



(Your Company Name)



COVID-19 Action Plan Policy

SCOPE OF PLAN

This Action Plan is adopted as a Policy of **(this Company)** to prevent or deter the spread of Coronavirus. This Plan has as its priority the safety and well-being of its employees, visitors, customers/clients, and vendors/suppliers. As such, we are implementing these precautions to reduce the possibility of transmission or spread of the Coronavirus or COVID-19. All employees are expected to comply with these precautions. Other precautions may be added as health professionals learn more.

FOCUS OF THIS ACTION PLAN

This Plan is focused on four critical areas this Company is addressing to reduce the transmission of the Coronavirus.

- **INTERACTION**: Face to face interaction with employees, customers/clients, vendors/suppliers and visitors should be kept at a minimum or eliminated where possible.
- **SOCIAL DISTANCING**: When interaction is required, attempts should be made to maintain social distancing per CDC or other government guidelines.
- **SANITATION AND DISINFECTION**: Sanitation and disinfection practices should be enhanced, and carefully implemented during this time period, and CDC or other government guidelines regarding disinfection should be followed.
- **EMPLOYEE/CUSTOMER/CLIENT/VENDOR/SUPPLIER/VISITOR ILLNESS**: Employees or others coming into the workplace or at a worksite who believe they may be ill with Coronavirus, may be becoming ill with this virus, or may be coming in contact with or have come into contact with someone else who has this virus should take steps immediately to avoid spreading the Coronavirus.

IMPLEMENTATION OF THIS ACTION PLAN

Below are specific steps this Company is taking to reduce or eliminate the spread of Coronavirus as it relates to the operation of this Company.

(THE BULLETED LIST BELOW IS A SAMPLE OF STEPS YOUR BUSINESS MAY WANT TO PUT INTO PLACE. YOUR ACTION PLAN STEPS SHOULD BE TAILORED TO THE FUNCTIONAL CHARACTERISTICS OF YOUR BUSINESS AND SHOULD CONTAIN ITEMS THAT ADDRESS HOW YOUR TYPE OF ORGANIZATION WILL DO BUSINESS WITH REGARD TO THE FOUR AREAS LISTED ABOVE.

Precautions for interaction with other employees, as well as clients or customers, vendors, suppliers, and any other visitors in the workplace.

- This business is open/closed to foot traffic as follows: ...
- Entry doors...
- A sign should be posted on the entrances indicating that the business is open/closed. The sign should include contact information...

- Interaction with any individual inside or outside the workplace should be conducted electronically if possible.
- At the workplace: If face to face interaction at the workplace with a client, customer, vendor, supplier or visitor absolutely cannot be avoided, the employee should meet the visitor at the door, and ask the visitor if he/she is experiencing fever, cough, shortness of breath, and whether the visitor has had contact with anyone who has been diagnosed with COVID-19, PRIOR TO allowing the visitor in the building.
- On outside property: If face to face interaction at another property cannot be avoided:
 - The employee should provide the owner/operator with information about what the Company is doing to prevent the spread of the virus. (The Company will provide this information.)
 - The employee may ask the owner/operator if he/she has had symptoms of COVID-19.
 - Employees should not accept an offer of a food or beverage from any owner/operator.
 - Employees should maintain social distancing to the extent possible.
- Employees should not gather in groups and should stay at least 6 feet from other people.
- Employee to employee interaction should be conducted via...
- If face to face interaction is essential, employees should attempt to maintain social distancing. All other means of interaction between/among employees, or owner/operators should be considered before fact to face interaction.
- (Any other appropriate precautions)

Signage

Enhanced signage will be posted to remind and encourage employees to practice effective hygiene.

- Regularly required signage pertaining to sanitization and hand washing should be posted in/around office, restrooms, breakroom, etc.
- Additional signs should be posted as needed.

Handwashing and Basic Sanitation

- Routing handwashing:
- Handwashing after interaction with a client:
- Sneezing, coughing:
- (Any other appropriate precautions)

Employee Illness

- Employees should utilize good health practices...
- An employee who is ill should not come to work. Instead, the employee should...
- A written record of each contact the supervisor has with an employee regarding the health condition should be kept and stored in a confidential file.
- HIPAA regulations must be followed for any COVID-19 related illness or possible illness.
- If an employee becomes ill at work, the employee should...
- (Any other appropriate precautions)

Office Precautions

- Entrance/exit doors and bathroom doors...
- Cleaning bathrooms...
- Cleaning breakrooms...
- Trashcan liners...
- Employees dealing with trash...
- (Any other appropriate precautions)

Equipment/Vehicle Precautions

- Assigned vehicles: no person other than the employee should be allowed in the vehicle, including family, at this time.
- Assigned office equipment...
- Shared equipment (copiers, fax machines) ...
- If an employee takes equipment into clients' homes...
- Daily (or multiple times daily) sanitizing/cleaning requirements...
- (Any other appropriate precautions)

Uniforms or Work Clothes

- Company-issued uniforms should be laundered...
- Employees who do not wear uniforms...
- (Any other appropriate precautions)

For Additional information about this Action Plan, contact John Glascock, Sigma6 HR Benefits at jglascock@sigma6hr.com or toll free 855-296-2980.



Coming in May!

