



Engineered Controls Pandemic Virus Policy

As an employer, Engineered Controls has a responsibility to protect employee safety and health. The purpose of this policy is to ensure that our employees know what is expected of them in the event of a serious worldwide or national virus outbreak.

Pandemic description

A pandemic is a global disease outbreak. A virus pandemic occurs when a new virus emerges for which there is little or no immunity in the human population, begins to cause serious illness and then spreads worldwide easily from person-to-person.

A worldwide pandemic could have a major effect on the U.S. construction industry, other businesses worldwide, and our national economy. A pandemic could affect as many as 40 percent of the workforce during periods of peak illness. Employees could be absent because they are sick, must care for sick family members or for children if schools and day-care centers are closed, or are afraid to come to work.

Unlike natural disasters or terrorist events, a virus pandemic will be widespread, affecting multiple areas of United States and other countries at the same time. A pandemic will also be an extended event, with possible multiple waves of outbreaks in the same geographic area; each outbreak could last 6 to 8 weeks and may occur over a year or more. It is unlikely that our employees will be free from potential exposure to the pandemic virus.

Company policy

This policy is not designed to frighten you. However, it is prudent for us to inform you of the potential hazards and ways that you can avoid exposure. The intent is to provide a safe work environment for you, to prevent the spread of a virus in the office and within your families and to ensure ECI's financial security, which is important to all staff members.

Every staff member has a responsibility to themselves and fellow employees to take action to prevent the influx and spread of the virus within the office. You will be required to follow this disaster plan in the event of a pandemic outbreak.

This emergency policy will go into effect in the event of a pandemic virus outbreak. All staff members are required to abide by this policy when directed by the company president or vice-president.

Company pandemic virus emergency plan

Employee risks of occupational exposure to a virus during a pandemic may vary from high, medium, or lower risk. The level of risk depends in part on whether or not jobs require close proximity to people potentially infected with pandemic virus. Lower exposure risk occupations are those that do not require contact with people known to be infected with virus or frequent close contact (within 6 feet) of the public.

Even though ECI would most likely be considered to be at a lower risk level, employers have been instructed by OSHA and the CDC to be cautious and develop preparedness plans to minimize employee infections.

Stay at home. During a pandemic outbreak, as determined by the state or federal government, employees who have flu-like symptoms (fever, dry cough, sore throat, sore muscles, stuffy/runny nose, headache) are required to stay at home. Use your provided paid time off and see your doctor. It is important to your health and to your family, friends and other employees that you seek medical attention within the first couple of days. Do not come into the office or jobsite where you could expose other employees and their families. For the sake of staff members and their families, employees who enter the company office or arrive at a jobsite with flu-like symptoms will be immediately sent home. Employees are to stay away from work until they are fever free for 24 hours. See Page 6-7 of this policy for details related to signs and symptoms you should be looking for.

Absenteeism policy. There are no legal requirements for paid sick leave beyond the normal company paid time off (PTO) policy. If you have used all your paid time off for the year and have not banked days from previous years or floating vacation time ECI is not obligated by law to provide additional PTO pay. We realizes that everybody will need financial security during a national emergency therefore during a pandemic outbreak, we will take the situation under consideration if you are out due to an extended time away from work and do not have any paid time off left to use. The worse-case scenario will be that unpaid time off without reprisal will be available during a pandemic outbreak. We will continue to monitor and update all employees on this section of our policy as Federal and/or State regulations are enacted.

Remote work opportunities. Some employees may be capable of performing most or all work assignments from home in the event of outbreak. Working at home will reduce your potential exposure to the pandemic virus and allow those employees who may need to take care of their children due to school closings or possibly a sick family member. ECI leadership will discuss this possibility and potential opportunities to work at home with each employee on a case-by-case basis.

Safety supplies. Supplies in the form of latex/nitrile disposable gloves, antibacterial hand sanitizer, and tissues as well as disinfectants and/or antibacterial cleaning supplies and disposable towels for cleaning work surfaces will be stockpiled by the company for your use while working in the office or jobsite, should the need arise. All staff members will be instructed in there use. All of these supplies will be made readily available to all employees based on local availability. If a customer has site-specific personal protective equipment (PPE) requirements in order to gain access/work in their facility, it will be the customers responsibility to provide that PPE to the ECI employees that visit the site.

Training. All staff members will receive training in reference to this policy and exposure control. This training will include the signs and symptoms of the virus, how to prevent exposure and transmission of viruses, the reasons for staying home from work when sick, how to use the safety supplies.

Travel policy. All non-job related travel activities will be terminated and future travel activities postponed until the pandemic outbreak is officially declared ended by the government. As soon as an outbreak is declared all company employees who are traveling will terminate activities and are required to immediately arrange for and return to their home base as soon as it is reasonably possible. For the health and safety of these employees there will be no exceptions to this requirement.

Prevention

There are common-sense ways that people can reduce the possibility of a viral infection:

- ❖ **Good hygiene.** Start by washing your hands thoroughly with soap and hot water frequently or by using alcohol-based/waterless hand hygiene products. Avoid touching your mouth, nose and eyes if your hands are not clean.
- ❖ **Practice cough etiquette.** Cover your mouth with a tissue and cough into the tissue. If you don't have a tissue, cough or sneeze into your upper sleeve or elbow, not your hands. Stay clear of anybody who is coughing or sneezing. Be sure to educate family members and children and make sure they have a supply of tissues handy or know how to cough into their elbow, not their hands.
- ❖ **Social distancing.** Reduce the frequency, proximity, and duration of contact between people. Working, commuting, shopping, etc. during off hours is also a form of social distancing.
- ❖ **Appliance controls.** Do not use other person's telephones, keyboards, desks or appliances without first disinfecting the appliance or surface with an antiviral cleaning wipe/product.
- ❖ **Use Personal Protection Equipment (PPE).** During an outbreak wear a facemask and disposable gloves when you are in public or must be around environments where you could be exposed to persons who are or may be infected with a virus. If you think you are ill and must be around other people wear a facemask so you do not spread the virus.
- ❖ **Stay home.** Stay home from work and away from other persons when you are ill.
- ❖ **See a doctor.** Seek professional medical attention as soon as you think you may be ill. The longer you wait the greater the chance of serious illness.
- ❖ **Flu shots.** Get your seasonal influenza vaccine, unless prevented to do so because of allergies or other health reasons.

Basic influenza information

Influenza is commonly known as the flu, which is a virus infection. There are differences between seasonal flu and pandemic flu:

Seasonal Flu	Pandemic Flu
Outbreaks follow predictable seasonal patterns; occurs annually, usually in winter, in temperate climates	Occurs rarely. The 20 th century only had three pandemics—1918, 1957, and 1968. The last time a pandemic was declared was in 2010 for the H1N1 virus.)
Usually some immunity built up from previous exposure	No previous exposure; little or no preexisting immunity
Healthy adults usually not at risk for serious complications; the very young, the elderly, and those with certain underlying health conditions at increased risk for serious complications	Healthy people may be at increased risk for serious complications
Health systems can usually meet public and patient needs	Health systems may be overwhelmed
Vaccine developed based on known flu strains and available for annual flu season	Vaccine probably would not be available in the early stages of a pandemic
Adequate supplies of antivirals are usually available	Effective antivirals may be in limited supply
Average US deaths approximately 36,000/yr. from the flu	Number of deaths could be high
Symptoms: fever, cough, runny nose, muscle pain. Deaths often caused by complications, such as pneumonia	Symptoms may be more severe and complications more frequent
Generally causes modest impact on society (e.g., some school closing, encouraging people who are sick to stay home)	May cause major impact on society (e.g., widespread restrictions on travel, closings of schools and businesses, cancellation of large public gatherings)
Manageable impact on domestic and world economy	Potential for severe impact on domestic and world economy

Flu viruses spread in respiratory droplets caused by coughing or sneezing. The flu viruses are also known to be spread when a person makes contact with a contaminated surface such as a infected persons hand,

countertop, desk, telephone, keyboard and any other surface that respiratory droplets may contact and then the person touches his or her mouth, nose, or eyes.

Most healthy adults may be able to infect others one day before the virus symptoms appear and up to 5 days after becoming sick. That means a person can pass on the flu to someone else before they know and while they are sick. Viruses can be spread very easily through an office, while commuting, in the home, while shopping and in any environment where people come together.

With the increase in global travel, as well as urbanization, and overcrowded conditions, epidemics due to a new flu virus are likely to take hold quickly and spread worldwide equally quickly, which is why the World Health Organization (**who.int**), Center for Disease Control (CDC) (**cdc.gov**), and the Occupational Safety and Health Administration (**osha.gov**) are concerned in early 2020 about a possible influenza pandemic, if a current serious flu virus first detected in China starts spreading from human-to-human.

Although some scientists do not agree, many experts believe that it is not a matter of *if* a pandemic will occur again on our planet; it is a matter of *when*.

Additional information regarding workplace and family safety in a pandemic can be found on this CDC website:

www.cdc.gov/flu/pandemic-resources/index.htm











Basic COVID-19 information

Coronaviruses (CoV) are a large family of viruses that cause illness ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS-CoV) and Severe Acute Respiratory Syndrome (SARS-CoV).

Coronavirus disease (COVID-19) is a new strain that was discovered in 2019 and has not been previously identified in humans.

COVID-19, Cold and Flu

How can you tell the difference?

SYMPTOMS		CORONAVIRUS COVID-19	COLD	FLU
	Sore throat	Sometimes	Common	Common
	Cough	Common	Common	Common
	Sneezing	—	Common	Sometimes
	Fever	Common	—	Common
	Body aches	Sometimes	Mild	Common
	Tiredness	Sometimes	Mild	Common
	Headache	—	—	Common
	Runny/stuffy nose	—	Common	Sometimes
	Nausea	—	—	Sometimes
	Shortness of breath	In severe cases	—	—

Adapted from the Cleveland Clinic. Sources: Centers for Disease Control and Prevention, World Health

The following symptoms may appear 2-14 days after exposure:

- respiratory symptoms
- fever
- cough
- shortness of breath and breathing difficulties
- In more severe cases, infection can cause pneumonia, severe acute respiratory syndrome, kidney failure and even death.

How COVID-19 Spreads

Person-to-person spread

The virus is thought to spread mainly from person-to-person.

- 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.

Can someone spread the virus without being sick?

- People are thought to be most contagious when they are most symptomatic (the sickest).
- Some spread might be possible before people show symptoms; there have been reports of this occurring with this new coronavirus, but this is not thought to be the main way the virus spreads.

Spread from contact with contaminated surfaces or objects

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

How easily the virus spreads

- How easily a virus spreads from person-to-person can vary. Some viruses are highly contagious (spread easily), like measles, while other viruses do not spread as easily. Another factor is whether the spread is sustained, spreading continually without stopping. The virus that causes COVID-19 seems to be spreading easily and sustainably in the community (“community spread”) in some affected geographic areas.

Standard recommendations to prevent infection spread

Clean your hands often

- **Wash your hands** often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol**. Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.

Avoid close contact

- **Avoid close contact** with people who are sick
- Put **distance between yourself and other people** if COVID-19 is spreading in your community. This is especially important for people who are at higher risk of getting very sick.

Take steps to protect others

Stay home if you're sick

- **Stay home** if you are sick, except to get medical care.

Cover coughs and sneezes

- **Cover your mouth and nose** with a tissue when you cough or sneeze or use the inside of your elbow.
- **Throw used tissues** in the trash.
- Immediately **wash your hands** with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Wear a facemask if you are sick

- **If you are sick:** You should wear a facemask when you are around other people (e.g., sharing a room or vehicle) 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 you should do your best to cover your coughs and sneezes, and people who are caring for you should wear a facemask if they enter your room.
- **If you are NOT sick:** You do not need to wear a facemask unless you are caring for someone who is sick (and they are not able to wear a facemask). Facemasks may be in short supply and they should be saved for caregivers.

Clean and disinfect

- **Clean AND disinfect frequently touched surfaces daily**. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- **If surfaces are dirty, clean them:** Use detergent or soap and water prior to disinfection.

The Centers for Disease Control tracks the 2020 Corona virus for U.S. public health authorities and provides expert advice for those living in the United States:

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

The World Health Organization has an informative webpage on the status of the 2020 Corona virus outbreak across the globe:

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>