COVID-19 PREVENTION PLAN

TOOLS THAT WORK FOR YOUR WORKPLACE

DOWNLOAD

COVID-19
Customer Protection Standards

COVID-19
EMPLOYEE
RESOURCES

COVID-19

STEP 1

DESIGN THE RIGHT PLAN FOR YOUR WORKPLACE AND EMPLOYEES

Request support for creating an employee-testing or COVID-19 control plan for your workplace.

Get additional details on guidance for businesses and employers during COVID-19 from the Delaware Division of Public Health.

Your first step in keeping your employees safe and COVID-19 out of your workplace is to make a plan addressing your situation, environment, and employee risk levels. We encourage you to start with the guidelines below, then contact the Delaware Division of Public Health (DPH) and Delaware Emergency Management Agency (DEMA) to determine the best steps for your workplace.

CHECKLIST — MAKE SURE YOUR PLAN:

☑ Identifies all areas in your workplace and place of business that may create potential exposure

☑ Identifies all employees whose job duties put them at increased risk for exposure

☑ Uses administrative controls — including shift staggering and desk spacing — to decrease exposure

☑ Creates an employee guide outlining safe work practices, use of PPE, testing frequency recommendations, and what to do if an employee develops symptoms at work

☑ Identifies a contact person to assist DPH with contact tracing

IDENTIFY THEIR COVID-19 EXPOSURE RISK LEVEL

Knowing employees' risk of exposure will prioritize elements of your plan.

LOWER EXPOSURE RISK Employees in this category have minimal occupational contact with the public, other co-workers, or people known to be infected with COVID-19. Includes remote workers and low-contact, socially isolated employees, such as office and industrial facility workers.

MEDIUM EXPOSURE RISK Jobs that require frequent/close contact with people who are potentially infected, including international travelers, the general public, and other workers. Examples include high-population-density work environments, in such industries as manufacturing, cosmetology, transportation, hospitality, and food service, as well as in some high-volume retail settings.

HIGH EXPOSURE RISK Jobs with a high potential for exposure to known or suspected COVID-19-positive individuals. Includes direct health care and support staff, medical transport workers (EMS), and mortuary workers.

VERY HIGH EXPOSURE RISK Jobs with a very high potential for exposure to known or suspected COVID-19-positive individuals during specific medical, postmortem, or laboratory procedures requiring close contact with aerosolizing secretions or samples. Includes direct health care, laboratory, and mortuary personnel.

> **CLOSE CONTACT**
> Someone who was within 6 feet of an infected person for a total of 15 minutes in a 24-hour period.

DETERMINE COVID-19 TESTING FREQUENCY FOR YOUR EMPLOYEES

Testing on a routine basis (once a month) should be considered for employees in occupations requiring frequent contact with members of the general public, who may not be practicing social distancing or wearing face coverings, such as in retail or hospitality.

Testing sites are located throughout Delaware and offer three types of tests:

- » Shallow Nasal Test (just inside the nose)
- » Deep Nasal Test (used by hospital systems and administered by health care providers)
- » Saliva Test (swabbing of the inside of the cheek, gums, and roof of the mouth)

To find a convenient location, your employees can visit de.gov/gettested.

For higher exposure risk categories, follow these testing frequency guidelines:

- » Very high risk — long-term care staff — once every 1–2 weeks
- » High to very high risk — health care workers, first responders — once every 2–4 weeks
- » Medium risk — frequent close contact, such as critical infrastructure personnel in industries including manufacturing, meatpacking, and others — once every 4 weeks
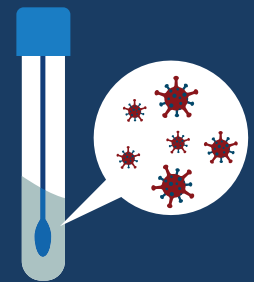
EMPLOYEES IN ANY OCCUPATION SHOULD GET TESTED IF THEY DEVELOP SYMPTOMS.

Remember, COVID-19 stops with you and your employees!

Thank you for keeping your business — and our community — safe and strong.

COVID-19
Customer Protection Standards

STEP 2

CREATING SAFE ENVIRONMENTS AND INTERACTIONS FOR EMPLOYEES AND CUSTOMERS

Keeping your employees safe and your business healthy requires thinking "outside the walls" of your workplace. An effective plan to stop the spread of COVID-19 includes creating safe conditions for your on-site environment, for employees working off-site, and for your customers/clients.

PREPARE YOUR ON-SITE ENVIRONMENT

The on-site environment is where the core of operations happens and employees work, from office spaces to manufacturing plants to dairies and farmland. Make sure your site checks off all the boxes:

- ☑ Desks/workstations are reorganized so that employees are spaced at least 6 feet apart.

- ☑ Where possible, Plexiglas barriers are installed in work areas, especially where 6 feet of separation is not possible.

- ☑ Seating in employee conference rooms maintains 6 feet of separation and/or provides barrier separation.

- ☑ Employee common areas are closed that are not essential to productivity — or too small to contain three people, 6 feet apart.

- ☑ Reception area chairs are 6 feet apart, or removed; if possible, reception desk has a Plexiglas barrier.

- ☑ Floor markers are in place in the common areas so that people can maintain social distancing.

- ☑ Ventilation systems work properly; outside air can be circulated in through windows and fans.

- ☑ Hand sanitizer is available at all common touch points, including restrooms, break rooms, kitchens, and reception areas.

- ☑ Disinfectant supplies are available for employee desks/workstations.

- ☑ Ample signage exists throughout the site, reminding employees to wear face coverings, stay 6 feet apart, practice proper hand hygiene, and keep their workspace disinfected.

- ☑ Employees who can work from home are encouraged to do so.

PROTECT EMPLOYEES WHO WORK OFF-SITE

Employees who "come and go" and interact with the public increase their risk of exposure and bringing COVID-19 back to the workplace. Make sure these workers:

- ☑ Have adequate supplies and easy access to face coverings and other PPE — and know how to use it properly.

- ☑ Have an on-the-go supply of hand sanitizer.

- ☑ Understand that they should not return to the workplace if they have possibly been exposed to someone with COVID-19.

CREATE SAFE CUSTOMER INTERACTIONS

If any member of the public — a nonemployee who is a client or customer — comes into your environment, take extra steps to protect them and your workers by making sure:

- ☑ Signs are posted requiring all people kindergarten age and older to wear face coverings.

- ☑ If possible, Plexiglas barriers are installed — in retail areas, for example — between your workers and customers.

- ☑ If possible, disposable masks are made available to customers without their own.

- ☑ Hand sanitizer is available at all entrances and common touch points.

- ☑ Traffic areas have directional signage and 6-feet markers to ensure customers maintain social distancing.

BEGIN NOW TO DEVELOP A PLAN FOR VACCINATING YOUR EMPLOYEES!

Assess your workers' risk levels to determine when they should get the COVID-19 vaccine, as it becomes available. Use the tools available under the Information for Agencies, Organizations, and Businesses section of **de.gov/covidvaccine** to help you. Check the site frequently for updates!

STEP 3

EMPOWER YOUR EMPLOYEES

Download posters with a variety of messages that you can print and post in your workplace.

Access materials you can share with employees to help them continue COVID-19 safety outside the workplace.

Your workplace safety plan will only be effective if your employees are clear on what they need to do. It's critical that you empower your employees to help keep COVID-19 out of the workplace — on and off the job!

MAKE SURE EMPLOYEES KNOW THE DRILL

All leadership in your workplace — from CEO to human resources — should take every opportunity to remind workers of what they need to do at work during the pandemic. Use PA announcements, emails, memos, website info, group discussions, one-on-one conversations, and more to make sure every employee knows, understands, and practices these key procedures.

BEFORE COMING TO WORK, EMPLOYEES MUST:

- Self-monitor for symptoms daily and stay home if they are sick.
- Stay home if they are experiencing symptoms, including a fever over 100.4, cough or shortness of breath, sore throat, muscle fatigue, chills, shaking with chills, and loss of smell or taste.
- Stay home if they were possibly exposed to someone with COVID-19; they should get tested and follow the quarantine guidelines listed on the following page.
- As much as possible, work from home, regardless of their health.

AT WORK, EMPLOYEES MUST:

- Wear an approved face covering when interacting with co-workers or the public.
- Maintain and respect social distancing of at least 6 feet with co-workers or the public.
- Not remove any Plexiglas barriers you were able to place around their workspaces.
- Practice frequent and thorough handwashing/sanitizing.
- Keep their workspaces clean and disinfected.
- Sanitize frequently touched surfaces and office equipment after use.
- Refrain from entering common areas closed off by their employer.
- Follow all posted instructions for workplace safety.
- Contact HR and eliminate interaction with any co-worker if they start exhibiting symptoms.

HOW LONG IS LONG ENOUGH FOR QUARANTINE?

Determining how long a person who may have been exposed to, or has symptoms of, COVID-19 should quarantine should take into account testing and the presence of symptoms. While quarantining for 14 days is still the safest policy, if this is not possible, these guidelines should be followed:

- **Quarantine can be ended after 10 days if the person wasn't tested and did not report symptoms during daily monitoring.**

- **Quarantine can be ended after seven days if the person receives a negative result from a PCR (molecular) or antigen test *and* reports no symptoms during daily monitoring. In this case, the test can occur on day five of the quarantine. It is strongly suggested that a rapid antigen test is not performed before day seven of the quarantine.**

- **Essential workers: Businesses and employees supporting essential work critical to infrastructure operations have special quarantine considerations. Please visit de.gov/coronavirus for details.**

Individuals who end quarantine prior to 14 days must continue monitoring their symptoms for the full 14 days after their last exposure to a COVID-19-positive person. If symptoms develop, individuals should immediately self-isolate and contact their health care provider.

COMMUNICATE YOUR TESTING POLICY

Make sure all employees are clear on your company's specific COVID-19 testing policy, which will be determined by your site's occupational COVID-19 exposure risk level. **To encourage appropriate testing, make sure all employees are aware of the following:**

- If testing is available, workers should get tested through their occupational health services.

- Workers can also get tested by primary care providers if they are experiencing symptoms — or by hospital, community, and pharmacy testing sites available throughout the state.

- If applicable, let employees know about an on-site employee-testing event or other testing opportunity you've arranged with a commercial lab or health system partner. DPH can help with on-site antigen testing — see the next page for more information or contact DPH_Testing@delaware.gov to request support.

- If applicable, let employees know you have partnered with an online provider to offer them at-home tests.
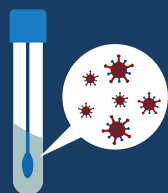
TESTING IS AVAILABLE FOR EVERYONE, REGARDLESS OF SYMPTOMS OR INSURANCE COVERAGE. VISIT DE.GOV/GETTESTED TO FIND A TESTING LOCATION NEAR YOU.

ON-SITE ANTIGEN TESTING

The more convenient testing is, the more likely it is for employees to follow guidelines. If possible, we encourage employers to offer COVID-19 antigen testing in the workplace. Below are some key criteria when considering if on-site antigen testing is right for your company.

• You must partner with an ordering provider to implement testing.

• A CLIA (Clinical Laboratory Improvement Amendments) waiver must be signed. This is a relatively simple process, **available here.**

• You will be required to have a biomedical waste generator number and mechanism for removal of biomedical waste. **Click here to explore resources.**

• Internet access must be available for reporting results to the Division of Public Health.

• You must have a process in place to advise employees what they should do if they test positive, such as requiring employees to isolate at home.

QUESTIONS? DPH is ready to assist you with setting up antigen testing at your site. Contact DPH_Testing@delaware.gov to request support.

> **SHARE MORE ABOUT COVID-19 TESTING**
> Encourage employees to visit **de.gov/gettested** to find a convenient testing location in their community, find answers to commonly asked testing questions, and learn more about who should get tested.

KEEP THEM SAFE — INSIDE AND OUT

Keeping your workplace healthy requires employees to practice COVID-19 safety protocols anywhere and everywhere. The more workers do this, the more they lower the risk of bringing the virus into the workplace — and the more they strengthen our statewide fight to stop the spread of COVID-19. **Here's how you can support this:**

ENCOURAGE EMPLOYEES TO PRACTICE THE GOLDEN RULES EVERYWHERE:

Properly wear a face mask.

Maintain social distancing in public. 6 FEET APART

Wash or sanitize hands frequently.

Limit gatherings with people outside of their household as much as possible.

EMPOWER THEM WITH KNOWLEDGE: Print any or all of the information sheets available **here,** distribute them to your employees, and encourage them to take the information home to share with loved ones.

GIVE THEM A BIGGER ROLE TO PLAY: Hand out one or more of the "COVID-19 Stops with Me" posters/flyers available **here** and encourage workers to post them in areas at work, home, or other places they frequent, to mobilize others to be safe.

Remember, COVID-19 stops with you and your employees!
Thank you for keeping your business — and our community — safe and strong.