



RETURN TO WORK GUIDE
MAY 2020





At AssuredPartners, we recognize the significant impact that COVID-19 has had on our clients and partners. As companies begin to shift their attention to returning to work, we want to be there with you every step of the way.

In this guide you will find several resources that you may find valuable in the coming weeks and months, including a “COVID-19 & Your Workplace Checklist” to help you prepare and maintain a safe work environment.

In addition, you will also find a list of services currently being used by AssuredPartners customers across the nation. We believe you may find these resources helpful, particularly for their national scalability.

We encourage you to take a moment to familiarize yourself with the various return to work wellness solutions available. When you are ready, your AssuredPartners team can help your business navigate your new normal and get your employees back to work.



The information contained in this guide is intended to be used as a general resource and should not be construed as legal, financial, or medical advice. We encourage all customers to continue to work alongside the guidance of their legal counsel and financial professionals.

RETURN TO WORK CHECKLIST



WORKPLACES DURING THE COVID-19 PANDEMIC



The purpose of this tool is to assist employers in making (re)opening decisions during the COVID-19 pandemic, especially to protect vulnerable workers. It is important to check with state and local health officials and other partners to determine the most appropriate actions while adjusting to meet the unique needs and circumstances of the local community.

Should you consider opening?

- ✓ Will reopening be consistent with applicable state and local orders?
- ✓ Are you ready to protect employees at higher risk for severe illness?

ANY
NO



DO NOT OPEN

ALL
YES



Are recommended health and safety actions in place?

- ✓ Promote healthy hygiene practices such as hand washing and employees wearing a cloth face covering, as feasible
- ✓ Intensify cleaning, disinfection, and ventilation
- ✓ Encourage social distancing and enhance spacing between employees, including through physical barriers, changing layout of workspaces, encouraging telework, closing or limiting access to communal spaces, staggering shifts and breaks, and limiting large events, when and where feasible
- ✓ Consider modifying travel and commuting practices. Promote telework for employees who do not live in the local area, if feasible.
- ✓ Train all employees on health and safety protocols

ALL
YES



Is ongoing monitoring in place?

- ✓ Develop and implement procedures to check for signs and symptoms of employees daily upon arrival, as feasible
- ✓ Encourage anyone who is sick to stay home
- ✓ Plan for if an employee gets sick
- ✓ Regularly communicate and monitor developments with local authorities and employees
- ✓ Monitor employee absences and have flexible leave policies and practices
- ✓ Be ready to consult with the local health authorities if there are cases in the facility or an increase in cases in the local area

ALL
YES



OPEN AND MONITOR

ANY
NO



MEET SAFEGUARDS FIRST

ANY
NO



MEET SAFEGUARDS FIRST





The COVID-19 pandemic continues to spread rapidly throughout the United States. Keep your employees and their families safe by properly preparing your workplace. Review the strategies outlined below to ensure that your workplace is prepared for the COVID-19 pandemic. Consider creating a formal return to work plan to help reintegrate workers.

Keeping Employees Healthy	DONE	NEEDS TO BE DONE
Actively encourage sick employees to stay home, either taking paid time off or working from home. Someone with a fever ≥ 100.4 degrees, a cough or trouble breathing should stay home and call their doctor or health department.	<input type="checkbox"/>	<input type="checkbox"/>
Consider whether face masks or other PPE are appropriate for your business and consider any necessary employee training on proper usage. Contact your AssuredPartners Representative for resources on purchasing PPE.	<input type="checkbox"/>	<input type="checkbox"/>
Ensure that your sick leave policies are flexible and consistent with public health guidance, and that employees are aware of these policies.	<input type="checkbox"/>	<input type="checkbox"/>
Place posters/signage at the entrance to your workplace that encourage staying home when sick, PPE requirements, cough and sneeze etiquette, and hand hygiene.	<input type="checkbox"/>	<input type="checkbox"/>
Provide tissues and no-touch disposal receptacles for use by employees.	<input type="checkbox"/>	<input type="checkbox"/>
Instruct employees to wash their hands often with soap and warm water for at least 20 seconds. Hand sanitizer should be used whenever normal hand-washing isn't an option.	<input type="checkbox"/>	<input type="checkbox"/>
Provide soap and water, and alcohol-based hand rubs in the workplace. Ensure that adequate supplies are maintained. Place hand rubs in multiple locations or in conference rooms to encourage hand hygiene.	<input type="checkbox"/>	<input type="checkbox"/>
Reduce occupancy by creating staggered work schedules. This could include staggered arrival/departure times, alternating work days/weeks, continue to encourage working from home where applicable.	<input type="checkbox"/>	<input type="checkbox"/>
Encourage employees to keep a 6-foot distance between each other. Consider creating a walk-traffic flow that discourages congestion.	<input type="checkbox"/>	<input type="checkbox"/>
Consider current worksite layout. Per the guidelines, employee workstations should be 6 feet apart. Consider keeping office doors closed, cubicle wall height, staggering desk locations, physical barriers for reception, etc.	<input type="checkbox"/>	<input type="checkbox"/>
Visitor & Vendor Management: Reduce non-essential visits, pick ups or deliveries. Provide vendors with any rules or guidance on proper social distancing and obtain acknowledgement.	<input type="checkbox"/>	<input type="checkbox"/>
Host meetings virtually when possible. Any necessary gatherings should be limited to fewer than 10, and instruct workers to maintain at least 6 feet of distance from others. Discourage/ban handshakes.	<input type="checkbox"/>	<input type="checkbox"/>
Consider canceling business-related events that involve gatherings of 50 people or more.	<input type="checkbox"/>	<input type="checkbox"/>
Increase cleaning schedules. Routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops and doorknobs. Use standard cleaning agents and follow the directions on the label. See CDC guidance on Cleaning and Disinfecting Your Facility . If specialized professional facility cleaning is needed, contact your AssuredPartners team.	<input type="checkbox"/>	<input type="checkbox"/>
Provide disposable wipes so that commonly used surfaces (e.g., doorknobs, keyboards, remote controls and desks) can be wiped down by employees before each use.	<input type="checkbox"/>	<input type="checkbox"/>
Advise employees to reconsider any nonessential travel plans.	<input type="checkbox"/>	<input type="checkbox"/>
Consider canceling any business-related travel plans.	<input type="checkbox"/>	<input type="checkbox"/>
Provide guidance for managing employee mental health concerns with employees return to work. This could include greater promotion of EAP services.	<input type="checkbox"/>	<input type="checkbox"/>



Keeping Employees Informed	DONE	NEEDS TO BE DONE
Communicate a return to work plan to all employees. This plan should include details on how workers will safely and successfully return to work.	<input type="checkbox"/>	<input type="checkbox"/>
Consider creation of employee awareness training module(s) on return to work protocol, safety, hygiene and social distancing guidelines.	<input type="checkbox"/>	<input type="checkbox"/>
Create an action plan for communicating important business updates to employees.	<input type="checkbox"/>	<input type="checkbox"/>
Deliver regular company updates with information about what your company is doing to keep employees safe and healthy.	<input type="checkbox"/>	<input type="checkbox"/>
Ensure that your IT infrastructure is equipped to handle more employees working from home and increased frequency of communications.	<input type="checkbox"/>	<input type="checkbox"/>
Provide communications in as many formats as possible to ensure that your message is accessible.	<input type="checkbox"/>	<input type="checkbox"/>

Keeping Employees Protected	DONE	NEEDS TO BE DONE
Review leave policies and consider revising them to add flexibility for COVID-19-related leave.	<input type="checkbox"/>	<input type="checkbox"/>
Expand or enhance telecommuting policies to help keep employees away from the office.	<input type="checkbox"/>	<input type="checkbox"/>
Expand or enhance IT and cyber security policies to prepare for employees working from home.	<input type="checkbox"/>	<input type="checkbox"/>
Review business continuity practices to prepare for a potential business closure.	<input type="checkbox"/>	<input type="checkbox"/>
Allow/communicate processes for individualized requests regarding returning to work.	<input type="checkbox"/>	<input type="checkbox"/>
Consider limiting the number of entrances to buildings, and procuring any necessary signage for entrances. Signage may include guidance on proper PPE before entering the building.	<input type="checkbox"/>	<input type="checkbox"/>
Make PPE available to any visitors or vendors that may need to use common office equipment.	<input type="checkbox"/>	<input type="checkbox"/>
Create a disaster preparedness kit for each physical location to include (but not limited to) bottled water, first aid kit essentials, sanitation and hygiene supplies, PPE, emergency supplies and nonperishable food and snacks.	<input type="checkbox"/>	<input type="checkbox"/>
Perform a Property/Premise Inspection to include (but not limited to) review of signs of intrusion, roof leaks, adequate lighting, emergency lighting, emergency exit access, fire safety plans, HVAC system testing, electrical equipment, etc.	<input type="checkbox"/>	<input type="checkbox"/>

Keeping Employees Protected – Screening/Temperature Checks	DONE	NEEDS TO BE DONE
Provide prior notice to employees that you will be screening them. The Equal Employment Opportunity Commission permits employers to measure employees' body temperatures prior to entering the worksite. Any employee screening should be implemented on a nondiscriminatory basis, and all information gleaned should be treated as confidential medical information under the Americans with Disabilities Act. The identity of workers exhibiting a fever or other COVID-19 symptoms should only be shared with members of company management with a true need to know.	<input type="checkbox"/>	<input type="checkbox"/>



COVID-19

Communicate someone with a fever ≥ 100.4 degrees, a cough or trouble breathing should stay home and call their doctor or health department. The ideal time to take a temperature is 6 hours after taking medications that affect their temperature such as acetaminophen, ibuprofen, and aspirin. Also, one should wait 30 minutes after eating, drinking or exercising.	<input type="checkbox"/>	<input type="checkbox"/>
In addition to temperature screening, employers may perform a symptom questionnaire, asking questions such as: Are you experiencing any of the common CDC specified COVID-19 symptoms ? Have you tested positive or are you awaiting test results for COVID-19? Have you self-quarantined? If so, for how long and why? Have you been exposed to anyone currently waiting for COVID-19 test results? Have you been exposed to anyone with any of the CDC specified symptoms? Have you traveled outside of your state province or regional area? <i>*Employers may only ask these questions of employees that are physically reporting to work. Employers are still prohibited from asking medical questions unless they are related to performance of essential job functions.</i>	<input type="checkbox"/>	<input type="checkbox"/>
Onsite Testing Option 1 – Self testing: Associates enter through designated door. Equipment, cleaning supplies and reporting instructions available.	<input type="checkbox"/>	<input type="checkbox"/>
Onsite Testing Option 2 – Employee tester: Train testers. PPE options are available. Contact your AssuredPartners representative for PPE vendors.	<input type="checkbox"/>	<input type="checkbox"/>
Onsite Testing Option 3 – Vendor tester: if an outside vendor is preferred to take temperatures, test for COVID-19 or antibodies, contact your AssuredPartners team.	<input type="checkbox"/>	<input type="checkbox"/>
Onsite Testing Option 4 – Thermal temperature checks: Thermal temperature screening options which do not require personnel are available for purchase/lease. Contact your AssuredPartners team for more information.	<input type="checkbox"/>	<input type="checkbox"/>
If needed, consider the use of a log to track temperatures. Ensure any use complies with applicable laws and regulations.	<input type="checkbox"/>	<input type="checkbox"/>

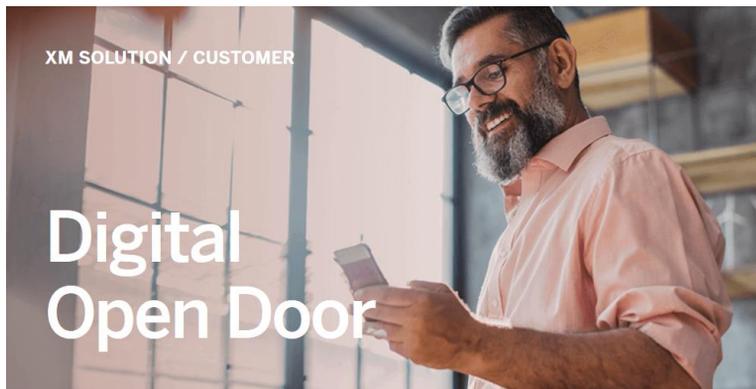
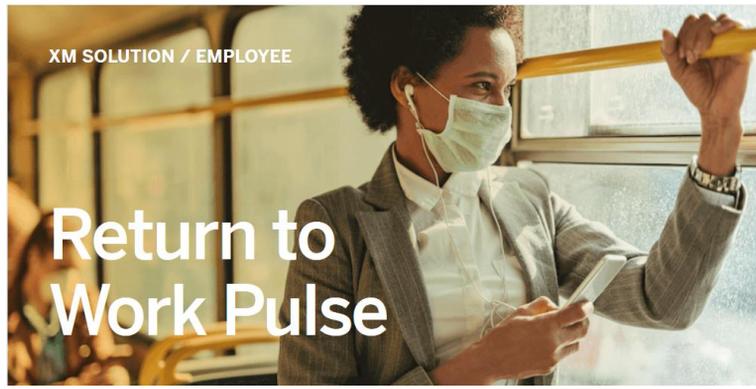
As the situation continues to progress, it’s important that you keep your compliance obligations in mind while you prepare your business to deal with the COVID-19 pandemic. This checklist is meant for planning purposes only and should not supersede applicable state or local guidance. Additionally, please review any workplace-specific considerations, which could be more involved depending on the industry you operate in, when drafting your return to work plan. The CDC offers a [general FAQ](#) for Interim Guidance for Businesses and Employers.

For further resources on COVID-19, contact AssuredPartners.

COVID-19 Disclaimer: Any statements contained herein relating to the impact of COVID-19 and/or the coronavirus on insurance coverage or any insurance policy is not a legal opinion, warranty, or guarantee and should not be relied upon as such. The situation surrounding COVID-19/coronavirus is changing constantly; as a result, any discussions that might take place may not necessarily reflect the latest information regarding recently-enacted, or pending or proposed legislation or guidance that could override, alter or otherwise affect existing insurance coverage. Answers to policy-specific questions will always depend on the terms and conditions of an individual policy and the specific facts relating to a potential claim. As insurance agents/brokers, we do not have the authority to make coverage decisions or render legal advice.

SURVEYING EMPLOYEES





CLICK EACH GRAPHIC TO VIEW A SHORT DEMO

[Qualtrics Back to Work solutions are available to AssuredPartners' customers at no cost for 90 days!](#)

QUALTRICS XM SOLUTIONS

Connect with your customers and get back to business

COVID-19 created unprecedented disruption to personal lives and businesses. Know exactly what your customers need by implementing [expert-designed, automated solutions](#). Back to Business XM Solutions is free for 90 days.

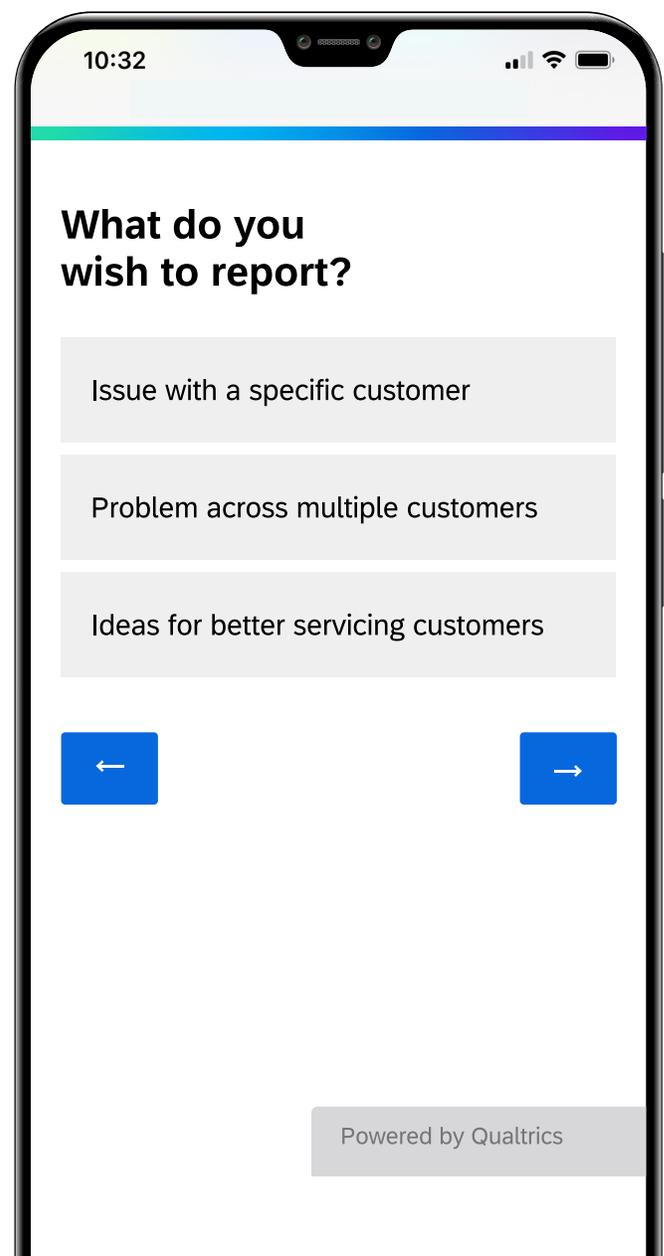
THE PROBLEM

Your business operations will need to continually adapt as the economy recovers. Show your customers you hear them by applying their feedback to new in-location policies, refreshing your digital presence, and managing customer service operations. The quicker you're able to act, the more trust you can build to move your business forward.

OUR SOLUTION

The Back to Business XM Solutions help organizations:

- + Surface issues and equip frontline teams to take immediate actions that drive retention
- + Understand shifting customer expectations and take actions in real time to build confidence and trust
- + Create transparency through a digital open door with customers to get feedback, share updates, and optimize web and app experiences



Frontline Connect

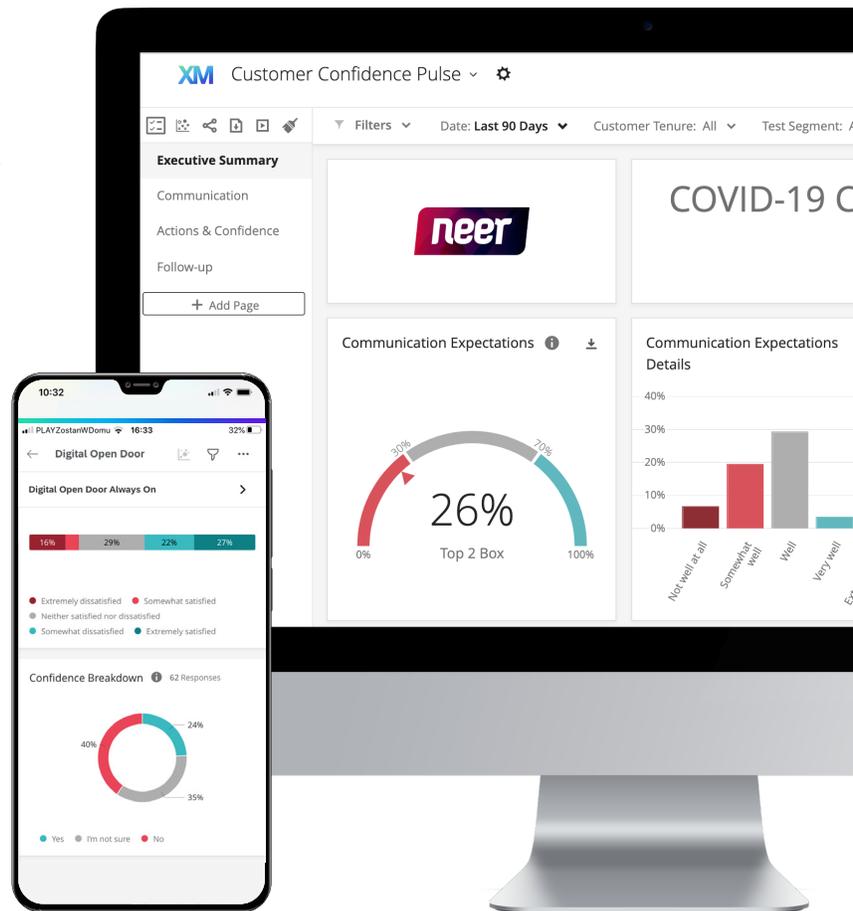
- + Empower your frontline, those who know your customers the best, with automated recommended actions to create fast resolution
- + Help account managers identify and retain at-risk accounts through automated actions

Customer Confidence Pulse

- + Continuously monitor and quickly adapt to evolving customer expectations
- + Confirm response measures are effectively communicated and understood
- + Capture key insights to take targeted action to improve customer confidence

Digital Open Door

- + Keep a real-time pulse on changing customer preferences and sentiment via digital touch points
- + Easily communicate guidance, available support, and updates to service
- + Optimize your digital experiences to meet changing needs

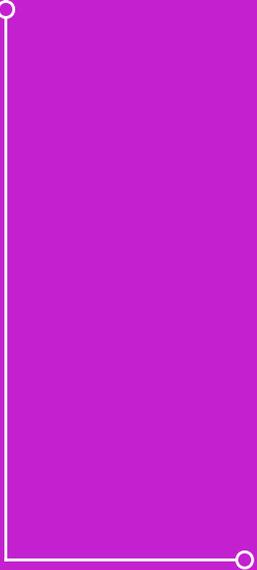


**The Back to Business
XM Solutions are provided
free for 90 days**

qualtrics^{XM}

Set up a [free account](#) and follow the short, guided process to configure the solution to match your organization's needs. Terms and conditions apply.

Qualtrics is the world's leading experience management platform. With Qualtrics XM you can create, monitor and manage every experience on a single platform. Our advanced artificial intelligence and machine learning helps uncover deep insights and makes connections between your customer, employee, product and brand experiences to help close experience gaps and drive value back to the bottom line. Learn more at qualtrics.com.



RETURN TO WORK WELLNESS VENDORS



Third Party Wellness Partner

Quick View Guide



	<u>HealthCheck by Stratum</u>	<u>HealthCheck 360 Wellness</u>	<u>OnSite Health Diagnostics</u>	<u>Wellness Coaches</u>	<u>Wellness Corporate Solutions</u>
	<i>Page 14</i>	<i>Page 16</i>	<i>Page 19</i>	<i>Page 21</i>	<i>Page 22</i>
How is the service delivered?	Virtual Platform & App	On-Site Staffed and/or Virtual Platform & App	On-Site Staffed Symptom & Temperature Checks	On-Site Staffed Symptom & Temperature Checks	On-Site Staffed Symptom & Temperature Checks
How are symptoms logged?	Symptoms are self-reported by the employee and logged in the HealthCheck system	Symptoms are self-reported by the employee and logged in the HealthCheck 360 system; on-site staffed clinics perform temperature checks and/or antibody testing	Employees self-report symptoms via questionnaire & clinical staff perform non-invasive temperature check	Employees self-report symptoms via questionnaire & clinical staff perform non-invasive temperature check	Employees self-report symptoms via questionnaire & clinical staff perform non-invasive temperature check; flu vaccines & health coaching also available
Is antibody testing available?	No	Yes, either on-site or at local LabCorp clinic	Yes	Yes, on-site	Yes, either on-site or at local LabCorp clinic
How is this service billed to employers?	Flat monthly fee for platform, plus additional monthly fee per user	On-Site services billed in shifts at an hourly rate (3-hour minimum per shift); platform & app available at additional cost	Services billed in shifts at an hourly rate (4-hour minimum per shift)	Services billed in four-hour shifts at a flat rate	Services billed in half (4 hours) or full day (8 hours) shifts at an hourly rate



Protect your Employees, Customers and Organization against the risks of COVID-19 for one low price.

Safeguard the health of your employees and the health of your business, with daily wellness check-ins. HealthCheck is here to get your team back to work, and back to community.

HealthCheck is a secure, easy to use platform, designed to assess the health of your workforce. By answering a short series of questions, employees can protect each other from the spread of COVID-19 and other infectious diseases, while preserving the well-being of your company.

Protect your employees and avoid HR risk in a few short steps.



Screen

Proactively enter symptoms and body temperature before, during and after work.



Approve

Prevent outbreaks by providing clear guidance to employees on whether to stay home or go to work.



Protect

Evaluate anonymized dashboards to assess health trends by department and locations to proactively avoid risks.

How HealthCheck helps your Company prepare

- ✔ Promote employee wellness by mitigating the spread of viruses
- ✔ Adjust work schedules and forecast temporary job needs
- ✔ Protect customers and partners against health risks
- ✔ Guard the Company against legal and HR risks
- ✔ Boost onsite team morale and productivity
- ✔ Improve communication between Employees and HR

Our customers protect their Employees, Customers and Organization from the risks of COVID-19 with HealthCheck.

Free until June 1, 2020

Pricing starts as low as \$0.06*

*per Employee

Get Started with HealthCheck

A digital health screening that helps keep your Organization and Employees safe.

Get ahead of the spread. By tracking employee wellness in real-time, you avoid health and financial risk, while giving managers the readiness to plan.



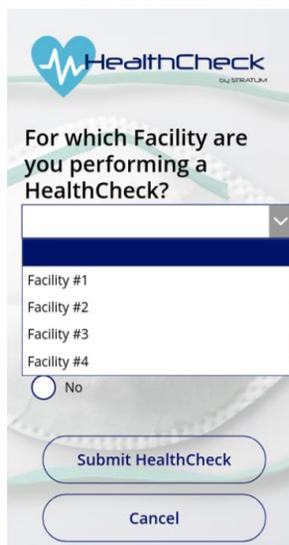
How HealthCheck's wellness tracker works

User registration



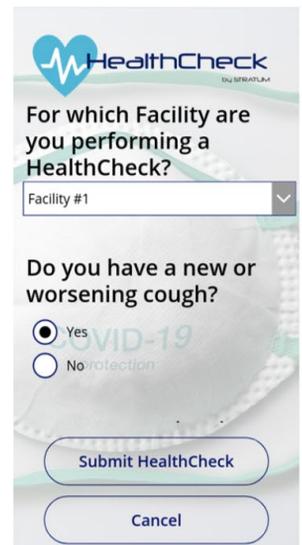
Users register for the app in a few easy steps, utilizing a unique user code provided by HealthCheck.

Place of Work



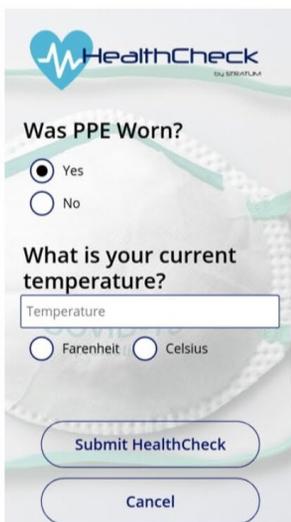
If your company has more than one floor, department or building, guests will indicate their facility. This will help pinpoint potential outbreaks or exposure hot spots.

Health Screening



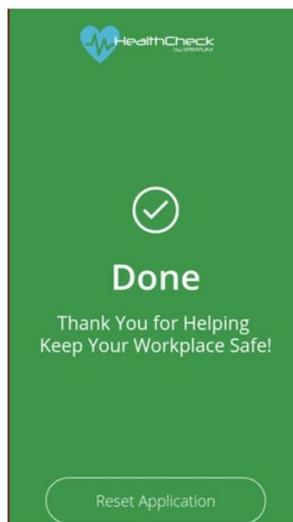
Once registered, employees will be able to select the Health Screening - a short series of yes or no questions, following guidelines from the CDC and infectious disease professionals.

Symptoms



The questions address current or worsening health symptoms, including cough, "runny nose," and shortness of breath. The app will also ask employees to take and record their temperature.

Results



At the end of each screening, employees will receive one of three results, including eligible to work (green), consult a supervisor (yellow) or stay home and contact a supervisor for potential testing instructions (red).

Manager Dashboard



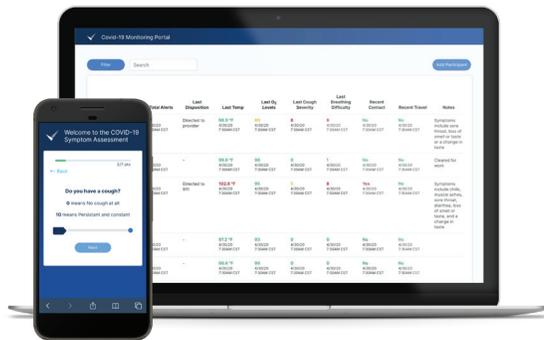
In real-time, employee results will be transferred and organized onto a manager dashboard, allowing them to proactively address staffing needs and identify hotspots.



COVID-19 DAILY SYMPTOM TRACKER

DAILY SYMPTOM TRACKER

Help your employees assess their physical health anytime, anywhere with the daily symptom tracker.



Keeping sick and symptomatic employees away from your workplace is critical in preventing and mitigating the spread of COVID-19. It's also essential for employers to demonstrate that they are doing everything they can to provide a safe workplace and prevent the spread of the virus is to minimize employer litigation risk. HealthCheck360's daily symptom tracker guides your employees in assessing their physical health before going to work each day.

MITIGATE RISKS

Daily symptom checking should detect the majority of symptomatic cases, including mildly symptomatic ones, among those who accurately respond. This is the essential first step to protect your workforce. The data collected allows employers to prevent symptomatic employees from returning too early, track COVID related absence, and leverage data to identify trends to mitigate outbreaks.

Daily symptom tracking increases awareness of risk within the employee population and demonstrates a commitment of safety to employees. When paired with daily temperature checks and clinical support, employers are able to manage risk systemically, while directly supporting employee health.

EASY TO USE

Developed for all skill levels, the tracker guides users through the process. Employees complete a one-time enrollment process to set their reminder and notification preferences. Once set-up is complete, users receive a daily text or email reminder at the time of their choice with a link to complete the brief questionnaire before going to work. Once the employee answers the questions, the system gives them a “green light” or “red light” indicating if they can proceed to the temperature screening step.

If you’re asking employees to self-report temperature, they can do that right away from their home. If you’re providing temperature screenings at the work site, the employee proceeds to work for their temperature screening and enters the result into the system when they arrive at work. If the temperature value eliminates the employee’s ability to work, the system again provides a “red light” and instructions for next steps.

KEY FEATURES:

- Easy, one-time set-up & sign-in via text message means there is no username or password to remember
- Users access the mobile-optimized tracker on their phone’s browser
- Employees receive a daily text or email reminder to complete the assessment at the time of their choice to best fit with their schedule and lifestyle
- Developed for any technology or skill level, questions take less than 1 minute to complete
- The tracker provides a clear “green light” or “red light” guidance to the employee to show if they can proceed to work, or if they need to stay home
- Employers are automatically notified when an employee is flagged to stay home, reducing the administrative burden of reporting and follow-up
- Integrates with care management team to provide follow-up support to employees who are symptomatic or asked to stay home

ADMINISTRATIVE SUPPORT

Managing the process of daily recordings, symptomatic employees, and who is at home is easy with the tracker’s administrative portal, included in the platform. These tools arm your management team with data to track employees asked to stay home, along with oversight of employees’ symptoms before they come back to work. The system includes:

- Notifications and active alerts for symptomatic or incomplete employees, ensuring you spend your time where it’s needed most
- Status of high-risk participants
- Daily on-demand reports
- Reporting by location
- Employee PHI is stored in HIPAA compliant manner, improving your compliance with regulatory requirements

If your company has elected HealthCheck360’s care management services along with the symptom tracker, you’ll get additional insights into which at-home employees have connected with a HealthCheck360 nurse along with their current return to work status. Our goal is to give employers easy access to employee status while removing the administrative burden.

Contact HealthCheck360 today to keep your employees safe and healthy.



COVID-19 ANTIBODY TESTING

HealthCheck360 believes that antibody testing is an essential tool in the fight against COVID-19. We are pleased to be offering the Abbott Laboratory SARS-CoV-2 IgG antibody test to assist employers in keeping their workplaces as safe and healthy as possible. The Abbott test is approved by the FDA under the Emergency Use Authorization and has 99.5% specificity and 100% sensitivity.

THE PROCESS IS EASY FOR EMPLOYEES & EMPLOYERS

HealthCheck360 is offering the antibody testing in partnership with LabCorp. Employees can receive the screening through on-site testing, in coordination with existing biometric screening events, or at one of LabCorp's more than 2,000 clinics throughout the country. The participant experience is similar to an on-site biometric screening:

- Employees schedule their testing appointment on the myHealthCheck360 mobile app or online portal.
- The sample is collected as a full blood draw for each individual on the day of the screening event.
- Test results are made available on the myHealthCheck360 app and portal within 3-5 business days.

Employees have access to the HealthCheck360 clinical hotline for additional information about their test results.

RESULTS & REPORTING

The COVID-19 antibody test results are delivered to employees through the myHealthCheck360 online portal within 3-5 business days. Employers receive an additional report containing individual results for their employee population.

COST & IMPLEMENTATION

The cost for our antibody testing is \$109 per test*. On-site testing events require a minimum of 20 participants, and all PPE is provided. Implementation lead time is as short as 2 – 3 weeks.

HealthCheck360's antibody testing is one of the most sensitive tests available on the market today. Protect your workforce by reducing the spread of the disease. Contact HealthCheck360 to start the testing process for your population.

*Other costs may apply for certain geographic locations like Alaska, Hawaii, Guam, Puerto Rico and Canada.

Stress Free Health Screenings



We cover the nation without requiring site minimums. We offer 5 screening methods: Onsite, Lab, Retail Pharmacy, Physician Form, and Home Test Kit. All are scheduled by our customizable portal.

★★★★★ 9.4
★★★★★ 10

OVERALL CLIENT SATISFACTION

We score 9.4 out of 10 stars on customer satisfaction surveys, and our customers stick around.

250,000+ Screenings Per Year
in over **1,600** Locations

Our Pricing Options Mean *Flexibility to Work with Your Organization's Needs*

TRADITIONAL PRICING	ALL INCLUSIVE PRICING
<p>Price per Participant</p> <p>Extras Fees</p> <ul style="list-style-type: none"> ✈ Travel Expenses 🗑 Medical Disposal 📦 Medical Supplies 📍 Site Minimums 	<p>Price per Participant</p>

Professional Staff and Bullet Proof Logistics Means *Stress Free Events*



- All events are lead by a certified Team Lead of Onsite Health Diagnostics, no exceptions
- We don't use staffing agencies and we send one extra for every three planned staff

Highly Customizable Online Scheduling Portal



- Customize your logo, as well as add text and graphics to match your messaging and wellness campaign
- Customize the sign up form and other processes, like our e-signature capability (e.g. HIPAA release)
- Customize system emails: both the “set it and forget it” emails that confirm and remind participants of all scheduled activities, as well as the broadcast emails that can be sent to your choice of pre-populated distribution lists (e.g. those who have not yet signed up)

We are Flexible:
*minimal interruption,
regardless of industry*



Shift Work



Factories



High Security

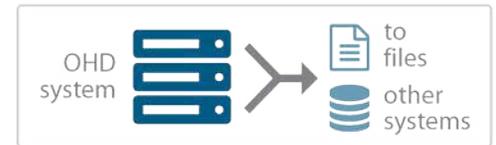


Govt.

**Marketing Materials
to Support Your
Participation Goals**

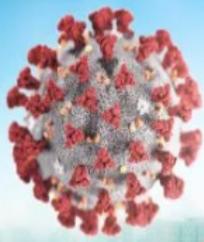


**Transmit Results to
Other Systems: *in a
variety of methods***



Real-Time Wireless Biometric Data Capture Solution

Additional Features	Included	Available
Professional on-boarding and campaign planning	✓	
Dedicated account executive and event coordinator	✓	
Call center registration for those without computer access	✓	
Third party registration to facilitate manual sign-ups	✓	
Client dashboard to monitor event participation	✓	
Registration staff always included	✓	
Extra supplies to accommodate walk-in participants	✓	
Physician form upload function as alternative to fax	✓	
Flu shot coordination		✓
“Teachable Moment” exit counseling		✓
Single sign-on process		✓
Online aggregate reporting		✓
Real-Time event flow alerts		✓



**Wellness
Coaches™**

Engage. Inspire. Thrive.

COVID-19 Return to Work Services Now Available!

As we all begin to transition back to work, Wellness Coaches is working around the clock with our industry partners to offer key COVID-19 related services and support to help protect everyone's health and well-being. Below you will find a list of our most popular solutions.

Onsite Temperature Monitoring

★ Onsite temperature reading and monitoring by trained technicians and nurses. This is immediately available in most areas of U.S.

- \$65/hr. w/ a technician or \$85/hr. w/ a nurse

PPE Supplies

★ We are working with various PPE suppliers to help employers source items such as masks, gloves, thermometers and hand sanitizer.

- Contact us for an updated supply list.

Onsite COVID-19 Testing

★ We are working with our testing partners to schedule and administer FDA approved onsite COVID-19 testing.

COVID-19 Testing Service

Serology (Antibody) Test - \$40 per test

PCR (Antigen) Test - \$135 per test

+

Nurse - \$85 per hour

Tech - \$65 per hour

PPE/Ancillary Costs

Telehealth Nutrition Services

★ Connect with a Registered Dietitian via phone, tablet or computer.

- No cost under many health plans.
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Visit our **COVID-19 Rapid Response Resource Center** at www.wcusa.com for up-to-date, factual information about COVID-19, along with articles, webinars, and recorded meditations for reducing stress, eating well, exercising, and increasing productivity.

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to Get Started:**

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866.894.1300

COVID-19 Symptom Screenings

Wellness Corporate Solutions, powered by LabCorp (WCS)* is committed to bringing innovative solutions to its clients. As a result of the COVID-19 outbreak, our clients have requested a solution to support screening of their essential workers during this unprecedented time.

In response to urgent requests for on-site screening support, WCS powered by LabCorp is pleased to announce the launch of two new screening service product offerings:

Stay at Work

Helps essential businesses determine the presence of an elevated temperature and other possible COVID-19 symptoms in employees who are reporting to work during the COVID-19 outbreak.



Return to Work

Helps essential businesses determine the presence of an elevated temperature and other possible COVID-19 symptoms in employees who request to return to work.



For both product offerings, WCS powered by LabCorp provides staffing and supplies (subject to availability) to perform a simple, two-step process:

- Completion of a questionnaire to screen for symptoms that may be consistent with COVID-19
- Performance of a non-invasive temperature check

Following the screening, in accordance with the client's policies and procedures, employees will be cleared for work or redirected to the client's human resources or other designated client staff for further action.

Return to Work and **Stay at Work** product offerings are conducted by trained WCS, powered by LabCorp staff, all of whom are W-2 employees.



Contact Us

For more information, call us at 1-877-469-5411
or email info@wellnesscorporatesolutions.com

Visit us at www.wellnesscorporatesolutions.com

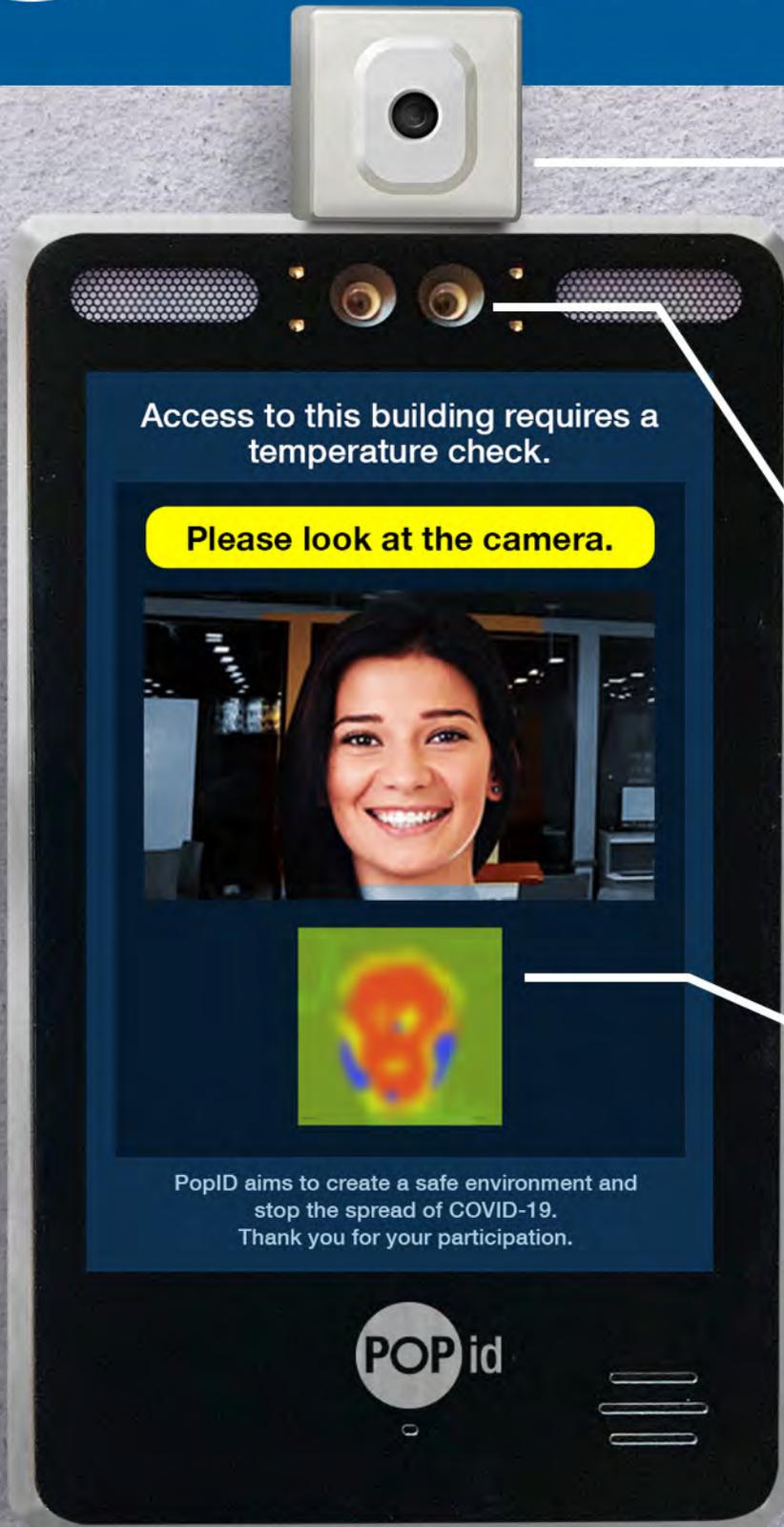
*Wellness Corporate Solutions, powered by LabCorp, is the brand used by LabCorp Employer Services, Inc., a subsidiary of Laboratory Corporation of America Holdings (LabCorp), and provides wellness services and is not itself a subsidiary of LabCorp.

THERMAL TEMPERATURE SCANNING





Building & Home Security that Stops the Spread of COVID-19



**Thermal
Camera to
Read Entrant's
Temperature**

**Facial
Recognition
Camera**

**Access
Denied if
Temp. is Above
Pre-Set
Degrees**

1 Device, 3 Ways to Use



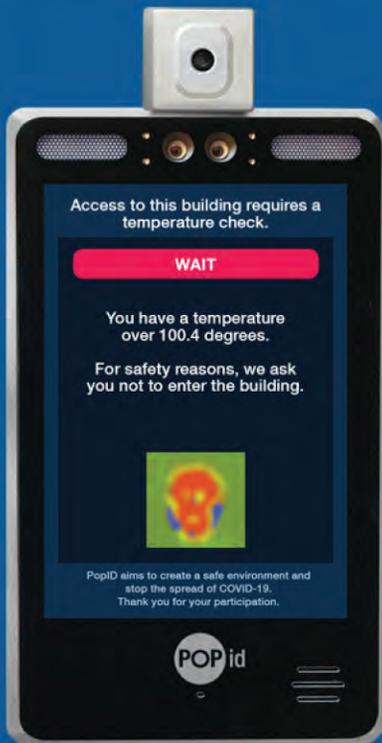
MOST SECURE SETTINGS

Best for Commercial Office Buildings

Require Passing Temp. to Enter? **YES**

Require Facial Recognition? **YES**

Unlocks Door? **YES**



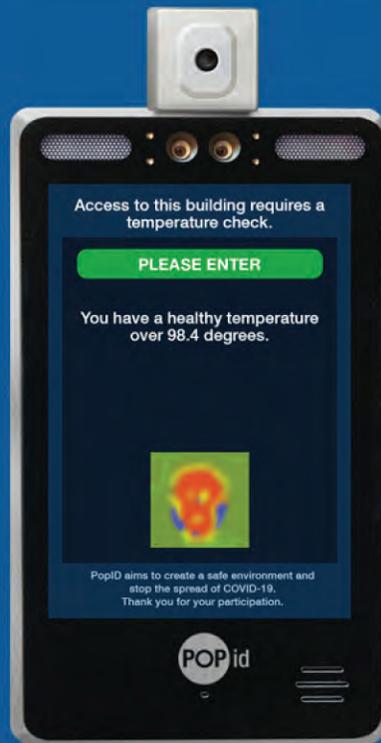
MOST FLEXIBLE SETTINGS

Best for Restaurants & Retail Stores

Require Passing Temp. to Enter? **YES**

Require Facial Recognition? **NO**

Unlocks Door? **YES**



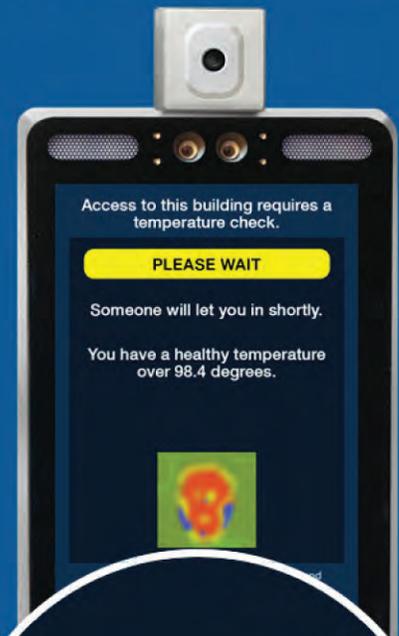
TEMP-ONLY SETTINGS

Best for Homes, Condos & Apartments

Require Passing Temp. to Enter? **YES**

Require Facial Recognition? **NO**

Sends Text to Open Door? **YES**



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• Temperature-Detection Thermal Cameras

Keep Your Business Safe and Healthy

It is critical for businesses to keep employees safe during, but not limited to, the COVID-19 pandemic. With use of temperature-detection surveillance cameras, businesses have the ability to limit the spread of COVID-19 and other viruses.

Screening and regulating areas of large groups for possible fevers can be safer for a healthier environment. There are many different solutions and Bates Security can help you decide the best option for your needs.

Features of Solutions

The follow solutions are to temperature-screening and monitoring, thermographic cameras to detect high body temperatures, one of the key symptoms of a virus.

- **Smart Detection** – Focuses temperature measurement areas on human bodies to avoid false alarms caused by other heat sources.
- **Advanced Algorithms** – Achieve high accuracy with Bates Security's proprietary temperature measurement algorithms.
- **Bi-Spectrum Monitoring** – Provides both thermal and optical image channels apart from temperature measurement.
- **Embedded Audio Alarm** – Triggers alarms to notify operators immediately when an abnormal temperature is detected.
- **One Source for All Needs** – Bates Security offers simplicity for business owners to save time, energy and effort by encompassing all services in one source that integrate with Intrusion, Access, CCTV, Fire, and more!



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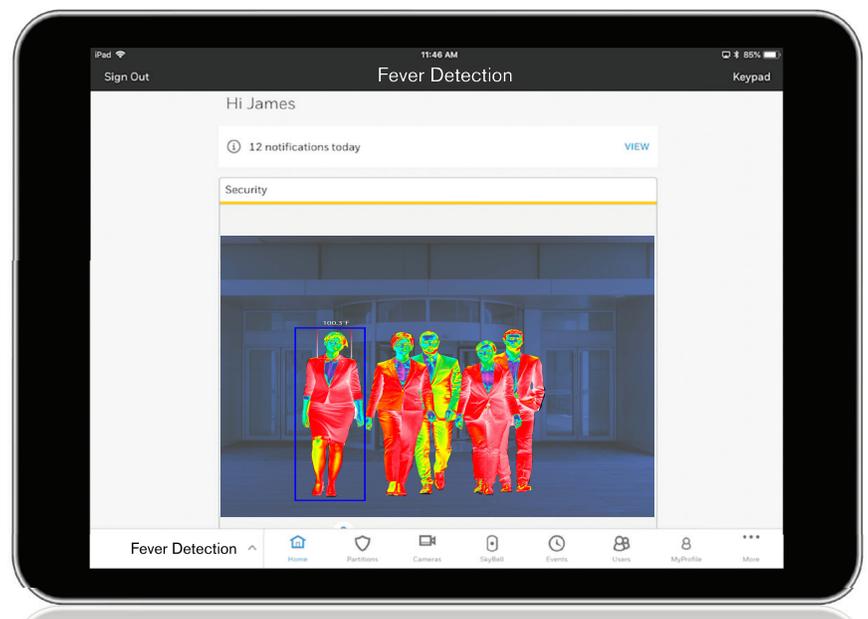
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Why Businesses Choose Bates Security:

- **Industry Expertise** – You need someone you can trust. Bates Security is locally owned and operated by the Bates Family with over 35 years of experience.
- **Innovative Technology** – Bates Security's state-of-the-art security services complimented with verified video, fire protection and managed access control can offer a full suite of security protection.
- **Proven results** – No one can match Bates Security's results; video verification means fewer false alarms and added protection for your facility.
- **Police Trusted** – Founded by a former police officer, Bates Security is built on solid security principles that work closely with local law enforcement to ensure your business is safe and secure.

Bates Security Works With Growth:

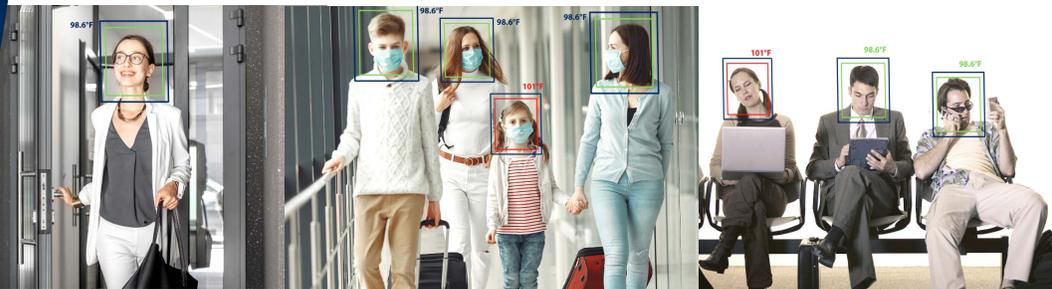
Bates Security works with businesses across Kentucky to provide custom, state-of-the-art solutions and protect against their unique security concerns.

Bates Security's integrated services means you can implement the solutions you need now, then easily expand as your facility needs change.

Over 35 Years of Experience:

Bates Security has been providing comprehensive security for businesses for over 35 years. Founded by a former police officer, you can rest assured you are in safe hands.

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- ✓ **Protection for Vandalism and External Crimes**
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ADDITIONAL RESOURCES



Ogletree Deakins | RETURN TO WORK GUIDE

April 20, 2020

Prepare for the Recovery

Ogletree Deakins | RETURN TO WORK GUIDE

www.ogletree.com

Tools for the Recovery

In preparation for the recovery from the COVID-19 pandemic, employers are making plans to put their teams back to work and/or back to their normal work locations. In response to soaring client demand, Ogletree Deakins has developed a detailed Return to Work Guide, representing hundreds of hours of work and the cumulative input from more than 30 lawyers with more than 600 years of combined labor and employment experience. The Guide is full of information and practical tools to help employers plan and implement a return-to-work (RTW) process that minimizes risk.

Detailed Analyses and Recommendations on Common Return-to-Work Issues:

- Decisions on employees to recall
- Written RTW notices
- Seniority, compensation, and benefits
- Updated policies and agreements
- Unionized employer RTW issues
- Safety protocols
- Health screening procedures
- Reporting to unemployment agencies
- Employees who refuse to work
- Payroll deductions/garnishments
- Trade secrets/restrictive covenants
- Privacy and medical records
- Positive employee relations plan
- Diversity and inclusion considerations
- Pay equity in the RTW process
- RTW drug testing/background checks
- Federal/state WARN Act implications
- OFCCP/AAP requirements
- Preparing for terminations if needed
- Challenges unique to global employers
- Immigration solutions

23 Separate Templates, Checklists, Surveys, and Flowcharts:

- Guidance for RTW selection process
- Summary of state mini-WARN acts
- Template RTW notice
- "Authorized to travel" letter
- Accommodation request flowchart
- State/local paid sick leave requirements
- Template EFMLA and EPSL policies
- Template Work from Home policy
- Summary of cybersecurity measures
- Sample employee health screen log
- Template questionnaire/disclosure
- Detailed employee screening protocol
- Infection/exposure response flowchart
- Safe work environment checklist
- Acknowledgment of safety measures
- Questionnaire/Disclosure form
- Checklist for healthy work environment
- Unemployment agency requirements
- Requirements for paycheck deductions
- Checklist for global employers
- Sample termination notice

30 minutes of attorney consultation time regarding the Guide

The flat fee for all of the above is \$2,500 for new clients or \$1,950 for existing clients. For additional information or to request a copy of the Guide, please contact your Ogletree Deakins attorney.

Available to AssuredPartners customers at discounted package rate*, including a 30-minute consultation with an Ogletree Deakins attorney in your state.

[Click Here to Request](#)

**Discounted cost of Return to Work Guide is \$1,950*

EMPLOYEE DATA INPUT

Loan Date:

The 1-year period prior to the date of the loan has had two prevailing interpretations: the trailing twelve months up to the loan date, or the calendar year leading up to the loan date. For the purposes of this analysis, please indicate which interpretation you are using to calculate payroll costs. **HERE:**

Employee Number	Salaries and Wages From 04/10/2019 to 04/09/2020	Months Employed During Period	Amount of Qualified Leave Wages Under the FFCRA	Principal Place of Residence is the U.S. for EE	Salaries and Wages			FFCRA Amounts	
					Month of January 2020	Month of February 2020	Month of March 2020	From 04/09/2020 to 06/04/2020	From 04/09/2020 to 06/04/2020
Totals:	\$ 5,403,623.38		\$ -		\$ 425,263.23	\$ 427,764.52	\$ 419,817.65		
	\$ 50,267.04				State and Local Payroll Taxes (ER Portion Only)			\$ 7,733.39	
	\$ 185,074.56				Group Health Insurance			\$ 28,473.01	
					ER Portion of Retirement			\$ 8,508.45	

Employee Number	Salaries and Wages From 04/10/2019 to 04/09/2020	Months Employed During Period	Amount of Qualified Leave Wages Under the FFCRA	Principal Place of Residence is the U.S. for EE	Salaries and Wages			FFCRA Amounts		Calculations for Debt Forgiveness		
					Month of January 2020	Month of February 2020	Month of March 2020	From 04/09/2020 to 06/04/2020	From 04/09/2020 to 06/04/2020	% Change in Salary	Wage Reduction Calc.	Covered Payroll Costs
1 I4077859	\$ 60,824.16	12		Yes	\$ 4,593.76	\$ 4,847.86	\$ 4,847.85	\$ 8,949.69		2%		8,950
2 T0339909	\$ 8,442.94	2										-
3 I6307426	\$ 58,128.14	12										9,511
4 G6181409	\$ 66,377.25	12										9,944
5 A6666906	\$ 67,328.79	9										11,365
6 M6070142	\$ 37,668.95	9										8,523
7 G3331515	\$ 38,684.72	7										-
8 K7476428	\$ 17,321.28	12										-
9 V2276827	\$ 37,370.71	12										5,680
10 Y5209937	\$ 48,083.55	6										8,310
11 Y8558998	\$ 42,440.12	4										5,522

Debt Forgiveness Calc Loan Amount: **\$ 784,641**

8 weeks of

Payroll	617,739	
Interest on mortgage	-	Principal After Forgiveness \$ 7,979
Rent obligations	150,000	
Utilities	15,000	Monthly Debt Service: \$ 449
Total	782,739	
Nonpayroll Exclusion	-	Cured
Wage Reduction	(6,077)	No
Headcount Reduction	-	No
Debt Forgiveness	776,662	80%
Percentage Forgiven	99%	

Mazars USA is offering AssuredPartners customers access to a self-service Payroll Protection Program (PPP) Analysis Tool. This modeling tool will allow paid subscribers* to:

- Accurately calculate your potential PPP loan amount
- Optimize your loan and different ways to calculate maximize loan forgiveness
- Decide next steps that will affect your imminent future
- Understand loan amortization and the amount of loan coverage for a 2-year period

Click Here to Learn More

*Cost of PPP Self-Service modeling tool is \$2,600



Guidance on Preparing Workplaces for COVID-19



Occupational Safety and Health Act of 1970

“To assure safe and healthful working conditions for working men and women; by authorizing enforcement of the standards developed under the Act; by assisting and encouraging the States in their efforts to assure safe and healthful working conditions; by providing for research, information, education, and training in the field of occupational safety and health.”

This guidance is not a standard or regulation, and it creates no new legal obligations. It contains recommendations as well as descriptions of mandatory safety and health standards. The recommendations are advisory in nature, informational in content, and are intended to assist employers in providing a safe and healthful workplace. The Occupational Safety and Health Act requires employers to comply with safety and health standards and regulations promulgated by OSHA or by a state with an OSHA-approved state plan. In addition, the Act’s General Duty Clause, Section 5(a)(1), requires employers to provide their employees with a workplace free from recognized hazards likely to cause death or serious physical harm.

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This information will be made available to sensory-impaired individuals upon request. Voice phone: (202) 693-1999; teletypewriter (TTY) number: 1-877-889-5627.

Guidance on Preparing Workplaces for COVID-19

U.S. Department of Labor
Occupational Safety and Health Administration

OSHA 3990-03 2020



U.S. Department of Labor

Contents

Introduction	3
About COVID-19	4
How a COVID-19 Outbreak Could Affect Workplaces	6
Steps All Employers Can Take to Reduce Workers' Risk of Exposure to SARS-CoV-2	7
Classifying Worker Exposure to SARS-CoV-2	18
Jobs Classified at Lower Exposure Risk (Caution): What to Do to Protect Workers	20
Jobs Classified at Medium Exposure Risk: What to Do to Protect Workers	21
Jobs Classified at High or Very High Exposure Risk: What to Do to Protect Workers	23
Workers Living Abroad or Travelling Internationally	25
For More Information	26
OSHA Assistance, Services, and Programs	27
OSHA Regional Offices	29
How to Contact OSHA	32

Introduction

Coronavirus Disease 2019 (COVID-19) is a respiratory disease caused by the SARS-CoV-2 virus. It has spread from China to many other countries around the world, including the United States. Depending on the severity of COVID-19's international impacts, outbreak conditions—including those rising to the level of a pandemic—can affect all aspects of daily life, including travel, trade, tourism, food supplies, and financial markets.

To reduce the impact of COVID-19 outbreak conditions on businesses, workers, customers, and the public, it is important for all employers to plan now for COVID-19. For employers who have already planned for influenza pandemics, planning for COVID-19 may involve updating plans to address the specific exposure risks, sources of exposure, routes of transmission, and other unique characteristics of SARS-CoV-2 (i.e., compared to pandemic influenza viruses). Employers who have not prepared for pandemic events should prepare themselves and their workers as far in advance as possible of potentially worsening outbreak conditions. Lack of continuity planning can result in a cascade of failures as employers attempt to address challenges of COVID-19 with insufficient resources and workers who might not be adequately trained for jobs they may have to perform under pandemic conditions.

The Occupational Safety and Health Administration (OSHA) developed this COVID-19 planning guidance based on traditional infection prevention and industrial hygiene practices. It focuses on the need for employers to implement engineering, administrative, and work practice controls and personal protective equipment (PPE), as well as considerations for doing so.

This guidance is intended for planning purposes. Employers and workers should use this planning guidance to help identify risk levels in workplace settings and to determine any appropriate control measures to implement. Additional guidance may be needed as COVID-19 outbreak conditions change, including as new information about the virus, its transmission, and impacts, becomes available.

The U.S. Department of Health and Human Services' Centers for Disease Control and Prevention (CDC) provides the latest information about COVID-19 and the global outbreak: www.cdc.gov/coronavirus/2019-ncov.

The OSHA COVID-19 webpage offers information specifically for workers and employers: www.osha.gov/covid-19.

This guidance is advisory in nature and informational in content. It is not a standard or a regulation, and it neither creates new legal obligations nor alters existing obligations created by OSHA standards or the *Occupational Safety and Health Act* (OSH Act). Pursuant to the OSH Act, employers must comply with safety and health standards and regulations issued and enforced either by OSHA or by an OSHA-approved State Plan. In addition, the OSH Act's General Duty Clause, [Section 5\(a\)\(1\)](#), requires employers to provide their employees with a workplace free from recognized hazards likely to cause death or serious physical harm. OSHA-approved State Plans may have standards, regulations and enforcement policies that are different from, but at least as effective as, OSHA's. Check with your [State Plan](#), as applicable, for more information.

About COVID-19

Symptoms of COVID-19

Infection with SARS-CoV-2, the virus that causes COVID-19, can cause illness ranging from mild to severe and, in some cases, can be fatal. Symptoms typically include fever, cough, and shortness of breath. Some people infected with the virus have reported experiencing other non-respiratory symptoms. Other people, referred to as *asymptomatic cases*, have experienced no symptoms at all.

According to the CDC, symptoms of COVID-19 may appear in as few as 2 days or as long as 14 days after exposure.

How COVID-19 Spreads

Although the first human cases of COVID-19 likely resulted from exposure to infected animals, infected people can spread SARS-CoV-2 to other people.

The virus is thought to spread mainly from person-to-person, including:

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

Medium exposure risk jobs include those that require frequent and/or close contact with (i.e., within 6 feet of) other people who may be infected with SARS-CoV-2.

It may be possible that a person can get COVID-19 by touching a surface or object that has SARS-CoV-2 on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the primary way the virus spreads.

People are thought to be most contagious when they are most symptomatic (i.e., experiencing fever, cough, and/or shortness of breath). Some spread might be possible before people show symptoms; there have been reports of this type of asymptomatic transmission with this new coronavirus, but this is also not thought to be the main way the virus spreads.

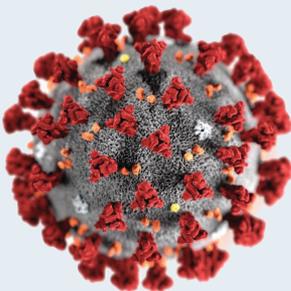
Although the United States has implemented public health measures to limit the spread of the virus, it is likely that some person-to-person transmission will continue to occur.

The CDC website provides the latest information about COVID-19 transmission: www.cdc.gov/coronavirus/2019-ncov/about/transmission.html.

How a COVID-19 Outbreak Could Affect Workplaces

Similar to influenza viruses, SARS-CoV-2, the virus that causes COVID-19, has the potential to cause extensive outbreaks. Under conditions associated with widespread person-to-person spread, multiple areas of the United States and other countries may see impacts at the same time. In the absence of a vaccine, an outbreak may also be an extended event. As a result, workplaces may experience:

- **Absenteeism.** Workers could be absent because they are sick; are caregivers for sick family members; are caregivers for children if schools or day care centers are closed; have at-risk people at home, such as immunocompromised family members; or are afraid to come to work because of fear of possible exposure.
- **Change in patterns of commerce.** Consumer demand for items related to infection prevention (e.g., respirators) is likely to increase significantly, while consumer interest in other goods may decline. Consumers may also change shopping patterns because of a COVID-19 outbreak. Consumers may try to shop at off-peak hours to reduce contact with other people, show increased interest in home delivery services, or prefer other options, such as drive-through service, to reduce person-to-person contact.
- **Interrupted supply/delivery.** Shipments of items from geographic areas severely affected by COVID-19 may be delayed or cancelled with or without notification.



This illustration, created at the Centers for Disease Control and Prevention (CDC), reveals ultrastructural morphology exhibited by the 2019 Novel Coronavirus (2019-nCoV). Note the spikes that adorn the outer surface of the virus, which impart the look of a corona surrounding the virion, when viewed electron microscopically. This virus was identified as the cause of an outbreak of respiratory illness first detected in Wuhan, China.

Photo: CDC / Alissa Eckert & Dan Higgins

Steps All Employers Can Take to Reduce Workers' Risk of Exposure to SARS-CoV-2

This section describes basic steps that every employer can take to reduce the risk of worker exposure to SARS-CoV-2, the virus that causes COVID-19, in their workplace. Later sections of this guidance—including those focusing on jobs classified as having low, medium, high, and very high exposure risks—provide specific recommendations for employers and workers within specific risk categories.

Develop an Infectious Disease Preparedness and Response Plan

If one does not already exist, develop an infectious disease preparedness and response plan that can help guide protective actions against COVID-19.

Stay abreast of guidance from federal, state, local, tribal, and/or territorial health agencies, and consider how to incorporate those recommendations and resources into workplace-specific plans.

Plans should consider and address 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 SARS-CoV-2 might workers be exposed, including:
 - The general public, customers, and coworkers; and
 - Sick individuals or those at particularly high risk of infection (e.g., international travelers who have visited locations with widespread sustained (ongoing) COVID-19 transmission, healthcare workers who have had unprotected exposures to people known to have, or suspected of having, COVID-19).
- 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.

Follow federal and state, local, tribal, and/or territorial (SLTT) recommendations regarding development of contingency plans for situations that may arise as a result of outbreaks, such as:

- Increased rates of worker absenteeism.
- The need for social distancing, staggered work shifts, downsizing operations, delivering services remotely, and other exposure-reducing measures.
- Options for conducting essential operations with a reduced workforce, including cross-training workers across different jobs in order to continue operations or deliver surge services.
- Interrupted supply chains or delayed deliveries.

Plans should also consider and address the other steps that employers can take to reduce the risk of worker exposure to SARS-CoV-2 in their workplace, described in the sections below.

Prepare to Implement Basic Infection Prevention Measures

For most employers, protecting workers will depend on emphasizing basic infection prevention measures. As appropriate, all employers should implement good hygiene and infection control practices, 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 60% 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.
- Employers should explore whether they can 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, employers should 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 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, PPE).

Develop Policies and Procedures for Prompt Identification and Isolation of Sick People, if Appropriate

- Prompt identification and isolation of potentially infectious individuals is a critical step in protecting workers, customers, visitors, and others at a worksite.
- Employers should inform and encourage employees to self-monitor for signs and symptoms of COVID-19 if they suspect possible exposure.
- Employers should develop policies and procedures for employees to report when they are sick or experiencing symptoms of COVID-19.

- Where appropriate, employers 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. Although most worksites do not have specific isolation rooms, designated areas with closable doors may serve as isolation rooms until potentially sick people can be removed from the worksite.
- Take steps to limit spread of the respiratory secretions of a person who may have COVID-19. Provide a face mask, if feasible and available, and ask the person to wear it, if tolerated. Note: A face mask (also called a surgical mask, procedure mask, or other similar terms) on a patient or other sick person should not be confused with PPE 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 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.

Develop, Implement, and Communicate 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 your business with 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. See CDC's Interim Guidance for Preventing the Spread of COVID-19 in Homes and Residential Communities: www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-prevent-spread.html.
- 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 outbreak.

Implement Workplace Controls

Occupational safety and health professionals use a framework called the “hierarchy of controls” to select ways of controlling workplace hazards. In other words, the best way to control a hazard is to systematically remove it from the workplace, rather than relying on workers to reduce their exposure. During a COVID-19 outbreak, when it may not be possible to eliminate the hazard, the most effective protection measures are (listed from most effective to least effective): engineering controls, administrative controls, safe work practices (a type of administrative control), and PPE. There are advantages and disadvantages to each type of control measure when considering the ease of implementation, effectiveness, and cost. In most cases, a combination of control measures will be necessary to protect workers from exposure to SARS-CoV-2.

In addition to the types of workplace controls discussed below, CDC guidance for businesses provides employers and workers with recommended SARS-CoV-2 infection prevention strategies to implement in workplaces: www.cdc.gov/coronavirus/2019-ncov/specific-groups/guidance-business-response.html.

Engineering Controls

Engineering controls involve isolating employees from work-related hazards. In workplaces where they are appropriate, these types of controls reduce exposure to hazards without relying on worker behavior and can be the most cost-effective solution to implement. Engineering controls for SARS-CoV-2 include:

- Installing high-efficiency air filters.
- Increasing ventilation rates in the work environment.
- Installing physical barriers, such as clear plastic sneeze guards.

- Installing a drive-through window for customer service.
- Specialized negative pressure ventilation in some settings, such as for aerosol generating procedures (e.g., airborne infection isolation rooms in healthcare settings and specialized autopsy suites in mortuary settings).

Administrative Controls

Administrative controls require action by the worker or employer. Typically, administrative controls are changes in work policy or procedures to reduce or minimize exposure to a hazard.

Examples of administrative controls for SARS-CoV-2 include:

- Encouraging sick workers to stay at home.
- Minimizing contact among workers, clients, and customers by replacing face-to-face meetings with virtual communications and implementing telework if feasible.
- Establishing alternating days or extra shifts that reduce the total number of employees in a facility at a given time, allowing them to maintain distance from one another while maintaining a full onsite work week.
- Discontinuing nonessential travel to locations with ongoing COVID-19 outbreaks. Regularly check CDC travel warning levels at: www.cdc.gov/coronavirus/2019-ncov/travelers.
- Developing emergency communications plans, including a forum for answering workers' concerns and internet-based communications, if feasible.
- Providing workers with up-to-date education and training on COVID-19 risk factors and protective behaviors (e.g., cough etiquette and care of PPE).
- Training workers who need to use protecting clothing and equipment how to put it on, use/wear it, and take it off correctly, including in the context of their current and potential duties. Training material should be easy to understand and available in the appropriate language and literacy level for all workers.

Safe Work Practices

Safe work practices are types of administrative controls that include procedures for safe and proper work used to reduce the duration, frequency, or intensity of exposure to a hazard. Examples of safe work practices for SARS-CoV-2 include:

- Providing resources and a work environment that promotes personal hygiene. For example, provide tissues, no-touch trash cans, hand soap, alcohol-based hand rubs containing at least 60 percent alcohol, disinfectants, and disposable towels for workers to clean their work surfaces.
- Requiring regular hand washing or using of alcohol-based hand rubs. Workers should always wash hands when they are visibly soiled and after removing any PPE.
- Post handwashing signs in restrooms.

Personal Protective Equipment (PPE)

While engineering and administrative controls are considered more effective in minimizing exposure to SARS-CoV-2, PPE may also be needed to prevent certain exposures. While correctly using PPE can help prevent some exposures, it should not take the place of other prevention strategies.

Examples of PPE include: gloves, goggles, face shields, face masks, and respiratory protection, when appropriate. During an outbreak of an infectious disease, such as COVID-19, recommendations for PPE specific to occupations or job tasks may change depending on geographic location, updated risk assessments for workers, and information on PPE effectiveness in preventing the spread of COVID-19. Employers should check the [OSHA](#) and [CDC](#) websites regularly for updates about recommended PPE.

All types of PPE must be:

- Selected based upon the hazard to the worker.
- Properly fitted and periodically refitted, as applicable (e.g., respirators).

- Consistently and properly worn when required.
- Regularly inspected, maintained, and replaced, as necessary.
- Properly removed, cleaned, and stored or disposed of, as applicable, to avoid contamination of self, others, or the environment.

Employers are obligated to provide their workers with PPE needed to keep them safe while performing their jobs. The types of PPE required during a COVID-19 outbreak will be based on the risk of being infected with SARS-CoV-2 while working and job tasks that may lead to exposure.

Workers, including those who work within 6 feet of patients known to be, or suspected of being, infected with SARS-CoV-2 and those performing aerosol-generating procedures, need to use respirators:

- National Institute for Occupational Safety and Health (NIOSH)-approved, N95 filtering facepiece respirators or better must be used in the context of a comprehensive, written respiratory protection program that includes fit-testing, training, and medical exams. See OSHA's Respiratory Protection standard, 29 CFR 1910.134 at www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.134.
- When disposable N95 filtering facepiece respirators are not available, consider using other respirators that provide greater protection and improve worker comfort. Other types of acceptable respirators include: a R/P95, N/R/P99, or N/R/P100 filtering facepiece respirator; an air-purifying elastomeric (e.g., half-face or full-face) respirator with appropriate filters or cartridges; powered air purifying respirator (PAPR) with high-efficiency particulate arrestance (HEPA) filter; or supplied air respirator (SAR). See CDC/NIOSH guidance for optimizing respirator supplies at: www.cdc.gov/coronavirus/2019-ncov/hcp/respirators-strategy.

- Consider using PAPRs or SARs, which are more protective than filtering facepiece respirators, for any work operations or procedures likely to generate aerosols (e.g., cough induction procedures, some dental procedures, invasive specimen collection, blowing out pipettes, shaking or vortexing tubes, filling a syringe, centrifugation).
- Use a surgical N95 respirator when both respiratory protection and resistance to blood and body fluids is needed.
- Face shields may also be worn on top of a respirator to prevent bulk contamination of the respirator. Certain respirator designs with forward protrusions (duckbill style) may be difficult to properly wear under a face shield. Ensure that the face shield does not prevent airflow through the respirator.
- Consider factors such as function, fit, ability to decontaminate, disposal, and cost. OSHA’s Respiratory Protection eTool provides basic information on respirators such as medical requirements, maintenance and care, fit testing, written respiratory protection programs, and voluntary use of respirators, which employers may also find beneficial in training workers at: www.osha.gov/SLTC/etools/respiratory. Also see NIOSH respirator guidance at: www.cdc.gov/niosh/topics/respirators.
- Respirator training should address selection, use (including donning and doffing), proper disposal or disinfection, inspection for damage, maintenance, and the limitations of respiratory protection equipment. Learn more at: www.osha.gov/SLTC/respiratoryprotection.
- The appropriate form of respirator will depend on the type of exposure and on the transmission pattern of COVID-19. See the NIOSH “Respirator Selection Logic” at: www.cdc.gov/niosh/docs/2005-100/default.html or the OSHA “Respiratory Protection eTool” at www.osha.gov/SLTC/etools/respiratory.

Follow Existing OSHA Standards

Existing OSHA standards may apply to protecting workers from exposure to and infection with SARS-CoV-2.

While there is no specific OSHA standard covering SARS-CoV-2 exposure, some OSHA requirements may apply to preventing occupational exposure to SARS-CoV-2. Among the most relevant are:

- OSHA's Personal Protective Equipment (PPE) standards (in general industry, 29 CFR 1910 Subpart I), which require using gloves, eye and face protection, and respiratory protection. See: www.osha.gov/laws-regs/regulations/standardnumber/1910#1910_Subpart_I.
 - When respirators are necessary to protect workers or where employers require respirator use, employers must implement a comprehensive respiratory protection program in accordance with the Respiratory Protection standard (29 CFR 1910.134). See: www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.134.
- The General Duty Clause, Section 5(a)(1) of the Occupational Safety and Health (OSH) Act of 1970, 29 USC 654(a)(1), which requires employers to furnish to each worker "employment and a place of employment, which are free from recognized hazards that are causing or are likely to cause death or serious physical harm." See: www.osha.gov/laws-regs/oshact/completeoshact.

OSHA's Bloodborne Pathogens standard (29 CFR 1910.1030) applies to occupational exposure to human blood and other potentially infectious materials that typically do not include respiratory secretions that may transmit SARS-CoV-2.

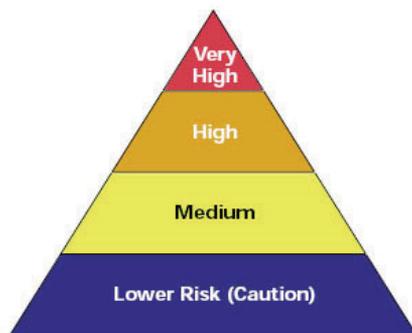
However, the provisions of the standard offer a framework that may help control some sources of the virus, including exposures to body fluids (e.g., respiratory secretions) not covered by the standard. See: www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.1030.

The OSHA COVID-19 webpage provides additional information about OSHA standards and requirements, including requirements in states that operate their own OSHA-approved State Plans, recordkeeping requirements and injury/illness recording criteria, and applications of standards related to sanitation and communication of risks related to hazardous chemicals that may be in common sanitizers and sterilizers. See: www.osha.gov/SLTC/covid-19/standards.html.

Classifying Worker Exposure to SARS-CoV-2

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. To help employers determine appropriate precautions, OSHA has divided job tasks into four risk exposure levels: very high, high, medium, and lower risk. The Occupational Risk Pyramid shows the four exposure risk levels in the shape of a pyramid to represent probable distribution of risk. Most American workers will likely fall in the lower exposure risk (caution) or medium exposure risk levels.

**Occupational Risk Pyramid
for COVID-19**



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.

Workers in this category include:

- Healthcare workers (e.g., doctors, nurses, dentists, paramedics, emergency medical technicians) performing aerosol-generating procedures (e.g., intubation, cough induction procedures, bronchoscopies, some dental procedures and exams, or invasive specimen collection) on known or suspected COVID-19 patients.
- Healthcare or laboratory personnel collecting or handling specimens from known or suspected COVID-19 patients (e.g., manipulating cultures from known or suspected COVID-19 patients).
- Morgue workers performing autopsies, which generally involve aerosol-generating procedures, on the bodies of people who are known to have, or suspected of having, COVID-19 at the time of their death.

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. (Note: when such workers perform aerosol-generating procedures, their exposure risk level becomes *very high*.)
- Medical transport workers (e.g., ambulance vehicle operators) moving known or suspected COVID-19 patients in enclosed vehicles.
- Mortuary workers involved in preparing (e.g., for burial or cremation) the bodies of people who are known to have, or suspected of having, COVID-19 at the time of their death.

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 with the general public (e.g., schools, high-population-density work environments, some high-volume retail settings).

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.

Jobs Classified at Lower Exposure Risk (Caution): What to Do to Protect Workers

For workers who do not have frequent contact with the general public, employers should follow the guidance for “[Steps All Employers Can Take to Reduce Workers’ Risk of Exposure to SARS-CoV-2](#),” on page 7 of this booklet and implement control measures described in this section.

Engineering Controls

Additional engineering controls are not recommended for workers in the lower exposure risk group. Employers should ensure that engineering controls, if any, used to protect workers from other job hazards continue to function as intended.

Administrative Controls

- Monitor public health communications about COVID-19 recommendations and ensure that workers have access to that information. Frequently check the CDC COVID-19 website: www.cdc.gov/coronavirus/2019-ncov.
- Collaborate with workers to designate effective means of communicating important COVID-19 information.

Personal Protective Equipment

Additional PPE is not recommended for workers in the lower exposure risk group. Workers should continue to use the PPE, if any, that they would ordinarily use for other job tasks.

Jobs Classified at Medium Exposure Risk: What to Do to Protect Workers

In workplaces where workers have medium exposure risk, employers should follow the guidance for “[Steps All Employers Can Take to Reduce Workers’ Risk of Exposure to SARS-CoV-2](#),” on page 7 of this booklet and implement control measures described in this section.

Engineering Controls

- Install physical barriers, such as clear plastic sneeze guards, where feasible.

Administrative Controls

- 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. See CDC/NIOSH guidance for optimizing respirator supplies, which discusses the use of surgical masks, at: www.cdc.gov/coronavirus/2019-ncov/hcp/respirators-strategy.

- Keep customers informed about symptoms of COVID-19 and ask sick customers to minimize contact with workers until healthy again, such as by posting signs about COVID-19 in stores where sick customers may visit (e.g., pharmacies) or including COVID-19 information in automated messages sent when prescriptions are ready for pick up.
- Where appropriate, limit customers' and the public's access to the worksite, or restrict access to only certain workplace areas.
- Consider strategies to minimize face-to-face contact (e.g., drive-through windows, phone-based communication, telework).
- Communicate the availability of medical screening or other worker health resources (e.g., on-site nurse; telemedicine services).

Personal Protective Equipment (PPE)

When selecting 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.

Each employer should 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.

High exposure risk jobs are those with high potential for exposure to known or suspected sources of COVID-19.

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 that involve aerosol generation or specimen collection/handling.

In rare situations that would require workers in this risk category to use respirators, see the PPE section beginning on [page 14](#) of this booklet, which provides more details about respirators. For the most up-to-date information, visit OSHA’s COVID-19 webpage: www.osha.gov/covid-19.

Jobs Classified at High or Very High Exposure Risk: What to Do to Protect Workers

In workplaces where workers have high or very high exposure risk, employers should follow the guidance for “[Steps All Employers Can Take to Reduce Workers’ Risk of Exposure to SARS-CoV-2](#),” on page 7 of this booklet and implement control measures described in this section.

Engineering Controls

- Ensure appropriate air-handling systems are installed and maintained in healthcare facilities. See “Guidelines for Environmental Infection Control in Healthcare Facilities” for more recommendations on air handling systems at: www.cdc.gov/mmwr/preview/mmwrhtml/rr5210a1.htm.
- CDC recommends that patients with known or suspected COVID-19 (i.e., person under investigation) should be placed in an airborne infection isolation room (AIIR), if available.
- Use isolation rooms when available for performing aerosol-generating procedures on patients with known or suspected COVID-19. For postmortem activities, use autopsy suites or other similar isolation facilities when performing aerosol-generating procedures on the bodies of people who are known to have, or suspected of having, COVID-19 at the time of their death. See the CDC postmortem guidance at: www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-postmortem-specimens.html. OSHA also provides guidance for postmortem activities on its COVID-19 webpage: www.osha.gov/covid-19.

- Use special precautions associated with Biosafety Level 3 when handling specimens from known or suspected COVID-19 patients. For more information about biosafety levels, consult the U.S. Department of Health and Human Services (HHS) “Biosafety in Microbiological and Biomedical Laboratories” at www.cdc.gov/biosafety/publications/bmbl5.

Administrative Controls

If working in a healthcare facility, follow existing guidelines and facility standards of practice for identifying and isolating infected individuals and for protecting workers.

- Develop and implement policies that reduce exposure, such as cohorting (i.e., grouping) COVID-19 patients when single rooms are not available.
- Post signs requesting patients and family members to immediately report symptoms of respiratory illness on arrival at the healthcare facility and use disposable face masks.
- Consider offering enhanced medical monitoring of workers during COVID-19 outbreaks.
- Provide all workers with job-specific education and training on preventing transmission of COVID-19, including initial and routine/refresher training.
- Ensure that psychological and behavioral support is available to address employee stress.

Safe Work Practices

- Provide emergency responders and other essential personnel who may be exposed while working away from fixed facilities with alcohol-based hand rubs containing at least 60% alcohol for decontamination in the field.

Personal Protective Equipment (PPE)

Most workers at high or very high exposure risk likely need to wear gloves, a gown, a face shield or goggles, and either a face mask or a respirator, depending on their job tasks and exposure risks.

Those who work closely with (either in contact with or within 6 feet of) patients known to be, or suspected of being, infected with SARS-CoV-2, the virus that causes COVID-19, should wear respirators. In these instances, see the PPE section beginning on [page 14](#) of this booklet, which provides more details about respirators. For the most up-to-date information, also visit OSHA's COVID-19 webpage: www.osha.gov/covid-19.

PPE ensembles may vary, especially for workers in laboratories or morgue/mortuary facilities who may need additional protection against blood, body fluids, chemicals, and other materials to which they may be exposed. Additional PPE may include medical/surgical gowns, fluid-resistant coveralls, aprons, or other disposable or reusable protective clothing. Gowns should be large enough to cover the areas requiring protection. OSHA may also provide updated guidance for PPE use on its website: www.osha.gov/covid-19.

NOTE: Workers who dispose of PPE and other infectious waste must also be trained and provided with appropriate PPE.

The CDC webpage “Healthcare-associated Infections” (www.cdc.gov/hai) provides additional information on infection control in healthcare facilities.

Workers Living Abroad or Travelling Internationally

Employers with workers living abroad or traveling on international business should consult the “Business Travelers” section of the OSHA COVID-19 webpage (www.osha.gov/covid-19), which also provides links to the latest:

- CDC travel warnings: www.cdc.gov/coronavirus/2019-ncov/travelers
- U.S. Department of State (DOS) travel advisories: travel.state.gov

Employers 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.

More information on COVID-19 planning for workers living and traveling abroad can be found at: www.cdc.gov/travel.

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: www.osha.gov
- Centers for Disease Control and Prevention website: www.cdc.gov
- National Institute for Occupational Safety and Health website: www.cdc.gov/niosh

OSHA Assistance, Services, and Programs

OSHA has a great deal of information to assist employers in complying with their responsibilities under OSHA law. Several OSHA programs and services can help employers identify and correct job hazards, as well as improve their safety and health program.

Establishing a Safety and Health Program

Safety and health programs are systems that can substantially reduce the number and severity of workplace injuries and illnesses, while reducing costs to employers.

Visit www.osha.gov/safetymanagement for more information.

Compliance Assistance Specialists

OSHA compliance assistance specialists can provide information to employers and workers about OSHA standards, short educational programs on specific hazards or OSHA rights and responsibilities, and information on additional compliance assistance resources.

Visit www.osha.gov/complianceassistance/cas or call 1-800-321-OSHA (6742) to contact your local OSHA office.

No-Cost On-Site Safety and Health Consultation Services for Small Business

OSHA's On-Site Consultation Program offers no-cost and confidential advice to small and medium-sized businesses in all states, with priority given to high-hazard worksites. On-Site consultation services are separate from enforcement and do not result in penalties or citations.

For more information or to find the local On-Site Consultation office in your state, visit www.osha.gov/consultation, or call 1-800-321-OSHA (6742).

Under the consultation program, certain exemplary employers may request participation in OSHA's **Safety and Health Achievement Recognition Program (SHARP)**. Worksites that receive SHARP recognition are exempt from programmed inspections during the period that the SHARP certification is valid.

Cooperative Programs

OSHA offers cooperative programs under which businesses, labor groups and other organizations can work cooperatively with OSHA. To find out more about any of the following programs, visit www.osha.gov/cooperativeprograms.

Strategic Partnerships and Alliances

The OSHA Strategic Partnerships (OSP) provide the opportunity for OSHA to partner with employers, workers, professional or trade associations, labor organizations, and/or other interested stakeholders. Through the Alliance Program, OSHA works with groups to develop compliance assistance tools and resources to share with workers and employers, and educate workers and employers about their rights and responsibilities.

Voluntary Protection Programs (VPP)

The VPP recognize employers and workers in the private sector and federal agencies who have implemented effective safety and health programs and maintain injury and illness rates below the national average for their respective industries.

Occupational Safety and Health Training

OSHA partners with 26 OSHA Training Institute Education Centers at 37 locations throughout the United States to deliver courses on OSHA standards and occupational safety and health topics to thousands of students a year. For more information on training courses, visit www.osha.gov/otiec.

OSHA Educational Materials

OSHA has many types of educational materials to assist employers and workers in finding and preventing workplace hazards.

All OSHA publications are free at www.osha.gov/publications and www.osha.gov/ebooks. You can also call 1-800-321-OSHA (6742) to order publications.

Employers and safety and health professionals can sign-up for *QuickTakes*, OSHA's free, twice-monthly online newsletter with the latest news about OSHA initiatives and products to assist in finding and preventing workplace hazards. To sign up, visit www.osha.gov/quicktakes.

OSHA Regional Offices

Region 1

Boston Regional Office
(CT*, ME*, MA, NH, RI, VT*)
JFK Federal Building
25 New Sudbury Street, Room E340
Boston, MA 02203
(617) 565-9860 (617) 565-9827 Fax

Region 2

New York Regional Office
(NJ*, NY*, PR*, VI*)
Federal Building
201 Varick Street, Room 670
New York, NY 10014
(212) 337-2378 (212) 337-2371 Fax

Region 3

Philadelphia Regional Office
(DE, DC, MD*, PA, VA*, WV)
The Curtis Center
170 S. Independence Mall West, Suite 740 West
Philadelphia, PA 19106-3309
(215) 861-4900 (215) 861-4904 Fax

Region 4

Atlanta Regional Office
(AL, FL, GA, KY*, MS, NC*, SC*, TN*)
Sam Nunn Atlanta Federal Center
61 Forsyth Street, SW, Room 6T50
Atlanta, GA 30303
(678) 237-0400 (678) 237-0447 Fax

Region 5

Chicago Regional Office
(IL*, IN*, MI*, MN*, OH, WI)
John C. Kluczynski Federal Building
230 South Dearborn Street, Room 3244
Chicago, IL 60604
(312) 353-2220 (312) 353-7774 Fax

Region 6

Dallas Regional Office
(AR, LA, NM*, OK, TX)
A. Maceo Smith Federal Building
525 Griffin Street, Room 602
Dallas, TX 75202
(972) 850-4145 (972) 850-4149 Fax

Region 7

Kansas City Regional Office
(IA*, KS, MO, NE)
Two Pershing Square Building
2300 Main Street, Suite 1010
Kansas City, MO 64108-2416
(816) 283-8745 (816) 283-0547 Fax

Region 8

Denver Regional Office
(CO, MT, ND, SD, UT*, WY*)
Cesar Chavez Memorial Building
1244 Speer Boulevard, Suite 551
Denver, CO 80204
(720) 264-6550 (720) 264-6585 Fax

Region 9

San Francisco Regional Office
(AZ*, CA*, HI*, NV*, and American Samoa,
Guam and the Northern Mariana Islands)
San Francisco Federal Building
90 7th Street, Suite 2650
San Francisco, CA 94103
(415) 625-2547 (415) 625-2534 Fax

Region 10

Seattle Regional Office
(AK*, ID, OR*, WA*)
Fifth & Yesler Tower
300 Fifth Avenue, Suite 1280
Seattle, WA 98104
(206) 757-6700 (206) 757-6705 Fax

*These states and territories operate their own OSHA-approved job safety and health plans and cover state and local government employees as well as private sector employees. The Connecticut, Illinois, Maine, New Jersey, New York and Virgin Islands programs cover public employees only. (Private sector workers in these states are covered by Federal OSHA). States with approved programs must have standards that are identical to, or at least as effective as, the Federal OSHA standards.

Note: To get contact information for OSHA area offices, OSHA-approved state plans and OSHA consultation projects, please visit us online at www.osha.gov or call us at 1-800-321-OSHA (6742).

How to Contact OSHA

Under the Occupational Safety and Health Act of 1970, employers are responsible for providing safe and healthful workplaces for their employees. OSHA's role is to help ensure these conditions for America's working men and women by setting and enforcing standards, and providing training, education and assistance. For more information, visit www.osha.gov or call OSHA at 1-800-321-OSHA (6742), TTY 1-877-889-5627.

**For assistance, contact us.
We are OSHA. We can help.**



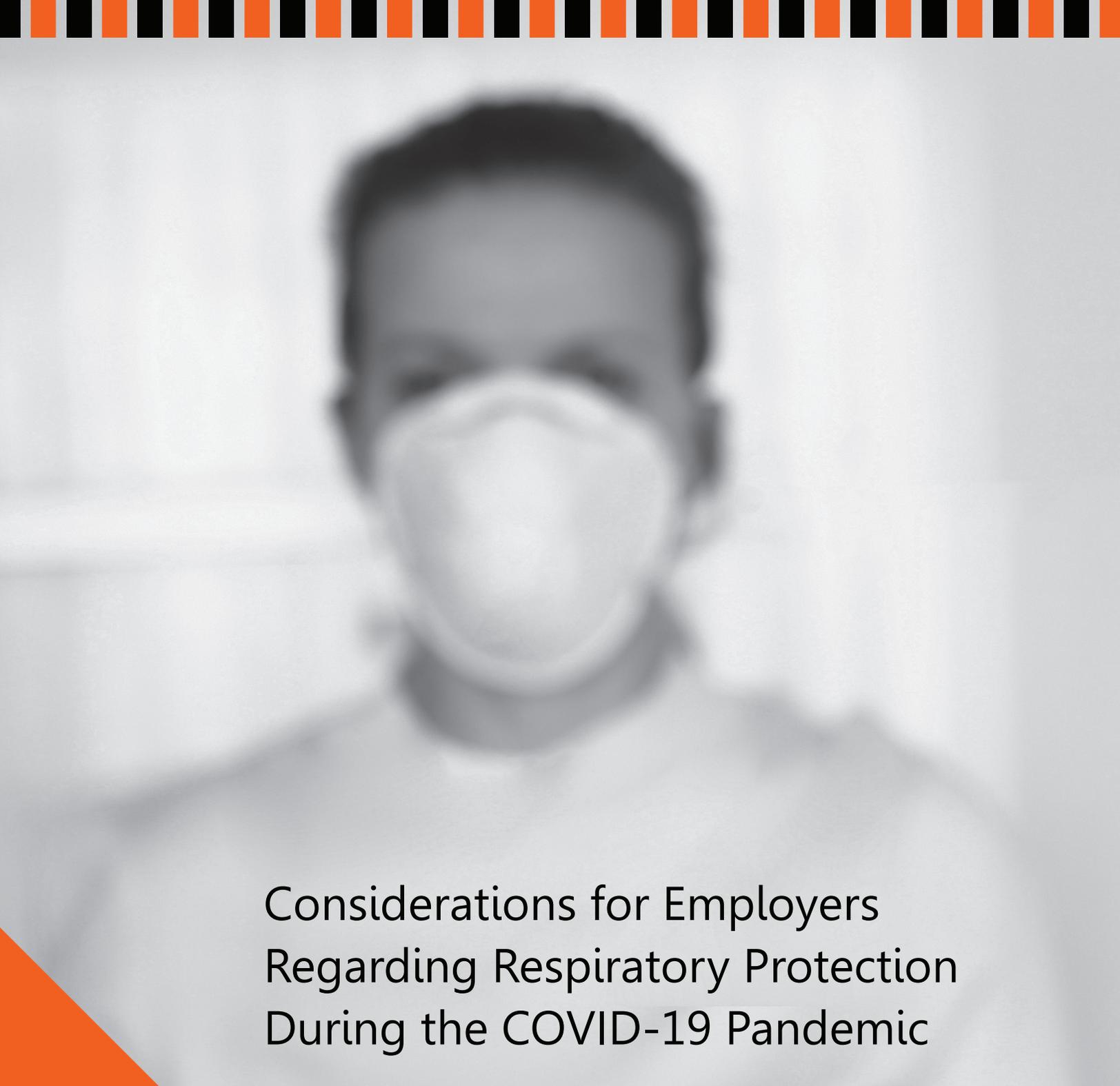


U.S. Department of Labor

For more information:

OSHA[®] **Occupational
Safety and Health
Administration**

www.osha.gov (800) 321-OSHA (6742)



Considerations for Employers
Regarding Respiratory Protection
During the COVID-19 Pandemic



**SAFETY & PERSONNEL
R E S O U R C E S**



563-823-0451 | www.sprdirect.com

The following is designed to help Employers make decisions on how to help protect employees from exposure to COVID-19. This is not intended as an all-inclusive and definitive guide nor has it been endorsed or approved by any governmental or medical entity. Each employer should consider information from the CDC, OSHA, World Health Organization, and other pertinent sources in determining what prevention measures they should take.

Please Note: Any employer that requires its employees to wear a mask must follow the OSHA Respiratory Protection Program requirements. You can refer to Scenarios 1 and 2 below as examples of when that comes into play.

Please also keep in mind that no method of protection is infallible. Employees can come into contact with viruses through other modes of physical contact that are not preventable through use of a respirator. For example, an employee could touch an infected item and then touch his/her eye. A respirator would not protect against that sort of transmission. Therefore, following CDC recommendations for hand-washing, social distancing, and other methods of prevention and/or mitigation should be utilized whenever possible.

We are available to help with the following:

- Consult with you on how to help protect employees from exposure to COVID-19
- Help you develop a written Respiratory Protection Program
- Perform respirator fit testing

Please reach out to SPR Direct at 563-823-0451 with any questions.

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Helpful Links

[OSHA](#) (Occupational Safety and Health Administration)

[CDC](#) (Centers for Disease Control and Prevention)

[WHO](#) (World Health Organization)

Any of the following are considered a respirator by OSHA, and when employees are required to wear one, many requirements follow:

Respiratory protection must be worn whenever you are working in a hazardous atmosphere. The appropriate respirator will depend on the contaminant(s) to which you are exposed and the protection factor (PF) required. Required respirators must be NIOSH-approved and medical evaluation and training must be provided before use.



Single-strap dust masks are usually not NIOSH-approved. They must not be used to protect from hazardous atmospheres. However, they may be useful in providing comfort from pollen or other allergens.



Approved filtering facepieces (dust masks) can be used for dust, mists, welding fumes, etc. They do not provide protection from gases or vapors. **DO NOT USE FOR ASBESTOS OR LEAD**; instead, select from the respirators below.



Half-face respirators can be used for protection against most vapors, acid gases, dust or welding fumes. Cartridges/filters must match contaminant(s) and be changed periodically.



Full-face respirators are more protective than half-face respirators. They can also be used for protection against most vapors, acid gases, dust or welding fumes. The face-shield protects face and eyes from irritants and contaminants. Cartridges/filters must match contaminant(s) and be changed periodically.



Loose-fitting powered-air-purifying respirators (PAPR) offer breathing comfort from a battery-powered fan which pulls air through filters and circulates air throughout helmet/hood. They can be worn by most workers who have beards. Cartridges/filters must match contaminant(s) and be changed periodically.



A Self-Contained Breathing Apparatus (SCBA) is used for entry and escape from atmospheres that are considered immediately dangerous to life and health (IDLH) or oxygen deficient. They use their own air tank.

Surgical masks, bandanas, and other homemade facemasks are not considered a respirator, and therefore do not trigger OSHA's Respiratory Protection Program requirements. However, there are many considerations that an employer should make prior to REQUIRING their employees to wear any mouth and nose covering.

Keep in mind that surgical masks, bandanas, and other homemade facemasks may not be used in lieu of an OSHA-defined respirator. Surgical masks are fluid resistant, disposable, and loose-fitting protection that create

a physical barrier between the mouth and nose of the wearer and potential contaminants in the immediate environment. They are commonly used in health care settings for the protection of the patient and they are also often used to prevent splashes from contacting the face of the wearer. However, surgical masks do not seal tightly to the wearer's face, nor do they provide a reliable level of protection from inhaling smaller airborne particles.

If the hazard to which your employees are exposed to is a combination of splashes and respirable contaminants, your company may want to consider NIOSH approved surgical N95 respirators which also are cleared by the Food and Drug Administration (FDA) for use as a surgical mask.

Situation #1 - We have employees who are in close contact with (within 6 feet) persons who are or may be infected with COVID-19.

In this scenario, employees should be wearing a respirator and the employer must have a written Respiratory Protection Program.

The CDC has produced guidelines for these employers. Employees wearing respiratory protection should...

- be provided with and wear at least a NIOSH -Certified N95 respirator. Additional options include:
 - » N99
 - » N100
 - » P95
 - » P100
 - » R95
 - » R100
- be fit tested (if possible). The 3 Key Factors for Respirator Effectiveness are:
 1. The respirator filter needs to be highly effective at capturing particles that pass through it,
 2. The respirator must fit the user's face snugly (i.e., create a seal) to minimize the number of particles that bypass the filter through gaps between the user's skin and the respirator seal;
 3. The respirator must be put on (donned) and taken off (doffed) correctly before and worn throughout the exposure.
- be medically evaluated to verify employee fitness to wear the respirator
- receive ongoing training and sign an acknowledgement form
 - » how wearing a respirator affects the wearer
 - » choosing the correct respirator
 - » specific respirator uses and limitations
 - » properly putting on and taking off the respirator
 - » ensuring the respirator fits properly
 - » inspecting and taking care of respirators

Check the [CDC's page](#) for information and many more links that can be helpful.

Situation #2 - We have employees who are in contact with others, in non-medical circumstances, and we require them to wear a facial covering that meets the definition of a respirator as described on Page 1.

In this scenario, a written Respiratory Protection Program must be implemented.

Employees wearing a respirator should...

- be provided with the proper respirator
- be fit tested
- be medically evaluated to verify employee fitness to wear the respirator
- receive ongoing training and sign an acknowledgement form
 - » see checklist provided in this document

Situation #3 - We have employees who are in contact with others, in non-medical circumstances, and we recommend, but do not require, that they wear a facial covering that meets the definition of a respirator as described on Page 1.

In this scenario, a written Respiratory Protection Program is not required.

Employees wearing a respirator should...

- be provided with the proper respirator
- consider performing fit testing
- consider performing medically evaluation to verify employee fitness to wear the respirator
- receive ongoing training and sign an acknowledgement form
 - » see checklist provided in this document

Situation #4 - We have employees who are in contact with others, in non-medical circumstances, and we allow them to wear a facial covering of some kind at their discretion.

In this scenario, a written Respiratory Protection Program is not required.

Employees wearing a facial covering should...

- receive ongoing training and sign an acknowledgement form
 - » see checklist provided in this document
- be provided with a copy of OSHA's Respiratory Protection Standard Appendix D for voluntary use of respiratory protection, and complete an acknowledgement form
 - » see Appendix D provided in this document

COVID-19 Respirator Training Checklist

For the purposes of this Checklist, consider any COVID-19 facial protection as a respirator. This would include full face, half face, N95, filtering facepiece, bandana, or homemade face covering.

When a respirator is REQUIRED by the employer:

- Why the respirator is necessary
- How the wearing of a respirator affects the body
- How improper fit, usage, or maintenance can make the respirator ineffective
- Capabilities and limitations of the respirator
- How to inspect, put on, remove, and use the respirator
- How to check the seal of the respirator once worn
- Respirator maintenance and storage procedures
- Respirator cleaning and/or change out procedures
- How to recognize medical signs and symptoms that may limit or prevent effective use of the respirator
- Explanation that employers are obligated to develop a written program, properly select respirators, evaluate respirator use, correct deficiencies in respirator use, conduct medical evaluations, provide for the maintenance, storage and cleaning of respirators, and retain and provide access to specific records.

When a respirator is NOT REQUIRED by the employer, but are provided or allowed for voluntary use:

- How the wearing of a respirator affects the body
- How improper fit, usage, or maintenance can make the respirator ineffective
- Capabilities and limitations of the respirator
- How to inspect, put on, remove, and use the respirator
- How to check the seal of the respirator once worn
- Respirator maintenance and storage procedures
- Respirator cleaning and/or change out procedures
- How to recognize medical signs and symptoms that may limit or prevent effective use of the respirator
- Provide and sign Appendix D form in addition to this document

Trainer Name

Employee Name

Signature

Date

**Appendix D, Information and Acknowledgement Form for Employees using Respirators
When Not Required Under the OSHA Standard
Sec. 29 CFR 1910.134, Appendix D**

You have indicated that you wish to voluntarily wear a respiratory protection device. The following information is required by OSHA to be supplied to employees who wish to use respiratory protection devices voluntarily. Please read this information and sign the form to indicate that you have received this information:

Respirators are an effective method of protection against designated hazards when properly selected and worn. Respirator use is encouraged, even when exposures are below the exposure limit, to provide an additional level of comfort and protection for workers. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the worker. Sometimes, workers may wear respirators to avoid exposures to hazards, even if the amount of hazardous substance does not exceed the limits set by OSHA standards. If your employer provides respirators for your voluntary use, or if you provide your own respirator, you need to take certain precautions to be sure that the respirator itself does not present a hazard. You should do the following:

1. Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirator's limitations.
2. Choose respirators certified for use to protect against the contaminant of concern. NIOSH, the National Institute for Occupational Safety and Health of the U.S. Department of Health and Human Services, certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will tell you what the respirator is designed for and how much it will protect you.
3. Do not wear your respirator into atmospheres containing contaminants for which your respirator is not designed to protect against. For example, a respirator designed to filter dust particles will not protect you against gases, vapors, or very small solid particles of fumes or smoke.
4. Wear the respirator in non-hazardous areas only (voluntary respirator use is permitted in non-hazardous atmospheres only).
5. Keep track of your respirator so that you do not mistakenly use someone else's respirator.

I acknowledge that I have read and received a copy of the information for voluntary use of respirators when not required under the Standard Sec. 1910.134.

Employee Name

Signature

Date



At AssuredPartners our mission is quite simple – we deliver Power through Partnership.

We want to assure you that our team is ready, and able to proactively assist our clients during this unprecedented time. Serving you is our most important calling, and we have many proactive solutions to offer at this time.

We realize that many of our clients are facing difficult decisions and circumstances; we're proud to be at your side. Please feel free to call on your AssuredPartners team with any questions or concerns you may have.

VISIT OUR COVID RESOURCE CENTER:

<https://www.assuredpartners.com/Coronavirus-Resources>

www.assuredpartners.com