

Using the Exposure Control Plan Template

The following document is a template for the development of an Exposure Control Plan. The information provided is general and applies to almost all construction applications. Site-specific information may be required by the general contractor or by local, state, and federal requirements. As these requirements may change depending on the disease and the risk of exposure it is important that the most up-to-date information is applied to this policy at the time it is created. As requirements change this policy will need revision in order to remain current and effective.

To get started we need to personalize the policy to your organization.

The following text strings highlighted in yellow require updating.

Replace them by using the "Find and Replace" function of your word processing program. - *For Microsoft Office, use the (Ctrl Key + H) combination.*

- **COMPANYNAME** This entry should be replaced with the name of your company.
Example: replace COMPANYNAME with 'ABC Company'
- **PROJECTNAME** This entry should be replaced with the Project Name
Example: replace PROJECTNAME with 'XYZ Project'
- **ADDRESS** This entry should be replaced with the street address of the project.
Example: replace ADDRESS with '123 Main Street, Unit 200'
- **CITYSTATE** This entry should be replaced with the city, state, and zip code of the project location.
Example: replace CITYSTATE with 'Anytown, ST 12345'
- **PROJNUM** This entry should be replaced with the project number of the project. This is usually Obtained from the general contractor.
Example: replace PROJNUM with '20-159' (159th project of 2020)

The Implementation Date is the date that the Exposure Control Plan was developed.

The Revision Date is updated whenever a change has been made to the material in the document.

Site-specific Content

Once those updates have been made, review the document and make any changes as necessary. If the existing content is acceptable leave it. If it doesn't apply, delete it. If site-specific or disease-specific changes are necessary, go ahead and make those changes. Proceed through the document until you are satisfied with the content.

You will see a yellow instruction box on the Title Page. This box instructs you to paste your company logo in its location and delete the box. If you do not have a company logo, delete the box and type your company name in its location.

Review the document one last time and verify that all included information is correct. As changes were made it is possible that page breaks and paragraph spacing was affected. Make any necessary changes to eliminate unnecessary spacing (white space) and to ensure the pages line up correctly. For best results, print out the template prior to alteration so you can use the printed document as a reference on how it should look.

Finally, remove this instructional sheet and save a copy of the document where applicable.

**Delete this box, then paste Company
Logo here, or type in the Company
Name if no logo available.**

COVID-19 EXPOSURE CONTROL PLAN

PROJECTNAME

ADDRESS

CITYSTATE

Project #: PROJNUM

Implementation Date: mm/dd/yy

Revision Date:



Disclaimer

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Plan Developed By:



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POLICY

COMPANYNAME has established this policy to provide guidance in the protection of our members during exposure to an infectious disease event. COMPANYNAME will take proactive steps and define measures for implementation in an effort to protect the workplace in the event of an infectious disease outbreak.

It is the goal of COMPANYNAME during any such time period to operate effectively and ensure all essential services are continuously provided while keeping employees safe within the workplace. COMPANYNAME is committed to providing authoritative information about the nature and spread of infectious diseases, including symptoms and signs to watch for, as well as required steps to follow in the event of an infectious disease outbreak.

PREVENTING THE SPREAD OF INFECTION IN THE WORKPLACE

COMPANYNAME will ensure a clean workplace, including the regular cleaning of objects and areas which are frequently used, such as break rooms, conference rooms, door handles. We ask all employees to cooperate in taking steps to reduce the transmission of infectious disease in the workplace. The best strategy remains the most obvious—frequent hand washing with warm, soapy water; covering your mouth whenever you sneeze or cough; and discarding used tissues in wastebaskets. Alcohol-based hand sanitizers, anti-bacterial wipes and disinfectant spray will be made available in designated locations, but not limited to the break rooms and common areas in the workplace. Personal protective equipment (PPE) will be provide such as gloves, goggles, face shields and face masks as appropriate for the activity being performed. Workers will be staggered as necessary to reduce density and maintain minimum 6-foot separation social distancing. Unless otherwise notified, our normal attendance and leave policies will remain in place. Individuals who believe they may face challenges in reporting to work during an infectious disease outbreak should take steps to develop any necessary contingency plans. For example, employees might want to arrange for alternative sources of family care and/or speak with supervisors about the potential to work from home temporarily or on an alternative work schedule.

Limiting Travel

All nonessential travel should be avoided. Employees who travel as an essential part of their job should consult with management on appropriate actions. Business-related travel outside the United States will not be authorized until further notice. Employees should avoid crowded areas and maintain social distancing when using public transportation. A daily site attendance log will be maintained onsite of all workers and visitors.

Telecommuting

Telework requests will be handled on a case-by-case basis. While not all positions will be eligible, all requests for temporary telecommuting should be submitted to your manager for consideration.

Staying Home When Ill

Many times, with the best of intentions, employees report to work even though they feel ill. During an infectious disease outbreak however, it is critical that employees not report to work while they are ill and/or experiencing the following symptoms:

- Fever
- Cough
- Sore throat
- Runny or stuffy nose
- Body aches
- Headache
- Chills
- Fatigue

Currently, the **Centers for Disease Control and Prevention (CDC)** recommends people with an infectious illness such as the flu or COVID-19 remain home until at least twenty-four (24) hours after they are free of fever (100° F or 37.8° C) or signs of a fever without the use of fever-reducing medications. Employees who report to work ill will be sent home in accordance with these health guidelines. Anyone on the project is required to stay home if they are sick, except to get medical care.

MEDICAL INFORMATION

Requests for Medical Information and/or Documentation

If you are out sick or show symptoms of being ill, for more than three (3) days, it may become necessary to request information from you and/or your health care provider. In general, we would request medical information to confirm your need to be absent, to show whether and how an absence relates to the infection and to know it is appropriate for you to return to work. As always, we expect and appreciate your cooperation when medical information is sought.

Confidentiality of Medical Information

Our policy is to treat any medical information as a confidential medical record. In furtherance of this policy any disclosure of medical information is in limited circumstances with supervisors, managers, first aid and safety personnel and government officials as required by law.

SOCIAL DISTANCING GUIDELINES

Guidelines for Workplace Infectious Disease Outbreaks

COMPANYNAME **will** implement social distancing guidelines found below to minimize the spread of the disease among the staff. Determination will be made in accordance with **CDC Guidance**. The social distancing guidelines will remain in effect until rescinded by COMPANYNAME.

Work Activities

During the workday, employees are requested to:

1. Avoid meeting face-to-face. Employees are encouraged to use the telephone, online conferencing, email, or instant messaging to conduct business as much as possible even when participants are in the same building.
2. Preclude gatherings and whenever two or more people must meet, ensure a minimum six (6) foot separation. If face-to-face meetings are unavoidable minimize the meeting time, choose a large meeting room, and sit at least three (3) feet from each other if possible. Avoid person-to-person contact such as shaking hands.
3. Avoid any unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops, and training sessions.
4. Do not congregate in the break room or any other areas where people socialize.
5. Bring your lunch and eat at your desk or away from others (avoid lunchrooms and crowded restaurants).
6. Encourage members and others to request information via phone and e-mail in order to minimize person-to-person contact. Have materials and information ready for fast pick-up or delivery.
7. Using other workers' phones, desks, offices, work tools, and equipment are highly discouraged. If necessary, clean and disinfect them before and after use.
8. Stagger work activity as necessary to reduce density and maintain a minimum six (6) foot separation.
9. Anyone with a sick family member at home with COVID-19 must inform site COVID-19 Supervisor.

Outside Activities

Employees are encouraged to adhere to the following guidelines to the extent possible when engaging in all outside activities:

1. Avoid public transportation (train, bus, taxi) and walk, cycle, or drive your own car. If the use of public transportation is required, consider beginning your commute early or late to avoid rush-hour crowding.
2. Avoid recreational or other leisure classes, meetings, activities, etc., where employees might meet people contagious with the infectious disease. When out in public consider covering your mouth and nose with a mask.

Employee Reporting of Confirmed Exposure

If an employee of COMPANYNAME tests positive for the COVID-19 virus, have been exposed to a known case of COVID-19, have traveled to or through a country the CDC has recommended not visiting, or they have been in contact with someone from another contractor or supplier who thinks they may have COVID-19 **they will follow current CDC Guidelines for isolation**.

COMPANYNAME will report this potential exposure to any site contact and other trades that may have been in contact with the employee.

COVID-19 WORKPLACE MITIGATION GUIDELINES

The following measures must be implemented to reduce and/or eliminate the dangers associated with COVID-19. This plan will be reevaluated on an on-going basis to ensure all applicable requirements can effectively and consistently be implemented. CDC requirements will be covered in each daily huddle prior to the start of the shift. These topics should include social-distancing, hand-sanitizing, identifying symptoms of COVID-19 and the items identified for site-specific plans.

Hygiene – Best practices

- Avoid touching face, mouth, nose, or eyes with unwashed hands or with gloves
- Routinely wash your hands with soap and water for at least twenty (20) seconds. If soap and water are unavailable use a hand sanitizer having at least 60% alcohol content
- Refrain from shaking hands - use other non-contact methods of greeting
- Wear gloves appropriate for your job tasks to reduce skin contact exposure
- Routinely disinfect frequently touched surfaces such as: telephones, guard and handrails, machines and machine controls, shared tools, elevator control buttons, tables, doorknobs, light switches, countertops, desks, keyboards, desks, toilets, faucets, sinks, handles, and hand tools etc.
- Cover coughs and sneezes using the inside of your elbow rather than your hand
- Avoid phone to face contact
- Increase ventilation by opening windows or adjusting air conditioning

Meetings and Travel

- Practice social distancing. Maintain a minimum six (6) foot distance from others
- Use phones or other electronic methods such as video chat to meet rather than engaging in face-to-face conversations
- Avoid sitting in close proximity to others. Keep a minimum of six (6) feet distance from others as much as possible
- Use a handkerchief or tissue when coughing, sneezing, or blowing your nose. Then wash your hands with soap and water for at least twenty (20) seconds. If soap and water are unavailable use a hand sanitizer having at least 60% alcohol content
- Avoid close contact with people who are sick or are displaying signs and/or symptoms of illness.
- Take responsibility for yourself, your work area, and your co-workers as much as achievable
- Where workers are forced to stand together in 'choke points' and high-risk areas such as in hallways, hoists and elevators, break areas, and buses; they shall maintain social distancing
- Minimize interactions when picking up or delivering equipment or materials, maintaining a minimum six (6) foot separation

Food Handling

Handle food carefully:

- Wash hands before eating food
- Limit food sharing
- Prepare meals at home for consumption
- Eat separately and maintain social distancing of at least six (6) feet from others rather than congregating in groups

Illness

Stay home if...

- you are feeling ill
- you have an ill family member in their home

PERSONAL PROTECTIVE EQUIPMENT

Personal Protective Equipment (PPE) can be an effective method of reducing risk of exposure to infectious disease. Depending on the type of disease exposure and the type of work being performed this may include the use of disposal medical or chemical protective gloves, splash shields, protective eyewear or goggles, and respirator masks.

Refer to the latest information from the CDC and from local, state, and federal guidelines and instructions for proper PPE selection and usage.

DAILY HUDDLE QUESTIONS – BEST PRACTICES

Prior to starting work each day, the following questions outlined in the Daily Huddle must be completed by every employee. Any "YES" answers must be reported to your management team to determine next steps.

1. Do you have a fever, cough, or shortness of breath?
2. Have you been in direct contact with someone known to have the novel COVID-19 (Corona) virus infection?
3. Within the past fourteen (14) days, have you traveled to an area considered "**Level 3**" with widespread concern for corona virus according to the CDC?

NOTE: Level 3 - WARNING: Avoid Non-essential Travel - Widespread Ongoing Transmission
(for current information on locations designated as Level 3 by the CDC, see the website below)

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/after-travel-precautions.html>

The CDC requirements must be covered in each daily huddle prior to the start of the shift. These topics should include social-distancing, hand-sanitizing, identifying symptoms of COVID-19 and the items identified for site-specific plans.

TRAINING

COMPANYNAME understands the importance of providing a safe and healthful work site. This is done only through the building of a positive culture of safe work practices.

It is understood that this type of culture must be visible from the beginning of a workers’ experience with the site. Therefore, COMPANYNAME will engage its employees and sub-contractors in a COVID-19 Exposure Plan training. The safety policies and procedures training serves to familiarize all employees to the site, its culture, and its programs and practices as it relates to everyone’s safety.

Please pay attention to project Operations and Work Site Safety Regulations, which are posted in the field office. Using the Exposure Control Plan Training Checklist, employees will mark off each item as understood once that topic is discussed. If you have any questions or concerns, please discuss them with the COMPANYNAME representative.

Once you have completed the training, sign and date the Exposure Control Plan Checklist and submit the form to the COMPANYNAME representative.

COVID-19 SUPERVISOR

COMPANYNAME will designate a site-specific COVID-19 Supervisor to enforce this guidance. The designated COVID-19 Supervisor will be present onsite at all times during work activities. The COVID-19 Supervisor may be an on-site worker designated to carry this role.

The designated COVID-19 Supervisor will be responsible for ensuring the following guidelines in this policy are in compliance at all times:

- **Maintain Social Distancing** – No more than ten (10) persons, including Los Angeles Department of Building and Safety (LADBS) inspectors, are permitted in the area to be inspected, and each person must maintain a six (6) foot distance from each of the others.
- **Ensure Health Status** – Using the Daily Huddle questions, confirm that no one onsite is ill, displaying signs of being ill, or believed to have come in contact with someone that has tested positive for COVID-19.
- **Ensure Site Cleanliness** – Ensure that the site is clean and sanitized and that LADBS inspectors do not have to remove debris or other obstacles to perform inspections.

Jobsite postings and guidelines shall be in areas visible to all workers identifying required hygienic practices including the Social Distancing Guidelines and COVID-19 Workplace Mitigation Guidelines listed above.

The COVID-19 Supervisor and Alternate Supervisor for the PROJECTNAME project are:

Role	Update the Table Beneath With the COVID-19 Supervisor and COVID-19 Alternate Supervisor Information. (delete this box)	Phone
COVID-19 Supervisor:		
Alternate COVID-19 Su		

EXPOSURE CONTROL PLAN TRAINING CHECKLIST

Project Name:	
Project Location:	

Name:		Date:	
Company:			
Foreman/Supervisor:			

This checklist is to certify that I have reviewed or had the following items discussed with me and that I understand the policy for this work site.

Item		YES	NO
1	Policy	<input type="checkbox"/>	<input type="checkbox"/>
2	Preventing the Spread of Infection in the Workplace	<input type="checkbox"/>	<input type="checkbox"/>
3	Limiting Travel	<input type="checkbox"/>	<input type="checkbox"/>
4	Telecommuting	<input type="checkbox"/>	<input type="checkbox"/>
5	Staying Home When Ill	<input type="checkbox"/>	<input type="checkbox"/>
6	Requests for Medical Information and/or Documentation	<input type="checkbox"/>	<input type="checkbox"/>
7	Confidentiality of Medical Information	<input type="checkbox"/>	<input type="checkbox"/>
Social Distancing Guidelines			
8	Work Activities	<input type="checkbox"/>	<input type="checkbox"/>
9	Outside Activities	<input type="checkbox"/>	<input type="checkbox"/>
10	Employee Reporting of Confirmed Exposure	<input type="checkbox"/>	<input type="checkbox"/>
COVID-19 Workplace Mitigation Guidelines			
11	Hygiene – Best practices	<input type="checkbox"/>	<input type="checkbox"/>
12	Meetings and Travel	<input type="checkbox"/>	<input type="checkbox"/>
13	Food Handling	<input type="checkbox"/>	<input type="checkbox"/>
14	Illness	<input type="checkbox"/>	<input type="checkbox"/>
15	Personal Protective Equipment	<input type="checkbox"/>	<input type="checkbox"/>
16	Daily Huddle Questions - Best Practices	<input type="checkbox"/>	<input type="checkbox"/>
17	Training	<input type="checkbox"/>	<input type="checkbox"/>
18	COVID-19 Supervisor	<input type="checkbox"/>	<input type="checkbox"/>
19	Daily Site Attendance Log for On-site Workers and Visitors	<input type="checkbox"/>	<input type="checkbox"/>

Employee Signature: _____

Date: _____

