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# BKS SAMPLE

## CORONAVIRUS INDUSTRIAL- MANUFACTURING WORKPLACE PROGRAM

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# TABLE OF CONTENTS

SECTION	TITLE	PAGE NUMBER
1	Purpose	2
2	Scope	2
3	Responsibilities	3
4	Procedure	4
5	Traveling protocols	5
6	Worksite protocols	5
7	Transportation protocols	6
8	If an employee has tested positive	7
9	Documentation	8
10	Definitions	8
11	Acronyms	9
12	References	9
13	Training	10
14	Appendix	18

## 1.0 PURPOSE

The purpose of this procedure is to establish safety requirements for any work operation that involves potential infection hazards with the Coronavirus. All hazards must be identified and controlled, and the appropriate hazard information communicated to each employee prior to the performance of their duties. Employee involvement in both the hazard identification and hazard control components is essential to pre-job planning and the hazard analysis process.

## 2.0 SCOPE

This procedure applies to all employees at **[company name]** and affiliate company locations. This procedure is intended for use by office, operational workers and any associated personnel working for **[company name]** at any level. All customers, visitors, vendors and contractors permitted on the property will be required to comply with the requirements of this procedure or have an equivalent program that is approved.

### General requirements

We will limit access to our work locations and may implement a procedure to take the temperature of anyone entering the property using a non-contact infrared thermometer, to verify no fever exists before allowing entry.

Prior to entering work locations, and before the start of work, everyone must wash their hands with soap for at least 20 seconds.

Any non-essential meetings should be postponed and limit any essential meetings to 3 persons or less while keeping a minimum distance of 6 feet apart.

All work areas will limit the number of employees to ensure that minimum distancing between employees are strictly maintained

Limit discussions unless necessary to perform a job function. This includes any type of group gathering.

Any visitor, vendor or contractor that is essential to be on the property, will only be admitted if they have received prior authorization and have been screened. Under no circumstance will any visitor traveling from out of state be allowed on company property.

All restrooms will be limited to a minimum number of employees at a time to ensure that safe distancing is strictly maintained (no adjacent occupancy between toilets, urinals, sinks or hand drying areas).

All employees will be assigned specific break and lunch times to ensure that safe distancing is strictly maintained (no gathering in breakrooms, tables limited to one employee each). In addition, the company will assign additional areas other than the breakroom for employee use.



At this time, refrigerators, microwaves, ice makers, water fountains and other shared appliances will be temporarily unavailable for use. Plan appropriately to bring a non-perishable meal, snacks and your own water or beverage.

## 3.0 RESPONSIBILITIES

### 3.1 Managers/Supervisors

- 3.1.1 All employees who are sick or exhibit flu-like symptoms as defined by the CDC will be instructed to stay at home.
- 3.1.2 Minimizing contact among workers, clients, and customers by replacing face-to-face meetings with virtual communications and implementing telework if feasible for the position.
- 3.1.3 Establishing alternating days or extra shifts that reduce the total number of employees in various departments at any given time, allowing them to maintain distance from one another while maintaining a full onsite work week. Keeping a social distance of at least 6 feet.
- 3.1.4 Discontinuing nonessential travel to locations with ongoing COVID-19 outbreaks. Regularly check CDC travel warning levels at: [www.cdc.gov/coronavirus/2019-ncov/travelers](http://www.cdc.gov/coronavirus/2019-ncov/travelers).
- 3.1.5 Developing emergency communications plans, including a forum for answering workers' concerns and internet-based communications, if feasible.
- 3.1.6 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).
- 3.1.7 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.

### 3.2 Employees

- 3.2.1 Attend the training as required.
- 3.2.2 If you were traveling out of the country or on a cruise, contact your employer (by phone or email) and let them know.
- 3.2.3 If you are positive to the COVID-19 test, you have the responsibility to inform (by phone or email) your employer and/or any other person you were in contact with in order to control the spread of the virus.
- 3.2.4 Stay at home if sick or if you exhibit flu-like symptoms as defined by the CDC. Notify your Supervisor that you are sick.
- 3.2.5 Minimize contact with other workers, visitors, vendors and contract employees.

## 4.0 PROCEDURE

### 4.1 Safe Work Practices

- 4.1.1 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 and hands.
- 4.1.2 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.
- 4.1.3 Post handwashing signs in restrooms and other common areas if applicable.

### 4.2 Administrative Controls

- 4.2.1 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](http://www.cdc.gov/coronavirus/2019-ncov/hcp/respirators-strategy).
- 4.2.2 Keep customers, visitors, vendors, contractors and employees informed about symptoms of COVID-19. Inform anyone who appears to have symptoms or is sick to minimize contact with others until healthy again, such as by posting signs about COVID-19 in reception areas, offices, and all operational areas. Consider including COVID-19 information in automated messages sent to customers, vendors, contractors, and employees keeping them informed.
- 4.2.3 Where appropriate, limit public access to operational areas, or restrict access to only certain workplace areas.
- 4.2.4 Consider strategies to minimize face-to-face contact (e.g., drive-through windows, phone-based communication, telework).
- 4.2.5 Communicate the availability of medical screening or other worker health resources (e.g., on-site nurse; telemedicine services).

### 4.3 Personal Protective Equipment

- 4.2.1 When selecting PPE, consider factors such as function, fit, decontamination ability, disposal, and cost. Sometimes, where PPE must 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.



- 4.2.2 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.

## 5.0 TRAVELING PROTOCOLS

### 5.1 Back from Traveling

- 5.1.1 If you were traveling out of the country, contact your employer by phone or email and let them know and stay home for 14 days from the time you were back.
- 5.1.2 If you were on a cruise stay home for 14 days from the time you disembark, practice social distancing, and monitor your health. (See Definitions 8.4)
- 5.1.3 If you are sick with COVID-19 or think you might have it after traveling stay home and do not leave, except to get medical care. Do not visit public areas.
- 5.1.4 Stay in touch with your doctor and be sure to get care if you feel worse or you think it is an emergency.
- 5.1.5 Avoid using public transportation, ridesharing, or taxis.

## 6.0 WORKPLACE PROTOCOLS

### 6.1 Promote Safe Work Practices

- 6.1.1 Instruct workers to stay home if they are sick or they are exhibiting flu-like symptoms as defined by the CDC.
- 6.1.2 Promote frequent and thorough hand washing, including providing workers, customers, vendors and contractors 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.
- 6.1.3 Discourage workers from using other workers' phones, desks, offices, or other work tools and equipment, when possible. If these items must be shared, the last employee to use them must wipe them down with an approved disinfectant. This includes machine/equipment controls, workstations or platforms, keypads, material handling equipment, forklifts, boom or scissor lifts, and other shared devices. In some cases, light-duty gloves may be issued to prevent any potential virus cross contamination.
- 6.1.4 Maintain regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, tools, and other elements of the work

environment. The last person to use a tool or piece of equipment must wipe down the tool or piece of equipment with an approved disinfectant.

- 6.1.5 When choosing cleaning chemicals, employers should consult information on 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.
- 6.1.6 Follow the manufacturer's instructions for use of all cleaning and disinfection products (e.g., concentration, application method and contact time, PPE).
- 6.1.7 For office personnel and other field personnel, we will implement policies and procedures 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.
- 6.1.8 Inform all employees of our respiratory etiquette, including covering coughs and sneezes.

## 7.0 TRANSPORTATION PROTOCOLS

### 7.1 Fleet/Distribution

- 7.1.1 A kit in each vehicle should contain a supply of gloves, disinfectant spray/wipes, hand sanitizer, a mask and small trash bag
- 7.1.2 Take precautions when stopping at various locations along your route (truck stops, delivery/pickup locations, rest areas, eating establishments, etc.) and follow social distancing protocols as well as hand-washing routines and other personal hygiene controls.
- 7.1.3 If possible, at loading/unloading locations, stay in your vehicle/cab or in areas away from loading dock workers.
- 7.1.4 Ensure that during the work shift you spray down any type of equipment or tools (especially shared items) with a disinfectant spray or wipe.
- 7.1.5 Use gloves or disposable gloves, depending on the work task, more routinely than normal to avoid virus contamination .
- 7.1.6 Following the completion of a job task, disinfect your hands and routinely wipe down your vehicle. Wipe down the inside of the vehicle, such as doors, dashboard, seats, door handles, grab bars, and any exposed surfaces with a disinfectant spray or a disinfectant wipe.

**Note: Use the small trash bag to dispose of gloves, and wipes at the end of the work shift.**



## 8.0 IF AN EMPLOYEE HAS TESTED POSITIVE

### 8.1 Step-by-step practical considerations for employers who are notified that an employee has tested positive.

- 8.1.1 Instruct the infected employee to stay home for at least 14 days and encourage them to self-quarantine during that time. Employers should encourage their employees to contact a qualified health care provider to determine whether a 14 days self-quarantine is sufficient, depending on the particular facts and circumstances.
- 8.1.2 Assure the infected employee that he/she will not be identified by name to their co-workers as having contracted the virus, as such would run afoul of the Americans With Disabilities Act (“ADA”).
- 8.1.3 Establish the relevant 28 days period (it may be longer depending on the facts and circumstances). Ask the infected employee when they tested positive. That date will determine—at a minimum—the two potential 14 days windows for the employer. The first 14 window will help establish the scope of mitigation efforts with regards to your other employees. The second 14 days window will help establish the quarantine period for the infected employee (subject to any contrary opinion by a qualified health care professional). For example, if the employee tested positive on March 1, 2020, the employee should—at a minimum—remain at home and self-quarantine until at least March 15, 2020. Furthermore, the employer should identify where the infected employee worked, as well as those individuals the infected employee came into contact with, between at least February 17, 2020 and March 1, 2020.
- 8.1.4 Ask the infected employee (to the best of their recollection) to identify all areas in the office where they were physically present between February 17 and March 1. The employer should have those areas sanitized immediately by a qualified professional or in accordance with CDC guidelines, which can be found here.
- 8.1.5 Ask the infected employee (to the best of their recollection) to identify any individuals they came into contact within the workplace between February 17 and March 1.
- 8.1.6 Contact those employees identified in response to Question 5. Without disclosing the infected employees’ identity (again, in accordance with the ADA), advise them that an individual that has been physically present in their work area has tested positive for the virus. Therefore, out of an abundance of caution, the Company is requesting that they stay at home for the next 14 days at a minimum and encourage them to self-quarantine. Where possible, allow the impacted employees to work remotely. For those non-exempt hourly employees that cannot work remotely, consider whether you will continue to pay them during the 14 days, or if you will require them to use their accrued vacation or sick leave per State or Federal Guidelines/Laws. Encourage the

impacted employees to reach out to a qualified health care provider to seek advice as to what additional steps, if any, should be taken at that time—including whether the 14 days quarantine period is sufficient.

- 8.1.7 Be honest with your other employees. Without disclosing the infected employees' identity, advise your employees that an individual that has been physically present in the office during the prior 2 weeks has tested positive for the virus. Advise your employees that the office/facility or identified areas where the employee who tested positive had been will be shut down until further notice so that the office/facility can be cleaned and sanitized. Encourage anyone with concerns to contact the Human Resources Department.
- 8.1.8 Depending on the size of your office/facility, as well as the answers to Questions 4 and 5 above, employers should consider shutting down their offices completely for 14 days (or more depending on the circumstances) and allowing employees to stay at home and, if possible, work remotely. Again, consideration will need to be given as to whether or not to pay non-exempt hourly employees during the 14 days period who do not have the ability to work remotely.
- 8.1.9 Above all else, remain calm. Make it clear to your workforce that their health and well-being is your top priority, and that you are taking these steps to protect them.

## 9.0 DOCUMENTATION

### **9.1 Upon the completion of trainings or educational meetings, save all the signing sheets and copy of the material covered.**

- 9.1.1 Signing sheets are necessary to control and verify the amount of our personnel and/or contractors instructed or trained about safety practices during the COVID-19 outbreak.
- 9.1.2 Maintain the material covered during trainings and /or educational meetings is necessary to corroborate that the information provided is in accordance and update with the latest recommendations coming from the official agencies.

## 10.0 DEFINITIONS

- 10.1** 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.
- 10.2** 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.



- 10.3** Medium Exposure Risk - Medium exposure risk jobs include those that require frequent and/or close contact with (i.e., within 6 feet of) people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients. In areas without ongoing community transmission, workers in this risk group may have frequent contact with travelers who may return from international locations with widespread COVID-19 transmission. In areas where there is ongoing community transmission, workers in this category may have contact be with the general public (e.g., in schools, high-population-density work environments, and some high-volume retail settings).
- 10.4** Administrative Controls - Action took by the employer. Typically, are changes in work policy or procedures to reduce or minimize exposure to a hazard.
- 10.5** Social Distancing - Means staying out of crowded places, avoiding group gatherings, and maintaining distance (approximately 6 feet or 2 meters) from others when possible.
- 10.6** Work – A generic term for any assigned job, SOP, or PM for which a pre-job brief is being conducted.

## 11.0 ACRONYMS

- 11.1** COVID-19 - Coronavirus
- 11.2** CDC - Centers for Disease Control and Prevention
- 11.3** PPE - Personal Protective Equipment
- 11.4** NIOSH - National Institute for Occupational Safety and Health
- 11.5** OSHA - Occupational Safety and Health Administration
- 11.6** EPA - Environmental Protection Agency

## 12.0 REFERENCES

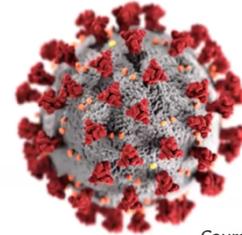
- 12.1** OSHA’s COVID-19 webpage: [www.osha.gov/covid-19](http://www.osha.gov/covid-19).
- 12.2** Occupational Safety and Health Administration website: [www.osha.gov](http://www.osha.gov)
- 12.3** Centers for Disease Control and Prevention website: [www.cdc.gov](http://www.cdc.gov)
- 12.4** National Institute for Occupational Safety and Health website: [www.cdc.gov/niosh](http://www.cdc.gov/niosh)
- 10.5** CDC COVID-19 website: [www.cdc.gov/coronavirus/2019-ncov](http://www.cdc.gov/coronavirus/2019-ncov).

## 13.0 TRAINING

# Coronavirus & Workplace Hygiene

**Objective:** Increase your employees’ awareness of COVID-19 and ways to prevent its spread.

Coronavirus (COVID-19) is the latest communicable disease outbreak with symptoms ranging from mild to severe. The World Health Organization (WHO) has classified this illness as a pandemic because of its worldwide spread with no pre-existing immunity. While it may be a novel illness, workplace hygiene best practices remain the same.



Source: CDC

### What is a Coronavirus?

The term coronavirus describes a broad category of viruses that affect both people and animals. The name is based on the crown-like spikes on the virus’s surface. According to the U.S. Centers for Disease Control and Prevention (CDC), these types of viruses were identified in the mid-1960s and are a common cause of colds and upper respiratory infections. Note: Antibiotics have no effect on viruses.

- COVID-19 is a new strain of coronavirus. Evidence suggests it began with animal-to-person transmission then shifted to person-to-person spread.
- Symptomatic people are the most frequent source of COVID-19 spread (as is true for the flu and colds).
- The incubation period — the time frame between exposure and having symptoms — ranges from 2 to 14 days for COVID-19.
- COVID-19 data to date suggests that 80% of infections are mild or asymptomatic, 15% are severe, requiring oxygen, and 5% are critical, requiring ventilation. The percentage of severe and critical infections are higher for COVID-19 than for influenza.
- There is currently no vaccine for COVID-19.
- People who have already had a coronavirus infection, including COVID-19, may get it again, particularly if it mutates.

### Symptoms: Allergies vs. Flu vs. COVID-19

Many ailments share symptoms. Here are some ways to tell them apart.

Allergies	Flu	COVID-19
1. Sneezing	1. Fever	1. Fever (100.4+° F)
2. Itchy Eyes or Nose	2. Cough	2. Cough
3. Runny or Stuffy Nose	3. Sore Throat	3. Shortness of Breath
4. Watery, Red, or Swollen Eyes	4. Runny or Stuffy Nose	4. Phlegm Production
5. Shortness of Breath	5. Muscle Pain or Body Aches	5. Fatigue
6. Wheezing	6. Headache	6. Sore Throat
7. Cough	7. Fatigue	7. Headache
8. Rash or Hives		8. Muscle or Joint Pain
9. Nausea or Vomiting		9. Chills
10. Dry/Red/Cracked Skin		10. Nausea or Vomiting
		11. Nasal Congestion

Sources: Report of the WHO-China Joint Mission on Coronavirus Disease 2019 (COVID-19), CDC



# Coronavirus & Workplace Hygiene

## How Viruses Spread

### Person-to-Person Contact

- Being in close contact with someone who is sick.
- Coming in contact with droplets expelled when an infected person coughs or sneezes.

### Contaminated Surfaces

- With COVID-19 it *may* be possible to contract the virus by touching a surface or object that has a live virus on it and then touching your eyes, nose, or mouth.

### Poor Hygiene

- Not washing your hands long enough or often enough
- Not covering your own coughs or sneezes.

## Take Precautions to Protect Yourself

The CDC recommends taking the following steps to reduce your risk of contracting viruses, including COVID-19:

- Avoid close contact with people who are sick (staying 6 feet away or more is recommended).
- Avoid touching your face, nose, eyes, etc.
- Wash your hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, or sneezing, or having been in a public place.
- If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol.
- To the extent possible, avoid touching things — elevator buttons, door handles, handrails, etc. — in public places. Use a tissue or your sleeve to cover your hand or finger if you must touch something.
- Clean and disinfect your home and workplace to remove germs. Wipe down frequently touched surfaces, including tables, doorknobs, light switches, handles, toilets, faucets, sinks, and cell phones.
- Avoid crowds and keep your distance from others, especially in poorly ventilated spaces.
- Avoid non-essential travel, including plane trips and cruises.

# Coronavirus & Workplace Hygiene

## Personal Risk Factors

Aspects of people's personal health may increase their risk for more severe instances of COVID-19. People with a higher level of risk include:

- Older adults (risk is highest for ages 80+)
- People who have serious chronic medical conditions, such as heart disease, diabetes, and lung disease



## COVID-19 May Be OSHA Recordable

The U.S. Occupational Safety and Health Administration (OSHA) indicated COVID-19 may be a recordable illness as part of employer's annual OSHA 300 log if a worker was infected as a result of performing work-related duties.

A COVID-19 case is only recordable if it meets all three of the following criteria:

1. COVID-19 was confirmed as part of CDC protocols for a person under investigation, presumptive positive, or as a laboratory-confirmed case.
2. The case is work-related as defined under OSHA standard 29 CFR 1904.5.
3. The case involves one or more of the recording criteria specified in OSHA standard 29 CFR 1904.7.

Employees who have gotten the common cold or the flu are not considered reportable incidents. Follow your employer's protocols.



[CLIENT NAME]

CORONAVIRUS INDUSTRIAL WORKPLACE PROGRAM

# Coronavirus & Workplace Hygiene

Organization: \_\_\_\_\_ Date: \_\_\_\_\_

Trainer: \_\_\_\_\_ Trainer's Signature: \_\_\_\_\_

## Class Participants:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

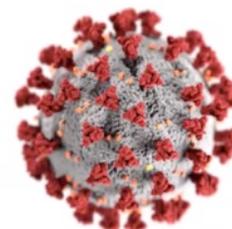
# Coronavirus e Higiene en el Lugar de Trabajo

**Objetivo:** Incrementar la toma de conciencia de sus empleados con respecto al COVID-19 y las maneras de prevenir su propagación

Coronavirus (COVID-19) es el reciente brote de enfermedad contagiosa con síntomas que van de leve a severos.

La Organización Mundial de la Salud (WHO, por sus siglas en inglés) ha clasificado esta enfermedad como pandemia debido a su propagación mundial sin inmunidad pre-existente.

A pesar de que se trataría de una enfermedad nueva, las mejores prácticas de higiene en el lugar de trabajo siguen siendo las mismas.



Source: CDC

## ¿Qué es el Coronaviurs?

El término coronavirus describe una amplia categoría de virus que afectan tanto a la gente como a los animales. El nombre se debe a las puntas con forma de corona en la superficie del virus. Según el Centro para el Control y Prevención de Enfermedades de los Estados Unidos (CDC), estos tipos de virus fueron identificados a mediados de la década de 1960 y son causas comunes de catarros e infecciones en la parte superior del sistema respiratorio.

Nota: Los Antibióticos no surten efecto en virus.

- COVID-19 es una nueva variante de coronavirus. La evidencia sugiere que comenzó con la transmisión de un animal a una persona, para luego cambiar a la propagación de persona a persona.
- Las fuentes más frecuentes de propagación son las personas con síntomas (al igual que con los catarros y la gripe).
- El período de incubación de COVID-19 –el transcurso entre la exposición y la manifestación de síntomas- va de 2 a 14 días.
- Los datos que existen hasta el momento sobre el COVID-19 sugieren que el 80% de las infecciones son leves o asintomáticas, 15% son severas y requieren oxígeno, y 5% son críticas y requieren respiración artificial.
- Actualmente no hay vacuna para el COVID-19.
- Las personas que ya han padecido infección de coronavirus, incluyendo COVID-19, podrían contraerla nuevamente, especialmente si hubiera una mutación de la misma.

## Síntomas: Alergias vs Gripe vs. COVID-19

Muchas enfermedades tienen los mismos síntomas. Aquí puede ver formas de diferenciarlos.

<b>Alergias</b>	<b>Gripe/Influenza</b>	<b>COVID-19</b>
1. Estornudos	1. Fiebre	1. Fiebre (100.4+° F)
2. Comezón en Ojos y Nariz	2. Tos	2. Tos
3. Secreción y Congestión Nasal	3. Dolor de Garganta	3. Dificultad Respiratoria
4. Ojos hinchados, rojos, o llorosos.	4. Secreción y Congestión Nasal	4. Producción de Mucosidad y Flema
5. Dificultad Respiratoria	5. Dolor Muscular o Corporal	5. Fatiga
6. Sibilancia	6. Dolor de Cabeza	6. Dolor de Garganta
7. Tos	7. Fatiga	7. Dolor de Cabeza



# Coronavirus e Higiene en el Lugar de Trabajo

8. Sarpullido o Urticaria		8. Dolor Muscular o de Articulaciones
9. Nausea o Vómito		9. Escalofríos
10. Piel Seca/Rojiza/Resquebrajada		10. Nausea o Vómito
		11. Congestión Nasal

Sources: *Report of the WHO-China Joint Mission on Coronavirus Disease 2019 (COVID-19)*, CDC

## Cómo se Transmite el Virus

### Contacto Persona-a-Persona

- Estando en contacto cercano con alguien que esta enfermo.
- Entrando en contacto con gotas expulsadas cuando una persona infectada tose o estornuda.

### Superficies Contaminadas

- Con el COVID-19 *podría* ser posible contagiarse el virus tocando una superficie u objeto que contenga el virus vivo y luego tocándose luego sus ojos, nariz o boca.

### Poca Higiene

- No lavarse las manos de forma suficientemente frecuente o prologada.
- No cubrirse al toser o estornudar.

## Tome Precauciones para Protegerse

El CDC recomienda tomar las siguientes medidas para reducir su propio riesgo de contraer virus, incluido el COVID-19:

- Evitar el contacto cercano con gente que está enferma (se recomienda mantener 6 pies de distancia o más).
- Evitar tocarse la cara, nariz, ojos, etc.
- Lavarse las manos frecuentemente con agua y jabón por al menos 20 segundos, especialmente luego de sonarse la nariz, toser o estornudar, o haber estado en un lugar público.
- Si no hay agua y jabón disponibles, use desinfectante de manos que contenga al menos 60% de alcohol.

# Coronavirus e Higiene en el Lugar de Trabajo

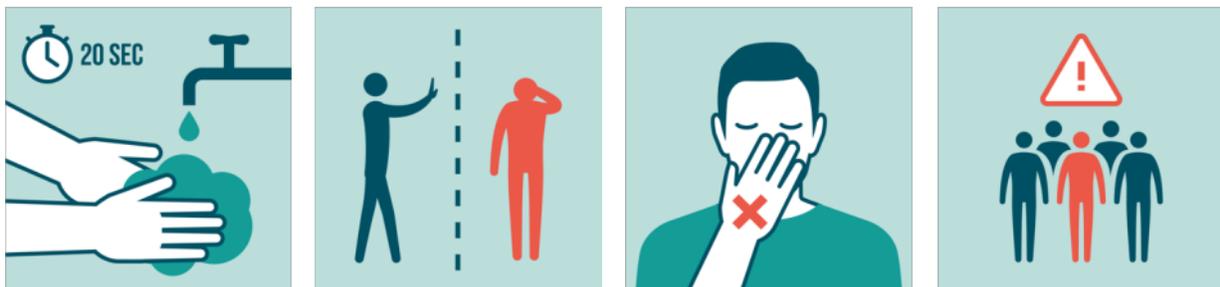
- Hasta donde sea posible, evite tocar cosas –botones de elevadores, picaportes de puertas, etc.- en lugares públicos. Si debe tocar algo, utilice un pañuelo descartable o la manga de su ropa para cubrir su mano o dedo.
- Lave y desinfecte su hogar y lugar de trabajo para quitar gérmenes. Limpie con un trapo las superficies que toque frecuentemente, incluyendo mesas, picaportes, interruptores de luz, manijas, inodoros, grifos, lavamanos y teléfonos celulares.
- Evite multitudes y mantenga distancia de los demás, especialmente en espacios poco ventilados.
- Evite traslados que no sean esenciales, incluyendo aviones y cruceros.

## Factores de Riesgo Personal

Ciertas aspectos de la salud personal de las personas pueden incrementar su riesgo de padecer instancias más severas de COVID-19.

Personas con mayor nivel de riesgo incluyen:

- Adultos Mayores de Edad (el riesgo más alto es en personas de 80 años o más)
- Personas que padecen condiciones médicas crónicas serias, como enfermedades coronarias, diabetes, y enfermedades respiratorias.



## COVID-19 Puede Ser Registrable por la OSHA

La Administración de Salud y Seguridad Ocupacional de los Estados Unidos (OSHA) indicó que COVID-19 puede ser una enfermedad factible de ser registrada ("registrable") como parte del registro anual OSHA 300 del empleador, si un empleado fue infectado como resultado de realizar tareas laborales.

Un caso de COVID-19 es factible de ser registrado solamente si reúne todos estos tres criterios:

1. El COVID-19 fue confirmado como parte de los protocolos del CDC en una persona bajo investigación, un caso que se presume dará positivo, o como caso confirmado por un laboratorio.



# Coronavirus e Higiene en el Lugar de Trabajo

1. El caso está relacionado con el trabajo según la definición del estándar 29 CFR 1904.5 de la OSHA.
2. El caso involucra uno o más criterios de los registros especificados en el estándar 29 CFR 1904.7 de la OSHA.

Los empleados que hayan contraído un resfrío común o gripe, no son considerados incidentes de los que haya que dar parte a la empresa. Siga los protocolos de su empleador.

Organización: \_\_\_\_\_ Fecha: \_\_\_\_\_

Entrenador: \_\_\_\_\_ Firma del Entrenador: \_\_\_\_\_

### Participantes de la Clase:

Nombre: \_\_\_\_\_ Firma: \_\_\_\_\_

## 14.0 APPENDIX

# COVID-19

## What to do if you are sick with coronavirus disease 2019 (COVID-19)

CORONAVIRUS  
DISEASE

19

**If you are sick with COVID-19 or suspect you are infected with the virus that causes COVID-19, follow the steps below to help prevent the disease from spreading to people in your home and community.**

### Stay home except to get medical care

You should restrict activities outside your home, except for getting medical care. Do not go to work, school, or public areas. Avoid using public transportation, ride-sharing, or taxis.

### Separate yourself from other people and animals in your home

**People:** As much as possible, you should stay in a specific room and away from other people in your home. Also, you should use a separate bathroom, if available.

**Animals:** Do not handle pets or other animals while sick. See [COVID-19 and Animals](#) for more information.

### Call ahead before visiting your doctor

If you have a medical appointment, call the healthcare provider and tell them that you have or may have COVID-19. This will help the healthcare provider's office take steps to keep other people from getting infected or exposed.

### Wear a facemask

You should wear a facemask when you are around other people (e.g., sharing a room or vehicle) or pets and before you enter a healthcare provider's office. If you are not able to wear a facemask (for example, because it causes trouble breathing), then people who live with you should not stay in the same room with you, or they should wear a facemask if they enter your room.

### Cover your coughs and sneezes

Cover your mouth and nose with a tissue when you cough or sneeze. Throw used tissues in a lined trash can; immediately wash your hands with soap and water for at least 20 seconds or clean your hands with an alcohol-based hand sanitizer that contains at least 60 to 95% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry. Soap and water should be used preferentially if hands are visibly dirty.

### Avoid sharing personal household items

You should not share dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people or pets in your home. After using these items, they should be washed thoroughly with soap and water.

### Clean your hands often

Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry. Soap and water should be used preferentially if hands are visibly dirty. Avoid touching your eyes, nose, and mouth with unwashed hands.

### Clean all "high-touch" surfaces every day

High touch surfaces include counters, tabletops, doorknobs, bathroom fixtures, toilets, phones, keyboards, tablets, and bedside tables. Also, clean any surfaces that may have blood, stool, or body fluids on them. Use a household cleaning spray or wipe, according to the label instructions. Labels contain instructions for safe and effective use of the cleaning product including precautions you should take when applying the product, such as wearing gloves and making sure you have good ventilation during use of the product.

### Monitor your symptoms

Seek prompt medical attention if your illness is worsening (e.g., difficulty breathing). **Before** seeking care, call your healthcare provider and tell them that you have, or are being evaluated for, COVID-19. Put on a facemask before you enter the facility. These steps will help the healthcare provider's office to keep other people in the office or waiting room from getting infected or exposed.

Ask your healthcare provider to call the local or state health department. Persons who are placed under active monitoring or facilitated self-monitoring should follow instructions provided by their local health department or occupational health professionals, as appropriate.

If you have a medical emergency and need to call 911, notify the dispatch personnel that you have, or are being evaluated for, COVID-19. If possible, put on a facemask before emergency medical services arrive.

### Discontinuing home isolation

Patients with confirmed COVID-19 should remain under home isolation precautions until the risk of secondary transmission to others is thought to be low. The decision to discontinue home isolation precautions should be made on a case-by-case basis, in consultation with healthcare providers and state and local health departments.



CS 314851-11 02/24/2020

For more information: [www.cdc.gov/COVID19](https://www.cdc.gov/COVID19)



[CLIENT NAME]

CORONAVIRUS INDUSTRIAL WORKPLACE PROGRAM

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