



COVID-19 (Coronavirus) Exposure Control Plan Elim Christian Services

Developed and Presented By
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Approved and Adopted by
Elim Christian Services, Executive Leadership Team

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Purpose

This COVID-19 (Coronavirus) Exposure Control Plan has been established to ensure a safe and healthful working environment and act as a performance standard for all Elim Christian Services employees. This program applies to all occupational exposure to COVID-19 (Coronavirus). This plan was developed in consultation with the Horton Group.

Policy

Elim Christian Services will maintain a safe and healthful work place and will ensure that employees who can potentially come in contact with infectious materials receive the training necessary to safely perform their work.

RESPONSIBILITIES

Elim Christian Services Management:

Has overall responsibility for developing and implementing the Exposure Control Procedure at all Elim Christian Services facilities:

Facility Locations: 13020 S Central Ave Crestwood, IL 60418
 15565 S. 70th Ct Orland Park, IL 60462

Elim Christian Services Manager/Supervisors:

Managers and supervisors are responsible for exposure control in their respective facility areas and work locations:

- Employee/Visitor Access Control Lead: Stacey DeGroot works with the Director of Facilities and Maintenance and the Director of IT to oversee engineering and work practices controls implemented in the facility including visitor, client and vendor protocols
- Sanitization & Disinfection Lead: Scot Achterhof works to manage daily and periodic disinfection logistics including routine and deep cleaning/disinfection process
- Communication & Training Lead: Colleen Steele and Dan Vander Plaats work with the Director of Facilities & Transportation and HR Director to ensure public/visitor communication is effective in addition to conducting internal routine employee and manager training
- Personal Protective Equipment & Materials Lead: Scot Achterhof works to secure all necessary supplies to implement and maintain the exposure control plan

Elim Christian Services Employees:

Plan and conduct all operations in accordance with Elim Christian Services work practice controls and develop good personal hygiene habits.

- Understand the signs and symptoms of COVID-19, and stay home if you are feeling sick—Any employee who is experiencing symptoms of COVID-19 (e.g., fever, cough, shortness of breath, sore throat, runny nose, body aches, loss of taste or smell, bluish coloring of toes, chills or fatigue) should stay home.
- Practice good hygiene—Employees should clean their hands often, either with an alcohol-based hand sanitizer or soap and water; wash their hands for at least 20 seconds. In addition, employees should avoid touching their face and always cough into their arm or tissue.
- Practice social distancing—Social distancing is the practice of deliberately increasing the physical space between people to avoid spreading illness.

PROCEDURES

Availability of Procedure to Employees:

All Elim Christian Services employees will have access to a copy of this exposure control plan. Access to a copy of this exposure control plan shall be provided in a reasonable time, place, and manner.

Exposure Determination:

There are no job classifications in which some or all employees have occupational exposure to infectious materials that may result from the performance of their routine duties. During all work tasks, Elim Christian Services will take universal precautions and implement this exposure control plan when the Center for

Disease Control (CDC), National Institutes of Health (NIH) or other local authority has determined there to be a reasonable threat. Elim Christian Services monitors CDC and NIH communications on a daily basis and will coordinate with Horton Safety Consultants to update this exposure control plan as necessary.

Designated Elim Christian Services employees are trained to render first aid and basic life support. Rendering first aid or basic life support could expose employees to potentially infectious materials and will require them to adhere to this exposure control plan.

High-Risk Populations:

Older adults and people who have severe underlying medical conditions like heart or lung disease or diabetes seem to be at higher risk for developing more serious complications from COVID-19 illness.

People with moderate to severe asthma may be at higher risk of getting very sick from COVID-19. COVID-19 can affect your respiratory tract (nose, throat, lungs), cause an asthma attack, and possibly lead to pneumonia and acute respiratory disease.

COVID-19 is a new disease and there is limited information regarding risk factors for severe disease. Based on currently available information and clinical expertise, older adults and people of any age who have serious underlying medical conditions might be at higher risk for severe illness from COVID-19.

Based on what we know now, those at high-risk for severe illness from COVID-19 are:

- People 65 years of age or older
- People who live in a nursing home or long-term care facility

People of all ages with underlying medical conditions, particularly if not well controlled, including:

- People who are undergoing treatment for cancer
- People with COPD (chronic obstructive pulmonary disease)
- People who have serious heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies
- People who have sickle cell disease
- People who have Type 2 diabetes mellitus or Type 1 diabetes mellitus
- People with chronic lung disease or moderate to severe asthma
- People who are immunocompromised
 - Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications
- People with severe obesity (body mass index [BMI] of 30 or higher)
- People with liver disease
- People with cerebrovascular disease (affects blood vessels and blood supply to the brain)
- People with cystic fibrosis
- People with hypertension or high blood pressure
- People with neurologic conditions, such as dementia
- People who are pregnant
- People pulmonary fibrosis (having damaged or scarred lung tissues)
- People who smoke
- People with thalassemia (a type of blood disorder)
- Although the risk of serious illness from COVID-19 for people with HIV is not known, people with HIV may have concerns and questions related to their risk

This is an emerging, rapidly evolving situation and CDC will provide updated information as it becomes available. Updates will be included in this plan as they are published.

Travel Arrangements & Restrictions:

Elim Christian Services monitors all travel for employees. Elim Christian Services management has set travel restrictions that is communicated to employees to address public health emergencies and prevent travel into infected areas. For employees returning from a restricted area, appropriate health monitoring to include quarantine measures for 7 days following their return and a negative test or quarantine measures of fourteen (14) days will be implemented.

Elim will discontinue staff travel to conferences and workshops until further notice unless pre-approved by the program director and the Executive Leadership Team. Elim will minimize non-essential travel throughout the year. For employees returning from the States on Cook County's travel quarantine [list](#), appropriate health monitoring to include quarantine measures for 7 days following their return and a negative test or quarantine measures for fourteen (14) days will be implemented.

Employees are to avoid air travel within the United States and to avoid public transportation (train, bus, taxi, Uber, etc.) whenever possible. Employees who use public transportation will take the following precautions:

- Consider arriving to bus stops, train stations, etc. early in case you need to wait for less crowded bus or train
- As practical, employees must stay at least six (6') feet from other passengers
- Employees must wear face coverings and gloves at all times while on public transportation
 - Don gloves before entry and remove gloves and discard after exiting public transportation
- Employees should avoid touching surfaces, handrails, grab rails/bars, etc. unless used for stability and balance
- Employees must wash their hands after gloves are removed
- Do not touch your face or face covering

Screening Questions Prior to Facility Entry:

All Elim Christian Services employees/vendors will be asked COVID-19 screening questions prior to entering the facility. If they answer “yes” to any of the following questions, they will be asked to leave the facility immediately.

- ✓ Do you have a recent onset (last 3 days) of a fever, cough, sore throat, loss of taste or smell, vomiting, shortness of breath, or discoloring of toes (purple/blue hue)?
- ✓ Have you traveled outside of the US in the last 14 days?
- ✓ Have you traveled to any of the states listed on the quarantine list for Cook County in the last 14 days?
- ✓ Have you had close contact with anyone with a confirmed case of COVID, suspected of having COVID or that has been tested in the last 14 days?
- ✓ Have you been medically directed to self-quarantine due to possible exposure to COVID-19?

Temperature Screening of Employees and Visitors:

This procedure provides instructions on how to monitor and document temperatures of Elim Christian Services employees and visitors if symptoms are present before access into the facility is allowed. This procedure is in accordance with the CDC recommended guidelines for COVID-19 and applies to all employees and facility visitors. *No person deemed “High-Risk” for severe illness from COVID-19 shall be used as a screener for taking temperatures.*

Elim Christian Services will utilize a no-touch infrared thermometer which provides instant readings without necessary contact. Designated staff will hand out hand sanitizer and masks after temperature screening during first entry.

Personal Protective Equipment:

All screeners will be approved by a Leadership Team member and must wash their hands and don all required personal protective equipment (PPE) prior to arriving at the testing location. Testing locations include outside the facility employee entrances. Screeners will be trained in the proper donning and doffing of PPE. Required PPE during all screening activities include:

Disposable gloves:

- Nitrile, latex or equivalent gloves shall always be worn during the temperature checking of an individual requesting access to the facility
- Gloves shall be discarded in a trash receptacle after each exam period
- Hands shall be washed with soap and water or an approved hand sanitizer must be used before putting gloves on and after taking them off

N95 and KN95 Respirators:

Respiratory protection, including N95 and KN95 respirators, protect both the user, and those around them, from the COVID-19 virus. These respirators provide a high degree of protection to the user from airborne droplets containing the COVID-19 virus and should be worn during all screening activities when available.

Facemasks:

Because of the shortage of N95 and KN95 respirators, employees are encouraged to wear face coverings. These face coverings do not provide an effective face to face piece seal and are designed to primarily protect others from an infected facemask wearer. With a shortage of N95 respirators, facemasks are worn to prevent spread of the virus, while providing a minimum level of protection for the user.

Temperature Screening Procedures:

Step	Action
1	The person requesting access to the facility will answer the COVID-19 Screening Questions.
2	The screener will verify the information on the COVID-19 Screening. If the person requesting access has answered yes to any question on the questionnaire, they shall be denied access and their supervisor will contact them with further direction.
3	The screener shall keep arm's length while temperature checking. The employee being tested should look to the side away from the screener, so as not to breath/cough/sneeze on the screener during the temperature check. All others awaiting being checked will wait a safe distance away.
4	The screener shall follow the manufacturer's guidelines with respect to the proper usage of the thermometer being used. Only thermometers approved for measuring body temperature shall be used.
5	Once the temperature has been determined, it shall be communicated to the employee and logged by utilizing either the COVID-19 Screening or a site access log.
6	If the individual's temperature is below 100.4° F (38.0° C) move to the next step in the procedure. If the individual's temperature is 100.4° F (38.0° C) or greater, the person shall be denied access temporarily until a rescreen can occur. If this occurs the screener shall sanitize the thermometer in accordance with the manufacturer's recommendations. The screener shall then remove their gloves, dispose of the gloves properly, and wash their hands before donning a new pair of gloves, to continue with the temperature checking process.
7	After each individual temperature checking session is complete, the screener shall clean the thermometer, remove their gloves, dispose of the gloves properly, and wash their hands.

COMPLIANCE METHODS

Universal Precautions:

Under circumstances in which differentiating between body fluids and other fluids is difficult or impossible, all fluids will be considered potentially infectious.

Elim Christian Services will brief their employees on the following; anyone presenting with even a mild cough or low-grade fever must stay at home. They should also stay home (or work from home) if they have had to take over the counter medications, such as paracetamol/acetaminophen, ibuprofen or aspirin, which may mask symptoms of infection.

Any Elim Christian Services employee who develops flu-like symptoms (i.e. cough, shortness of breath, fever) will be sent home immediately. The CDC recommends contacting a physician if symptoms worsen.

Engineering Controls:

Engineering and work practice controls shall be used to eliminate or minimize employee exposure. Engineering controls should be examined and maintained or replaced on a regular schedule to ensure their effectiveness.

- HVAC filters in the Elim Christian Services locations have been replaced; preventative maintenance will occur based on manufacturer requirements

Hand washing facilities equipped with warm water and soap are readily available in each office bathroom. When provision of hand washing facilities is not feasible, then an appropriate antiseptic hand cleanser or antiseptic towelettes is available and provided by Elim Christian Services.

- Each Elim Christian Services vehicle is equipped with disinfecting wipes, facial coverings and hand sanitizer
- Office personnel are provided with hand sanitizer for their individual use
- Disinfecting wipes are strategically located throughout the facility
- Hand sanitizer dispensers/spray bottles are strategically located throughout the facility

Facility/Work Project Posting and Signage:

As a supplement to Elim Christian Services employee safety and health training, communications and postings are found throughout the facility locations to support COVID-19 recommendations. Facility communications and postings include, but are not limited to:

Handwashing & Sanitizer use	Cleaning & disinfecting needs
<ul style="list-style-type: none"> • Bathrooms • Kitchens • Sinks 	<ul style="list-style-type: none"> • Building • Storage areas • Communal computers
Social distancing requirements (wall signage and/or floor markings)	Personal protective equipment requirements
<ul style="list-style-type: none"> • Building hallways • Storage areas • Outside building doors • Field vehicles • Building entrances 	<ul style="list-style-type: none"> • Building hallways • Storage areas • Fabrication • Field vehicles • Building entrances

Administrative & Work Practice Controls:

Social distancing is deliberately increasing the physical space between people to avoid spreading illness. Staying at least six (6) feet or two (2) meters away from other people lessens your chances of catching COVID-19. Elim Christian Services maintains social distancing, when feasible, in all areas of the program, storage and office space.

- Entrances to the Crestwood, IL facility have been limited;
 - Employees will be assigned an entrance and designated screening location.
 - No visitors will be allowed. All vendors must be screened if they are entering the building.
- Limiting company personnel to only areas necessary to complete their job duties;
 - Maintenance employees must not be entering the office area unless confirmation and approval is given by the Employee/Visitor Access Control Lead
 - Office employees are to stay within their designated office space and are to avoid sharing computers, pens, staplers, file folders, etc.
 - Communal computers are to be cleaned and disinfected after each use; follow the facility postings relating to social distancing and cleaning/disinfecting procedures
 - Movement throughout each hallway must be strategic; avoid passing each other and when necessary, wait until the employee has cleared the area before movement
 - All employees must avoid bodily entering personnel offices; where feasible, interior office doors should remain propped open to eliminate contact with high-contact areas such as door handles, and employees should stay at the office door and not enter the room if communication between agency personnel is needed

- In-person meetings have been converted to teleconference or meetings utilizing Skype, Zoom, etc. to avoid gatherings when feasible
 - Necessary in-person meetings are limited to key agency personnel, kept short in length and in a room where social distancing (6') can be maintained
- All employees are to clock-in/clock-out each day using the online time and attendance application
 - Employees are not to congregate in any area of the facility
 - Contact greetings including handshakes, hugs, etc. are prohibited
- Food and drink can be kept in communal refrigerators, coolers, freezers, on countertops or in other storage areas, but will need to be removed nightly.
- Follow all posted signage regarding COVID-19 social distancing practices, face covering use, hand washing requirements and related protections.

Social distancing protocols and work practice controls implemented at Elim Christian Services work projects include:

- Maintenance employees are clean and disinfect shared equipment, tools or controls.
- In situations where CDC guidelines relating to social distancing requirements (6' or more) cannot be met, face covering is required
- In situations where CDC guidelines relating to social distancing requirements (6' or more) can be met, face coverings can be utilized on a voluntary basis

Personal hygiene can effectively minimize the transmission of illnesses. Elim Christian Services personal hygiene protocols include:

- Covering the nose and mouth when sneezing or coughing
- Disposing of used tissues immediately
- Washing hands frequently
- Keeping hands away from eyes, nose and mouth

Frequent hand washing (with warm soap and water, alcohol-based hand rub, or antiseptic hand wash) is an extremely effective measure to reduce risks of transmitting illnesses. Hand washing for twenty (20) seconds at minimum is required. Elim Christian Services employees shall wash their hands routinely throughout each work day, immediately, or as soon as feasible, after removal of potentially contaminated gloves or other personal protective equipment, or after coming in contact with bodily fluids.

Common Space:

In addition to social distancing norms, anything you use or touch should be cleaned with disinfectant provided in the area.

Personal Protective Equipment (PPE):

When the possibility of occupational exposure is present, personal protective equipment (PPE) is to be provided at no cost to each Elim Christian Services employee such as gloves, safety glasses/face shield and facial coverings. PPE shall be repaired and replaced as needed to maintain its effectiveness and will be of the proper size and readily accessible.

This PPE portion does not eliminate the regular and routine protective equipment required to be worn at Elim Christian Services projects including hard hats, work boots, personal fall arrest systems, etc.

Elim Christian Services employees must adhere to the following practices when using their personal protective equipment:

- No personal protective equipment should be shared among employees
- Any garments penetrated by blood or bodily fluids are removed immediately; all potentially contaminated personal protective equipment is removed prior to leaving a work area
- Disposable gloves are replaced as soon as practical after contamination or if they are torn, punctured or otherwise lose their ability to function as an "exposure barrier". Hands must be washed prior to donning additional gloves
- PPE should be cleaned, laundered & properly disposed of if contaminated

In situations where CDC guidelines relating to social distancing requirements (6' or more) cannot be met, face covering is required. In situations where CDC guidelines relating to social distancing requirements (6' or more) can be met, face coverings can be utilized on a voluntary basis.

Face Coverings and Respiratory Protection:

Due to the current shortage of respiratory protection, face coverings will be chosen based on availability and protection level as indicated below:

- N95 respirator (higher protection – least available)
- KN95 respirator
- Surgical Mask, cloth and do it yourself (DIY) masks (lower protection)

Given the nature of this pandemic and ongoing need for critical supplies, the CDC recommends that facilities keep a minimum quantity of 30-day supply of disinfectant supplies and a minimum quantity of 30-day supply of PPE, as applicable. Elim Christian Services will continue to procure respiratory protection based on highest protection level as the equipment becomes available.

Cloth and "Do it Yourself" face coverings offer limited protection against airborne viruses. To perform effectively, the following information must be followed:

- Cloth Face Coverings should fit snugly but comfortably against the side of the face and be secured with ties or ear loops
- Cloth Face Coverings should include multiple layers of fabric but should allow for breathing without restriction
- Be careful not to touch your eyes, nose, and mouth when removing the Cloth Face Covering and wash hands immediately after removing

- Cloth Face Coverings should be able to be laundered and machine dried without damage or change to shape
- Keep Cloth Face Coverings clean of food residues or any other soils
- Launder the Cloth Face Coverings in a washing machine and machine dry before each daily use or whenever they become wet, sticky or visibly soiled
- To test the Cloth Face Cover before using it to:
 - Make sure it covers both the mouth and nose and still allows for proper breathing; Cloth Face Coverings are only effective if covering both the mouth and nose
 - Make sure it will stay on the face during work without the need to touch and re-adjust it; employees must wash their hands for 20 seconds with soap and water before and after touching their face or Cloth Face Covering
 - Make sure PPE can be used together with Cloth Face Coverings, i.e. employee should make sure glasses do not fog-up when used with Cloth Face Covering
- If Cloth Face Coverings are re-used before washing, store them in a paper bag to allow them to dry until the next use.

Voluntary Use of Respiratory Protection:

In situations where CDC guidelines relating to social distancing requirements (6' or more) cannot be met, the use of respiratory protection is strongly encouraged.

N95 and KN95 respirator masks are an effective method of protection against COVID-19 related hazards when properly worn and maintained. N95 and KN95 respirator use is encouraged, even when there is no confirmation of potential exposure, to provide an additional level of comfort and protection for employees. However, if a N95 or KN95 respirator is used improperly or not kept clean, the respirator itself can become a hazard to the user.

When Elim Christian Services provides masks for your voluntary use, or if you provide your own, you need to take certain precautions to be sure that the mask itself does not present a hazard. When respirators are worn on a voluntary basis, each Elim Christian Services employee must adhere to the following:

- Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the mask limitations
- Keep track of your mask so that you do not mistakenly use someone else's
- Keep your mask in a sealed bag when not in use to avoid contamination
- Discard and replace disposable masks when they become soiled, damp or in any way damaged or contaminated

How to Properly Don an N95 and KN95 respirator:

1. Hold respirator in hand with molded nose contour (narrow end) at fingertips, allowing head straps to fall below hand.
2. Place respirator under chin with molded nose contour (narrow end) up.
3. Pull shorter bottom strap overhead, below ears, to around neck. Raise longer top strap to top back of head. Adjust respirator for comfortable fit.
4. To check fit, cup both hands over respirator and exhale deeply. If air leaks at respirator edges, adjust straps back along the sides of the head.

Facility/Work Project Cleaning and Disinfecting:

Elim Christian Services utilizes the following housekeeping control practices:

- Daily cleaning and disinfecting protocols include: reception, communal areas, conference rooms, reception and waiting area, fabrication equipment, machines and tools, storage racks, tables and chairs, cabinet/ drawer pulls, and walls and floors
- High frequent contact points including entry keypads, door knobs and handles, restroom faucets and sinks, light switches, tables and chairs, etc. are cleaned and disinfected routinely throughout each work day
- All tools, equipment and surfaces are cleaned and decontaminated after use and after contact with blood, bodily fluids or other potentially infectious materials by the user. This includes forklifts, material carts, etc.
- To clean and disinfect: If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection
- For cleaning and disinfection, Elim Christian Services EPA approved cleaner and disinfectant
- Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash. Follow the manufacturer's instructions regarding other protective measures recommended on the product labeling
- If employers are using cleaners other than household cleaners with more frequency than an employee would use at home, employers must also ensure workers are trained on the hazards of the cleaning chemicals used in the workplace and maintain a written program in accordance with OSHA's Hazard Communication standard, Globally Harmonized Systems (29 CFR 1910.1200).

Waste and Contaminated PPE:

- All trash and waste will be discarded after generation; containers, pails, bins, and other receptacles intended for use routinely are inspected, cleaned and decontaminated as soon as possible if visibly contaminated
- Potentially contaminated broken glassware is picked up using mechanical means (such as dustpan and brush, tongs, forceps, etc.)
- Gloves and gowns/aprons should be removed carefully to avoid contamination of the wearer and the surrounding area; be sure to wash hands after removing gloves

*See appendices for additional cleaning and disinfecting protocols

Exposure Scenarios:

Employee Exhibiting COVID-19 Symptoms

If an employee exhibits COVID-19 symptoms, the employee must comply with all applicable CDC Guidelines and any orders or regulations issued by an applicable government entity and remain at home until he or she has been cleared by a medical professional. Elim Christian Services will similarly require an employee that reports to work with symptoms to report to the occupational health location for screening and return home until they are cleared to return by a medical care provider.

Employee Tests Positive for COVID-19

An employee that tests positive for COVID-19 will be directed to self-quarantine away from work. Employees that test positive and are symptom free may return to work when at least fourteen (14) days have passed since the date of his or her first positive test, and have been cleared to return by a medical care provider. Employees that test positive and are directed to care for themselves at home may return to work when: (1) at least 72 hours (3 full days) have passed since recovery*, (2) at least fourteen (14) days have passed since symptoms first appeared, and (3) have been cleared to return by a medical care provider. Employees that test positive and have been hospitalized may return to work when directed to do so by their medical care provider. Elim Christian Services will require an employee to provide documentation clearing their return to work.

*Employee Has Close Contact** with a Tested Positive COVID-19 Individual*

Employees that have come into close contact with a confirmed-positive COVID-19 individual (co-worker or otherwise), will be directed to self-quarantine for 14 days from the last date of close contact with the carrier or wait 7 days from initial exposure and screen and may return after negative diagnosis. Close contact must have occurred within 48 hours before the confirmed-positive case became symptomatic.

If Elim Christian Services learns that an employee has tested positive, Elim Christian Services will conduct an investigation into staff and students that may have had close contact with the confirmed-positive employee in the prior 14 days and direct those individuals that have had close contact with the confirmed-positive employee to self-quarantine for 14 days from the last date of close contact with the carrier. If an employee learns that he or she has come into close contact with a confirmed-positive individual outside of the workplace, he/she must alert a manager or supervisor of the close contact and also self-quarantine for 14 days from the last date of close contact with the carrier.

** Recovery is defined as: (1) resolution of fever with the use of fever-reducing medications; and (2) improvement in respiratory symptoms (e.g., cough, shortness of breath).*

*** CDC defines "close contact" as being about six (6) feet (approximately two (2) meters) from an infected person or within the room or care area of an infected patient for a prolonged period while not wearing recommended PPE. Close contact also includes instances where there is direct contact with infectious secretions while not wearing recommended PPE. Close contact generally does not include brief interactions, such as walking past a person.*

Testing:

As COVID-19 testing capacity expands, it can serve as an effective element of this exposure control plan.

Viral Testing:

The purpose of viral testing is to identify persons currently infected with the COVID-19 virus. Viral testing can be used to confirm the presence of COVID-19 in symptomatic employees, as a screening tool for the current workforce, or in response to an outbreak of COVID-19 in the workplace. Current COVID-19 testing includes nasal swabs or saliva collection.

Results of viral testing arranged by employers must remain private in accordance with HIPAA requirements. However, Elim Christian Services should notify employees a positive case of COVID-19 occurred to an employee and describe the actions taken to prevent the spread of the virus.

Additionally, Elim Christian Services should ask the infected employee to identify any other employees or those we serve who may have been in close contact and notify those persons they were in close contact with an infected person without identifying the infected employee. Depending upon the availability of COVID-19 viral testing, Elim Christian Services may offer exposed employees a viral test.

The accuracy of viral testing varies by type of test and manufacturer. The best source of information regarding the current efficacy of viral testing is the CDC and FDA. Elim Christian Services will verify the vendors used to perform viral testing are using the most accurate tests available.

Employees who test positive for COVID-19 will be sent home to quarantine. Infected employees may return to work if once they are cleared to return by a medical care provider and with proper documentation.

Recordkeeping:

If a confirmed case of COVID-19 is reported, Elim Christian Services will determine if it meets the criteria for recordability and reportability under OSHA's recordkeeping rule.

If an employee has a confirmed case of COVID-19, Elim Christian Services will conduct an assessment of any workplace exposures to determine if the case is work-related. This assessment shall be documented and maintained by Elim Christian Services. Records of any testing of employees, and the results of those tests, to the extent provided to, must also be maintained in Elim Christian Services records. This assessment shall include interviews with the

employee and co-workers to determine whether the illness involves signs or symptoms that surfaced at work but resulted solely from a non-work-related event or exposure that occurs *outside* of the work environment. If an employee develops COVID-19 *solely* from an exposure outside of the work environment, it would not be work-related according to OSHA, and thus not recordable under OSHA requirements.

Elim Christian Services' assessment will consider the work environment itself, the type of work performed, risk of person-to-person transmission given the work environment, and other factors such as community spread. Further, if an employee has a confirmed case of COVID-19 that is considered work-related, Elim Christian Services will report the case to OSHA if it results in a fatality within 30 days or an in-patient hospitalization within 24-hours of the exposure incident occurring.

Enforcement of this policy shall be in accordance with Elim Christian Services enforcement policy.

Elim Christian Services employees need to know the prevention and control measures they should utilize, as well as understand the rights they have under various laws and regulations.

While the posting of information is effective, coupling the posting with routine, small group reminders increases awareness and overall effectiveness of each control implemented; training curriculums are reinforced with signage. Being prepared, yet flexible enough to adapt to an ever-changing situation, is important to the wellbeing of all employees and their workplace. Routine training and education topics to consider in addition to other OSHA related topics include:

- Limiting exposure to COVID-19 (engineering controls and work practices, PPE, etc.)
- Self-monitoring for signs and symptoms of COVID-19 if they suspect possible exposure
- Limiting exposure to COVID-19 outside of work, in the community and at home
- Employee regulatory rights and responsibilities
- Impact on your work environment
- Elim Christian Services procedures

ENFORCEMENT AND TRAINING

Enforcement of this policy shall be in accordance with Elim Christian Services enforcement policy.

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- Limiting exposure to COVID-19 (engineering controls and work practices, PPE, etc.)
- Self-monitoring for signs and symptoms of COVID-19 if they suspect possible exposure
- Limiting exposure to COVID-19 outside of work, in the community and at home
- Employee regulatory rights and responsibilities
- Impact on your work environment
- Elim Christian Services procedures

APPENDIX DOCUMENTATION

- COVID-19 Checklist
- COVID-19 Tool Box Talk
- Cleaning Procedures
- Voluntary Use of Respirators
- COVID-19 Screen Measures
- Employee Mental Health (Social Anxiety)

COVID-19 Checklist for Employers and Employees

Know the Symptoms of COVID-19:

- Coughing, fever, shortness of breath, and difficulty breathing.
- Early symptoms may include chills, body aches, sore throat, headache, persistent diarrhea, persistent nausea/vomiting, runny nose, loss of taste and smell and blueish coloring of the toes. If you develop a fever and symptoms of respiratory illness, **DO NOT GO TO WORK** and call your health-care provider immediately. Do the same thing if you come into close contact with someone showing these symptoms.

Employer Responsibilities:

- Implement a COVID-19 Exposure Control Plan.
- Conduct safety meetings (toolbox talks) by phone if possible. If not, instruct employees to maintain 6-feet between each other.
- Access to the facility areas will be limited to only those necessary for the work.
- All visitors will be pre-screened to ensure they are not exhibiting symptoms.
- Employees, contractors, vendors and visitors will be asked to leave the facility and return home if they are showing symptoms.
- Provide hand sanitizer and maintain Safety Data Sheets of all disinfectants used on site.
- Provide protective equipment (PPE) to any employees assigned cleaning/disinfecting tasks.
- Talk with business partners about your response plans. Share best practices with other businesses in your communities (especially those in your supply chain), chambers of commerce, and associations to improve community response efforts.

Employee Responsibilities:

- Become familiar with the Exposure Control Plan and follow all elements of the Plan.
- Practice good hygiene: wash hands with soap and water for at least 20 seconds. If these are not available, use alcohol-based hand rub with at least 60% alcohol. Avoid touching your face, eyes, food, etc. with unwashed hands.

Cleaning/Disinfecting Job Sites and Other Protective Measures:

- Clean and disinfect frequently used tools and equipment on a regular basis. This includes other elements of the facility where possible. Employees should regularly do the same in their assigned work areas.

- Clean shared spaces routinely each day.
- Disinfect shared surfaces (door handles, machinery controls, etc.) on a regular basis.
- Avoid sharing tools with co-workers. If not, disinfect before and after each use.
- Trash collected from the facility must be changed frequently by someone wearing gloves.

Personal Protective Equipment and Alternate Work Practice Controls:

- Provide and wear the proper PPE including eye/face protection, face coverings, gloves and gown/aprons as applicable.

COVID-19 Toolbox Talk

What is COVID-19?

The novel coronavirus, COVID-19 is one of seven types of known human coronaviruses. COVID-19, like the MERS and SARS coronaviruses, likely evolved from a virus previously found in animals. The remaining known coronaviruses cause a significant percentage of colds in adults and children, and these are not a serious threat for otherwise healthy adults.

Patients with confirmed COVID-19 infection have reportedly had mild to severe respiratory illness with symptoms such as fever, cough, and shortness of breath.

According to the U.S. Department of Health and Human Services/Centers for Disease Control and Prevention (“CDC”), Chinese authorities identified an outbreak caused by a novel—or new—coronavirus. The virus can cause mild to severe respiratory illness. The outbreak began in Wuhan, Hubei Province, China, and has spread to a growing number of other countries—including the United States.

How is COVID-19 Spread?

COVID-19, like other viruses, can spread between people. Infected people can spread COVID-19 through their respiratory secretions, especially when they cough or sneeze. According to the CDC, spread from person-to-person is most likely among close contacts (about 6 feet). Person-to-person spread is thought to occur mainly *via* respiratory droplets produced when an infected person coughs or sneezes, like how influenza and other respiratory pathogens spread. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. It is currently unclear if a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes.

In assessing potential hazards, employers should consider whether their workers may encounter someone infected with COVID-19 in the course of their duties. Employers should also determine if workers could be exposed to environments (e.g., worksites) or materials (e.g., laboratory samples, waste) contaminated with the virus.

Depending on the work setting, employers may also rely on identification of sick individuals who have signs, symptoms, and/or a history of travel to COVID-19-affected areas that indicate potential infection with the virus, in order to help identify exposure risks for workers and implement appropriate control measures.

There is much more to learn about the transmissibility, severity, and other features associated with COVID-19, and investigations are ongoing.

COVID-19 Prevention and Work Practice Controls:

Employee Responsibilities:

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol. Always wash hands that are visibly soiled.
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Employees who have symptoms (i.e., fever, cough, or shortness of breath) should notify their supervisor and stay home—DO NOT GO TO WORK.
- Sick employees should follow CDC recommended steps outlined in this plan. 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.

General Project and Office Practices:

- Clean AND disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs. Dirty surfaces can be cleaned with soap and water prior to disinfection.
- Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
- Clean and disinfect frequently used tools and equipment on a regular basis.
 - This includes other elements of the facility where possible.
 - Employees should regularly do the same in their assigned work areas.
- Disinfect shared surfaces (door handles, machinery controls, etc.) on a regular basis.
- Avoid sharing tools with co-workers if it can be avoided. If not, disinfect before and after each use.
- Any trash collected from the facility must be changed frequently by someone wearing gloves.
- In addition to regular PPE for workers engaged in various tasks, employers will also provide:
 - Gloves: The type of glove worn should be appropriate to the task. If gloves are not typically required for the task, then any type of glove is acceptable, including latex gloves. Gloves should not be shared.
 - Eye protection: Eye protection should be worn at all times while on-site.

Cleaning Procedures					
#	Area/Place	Disinfection Content	Disinfectant	Disinfection Measures	Frequency
1	Work cell common surfaces	Including control buttons, tools, and other common surfaces	EPA cleaner/disinfectant as appropriate* See Elim Christian Services Technical Data & Safety Data Sheet for chemicals used	Wipe or Spray with hand held sprayer	Before shift, routinely during shift and after shift
2	Offices, desk, and conference rooms	Table and chair surface		Wipe or Spray with hand held sprayer Electrostatci sprayer	At the end of each meeting, mid-day and end of day
3	General objects often used or touched	Doors and windows, handles, key pads, faucets, sinks, and bathrooms		Wipe or Spray with hand held sprayer	At least four times per day
4	Conference Room	Table and chair surfaces, dispensers, etc.		Restricted Access	Restricted Access
5	Tableware	Disinfection of tableware	EPA cleaner/disinfectant as appropriate* See Elim Christian Services Technical Data & Safety Data Sheet for chemicals used	Place in high-temperature disinfection cabinet, with temperature higher than 60°C, and time longer than half an hour	After use
6	Vending machines	Disinfection throughout the day and employees to wash hands after use		Wipe or Spray with hand held sprayer	After each use and between users
7	Forklifts and Related Equipment	Wipe areas of common human interaction		Wipe or Spray with hand held sprayer	After each use and between users
8	Transport vehicles	Common surfaces (e.g. seat surfaces rails, belts, door and window controls)		Wipe or Spray with hand held sprayer	Before and after each use
9	All floors and walls	All general floors and walls at site		Mop	Periodic, where frequently touched; mop hard surfaces daily

Voluntary Use of Respirators - Appendix D

Appendix D to Sec. 1910.134 (Mandatory) Information for Employees Using Respirators When Not Required Under the Standard

Respirators are an effective method of protection against designated hazards when properly selected and worn. Respirator use is encouraged, even when exposures are below the exposure limit, to provide an additional level of comfort and protection for workers. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the worker. Sometimes, workers may wear respirators to avoid exposures to hazards, even if the amount of hazardous substance does not exceed the limits set by OSHA standards. If your employer provides respirators for your voluntary use, or if you provide your own respirator, you need to take certain precautions to be sure that the respirator itself does not present a hazard.

You should do the following:

1. Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirators limitations.
2. Choose respirators certified for use to protect against the contaminant of concern. NIOSH, the National Institute for Occupational Safety and Health of the U.S. Department of Health and Human Services, certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will tell you what the respirator is designed for and how much it will protect you.
3. Do not wear your respirator into atmospheres containing contaminants for which your respirator is not designed to protect against. For example, a respirator designed to filter dust particles will not protect you against gases, vapors, or very small solid particles of fumes or smoke.
4. Keep track of your respirator so that you do not mistakenly use someone else's respirator.

Employee Name (print): _____

Employee Signature: _____

Employee Date: _____

Employee Mental Health (Social Anxiety):

The outbreak of coronavirus disease 2019 (COVID-19) may be stressful for people. Fear and anxiety about a disease can be overwhelming and cause strong emotions in adults, teens and children. Common reactions to COVID-19 include:

- Concerns about protecting oneself from the virus because they are at higher risk of serious illness
- Concern that regular medical care or community services may be disrupted due to facility closures or reductions in services and public transport closure
- Feeling socially isolated, especially if they live alone or are in a community setting that is not allowing visitors because of the outbreak
- Guilt if loved ones help them with activities of daily living
- Increased levels of distress if they:
 - Have mental health concerns before the outbreak, such as depression
 - Live in lower-income households or have language barriers
 - Experience stigma because of age, race or ethnicity, disability, or perceived likelihood of spreading COVID-19

Life has its share of challenges – and sometimes you may need a little guidance. An array of confidential services are available to all employees through Elim’s Employee Assistance program. Employees may access Employee Connect by visiting www.Lincoln4Benefits.com (username=LFGsupport; password =LFGsupport1) or by contacting a specialist at 888-628-4824. All services are confidential, available 24/7 and provided to you at no charge.

An element of an exposure control plan and return to work program relates to employee mental health and any potential social anxiety that may be experienced. This element of the plan include healthy eating and lifestyle habits directed at building up the body’s immune system.

- Have employees expressed concern about working with or near others who may be infected?
- Have employees expressed concern about becoming infected at work and taking the virus home to their families?
- Has Elim Christian Services conducted training to discuss actions it has taken to prevent the spread of the virus at work?
- Has Elim Christian Services thanked employees, or provided other recognition, for working on the front-lines during the pandemic?
- Has Elim Christian Services provided employees with guidance to prevent infection when away from the workplace?
- Does Elim Christian Services provide an Employee Assistance Program for your employees?
- Has Elim Christian Services encouraged employees to contact the EAP to discuss work related stress or COVID-19 concerns?
- Has Elim Christian Services implemented a program where employees can anonymously express concerns regarding COVID-19 at work?

About the Horton Group

Horton is an insurance employee benefits and risk advisory firm that leads clients with complex needs and limited resources to a higher level of performance. We do this by focusing on the Traditional + Innovative + Uninsurable and the Present + Future

Business Insurance

Property & Casualty + Professional Liability + Automobile Liability + Workers Compensation Safety & Loss Control + Risk Transfer + Claims + International + Surety + Alternative Risk

Employee Benefits

Group Medical + Core Voluntary Benefits + Executive Benefits + PSA/HSA + Wellness ACA/DOL Compliance + Claim Analysis + International Benefits + Private Exchange Technology

Personal Insurance

Homeowners + Auto + Umbrella + Valuables + Watercraft + Special Coverage + Disability + Individual Life + Individual Health + Individual Travel + Medicare Supplement + Long Term Care

Risk Advisory

Future Forum + Economic Risk Outlook + Industry Insights

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