



## **Interim Guidance for Gaines County to Plan and Respond to Coronavirus Disease 2019 (COVID-19)**

The South Plains Public Health District recommends the following for guidance from The Centers for Disease and OSHS on preparing workplaces for (COVID-19)

<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

<https://www.osha.gov/Publications/OSHA3990.pdf>

### **Purpose**

This interim guidance is based on what is currently known about the coronavirus disease 2019 (COVID-19). COVID-19 is a respiratory illness that can spread from person to person. The outbreak first started in China, but the virus continues to spread internationally and in the United States and Texas and Prevention (CDC) will update their interim guidance as additional information becomes available.

The following interim guidance may help prevent workplace exposures to COVID-19, in non-healthcare settings. (CDC has provided separate guidance for health care settings.) This guidance also provides planning considerations for community spread of COVID-19.

### **Preparing Workplaces for a COVID-19 Outbreak**

Businesses and employers can prevent and slow the spread of COVID-19. Employers should plan to respond in a flexible way to varying levels of disease transmission in the community and be prepared to refine their business response plans as needed. According to the Occupational Safety and Health Administration (OSHA), most American workers will likely experience low (caution) or medium exposure risk levels at their job or place of employment (see OSHA guidance for employers for more information about job risk classifications).

Businesses are strongly encouraged to coordinate with state and local health officials so timely and accurate information can guide appropriate responses. Local conditions will influence the decisions that public health officials make regarding community-level strategies. CDC has guidance for mitigation strategies according to the level of community transmission or impact of COVID-19.

All employers need to consider how best to decrease the spread of COVID-19 and lower the impact in their workplace. This may include activities in one or more of the following areas:

1. reduce transmission among employees,
2. maintain healthy business operations, and
3. maintain a healthy work environment.

## **Reduce Transmission Among Employees**

**Employer should explore whether they can establish policies and practices, such as flexible worksites (e.g., telecommuting) and flexible work hours (e.g., staggered shifts), to increase the physical distance among employees and between employees and others if state and local health authorities recommend the use of social distancing strategies. Employer should evaluate each department and job to determine if it is indeed essential.**

**Actively screen each employee upon entrance to workplace, screening questions and log form attached.**

- Employees that are positive for any questions on screening will be denied entrance to workplace.

**Actively encourage employees to self-monitor when not at work and encourage sick employees to stay home:**

- Employees who have symptoms (i.e., fever, cough, or shortness of breath) should notify their supervisor and stay home.
- Sick employees should follow CDC-recommended steps. Employees should not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers and state and local health departments.
- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and follow CDC recommended precautions.

## **Reduce Transmission into Workplace From the Public**

**Designate one entrance only into workplace for the Public. This entrance will have a screening station set up and manned at all times when the door is unlocked. Designated entrance should be that entrance which is most accessible to all peoples (ADA).**

**Actively screen each person attempting to enter the workplace, screening questions and log form attached.**

- Anyone that is positive for any questions on the screening will be denied entrance to the workplace.

**In order to reduce the amount of Public entering the workplace, Public shall call ahead and make an appointment with appropriate office. Screener will notify appropriate office of person desiring to enter. Once approved for entry, security will escort person to designated office. If there is more than one person in an office, hallway or waiting area, each person will remain at least six (6) feet apart at all times.**

**In the event that the person desiring to enter the workplace did not make an appointment, they will be screened via the same measures outlined above. The screener will then notify the appropriate office to inform them of the person desiring to enter. The office will then determine if an appointment is available at that time or set a later appointment. The same procedure outlined above will be followed.**

**Encourage respiratory etiquette, including covering coughs and sneezes for anyone in the building at all times.**

**PPE should be made to staff desiring to utilize it.**