

# TERRACE MOTEL

## COVID-19 PREPAREDNESS AND RESPONSE PLAN

Prepared: 05/27/2020

## COVID-19 PREPAREDNESS AND RESPONSE PLAN

**The Terrace Motel** takes the health and safety of our employees seriously. We are all living through the spread of COVID-19 and the need for certain employees to continue in-person work. Others either are or will soon be welcomed back into work, either because they are critical infrastructure workers, because they are needed to conduct minimum basic operations for our business or because our business is once again allowed to open. I want you to know that I am committed to reducing the risk of exposure to COVID-19 and am ready to provide a healthy and safe workplace for my employees and guests.

Our plan is based on information and guidance from the Centers for Disease Control (CDC) and the Occupational Health and Safety Administration (OSHA) at the time of its development. Because the COVID-19 situation is frequently changing, the need for modifications may occur based on further guidance provided by the CDC, OSHA, and other public officials at the state or local levels. The Terrace Motel is focused on three lines of defense:

1. Limiting the number of people together at the same time in the same place,
2. Sanitizing all areas and
3. Requiring appropriate personal protection equipment.

**Note:** This plan may be amended based on changing requirements and the need of the business.

The spread of COVID-19 in the workplace can come from three primary sources:

- Co-workers
- Guests
- Vendors

Our staff falls into one or more of the following categories as defined by OSHA:

- Lower exposure risk (the work performed does not require direct contact with people known or suspected to be infected with COVID-19 or frequent close contact with the public).
- Medium exposure risk (the work performed requires frequent and/or close contact with people who may be infected with COVID-19, but who are not known COVID-19 patients, or contact with the general public in areas where there is ongoing community transmission).

## COVID-19 WORKPLACE COORDINATOR

**The Terrace Motel** has designated the following person as its COVID-19 Workplace Coordinator: Larry Baur, Owner. He can be reached at [lajabaur@yahoo.com](mailto:lajabaur@yahoo.com) and 906.202.9697.

### **The Coordinator's responsibilities include:**

- staying up to date on federal, state and local guidance
- incorporating those recommendations into our workplace
- training staff on control practices, proper use of personal protective equipment, the steps employees must take to notify our business of any COVID-19 symptoms or suspected cases of COVID-19.

The Coordinator shall be responsible to familiarize Terrace Motel staff familiar with this Plan. Additionally, the Coordinator shall expect all staff to set a good example by following this Plan. This includes practicing good personal hygiene and workplace safety practices to prevent the spread of the virus.

**The Terrace Motel** will require and keep a record of all self-screening protocols for all staff entering the premises, including, at a minimum, a questionnaire covering symptoms and suspected or confirmed cases of COVID -19.

**The Terrace Motel** will:

- Keep everyone on the premises at least six feet from one another to the maximum extent possible.
- Provide non-medical grade face coverings to their employees, with supplies of N95 masks and surgical masks reserved, for now, for health care professionals, first responders (e.g., police officers, fire fighters, paramedics), and other critical workers.
- Conduct a daily entry self-screening protocol for all employees or contractors entering the workplace, including, at a minimum, a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19.
- Make cleaning supplies available to staff upon entry and at the worksite and provide time for staff to wash hands frequently or to use hand sanitizer.
- Require face coverings to be worn when employees cannot consistently maintain six feet of separation from other individuals in the workplace. Unless a member of staff has a medical condition which makes wearing a mask problematic. Any staff member who, for that reason, does not wear a mask, accepts onto themselves full responsibility in the event of exposure to COVID-19 while at work.
- Increase facility cleaning and disinfection to limit exposure to COVID-19, especially on high-touch surfaces (e.g., door handles) and shared equipment (e.g., vacuum cleaners and chemical totes).
- Adopt protocols to clean and disinfect the facility in the event of a positive COVID-19 case in the workplace.
- When a staff member is identified with a confirmed case of COVID-19, such staff member shall, within 24 hours, notify both:
  1. The local public health department, and
  2. Any co-workers who may have come into contact with the person with a confirmed case of COVID-19.
- Have staff report to the Coordinator any concerns about unsafe work conditions.

## STAFF RESPONSIBILITIES

Each of our staff members is asked to help with our prevention efforts while at work. The Terrace Motel understands that in order to minimize the impact of COVID-19 at our facility, everyone needs to play his or her part. We have instituted several best practices to minimize exposure to COVID-19 and prevent its spread in the workplace. This includes specific cleaning efforts and social distancing. While at work, all staff must follow these best practices for them to be effective. Beyond these best practices, all staff are required to report to the Coordinator immediately if they are experiencing signs or symptoms of COVID-19, as described below. If any staff member has specific questions about this Plan or COVID-19, they should ask the Coordinator.

### OSHA and the CDC Prevention Guidelines

OSHA and the CDC have provided the following preventive guidance for all workers, regardless of exposure risk:

- 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.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Follow appropriate respiratory etiquette, which includes covering for coughs and sneezes.
- Avoid close contact with anyone who is sick.
- Maintain appropriate social distance of six feet to the greatest extent possible.

Additionally, employees must familiarize themselves with the symptoms and exposure risks of COVID-19. The primary symptoms of COVID-19 include the following:

- Dry cough;
- Shortness of breath or difficulty breathing

Or at least two of these symptoms:

- Fever (either feeling feverish or a temperature of 100.4 degrees or higher);
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

Individuals with COVID-19 may also have early symptoms such as, diarrhea, nausea/vomiting, and runny nose.

If you develop a fever and symptoms of respiratory illness, such as an atypical cough or shortness of breath, do not report to work. You must also notify your supervisor immediately, and consult their healthcare provider. Similarly, if employees come into close contact with someone showing these symptoms, they must notify their supervisor immediately and consult their healthcare provider. We have the responsibility to work to identify and notify all employees who have close contact with individuals with COVID-19 symptoms. "Close contact" is not brief or incidental contact with a person with COVID-19 symptoms.

The CDC defines “close contact” as either:

- Being within roughly six feet of a COVID-19 infected person or a person with any symptom(s) for a “prolonged period of time;” ( the CDC estimates range from 10 to 30 minutes, or,
- Having direct contact with infectious secretions of a COVID-19 infected person or a person with any COVID-19 symptom(s) (i.e., being coughed on).

## HEALTH AND SAFETY PREVENTATIVE MEASURES FOR THE TERRACE MOTEL

**The Terrace Motel** has put a number of best practices and measures in place to ensure the health and safety of our staff. The plan is focused on three lines of defense – limiting the number of people together at a time, sanitizing all areas and requiring appropriate personal protection equipment.

### Minimizing exposure from co-workers.

The Terrace Motel takes the following steps to minimize exposure from co-workers to COVID-19 by educating employees on protective behaviors that reduce the spread of COVID-19 and provide employees with the necessary tools for these protective behaviors, including:

#### General Education:

- All staff are strongly encouraged to review guidelines provided by the CDC (<https://www.cdc.gov/coronavirus/2019-ncov/communication/guidance-list.html?Sort=Date%3A%3Adesc>) and by the LMAS District Health Department (<https://www.lmasdhd.org/>)
- Providing tissues to minimize exposure to infectious secretions
- Informing employees of the importance of good hand hygiene. Regularly washing hands with soap and water for at least 20 seconds is one of the most effective ways for employees to minimize exposure to COVID-19. If soap and water are not readily available, employees should use alcohol-based hand sanitizer that is at least 60% alcohol. If hands are visibly dirty, soap and water should be chosen over hand sanitizer.
- Encourage good hand hygiene by ensuring that adequate supplies of soap and hand sanitizer are maintained and placing hand sanitizers in multiple locations.
- Discourage handshaking and encourage the use of other non-contact methods of greeting
- When possible, avoid the use of other staff’s phones, work tools and equipment, and other commonly touched surfaces.
- If the above cannot be avoided, clean and disinfect them before and after use.

#### Social Distancing

- Limit the number of staff present on-site to no more than necessary
- Encourage and require social distancing to the greatest extent possible while in the workplace
- Encourage employees to minimize ridesharing. If this cannot be avoided, while in vehicles, employees must ensure adequate ventilation
- Make use of masks and gloves
- Do not share food utensils and food with other employees

## Checklist for Employers when employee tests positive for COVID-19

- Treat positive test results and “suspected but unconfirmed” cases of COVID-19 the same.
- If the source of infection is known, identify if it was at the workplace or outside.
- If the infection was contracted inside the workplace, notify workers’ compensation carrier;
  - Place the employee on workers’ compensation leave (with pay); and
  - Record the infection in the employer’s OSHA 300 log.
- Ask employee if he or she grants the employer permission to disclose the fact that the employee is infected.
  - If yes:
    - Notify the Coordinator that employee is infected with COVID-19 and is out on leave.
    - For everyone else, respond to inquiries by disclosing employee is on a leave of absence for non-disciplinary purposes.
  - If no:
    - Notify the Coordinator only that employee is on a leave of absence for non-disciplinary purposes.
  - Regardless of yes or no:
    - Disclose identity of employee to any required notification to OSHA or the health department.
- Notify employee’s co-workers who may have come into contact with employee at work within the past 14 days that they may have been exposed to COVID-19 and may wish to see a healthcare provider.
  - Not required to notify other office locations unless the employee visited those sites within past 14 days.
- DO NOT identify the infected employee by name and to the greatest extent possible, avoid making any direct or indirect references that would lead co-workers to identity of the employee.
- For employees who had close contact with employee in past 14 days, send them home for a 14-day self-quarantine.
- Notify known guests or vendors with whom the employee may have come into contact with while at work within the past 14 days that they may have been exposed to COVID-19 and may wish to see a healthcare provider. DO NOT identify the infected employee by name.
- To the extent reasonably possible, avoid making any direct or indirect references that would lead the person to guess the identity of the employee.
- Arrange for a thorough cleaning of the areas likely visited by the employee
- Respond to inquiries by CDC or public health authorities as received.

## Restrict employees from the workplace if they display symptoms of COVID-19

- For employees who are completing in-person work, health assessments and/or questionnaires prior to entry into the facility.
- Any employee with COVID-19 symptoms will be immediately separated from other individuals and sent home.
- Guidance from the employee's health care provider on their return to work date will be required.

## Actively encourage sick employees to stay home:

- **The Terrace Motel** will follow state and federal guidance for return to work guidance.
- Guidance from the employee's health care provider will also be considered

## If an employee has a confirmed case of COVID-19, The Terrace Motel ensures the following:

- We will communicate with co-workers
- We will work with our local health department to provide them with the name of any identified employees that may have been exposed
- We will report cases to OSHA via their reporting/recordkeeping requirements
- **The Terrace Motel** will follow CDC and State guideline protocols for return to work, including workplace contact tracing and CDC-recommended cleaning and disinfecting in all affected areas
- Guidance from the employee's health care provider will also be considered
- We will perform increased environmental cleaning and disinfection
  - Employees should sanitize their work areas upon arrival, throughout the workday, and immediately before leaving for the day
  - We will all routinely clean and disinfect all frequently touched surfaces in the workplace, such as workstations, keyboards, telephones, handrails, and doorknobs.

## Minimizing exposure from those outside of our workforce including guests and vendors r

- **The Terrace Motel's** business practices are evaluated to ensure safety and health of all individuals.
- **Social distancing practices to be observed:**
  - 6-foot distances to be maintained to the maximum extent possible
  - Minimize face to face contact
- Information is posted throughout the worksite educating individuals on ways to reduce the spread of COVID-19
- Any individual entering the Terrace Motel's facility may have their temperature checked and/or a questionnaire completed prior to entry.
- Individual symptoms will be observed and individuals displaying symptoms of COVID -19 will be removed from the workplace.
- Physical barriers between the Terrace Motel's desk clerk and guests will be considered at the front desk.

This Plan is based on information and guidance from the CDC and OSHA at the time of its development. The safety of our employees and visitors remain the top priority at the Terrace Motel. We recognize that all individuals are responsible for preventing the spread of COVID-19 and reduce the potential risk of exposure to our workforce and visitors. As the COVID-19 outbreak continues to evolve and spread, the Terrace Motel is monitoring the situation closely and will update our guidance based on the most current recommendations from the CDC, World Health Organization (WHO), OSHA and any other public entities.