

LCA Pandemic / Depleted Workforce Plan

Appendix C: Workplace Hygiene & Social Distancing

Guidelines for Workplace Hygiene: Should a flu pandemic emergency be declared, it will be important for employees who are fit for duty to remain healthy. The Pandemic Coordinator may require certain measures to protect employee health such as:

- Use of personal protective devices (gloves, masks, etc.)
- Hand sanitizers to be placed and used at every work station
- Limitation or cessation of face-to-face meetings
- Limitation or cessation of sharing / rotating work spaces and office equipment such as phones, computers, etc.
- Closure of front desk or limitation of visitor access
- Hand-washing and cough/sneeze etiquette requirements
- Any other measures determined to be feasible to further protect employee or public health

Should such procedures be established as part of an emergency declaration, they will be posted in a public location and sent to all employees via email.

OSHA Recommended Guidelines:

- Stay home if you are sick
- Wash your hands frequently with soap and water for 20 seconds or with hand sanitizer if soap and water are not available.
- Avoid touching your nose, mouth and eyes.
- Cover your coughs and sneezes with a tissue or cough or sneeze into your upper sleeve. Dispose of tissues in no-touch trash receptacles.
- Wash your hands or use a hand sanitizer after coughing, sneezing, or blowing your nose.
- Avoid close contact (within 6 feet) with co-workers and customers.
- Avoid shaking hands and always wash your hands after physical contact with others.
- If wearing gloves, always wash your hands after removing them.
- Keep frequently touched common surfaces (telephones, computer keyboards, etc.) clean.
- Try not to use other workers' phones, desks, offices or other work tools or equipment.
- Minimize group meetings – use e-mails, phones and text messaging. If meetings are unavoidable, avoid close contact (within 6 feet) with others and ensure that the meeting room is properly ventilated.
- Limit unnecessary visitors to the workplace.
- Maintain a healthy lifestyle: Attention to rest, diet, exercise and relaxation helps maintain physical and emotional health.