SAMPLE COVID-19 Infection Control Plan

Establishing and implementing an infection control plan is not only required, but also beneficial to your business. Having a completed infection control plan will help minimize worker exposure to COVID-19. In order to simplify the assessment process, here is an approach using "**Items To Consider**" for each element. All elements must be addressed. Some elements can be N/A (not applicable).

The infection control plan (ICP) is intended to be based on the hazards identified and evaluated in the employer's COVID-19 Exposure Risk Assessment. If you have more than ten employees statewide (including temporary and part-time workers), or are identified by subsection 1(c) of the temporary rule as being a "workplace at exceptional risk," this infection control plan must be in writing and a copy of it accessible to workers at their workplace.

Employers may rely upon materials developed by associations, licensing agencies, and franchisors to *assist* with compliance and provided that mechanisms for appropriate employee feedback and involvement are provided. Each employer is responsible for content of its infection control plan, whether developed internally, or in coordination with associations or third parties.

Note: Additional requirements related to the infection control plan, which are applicable only to those employers covered by workplaces at exceptional risk, can be found under subsection 4(c) of the temporary rule. This infection control plan does **not** include the additional information that is required for exceptional risk workplaces.

Business/Employer: Fern Ridge School District   **Date:** 12-7-2020

This sample infection control plan is for a workplace with both office and production-line workers

Distancing

Element	
All job assignments or worker tasks requiring the use of personal protective equipment (including respirators) necessary to minimize employee exposure to COVID-19.	

Items To Consider	Describe What Has Been Established And Implemented And What Still Needs To Be Done
Include employees, part-time workers, and temporary laborers. Job assignments and worker tasks include regular duties and non-routine activities. Examples of non-routine job assignments include: • Jobs done irregularly or being performed for the first time. • Tasks that are done outside normal duties. • Tasks that don't have a documented procedure. • Work that is unscheduled and unplanned and may need to be completed immediately. • Stopping work for emergency repairs.	• Proper PPE has been provided. • In accordance with RSSL, blueprints and communicable disease management plans have been developed.

Element	
The procedures the employer will use to ensure that there is an adequate supply of masks, face coverings, or face shields and personal protective equipment (including respirators) necessary to minimize employee exposure to COVID-19.	

Items To Consider	Describe What Has Been Established And Implemented And What Still Needs To Be Done
• Keep in mind that the supply may vary from day-to-day, week-to-week, and season-to-season. • Include employees, part-time workers, and temporary laborers.	• The district office houses the supply, they are delivered to buildings as needed.

• Individuals entering the workplace include but are not limited to: Customers, vendors, patrons, contractors, delivery personnel, workers' friends and family, inspectors, and repair or construction workers. • Ensure an adequate supply but do not horde supplies.	• We have plenty on-hand and add to our options when requests have been made (for example youth masks).

Element

A list and description of the specific hazard control measures that the employer installed, implemented, or developed to minimize employee exposure to COVID-19.

Items To Consider	Describe What Has Been Established And Implemented And What Still Needs To Be Done
Take into account more than just personal protective equipment (PPE). Identify both Administrative and Engineering Controls. Administrative Controls include changing the way people act: • Isolation, personal hygiene, cleaning and disinfecting, using face coverings, limiting size gatherings, and 6-foot social distancing Engineering Controls include: • Reconfiguring the work environment, physical barriers, such as glass enclosures, and ventilation systems with reduced recirculated air and high efficiency (HEPA) filters. The U.S. National Institute for Occupational Safety and Health (NIOSH) recommends administrative controls when hazards cannot be removed, changed, and engineering controls are not practical. (See Hierarchy of Controls).	• Face coverings • Limied gatherings • Cleaning supplies • HVAC adjustments • Work from home options • Barriers • Social distancing • Isolation rooms • Screening questions • Following quarantine protocols.

Element
A description of the employer's COVID-19 mask, face covering, and face shield requirements at the workplace, and the method of informing individuals entering the workplace where such source control is required.

Items To Consider	Describe What Has Been Established And Implemented And What Still Needs To Be Done
• Individuals entering the workplace include but are not limited to: Customers, vendors, patrons, contractors, delivery personnel, workers' friends and family, inspectors, and repair or construction workers. • The requirements for COVID-19 mask, face covering, and face shields must meet the Oregon Health Authority Guidance for Mask, Face Covering, and Face Shield. • Note: Use of a face shield alone should only be done on very limited basis. Wearing a face shield alone without a mask or face covering increases the potential for transmission of viruses to those in the same room as the individual without the mask or face covering. • The method of informing individuals entering the workplace can include: Arranging to greet customers upon entry and posters. • Informing individuals entering the workplace must be done politely, professionally, but clearly communicating what is expected in the place of business. • If an individual gets angry, encourage using the business' accommodations (curb-side delivery for example.)	• Signage • Easily available • Website • Email • Meetings • Curb-side pick-up for meals and other supplies

Element	
The procedures the employer will use to communicate with its employees and other employers in multi-employer worksites regarding an employee's exposure to an individual known or suspected to be infected with COVID-19 to whom other workers may have been exposed. This includes the communication to individuals identified through COVID-19 contact tracing and general communication to the workplace at large.	
Items To Consider	**Describe What Has Been Established And Implemented And What Still Needs To Be Done**
Take into account your current communication procedures. If your current methods work, use them! • If in-person meetings (physically distanced, of course), have worked, continue using them. • The same holds true for email and social media. If the workplace is a multi-employer worksite, does one of the employers have overall responsibility for the area? If so, they should take the lead to ensure that there is an effective communication procedure for all the employers to be reached. If no employer has overall control of a multi-employer worksite, options include: • Having a meeting between the multiple employers to discuss how to coordinate and share responsibilities. • Develop an overall COVID-19 safety policy for the multi-employer worksite that includes the names of contact persons for each worksite.	• A district nurse was hired for 2020 and has been instrumental in this process. • She is a resource accessed and used by administration. • The district nurse supports students/families as well.

12/21/2020