Management of Onsite Potential Covid-19 Employees

Purpose

The purpose of document is to provide instruction regarding the management of employees who become sick with symptoms of Covid-19 (feeling feverish, persistent dry/unproductive cough, or shortness of breath beyond normal for the employee) while at work.

Scope

The document applies to all companies.

Roles and Responsibilities

A. Housekeeping personnel have overall responsibility for performing the cleaning and disinfection of each facility.

B. Manufacturing personnel are responsible for following the Quality System guidance.

C. Leadership is responsible for awareness of these requirements and the promotion of compliance among all personnel. Leadership is also responsible for reporting any cleaning and disinfection need to Housekeeping inside the CMAs.

D. Rapid Response Designees are responsible for assessing a potentially ill employees, communicating their disposition to their leadership, communicating areas outside the CMAs that require cleaning, and communicating data of the assessed where needed (if applicable).

References

A. Incident Specific Decontamination and Cleaning Instruction

Terms

A. **Data Organizer:** Person selected to collect and process data associated with cases of infection.

B. **Incident Debrief Responder (IDR):** Person or group of people selected to

C. **Sick Room / Quarantine Room/ Assessment Room**: A defined location where a potentially ill employee is sequestered until further actions are determined

D. **Rapid Response Designee (RRD):** individual assigned to assess ill employee and draw conclusion regarding employee's exit from facility or return to work. RRD will escort ill employee during evaluation and travel within the facility.

- If possible, it is recommended that RRDs be selected from employees

with prior experience in health-care or medical treatment (nurse, paramedic, emergency response).

Tools and Equipment

A. PPE - frock, gloves, masks

B. Sanitizer and disinfectant solutions

PROCEDURAL DESCRIPTION

A. General Preparation

- Each site/building will identify individuals responsible for rapid response to potential COVID-19 cases. (rapid response designee or RRD). RRDs will be trained and provided with talking points for sick employees.

    – *RRDs will be provided personal protective equipment (PPE) prior to enactment of this procedure.*

- Each site/building will identify a short-term assessment room(s).

    – *The assessment room(s) should be clearly marked as such.*

    – *Where possible, the assessment room should be spacious, well ventilated, easy to decontaminate, and in a central, easy-to-find location (e.g., a fitness center or training room)*

    – *Where possible, the assessment room should be distinct from normal sick rooms, so sick rooms can be used for other employees.*

B. Leadership Response to Sick Employee

- Leadership provides the employee with a mask and either directs or escorts him/her to the assessment room. Prior to leaving the area, the employee should be given the instructions below. NOTE: Attachment A provides a script that supervisors should be trained on and follow as closely as possible.

    – *Per standard procedures, employees who are coughing should already be masked. If not already masked, ask the employee to put the mask on and sanitize their hands as leaving the area.*

    – *Collect your personal belongings from your locker before you go to the assessment room and note the location that you traveled*

    – *If possible, take the least heavily trafficked route to your locker and to the assessment room and avoid touching surfaces on the way*

    – *Maintain social distancing with anyone you meet in the hallways*

    – *Do not stop to talk, get a drink or use the restroom*

- Leadership calls an RRD from the provided list or the person responsible for overseeing the assessment room (if applicable) to notify that an employee needs to be assessed.

- Leadership calls housekeeping and places them on standby noting an employee is being assessed and the location of the assessment
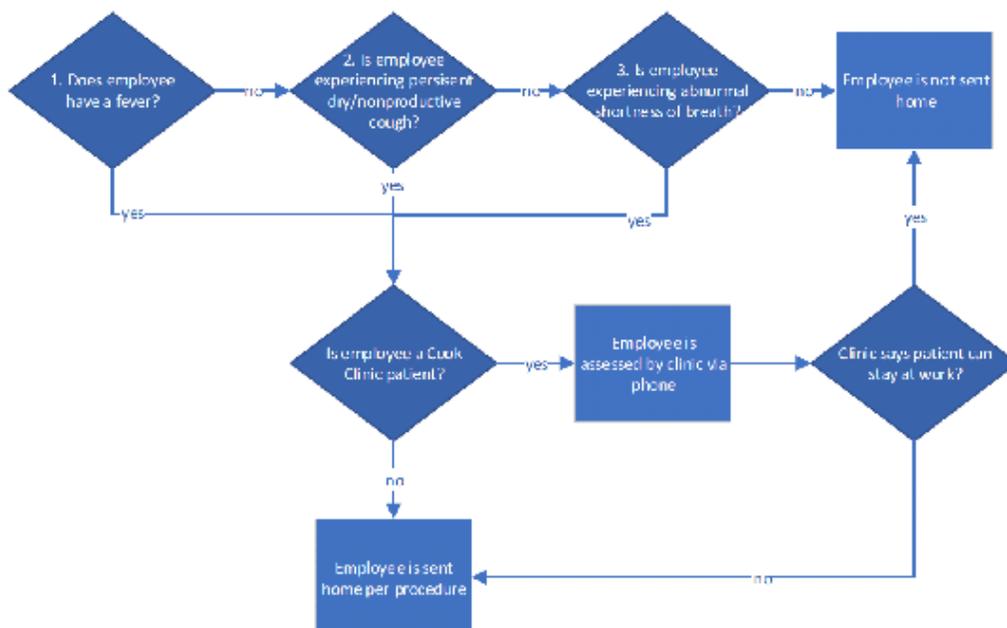
Assessment Room Management of Ill Employee

A. Once the ill employee is in the assessment room and the RRD has arrived, RRD puts on PPE prior to entering the assessment room, using the following steps:

- Wash or sanitize hands

- Put on disposable frock

- Put on mask

- Put on additional PPE (safety glasses, face shield, 2nd pair of gloves) if available and additional protection is desired

- Put on nitrile gloves

- Wash or sanitize gloved hands

B. RRD assesses ill employee, using the steps below. A safe distance from employee should be maintained (greater than 6 feet) during the assessment. NOTE: Attachment A provides a script that RRDs should be trained on and follow as closely as possible.

- RRD uses the RRD Checklist (Attachment B) to query the employee about health concerns or symptoms.

- RRD follows the decision tree below to determine next steps.

C. If an employee is **not** to be sent home:

  • Advise him/her that he/she may either go home (adhering to standard attendance policies) or return to work

  • If the employee has a wet/productive cough, they must wear a mask when returning to work, per normal procedure.

  • No further documentation is required

D. If an employee **is** to be sent home:

  • RRD works with employee to identify and record potentially contaminated product, locations, or employees. RRD should use the RRD checklist and script (Attachments A and B) to collect the following information.

    – *Who has employee been in close contact with? NOTE: Close contact is defined as being within 6 feet for 15 minutes or more, or having been coughed on or sneezed on*

    – *Where did employee travel in the facility?*

    – *Did employee make or touch any product? If yes, identify which products and location of products*

  • **Remind employee not to go directly to any healthcare provider without phoning first.**

Ill Employee Exit from Facility

A. RRD works with employee to prepare for exit.

  • If an employee has onsite transportation, go to step 7.4.2.

  • If an employee does not have onsite transportation:

    – *Employee must remain in assessment room until transportation is arranged and onsite*

    – *Have employee direct vehicle driver to the exit that minimizes employee's travel within the facility (closest to assessment room or location of personal belongings)*

    – *Employee must inform RRD how to recognize their transportation and expected time of arrival (i.e. make, color, and model of vehicle)*

    – *Security may be consulted for guidance on travel arrangements if necessary.*

B. RRD notes pathway to retrieve materials and/ or where the employee will exit on the RRD checklist as well as estimated time of exit.

C. RRD asks employee to wait outside assessment room(wearing mask).

D. RRD Checklist is placed in a protective sleeve and held by RRD.

E. RRD removes PPE, using the following steps. All PPE is disposed of in trash as it is removed.

- Wash/sanitize gloves

- Remove gloves – inside out

- Wash or sanitize hands (gloves if double layered)

- Remove frock – unzip and inside out

- Wash or sanitize hands (gloves if double layered)

- Remove mask from the back

- Wash or sanitize hands (gloves if double layered)

- Remove gloves (if double layers)

- Wash or sanitize hands

F. RRD meets employee and proceeds to escort them to their locker and/ or out of the building.

G. RRD notifies employee's leadership that employee is being sent home.

H. Leadership determines areas to be decontaminated and activates custodial staff to areas inside the CMAs that require decontamination.

I. Leadership determines the employees affected in the workplace to determine who needs to be further consulted by an Incident Debrief Responder(s) (IDR)

J. RRD activates custodial staff to decontaminate assessment room and additional areas outside the CMA identified RRD Checklist.

K. RRD notifies data organizer (if applicable) of the potential COVID case, including details as necessary (e.g., location, type of symptoms, date/time employee left building)

L. Leadership notifies site lead of each incident following this procedure.

Decontamination of Affected Areas and Incident Closure

A. When manufacturing leadership is notified by RRD that an employee is being sent home , he/she performs the following steps:

- Contacts the designated Incident Debrief Responder(s) (IDR) for his or her

building and instructs him/her to meet the team at an agreed-upon location.

• Alerts the custodial staff to decontaminate the affected manufacturing areas.

• Asks team members who share a work area with the ill employee to step away from their stations and move into an agreed-upon location referenced above. **NOTE:** Removing employees from the area and debriefing them may not always be necessary; Site leadership will determine when it is no longer necessary.

– **NOTE:** *Leadership must use best judgement to determine which team members to remove.*

– **NOTE:** *If possible, it is recommended to remove the affected team members from the manufacturing area completely.*

B. Custodial staff conducts decontamination of workspace, per the

C. Incident-Specific Decontamination and Cleaning Instructions.

D. The Incident Debrief Responder meets the team members in agreed-upon area and discusses the incident with them and, if possible, while the area is being decontaminated. NOTE: Attachment A provides a script that IDRs should be trained on and follow as closely as possible.

E. Leadership escorts team back to work area.

F. Leadership notifies RRD of time and date that work area decontamination is completed. RRD notes time and date on RRD checklist.

G. Leadership completes Incident Report Form (documenting the sick employee incident)