

SAINT MARY'S COLLEGE OF CALIFORNIA

INFECTIOUS DISEASE PREPAREDNESS AND RESPONSE PLAN

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<b>Change History</b>	<b>Date</b>	<b>Brief Description of Change</b>	
Revision 0	March 2020	New Document	
Revision 1	August 2020	Minor edits and corrections. Changed the exposure risk for the H&W Center employees from Medium Exposure Risk to High Exposure Risk, based on an Employee Exposure Assessment conducted in July 2020	

## **1. PURPOSE**

An Infectious Disease Preparedness and Response Plan (Plan) can help guide protective actions against the flu, SARS-CoV-2 virus (causes Coronavirus respiratory disease 2019, known as COVID-19), or other infectious agents. The Plan helps Saint Mary's College of California (College or employer) stay abreast of guidance from federal, state and/or local health agencies, and consider how to incorporate those recommendations and resources into workplace-specific plans.

## **2. SCOPE**

This Plan considers and addresses the level(s) of risk associated with various worksites and job tasks workers perform at those sites. Such considerations may include:

- Where, how, and to what sources of infectious agents might workers be exposed, including the sick individuals, those at particularly high risk of infection (e.g., international travelers who have visited locations with widespread sustained [ongoing] virus transmission), healthcare workers and others
- Non-occupational risk factors at home and in community settings
- Workers' individual risk factors (e.g., older age; presence of chronic medical conditions, including immunocompromising conditions; pregnancy)
- Controls necessary to address those risks

## **3. BASIC INFECTION PREVENTION MEASURES**

Protecting workers will depend on emphasizing basic infection prevention measures. As appropriate, including:

- Promote frequent and thorough hand washing, including by providing workers, customers, and worksite visitors with a place to wash their hands. If soap and running water are not immediately available, provide alcohol-based hand rubs containing at least 70% alcohol
- Encourage workers to stay home if they are sick
- Encourage respiratory etiquette, including covering coughs and sneezes
- Provide customers and the public with tissues and trash receptacles
- Establish policies and practices, such as flexible worksites (e.g., telecommuting) and flexible work hours (e.g., staggered shifts), to increase the physical distance among employees and between employees and others if state and local health authorities recommend the use of social distancing strategies
- Discourage workers from using other workers' phones, desks, offices, or other work tools and equipment, when possible
- Maintain regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment. When choosing

cleaning chemicals, consult information on Environmental Protection Agency (EPA)-approved disinfectant labels with claims against emerging viral pathogens. Products with EPA-approved emerging viral pathogens claims are expected to be effective against infectious agents, such as SARS-CoV-2 based on data for harder to kill viruses. Follow the manufacturer's instructions for use of all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.) Currently, the College uses 70-80% alcohol solution as a hand sanitizer and to disinfect surfaces.

#### **4. POLICIES AND PROCEDURES FOR PROMPT IDENTIFICATION AND ISOLATION OF SICK PEOPLE**

- Prompt identification and isolation of potentially infectious individuals is a critical step in protecting workers, students, visitors, and others at a worksite
- The College should inform and encourage employees to self-monitor for signs and symptoms of flu if they suspect possible exposure
- The College should develop policies and procedures for employees to self-report without fear of discrimination when they are sick or experiencing symptoms of COVID-19
- Where appropriate, the College should develop policies and procedures for immediately isolating people who have signs and/or symptoms of COVID-19, and train workers to implement them. Move potentially infectious people to a location away from workers, customers, and other visitors.
- Take steps to limit spread of the respiratory secretions of a person who may have COVID-19. If needed, provide a face covering, and ask the person to wear it, if tolerated. Note: A face covering (also called a face mask, surgical mask, procedure mask, or other similar terms) on a patient or other sick person should not be confused with personal protection equipment for a worker; the mask acts to contain potentially infectious respiratory secretions at the source (i.e., the person's nose and mouth).
- If possible, isolate people suspected of having COVID-19 separately from those with confirmed cases of the virus to prevent further transmission—particularly in worksites where medical screening, triage, or healthcare activities occur, using either permanent (e.g., wall/different room) or temporary barrier (e.g., plastic sheeting)
- Restrict the number of personnel entering isolation areas
- Protect workers in close contact with (i.e., within 6 feet of) a sick person or who have prolonged/repeated contact with such persons by using additional engineering and administrative controls, safe work practices, and personal protective equipment (PPE). Workers whose activities involve close or prolonged/repeated contact with sick people are addressed further in later sections covering workplaces classified at medium and very high or high exposure risk

## 5. COMMUNICATION ABOUT WORKPLACE FLEXIBILITIES AND PROTECTIONS

- Actively encourage sick employees to stay home
- Ensure that sick leave policies are flexible and consistent with public health guidance and that employees are aware of these policies
- Talk with companies that provide contract or temporary employees about the importance of sick employees staying home and encourage them to develop non-punitive leave policies. Do not require a healthcare provider's note for employees who are sick with acute respiratory illness to validate their illness or to return to work, as healthcare provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely way
- Maintain flexible policies that permit employees to stay home to care for a sick family member. Employers should be aware that more employees may need to stay at home to care for sick children or other sick family members than is usual.
- Recognize that workers with ill family members may need to stay home to care for them.
- Be aware of workers' concerns about pay, leave, safety, health, and other issues that may arise during infectious disease outbreaks. Provide adequate, usable, and appropriate training, education, and informational material about business-essential job functions and worker health and safety, including proper hygiene practices and the use of any workplace controls (including PPE). Informed workers who feel safe at work are less likely to be unnecessarily absent.
- Work with insurance companies (e.g., those providing employee health benefits) and state and local health agencies to provide information to workers and customers about medical care in the event of a COVID-19 or other infectious agent outbreak.

## 6. EMPLOYEE EXPOSURE ASSESSMENT

Worker risk of occupational exposure to SARS-CoV-2, the virus that causes COVID-19, during an outbreak may vary from very high to high, medium, or lower (caution) risk. The level of risk depends in part on the industry type, need for contact within 6 feet of people known to be, or suspected of being, infected with SARS-CoV-2, or requirement for repeated or extended contact with persons known to be, or suspected of being, infected with SARS-CoV-2. Job tasks fall into four risk exposure levels: very high, high, medium, and lower risk. Most College workers will likely fall in the lower exposure risk (caution) or medium exposure risk levels.

- Very High Exposure Risk - *Very high exposure risk* jobs are those with high potential for exposure to *known* or *suspected* sources of COVID-19 during specific medical, postmortem, or laboratory procedures. The College does not have employees with this risk factor
- High Exposure Risk - High exposure risk jobs are those with high potential for exposure to known or suspected sources of COVID-19. Workers in this category include healthcare delivery and support staff (e.g., doctors, nurses, and other hospital staff who must enter patients' rooms) exposed to known or suspected COVID-19 patients. The College's Health and Wellness Center employees may be in this risk factor

- Medium Exposure Risk - Medium exposure risk jobs include those that require frequent and/or close contact with (i.e., within 6 feet of) people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients. In areas without ongoing community transmission, workers in this risk group may have frequent contact with travelers who may return from international locations with widespread COVID-19 transmission. In areas where there is ongoing community transmission, workers in this category may have contact be with the general public (e.g., in schools, high-population-density work environments, and some high-volume retail settings)
- To protect workers who have Medium or High Exposure Risks:
  - Install physical barriers, such as clear plastic sneeze guards, where feasible
  - Consider offering face masks to ill employees and customers to contain respiratory secretions until they are able leave the workplace (i.e., for medical evaluation/care or to return home). In the event of a shortage of masks, a reusable face shield that can be decontaminated may be an acceptable method of protecting against droplet transmission
  - Keep students and visitors informed about symptoms of COVID-19 and ask sick students and visitors to minimize contact with workers until healthy again, such as by posting signs about COVID-19 in stores where sick students and visitors may visit (e.g., dining hall, chapel, etc.) or including COVID-19 information in automated message boards and flyers
  - Where appropriate, limit the public's access to the campus, or restrict access to only certain workplace areas.
  - Consider strategies to minimize face-to-face contact (e.g., offer classes online, phone-based communication, telework, etc.)
  - Communicate the availability of medical screening or other worker health resources (e.g., on-site nurse; telemedicine services, local health clinics, etc.)
  - When selecting personal protective equipment (PPE), consider factors such as function, fit, decontamination ability, disposal, and cost. Sometimes, when PPE will have to be used repeatedly for a long period of time, a more expensive and durable type of PPE may be less expensive overall than disposable PPE. Select the combination of PPE that protects workers specific to their workplace. Workers with medium exposure risk may need to wear some combination of gloves, a gown, a face mask, and/or a face shield or goggles. PPE ensembles for workers in the medium exposure risk category will vary by work task, the results of the employer's hazard assessment, and the types of exposures workers have on the job.
- Lower Exposure Risk (Caution) - Lower exposure risk (caution) jobs are those that do not require contact with people known to be, or suspected of being, infected with SARS-CoV-2 nor frequent close contact with (i.e., within 6 feet of) the general public. Workers in this category have minimal occupational contact with the public and other coworkers.
- To protect workers who do not have frequent contact with the general public:

- please see Sections 3, 4 and 5 above and implement control measures described in these sections
- Monitor public health communications about COVID-19 recommendations and ensure that workers have access to that information. Frequently check the CDC COVID-19 website
- Collaborate with workers to designate effective means of communicating important COVID-19 information.
- Workers Living Abroad or Traveling Internationally - workers living abroad or traveling on international business should consult the “Business Travelers” section of the OSHA COVID-19 webpage, which also provides links to the latest CDC and U.S. Department of State (DOS) travel advisories. The College should communicate to workers that the DOS cannot provide Americans traveling or living abroad with medications or supplies, even in the event of a COVID-19 outbreak. As COVID-19 outbreak conditions change, travel into or out of a country may not be possible, safe, or medically advisable. It is also likely that governments will respond to a COVID-19 outbreak by imposing public health measures that restrict domestic and international movement, further limiting the U.S. government’s ability to assist Americans in these countries. It is important that employers and workers plan appropriately, as it is possible that these measures will be implemented very quickly in the event of worsening outbreak conditions in certain areas.

## **7. FOR MORE INFORMATION**

Federal, state, and local government agencies are the best source of information in the event of an infectious disease outbreak, such as COVID-19. Staying informed about the latest developments and recommendations is critical, since specific guidance may change based upon evolving outbreak situations. Below are several recommended websites to access the most current and accurate information:

- Occupational Safety and Health Administration website
- Centers for Disease Control and Prevention website
- National Institute for Occupational Safety and Health website

## **8. PROGRAM MAINTENANCE AND EVALUATION**

The Director of Environmental Health & Safety will review this Plan at least annually and update as necessary.