Responses: COVID-19 – Pandemic Policy/Procedure Template

An EMC Member would like to know if anyone has a pandemic policy/procedure template that they would be willing to share. Please forward any templates, best practices, information and recommendations you may have. Any assistance is greatly appreciated.

The following responses are from Ontario Members:

I have been sending our manufacturers links to a booklet "COVID-19 OPERATIONS BEST PRACTICES FOR INDUSTRY Protecting employee health and facility safety to ensure continued operations." Is put out by Food & Consumer Products of Canada.

COVID-19 OPERATIONS BEST PRACTICES FOR INDUSTRY Protecting employee health and facility safety to ensure continued operations

I found it very concise, thorough and useful.

Pandemics
In the event a pandemic emergency is declared the following actions are to be considered.

Employees

- Management has identified and designated as essential personnel certain employees whose jobs are vitally important to our continued operation in emergencies. We expect only designated essential personnel to be available for work during a pandemic.
- All employees entering onto the premises must be checked using a **Portable Forehead Electronic IR Infrared Thermometer. (optional – consider risk at specific location)**
- **Employees who can work from home or a remote office must do so.**
- **Non–essential travel is to be postponed.**
- Personnel who return from a global destination must self-quarantine for a period of 14 days or longer as determined by the government authority.
- Employees deemed to be infected by a health care professional must self-quarantine for a minimum of 14 days or longer as required by the government authority.
- Break times should be staggered so that fewer employees are permitted into the break rooms at any one time. Social distancing should be practiced.

Facilities Maintenance
Plant and Facilities staff will develop and implement a cleaning schedule including cleaning methods to guard against the spread of infection in the workplace.

- Break rooms including hourly and staff break rooms should be cleaned and disinfected daily or as often as deemed necessary.
- Adequate soap and water are to be maintained in washrooms and break rooms.
- Washrooms should be cleaned and disinfected daily or as often as deemed necessary.
- The employees' locker room should be cleaned and disinfected daily or as often as deemed necessary.
- Doors leading into the building, offices, washrooms, breakrooms, and meeting rooms should be cleaned and disinfected daily or as often as deemed necessary.

- Staff desks, cell phones, telephones, computers, printers and other devices should be cleaned and sanitized daily by user at their discretion.
- Hand sanitizers are to be provided and maintained at entrances, washrooms and break areas if hand washing areas are not accessible with soap and water.

Mandatory Employee Training
All employees are at risk of exposure to viruses, both in and outside the workplace; therefore, all employees are to attend initial or refresher training annually to become informed about what to do when an outbreak occurs.
Training must include the following:

- Training materials provided by government.
- Sign and symptoms and health effects of the virus, treatment, and sources to contact for appropriate medical care; steps to take if exposure is suspected.
- Whom to report known or suspected exposures, and procedures for reporting exposure to co-workers, family members, friends, or others who are ill with flu.
- Proper use of provided personal-protection equipment; proper hygiene in the workplace and at home; and communications.
- Supervisors are responsible for recording and maintaining documentation on every employee's participation in required training.

Personal Protection Equipment
Our company maintains on site adequate supplies of recommended personal protective equipment, such as N-95 respirators, eye protection, disposable gloves, and anti-bacterial hand gels and wipes, which management can require workers to use.

- Gloves are always to be worn by employees while at work, due to the transmission of the virus from person to person or in the handling of products.
- Respiratory protection is available upon request.
- Employees must receive training on the care, use, and fitting of the personal protective equipment.
- Supervision are responsible for recording and maintaining documentation on every employee's participation in required training.

Special Needs and Accommodations:
Our company is required by law to notify first-responders about employees with medical conditions that could be compromised because of a pandemic. Management urges such employees to confidentially self-identify to their manager or designated individual so that we are aware of and can prepare for you to receive any special medical expertise you might require if you become severely ill on the job. Management maintains the confidentiality of any information you provide, making it available solely on a need-to-know basis and only when needed by emergency-responders.

Media Channels:
In an emergency, management consults with outside authorities to coordinate dissemination of instructions or other important information as quickly as possible to all employees.

Policy

COMPANY is committed to the health, safety and wellbeing of its Team Members. Everyone who works at COMPANY has a responsibility to themselves and to others to ensure that our workplace remains healthy and safe during a pandemic declared by the World Health Organization (WHO). The following policy is designed to provide direction on how we will respond in these situations.

When the WHO declares a pandemic:

- The situation will be closely monitored, and Team Members will be kept informed of pertinent information on a regular basis.
    - i.e. Current WHO/Public Health information, symptoms of illness, prevention methods, travel advisories, etc.

- If/when travel advisories are in place, we will reserve the right to ask Team Members of their personal or business travel plans and respond according to advice from Public Health.
- We may limit or restrict business-related travel as deemed necessary.
- We will update current practices, procedures and policies as required and wherever practical to ensure we are able to follow the guidance provided by government and public health agencies. This may include, but not be limited to:
    - Implementing enhanced cleaning regimen of all shared surfaces.
    - Implementing requirement for physical distancing protocol of minimum 6ft/2m between personnel.
    - Making changes to job tasks where the task prevents individuals from following government guidelines.
    - Making temporary changes to other policies (i.e. emergency procedures to be reviewed and revised to ensure government guidelines can be maintained).
    - Optimizing the use of home office capabilities.

If a Team Member has been exposed:

- We request that all Team Members inform us of any potential exposure to the pandemic (i.e. have traveled to a place with an advisory, a family member has been exposed and/or becomes ill).
- To protect the health of all, and on a case by case basis, we reserve the right to request a Team Member to refrain from attending work until a quarantine period as recommended by Public Health is completed.
- If a Team Member develops symptoms, they should not come to work, seek treatment from a health care professional and follow the advice of Public Health.

If a Team Member becomes ill:

- A Team Member who tests positive for the illness shall not come to work under any circumstances and will be required to provide medical clearance prior to returning.
- Matters pertaining to the Team Member's work duties and loss of pay will be reviewed on a case by case basis.

Suppliers, Customers and other Visitors:

- We will restrict customer, supplier and general visits as much as possible.
- All necessary visitors will be expected to follow screening procedures as deemed necessary to ensure those entering our facility are not putting our Team Members at risk.

Regarding Pandemic policy best practices. The World Health Organization has a good document called Getting your Workplace ready for COVID-19:

https://www.who.int/docs/default-source/coronaviruse/getting-workplace-ready-for-covid-19.pdf

Another excellent resource: https://www.lear.com/Site/Company/Safe-Work-Playbook.aspx

Thank-you for sharing your experience and expertise!

EMC members can submit questions through our online form or by email to mnh@emccanada.org.

Contact EMC's Member Needs Help! Toll Free: (866)323-4362 | E-Mail: mnh@emccanada.org | Website: www.emccanada.org

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