Easing into the New Normal - Returning to Work Game Plan
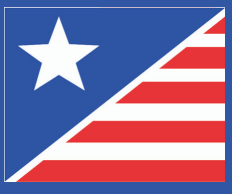
A Comprehensive Guide for Pandemic Risk Reduction & Response

PERRY JOHNSON REGISTRARS, INC.

Note to All Readers - A Legal Statement

The health and safety of our employees is our number one priority, and our hope in sharing this information is that it may be of assistance to others.

This guide is meant to assist you in finding areas of your system that are at risk, in the hopes this will allow you to mitigate that risk to the best of your ability. The information within this document is based off of WHO & CDC recommendations. The Game Plan document may not include the entirety of the WHO & CDC's recommendations to date, especially as time progresses & new findings emerge.

Please be advised that some or all of the information contained in this document may not be applicable to all businesses or places of work. We encourage you to consult your legal team for their guidance.

PJR bears no responsibility for any circumstances arising out of or related to the adoption, or decision not to adopt, any of the practices or procedures contained in the Pandemic Game Plan.
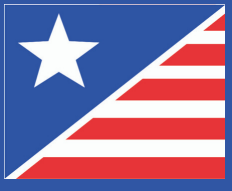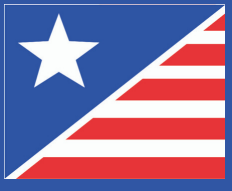

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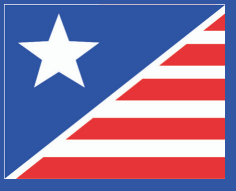
Safety First

At PJR, we are committed to keeping our employees, customers, and suppliers safe while working with one another to support our businesses.

The **Returning to Work Game Plan** includes practical recommendations for operational changes, based on guidelines from the [Centers for Disease Control and Prevention](#) and [World Health Organization,](#) that could be tailored by organizations to address various scenarios they may face when returning to work.

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Changes to Operating Protocols

The dangers of Pandemics have changed the necessary safe work operating needs. Due to the difficult nature of COVID-19, it is very important to make changes to your site's operating protocols to minimize the risk of transmission. While there is no "one-size fits all" solution available, actively taking steps to reduce apparent risks will reduce infections, quarantine time, and pandemic related death, ultimately increasing morale, confidence, and productivity.
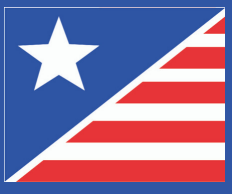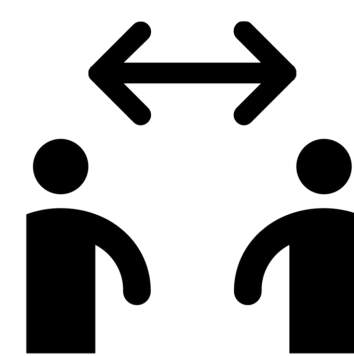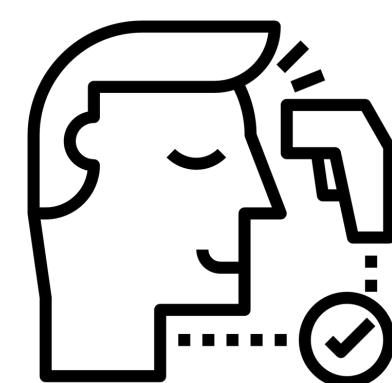
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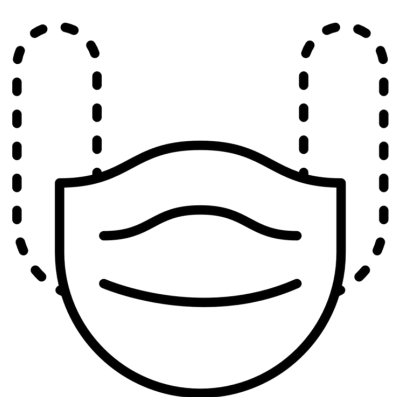
Personal Protective Equipment	Preventative Cleaning, Supplies, & Disinfection	Social Distancing Measures	Health Screenings

Changes to Operating Protocols (cont.)

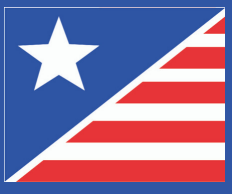# Implementation of Pandemic Response Team

Before employees return to work, a Pandemic Response Team should be implemented. The Pandemic Response Team (PRT) is a cross-functional team that is responsible for the site's pandemic preparedness & response plan, coordinating and aligning with regional/global EHS and the COVID-19 Crisis Team. Additional responsibilities may include working with sites to manage social distancing, disinfection procedures, etc.

Preventative Material Inventory

Facilities should confirm each site has an adequate supply of soap, disinfecting spray, hand gel, paper towels and tissues. Additionally, Portable disinfectant stations are recommended for each workspace except for restricted/sensitive areas due to manufacturing processes. Preventative Material Inventory may also include Personal Protective Equipment, which includes a stock of face masks, gloves, and glasses. Additionally, sites should have signage to frequently remind employees to use preventative material, as well as notices for when the application of preventative material is necessary (after using site equipment, keyboards, etc.)

Changes to Operating Protocols (cont.)

Personal Protective Equipment Inventory & Usage

In addition to the maintenance of preventative materials, sites should work to ensure there is an adequate supply of masks, face shields, and gloves. Such protocol changes should include education & training on the proper usage of such equipment as well as addressing the potential need for reuse of equipment due to shortages. Sites should utilize signage to remind employees to use PPE as well as indicate areas where PPE is required (such as tight spaces).
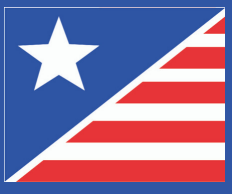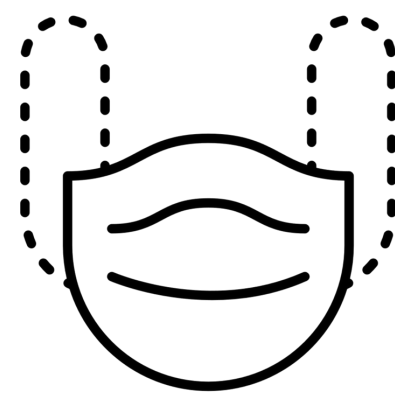

Disinfection Measures

Cleaning & disinfecting are separate steps, and cleaning should be done prior to disinfecting. Facilities should disinfect sites prior to anyone returning to work, clean or replace HVAC air filters & implement general disinfection measures. The cleaning steps outlined should be taken routinely, with enough frequency to entirely disinfect workplace surfaces, chairs, tables, etc. & protect employees. The goal is to establish a sanitary baseline before the site opens, which entails the site being 100% disinfected prior to anyone returning to work.

Disinfection related operations should pay special attention to tools, workstations, screens & keyboards, restrooms, cafeteria, lockers, etc.
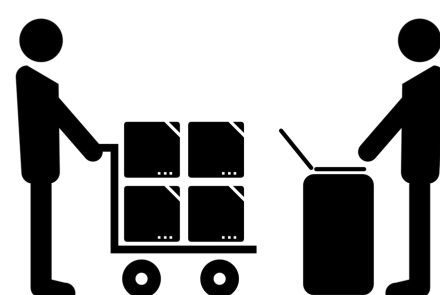
Changes to Operating Protocols (cont.)

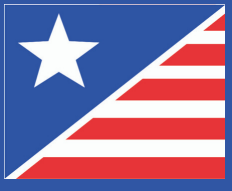## Deep Cleaning & Disinfection Protocol

In the event an individual is identified as positive for COVID-19, sites should engage in deep cleaning procedures to ensure the spread of the virus is minimized. In addition to deep cleaning workspaces and equipment, there should be protocols addressing potential delays and suspensions of work on site to ensure proper disinfection. 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. An alternative to deep cleaning could be to shutdown the exposed site for 72 hours to allow the natural deactivation of the virus. Site leadership should work with operations and EHS leadership for guidance.
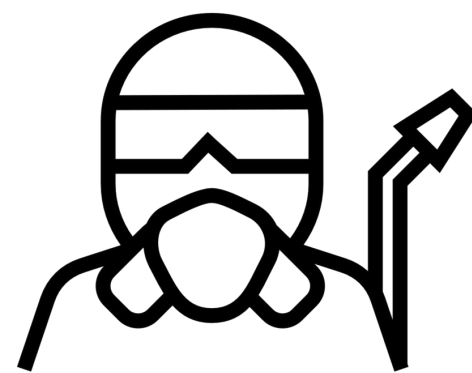
Inbound Parts/Materials/Packages

According to the WHO, the length of shipment time and other environmental factors should inactivate the virus. If you receive an expedited package from an area where COVID-19 is present and are concerned about possible surface contamination, consider washing hands with soap and water, using hand sanitizer, and avoiding touching your face, eyes, nose or mouth. If packaged materials have been in transit and/or stored at the site for more than 48 hours from last human contact, no further action is needed. Where employee apprehension remains high, sites can use PPE or disinfect surfaces.
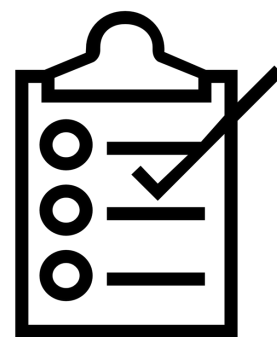
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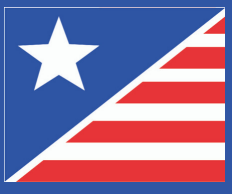
Layered Auditing Checklist

Facilities should be given an auditing checklist to guide the process of site management verifying workplace safety. A checklist will create a standard auditing procedure that can be replicated throughout the organization.

Transportation

Areas within transportation vehicles often contain areas that may pose risks for spreading the virus. It is important to create procedures that uphold social distancing standards & address loading, offloading, & disinfection.
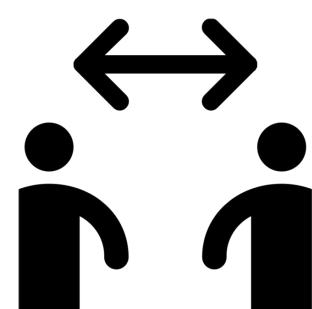
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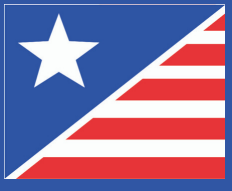## Isolation Protocol & Coordinator Training

Isolation Protocol is for responding to employees who become ill at work. There will also need to be Isolation Coordinators to organize data regarding site exposures & infections. If a person feels ill or if someone observes that another person is exhibiting symptoms of COVID-19 at work, contact an Isolation Coordinator as determined by each site.

Social Distancing Protocol

Social distancing is a simple yet effective mechanism that relies on simple distance to avoid infection. Social distancing in manufacturing is intended to provide a safe environment that reduces the risk of any potential person to person infection. In practice this means, staying 1 to 2 meters (3-6 feet) away from others as a normal practice, eliminating contact with others, avoiding touching surfaces touched by others, and avoiding anyone who is coughing, sneezing or appears to be sick. Additionally, the company should not allow any meeting of greater than 10 persons to occur until further notice, even when the meeting area is large enough to accommodate appropriate social distancing.
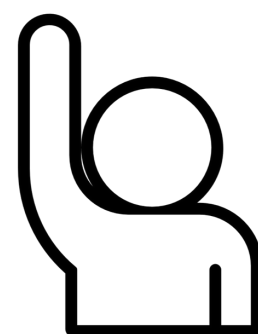
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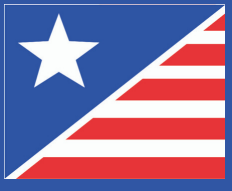
On-site Health Screening

In order to guarantee quick identification of potential COVID carriers, methods of on-site health screening should include temperature readings, observation for overt symptoms, & verbal/non-verbal confirmation of daily self-screening. The documentation of such information should be done in accordance with HIPAA laws, and should be secured against fraud & theft.

Daily Self-Screening Protocol

A Daily Self-Screening Protocol should be implemented to prevent sick or symptomatic employees from leaving their homes & decrease the likelihood of spreading infection at work. If the employee does not recognize symptoms in their Daily Self-Screening and if the employee is deemed symptomatic upon reporting to work, reference the your **On-Site Health Screening Protocol**. If the employee is deemed symptomatic during the employee's shift or after the employee has spent any time in the facility (after the On-Site Health Screening), reference the **Isolation Protocol**. If the employee is confirmed positive for COVID-19 by a medical professional, reference the **Self-Quarantine and Return to Work Protocol**.

Changes to Operating Protocols (cont.)

Self-Quarantine & Return to Work Protocol
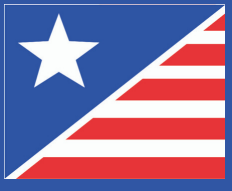
Employees should be requested to remain off company property for 14 days if they have COVID-19 symptoms (visit CDC & WHO websites for more information), Employees should avoid leaving home if possible, but if necessary should practice exceedingly good hygiene and social distancing. Working from home is expected to continue when possible. Additionally, if a family member at home is experiencing symptoms, the same protocol should apply as potential exposure has already occurred.

Visitor & Contractor Self-Sceening

Site should establish a plan in place for screening Visitors and Contractors & ensure the Visitors and Contractors Self-Screening Checklist is printed and available as needed.
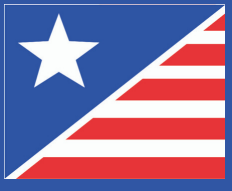
Changes to Operating Protocols (cont.)

Communications with Important Stakeholders

For all sites, communication, partnership, and alignment with important stakeholders will help ensure that the protocols will be followed and employees stay healthy and safe. Management should develop a cadence of conversations with company leadership to inform them of the plans in place. If applicable/possible, involve Union Leadership and assign members to the Pandemic Response Team.
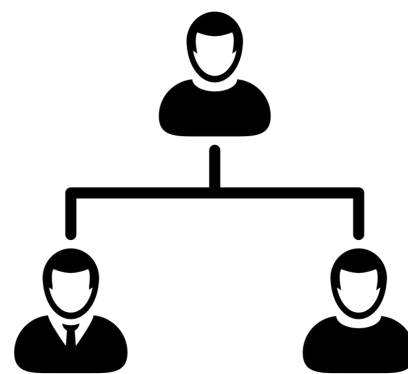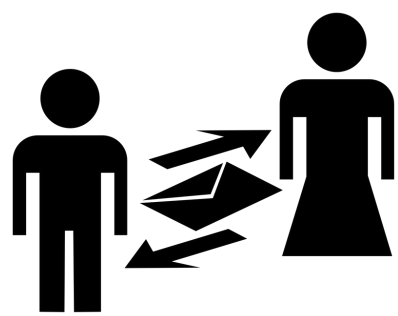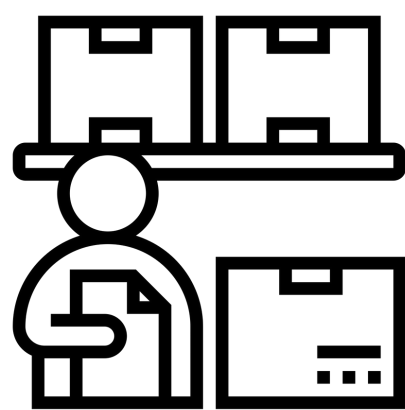
New Roles & Responsibilities

Due to drastic protocol changes necessary for a smooth transition back to work, a series of new roles & responsibilities should be implemented to ensure the necessary capacity to enact important training operations & protocol changes.
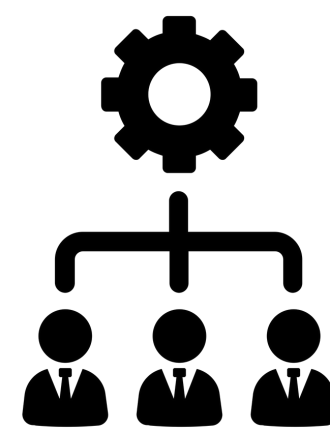
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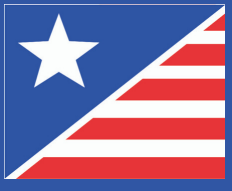
Safe Work Communications & Training

Pandemic Supplies Management
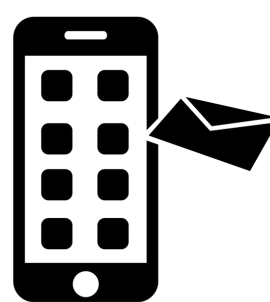
Workspace & Operations Redesign

Safe Work Feedback & Auditing
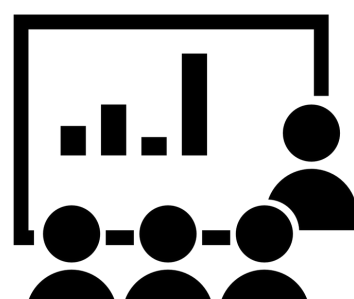
New Roles & Responsibilities (cont.)

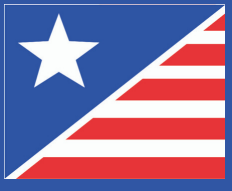## Safe Work Communications and Education

This individual/team will be responsible for the proper distribution of pandemic related informational material & business updates to relevant stakeholders. This role should work in tandem with the established Pandemic Response team & Employee Training coordinator in order to best establish uniformity in messaging to employees & other important stakeholders

Employee Training

This individual/team will be responsible for the development of both virtual and in-person training & materials & operations. This material will be integral to employees properly adopting the changes to operational protocols.
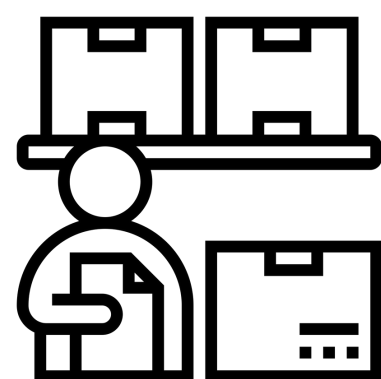
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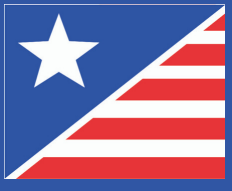
Pandemic Supplies Management

This individual/team will be responsible for the management of pandemic preventative & protective equipment inventory. This entails monitoring the levels of inventory use as well as replenishing supplies as inventory levels run low.

Workspace & Operations Redesign

This individual/team will be responsible for adjusting workspace orientations and protocols to best accommodate pandemic social distancing & sanitation guidelines. This role will need to coordinate with the work-floor employees as well as auditors in order to ensure that the safe work protocols are being correctly implemented & updated.
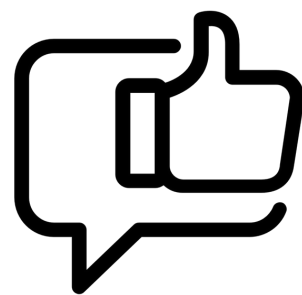
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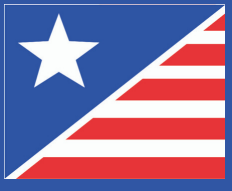
Workplace Engagement & Feedback

This individual/team will be responsible for actively seeking & analyzing feedback from employees & other stakeholders. Throughout the transition back to work, it is important to gauge sentiment from various roles that support the business, as well as make stakeholders feel heard.

Safe Work Protocol Auditing

This role is responsible for monitoring & ensuring that proper pandemic practices are implemented and executed at the company facilities. Ensuring accountability for upholding safe work protocols is important to establishing the legitimacy of updated operational protocols.
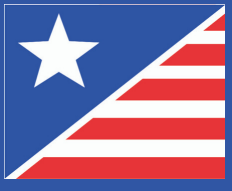
How PJR Can Help

Free Virtual Self-Assessment Tool

Our Virtual Self-Assessment Tool is simply a quick assessment tool for facility management to gauge the safety & risk based off CDC guidelines. With the results, supervisors will be guided on what further may be necessary in order to minimize the risk of work related infections.

Notice: This tool is intended to only assist with the identification of potential risks associated with returning to work. Our hope is that these resources assist with management's ability to reduce pandemic related illness, but the usage of such resources is not a guarantee that infections will not occur.

ISO 45001 Certification

Exhibiting to customers your ISO 45001 certification emphasizes your firms focus on safety. Intended to improve an organizations occupational health and safety performance, ISO 45001 is built on the standard Annex SL format making it easily compatible with an existing ISO 9001 or similar certifications. ISO 45001 represents a commitment to the prevention of injuries and ill-health, and drives companies to take a proactive approach in the reduction of risks and hazards for both the welfare of employees and safety of the workplace.

For more information, please visit our website HERE

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