

Cal OSHA Template COVID-19 Supplement

Cal/OSHA requires all California employers to have a COVID-19 Exposure Protection Plan that includes safety procedures to reduce the risk of exposure in an identified pandemic. The Exposure Protection Plan is required in addition to an Injury and Illness Prevention Plan (IIPP). This sample Exposure Protection Plan shows what to include in a plan for your business. You can customize it with your company's procedures and control measures.

COVID-19 Exposure Protection Plan for (Company Name)

IDENTIFIED PANDEMIC

[Coronavirus \(COVID-19\)](#) is a new illness that makes peoples sick with flu-like symptoms. The illness spreads easily. People can catch coronavirus from others who have the virus. This happens when an infected person sneezes or coughs, sending tiny droplets into the air. These can land in the nose, mouth, or eyes of someone nearby or they can be inhaled. People also get infected if they touch an infected droplet on a surface and then touch their own nose, mouth, or eyes. Some signs of coronavirus are cough, fever, and shortness of breath. Washing hands often with soap and water can help stop viruses like COVID-19 from spreading. Our workers may have on the job exposure to COVID-19, whether at the workplace or in the field (off site location). We have implemented this written plan to reduce our workers risk of catching and spreading these infections and to respond in a timely manner when exposure incidents occur.

COVID-19 PANDEMIC EXPOSURE PLAN

(COMPANY NAME) has developed this plan to help prevent workers' exposure to the Coronavirus (COVID-19). The plan was created on *(MM/DD/YY)*. Our plan will be updated based on operational needs and/or safety and health agency updates.

DESIGNATION OF RESPONSIBILITY

(Identify the person or committee members) have the overall authority and responsibility for implementing this plan.

Cal OSHA Template COVID-19 Supplement

PLANNING CONSIDERATIONS

(COMPANY NAME) will consider how best to decrease the effect of COVID-19 in their workplace. Some of the key considerations when making decisions on prevention measures will include:

- Learn how the coronavirus has affected our workplace and communicate that with employees.
- Consider how the [coronavirus can cause some workers](#) to become seriously sick.
- Prepare for larger number of [workers not coming to work due to being sick](#) or their family members being sick, schools closures, etc.
- Evaluate what job duties are necessary and how we will be able to continue them during the pandemic.
- Discuss and plan how we will respond in the event of an outbreak and ongoing changes.
- Considering flexible schedules, work hours and working from home to [increase space between our workers](#).
- Different ways to reduce the spread of germs between workers, and between the public and workers.
- Different ways to hold work related meetings and events.
- Reviewing Personal Protective Equipment (PPE) that can help reduce the spread of the coronavirus.

TRAINING

Training will be given to all workers on COVID-19 illness and infection prevention methods. Training in the following will be given to all supervisory and non-supervisory workers with expected risk exposure:

- [Coughing and sneezing](#) into a tissue or your elbow.
- [Washing hands](#) for at least 20 seconds.
- [Avoiding close contact with people who are sick](#).
- Keeping your hands out of your mouth, nose, and eyes.
- Not sharing personal items with coworkers (i.e. dishes, towels, pens, tools).
- Providing tissues, no-touch disposal trashcans, and hand sanitizer for use by workers.
- Personal Protection Equipment.
- Control measures.

Cal OSHA Template COVID-19 Supplement

SUPERVISOR AND MANAGEMENT RESPONSIBILITIES

All supervisors and managers will be familiar with our plan. The plan includes how to recognize the coronavirus illness. What to do if a worker becomes sick. Our company work practices to prevent the spread of germs. Review and use of coronavirus personal protective equipment. Instructions on cleaning and disinfecting the workplace.

Prevention measures will include:

- Knowing what [coronavirus \(COVID-19\) is and how it spreads](#) and communicating that to employees.
- Encouraging sick workers to stay home.
- Sending workers with cough, fever and/or shortness of breath home immediately.
- [Providing information and training to workers as identified in the training section of this plan.](#)
- Keeping things clean that we touch at work like equipment and furniture.
- Advising workers to check [CDC's Traveler's Health Notices](#) to travel.

WORKER RESPONSIBILITIES

In order to minimize the spread of the virus at our workplace we are asking our workers to help with our prevention efforts while at work. Workers will review our plan. The plan includes how to recognize the coronavirus symptoms, what to do if a worker becomes sick, work practices to prevent the spread of germs including review and use of coronavirus personal protective equipment and instructions on cleaning and disinfecting the workplace.

If workers have any questions, please contact your supervisor directly.

Prevention measures will include:

- Knowing what [coronavirus \(COVID-19\) is and how it spreads](#).
- [Staying home if you are sick and/or have cough, fever and shortness of breath.](#)
- If you are infected with COVID-19 stay home and follow [CDC's guidelines](#).
- Information and training as identified in the training section of this plan.
- Keeping things clean at work like equipment and furniture.

Cal OSHA Template COVID-19 Supplement

- Checking the [CDC's Traveler's Health Notices](#) to travel.

COVID-19 ILLNESS AND PREVENTATIVE MEASURES

- Cough, fever, and shortness of breath may appear 2-14 days after exposure.
- [Early symptoms may include](#) chills, body pains, sore throat, headache, diarrhea, nausea/vomiting, and runny nose. If you show any symptoms, contact your employer and **DO NOT GO TO WORK**. Stay home.
- [Practice good hygiene](#). Wash hands with soap and water for at least 20 seconds or use alcohol-based hand sanitizer with at least 60% ethyl alcohol or 70% isopropyl alcohol.
- [Cover your mouth](#) and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash and immediately wash hands.

WORK CONTROL MEASURES

[Physical Distancing](#) is maintaining a six-foot distance from others and shall be practiced at all times.

- Access to the workplace will be limited to only those necessary for work.
- All meetings/trainings shall be conducted by phone or other electronic means if possible.
- Provide additional seating to allow employees to take breaks while staying at least six feet apart.
- Enforce contact-free deliveries by establishing a location to receive packages away from high traffic areas.

Control Measures and Practices

- Assess the workplace to determine if engineering and/or administrative controls are needed. These may include barriers, floor markings to identify six-foot spacing, and establishing if one-way pedestrian traffic routes, are feasible.
- Place hand sanitizer or other hand cleaning devices at the entry and exit of the workplace.
- Post [signage](#) regarding hand washing, social distancing, cleaning, and disinfecting, throughout the workplace.
- Pre-screen all visitors to ensure they are not [exhibiting symptoms](#).

Cal OSHA Template COVID-19 Supplement

- Ask employees, contractors, and visitors to leave the workplace and return home if they are showing symptoms.
- Provide training on personal protective equipment (PPE) to address pandemic exposure.
- Communicate your response plan with other business partners
- Do not share tools, water bottles, PPE or any other equipment with your co-workers.
- Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible.

CLEANING AND DISINFECTING PROCEDURES

- [Use products that meet EPA's criteria for use against SARS-CoV-2](#), the cause of COVID-19 and are appropriate for the surface.
- Clean and disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs.
- Clean shared spaces such as break/lunchrooms after use but no less than once per day.
- Clean and disinfect restrooms regularly.
- Ensure handwashing supplies in restrooms are fully stocked.
- Trash must be removed frequently by someone wearing disposable gloves.

PERSONAL PROTECTIVE EQUIPMENT

- Select PPE based on function, fit, and availability.
- Explain to all employees when and why PPE is necessary.
- Train employee on the proper procedure for putting on and removing PPE.
- Employees required to wear a respirator in the workplace (N95, ½-face elastomeric APR, etc.) must abide by the [Respiratory Protection Program](#).
- Face masks, such as surgical masks and homemade masks/face coverings, are not respirators and do not fall under the Respiratory Protection Program.

If your business is in one of the industries below, incorporate information from the addendum or checklist into your COVID-19 Exposure Protection Plan.

- [Agriculture addendum](#)
- [Construction addendum](#)

Cal OSHA Template COVID-19 Supplement

- [Delivery Driver checklist](#)
- [Food Processing checklist](#)
- [Warehousing checklist](#)