

COVID-19

Preventive Measures and Employee Health & Safety Guidelines

Recommendations for **BUSINESSES**

Revised May 13, 2020



The City of Coral Springs is committed to the health and safety of our citizens. The COVID-19 pandemic has had unprecedented impacts on our daily activities, businesses and educational institutions. This guide is to assist businesses, organizations and facilities in the City of Coral Springs, to safely open to the public, while preventing further spread of the COVID-19 virus and other contagious infections. The guide should be used to supplement your Health and Safety plan.

We encourage you to adhere to applicable CDC guidelines and follow county and state emergency orders related to the COVID-19 pandemic. If you need assistance or have questions about the guidelines, please call the Economic Development Office Business Hotline at **954-344-5772** or visit www.coralsspringsedo.com. Additional updates and resources are also available at www.cdc.gov.

TOPICS FOR EMPLOYEES AND MANAGEMENT

The list below incorporates procedures that are currently recommended, and especially important during the initial phase of your business reopening. These steps should also be implemented if the community experiences a resurgence or “second wave” of COVID-19 infections:

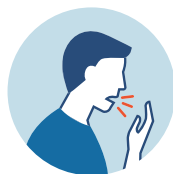
- Participate in all onsite health screenings (temperature checks) prior to entering the workplace.
- Properly wear company-issued personal protection equipment (PPE) including surgical masks anytime you are:
 - in common areas of any company facility, or
 - when you are in close proximity to co-workers, or
 - in close contact with the public if appropriate to position
- Maintain excellent personal hygiene to prevent the spread of illness or germs.
- Immediately report an illness with COVID-19 or similar related signs and symptoms to your supervisor, manager or designated Health and Safety Representative.
- Frequently communicate with your supervisor or coworkers during extended absences, while temporarily re-assigned to new work areas, or teleworking.
- Comply with all Health and Safety procedures and provide timely responses to health check inquires while out sick due to COVID-19 or other illness. Includes reporting of COVID-19 test results to Health/Safety Representatives.
- Stay home if you are sick or are caring for sick family members with COVID-19 or similar signs and symptoms to prevent spreading a contagious virus or other infection.
- Practice safe social distancing in the workplace and when you are off work.
- Stay informed of emerging changes to the company’s health prevention programs and workplace policies by reading all employee communications.
- Utilize the company’s Employee Assistance Program (EAP), if one exists, to support mental health needs and seek assistance when needed during any health crisis.

ADDITIONAL REQUIREMENTS FOR MANAGEMENT

- Follow daily reporting procedures and notify the designated Health/Safety Representative of any employee who is sick or has reported signs and symptoms related to COVID-19 or a similar illness.
- Follow daily reporting procedures and notify the designated Human Resource staff member of any changes to employee work status for employees who have been temporarily re-assigned to new work areas or teleworking.



FEVER



COUGH



SHORTNESS
OF BREATH



SORE THROAT



HEADACHE



LINKS TO TRAINING VIDEOS


- Donning and Doffing surgical mask: <https://youtu.be/OABvzu9e-hw>
- N95 Donning & Doffing procedures: <https://youtu.be/HlulKtBTBlw>
- Latex Gloves Donning & Doffing procedures: https://youtu.be/3I_kKVNrEMo
- Proper handwashing techniques: <https://youtu.be/lisgnbMfKvI>

LINKS REGARDING HOMECARE

- <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/get-your-household-ready-for-COVID-19.html>
- <https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-home-care.html>
- <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/checklist-household-ready.html>

UNDERSTANDING THE DIFFERENCE – SURGICAL VS. N95 MASK

	 Surgical Mask	 N95 Respirator
Testing and Approval	Cleared by the U.S. Food and Drug Administration (FDA)	Evaluated, tested, and approved by NIOSH as per the requirements in 42 CFR Part 84
Intended Use and Purpose	Fluid resistant and provides the wearer protection against large droplets, splashes, or sprays of bodily or other hazardous fluids. Protects the patient from the wearer's respiratory emissions.	Reduces wearer's exposure to particles including small particle aerosols and large droplets (only non-oil aerosols).
Face Seal Fit	Loose-fitting	Tight-fitting
Fit Testing Requirement	No	Yes
User Seal Check Requirement	No	Yes. Required each time the respirator is donned (put on)
Filtration	Does NOT provide the wearer with a reliable level of protection from inhaling smaller airborne particles and is not considered respiratory protection	Filters out at least 95% of airborne particles including large and small particles
Leakage	Leakage occurs around the edge of the mask when user inhales	When properly fitted and donned, minimal leakage occurs around edges of the respirator when user inhales
Use Limitations	Disposable. Discard after each patient encounter.	Ideally should be discarded after each patient encounter and after aerosol-generating procedures. It should also be discarded when it becomes damaged or deformed; no longer forms an effective seal to the face; becomes wet or visibly dirty; breathing becomes difficult; or if it becomes contaminated with blood, respiratory or nasal secretions, or other bodily fluids from patients.



Centers for Disease Control and Prevention
National Institute for Occupational Safety and Health

GUIDELINES FOR MAIL PICK UP/DELIVERY

For employees picking up mail/packages from UPS, Fed-Ex, etc.:

- Wear mask and gloves (if possible) when picking up packages
- Wash hands per CDC guidelines (20 seconds)
- Place packages in a place designated for incoming mail only
- Let packages sit for 24 hours prior to opening – Mark with date and time of arrival
- Wash hands after opening mail/packages

For Employees delivering mail/packages to UPS, Fed-Ex, etc.:

- Wear mask prior to entering facility
- To minimize exposure to outside vendor facilities, consider gloves
- Use disinfectant prior to entering vehicle
- Upon return to office, wash hands per CDC guidelines (20 seconds)

For mail/packages that are delivered:

- Wear mask when accepting delivery and handling packages
- Place mail/packages in pre-established area, mark with date and time
- Wait 24 hours prior to opening packages/mail
- After handling packages/letters wash hands per CDC guidelines (20 seconds)

Note – for packages/mail that are time sensitive, have items disinfected using foggers, if available.

If no disinfection process is available, take extra precautions when opening:

- Wear gloves to open package/envelope, then dispose of gloves and wash hands per CDC guidelines (20 seconds)
- Remove contents
- Dispose of packaging/envelope
- Wash hands per CDC guidelines (20 seconds)
- Process opened mail/package as needed

A Safety and Health Representative should be designated for those with questions about procedures.



GUIDELINES FOR CLEANING/DECON OF SHARED EQUIPMENT AND WORKSPACES

The CDC has developed an extensive guide for cleaning and disinfecting public spaces, workplaces, businesses and other areas. For information in addition to the below, please see the CDC's website: https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening_America_Guidance.pdf

Not all businesses will have every item listed. Use the practices that pertain to what your business possesses.

- Heavy Machinery, Dump trucks, vac trucks, etc. that have enclosed cabs – Shall be deconned using the foggers once per week or after use by individual who may have shown signs and symptoms of illness such as Covid-19.
- Machinery with open cabs this includes riding lawn mowers, gators, compactors, etc. – wipe down surfaces using bleach/water and **gloves and goggles daily**
- Lawn equipment/chain saws/hand tools, etc. – wipe down surfaces using bleach water and **gloves and goggles daily**
- ALL shared equipment surfaces that are touched, must be wiped down after each use
- ALL shared workspace surfaces that are touched must be wiped down after each use (wipes/disinfectant if available or bleach solution)



If Disinfecting with Bleach Solution

CDC guideline for preparation and use of bleach/water solution:

- Don eye protection before preparing solution
- 4 teaspoons bleach per quart of water.
- Allow solution to sit on surface for at least 1 minute prior to wiping surfaces
- For hard (non-porous) surfaces, wash surface with soap and water prior to using bleach/water solution
- After decon procedures are complete, wash hands per CDC guideline (20 seconds)

A Safety and Health Representative or equivalent should be designated to review safety plans and answer any questions from staff.

6 Steps for Safe & Effective Disinfectant Use

1. Check that your product is EPA-approved – Find the EPA registration number on the product. Then, check to see if it is on EPA's list of approved disinfectants at www.epa.gov/listn.
2. Read and follow the product's directions – On the EPA site, check "use sites" and "surface types" to see where you can use the product. Read the "precautionary statements."
3. Pre-clean the surface – Make sure to wash the surface with soap and water if the directions mention pre-cleaning or if the surface is visibly dirty.
4. Follow the contact time – You can find the contact time in the directions. The surface should remain wet the whole time to ensure the product is effective.
5. Wear gloves and wash your hands – For disposable gloves, discard them after each cleaning. For reusable gloves, dedicate a pair to disinfecting COVID-19. Wash your hands after removing the gloves.
6. Lock it up – Keep lids tightly closed and store out of reach of children.

GUIDELINES FOR EXPOSURE, SYMPTOMS, AND ILLNESS

For the latest information go to the CDC website dedicated to the Coronavirus:

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

Dealing with the health and well-being of employees and their families is one of the most important things that we can do in the face of this National Emergency or any similar health crisis. Below are basic guidelines for dealing with different exposure and sickness situations.

IMPORTANT REMINDER: Personal hygiene and not touching your face are the best protective measure you can take.

Asked to Quarantine by Doctor:

If you are in close contact with an infected person without proper infection control measure in place (mask/eye protection), a healthcare provider may recommend self-isolation for up to 14 days. During this time, you should limit close interactions with other people and follow the CDC recommendations for self-checks.

Close contact for healthcare exposures is defined as follows:

- being within approximately 6 feet (2 meters), of a person with COVID-19 for a prolonged period of time (such as caring for or visiting the patient; or sitting within 6 feet of the patient in a healthcare waiting area or room); or
- having unprotected direct contact with infectious secretions or excretions of the patient (e.g., being coughed on, touching used tissues with a bare hand).

CDC Reference: <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

Suggested to Quarantine by CDC/DOH:

If you are in close contact with an infected person without proper infection control measure in place (mask/eye protection), the CDC may recommend self-isolation for up to 14 days. During this time, you should limit close interactions with other people and follow the CDC recommendations for self-checks.

CDC Reference: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine-isolation.html>

Fever (greater than 99.9 F)

The employee should be evaluated by their Primary Care Doctor or an Urgent Care Doctor. Although a fever is a common sign of the Coronavirus it is also a sign of other illnesses. As the testing for COVID-19 is more accessible this employee may need to be tested.

CDC Reference: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

Flu-like symptoms and Fever (greater than 99.9 F)

The employee should be evaluated by their Primary Care Doctor or an Urgent Care Doctor. Although a fever is a common sign of the Coronavirus it is also a sign of other illnesses. As the testing for COVID-19 is more accessible this employee will need to be tested.

CDC Reference: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

Flu-like symptoms and No Fever (less than or equal to 99.9 F)

During this time of enhanced awareness of any signs of being sick, everyone should be extra careful when coming to work sick. Many people have minor signs and symptoms throughout the year such as a stuffy nose or seasonal allergies. These are not the major indications of COVID-19. The signs and symptoms that are indicative of infection are Fever, Cough (dry/productive), Fatigue, Muscle Aches, Diarrhea, or loss of smell and taste. If you have any of these signs and symptoms you should be evaluated by your Primary Care Doctor or an Urgent Care Doctor.

- Although these are common signs of the Coronavirus they are also signs and symptoms of other illnesses. As testing for COVID-19 is more accessible the employee may need to be tested.

CDC Reference: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

Confirmed COVID-19 Diagnosis

When testing is widely available and/or signs and symptoms have indicated a test is recommended by a Primary Care Doctor or Urgent Care Doctor, there will be more employees that test positive for COVID-19. Employees should follow the direction of the Health Care professionals and either implement home care or, if indicated, be treated at a healthcare facility. Individuals who remain in self-isolation should be actively monitoring their condition and a checklist will be provided.

CDC Reference: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/index.html>

Return to Work - The CDC is currently recommending that a person infected with the virus is considered no longer infectious when:

Test-based strategy (PRIMARY)

Exclude from work until:

- Resolution of fever without the use of fever-reducing medications
- AND,
- Improvement in respiratory symptoms (e.g., cough, shortness of breath)
- AND,
- Negative result of an FDA approved or waived COVID-19 test
 - PCR using the nasal swab
 - Whole blood point of care antibody test

Non-test-based strategy (SECONDARY)

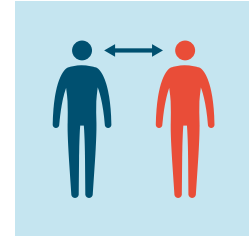
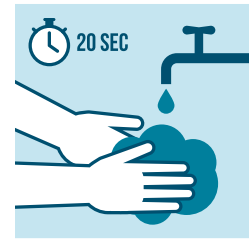
Exclude from work until:

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

CDC Reference: <https://www.cdc.gov/coronavirus/2019-ncov/testing/index.html>

Other Considerations regarding social distancing and/or disinfection issues:

- Employee Cafeterias and Breakrooms
 - Disinfection responsibilities
 - Social distancing guidelines
- Elevators (may be shared with other companies in a building)
 - Disinfection responsibilities
- Building's outer doors/main entrances/Lobby areas
 - Disinfection responsibilities and guidelines
- Company's door knobs/handles, restrooms/Lobby for visitors
 - Disinfection responsibilities and guidelines
- Hand sanitizer additions to various locations



REOPENING YOUR BUILDING

The temporary shutdown or reduced operation of a building and reductions in normal water use can create hazards for returning occupants. Two potential microbial hazards that should be considered prior to reopening after a period of building inactivity are mold and Legionella (the cause of Legionnaire's disease). Ensure the safety of your occupants and building water system and devices – visit the CDC's online guidance documents by visiting their website:

<https://www.cdc.gov/coronavirus/2019-ncov/php/building-water-system.html>

HEALTH AND SAFETY PLANNING

The CDC's National Institute for Occupational Safety and Health (NIOSH) offers an online Small Business Resource Guide, providing plans, tools, tips and information on how to keep your workers safe and well while managing time and cost investments.

Visit their website for details: <https://www.cdc.gov/niosh/topics/smbus/guide/>



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