

**Infectious Disease
Preparedness and Response Plan**



I. Determination of Exposure Risk by Job Duty

We have determined the infectious disease exposure risk level of all worksite functions to ensure that we apply appropriate hazard controls – including training, equipment, and personal protective equipment (PPE) – to protect employees’ safety and health. Classes of employees have been assigned to risk categories as follows:

Exposure Risk Level means an assessment of the possibility that an employee could be exposed to the hazards associated with infectious diseases including the SARS-CoV-2 virus and the COVID-19 disease. Hazards and job tasks have been divided into four risk exposure levels: “Very High”, “High”, “Medium”, and “Lower”.

“Very High” exposure risk hazards or job tasks are those in places of employment with high potential for employee exposure to known or suspected sources of infectious diseases including, but not limited to, during specific medical, postmortem, or laboratory procedures.

“High” exposure risk hazards or job tasks are those in places of employment with high potential for employee exposure within six feet with known or suspected sources of infectious diseases that are not otherwise classified as “very high” exposure risk.

“Medium” exposure risk hazards or job tasks that are not labeled as “very high” or “high”.

“Lower” exposure risk hazards or job tasks are those not otherwise classified as “very high”, “high”, or “medium” exposure risk that do not require contact within six feet of persons known to be, or suspected of being, or who may be infected; nor contact within six feet with other employees, other persons, or the general public.



II. Contingency Plan in the Event of an Infectious Disease Outbreak

In the event that an outbreak or pandemic due to an infectious disease, ALP has set up contingency plans for addressing the workplace needs as well as employee safety and health during the outbreak.

These plans are as follows:

This phase occurs when local resources are exhausted.

Notify employees of the staff shortage and ask staff to work additional hours.

Review essential functions and create a prioritized list. Postpone and stop nonessential functions.

Consider options for PPE and restrictions based on guidance.

Work remotely if possible or alternative schedules to avoid exposure to coworkers.

III. Basic Infectious Disease Prevention and Control Measures

To control the spread of infectious diseases, basic prevention and control measures must be implemented to ensure that all employees are protected against the hazards of infectious disease.

To control the spread of infectious disease it is important to keep up general housekeeping in the workplace. Additional housekeeping actions must also be implemented to ensure the safety and health of employees and decreasing the chances of spread of an infectious disease such as: All restrooms, common areas that remain in use, door knobs/handles, tools, equipment, and other frequently touched surfaces are disinfected before, in the middle of, and at the end of each shift. All contact surfaces of



vehicles used by more than one person are disinfected at the end of each person's use. All disinfectants are EPA-approved or otherwise comply with [CDC disinfection guidance](#). *The employer must make sure that adequate disinfection products are on hand, safety data sheets (SDSs) are obtained and retained, and employees using the products are aware of any personal protective equipment that is required for use.*

Additional precautions and actions to take are:

- Large gatherings are minimized whenever possible; staff meetings are postponed, cancelled or held remotely;
- Employees are encouraged to maintain physical distance even when on break, as well as before and after working hours;
- Employees are required to maintain physical distance when reporting to work, clocking in, leaving work, and clocking out;
- Employee work stations are greater than six feet apart;
- The employer may utilize flexible work hours, wherever possible, to limit the number of employees simultaneously working on-site; and
- Employee interactions with the general public are modified to allow for additional physical space between parties.

IV. Identification and Isolation of Sick and/or Exposed Employees

Risk and exposure determinations are made without regard to employees protected characteristics as defined by local, state, and federal law.

Any health-related information and documentation gathered from employees is maintained confidentially and in compliance with state and federal law. Specifically, medical documentation is stored separate from employee's personnel documentation.

1. Employee Self-Monitoring



The following employees should **not** report to work and, upon notification to COMPANY; will be removed from the regular work schedule:

- Employees who display symptoms, such as fever, cough, shortness of breath, sore throat, new loss of smell or taste, and/or gastrointestinal problems, including nausea, diarrhea, and vomiting, whether or not accompanied by a formal diagnosis;
- Employees who, in the last 14 days, have had close contact with and/or live with any person having a confirmed infectious disease diagnosis; and
- Employees who, in the last 14 days, have had close contact with and/or live with any person displaying infectious disease symptoms, such as fever, cough, shortness of breath, sore throat, new loss of smell or taste, and/or gastrointestinal problems, including nausea, diarrhea, and vomiting.

Such employees may only resume in-person work upon meeting all return-to-work requirements, defined below.

2. Daily Screenings

To prevent the spread of infectious diseases and reduce the potential risk of exposure, COMPANY screens employees as required by CDC guidelines.

Employees are asked the following questions before entering the worksite:

1. Are you currently suffering from any of the following symptoms – fever, cough, shortness of breath, sore throat, new loss of smell or taste, and/or gastrointestinal problems, including nausea, diarrhea, and vomiting?
 - a. If a touchless thermometer is available, temperature checks are performed.
 - b. If yes, access is denied, and employee is advised to self-isolate/self-quarantine at home, until employee is permitted to return to work as defined below.



2. Have you lived with, or had close contact with, someone in the last 14 days diagnosed with or displaying the symptoms of an infectious disease?
 - a. If yes, access is denied, and employee is advised to self-isolate/self-quarantine at home, until at least 14 days after the close contact.

Employees who develop symptoms during their shift must immediately report to their supervisor and/or Human Resources.

3. *Return-to-Work Requirements*

Employees who were themselves diagnosed with an infectious disease may only return to work upon confirmation of the cessation of symptoms and contagiousness, proof of which may be acquired via the test-based strategy or the non-test-based strategy.

The test-based strategy is preferred but relies upon the availability of testing supplies and laboratory capacity. Under this strategy, employees may discontinue isolation and return to work upon achieving the following conditions:

- Resolution of fever without the use of fever-reducing medications;
- Improvement in respiratory symptoms (e.g., cough, shortness of breath); and
- Negative test results.

Under the non-test-based strategy, employees may discontinue isolation and return to work upon achieving the following conditions:

- At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications;
- Improvement in respiratory symptoms (e.g., cough, shortness of breath); and
- At least 7 days have passed since symptoms first appeared.

Employees who come into close contact with or who may live with an individual with a confirmed diagnosis or symptoms may return to work after either 14 days have passed



since the last close contact with the diagnosed and/or symptomatic individual. This includes the diagnosed and/or symptomatic individual receiving a negative test.

Actively encourage sick employees to stay home:

- Notify Human Resources for accommodations and discuss the available options for paid or unpaid time off.
- COMPANY will follow state and federal guidance for return to work guidance.
 - Guidance from the employee's health care provider will also be considered.

V. Procedures for Minimizing Exposure from Outside of Workplace

COMPANY business practices are evaluated to ensure the safety and health of all individuals. This is done on a phased approach. Beginning with appointment only onsite meetings, virtual meetings, and finally transitioning to onsite meetings with appropriate precautions when that time comes.

- Social distancing practices to be observed:
 - 6-foot distances are marked in areas where customers might gather/wait
 - In person meetings are to be made by appointments only
 - Limit the number of customers allowed into workplace
 - Minimize face to face contact

Any individual entering one of COMPANY facilities may have their temperature checked and/or a questionnaire completed prior to entry.

To minimize exposure from visitors or vendors:



- All business partners that work within COMPANY have been provided this Plan.
- When possible, COMPANY will limit the number of visitors in the facility.
- Any individual entering one of COMPANY facilities may have their temperature checked and/or a questionnaire completed prior to entry.
- Masks may be available to visitors/vendors as well as appropriate disinfectants so individuals can clean work areas before and after use.
- Deliveries may be handled through curbside pick-up or delivery.

Minimizing exposure from the general public:

- Social distancing practices to be observed:
 - 6-foot distances are marked in areas where individuals might gather/wait.
 - Limit number of individuals allowed into workplace.
 - Minimize face to face contact:
 - Computer workstations positioned at least 6 feet apart
- Any individual entering COMPANY may have their temperature checked and/or a questionnaire completed prior to entry.
- Individual symptoms may be assessed of infectious diseases and individuals with symptoms will be removed from the workplace.
- Physical barriers between COMPANY employees and the public will be considered in high impact areas (i.e. shielding at the front desk areas).
- Masks may be available to the general public as well as appropriate disinfectants so individuals can clean work areas before and after use.

VI. Training



All employees at COMPANY will be required to have training on the hazards and characteristics of infectious diseases. This training will ensure that all employees recognize the hazards as well as the procedures to minimize the hazards related to the infectious diseases and help prevent the spread of the infectious disease.

The training material will cover the following:

- Companies Infectious Disease Preparedness and Response Plan.
- Characteristics and methods of spread of infectious diseases.
- Symptoms of infectious diseases as well as the asymptomatic reactions.
- Safe and healthy work practices, including but not limited to, physical distancing, disinfection procedures, disinfecting frequency, and noncontact methods of greeting.
- PPE

All employees in the workplace will be trained on this subject and procedures. All training will be certified and recorded.