



# CORONAVIRUS DISEASE 2019 (COVID-19) BEST PRACTICES: SAMPLE SAFETY PLAN

## 1. Develop an Infectious Disease Preparedness and Response Plan

- a. Update an existing plan to include COVID-19.
- b. Set up a new plan, if previously non-existent.
- c. Appoint a risk or safety officer to oversee the plan.
- d. Additional information – OSHA Guidance on Preparing Workplaces for COVID-19 <https://www.osha.gov/Publications/OSHA3990.pdf> (pages 9-10).

## 2. Conduct an Organizational Risk Assessment

- a. Identify possible sources of exposures to COVID-19.
  - i. Identify how the COVID-19 virus may get to your organization.
  - ii. Determine where and how employees may be exposed to the virus within your organization or facility.
    - 1) Assess the risk of your employees’ exposures to persons infected with COVID-19 in the course of their duties.
    - 2) Determine if and how employees can be exposed in the course of their duties to environments or materials contaminated with the COVID-19 virus.
    - 3) Identify and isolate sick workers with signs and symptoms, and/or a history of travel to COVID-19 infected areas.
- b. Determine the level of risk in your organization – see table below:

Very High Risk	Health care workers and first responders performing aerosol- generating procedures (intubation, cough induction procedures, bronchoscopies, some dental procedures, invasive specimen collections), health care lab personnel handling specimens from known or suspected infected patients), morgue workers performing autopsies.
High Risk	Healthcare workers not performing aerosol-generating procedures), EMT’s transporting in enclosed vehicles, mortuary workers.
Medium Risk	Jobs that include those that require frequent and/or close contact (within 6 feet) of people who may be infected but who are not known to be infected (frequent contact with travelers or if in a community where high incidence of transmissions and have contact with the general public.
Low Risk	Jobs that do not require contact with people known or suspected of being infected or do not have close contact with the general public.

- c. For more information, refer to the RAS website.  
[https://www.rascompanies.com/pdf/ras\\_covid\\_19\\_employer\\_recommendations\\_2020-03-11.pdf](https://www.rascompanies.com/pdf/ras_covid_19_employer_recommendations_2020-03-11.pdf)

### 3. Implement Workplace Controls

- a. Use hierarchy of controls.
- b. The types of controls will depend on the level of risk.
- c. Implement safety and industrial hygiene controls which may include:
  - i. **Engineering Controls** may include:
    - 1) Installation of physical barriers such as sneeze guards, clear plastic, or high-efficiency air filters.
    - 2) Installation of drive-through windows for customer service.
  - ii. **Administrative Controls** may include:
    - 1) Encouraging sick employees to stay at home.
    - 2) Encouraging flexible worksite (telecommuting) and flexible work hours (staggered shifts), when feasible.
    - 3) Developing policies, plans, and emergency communications.
    - 4) Providing relevant information and training to employees on general protection and use of PPE.
  - iii. **Safe Workplace Practices and Controls** may include:
    - 1) Implementing and enforcing policies and procedures for identification and isolation of sick persons.
    - 2) Implementing basic infection control measures.
    - 3) Developing, implementing, and communicating workplace flexibilities and protections.
  - iv. **Personal Protective Equipment (PPE):**
    - 1) The types of PPE provided will depend on the exposures and level of risk.
    - 2) Adequate PPE must be provided by the employer.
    - 3) Adequate training must be provided to all employees on the use, maintenance, and proper disposal of PPE.
- d. Additional information – OSHA Guidance on Preparing Workplaces for COVID-19  
<https://www.osha.gov/Publications/OSHA3990.pdf> (pages 14-18).

### 4. Planning Checklist for COVID-19

- a. General safety/infection control activities
- b. Emergency medical services activities

- c. Hospital and healthcare activities
  - i. Emergency department
  - ii. Outpatient services/Community health centers
  - iii. Homecare activities
  - iv. Long-term care/skilled nursing activities
  - v. Alternate care site/system activities
- d. Additional information – COVID-19 Healthcare Planning Checklist  
<https://www.phe.gov/Preparedness/COVID19/Documents/COVID-19%20Healthcare%20Planning%20Checklist.pdf>

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