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# Sample IIPP Infectious Disease AddendumCompWest-brandstripe.wmf

Company name here

California employers are required to establish and implement an Injury and Illness Prevention Program (IIPP) to protect employees from workplace hazards, including infectious diseases.

If it is deemed that COVID-19 is a potential workplace hazard, infection control measures must be implemented, including applicable and relevant recommendations from the Centers for Disease Control and Prevention (CDC). For most California workplaces, adopting changes to their IIPP is mandatory since COVID-19 is widespread in the community.

To conform with Cal/OSHA, your COVID-19 response should mirror general safety elements found within your IIPP including:

* Designated coordinator
* Employee training
* Employee communication
* Hazard assessment
* Hazard correction
* Policy enforcement
* Accident investigation

The below provides a revisable example for use in your place of business.

Infectious Disease Coordinator

      has designated       as our Infectious Disease (ID) Coordinator.       will be tasked with maintaining our infectious disease prevention response by providing related training, enforcing policies, and staying current with local directives.

We welcome your questions, concerns, and feedback. Please contact our ID Coordinator       at       or submit an anonymous suggestion via our safety suggestion box located at      .

Our ultimate goal is to achieve zero infectious disease incidents that would impact our employees, customers, or vendors. The best way to accomplish this is by encouraging employees to be vigilant with personal protective equipment (PPE) use, handwashing, sanitation, social distancing, and health reporting.

Infectious Disease Safety Training

Whenever new processes are introduced to an employee during this pandemic period, training will be provided and documented using the below checklist or similar means. Topics to be covered include, but are not limited to:

❑ What is COVID-19 and how is it spread?

❑ How an infected person can spread COVID-19 to others even if they are not sick.

❑ How to access COVID-19 testing and vaccination; and the fact that vaccination is effective at preventing COVID-19, protecting against both transmission and serious illness or death.

❑ Infection prevention measures:

* Immediately advise coordinator or supervisor if you experience cough, fever, breathing difficulty, chills, muscle pain, sore throat, or recent loss of taste/smell.
* Sick employees must stay home.
* Employees with fever or acute respiratory symptoms must not return to work until:
  + - At least 24 hours have passed since a fever of 100.4 degrees Fahrenheit or higher has resolved without the use of fever-reducing medications; and
    - COVID-19 symptoms have improved; and
    - At least 10 days have passed since COVID-19 symptoms first appeared.
  + Cover your mouth and nose with a tissue when you cough or sneeze. If you don’t have a tissue, cough, or sneeze into your elbow, not your hands.
  + Wash hands with soap and water for at least 20 seconds after interacting with others and after contacting shared surfaces or objects and avoiding touching eyes, nose, and mouth with unwashed hands.
  + Avoid sharing personal items with co-workers (i.e., dishes, cups, utensils, towels).
  + Tissues, no-touch disposal trash cans and hand sanitizer will be provided for employees.
    - Hand sanitizers with methyl alcohol is prohibited.
  + For buildings with mechanical or natural ventilation, or both, the quantity of outside air provided will be maximized to the extent feasible
  + Maintain physical distancing
    - Where possible, limit public access to the work site.
    - Stagger breaks and lunch times.
    - Limit number of employees gathered in break areas, trainings, etc.

❑ How to prevent the spread of COVID-19 by using face covers:

* For all employees who are not fully vaccinated, face coverings are to be worn when indoors or in vehicles with other employees.
* Employees will not be prevented from wearing a face covering when not required.
* Face coverings will be mandated for all employees when required by orders from the CDPH.
* Face coverings must be clean, undamaged, and worn over the nose and mouth.
  + Face shields are not a replacement for face coverings, although they may be worn together for additional protection.

❑ When to use Personal Protective Equipment (PPE), what PPE is necessary, how to properly put on, use and take off PPE, and how to properly dispose of PPE.

❑ How employees with medical or other conditions that put them at increased risk of severe COVID-19 illness can request accommodations.

❑ How to safely use of cleaners and disinfectants:

* Understand hazards of the cleaners used at the worksite. Reference Safety Data Sheet(s).
* Wear PPE (such as gloves).
* Ensure cleaners and disinfectants are used in a manner that does not endanger employees.

❑       (insert any additional content)

❑       (insert any additional content)

I have been instructed on the above topics and understand related company policies and procedures.

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Employee Signature Date

Infectious Disease Communication

Effective communication between management and employees is critical during this period of frequently updated information from agencies such as the CDC, WHO and OSHA. The following (checked) methods will be used to assure employees are kept well informed:

* Employee safety meetings conducted       (daily, weekly, monthly, quarterly) with interim meetings held as needed.
* New employee safety orientation.
* Employee bulletin boards with CDC and WHO messages posted regularly.
* Written communications including payroll stuffers, newsletters, or postings.
* Online training module.

Communication efforts will be documented using one of the following documents:

* New-hire Training Checklist
* Safety Training Log
* Safety Communication Log
* Safety Meeting Record/Committee Minutes

Infectious Disease Hazard Assessment and Correction

Informal assessments, including evaluation employee PPE, social distancing and hygiene will be completed by any/all personnel on an ongoing basis.

Procedures have been established to routinely clean and disinfect commonly touched objects and surfaces such as elevator buttons, handrails, copy machines, faucets, and doorknobs. Surfaces will be cleaned with soap and water prior to disinfection. These procedures should include:

* + Using disinfectants that are [EPA-approved](https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2) for use against the virus that causes COVID-19.
  + Providing EPA-registered disposable wipes for employees to wipe down commonly used surfaces before use.
  + Following the manufacturer’s instructions for all cleaning and disinfection products (e.g., safety requirements, PPE, concentration, contact time).
  + Ensuring there are adequate supplies to support cleaning and disinfection practices.

Employees are encouraged to report potentially unsafe conditions or practices by informing their supervisor, the ID Coordinator or by using the safety suggestion box.

Formal infectious disease exposure/control assessments will be conducted on a       (hourly, daily, weekly) basis using the Safety Inspection Checklist. Site/process-specific items will be added to complete the checklist for attention. Any deficiencies identified on the checklist will be immediately addressed with documented corrective action.

Infectious Disease Safety Inspection Checklist

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Yes** | **No** | **Comments /Corrective Action** |
| **Employees wearing masks?** |  |  |  |
| **Masks and other PPE properly stored?** |  |  |  |
| **Social distancing guidelines followed?** |  |  |  |
| **Tools and instruments not shared?** |  |  |  |
| **Common surfaces sanitized routinely?** |  |  |  |
| **CDC posters in place?** |  |  |  |
| **Visitor protocol formalized and communicated?** |  |  |  |
| **Hand sanitizer available?** |  |  |  |
| **Designated entry and exiting points maintained?** |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Inspection Completed By:** | **Date:** | | |

Infectious Disease Safety Policy Enforcement/Disciplinary Procedures

As with general safety orders within the Injury and Illness Prevention Program (IIPP), compliance with pandemic controls is mandatory and shall be considered a condition of employment.

The failure to adhere to safety policies and procedures established by our company can have a severe impact on everyone concerned. Unsafe acts cannot only threaten the health of the individual involved, but also of their co-workers.

Infectious Disease Investigation

If an infectious disease case is reported, an investigation will be completed to determine if the case is deemed work-related. The assigned investigator will interview the injured worker and, if warranted, submit a claim to CompWest for further investigation.

Positive cases, found to be work-related, must be posted on the OSHA-300 log with employee name redacted for privacy.

The following actions will be taken, per Cal/OSHA, when there has been a COVID-19 case reported in the workplace:

* Within one business day of learning that a positive COVID-19 case has been reported in the workplace, written notice, in a form readily understandable by employees, will be provided to employees, customers and or vendors that may have been exposed.
* COVID-19 testing will be made available at no cost, during paid time, to employees who had a close contact in the workplace and provide them with the information on related benefits. Exceptions include:
  + - Employees who were fully vaccinated before the close contact and do not have COVID-19 symptoms.
    - COVID-19 cases who returned to work and have remained free of COVID-19 symptoms, for 90 days after the initial onset of COVID-19 symptoms or, for COVID-19 cases who never developed symptoms, for 90 days after the first positive test.
* Investigate if workplace conditions contributed to COVID-19 exposure and what can be done to address related hazards.

## Resources

* Federal OSHA
  + [COVID-19 Overview](https://www.osha.gov/SLTC/covid-19/)
  + [Guidance on Preparing Workplaces for COVID-19](https://www.osha.gov/Publications/OSHA3990.pdf). Also, available in [Spanish](https://www.osha.gov/Publications/OSHA3992.pdf).
  + [OSHA Alert: Prevent Worker Exposure to Coronavirus (COVID-19)](https://www.osha.gov/Publications/OSHA3989.pdf). Also available in [Spanish](https://www.osha.gov/Publications/OSHA3991.pdf).
* National Institute for Occupational Safety and Health, Centers for Disease Control and Prevention
  + [Coronavirus Disease-2019](https://www.cdc.gov/niosh/emres/2019_ncov.html)
* Centers for Disease Control and Prevention
  + [Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 (COVID-19), February 2020](https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/guidance-business-response.html)
  + [Coronavirus Disease 2019 (COVID-19): How to Protect Yourself](https://www.cdc.gov/coronavirus/2019-ncov/prepare/prevention.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fabout%2Fprevention.html)
  + [Coronavirus Disease 2019 (COVID-19): Caring for someone at home](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/care-for-someone.html)
  + [Coronavirus Disease 2019 (COVID-19)](https://www.cdc.gov/coronavirus/2019-ncov/index.html)
  + [Cough & Sneezing Etiquette](https://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html)
  + [Cover your Cough](https://www.cdc.gov/flu/pdf/protect/cdc_cough.pdf)
  + [Healthy Habits to Help Prevent Flu](https://www.cdc.gov/flu/prevent/actions-prevent-flu.htm)
  + [Keeping Hands Clean](https://www.cdc.gov/healthywater/hygiene/hand/handwashing.html)
  + [FAQ for Travelers](https://www.cdc.gov/coronavirus/2019-ncov/travelers/faqs.html)
  + [Travel Health Notices](https://wwwnc.cdc.gov/travel/notices)
* California Department of Public Health
  + [Novel Coronavirus 2019 (COVID-19)](https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/nCOV2019.aspx)
  + [Guidance on Hand Hygiene](https://www.cdph.ca.gov/Programs/CEH/DFDCS/CDPH%20Document%20Library/FDB/FoodSafetyProgram/GMPResources/HWS.pdf)
  + [Novel Coronavirus Guidance for Child Care and Preschool Settings](https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/Coronavirus%20daycare%202_7_20%20Final.pdf)
  + [2019 Novel Coronavirus Guidance for Colleges and Universities](https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/Coronavirus+Colleges+Guidance+2_11_20.pdf)
  + [2019 Novel Coronavirus Guidance for Schools and School Districts](https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/Immunization/Coronavirus%20K-12%20Schools%20Guidance%202_7_20%20FINAL.pdf)
* Cal/OSHA
  + [Aerosol Transmissible Diseases Standard (title 8 section 5199)](https://www.dir.ca.gov/title8/5199.html)
  + [Aerosol Transmissible Diseases Model Exposure Control Plan](https://www.dir.ca.gov/dosh/dosh_publications/ATD-Exposure-Control-Plan.docx)
  + [California Workplace Guide to Aerosol Transmissible Diseases](https://www.dir.ca.gov/dosh/dosh_publications/ATD-Guide.pdf)
* California Department of Fair Employment and Housing
  + [DFEH Employment Information on COVID-19](https://www.dfeh.ca.gov/wp-content/uploads/sites/32/2020/03/DFEH-Employment-Information-on-COVID-19-FAQ_ENG.pdf)