

# COVID-19: RETURNING TO YOUR WORKPLACE

## Module 1 – Assessing Your Risks

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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.

## Back to Workplace Series

MODULE

01

Assessing Your Risks

MODULE

02

Preparing Your Infectious Disease Preparedness & Response (IDPRP) Plan

MODULE

03

Implementing your IDPRP Plan





## Back to Workplace Series

MODULE

01

**Assessing Your Risks**

MODULE

02

**Preparing Your Infectious Disease Preparedness & Response (IDPRP) Plan**

MODULE

03

**Implementing your IDPRP Plan**



# TOPICS:

- COVID-19 Workplace challenge
- Your IDPRP Team
- Critical Components
- Assessing Your Risks
- 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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# COVID-19 has created new workplace challenges

Managers and employees may feel a sense of urgency to get business back to normal as soon as possible

- Challenge for some to *be* safe
- Challenge for others to *feel* safe





# COVID-19 has created new workplace challenges

Difficult keeping up with new guidelines to allow for safe, stable return

- Learning more about the virus daily
- Continuously evolving knowledge
- Revising recommendations
- Best techniques to address risks



# COVID-19 has created new workplace challenges

**Employers are solely responsible for determining best practices to deploy within their work environments**



# COVID-19 has created new workplace challenges

## Common sense guidance on preparing workplaces

- Have plan to make work as safe as possible
- Focus on layers of protection
  - No single tactic is 100% effective
  - Address variety of risk points
  - Consider a collection of actions





# COVID-19 has created new workplace challenges

## OSHA guidance on preparing workplaces

- Suggests **Infection Disease Preparedness and Response Plan (IDPRP)**
- Should address levels of risk associated with worksites and job tasks



# Surmounting the COVID-19 challenge

We've included a  
customizable plan on  
our website for you



# Surmounting the COVID-19 challenge

STEP  
**01**

## Identify Leader & Team

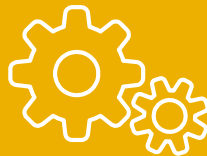
- Executive
- Coordinator
- Team
- Responsibilities



STEP  
**02**

## Organizational Planning

- Policies and procedures
- Communications
- Resources



STEP  
**03**

## Conduct Risk Assessment

- Assessment template
- Conduct by Role
- Identify controls



STEP  
**04**

## Finalize Plan & Controls

- Control idea suggestions
- Complete plan



STEP  
**05**

## Act on Plan

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



**MODULE 1**

**MODULE 2**

**MODULE 3**



STEP  
01

# TOPICS:

- COVID-19 Workplace Challenge
- **Your IDPRP Team**
- Critical Components
- Assessing Your Risks
- Next Steps

## Identify Leader & Team

- Executive
- Coordinator
- Team
- Responsibilities



## Review Response Team Responsibilities

Add team executive:

- Must understand organization
- Have authority to implement controls
- Top stakeholder/owner

### 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*

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.

##### *Responsibilities*

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### COVID-19 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.

## Identify other team members

- Human Resources
- Safety & Health
- Operations
- Maintenance & Facilities
- Subject Matter Experts

### 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

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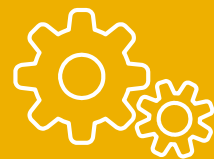
STEP  
02

# TOPICS:

- COVID-19 Workplace Challenge
- Your IDPRP Team
- **Critical Components**
- Assessing Your Risks
- Next Steps

## Organizational Planning

- Policies and procedures
- Communications
- Resources



## Review policies & procedures impacting COVID-19 response

- Adjust policies to reduce risk of employees coming to work sick
- Acquire PPE and resources needed for return to workplace
- Identify training and communication plans for your organization




## Critical Components

- Workplace controls, such as engineering, administrative and safe work practices
- Workplace flexibility and protections
- Social distancing protocols
- Prompt identification, isolation of potentially infectious individuals





## Add to Planning Considerations

- Identify responsible party
  - When completed, include date
- 

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**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.

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

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

STEP  
03

# TOPICS:

- COVID-19 Workplace Challenge
- Your IDPRP Team
- Critical Components
- **Assessing Your Risks**
- Next Steps

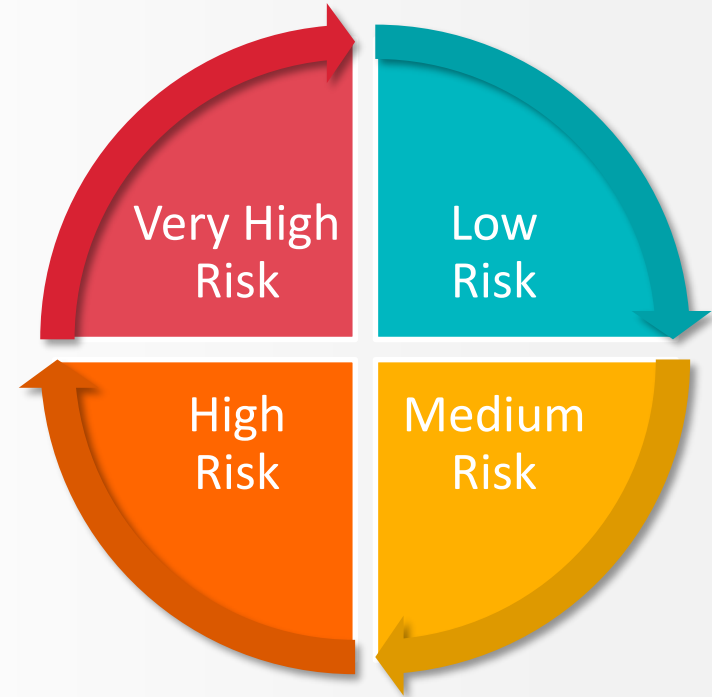
## Conduct Risk Assessment

- Assessment template
- Conduct by Role
- Identify controls



## Key Exposure Levels in the Workplace

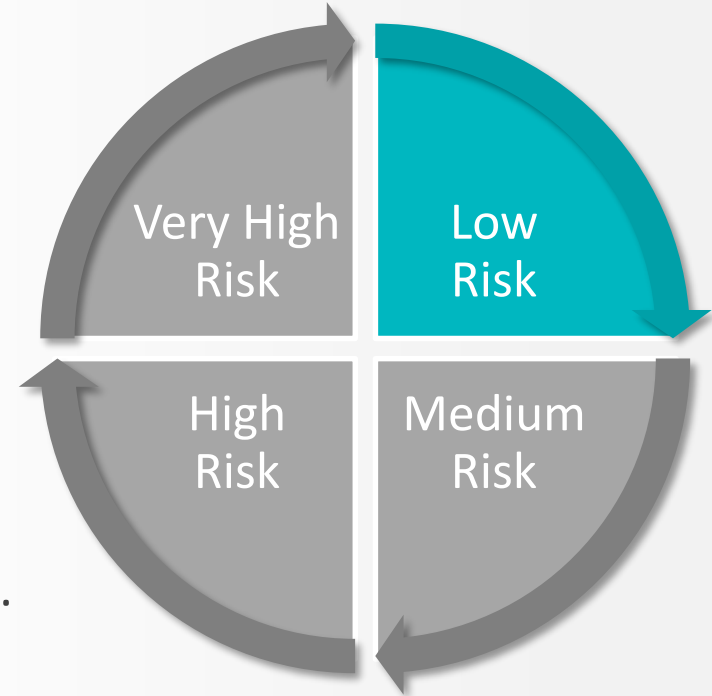
- Does work setting require close contact with people potentially infected with COVID-19 virus?
- Do specific job duties require close, repeated or extended contact with people with known or suspected COVID-19?
- Has community spread of virus included cases in workplace?



*Workplace Exposure Levels*  
Source: OSHA

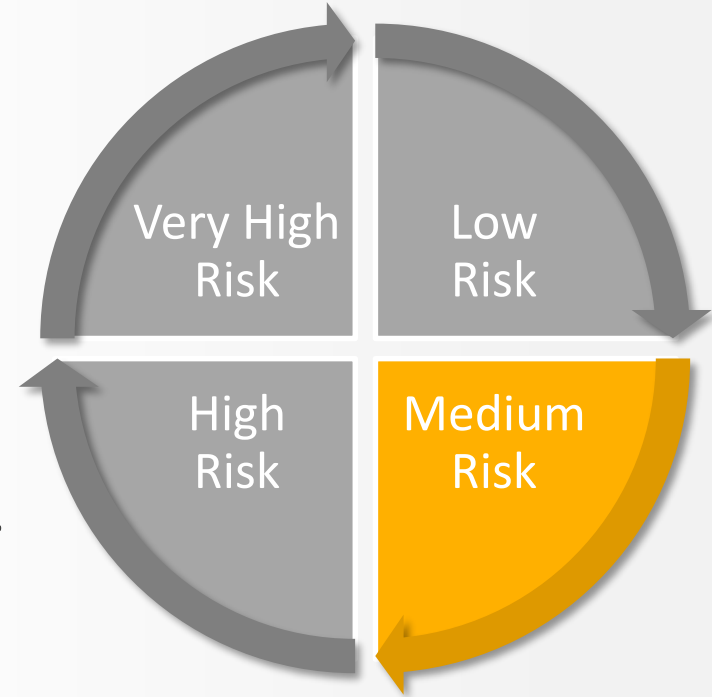


- Jobs not requiring contact with people known/suspected of having COVID-19
- Minimal occupational contact with the public and others.
  - Remote workers (working from home).
  - Office workers rarely in contact with coworkers, customers, or public.
  - Manufacturing/industrial workers with rare contact with coworkers, customers or public.
  - Telemedicine healthcare workers.
  - Long-distance truck drivers.

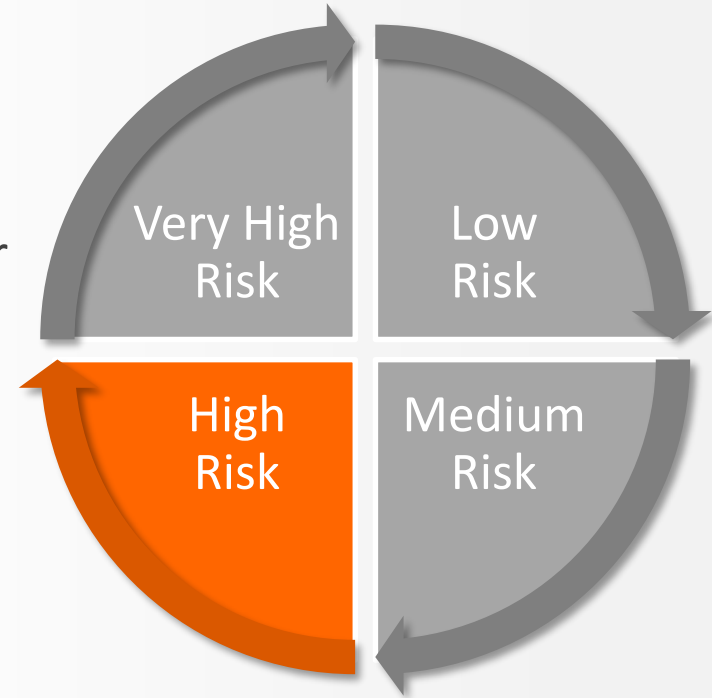


*Workplace Exposure Levels*  
Source: OSHA

- Jobs with frequent close contact with those not known to have COVID-19
  - Frequent contact with travelers from locations with widespread COVID-19 transmission.
  - Contact with the general public.
  - Schools.
  - High population density work environments.
  - High-volume retail settings.

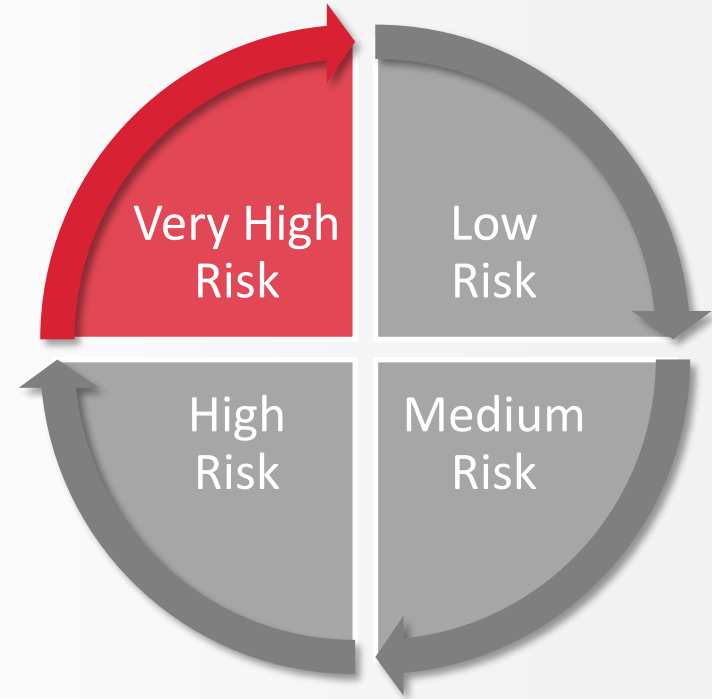


- Likely to be exposed those known or suspected of having COVID-19
  - Healthcare delivery and support (who must enter patients' rooms), exposed to known or suspected COVID-19 patients.
  - Medical transport (ambulance vehicle operators), moving known or suspected COVID-19 patients in vehicles.
  - Mortuary, preparing bodies for burial or cremation of those known or suspected to have COVID-19 at time of death.






- Exposure to known or suspected sources & performing high risk procedures
  - Healthcare, performing aerosol-generating procedures on known or suspected COVID-19 patients.
  - Healthcare or laboratory, collecting or handling specimens from known or suspected COVID-19 patients
  - Morgue, performing autopsies generally involving aerosol-generating procedures, on the bodies of those known or suspected of having COVID-19 at time of death.



Perform risk assessment for each position within your organization  
Include in your plan:

- Position Title
- Primary tasks
- Exposure level – refer to chart
- Personal protection equipment
- Additional controls needed

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



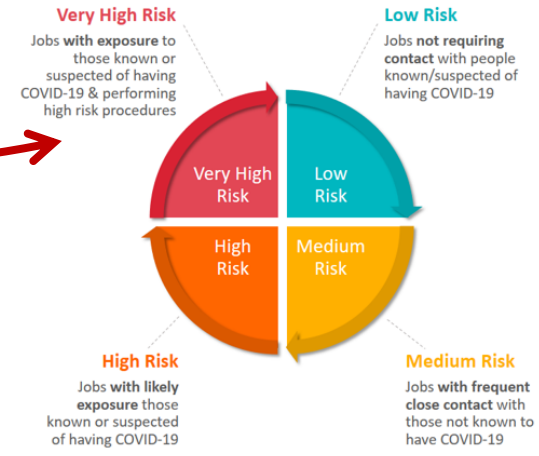
Responsible Party: Click or tap here to enter text.  
Date Completed: Click or tap here to enter text.

Review procedures for sending ill individuals home, and make adjustments if necessary.

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

**OSHA's Workplace Exposure Levels**

Key Exposure Factors in the Workplace



**Very High Risk**  
Jobs with exposure to those known or suspected of having COVID-19 & performing high risk procedures

**Low Risk**  
Jobs not requiring contact with people known/suspected of having COVID-19

**High Risk**  
Jobs with likely exposure those known or suspected of having COVID-19

**Medium Risk**  
Jobs with frequent close contact with those not known to have COVID-19

Complete Hazards and Controls with risk assessment, for each position within your organization

- Example included of completed role



## 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



Continue with Handling Employee Exposures area of plan



## 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.

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COVID-19 Safety Precautions:

**Give Each Other Space**

**6'**

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# Upcoming Modules 2 & 3

STEP  
**01**

## Identify Leader & Team

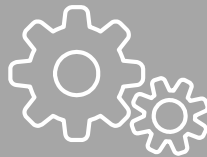
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STEP  
**02**

## Organizational Planning

- Policies and procedures
- Communications
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STEP  
**03**

## Conduct Risk Assessment

- Assessment template
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STEP  
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## Finalize Plan & Controls

- Control idea suggestions
- Complete plan



STEP  
**05**

## Act on Plan

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



**MODULE 1**

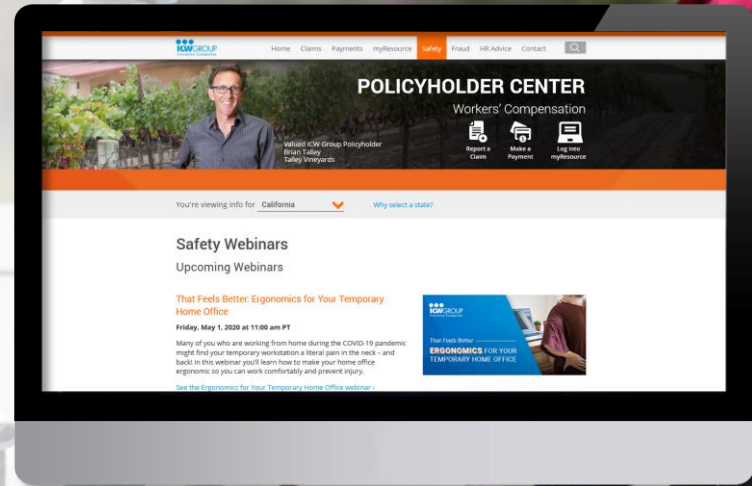
**MODULE 2**

**MODULE 3**

# ICW Group Policyholder Website!

Find all resources!

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





# ICW Group Policyholder Website!

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

- Complete through page 7
- See Workplace Exposure Levels poster as reference for risk

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

**COVID-19: Returning to YOUR workplace**

**OSHA's Workplace Exposure Levels**  
Key Exposure Factors in the Workplace

**Very High Risk**  
Jobs doing high risk procedures with exposure to those known/suspected of having COVID-19

**High Risk**  
Jobs with likely exposure those known/suspected of having COVID-19

**Medium Risk**  
Jobs with frequent contact with those not known to have COVID-19

**Low Risk**  
Jobs not requiring contact with people known/suspected of having COVID-19

**Example jobs:**

- Healthcare, aerosol-generating procedures on COVID-19 patients.
- Healthcare or laboratory, collecting or handling specimens from COVID-19 patients
- Morgue, autopsies involving aerosol-generating procedures on bodies of those known/suspected of having COVID-19.
- Healthcare delivery and support, exposed to known/suspected COVID-19 patients
- Medical transport (ambulance operators), moving known/suspected COVID-19 patients in vehicles.
- Mortuary, preparing bodies for burial or cremation of those known/suspected to have COVID-19.

**Example jobs:**

- Working from home.
- Office, rarely in contact with co-workers, public.
- Industrial, rarely in contact with co-workers, public.
- Telemedicine healthcare workers.
- Long-distance truck drivers.
- Frequent contact with travelers from locations with widespread COVID-19.
- Contact with the general public.
- Schools and high population work environments.
- High-volume retail settings.

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

## Back to Workplace Series

MODULE

01

Assessing Your Risk

MODULE

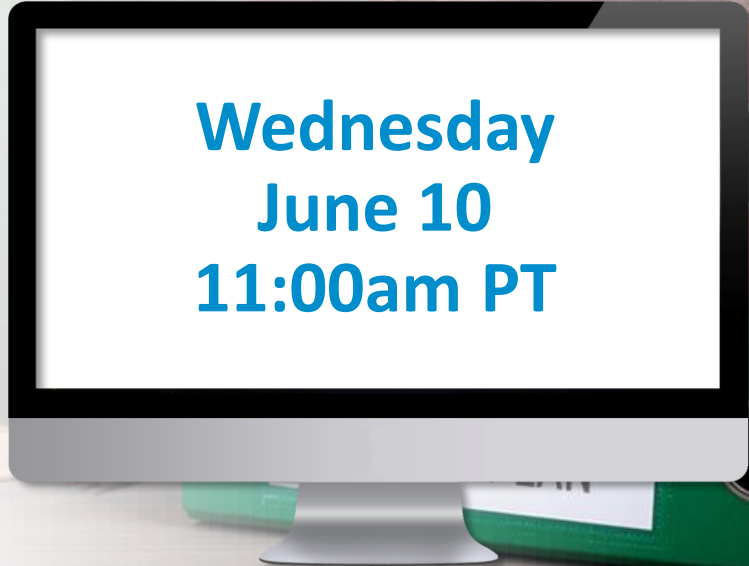
02

Preparing Your Infectious  
Disease Preparedness &  
Response (IDPRP) Plan

MODULE

03

Implementing your IDPRP Plan



**Wednesday**  
**June 10**  
**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