**[COMPANY NAME]**

**Coronavirus Response Plan**

**Date last revised:**

**March 19, 2020**

**Who is responsible for [company’s] response?**

* A corporate response team has been established consisting of [names]
* Each plant will establish a response team internally to monitor absenteeism, implement this plan, and respond appropriately to suspected exposures in their facility
* Teams will maintain appropriate confidentiality
* Corporate and plant response teams will meet on a regular basis to review status at each facility and any changes to this response plan.

**How will [company] communicate risk and precautions to employees?**

* Post/email CDC prevention information as it becomes available
* Post posters explaining hygiene and precautions such as hand washing, avoiding handshakes and hugging

**What is the role of managers and supervisors?**

* Watch for employees or visitors exhibiting acute respiratory illness symptoms such as cough or shortness of breath
* Instruct on how to handle a sick employee
* Instruct employees to stay home if sick
* Reassure employees that COVID related absences will be taken into account and mitigate in the employee’s favor when evaluating attendance records and other impacted benefits.
* Report any related information to Human Resources

**What is the role of plant managers and human resource managers?**

* Meet regularly to keep informed of communication and prevention plans to ensure implementation and compliance
* Implement the Sanitization Plan
* Monitor absenteeism and feedback about sick employees or others who may have come in contact with infected persons
* Educate managers and supervisors in how to respond to a potentially infected person in the workplace
* Follow guidance for meetings and visitors
* Be flexible in accommodating COVID related circumstances so as not to discourage employee compliance (i.e. work schedules, attendance, pay policies, etc.)
* Ensure employees exhibiting or claiming to experience acute respiratory illness symptoms (i.e. cough, shortness of breath) will not be pointed on attendance records nor require a doctor’s note.
* Encourage employees to avoid gathering in large groups (>10 people)
* Advise employees who receive visitors of the visitor requirements in this plan

**What if an employee tests positive for COVID-19?**

* The employee will be paid 100% of their wages for the first two full work weeks. After the two work weeks, the employee will either use vacation days or have an excused, unpaid absence.
* The area in which the employee worked will be deep cleaned and sanitized before another employee is allowed to work in that area.
* Deep cleaning and sanitization will be conducted in accordance with CDC guidelines.
* Coworkers that work around the employee that tested positive, and who have a high likelihood of having had direct contact with the ill employee, will be asked to self-quarantine for 14 calendar days and will be paid for the first two work weeks as regular time. They may return to work if no symptoms after 14 calendar days.  Confidentiality will be maintained as much as possible
* Employees with medical confirmation of likely COVID-19 illness who have NOT been tested may not return to work until they have been fever free for a minimum of 72 hours (three full days) without medicine that reduces fever, other symptoms have improved and seven days have passed since symptoms first appeared.
* Employees with confirmed COVID-10 illness who HAVE BEEN tested may not return to work until they have been fever free for 72 hours without the use of fever reducing medicines and other symptoms have improved and they have had two negative tests in a row, 24 hours apart.

**What should be done if there is an exposure incident in the workplace?**

* Isolate the employee or visitor and send them home immediately. If a call-in, advise them not to come to work if they are experiencing respiratory illness symptoms (cough, shortness of breath) or fever
* Confirm the impacted person’s contact information particularly if the even include non-employees.
* Restrict access to the person’s immediate work area so it can be cleaned and sanitized.
* Immediately isolate others in the workplace that had direct contact with the person in question and send them home for possible 14-day quarantine.
* Contact the plant’s coronavirus response team immediately, regardless of time of day or night
* A response team member will contact the local health department to discuss the suspected exposure event and seek containment strategies.
* The area where the person worked will be closed off until sanitization has been completed. Sanitization will be by personnel trained for response as identified in the plant’s exposure risk assessment, after waiting as long as practical to minimize possible airborne virus particles.

**What if an employee has come in close contact with someone infected with COVID-19?**

* Employee should immediately call their HR department or safety department
* Type of contact will be assessed and if appropriate the employee may be required to stay home until it’s determined it is safe for them to return to work
* Such individuals required to stay home will be placed on mandatory leave and paid at regular wages
* Employee may be required to work at home depending upon the nature of their work
* Absences above that are in good faith will not be part of any disciplinary action

**What if an employee wants to voluntarily self-quarantine because his/her exposure is high-risk**?

* An employee can use vacation days or an excused, unpaid absence for the near future.

**What if an employee stays home from work to care for a sick immediate family member?**

* Managers have contacted their employees to determine in advance whether their schedule may create a hardship due to caring for a sick immediate family member will work with those employees to develop a suitable solution. Each situation is unique, and we will do our best to help and support employees and their families by working collaboratively.
* Unpaid FMLA time may be available, if the employee qualifies.   Eligible vacation days may be used, or it will be an excused, unpaid absence.

**What if an employee has to stay home to care for a child out of school or day care due to closing to prevent spread of COVID-19?**

* Impacted parents or guardians will be provided options including but not limited to working different hours or working a flexible schedule
* Current pay practices for such absences will apply

**What should an employee do if he/she feels ill and has coronavirus-like symptoms?**

* If you feel ill - **YOU MUST STAY HOME** and self-monitor your health
  + - Use the call in line to report the absence.
    - Must keep their supervisor/manager informed
    - Before returning to work must have been fever-free for 24 hours before coming back to work. Fever-free is defined in this case as below 100.4o with an oral thermometer for 24 hours without fever reducing or symptom-altering medication (i.e. Tylenol or cough-suppressants)
    - Maintain “Social Distance”
    - Do your best to maintain distance of six feet from each other as much as possible
    - Employees who stay home because of flu-like symptoms are not required to have a doctor note until further notice
    - Current pay practices for sick employees will apply. If able, the employee may work from home.

**How should employees handle business travel and meetings?**

* **Meetings:**
  + All “in-person” business meetings (internal and external) should be cancelled and scheduled as conference calls or virtual meetings.
  + Exceptions may be approved on a limited basis by plant managers and VPs. In case “in-person” meetings are approved, attendees should follow CDC guidance to maintain 6’ person to person spacing.
  + Meeting organizers should determine whether it is absolute necessary to meet in person and shall get approval from their supervisor prior to scheduling a physical meeting.
* **Off-Site conferences or trade shows**
  + Employee attendance is not allowed unless approved by their VP.
* **Travel:**
  + All business travel is restricted.
    - This includes plane and vehicle travel to anywhere.
    - Exceptions for business-critical travel must be approved by the appropriate plant manager or VP.
  + Please limit personal travel.  We cannot manage anyone’s personal life, but we request the following:
    - If you have traveled or been exposed to anyone who has traveled to “high risk” areas as noted by the CDC, please self-quarantine for at least 14 days.
    - Employees traveling and unable to return due to flight or other travel restrictions will be covered as any other normal absence.

**What is our company doing about visitors?**

* All non-essential visitors are restricted from plants and offices. Visitor contact should be by telephone or virtual meeting unless approved by the plant manager or VP
* Postings at lobby and other entrances advise visitors displaying acute respiratory symptoms, have been to a high-risk area, or have been potentially exposed to COVID-10 to immediately leave and call their [company] contact
* All visitors accepted into the facility are required to fill out a [company]r COVID-19 Visitor Questionnaire upon arrival. Questionnaires are provided in all lobby entrances, available from HR Managers, or can be emailed. Any “yes” answer to questions 1-4 will result in the visitor being denied entry.
* Hosts will review questionnaires and indicate whether access was allowed or denied, initial the form, and return it to human resources for storage

**What is our company doing about hygiene and sanitation?**

* We emphasize hygiene among all employees, including:
  + Handwashing frequently (soap and water is best)
  + Hand Sanitizer (if available)
  + Remember to cough into your upper arm/elbow and not your hand
  + Avoid touching your face
* Cleaning crews (in-house and contracted) are on an increased sanitizing schedule for break rooms, restrooms, locker and conference rooms and other spaces based on a written sanitization plan.
* Office personnel are given 10-15 minutes each day to sanitize their space daily based on the sanitization plan.
* Plants and offices will develop cleaning teams to sanitize common areas based on the sanitization plan.
* Each facility will provide sufficient sanitizing and infection control supplies for personal hygiene and sanitizing (i.e. wipes, sprays, hand sanitizers, soap, tissue)
* Employees using supplied air hoods are instructed to increase the frequency of sanitizing their equipment.

**What if office or plants are closed by government order?**

* Employees who can should be prepared to work from home by taking laptops and other necessary work materials home each night.

**What is the company doing to maintain “social distancing?”**

* Corporate employees are working staggered days – days in the office alternating with days working from home.
* Plant office employees are arranged in isolated offices, working alternating hours, or staying separated by a minimum of 6’ as recommended by the CDC.
* Plant managers will evaluate the possibility of staggered shifts and other methods to keep employees separated. Typically in foundries employees are working more than 6’ apart.