



ADMINISTRATIVE POLICY:

Program:

Effective:

Functional Responsibility:

OUTBREAK PLAN FOR COVID-19

Agency-Wide

June 1, 2020

Health & Safety; Plant & Operations

OUTBREAK PLAN FOR COVID-19

CENTRO takes the health and safety of our employees very seriously. With the spread of the coronavirus or “COVID-19,” a respiratory disease caused by the SARS-CoV-2 virus, CENTRO must remain vigilant in mitigating the outbreak. In order to be safe and maintain operations, we have developed this COVID-19 Outbreak Plan to be implemented, to the extent feasible and appropriate, throughout the organization. CENTRO has also identified a team of employees to monitor the related guidance that U.S. Center for Disease Control and Prevention (“CDC”) and Occupational Safety and Health Administration (“OSHA”) continue to make available.

This Plan is based on information available from the CDC and OSHA at the time of its development and is subject to change based on further information provided by the CDC, OSHA, and other public officials. CENTRO may also amend this Plan based on operational needs.

I. Responsibilities of Managers and Supervisors

All supervisors must be familiar with this Plan and be ready to answer questions from employees. Supervisors must set a good example by following this Plan at all times. This involves practicing good personal hygiene and jobsite safety practices to prevent the spread of the virus. Supervisors must encourage this same behavior from all employees.

If a Supervisor is made aware that their employee has been exposed to or tested positive for COVID-19, they should inform the employee to seek medical attention. Next, they need to complete the COVID-19 Positive Reporting Form and submit it to Human Resources and Compliance. This information will be filed in a separate folder, not in personnel files. As an employer, CENTRO’s duty is to provide a safe workplace under OSHA. Following the CDC’s advice, Human Resources will inform employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). If an employee tests positive for COVID-19, they will be requested to provide a list of other employees, visitors, and clients with whom they had close contact during the last 14 days. Supervisors will investigate the employee’s schedule and work location to determine with whom the employee interacted. This information should be submitted to Human Resources and the Health & Safety Officer who will inform the identified persons that they have potentially been exposed to COVID-19 while maintaining the affected person’s confidentiality. It will aid in contact tracing.

II. Responsibilities of Employees

CENTRO is asking every one of our employees to help with our prevention efforts while at work. In order to minimize the spread of COVID-19 at our office, everyone must play their part. As set forth below, CENTRO has instituted various housekeeping, social distancing, and other best practices at our jobsite. All employees must follow these. In addition, employees are expected to report to their supervisors if they are experiencing signs or symptoms of COVID-19, as described below. If you have a specific question about this Plan or COVID-19, please ask your Supervisor. If they cannot answer the question, please contact the Health & Safety Officer.

OSHA and the CDC have provided the following control and preventative guidance for all employees, regardless of exposure risk:

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Follow appropriate respiratory etiquette, which includes covering for coughs and sneezes.
- Avoid close contact with people who are sick.

In addition, employees must familiarize themselves with the symptoms of COVID-19, which include the following:

- Coughing;
- Fever;
- Shortness of breath, difficulty breathing; and
- Early symptoms such as chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose.

If you develop a fever and symptoms of respiratory illness, such as cough or shortness of breath, **DO NOT GO TO WORK** and call your supervisor and healthcare provider right away. Likewise, if you come into close contact with someone showing these symptoms, call your supervisor and healthcare provider right away.

III. Job Site Protective Measures

CENTRO has instituted the following protective measures at all of its offices.

A. General Safety Policies and Rules

Social Distancing

- 30 percent of the business or organization's typical occupancy as of March 1, 2020
- CENTRO will be operating as a "COVID-19 Essential Service"
- Employees must avoid physical contact with others and shall direct others (employees/contractors/visitors) to increase personal space to at least six (6) feet, where possible.
- All in-person meetings will be limited. To the extent possible, meetings will be conducted by a video conferencing service (eg., Zoom, Microsoft Teams).
- Employees will be encouraged to stagger breaks and lunches, if practicable, to reduce the size of any group at any one time to less than ten (10) people.
- Ensure separation of 6 feet or more between individuals unless this creates a safety hazard due to the nature of the work or the configuration of the workspace
- Limit visitors where feasible, and avoid congregation in common areas (e.g., lobbies)
- Designate assigned working areas (e.g., floor, building) to individuals where possible to limit movement throughout the facility and limit contact between employees
- Stagger work schedules and improve ventilation for enclosed spaces where possible (e.g., open doors and windows)
- Limit meeting sizes in the office, ensure 6 feet of social distancing, encourage remote participation

B. Hygiene Protocols

- CENTRO will ensure access to handwashing facilities on site, including soap and running water, wherever possible and encourage frequent handwashing; alcohol-based hand sanitizers with at least 60% alcohol may be used as an alternative
- CENTRO will provide employees a workplace location with adequate cleaning products (e.g., sanitizer, disinfecting wipes)
- CENTRO will conduct regular and not less than daily cleaning and sanitation of all high-touch areas such as workstations, door handles, and restrooms
- Employees should avoid sharing use of office materials / equipment or disinfect equipment between use (e.g., telephones, fax machines)

C. Staffing and Operations

- CENTRO established and communicated a worksite specific COVID-19 Return to work & Preparedness Plan for all office locations
- Provide training to employees on up-to-date safety information and precautions including hygiene and other measures aimed at reducing disease transmission, including:
 - Social distancing, hand-washing, proper use of face coverings
 - Self-screening at home, including temperature or symptom checks
 - Importance of not coming to work if ill
 - When to seek medical attention if symptoms become severe
 - Which underlying health conditions may make individuals more susceptible to contracting and suffering from a severe case of the virus
 - Employees must wear face coverings when social distancing of 6 feet is not possible, except where unsafe due to medical condition or disability
 - Employees must continue to telework if feasible; external meetings should be remote to reduce density in the office
 - Employees must stay home if feeling ill. Employees who are particularly vulnerable to COVID-19 according to the Centers for Disease Control (e.g., due to age or underlying conditions) are encouraged to stay home or arrange an alternate work assignment
 - Employees are strongly encouraged to self-identify symptoms or any close contact to a known or suspected COVID-19 case to the employer
 - Encourage employees who test positive for COVID-19, to disclose to the employer of the office for purposes of cleaning / disinfecting and contact tracing. If the employer is notified of a positive case at the workplace,
 - Post notice to employees and customers of important health information and relevant safety measures as outlined in government guidelines

D. Cleaning and Disinfecting

- Conduct frequent cleaning and disinfection of site (at least daily and more frequently if feasible)
- Keep cleaning logs that include date, time, and scope of cleaning
- Conduct frequent disinfecting of heavy transit areas and high-touch surfaces (e.g., doorknobs, elevator buttons, staircases, vending machine, bathrooms)
- Clean shared spaces (e.g., conference rooms) between use and supply cleaning products (e.g., sanitizer, disinfecting wipes)
- In event of a positive case, CENTRO would shut down site for a deep cleaning and disinfecting of the workplace in accordance with current CDC guidance