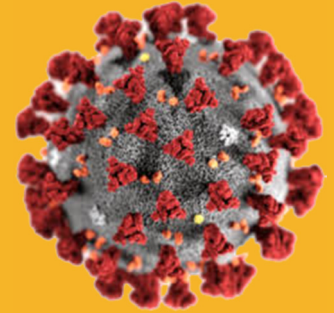




# TEAMSTERS SAFETY & HEALTH Coronavirus



## Information & Checklist Coronavirus (COVID-19, SARS-CoV-2)

(Updated March 30, 2020)

### What is the Coronavirus?

Coronaviruses are a large family of viruses that are common in humans and many different species of animals, including camels, cattle, cats, and bats. Rarely, animal coronaviruses can infect people and then spread between people. Previous examples of this occurrence include SARS-CoV (2003) and MERS-CoV(2012). The virus that causes COVID-19 (Coronavirus Disease) started spreading from person-to-person in China and is now confirmed to be spreading in countries outside of China, including the United States.

### Coronavirus

Middle East respiratory syndrome (MERS) and severe acute respiratory syndrome (SARS) are viral respiratory illnesses caused by a coronavirus.

#### Severe symptoms

- High fever (100.4°F or higher)
- Pneumonia
- Kidney failure

#### Transmission

Coughs or sneezes from infected person or touching contaminated objects.

#### Common symptoms

- 
- Fever
  - A dry cough develops after 2 to 7 days
  - Mild breathing difficulties at the outset
  - Gastrointestinal issues
  - Diarrhea
  - General body aches

### Transmission

Coronaviruses are zoonotic, meaning they are transmitted between animals and people.

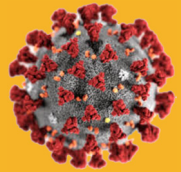


#### Human-to-human transmission:

Coronaviruses are most commonly spread from an infected person by:

- Coughing and sneezing.
- Close personal contact, such as touching or shaking hands.
- Touching an object or surface with the virus on it, and then touching your mouth, nose, or eyes before washing your hands.
- Fecal contamination.

Source: WHO, CDC, Getty Images

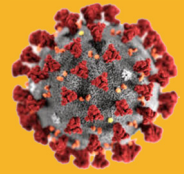


**Please review this checklist to help take steps to plan and protect the health and safety of your staff and colleagues**

## **Administration & Logistics**

### **Yes/No**

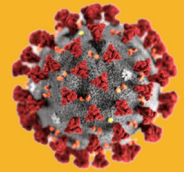
- Identify a pandemic coordinator and/or team with defined roles and responsibilities for preparedness and response planning.
- Stay informed about the COVID-19 situation and school closures.
- Put your plans, policies, and strategies into action, as needed.
- Update staff, customers, and suppliers with information about how your business is responding to the pandemic.
- Establish a process to communicate information to employees on your infectious disease outbreak response plans and latest COVID-19 information. Anticipate employee fear, anxiety, rumors, and misinformation, and plan communications accordingly.
- Are there COVID-19-prevention supplies in your workplace (soap, hand sanitizer with at least 60% alcohol, tissues, trash baskets, and disposable facemasks)?
- Are there flexible pandemic COVID-19 attendance and sick-leave policies? Workers may need to stay home when they are sick, caring for a sick household member, or caring for their children in the event of school dismissals. **Identify critical job functions and positions**, and plan for alternative coverage by cross-training staff (similar to planning for holiday staffing).
- Is there a method for monitoring and tracking COVID-19-related worker absences? Understand your usual absenteeism patterns at each worksite.
- Evaluate employee access to and availability of healthcare services during a pandemic and improve services as needed.



## Administration & Logistics Continued...

### Yes/No

- Can you identify space that can be used to separate sick people (if possible)? Designate a space for people who may become sick and cannot leave the workplace immediately. If possible, designate a nearby **separate bathroom just for sick people**. Develop a plan for cleaning the room daily. (The room or area where they are isolated from others in the workplace, limiting the number of people who have contact with the sick person, display warning signage, respiratory etiquette, and hand hygiene should be encouraged, and routine cleaning of commonly touched surfaces should be performed regularly.)
- Have you developed a risk-assessment and risk-management process for your workplace? Work closely with local public health officials to develop a contingency plan if assessing and managing risks among workers and those who come to your workplace is needed (for example, conducting health screenings for COVID-19-like symptoms). *Note: Your Human Resources Manager may want to review the current Employee Assistance Program (EAP) to ensure workers will have access to needed emotional and mental health services during and after a pandemic.*
- Plan ways to continue essential services if on-site operations are reduced temporarily. Provide Web-and mobile-based communication and services, if possible. Increase the use of email, conference calls, video conferencing, and web-based seminars.
- Identify essential business functions, essential jobs or roles, and critical elements within your supply chains (e.g., raw materials, suppliers, subcontractor services/products, and logistics) required to maintain business operations. Plan for how your business will operate if there is increasing absenteeism or these supply chains are interrupted.
- Develop platforms (e.g. hotlines, dedicated websites) for communicating pandemic status and actions to employees, vendors, suppliers, and customers inside and outside the worksite in a consistent and timely way, including redundancies in the emergency contact system.



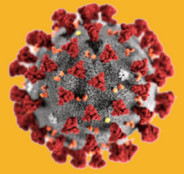
## Employee Protections in the Workplace

### Yes/No

- Do any employees who have symptoms of **acute respiratory illness** recommended to **stay home and not come to work until they are free of fever (100.4° F [37.8° C] or greater using an oral thermometer)**, signs of a fever, and any other symptoms for at **least 24 hours**, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants)? Employees should notify their supervisor and stay home if they are sick.
- Consistently practice social distancing. Plan ways to increase space between people to **at least 6 feet or limit face-to-face contact between** workers and those who come to the workplace. Several ways to do this include offering workers the option to **telework, creating reduced or staggered work schedules, spacing workers farther apart, and postponing non-essential meetings and travel.**
- Place reminders on **Cover coughs and sneezes with a tissue** (or an elbow or shoulder if no tissue is available).
- Place reminders on **Maintain hand hygiene**
- Place reminders on **Avoid touching your eyes, nose, and mouth**
- Clean surfaces frequently

Routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs. Use the cleaning agents that are usually used in these areas and follow the directions on the label.

Provide disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks) can be wiped down by employees before each use.



## Additional Measures in Response to Sporadic Importations of COVID-19:

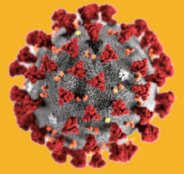
### Yes/No

- Do employees who are well but who have a sick family member at home with COVID-19 know how to notify their supervisor? The employee should refer to CDC guidance for how to conduct a risk assessment of their potential exposure risk.
- Is there a plan to inform employees of a possible exposure? If an employee is confirmed to have COVID-19, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). Employees exposed to a co-worker with confirmed COVID-19 should refer to CDC guidance for how to conduct a risk assessment of their potential exposure.

## Travel Considerations

### Yes/No

- Review your process for **planning workplace events**. Identify actions to take if you need to temporarily postpone or cancel events.
- Check the CDC's Traveler's Health Notices for the latest guidance and recommendations for each country to which you will travel. Specific travel information for travelers going to and returning from China, and information for aircrew, can be found at on the CDC website.
- Advise employees to **check themselves for symptoms of acute respiratory illness** before starting travel and notify their supervisor and stay home if they are sick.
- Ensure employees who become sick while traveling or on temporary assignment understand that they should notify their supervisor and should promptly call a healthcare provider for advice if needed.
- Do not require a healthcare provider's note for employees who are sick with acute respiratory illness to validate their illness or to return to work, as healthcare provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely manner.



### Yes/No

- Employers should maintain flexible policies that permit employees to stay home to care for a sick family member. Employers should be aware that more employees may need to stay at home to care for sick children or other sick family members than is usual.

### References

1. Pandemic Flu Checklist: Workplace Administrators, CDC.
2. Business Pandemic Influenza Planning Checklist, CDC.
3. Get Your Workplace Ready for Pandemic Flu, 2017. Atlanta, GA: Community Interventions for Infection Control Unit, Division of Global Migration and Quarantine, National Center for Emerging and Zoonotic Infectious Diseases, Centers for Disease Control and Prevention, April 2017.
4. Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 (COVID-19), February 2020, CDC
5. Interim Guidance for Emergency Medical Services (EMS) Systems and 911 Public Safety Answering Points (PSAPs) for COVID-19 in the United States. February 15, 2020.