduct initial and periodic training.
- Adjust training appropriate to risk level:
  - Recognizing symptoms.
  - Adhering to required controls.
  - Procedure if someone is ill.
  - Specific control approaches for operations.
  - Screening practices.
  - Dealing with employee anxiety.

STEP 04

Applying IDPRP

Employee Training - Understanding risks, protecting themselves and company.

- Conduct initial and periodic training.
- Adjust training appropriate to risk level:
  - Recognizing symptoms.
  - Adhering to required controls.
  - Procedure if someone is ill.
  - Enacting precautions and hand washing.
  - Cleaning and disinfecting.
  - Screening practices.

TOPICS:

- Quick Review
- Applying IDPRP
- **Executing Controls**
- Your Resources

STEP
05

Act on Plan

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

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STEP 04

Executing Controls

Masks vs. Respirators

- Cloth or Surgical Masks
  - Worn to protect OTHERS from germs person wearing mask may breathe out.
- Respirators
  - Worn to protect wearer from contaminate (COVID-19).

Cloth masks should be required where social distancing is not practical, contact with others is likely or regulatory requirements exist

STEP 04

Executing Controls

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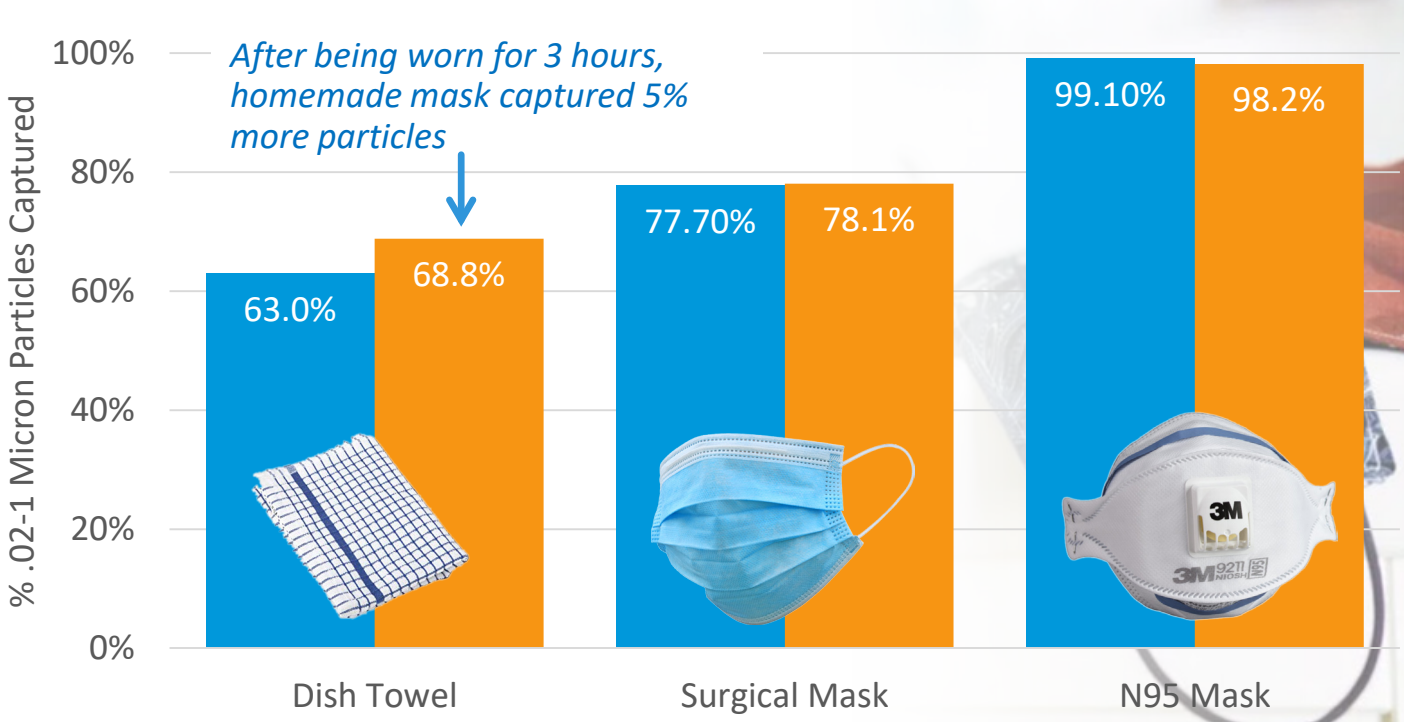
Mask Effectiveness Before & After 3 Hours



STEP 04

Executing Controls

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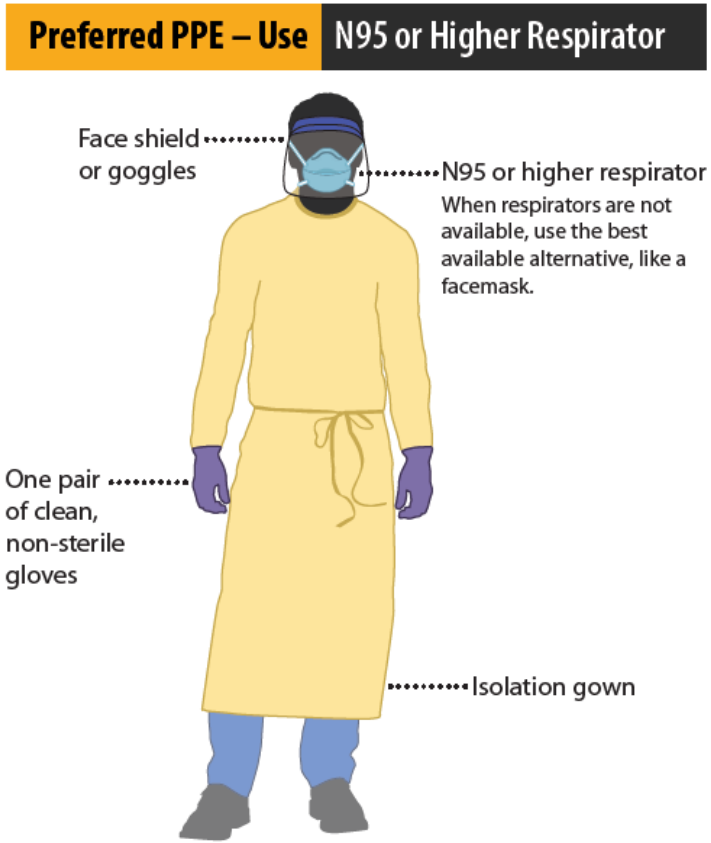
Personal protective equipment is last line of defense!

PPE FOR LOW RISK	
None Required	
PPE FOR MEDIUM RISK	
Nitrile Gloves Face Shield	
PPE FOR HIGH & VERY HIGH RISK	
Gowns Gloves Face Shield Respirator*	Nitrile Gloves Booties Goggles Head covering

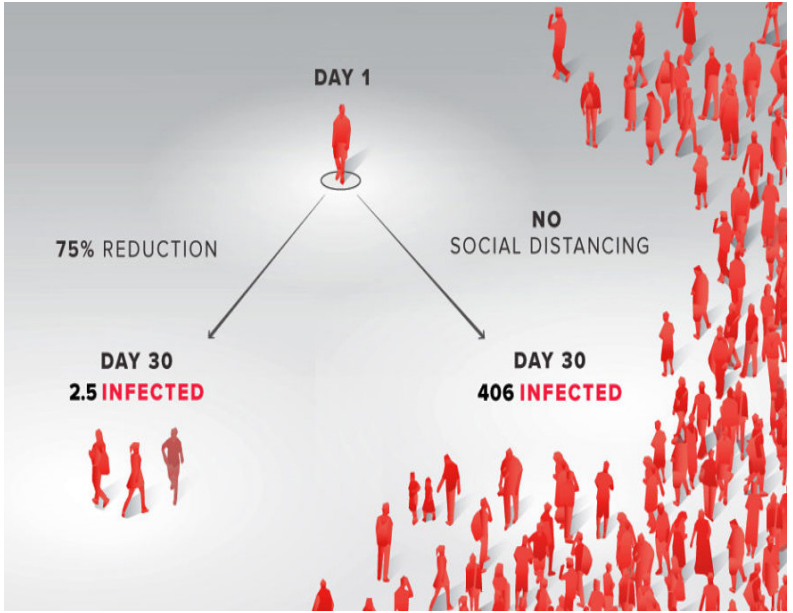


STEP 04

Executing Controls

Social Distancing - keep 6-foot separation

- Educate personnel on distance
- Modify workstations to allow distance between workers
- Consider adding shifts, splitting workforce between facility and work from home, or other methods to reduce number of workers in facility.



A minimum of 6' distance should be maintained where possible

STEP 04

Executing Controls

Social Distancing - keep 6-foot separation

- Place markers on floor in areas where groups gather to help identify 6-foot spacing.
- Use web meetings and conference calls to reduce in-person meetings.
- Post reminders everywhere.

A minimum of 6' distance should be maintained where possible

STEP 04

Executing Controls

Social Distancing - visitors /customers

- Control access to limit occupancy
- Mark spacing on floor or with signs
- A minimum 113 square feet of unencumbered space should be provided for each worker, vendor and customer at a facility (CDC).

Make sure everyone entering facility is aware of rules

STEP 04

Executing Controls

Social Distancing - visitors /customers

- Significant reduction for some industries like bars with 5,7, and 15 square feet per occupant pre COVID-19.
- Less reduction for some industries like offices with 100 to 150 square feet per occupant pre COVID-19.

Make sure everyone entering facility is aware of rules

STEP 04

Executing Controls

Hand Washing - wash frequently to avoid the spread

- Hand washing combined with eliminating touching face significantly reduces risks.
- Hand washing with soap is most effective.
- Hand sanitize (alcohol +60%) when water not available.

#1 way to reduce the spread!

STEP 04

Executing Controls

Hand Washing - wash frequently to avoid the spread

- Wash after:
  - being in public place.
  - touched anything touched by others (door handles, tables, gas pumps, shopping carts, or electronic cashier registers/screens, etc.).
- Wash before touching eyes, nose, mouth - germs enter body that way.

#1 way to reduce the spread!

STEP 04

Executing Controls

Hand Washing - don't skip steps!

1. Wet hands with clean, running water (warm or cold).
2. Soap and lather up.
3. Scrub front and back of your hands, between fingers & under nails for at least 20 seconds. (Hum happy birthday to Penelope.)
4. Rinse hands well with clean, running water.
5. Dry hands using clean towel or air dry.

#1 way to reduce the spread!

STEP 04

Executing Controls

Hand Sanitizers - not as effective as washing hands

- Pros:
  - Useful when no soap and water.
  - Can kill germs if Alcohol is above 60%.
- Cons:
  - Won't get rid of all types of germs.
  - Not as effective when visibly dirty or greasy.
  - Won't remove harmful chemicals from hands like pesticides and heavy metals.

Washing hands is always the best

STEP 04

Executing Controls

Cleaning & Disinfecting - coronavirus can live on some surfaces for days

- Clean
  - Wear disposable gloves.
  - Clean surfaces with soap & water, then disinfect.
  - Clean with soap and water to reduce germs, dirt, impurities. Disinfecting to kill germs.
  - Regularly clean high-touched surfaces.
  - More frequent cleaning & disinfection may be required based on use.

STEP 04

Executing Controls

Cleaning & Disinfecting - coronavirus can live on some surfaces for days

- Clean
  - Surfaces and objects in public places, such as shopping carts and point of sale keypads should be cleaned and disinfected before each use.
  - High touch surfaces include: Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

STEP 04

Executing Controls

Cleaning & Disinfecting - coronavirus can live on some surfaces for days

- Disinfect
  - Use EPA-registered disinfectant as instructed.
  - Follow label to ensure safe & effective use.
  - Diluted household bleach solutions may be used if appropriate for surface. Check label to see if bleach is intended for disinfection
  - Unexpired household bleach will be effective against coronaviruses when properly diluted.

Recipe for bleach solution:

- 5 tablespoons (1/3 cup) bleach per gallon of water – OR –
- 4 teaspoons bleach per quart of water.

Bleach solutions will be effective for disinfection up to 24 hours.

See manufacturers website, such as Clorox.com, for exact mixing information based on bleach type.

Alcohol solutions: with at least 70% alcohol may also be used.

STEP 04

Executing Controls

Cleaning & Disinfecting - coronavirus can live on some surfaces for days

- Disinfect
  - Follow manufacturer's instructions for application and proper ventilation.
  - Never mix household bleach with ammonia or any other cleanser.
  - Leave solution on surface for at least 1 minute.

Recipe for bleach solution:

- 5 tablespoons (1/3 cup) bleach per gallon of water – OR –
- 4 teaspoons bleach per quart of water.

Bleach solutions will be effective for disinfection up to 24 hours.

See manufacturers website, such as Clorox.com, for exact mixing information based on bleach type.

Alcohol solutions: with at least 70% alcohol may also be used.

STEP 04

Executing Controls

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Temperature & Symptom Attestation

- Employees working on-site should be asked each work day to…
  - Attest they are symptom-free.
  - Stay away from work if experiencing symptoms & unable to attest.
  - Follow normal call-in process to take day off or work from home when ill, as applicable.

STEP 04

Executing Controls

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Temperature & Symptom Attestation

- Employees working on-site should be asked each work day to…
  - Have temperature checks as screen measure.
    - *Temperature checks are imperfect, company should use variety of tools.*
  - Self monitor & attest temperature is below 100.4
- Employers can measure employees/visitors entering facility with touchless thermometers

Temperature checks are an imperfect method of control as many COVID-19 positive individuals do not exhibit fever

STEP 04

Executing Controls

Temperature & Symptom Attestation

- Contact Human Resources if diagnosed with COVID-19 or;
  - A healthcare provider instructs employee to self-isolate because they are experiencing COVID-19 symptoms;
  - They experience COVID-19 like symptoms;
  - Or, they've been in close contact with someone who has COVID-19 (even if not experiencing symptoms).

STEP 04

Executing Controls

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Administrative Controls - work process changes to reduce exposures

REDUCE THE NUMBER OF PEOPLE…	CONTROL EXPOSURE…
• Where appropriate, limit customer and public access to worksite, or restrict access to only certain workplace areas. • Establish controls for entering and exiting building. • Adjust schedules where possible. • Curbside pick up. • Zoom Meetings and Web Meetings.	• Offer face masks to ill employees and customers to contain respiratory secretions until able leave workplace. • Consider strategies to minimize face-to-face contact. • Communicate availability of medical screening or other worker health resources.

STEP 04

Executing Controls

Engineering Controls - modifications to facilities to reduce exposure

- Install physical barriers where feasible (i.e., clear plastic sneeze guards).
- Use isolation rooms when performing aerosol-generating procedures on patients known or suspected of COVID-19.
- Install HEPA filters in air handling equipment.
- Increase dilution rate for HVAC.
- Install drive thru windows.

TOPICS:

- Quick Review
- Applying IDPRP
- Executing Controls
- **Your Resources**

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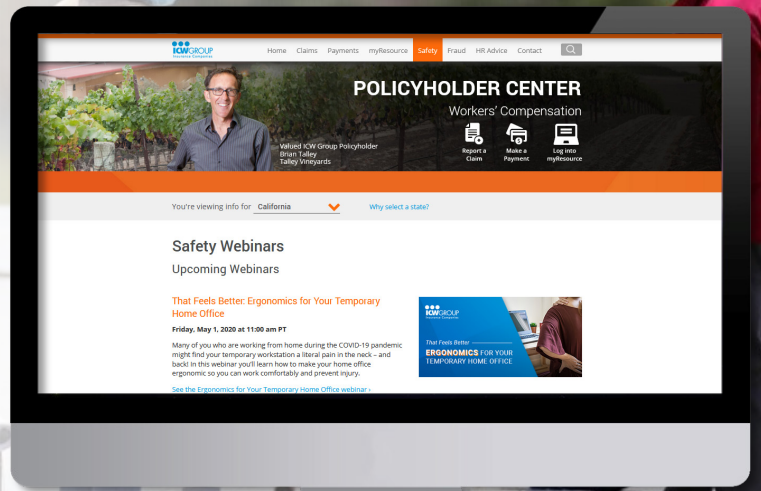
ICW Group Policyholder Website!

Find all resources!

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



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ICW Group Policyholder Website!

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

- Prepare your plan
- Enact your controls
- Download the posters

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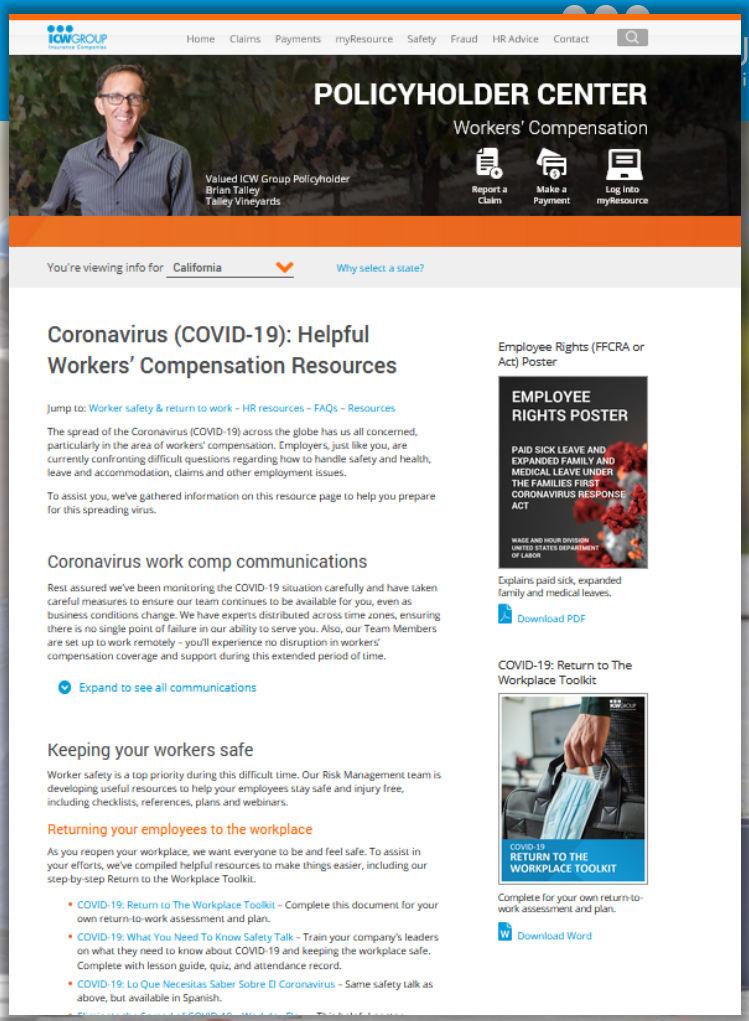
ICW Group Policyholder Website!

Also, check our COVID-19 Website

- Communications
- Posters
- On demand webinars, including Ergonomics “At Home” edition & HR training
- FAQs
- Resource links



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COVID-19: Returning to YOUR workplace

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Thank you for attending our Returning to Workplace Series

MODULE 01 — Assessing Your Risk

MODULE 02 — Preparing Your Infectious Disease Preparedness and Response Plan

MODULE 03 — Implementing your IDPRP

COVID-19: RETURNING TO YOUR WORKPLACE

THANK YOU!

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