

GUIDING LIGHT

COVID-19 EXPOSURE PREVENTION, PREPAREDNESS, and RESPONSE PLAN

Guiding Light Mission, Inc. takes the health and safety of our employees, clients, and community very seriously. With the spread of the coronavirus or “COVID-19,” Guiding Light continues to be vigilant in mitigating the outbreak in all ways we can. In order to be safe and maintain operations, Guiding Light has developed this COVID-19 Exposure Prevention, Preparedness, and Response Plan to be implemented, to the extent feasible and appropriate, throughout our organization and our various programs. Guiding Light has also identified a team of employees to monitor the related guidance that U.S. Center for Disease Control and Prevention (“CDC”) and Occupational Safety and Health Administration (“OSHA”) continue to make available, along with the executive orders issued by the Michigan State government.

This Plan is based on information available from the CDC and OSHA at the time of its development, and is kept current based on further information, developments, and protocols provided by the CDC, OSHA, Governor, and other public officials.

GUIDING LIGHT COMPLIANCE WITH EXECUTIVE ORDER 2020-97

In strict compliance with the State of Michigan's Governor's Executive Orders, Guiding Light has designated one or more worksite employees to implement, monitor, and report on the COVID-19 control strategies. Below are the details of compliance with the latest executive order:

A. COVID-19 Training for Employees and On-Site Clients

Guiding Light is ensuring the communication and training for employees in the following areas:

1. Routes by which the virus causing COVID-19 is transmitted from person to person.
2. Distance that the virus can travel in the air, as well as the time it remains viable in the air and on environmental surfaces.
3. Workplace infection-control practices.
4. The proper use of personal protective equipment.
5. Steps the employee or client must take to notify Guiding Light of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.
6. How to report unsafe working conditions.

B. Guiding Light conducts a daily entry self-screening protocol for all employees or potential clients entering the workplace, including, at a minimum, a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19.

C. Guiding Light requires everyone on site to keep at least six feet from one another to the maximum extent possible, including through the use of ground markings, signs, and physical barriers, as appropriate to the worksite.

D. Guiding Light provides non-medical grade face coverings to our employees and on-site clients.

E. Guiding Light requires face coverings to be worn when employees or on-site clients cannot consistently maintain six feet of separation from other individuals in the workplace.

F. Guiding Light has significantly increased facility cleaning and disinfection to limit exposure to COVID-19, especially on high-touch surfaces (e.g., door handles, faucets, etc.), paying special attention any shared surfaces and/or equipment.

- G. Guiding Light has put in place protocols to clean and disinfect the facility in the event of a positive COVID-19 case in the workplace.
- H. Guiding Light has made cleaning supplies available to employees and clients upon entry and at the worksite and provides time for employees and clients to wash hands frequently or to use hand sanitizer.
- I. Guiding Light would, if an employee or client is identified with a confirmed case of COVID-19, within 24 hours, notify both:
 - 1. The local public health department, and
 - 2. Any co-workers, contractors, or suppliers who may have come into contact with the person with a confirmed case of COVID-19.
 - 3. Follow Executive Order 2020-36, and any executive orders that follow it, that prohibit discharging, disciplining, or otherwise retaliating against employees who stay home or who leave work when they are at particular risk of infecting others with COVID-19.
- J. Guiding Light has established a response plan for dealing with a confirmed infection in the workplace, including protocols for sending employees home and for temporary closures of all or part of the worksite to allow for deep cleaning.
- K. Guiding Light is promoting remote work to the fullest extent possible.
- L. Guiding Light is actively adopting additional infection-control measures that are reasonable in light of the work performed at the worksite and the rate of infection in the surrounding community.

GUIDING LIGHT COMPLIANCE WITH EXECUTIVE ORDER 2020-97 OFFICE-SPECIFIC

According to Section 7 and listed subsections, here are the ways Guiding Light is following the Governor's criteria for offices:

- A. Guiding Light has assigned a dedicated entry point for all employees and potential clients.
- D. Guiding Light is requiring face coverings in all shared spaces, including during necessary in-person meetings and in restrooms and hallways.

- E. Guiding Light has provided increased distancing for all in the building, including spreading out workspaces.
- F. Guiding Light has turned off all water fountains.
- g. Guiding Light has prohibited social gatherings and meetings that do not allow for social distancing or that create unnecessary movement through the office.
- h. Guiding Light has provided disinfecting supplies and require employees wipe down their work stations and/or areas at least twice daily.
- i. Guiding Light has posted signs about the importance of personal hygiene.
- j. Guiding Light requires staff and/or clients to disinfect high-touch surfaces in any offices/boardroom (e.g., whiteboard markers, restrooms, handles) and minimize shared items when possible (e.g., pens, remotes, whiteboards).
- k. Guiding Light has instituted cleaning and communications protocols when employees are sent home with symptoms.
- l. Guiding Light has a plan in place to notify employees if the employer learns that an individual (including a customer, supplier, or visitor) with a confirmed case of COVID-19 has visited the office.
- m. Guiding Light has suspended all nonessential visitors.

GUIDING LIGHT EXPOSURE PREVENTION, PREPAREDNESS, and RESPONSE PLAN DETAILS

General Responsibilities of Guiding Light Managers and Supervisors

All managers and supervisors must be familiar with this Plan and be ready to answer questions from employees and clients. Managers and supervisors are required to follow this Plan at all times to lead by example. This involves practicing good personal

hygiene and jobsite safety practices to prevent the spread of the virus.

General Responsibilities of Guiding Light Employees and Clients

Guiding Light requires every one of our employees to help with our prevention efforts while at work. In order to minimize the spread of COVID-19 at our workplace, everyone must play their part. As set forth below, Guiding Light has instituted various housekeeping, social distancing, and other best practices. All employees, clients, and essential visitors must follow these. In addition, employees and clients are expected to report to their managers or supervisors if they are experiencing signs or symptoms of COVID-19, as described below. If you have a specific question about this Plan or COVID-19, please ask your manager or supervisor. If they cannot answer the question, please contact **Craig Wassenaar (COVID-19 Workplace Coordinator)**. **Contact details are listed below.** This individual has been identified to implement, monitor, and report on COVID-19 related control strategies. This individual will remain on-site at all times when employees are present on site.

Craig Wassenaar (Recovery Staff and COVID-19 Workplace Coordinator)

E-Mail: craig@guidinglightworks.org

Cell: 616-206-1099

Doug Pancy (House Manager)

Cell: 616-706-9714

E-Mail: house@guidinglightworks.org

Guiding Light Workplace Protective Measures

Guiding Light has instituted the following protective measures, as recommended by OSHA.

A. General Safety Policies and Rules

- 1) Any employee/visitor showing symptoms of COVID-19 will be asked to leave the facility and return home.
- 2) Employees must avoid physical contact with others and shall direct others (co-workers/contractors/visitors) to increase personal space to at least six (6) feet, where possible. Where offices or internal rooms are used, only necessary employees should enter these spaces and all employees should maintain social distancing while inside.

- 3) All in-person meetings will be limited. To the extent possible, meetings will be held over the phone.
- 4) Employees and clients will be encouraged to stagger breaks and lunches, if practicable, to reduce the size of any group at any one time to less than ten (10) people.
- 5) Employees should limit the use of co-workers' workspace and equipment. To the extent tools must be shared, Guiding Light will provide cleaning supplies to clean workspace and/or equipment before and after use.
- 6) In lieu of using a common source of drinking water, such as a drinking fountain, employees and clients will use individual water bottles.
- 7) Employees, potential clients, and visitors will be directed to use one central entrance where screening will take place.

B. Specific Protocol for Guiding Light Staff

- 1) Staff must work from home whenever possible.
- 2) Staff must inform COVID-19 Workplace Coordinator by 5 pm the previous day if they intend to work from the Guiding Light facility the next day.
- 3) All employees are required to fill out the symptom checker at <https://covid19symptomchecker.spectrumhealth.org/home> before arrival at the Guiding Light facility and show the results to Craig Wassenaar or Doug Pancy. Staff must present a green check mark on this symptom checker to be permitted access to the building. This will be documented and reported.
- 4) Staff must call or email Craig Wassenaar (Covid-19 Workplace Coordinator, craig@guidinglightworks.org, 616-206-1099) or Doug Pancy (House Manager, House@guidinglightworks.org, 616-706-9714) upon entry to the building. Staff must remain in the entryway until permitted entry to the building after showing their green check mark from the online symptom checker.
- 5) Upon entry staff must wash hands in the conference room sink using soap and water following the hand washing procedures posted. Handwashing must be documented on the sheet provided.
- 6) Temperature will be checked and recorded. Temperatures above 100.0 will not be permitted entry.
- 7) Staff are expected to maintain social distancing of 6 feet while in the building when possible.
- 8) All staff are required to wear face coverings when 6 feet of social distancing is not possible, when walking through hallways, and when in

- bathrooms. Face coverings will be provided by Craig Wassenaar or Doug Pancy.
- 9) Any staff experiencing symptoms of COVID-19 must report to Craig Wassenaar or Doug Pancy. Staff experiencing symptoms will be required to leave the facility and contact their medical professional. Isolation rooms will be provided if staff must wait for transportation.
 - 10) Staff is required to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward.
 - 11) Staff illnesses must be reported to Craig Wassenaar who will report this information to the COVID-19 Response Team to monitor potential outbreaks of COVID-19.
 - 12) Meals will not be served to non-residential program participants.

C. *Specific Protocol for On-site RECOVERY Clients and On-Site Staff*

- 1) Recovery clients will be assigned a room to sleep in. There will be no more than one client per room. This room will be the client's designated isolation area if needed.
- 2) Clients are expected to follow 6 feet of social distancing when moving through the building whenever possible.
- 3) Clients will wear a face covering when 6 feet of social distancing is not possible, when walking through hallways, and when in bathrooms.
- 4) Clients are required to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward.
- 5) Regular sanitation tasks will be assigned to recovery clients. This sanitation will happen routinely at 6AM and 3PM daily. Failure to complete assigned daily sanitation tasks could result in dismissal.
- 6) Temperatures will be checked and recorded twice daily. Doug Pancy will report temperature checks daily via email to the COVID-19 Response Team.
- 7) Recovery clients must wash hands when using the bathroom, coming in from outside, and before all meals. Handwashing will follow the hand washing procedures posted. Handwashing must be documented on the sheets provided.

D. *Specific Protocol for Recovery Programming*

- 1) **Intake clients:** All intakes will be screened for Covid-19 or placed in a 14 day quarantine upon entering the facility. If quarantine is necessary, the client will be assigned to a quarantine room. They must stay in the designated quarantine room at all times except when using a designated quarantine bathroom or taking a fresh-air break at a designated time and location. The quarantine bathroom is limited to one occupant at a time. Food will be delivered to clients in quarantine using PPE and left inside the isolation door. Laundry services needed for clients in quarantine will be offered. Client will place clothes to be laundered outside their door in a plastic bag and the items will be laundered by a Recovery team member using PPE.
- 2) **12-Step Meetings:** Clients will no longer be allowed to attend 12-Step meetings. Arrangements will be made to conduct 12-Step alternatives including online meetings, Big Book studies, etc. All client-sponsor meetings will need to be conducted via phone or video.
- 3) **Food:** Food will be prepared by Recovery Program clients using facemask and gloves. Food will be served at the back window off the common area. Clients will take their food trays into their assigned rooms so they can maintain proper social distancing while eating.
- 4) **Outside Activities & Visitation:** All outside events and personal client appointments will be evaluated for necessity and risk. All outside visitation for clients has been temporarily suspended.
- 5) **Limitation on Number of Clients:** The Recovery Program will be limited to 20 clients in order to provide proper social distancing within the facility.

E. General Protocol for Guiding Light Visitors

- 1) The number of visitors to Guiding Light will be limited to only those necessary to recovery programming.
- 2) All visitors will be screened in advance of arrival. If the visitor answers “yes” to any of the following questions, he/she should not be permitted to access:
 - Have you been confirmed positive for COVID-19?
 - Are you currently experiencing, or recently experienced, any acute respiratory illness symptoms such as fever, cough, or shortness of breath?
 - Have you been in close contact with any persons who has been confirmed positive for COVID-19?
 - Have you been in close contact with any persons who have traveled and are also exhibiting acute respiratory illness symptoms?
- 3) All visitors must be approved before they are allowed entry. All visitors must

communicate by 5 pm the previous day to be allowed in, and just like Guiding Light staff, are required to fill out the symptom checker at <https://covid19symptomchecker.spectrumhealth.org/home> before arrival at the Guiding Light facility and show the results to Craig Wassenaar or Doug Pancy. Visitors must present a green check mark on this symptom checker to be permitted access to the building. This will be documented and reported.

- 4) All visitors must follow the exact handwashing and temperature check as staff. See Guiding Light Staff protocol for all details.
- 5) All visitors must follow the Guiding Light Staff protocol while in the building.

F. General Workplace Cleaning and Disinfecting Protocol

Guiding Light has instituted regular housekeeping practices, which include cleaning and disinfecting frequently used spaces and equipment, and other elements of the work environment, where possible. Employees are instructed to regularly do the same in their assigned work areas.

Employees performing cleaning of any common areas will be issued proper personal protective equipment (“PPE”), such as nitrile, latex, or vinyl gloves and gowns, as recommended by the CDC.

Any trash collected collection must be done frequently by someone wearing nitrile, latex, or vinyl gloves.

Guiding Light assigned staff will clean/ disinfect those areas of the facility that a confirmed-positive individual may have contacted and it will do so before employees or clients can access that work space again.

Guiding Light will ensure that any disinfection shall be conducted using one of the following:

- Common EPA-registered household disinfectant;
- Alcohol solution with at least 60% alcohol; or
- Diluted household bleach solutions (if appropriate for the surface).
- Guiding Light will maintain Safety Data Sheets of all disinfectants used on site.

Facility Exposure Situations

Employee Tests Positive for COVID-19

An employee who tests positive for COVID-19 will be directed to self-quarantine away from work. Employees that test positive and are symptom free may return to work when at least seven (7) days have passed since the date of his or her first positive test, and have not had a subsequent illness. Employees who test positive and are directed to care for themselves at home may return to work when: (1) at least 72 hours (3 full days) have passed since recovery; and (2) at least seven (7) days have passed since symptoms first appeared. Employees who test positive and have been hospitalized may return to work when directed to do so by their medical care providers. Guiding Light will require an employee to provide documentation clearing his or her return to work.

Employee Has Close Contact with an Individual Who Has Tested Positive for COVID-19

Employees who have come into close contact with an individual who has tested positive for COVID-19 (co-worker or otherwise) will be directed to self-quarantine for 14 days from the last date of close contact with that individual. Close contact is defined as six (6) feet for a prolonged period of time.

If Guiding Light learns that an employee has tested positive, Guiding Light will conduct an investigation to determine co-workers who may have had close contact with the confirmed- positive employee in the prior 14 days and direct those individuals who have had close contact with the confirmed-positive employee to self-quarantine for 14 days from the last date of close contact with that employee. Guiding Light will also notify any visitors who may have had close contact with the confirmed-positive employee. If an employee learns that he or she has come into close contact with a confirmed-positive individual outside of the workplace, he/she must alert a manager or supervisor of the close contact and self-quarantine for 14 days from the last date of close contact with that individual.

OSHA Recordkeeping

If a confirmed case of COVID-19 is reported, Guiding Light will determine if it meets the criteria for recordability and reportability under OSHA's recordkeeping rule. OSHA requires employers to record work-related injuries and illnesses that meet certain

severity criteria on the OSHA 300 Log, as well as complete the OSHA Form 301 (or equivalent) upon the occurrence of these injuries. For purposes of COVID-19, OSHA also requires employers to report to OSHA any work-related illness that (1) results in a fatality, or (2) results in the in-patient hospitalization of one or more employee. “In-patient” hospitalization is defined as a formal admission to the in-patient service of a hospital or clinic for care or treatment.

OSHA has made a determination that COVID-19 should not be excluded from coverage of the rule – like the common cold or the seasonal flu – and, thus, OSHA is considering it an “illness.” However, OSHA has stated that only confirmed cases of COVID-19 should be considered an illness under the rule. Thus, if an employee simply comes to work with symptoms consistent with COVID-19 but is not a confirmed diagnosis, the recordability analysis is not necessarily triggered at that time.

If an employee has a confirmed case of COVID-19, Guiding Light will conduct an assessment of any workplace exposures to determine if the case is work-related. Work-relatedness is presumed for illnesses that result from events or exposures in the work environment, unless it meets certain exceptions. One of those exceptions is that the illness involves signs or symptoms that surface at work but result solely from a non-work-related event or exposure that occurs outside of the work environment. Thus, if an employee develops COVID-19 solely from an exposure outside of the work environment, it would not be work-related, and thus not recordable.

Guiding Light’s assessment will consider the work environment itself, the type of work performed, the risk of person-to-person transmission given the work environment, and other factors such as community spread. Further, if an employee has a confirmed case of COVID-19 that is considered work-related, Guiding Light will report the case to OSHA if it results in a fatality within 30 days or an in-patient hospitalization within 24-hours of the exposure incident.

Confidentiality/Privacy

Except for circumstances in which Guiding Light is legally required to report workplace occurrences of communicable disease, the confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent practical under the circumstances. When it is required, the number of persons who will be informed that an unnamed employee has tested positive will be kept to the minimum needed to comply with reporting requirements and to limit the potential for transmission to others. Guiding Light reserves the right to inform other employees that an unnamed co-worker has been diagnosed with COVID-19 if the other employees might have been exposed to the disease so the employees may take measures to protect their own health. Guiding Light also reserves the right to inform sub-contractors, vendors/suppliers or visitors that an

unnamed employee has been diagnosed with COVID-19 if they might have been exposed to COVID-19 so those individuals may take measures to protect their own health.

General Questions

Given the fast-developing nature of the COVID-19 outbreak, Guiding Light may modify this Plan on a case by case basis. If you have any questions concerning this Plan, please contact someone on the COVID-19 Response Team. The Covid-19 Response Team includes: Stuart Ray (administration), Brian Elve (Recovery), and Craig Wassenaar (On-site Staff Member & COVID-19 Response Coordinator).

GUIDELINES FOR MASKS/FACECOVERINGS:

How to Safely Wear and Take Off a Cloth Face Covering

WEAR YOUR FACE COVERING CORRECTLY

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2



USE THE FACE COVERING TO PROTECT OTHERS

- Wear a face covering to protect others in case you're infected but don't have symptoms
- Keep the covering on your face the entire time you're in public
- Don't put the covering around your neck or up on your forehead
- Don't touch the face covering, and, if you do, clean your hands

FOLLOW EVERYDAY HEALTH HABITS

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available



TAKE OFF YOUR CLOTH FACE COVERING CAREFULLY, WHEN YOU'RE HOME

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Wash your hands with soap and water



Cloth face coverings are not surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first responders.

For instructions on making a cloth face covering, see:

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

GUIDELINES FOR GENERAL EXPOSURE & SPREAD PREVENTION:

Prevent the spread of COVID-19 if you are sick

Accessible version: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

If you are sick with COVID-19 or think you might have COVID-19, follow the steps below to help protect other people in your home and community.

Stay home except to get medical care.

- **Stay home.** Most people with COVID-19 have mild illness and are able to recover at home without medical care. Do not leave your home, except to get medical care. Do not visit public areas.
- **Take care of yourself.** Get rest and stay hydrated.
- **Get medical care when needed.** Call your doctor before you go to their office for care. But, if you have trouble breathing or other concerning symptoms, call 911 for immediate help.
- **Avoid public transportation, ride-sharing, or taxis.**



Separate yourself from other people and pets in your home.

- **As much as possible, stay in a specific room** and away from other people and pets in your home. Also, you should use a separate bathroom, if available. If you need to be around other people or animals in or outside of the home, wear a cloth face covering.
 - See COVID-19 and Animals if you have questions about pets: <https://www.cdc.gov/coronavirus/2019-ncov/faq.html#COVID19animals>



Monitor your symptoms.

- **Common symptoms of COVID-19 include fever and cough.** Trouble breathing is a more serious symptom that means you should get medical attention.
- **Follow care instructions from your healthcare provider and local health department.** Your local health authorities will give instructions on checking your symptoms and reporting information.



If you develop **emergency warning signs** for COVID-19 get **medical attention immediately.**

Emergency warning signs include*:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or not able to be woken
- Bluish lips or face

*This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning to you.

Call 911 if you have a medical emergency. If you have a medical emergency and need to call 911, notify the operator that you have or think you might have, COVID-19. If possible, put on a facemask before medical help arrives.

Call ahead before visiting your doctor.

- **Call ahead.** Many medical visits for routine care are being postponed or done by phone or telemedicine.
- **If you have a medical appointment that cannot be postponed, call your doctor's office.** This will help the office protect themselves and other patients.



If you are sick, wear a cloth covering over your nose and mouth.

- **You should wear a cloth face covering over your nose and mouth** if you must be around other people or animals, including pets (even at home).
- You don't need to wear the cloth face covering if you are alone. If you can't put on a cloth face covering (because of trouble breathing for example), cover your coughs and sneezes in some other way. Try to stay at least 6 feet away from other people. This will help protect the people around you.



Note: During the COVID-19 pandemic, medical grade facemasks are reserved for healthcare workers and some first responders. You may need to make a cloth face covering using a scarf or bandana.

OSHA COVID-19 Checklist for Employers and Employees

Know the Symptoms of COVID-19

- Coughing, fever, shortness of breath, and difficulty breathing.
- Early symptoms may include chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose. If you develop a fever and symptoms of respiratory illness, **DO NOT GO TO WORK** and call your supervisor and health-care provider immediately. Do the same thing if you come into close contact with someone showing these symptoms.

Employer Responsibilities

- Develop a COVID-19 Exposure Action Plan.
- Conduct safety meetings (toolbox talks) by phone if possible. If not, instruct employees to maintain 6-feet between each other. The supervisor will track attendance verbally rather than having employees sign an attendance sheet.
- Access to the job site will be limited to only those necessary for the work.
- All visitors will be pre-screened to ensure they are not exhibiting symptoms.
- Employees, contractors, and visitors will be asked to leave the jobsite and return home if they are showing symptoms.
- Provide hand sanitizer and maintain Safety Data Sheets of all disinfectants used on site.
- Provide protective equipment (PPE) to any employees assigned cleaning/disinfecting tasks.

Employee Responsibilities

- Become familiar with the Exposure Action Plan and follow all elements of the Plan.
- Practice good hygiene: wash hands with soap and water for at least 20 seconds. If these are not available, use alcohol-based hand rub with at least 60% alcohol. Avoid touching your face, eyes, food, etc. with unwashed hands.

Cleaning/Disinfecting Job Sites and Other Protective Measures

- Clean and disinfect frequently used tools and equipment on a regular basis. This includes other elements of the jobsite where possible. Employees should regularly do the same in their assigned work areas.
- Clean shared spaces such lunchrooms at least once per day.
- Disinfect shared surfaces (door handles, etc.) on a regular basis.
- Avoid sharing tools with co-workers. If not, disinfect before and after each use.
- Trash collected from the jobsite must be changed frequently by someone

wearing gloves.

Personal Protective Equipment and Alternate Work Practice Controls

- Provide and wear the proper PPE.

Worker Responsibilities

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol. Always wash hands that are visibly soiled.
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Employees who have symptoms (i.e., fever, cough, or shortness of breath) should notify their supervisor and stay home—DO NOT GO TO WORK.
- Sick employees should follow [CDC-recommended steps](#). Employees should not return to work until the criteria to [discontinue home isolation](#) are met, in consultation with healthcare providers and state and local health departments.

General Job Site / Office Practices

- Clean AND disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs. Dirty surfaces can be cleaned with soap and water prior to disinfection. To disinfect, use [products that meet EPA's criteria for use against SARS-CoV-2](#), the cause of COVID-19, and are appropriate for the surface.
- Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
- Clean and disinfect frequently used tools and equipment on a regular basis.
- This includes other elements of the jobsite where possible.
- Employees should regularly do the same in their assigned work areas.
- Clean shared spaces such as trailers and break/lunchrooms at least once per day.
- Disinfect shared surfaces (door handles, machinery controls, etc.) on a regular basis.
- Avoid sharing tools with co-workers if it can be avoided. If not, disinfect before and after each use.
- Any trash collected from the jobsite must be changed frequently by someone wearing gloves.
- In addition to regular PPE for workers engaged in various tasks (fall protection, hard hats, hearing protection), employers will also provide:
- Gloves: Gloves should be worn at all times while on-site. The type of glove worn

should be appropriate to the task. If gloves are not typically required for the task, then any type of glove is acceptable, including latex gloves. Gloves should not be shared if at all possible.

- Eye protection: Eye protection should be worn at all times while on-site.
- Face covering shall be worn when in enclosed spaces, refer to state requirements for current requirements.

OSHA Supplied COVID-19 Toolbox Talk

Below are clear and concise information on COVID-19 to share with employees and staff.

What is COVID-19?

The novel coronavirus, COVID-19 is one of seven types of known human coronaviruses. COVID-19, like the MERS and SARS coronaviruses, likely evolved from a virus previously found in animals. The remaining known coronaviruses cause a significant percentage of colds in adults and children, and these are not a serious threat for otherwise healthy adults.

Patients with confirmed COVID-19 infection have reportedly had mild to severe respiratory illness with symptoms such as fever, cough, and shortness of breath.

According to the U.S. Department of Health and Human Services/Centers for Disease Control and Prevention (“CDC”), Chinese authorities identified an outbreak caused by a novel—or new—coronavirus. The virus can cause mild to severe respiratory illness. The outbreak began in Wuhan, Hubei Province, China, and has spread to a growing number of other countries—including the United States.

How is COVID-19 Spread?

COVID-19, like other viruses, can spread between people. Infected people can spread COVID-19 through their respiratory secretions, especially when they cough or sneeze. According to the CDC, spread from person-to-person is most likely among close contacts (about 6 feet). Person-to-person spread is thought to occur mainly via respiratory droplets produced when an infected person coughs or sneezes, like influenza and other respiratory pathogens. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. It is currently unclear if 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.

In assessing potential hazards, employers should consider whether their workers may encounter someone infected with COVID-19 in the course of their duties. Employers should also determine if workers could be exposed to environments (e.g., worksites) or materials (e.g., laboratory samples, waste) contaminated with the virus.

Depending on the work setting, employers may also rely on identification of sick individuals who have signs, symptoms, and/or a history of travel to COVID-19-affected areas that indicate potential infection with the virus, in order to help identify exposure risks for workers and implement appropriate control measures.

There is much more to learn about the transmissibility, severity, and other features associated with COVID-19, and investigations are ongoing.

Communications of Guiding Light's COVID-19 Preparedness Plan

The COVID-19 Response Team will monitor the effectiveness of this plan. The Covid-19 Response Team includes: Stuart Ray (administration), Brian Elve (Recovery), and Craig Wassenaar (On-site Staff Member & COVID-19 Response Coordinator).

Staff and clients are encouraged to provide feedback to any member of the COVID-19 Response Team. This Preparedness Plan will be updated as necessary and posted in the building.

Staff and clients are required to uphold the new standards and responsibilities outlined in this preparedness plan. Failure to comply with the standards and responsibilities will result in dismissal.

Craig Wassenaar has been officially designated as Guiding Light's Workplace COVID-19 Response Coordinator.

Sign below to acknowledge acceptance

(Name & Date)