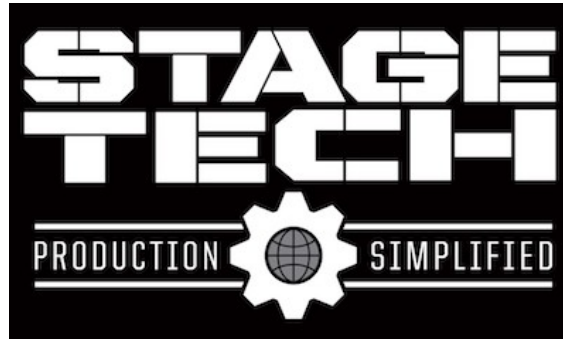
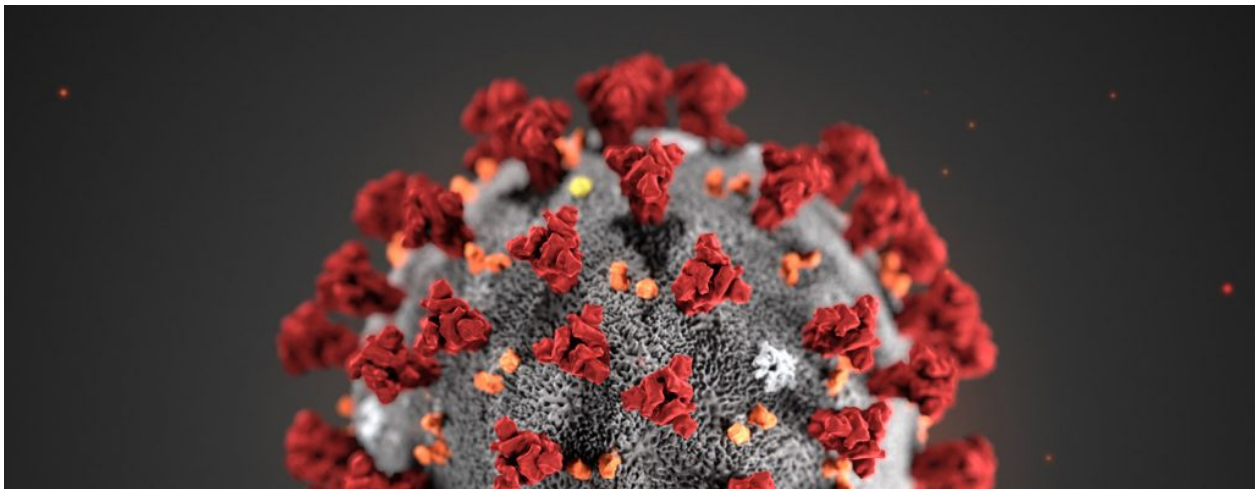


**STAGE-TECH**



**COVID-19 Exposure Control  
and Response Plan**



## COVID-19 Exposure Control and Response Plan

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# COVID-19 Exposure Control and Response Plan

## I. Company Commitment Statement

**Stage-Tech** takes the health and safety of our employees seriously. With the spread of the Corona Virus or “COVID-19”, we are committed to mitigating the spread and ultimately, “flattening the curve” in our community.

To that end, we have developed this COVID-19 Exposure Control and Response Plan. We have also named a designated person(s) to monitor relevant U.S. Center for Disease Control and Prevention (CDC) and Occupational Safety and Health Administration (OSHA) guidance.

This plan will be updated, as needed, when new information becomes available.

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President/Owner

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Date:

## II. Responsibilities of Managers and Supervisors

- Set a good example by following this plan at all times
- Model good personal hygiene and job site safety practices to prevent the spread of the virus
- Encourage this same behavior from all employees
- Maintain documentation of related practices as appropriate
- Identify any hazards or potential hazards and report per our IIPP
- Provide training on hazard recognition/mitigation of COVID-19, proper PPE use and care, and proper workplace cleaning and disinfecting.

## III. Responsibilities of Employees

- Report to your manager(s) or supervisor(s) if you are experiencing signs or symptoms of COVID-19
- Ask your manager or supervisor if you have specific question(s) about this plan or COVID-19
- If you develop a fever and symptoms such as cough or shortness of breath, **DO NOT GO TO WORK.** Notify your supervisor and call your healthcare provider right away.
- If you come into close contact with someone showing these symptoms, call your supervisor and healthcare provider right away.
- Identify any hazards or potential hazards in your work area and report per our IIPP
- If you have been out sick, please see our return to work policy.

## Section IV: Safety and Health COVID-19 Training

**Stage-Tech** is committed to providing relevant training to enable safe and healthful COVID-19 work practices. Management will provide training on general and specific safety procedures for each employee's job. Employee training shall be provided per our IIPP. In addition, training will include:

- Proper social distancing while operating equipment
- Individual employees will be retrained after the occurrence of a work-related injury and/or exposure event when deemed necessary by management

We will also provide relevant training, (initial and refresher) on the proper use of PPE or other required safety equipment related to potential COVID-19 exposure such as:

- How to use protective clothing and/or equipment (e.g., gloves, N95 respirators or other masks, safety glasses/goggles/shields, aprons/coveralls, booties/foot coverings, shoes, etc.)

- How to don/doff safely in the context of your current work assignment.

**Note:** Training material will be provided in the appropriate language and literacy level of our employees.

Refer to Appendix J for COVID-19 related training materials and sign-in sheet.

### **Refresher Training**

Tailgate meetings will be held periodically in accordance with our IIPP and when required by authorities regarding updated information on COVID-19.

The Safety Training Attendance Form (see Appendix J) will be used to document the training. Individual employees will be retrained after the occurrence of a work-related exposure or injury when deemed necessary by management.

### **Job Safety Training**

After inspecting a work area or job site, the designated person(s) will identify and evaluate all potential hazards for:

- COVID-19 Accident/Exposure potential
- Corrective Action including employee training required.

## **Section V: Employee Communication**

Effective communication of safety and health concerns, particularly with regard to COVID-19, will occur between workers and management. Our methods of communicating with employees are outlined in our IIPP.

***No employee will be discriminated against for reporting COVID-19 or other hazards or potential hazards, or for making safety suggestions.***

## **Section VI: Safety Compliance/Discipline**

Our COVID-19 Exposure Control and Response program includes methods of ensuring compliance with all relevant safety policies with both our staff and with visitors. Please refer to our IIPP and Employee Handbook for specific details.

## **Section VII: Hazard Identification and Incident Reporting**

### **COVID-19 Safety and Health Inspection Policy**

Effective identification and correction of workplace hazards is imperative to the success of our IIPP. Our program does not limit hazard identification responsibilities to the management /supervisory level and encourages / requires that all employees are involved in maintaining a safe work environment by reporting hazards to management.

Our definition of workplace hazards includes unsafe conditions or processes and unsafe work practices committed by employees with regard to COVID-19 issues.

- COVID-19 field, shop and/or office safety inspections will need to be performed throughout the day.
- Due to the nature of COVID-19 infection control work practice procedures, many out-of-normal routine activities will be required to be inspected/monitored.

## Section VIII: Accident Investigation and Reporting

### Accident Investigation and Reporting Procedures

**Stage-Tech** will perform a documented accident investigation using the designated company accident/exposure incident form (See appendix) immediately and not later than 24 hours after the accident/exposure incident.

Employers must report any instances of COVID-19 on the OSHA 300 log if it meets all of the following requirements:

- It is a confirmed case of COVID-19
- The COVID-19 case is work-related
- The case involves one or more of the general recording criteria per 29 CFR 1904.7 (e.g., medical treatment beyond first-aid, days away from work)

Procedures for conducting accident / incident investigations are outlined in our IIPP.

## Section IX: Jobsite Protective Measures

### Identifying COVID-19 Symptoms

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure to the virus and may include:**

- **Fever**
- **Cough**
- **Shortness of breath or difficulty breathing**
- **Chills**
- **Repeated shaking with chills**
- **Muscle pain**
- **Headache**
- **Sore throat**
- **New loss of taste or smell**

### Confirmed and/or Suspected Infected Employees

- The infected employee(s) shall be **immediately** sent home until released by their medical provider.
- Also send home all employees who worked closely with that employee to ensure that the infection does not spread.
- Before the infected employee departs, ask them to identify all individuals who worked in close proximity (within six feet) for a prolonged period of time (10 minutes or more to 30 minutes or more) with them during the 48-hour period before the onset of their symptoms.
- When sending the employees home, do not identify by name the infected employee.

- If you work in a shared office building or area, you should inform building management so they can take whatever precautions they deem necessary.

The CDC provides that the employees who worked closely to the infected worker should be instructed to proceed based on the CDC [Public Health Recommendations for Community-Related Exposure](#). This includes:

- Staying home until 14 days after last exposure
- Maintaining social distance from others
- Self-monitoring for symptoms (i.e., fever, cough, or shortness of breath)

### **Confirmed Positive Employees – Disclosure of COVID-19 Diagnosis or Exposure**

Employer should require employees to disclose to the employer if they test positive for COVID-19 or have been in contact with someone who tests positive for COVID-19 (and those employees should be required to work from home and not be allowed to return-to-worksites until medically cleared by their personal medical provider. The ADA allows employers to make sensitive inquiries of employees who pose a “direct threat” to the health and safety of themselves or others in the workplace.

To the extent that the employees are working in the workplace, (or plan to return to work in the workplace), employers should also require such employees to disclose if they or someone they live with are experiencing any COVID-19 symptoms.

Wherever possible, an employee who has been exposed to or tested positive for COVID-19 should be made aware of the employer’s need to make certain disclosures to the workforce. Employers should give the employee reasonable choice whether to permit particular uses or disclosures.

In some states, the employee’s written authorization for certain disclosures may be required. Employer may ask whether an employee is willing to disclose symptoms or positive diagnosis to others and whether they are comfortable with the employer doing so. Employer should be careful to exert no pressure on the employee to agree to either mode of disclosure. Any disclosure of identity under these circumstances should be voluntary on the part of the employee.

Even if it is not possible to get prior consent from an employee who has tested positive for COVID-19, the employer should notify specific co-workers, clients, vendors, etc. that a person with whom they were in contact over the past 14 days has now tested positive and that they should take appropriate precautionary measures.

Employer should ask an employee who has tested positive to provide a list of individuals (employees, clients, contractors, vendors) with whom the employee came into contact in the last 14 days in connection with their employment.

An employer may disclose this information to the other need-to-know personnel (without disclosing the identity of the individual). Further protocols with regard to this area are outlined in subsequent sections of this Plan. Please reference Appendix D for this authorization form.

**NOTE:** The related template, included as Appendix D, has been created for use in California to comply with Civil Code sec. 56.21 requirements for an employee authorization to disclose employee medical information. One of the requirements is that it must be in at least a 14-point font size. It must also identify who exactly (by name or function such as department or description of level in the company) is authorized to disclose the information and not just say the company is authorized.

### **Employee Communication Regarding Positive Test Individuals and Potential Exposure**

An employer should disclose to other employees that a co-worker (or visitor to their company) has tested positive for COVID-19. An employer should not disclose the identity of an employee who has tested positive, or any specific details of the employee's medical condition or symptoms, to others in the workplace.

Under the ADA, any information regarding the medical condition or history of an employee that the employer obtains as part of an examination or inquiry into a disability could constitute a confidential medical record that can be disclosed only to certain need-to-know individuals in limited circumstances. The FMLA also prevents the disclosure of records related to medical histories in connection with an employee's leave or eligibility. The EEOC and some courts have gone further and taken the position that any information concerning employee's medical information is protected under the ADA or FMLA. Employers are encouraged to err on the side of confidentiality and to seek legal counsel where there may be any questions or concerns.

Please reference Appendix C for this Sample Announcement of Positive Test COVID-19 or Exposure form.

### **Remain-at-Home Guidelines - Employees Who Worked Near Confirmed Positive Employee(s)**

Potentially exposed employees should first consult and follow the advice of their healthcare providers or public health department regarding the length of time to stay at home.

The CDC recommends that those who have had close contact for a prolonged period of time with an infected person should:

- Remain at home for 14 days after last exposure
- If symptoms develop, remain home for at least ten days from the initial onset of the symptoms, three days without a fever (achieved without medication), and improvement in respiratory symptoms (e.g., cough, shortness of breath).

### **Return-to-Work Following Potential Exposure to COVID-19**

To ensure continuity of operations of essential functions, the CDC advises that critical infrastructure workers may be permitted to continue working following potential exposure to COVID-19, provided they remain asymptomatic and additional precautions are implemented to protect them and the community.

CDC recognizes "potential exposure" as being a household contact or having close contact within six (6) feet of an individual with confirmed or suspected COVID-19. The time frame for having contact with an individual includes the period of 48 hours before the individual became symptomatic.

#### **Employer Guidelines**

- Continue to consult relevant FAQs and guidance put forth by the Center for Disease Control (CDC), (OSHA), (EEOC) and the Department of Labor (DOL), among other government agencies.
- Be aware that time frames for when workers will be allowed to return to work may continue to change based on updated CDC guidance.
- Measure the employee's temperature and assess symptoms prior to permitting the worker(s) resuming work, ideally, before they enter the facility.
- Clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment routinely.

#### **Employee Guidelines**

- Self-monitor under the supervision of their employer's occupational health program.
- Wear a facemask at all times while in the workplace for 14 days after last exposure.

- Maintain a six-foot distance from others and observe social distancing in the workplace as work duties permit.
- Clean / disinfect all areas such as offices, bathroom, common areas, electronics, tools, machines, routinely.

## **Return to Work – Employer Pre-Screening Guidelines**

### **Employee Temperature Checks**

Prior to initiating temperature checks for employees returning to work, employers shall be aware of the following:

- Per the EEOC, it is necessary to show that there is a “business necessity” to avoid a direct threat of harm in order to conduct temperature checks as they are considered “medical examinations” under the Federal Americans with Disabilities Act.
- The employer must form a good faith basis for arguing that temperature checks are a “business necessity” to avoid a direct threat of harm under the Federal Americans with Disabilities Act.
- Temperature checks are not determinative of individuals having COVID-19; however, they are a deterrent.
- In general, employers may use temperature checks as a tool to curtail the risk of infection by COVID-19 in the workplace assuming they are used in a safe and consistent manner.

Employer must:

- Have a consistent process of how to conduct temperature checks.
- Conduct temperature checks on **ALL** individual before entering the work premises (including executives, hourly employees, etc. regardless of level or exemption status, whether a contingent worker, a vendor, or a visitor).
- Conduct temperature checks privately.
- Conduct temperature checks using individuals who are adequately trained to perform the checks consistently and safely.
- Provide personal protective equipment to persons performing the check as they will likely not be social distancing while doing so.

**Note:** Employers may want to consider utilizing a third-party organization trained in conducting temperature checks; otherwise, documented training will be required for in-house employees tasked with doing so. (See Appendix G and H for Exposure Control Log and Daily Temperature Log.)

### **Guidelines for Conducting Temperature Checks**

- Ensure monitoring device and method used is adequate, consistent, and accurate.
- Ensure use of same mechanism/monitoring device for all employees (recommend use of non-contact thermometer to reduce chances of accidental exposure).
- Ensure temperature check documentation is secured and stored in a file separate from the general personnel file of each individual.
- Ensure temperature check information and documentation is limited to individual employees and shall only be provided on a “need to know” basis specifically in response to the Corona Virus outbreak.
- Ensure information is maintained in a single logbook as it would not be possible to maintain confidentiality.
- Ensure records are maintained for the normal period of time that visitor logs are maintained (which may include industry or company specific standards), or for at least three (3) months.
- Ensure persons conducting temperature checks are authorized to perform such work.
- Ensure persons conducting temperature checks are provided with appropriate level of personal protective equipment.



- Establish consistent, objective cut off level for elevated temperature (policy can be equivalent to current CDC guidelines at 100.4 degrees F.)
- Require all persons exceeding the cut off level be excluded from the workplace regardless of status.

## **Guidelines for Personal Protective Equipment (PPE) for Individuals Performing Temperature Screening**

Persons authorized to perform temperature screening and/or facilitate testing will be exposed to all (potentially infected) workers and therefore shall be provided with and required to utilize appropriate personal protective equipment.

Recommended Personal Protective Equipment for testing includes:

- Non-contact thermometer
- Eye and face protection including mouth and nose covering, goggles and/or face shield
- Long sleeve gown, coverall, or approved medical apron (if available)
- Surgical or other approved gloves (Note: Non-medical gloves are not permitted or suitable in the prevention of COVID-19. It is suspected at this stage that COVID-19 may remain embedded in cloth surfaces.)

Employers shall review OSHA's PPE standards at 29 CFR 1910 Subpart I and Respiratory Protection standard, 29 CFR 1910.134 for PPE selection, training, and other applicable requirements or State OSHA program equivalents.

From a process standpoint, it is recommended that temperature check facilitators should take the following steps:

- Perform hand hygiene
- Put on appropriate PPE
- Perform temperature check
- Remove and properly discard PPE
- Perform hand hygiene.

Employers also should ensure that hand hygiene facilities (e.g., sink or alcohol-based hand sanitizer) are readily available at or adjacent to the temperature check station(s).

The temperature should be taken in private and the results should be maintained confidentially. Employers also should be mindful of Fair Labor Standards Act (FLSA) working time considerations regarding the time spent in this screening.

In the event of any situation requiring decision making on COVID-19 related matters, the Plan lists the key contacts with **Stage-Tech**. Please contact as soon as possible.

**Stage-Tech** employees are directed to contact the office via telephone and/or email and/or our designated person for any questions, concerns, clarification of procedures, or other issues regarding COVID-19 in our operation.

## **Section X: Additional Work Practice Control Measures**

### **Social Distancing**

Social distancing protocols shall be implemented per Local, State, and Federal public safety orders and kept current. **Stage-Tech** will enforce social distancing practices, protocols and guidelines regarding:

- Breakroom etiquette
- Physical distancing while taking breaks
- Staggering break times
- Congregation in common areas
- Workplace seating
- Contact free food delivery and handling
- Sharing of food or utensils
- Increasing physical space between employees and customers, contractors, vendors, visitors, etc.
- Implementing flexible worksites (e.g., telework)
- Implementing flexible work hours (e.g., staggered shifts)
- Implementing flexible meeting and travel options

Our social distancing protocols will be posted at each public and employee entrance in addition, to distributing social distancing protocols to all employees, which provides information on:

- Measures to Protect Employee Health
- Measures to Prevent Crowds from Gathering
- Measures to Keep People at Least Six Feet Apart
- Measures to Prevent Unnecessary Contact
- Measures to Increase Sanitization

**NOTE:** The County of Santa Clara, California has provided a social distancing protocol template titled, *Appendix A – Social Distancing Protocol* included here as an attachment as well as found through the following link: <https://www.sccgov.org/sites/covid19/Documents/Appendix-A-Social-Distancing-Protocol.pdf>

## **Personal Protective Equipment**

### **Employer Responsibility:**

- Provide personal protective equipment (PPE) such as gloves, goggles, face shields and facemasks as appropriate for the activity being performed.
- Employers should develop policies for worker protection. This includes providing training to staff prior to assigning cleaning tasks. Training should include when to use PPE, what PPE is necessary, how to properly wear, use, take off and dispose of PPE.
- Identify “choke points” and “high-risk areas” where workers are forced to stand together, such as hallways, elevators and break areas. Control them so social distancing is maintained.
- Discourage workers from using other workers’ phones, desks, offices, work tools and equipment. If necessary, clean and disinfect them before and after use.
- Post, in areas visible to all worker, required hygienic practices including not touching face with unwashed hands or with gloves; washing hands often with soap and water for at least 20 seconds; use of hand sanitizer with at least 60% alcohol, cleaning AND disinfecting frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, machines, shared tools, elevator control buttons, and doorknobs; covering the mouth and nose when coughing or sneezing as well as other hygienic recommendations by the CDC.
- Place wash stations or hand sanitizers in multiple locations to encourage hand hygiene.
- If you empty the trash, always wear gloves.

## **Employee Responsibility:**

- Do not share PPE, hand or office tools.
- Ensure used PPE is disposed of properly. Gloves and gowns/coveralls/aprons should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to clean hands after removing gloves.
- Sanitize reusable PPE per manufacturer's recommendation prior to each use.
- Utilize disposable gloves where appropriate.
- Minimize interactions when picking up or delivering equipment or materials. Always ensure minimum 6-foot separation.

## **Managing Sick Employees.**

- Actively encourage sick employees to stay home. It is critical that individuals NOT report to work while they are experiencing illness symptoms such as fever, cough, shortness of breath, sore throat, runny/stuffy nose, body aches, chills, or fatigue. Individuals should seek medical attention if they develop these symptoms.
- Employees who have symptoms of acute respiratory illness are recommended to stay home and not return to work until they are free of fever, signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicine.
- Separate and send home employees who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or become sick during the day.
- If the employee becomes sick during the day, they should be sent home immediately. Surfaces in their workspace should be cleaned and disinfected. Information on persons who had contact with the ill employee during the time the employee had symptoms and 2 days prior to symptoms should be compiled. Others at the facility with close contact within 6 feet of the employee during this time would be considered exposed.

## **Visitor Policy for Offices and Work Sites:**

- Visitors should be discouraged during the COVID-19 pandemic. Only those critical to ongoing operations should be allowed into the workplace.
- Visitors must comply with all safety guidelines implemented to prevent COVID-19 in our facilities and worksites.
- Each facility must maintain a daily attendance log of workers and visitors.
- Visitors will be screened in advance of arriving on the job site. Please see Appendix E: for Risk Assessment Screening Checklist.

## **Workforce Hygiene Guidelines**

**Stage-Tech** will enforce proper hygiene guidelines to prevent the potential spread of COVID-19 that minimally include:

- Frequent hand washing with soap and water for at least 20 seconds
- Use of hand sanitizer (alcohol-based hand rubs and gels) between frequent hand washing sessions
- Avoid touching eyes, nose, and mouth with unwashed hands
- Avoid close contact with people who are sick and stay home when sick
- Cover coughs and sneezes using arm and/or elbow (not hands)
- Clean and disinfect frequently touched objects and surfaces

**Note:** Hand sanitizer should be 60% alcohol or greater and should not be a replacement for hand washing. Hand sanitizer is most effective as an intermediary measure.

## **Facility / Worksite Cleaning, Sanitizing, and Disinfecting Guidelines**

**Stage-Tech** will institute regular cleaning, sanitizing, and disinfecting practices to prevent the potential spread of COVID-19 including:

- Providing employees with disinfecting wipes
- Cleaning and disinfecting frequently used surfaces
- Disinfecting and cleaning workspaces: Cleaning and disinfecting all areas such as offices, bathrooms, common areas, shared electronic equipment workstations, countertops, handrails, and doorknobs
- Disinfecting reusable supplies before and after use
- Cleaning jobsite trailers and break/lunchroom areas at least once per day.
- Cleaning surfaces of all equipment and service/fleet vehicles including steering wheel, gear shift, instrument panels, etc. at beginning and end of shifts
- Cleaning vehicles and equipment/tools at least once per day and before change in operator(s) or rider(s). Operators should use the same piece of equipment all day.
- Cleaning and disinfecting frequently used tools and equipment on a regular basis
- Having cleaned and disinfected, any portable jobsite toilets, by the leasing company at least twice per week. Employer will ensure that hand sanitizer dispensers are always filled. Frequently touched items (i.e. door pulls and toilet seats) will be disinfected frequently

#### **General Best Practices:**

- Wear gloves while cleaning
- Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash
- Use chemicals in a well-ventilated area. NEVER mix cleaning chemicals with one another.
- Prevent chemical contact with food during cleaning
- Handle used towels, gloves, etc. as little as possible

#### **To Clean Hard, Non-Porous Surfaces/Materials:**

Hard non-porous surfaces include stainless steel, floors, kitchen surfaces, countertops, tables and chairs, sinks, toilets, railings, light switch plates, doorknobs, metal/plastic toys, computer keyboards, remote controls, recreation equipment should be cleaned as follows:

- Follow labeled instructions on all chemical containers (Consult EPA list of COVID-19 approved disinfectants)
- Clean surface with soap and water to remove all visible debris and stains
- Rinse surface with clean water and wipe with clean towel
- Apply a disinfectant. To effectively kill the virus, make sure the surface stays wet with the disinfectant for at least 10 minutes before wiping with a clean towel
- Rinse with water and allow surface to air dry.
- Remove gloves safely and place in a trash bag and discard
- Wash hands after removing gloves and handling any contaminated material, trash or waste

#### **To Clean Soft, Porous Surfaces/Materials:**

Soft, porous materials include carpeting, rugs, towels, clothing, sofas, chairs, etc. should be cleaned by:

- Placing soft, porous materials in a bag

- Laundering using hot water and a detergent containing color-safe bleach
- Drying on high heat
- Large, fabric based surfaces require specific alternative cleaning/disinfecting.

### **Cleaning, Sanitizing, and Disinfecting Following Known or Suspected COVID-19 Exposure**

The CDC has recognized that primary transmission of COVID-19 is through respiratory droplets. In situations where an employee has been confirmed Covid-19 positive and has been in a certain area of the facility or worksite (or a particular room that is more closed off), the CDC recommends airing out the area as much as possible by opening doors, opening outside windows (if possible) for a period of 24 hours prior to commencing cleaning.

For larger work sites and/or open plan facility work areas, the CDC recommends employers (to the best of their ability) identify where exposed or confirmed positive individuals have been and disinfect those areas.

For smaller spaces (with closed off areas), the CDC recommends a no access close down of the space for 24 hours, airing out, and doing a disinfection before bringing people back in.

Cleaning personnel shall clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the infected persons, focusing especially on frequently touched surfaces per the following:

- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection (Note: “cleaning” will remove some germs, but “disinfection” is also necessary).
- For disinfection, diluted household bleach solutions, alcohol solutions with at least 70% alcohol, and most common EPA-registered household disinfectants should be effective.
- Diluted household bleach solutions can be used if appropriate for the surface. Follow manufacturer’s instructions for application and proper ventilation. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted.
- Cleaning staff should wear disposable gloves and coveralls/gowns for all tasks in the cleaning process, including handling trash.
- Gloves and coveralls/gowns should be compatible with the disinfectant products being used.
- Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash. Follow the manufacturer’s instructions regarding other protective measures recommended on the product labeling.
- Gloves and coveralls/gowns should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to clean hands after removing gloves.
- Employers should develop policies for worker protection and provide training to all cleaning staff on site prior to providing cleaning tasks. Training should include when to use PPE, what PPE is necessary, how to properly don (put on), use, and doff (take off) PPE, and how to properly dispose of PPE.
- If you require gloves or masks or other PPE, prepare a simple half-page Job Safety Analysis (JSA): list the hazards and the PPE (gloves, masks, etc., as needed), and the person who drafts the JSA should sign and date it.

**Note:** If employers are using cleaners other than household cleaners with more frequency than an employee would use at home, employers must also ensure workers are trained on the hazards of the cleaning chemicals used in the workplace and maintain a written program in accordance with OSHA’s Hazard Communication standard (29 CFR 1910.1200). Download the manufacturer’s Safety Data Sheet (SDS) and share with employees as needed, and make sure the cleaners used are on your list of workplace chemicals used as part of the Hazard Communication Program.

### **Section XI: Confidentiality Statement**

Except for circumstances in which **Stage-Tech** is legally required to report workplace occurrences of communicable/infectious disease, the confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent practicable under the circumstances. When it is required, the number of persons who will be informed of an employee’s condition will be kept at the minimum needed not only to comply with legally-required reporting, but also to assure proper care of the employee and to detect situations

where the potential for transmission may increase. A sample notice to employees is attached to this Plan. (See Appendices/Attachments/Forms)

**Stage-Tech** reserves the right to inform other employees that a co-worker (without disclosing the person's name) has been diagnosed with COVID-19 if the other employee(s) might have been exposed to the disease so the employee(s) may take measures to protect their own health.

## Section XII: Disclaimer

This COVID-19 Exposure Control and Response Program contents are advisory in nature and client is responsible for updating and customizing as necessary to address exposures and safety management needs unique to their operation. BBSI Risk Management advice, recommendations and services are advisory and not intended to provide a definitive listing of all potential causes of loss, OSHA violations, or exceptions to good practice. To aid you in further and ongoing identification of workplace hazards, we have included the Cal-OSHA website that provides additional information and regulations impacting your organization. <http://www.dir.ca.gov/dosh/dosh1.html>

## Section XIII: Key Company COVID-19 Contacts

### Key COVID-19 Contacts for Stage-Tech

(Insert the main points of contact for your company)

Name	Contact Title	Office Phone	Cellphone	Email
Charley Guest	CEO	562-407-1133	714-317-9371	charley@stage-tech.com
Monique Biggs	Manager	562-407-1133	562-374-1631	monique@stage-tech.com
Carlos Guillen	Production Manager	562-407-1133	714-724-8130	carlos@stage-tech.com
Tyler Guest	Warehouse Manager	562-407-1133	714-873-4648	tyler@stage-tech.com

## Section XIV: Appendices - Supporting Documents

- A. Employee Rights Posting
- B. Essential Industry (Definition/Employee Letter Sample)
- C. Employee Notice of Exposure Letter (Sample)
- D. Authorization To Disclose COVID-19 Diagnosis or Exposure (Template Sample)
- E. Social Distancing Protocol Template – SCCGov.org
- F. Risk Assessment for Visitors/Employees: COVID-19 Screening Checklist for Non-Medical Employers
- G. Exposure Control Log (Sample)
- H. Daily Employee Temperature Log (Sample)
- I. COVID-19 Signage Symbols (Examples)
- J. COVID-19 Training/Resource Materials
  - a. Training Attendance/Sign-in Record
  - b. Stop the Spread (English/Spanish)
  - c. What to do if you are sick (English/Spanish)
  - d. Covid-19 Safety Training Toolbox Topic (English/Spanish)
  - e. OSHA Worker Exposure Risk to COVID-19 (English/Spanish)
  - f. Prepare Your Small Business/Employees for Effects of COVID-19
  - g. Cleaning and Disinfection for Community Facilities

### Attachment A: Employee Right Posting (FFCRA)

# EMPLOYEE RIGHTS

## PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The Families First Coronavirus Response Act (FFCRA or Act) requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

### ► PAID LEAVE ENTITLEMENTS

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- $\frac{2}{3}$  for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 10 weeks more of paid sick leave and expanded family and medical leave paid at  $\frac{2}{3}$  for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

### ► ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). Employees who have been employed for at least 30 days prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.

### ► QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework, because the employee:

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| <ol style="list-style-type: none"><li>1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;</li><li>2. has been advised by a health care provider to self-quarantine related to COVID-19;</li><li>3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;</li><li>4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);</li></ol> | <ol style="list-style-type: none"><li>5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or</li><li>6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.</li></ol> |
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### ► ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.



WAGE AND HOUR DIVISION  
UNITED STATES DEPARTMENT OF LABOR

For additional information  
or to file a complaint:  
**1-866-487-9243**  
TTY: 1-877-889-5627  
[dol.gov/agencies/whd](https://dol.gov/agencies/whd)



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