PhillyCAM's Infectious Disease Preparedness and Response Plan: COVID-19

This document was developed referencing information provided by OSHA via the OSHAcademy Course 638: [Preparing Workplaces for COVID-19](#).

Hierarchy of Controls for Infectious Diseases

The "hierarchy of controls" is a framework for controlling workplace hazards by systematically removing them from the workplace, rather than relying on workers to reduce their exposure. The below information makes specific references to SARS-CoV-2, the virus that causes COVID-19, but can broadly be applied to any infectious diseases of this nature.

Elimination or substitution - eliminating or substituting a hazard to reduce risk.

- Given the nature of infectious diseases, it is typically beyond human control in regards to eliminating or substituting, therefore, proceed to the next best controls.

Engineering controls - involve isolating the exposure source or using other engineering methods, such as local exhaust ventilation, to minimize exposure.

Engineering controls for SARS-CoV-2 and other viruses include the following:

- Installing high-efficiency air filters.
- Increasing ventilation rates in the work environment.
- Installing physical barriers, such as clear plastic sneeze guards. This will be acrylic sheeting for the front desk and equipment room.

Warnings - to help raise general awareness about entering biohazard areas, but they do not prevent entry. Warnings work only as long as employees and visitors comply with them. Generally, warnings include signs, alarms, and labels.

- All signage must be well lit and kept clean so they are easily visible. Statements that contradict or detract from the signs' meaning are prohibited. Signs required by other

statutes, regulations, or ordinances, however, may be posted in addition to, or in combination with, this signage.

- The vestibule should feature this signage first and foremost to make visitors aware before they enter the space.
- All members coming in for an appointment are to be sent a statement about new procedures via email or text. This will also be prominently posted in the vestibule.

Administrative Controls - requires action by the worker or the employer that involve changes in work policies, programs, processes, and procedures to reduce or minimize exposure to a hazard. Example of administrative controls for SARS-CoV-2 include:

- Requiring sick workers to stay at home.

- Minimizing contact among workers, clients, and customers by replacing face-to-face meetings with virtual communications and implementing telework if feasible.

- Establishing alternating days or extra shifts that reduce the total number of employees in a facility at a given time, allowing them to maintain distance from one another while maintaining a full onsite work week.

- Discontinuing nonessential travel to locations with ongoing outbreaks. Regularly check CDC travel warning levels.

- Developing emergency communications plans, including a forum for answering workers' concerns and internet-based communications, if feasible.

- Providing workers with up-to-date information on COVID-19 risk factors and protective behaviors.

- Providing hands-on training practices such as personal hygiene, cough etiquette, and use and care of PPE (Personal Protective Equipment).

Risk Levels of Exposure

Worker risk of occupational exposure to infectious diseases during an outbreak may vary from very high to high, medium, or lower risk. According to the OSHA Occupational Risk Pyramid, the risk level depends partially on:

- Occupations with each industry type
- Frequency of contact within 6 feet of people at work known or suspected of being infected with SARS-CoV-2
- Requirement for repeated or extended contact with persons at work known to be, or suspected of being, infected with SARS-CoV-2

Given PhillyCAM's operations in the Philadelphia community, worker exposure risk can be classified as **Medium** to **Lower** based on workspace locations and roles.

Medium Exposure Risk

Jobs at this risk level include those that require frequent and/or close contact with people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients.

- ❖ In areas without ongoing community transmission, workers in the risk group may have frequent contact with travelers who may return from international locations with widespread COVID-19 transmission.

- ❖ In areas where there is ongoing community transmission, workers in this category may have contact with the general public (e.g. in schools, high-population-density work environments, and some high-volume retail settings).

Lower Exposure Risk

Jobs at this risk level include those that do not require contact with people known or suspected of being infected with SARS-CoV-2, nor require frequent close contact with the general public. Workers in this category have minimal occupational contact with the public and other coworkers.

Basic Infection Prevention Measures

- ❖ **Personal hygiene**
  - ➢ Promote frequent, thorough hand washing, including by providing workers, PhillyCAM members, and visitors with a place to wash their hands. If soap and running water are not immediately available, provide alcohol-based hand rubs containing at least 60% alcohol.
  - ➢ Restrooms are to be locked all times unless visitors receive permission and key from staff.
  - ➢ Clean workspaces periodically.

- ❖ **Flexible work scheduling**
  - ➢ Department heads should explore establishing policies and practices such as flexible worksites (e.g. telecommuting) and flexible work hours (e.g. staggered shifts).
  - ➢ Require workers to stay home if they are sick.
  - ➢ Encourage work at home when possible.

- ❖ **Respiratory etiquette**
  - ➢ Encourage properly covering coughs and sneezes with elbow or tissue.
  - ➢ Place signage echoing these instructions

- ❖ **Waste containment**
  - ➢ Provide customers and the public with tissues and trash receptacles that require minimal or no touching.

- ❖ **Physical distancing**
  - ➢ This measure and hand washing are the two most effective measures to prevent infection. Increase the physical distance to at least 6 feet among employees and between employees and others, both on and off work, and do not shake hands.
  - ➢ Mark the floor to designate proper distancing by which the employees and visitors can abide.
  - ➢ Limit access of members to reservation-only and appointment-only.
  - ➢ Limit access of visitors to appointment-only.
  - ➢ Usage of masks is required when in the building.
  - ➢ Space reservations will be buffered by one hour to allow staff to clean the space before the next use and give members time to exit and enter without overlap.

- ❖ **Sharing items**
  - ➢ Discourage workers from using other workers' phones, desks, offices, or other work tools and equipment, when possible.
  - ➢ Use of the kitchen for food, refrigeration, dishes, and cutlery will be permitted.

➢ Tables are to be removed from the Commons to dissuade social lingering.
➢ Field equipment will need to stay in stock for at least 24-hours after return.

❖ **Housekeeping**
  ➢ Maintain good housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment.
  ➢ When choosing cleaning chemicals, staff should consult information on [Environmental Protection Agency (EPA) -approved disinfectant labels](#) with claims against emerging viral pathogens. These products are expected to be effective against SARS-CoV-2 based on data for harder to kill viruses.
  ➢ Be mindful of cleaning chemicals that may cause irritation for those with compromised upper respiratory systems. Avoid if possible.
  ➢ City Cleaning will deploy Al Frazier to clean the facility twice per week between the hours of 12pm-6pm for deep cleaning.
  ➢ Signage will be placed in the vestibule and Commons area informing visitors they are required to wear masks at all times when in the building.

❖ **In the event of a potential or confirmed Covid-19 infection**
  ➢ Any person with symptoms of COVID-like illness should not come to PhillyCAM. If symptoms occur while at PhillyCAM, the person should be isolated and then sent home immediately. They should be advised to seek medical care if symptoms are severe.
  ➢ Symptoms of COVID-19 include cough, fever, shortness of breath, fatigue, chills, headache, sore throat, muscle pain, new loss of taste or smell and diarrhea.
  ➢ PhillyCAM employees may return to work when they meet BOTH of the following criteria: of at least 3 days after resolution of fever (off fever reducing medications like acetaminophen (Tylenol) or ibuprofen) and improvement in respiratory symptoms and at least 10 days have passed since the symptoms started
  ➢ Employees who are household contacts of a confirmed COVID-19 case and do not become ill must stay home and self-isolate for 14 days after isolation has been discontinued for the ill household member.