

Injury and Illness Prevention Program (IIPP) Addendum COVID-19 Infection Prevention Program

(Template Instructions: This is a sample addendum to your existing workplace Injury & Illness Prevention Program to be modified and made specific to your organization. Highlighted sections below need to be customized with your information. You may also add, edit, or remove listed guidelines and practices to fit your specific operation and needs. These template instructions should be deleted from your final document.)

A. Company Policy

(company name) is committed to preventing workplace hazards that could result in employee injury and/or illness; and to complying with all applicable state and local occupational health and safety regulations. The following Infection Prevention Program has been temporarily established to help make sure affected employees understand the dangers of COVID-19 and how to prevent spread of this disease in the workplace. Implementation of our COVID-19 Infection Prevention Program is consistent with our existing IIPP. This program applies to all locations where (company name) operates and is available for review by any employee.

B. Employer Responsibilities

(company name) follows measures below while *Shelter in Place*, *Stay at Home*, and/or *Employee Health Monitoring* orders recommended by the Centers for Disease Control and Prevention (CDC) and local authorities are in effect, as outlined by local public health department officials.

(company name):

- Provides frequent employee training on COVID-19 signs, symptoms, and prevention in a language employees can understand
- Frequently cleans and disinfects used work surfaces based on current CDC guidelines
- Encourages additional spacing of employees to support safe social distancing
- Considers and, when possible, implements increased workplace ventilation, barriers, and employee work practices that reduce risk
- Monitors employee symptoms at the beginning of the shift and throughout the work day
- Encourages, when possible, alternative employee workplace options such as working from home

C. Employee Training

Management and supervisors ensure employees, prior to beginning of work assignment and regularly after, participate in COVID-19 training that covers the following topics:

- COVID-19 Infection Prevention Program (this program)
- COVID-19 and how it is spread
- Symptoms of COVID-19 infection and when to seek medical attention
- Importance of not coming to work when ill
- Steps to prevent the spread of COVID-19 infection
- Importance of frequent hand washing / hand sanitizing
- Coughing and sneezing etiquette
- Importance of maintaining safe physical distancing
- Safely using cleaners and disinfectants on surfaces and objects

All COVID-19-related employee training is documented.

This program is provided to Zenith customers. Zenith means Zenith Insurance Company (ZIC), acting on behalf of itself or its wholly-owned subsidiary, ZNAT Insurance Company (ZNAT) or acting only in the capacity of claims administrator. Refer to your policy to determine whether the underwriting carrier is ZIC or ZNAT. If neither ZIC nor ZNAT is your carrier, then Zenith is acting only as the claims administrator.

D. Employee Expectations

Employees must adhere to following expectations:

- Stay at home when sick and avoid close contact with others
- Refrain from shaking hands, hugging, or touching others
- Clean surfaces before and after use in common areas, and when using shared equipment
- Avoid touching mouth, nose, and eyes
- Wash hands with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available
- Wash/sanitize hands multiple times daily, including before and after work; during breaks; before and after eating; after coughing, sneezing, or blowing nose; and before and after going to the restroom
- Cover mouth and nose with a tissue when coughing or sneezing and immediately discard it after use and wash hands. If no tissues are available, cover mouth with shoulder or elbow and then wash hands
- Avoid sharing personal items with coworkers (e.g., food, dishes, lunch boxes, gloves, etc.)
- Keep a minimum distance of 6 feet from others when possible
- When choosing to cover mouth and nose with a cloth face covering, follow CDC and local health department guidelines on use, removal, cleaning, and disinfection

E. Expectations to clean and disinfect the workplace

(company name) has a routine schedule to clean and disinfect common surfaces, areas, and objects in the workplace in accordance with current CDC guidelines. This cleaning and disinfecting includes, but is not limited to:

- Work surfaces including tools, work stations, machinery, containers, counters, tables, chairs, benches, door handles, and knobs
- Handwashing areas and surfaces, including re-stocking with soap and paper towels
- Fixed and portable restrooms, including re-stocking toilet paper and cleaning and sanitizing as necessary
- Common areas including break room tables, chairs, drinking fountains, refrigerators, vending machines, and trash cans
- Contact areas on vehicles, forklifts, and other equipment such as stick shift, control levers, steering wheel, doors, seat belts, air conditioner, radio buttons, glove box, mirrors, armrests, and vehicle keys

Disinfection procedures adhere to CDC guidelines. Employees assigned to sanitize and disinfect surfaces are trained on hazards and manufacturer's recommended safety precautions of all cleaners and disinfectants. Employees assigned to perform sanitation and disinfection are expected to use cleaners and disinfectants in a safe manner, follow label directions, and wear proper personal protective equipment.

F. Social Distancing

(company name) practices social distancing of at least 6 feet of separation to the extent possible in all work areas including outdoors, vehicles, structures, facilities, and offices. This includes:

- Before work shift
- While working
- After work shift
- Coming and going from vehicles
- Entering, working, and exiting buildings and structures
- During breaks and lunch periods
- When performing work activities, including use of tool and equipment

Access to (company name) property and/or facilities is limited to employees. Vendors and other non-employee visitors must adhere to the following expectations:

- Vendors must be approved before arriving. Sick individuals will not be allowed to access the property
- Personal interaction with vendors and other non-employees is limited to the extent possible
- Visitors who must enter the facility are expected to follow hygiene and social distancing practices outlined in section D. Employee Expectations
- To the extent possible, outside deliveries are dropped off at a designated area away from employees and high-traffic areas.

G. Symptomatic and Sick Employees

(company name) stresses the importance of employees staying home if either they or anyone they live with is sick. The following steps are followed to monitor employee health:

- **Employee Health Monitoring**

(job title or department) monitors employee attendance and watches for employees showing COVID-19 symptoms. Our procedures for health monitoring include:

1. Observation of employees when they arrive at work and inquiry to learn if they have experienced fever, cough, or difficulty breathing according to local public health department guidelines
 - If ill, employee is sent home immediately and instructed to contact a medical professional by phone before going to a medical facility
2. Monitoring employees throughout the day:
 - Employees who develop COVID-19 or other flu-like symptoms at work are sent home immediately
 - Sick employees are instructed to follow CDC guidelines and local public health department recommendations

- **If an employee tests positive for COVID-19 infection:**

(company name) follows guidelines below when informed an employee is diagnosed with COVID-19 infection:

1. Clean and disinfect applicable work areas immediately following CDC guidelines using proper disinfection procedures and appropriate personal protective equipment
2. Document infected employee's work location, work hours, and general and specific work duties. If the employee recently traveled to multiple worksites, document their travel times and last day worked
3. Identify and confidentially contact anyone who had contact with symptomatic employee
4. Contact local public health department and follow their recommended protocols.

H. Program Evaluation

(company name) :

- Conducts daily workplace inspections to ensure COVID-19 Infection Prevention Program procedures are followed
- Takes corrective action to correct any deficiencies discovered
- Documents corrective actions
- Ensures CDC, local health department, and other applicable authorities' guidelines are incorporated into the COVID-19 Infection Prevention Program and followed

(OPTIONAL: Only needed if your company engages in employee transportation and/or employee housing)

I. Employee Transportation

(company name) has the following expectations for drivers and passengers using company vehicles or other forms of transportation:

- Vehicles are cleaned and disinfected prior to and after use. This includes frequent contact areas such as stick shift, control levers, steering wheel, doors, seat belts, air conditioner and radio buttons, glove box, mirrors, armrests, and vehicle keys
- When possible, hand sanitizer is provided in vehicles to sanitize hands
- Drivers adhere to company guidelines of how many passengers are allowed to ride in one vehicle
- Prior to entering vehicles, passengers adhere to employee health monitoring practices in section G. Symptomatic and Sick Employees

Drivers and passengers are trained and adhere to following expectations:

1. Drivers:

- Follow employee hygiene practices outlined in section D. Employee Expectations
- Follow sanitation and disinfection procedures and to the extent possible be considerate of passengers' social distancing when transporting employees as outlined in sections E and section F. Social Distancing
- When fueling vehicles, use disposable protective barrier like a paper towel, plastic bag, etc., especially when touching fuel pump, credit card station, and other surfaces. Barrier should be disposed after use and hands should be sanitized or washed immediately
- Increase ventilation within vehicles and, when possible, keep windows open

2. Passengers:

- Never participate in group travel when sick
- Follow all precautions to avoid spread of the virus as outlined in section D. Employee Expectations such as social distancing, use of cloth face coverings, covering coughs and sneezes, and washing/sanitizing hands
- Assist in cleaning vehicle surfaces touched
- Refrain from eating, drinking, or sharing food in vehicles

J. Employee Housing

Employees living in company provided housing follow expectations outlined in COVID-19 Infection Prevention Program sections D., E. and F. including:

- Practice social distancing and follow "shelter in place" recommendations
- Follow company expectations on household hygiene and housekeeping
- Wash hands frequently and disinfect surfaces touched when sharing common areas
- Refrain from shaking hands, hugging, or touching others
- Limit games, group fitness activities, parties, and other social gatherings that don't follow social distancing guidelines
- Limit running errands or shopping trips

(job title or department) consults with local public health department for specific expectations and guidelines for sick employees residing in employee housing. When necessary, separate housing is arranged for sick employees.