

## Town of Avon

### Infectious Disease Preparedness and Response Plan for COVID-19

#### Basic Infection Prevention Measures for Employees.

Practice Social Distancing: Six feet between people. If less, use Mask provided by Town.  
Cover cough and sneezes.  
Stay home if sick or have symptoms of Covid-19 or have been exposed to Covid-19.  
Wash hands frequently  
Disinfect surfaces: door, faucet handles, table tops, devices.  
    Use EPA Approved Disinfectant for viral pathogens.  
Each Department may implement additional measures following best practices from the CDC, OSHA or ISDH.

#### Prompt Identification and Isolation of Sick People

Establish protocol to screen employees upon entry to work facility.  
Self monitor for illness.  
While at work, if ill or have symptoms of Covid-19, report to supervisor.  
    Employee should immediately wear a mask and be isolated, if unable to immediately leave work.  
Town will communicate with employees regarding known risks in the workplace.

#### Workplace Flexibilities and Protections

Sick leave policy allows employees to stay at home to care for sick family member.  
Pandemic leave policy allows at risk employees to continue to work from home.

Those employees defined as at risk for severe illness from COVID-19 are:  
People 65 years and older.  
People of all ages with underlying medical conditions, particularly if not well controlled, including:  
    Chronic lung disease or moderate to severe asthma.  
    Serious heart conditions.  
    Immunocompromised caused by cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged uses of corticosteroids and other immune weakening medications.  
    Severe obesity (body mass index of 40 or higher).  
    Diabetes.  
    Chronic Kidney disease undergoing dialysis.  
    Liver disease.

Employees will be provided information on safe hygiene practices.

## **Workplace Controls**

### Engineering

Install high efficiency air filters (MERV 13) at Town Hall and Police Station.

Encourage opening of windows to provide fresh air flow.

Install physical barriers for locations that don't meet the following standards:

Six feet of distance between employee work stations.

Six feet of distance between employee and customer.

### Administrative

Minimize contact by use of virtual meetings.

In person meetings must practice social distancing and occur in well ventilated room.

Masks must be worn if unable to practice social distancing at in person meeting.

Supervisors may utilize staggered work hours to minimize contact.

Employees will be provided information on proper use of protective equipment.

Employees will be provided information and training regarding Covid-19 risk factors and protective barriers (cough etiquette, care of PPE).

Signage will be installed in lobbies of Town Hall and Police Station that requires visitors to socially distance and to visit only when not ill.

Signage for COVID 19 safety guidelines and best practices will be installed in the kitchens of Town Hall, Police Station and Parks Maintenance Building and other locations as determined by the Town Manager, Police Chief and Parks Operations Director for their respective facility.

Employee gatherings in confined spaces should be minimized and should follow social distancing guidelines.

Employees should not travel for Town related business to known areas of an outbreak of Covid-19.

### Safe Work Practices

Employees will be provided resources that promote safe hygiene such as tissues, hand soap or sanitizer and disinfectants.

Hand washing and cover your cough signs will be placed in restrooms.

### Personal Protective Equipment (PPE)

Should not take the place of other prevention strategies.

Includes gloves, goggles, face shields, face masks and respiratory protection.

Use must be selected based on risk of being infected with SARS CoV-2 while working and job tasks that may lead to exposure.

Must be properly fitted and periodically refitted, as applicable.

Must be consistently and properly worn when required.

Must be regularly inspected, maintained and replaced, as necessary.

Must be removed, cleaned, stored or disposed of, as applicable.

## **Classifying Worker Exposure Risk and Protective Measures for Each Level**

Supervisors will assess their employee's exposure risk and will provide protective equipment or protective measures based on the exposure risk.

### **Exposure Risk**

#### **Very High**

Jobs with high potential for exposure to known or suspected sources of COVID-19 during specific medical, postmortem or laboratory procedures.

#### **High**

Jobs with high potential for exposure to known or suspected sources of COVID-19. Workers in this category include healthcare, medical transport, mortuary workers.

#### **Medium**

Jobs that require frequent or close contact with (within 6 feet of) people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients. Workers in this category may have contact with the general public.

#### **Low**

Jobs that do not require contact with people known to be, or suspected of being, infected with SARS-CoV-2 nor frequent close contact with (within 6 feet of) the general public. Workers in this category have minimal occupational contact with the public or other coworkers.

### **Protective Measures**

#### **Low Exposure Risk**

Follow protective measures outlined in this policy.  
Additional engineering controls are not recommended.  
Provide updated information regarding COVID-19.  
Additional PPE is not recommended.

#### **Medium Exposure Risk**

Follow protective measures outlined in this policy.  
Install physical barriers, such as clear plastic sneeze guards, where feasible.  
Offer face masks to ill employees and visitors until they are able to leave the workplace.  
Ask sick customers to minimize contact with workers until healthy again.  
Limit public access to only certain workplace areas.  
Develop strategies to minimize face to face contact such as phone-based communication.  
Workers may need to wear some combination of gloves, gown, face mask and/or face shield. PPE use will vary by task, be based on the hazard assessment and types of exposures on the job.

#### High or Very High Exposure Risk

While these exposures are mostly related to health care facilities, there may be some employees in this category based on the assessment by the supervisor.

Enhance medical monitoring of workers during COVID-19 outbreaks.

Provide training on preventing transmission of COVID-19.

Provide psychological and behavioral support to address employee stress.

Provide alcohol-based hand rubs containing at least 60% alcohol for decontamination in the field.

PPE use will be determined by the OSHA guidelines at [osha.gov/covid-19](https://www.osha.gov/covid-19).

Workers that dispose of PPE and other infectious waste must be trained and provided with appropriate PPE.