

## WORKPLACE POSITIVE COVID-19 PLAYBOOK

### EMPLOYEE OR VISITOR AT A LOCATION WHO TESTS POSITIVE FOR COVID-19

The facility should use the following guidance to manage response.

1. EXPECT NOTICE - If an employee/visitor tests positive for COVID-19, it is expected that either a local health department or the employee/visitor will notify health services, Facility Manager or employee/visitor's supervisor.
2. ISOLATE SITE: During the investigation period, do not allow any additional employees who are not part of keeping the plant operating or visitors to enter the location.
3. FOLLOW HEALTH INSTRUCTIONS - The facility should consult with and follow community-based recommendations relating to the facility's response. Any employee/visitor confirmed to test positive for 2019-nCoV (symptomatic or asymptomatic) must comply with health authorities' instructions.
4. PROTECT EMPLOYEE/VISITOR INFORMATION – Do not release personal information about employee/visitor's identity or health status. Anyone who has access to an employee/visitor's medical information must ensure they comply with confidentiality and privacy obligations. Employee/visitor may voluntarily disclose their status.
5. GIVE NOTICE TO FACILITY MANAGER - The supervisor or leader who is given notice of the employee/visitor's status should contact the Facility Manager to provide the employee/visitor's name, work location at the facility and contact information, including a phone number.
6. FACILITY CRISIS MANAGEMENT TEAM – Each facility has a Facility Crisis Management Team. Contacts for the Facility Crisis Management Team typically include facility manager, health services, EHS, Employee Relations, operations segment lead and facility operations.
  - a. INSERT NAME
  - b. INSERT NAME
  - c. INSERT NAME
  - d. INSERT NAME
  - e. INSERT NAME
  - f. INSERT NAME

7. BUSINESS CRISIS MANAGEMENT TEAM – The Facility Manager & Facility Crisis Management Team should promptly inform the Business Crisis Management Team. The Business Crisis Management Team contacts include:
  - a. [Plant Ops]
  - b. [Safety]
  - c. [Food Safety]
  - d. [HR]
  
8. NOTIFICATION AND INVESTIGATION – The facility manager will work with the Facility and Business Crisis Management teams to address the following:
  - a. LABOR OBLIGATIONS - [Industrial Relations Labor Lead], will notify the national Labor Union Representative and the site Labor Union Representative and determine next steps regarding the Collective Bargaining Agreement (CBA).
  - b. NOTIFY USDA – Notify the USDA that we have an employee/visitor that has tested positive of COVID-19 and we are initiating our crisis response plan.
  - c. NOTIFY GOVERNMENT OFFICIALS AND LOCAL HEALTH OFFICIALS (as required) – Based on local, state/provincial and federal laws, facility EHS contacts appropriate government and health officials (e.g. Occupational Safety and Health Association (OSHA), Workers Compensation Board (WCB)).
  - d. INTERVIEW - To the extent needed to address the employee/visitor’s contact and movements at the facility, the local Health Services or Facility Manager should quickly coordinate telephone or electronic outreach to the employee/visitor to collect work-related information. The approved script for this interview is included as ATTACHMENT A.
  - e. RETRACE MOVEMENTS - To the extent possible, determine the areas within the facility the employee/visitor accessed.
    - i. To the extent possible, restrict access to potentially impacted area(s) until the impacted areas are properly assessed and appropriate cleaning is conducted.
    - ii. To the extent possible, provide alternate entry and exit routes for other employees/visitors in or near impacted areas to avoid potentially impacted areas or allow for alternate work locations until the areas are properly assessed and appropriate cleaning is conducted.
  - b. IDENTIFY IMPACTED EMPLOYEES – As a result of the interview and investigation, identify any impacted employees/visitors according to the Centers for Disease Control and Prevention (CDC) definition of “close contact”. CDC defines “Close Contact” as:
    - i. being within approximately 2 meters (6 feet) of a COVID-19 case for greater than 15 minutes; or;
    - ii. having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on); or
    - iii. a person having had direct physical contact with a COVID-19 case (e.g., shaking hands)
  - f. INFORM IMPACTED EMPLOYEES– While protecting the employee/visitor’s identity and health status, inform employees/visitors who are potentially impacted by the movements of the infected employee/visitor of their possible exposure to COVID-19 in the workplace. The confidentiality of the infected employee/visitor must be kept as required by applicable law. Employee/visitor exposed to a co-worker with confirmed COVID-19 should be directed to CDC guidance for how to conduct a risk assessment of their potential exposure. If a quarantine is necessary, the Business Crisis Team along with local health department will use the CDC guidelines to make those decisions. See ATTACHMENT B for communication guidance.

9. PROPERLY CLEAN - Refer to ISOS COVID-19 Cleaning Guidelines. Ideally, prevent entry into any room that a known infectious person has been in, until 24 hours after they have left and the room has been cleaned and disinfected. This may not apply to areas that are already deeply sanitized on a daily/hourly basis.
  - a. Use full PPE: masks (fit-tested N95 respirator, training required) / gloves / gown / eye protection.
  - b. Use cleaning supplies (local regulatory approved detergent-disinfectant) according to manufacturer's recommendations.
  - c. All disposable items should be removed and discarded. All surfaces and objects that were in contact with the case should be cleaned and disinfected (e.g., vacuum carpets, wipe surfaces). Spraying of disinfectant ("fogging") must NOT be carried out, as this is potentially risky.
  - d. Waste should be tied in a plastic bag and should be disposed following local requirements for medical waste.
  - e. Any spaces used by the ill employee (workstation, bathroom, isolation room) should be thoroughly cleaned and disinfected.
  
10. REQUEST CHANGES TO OPERATIONAL STATUS - Before any alteration of operational status (e.g., closure, limiting operations, COVID-19 related or influenced remote working for three or more people) at a facility, the facility must submit a request using the following process. All requests are considered pending until reviewed and determined.
  - a. The facility leader submits the request to the Business Crisis Team. The request should include the following information:
    - i. Location/Facility seeking Request
    - ii. Facility Name and Address subject to Request
    - iii. Name, Title, Email, and Phone Number of facility manager seeking Request
    - iv. Number of employees/visitors in the facility
    - v. Date employee/visitor was tested positive for COVID-19
    - vi. Whether any of the employees/visitors at the facility have been directly exposed to someone who has tested positive for COVID-19
    - vii. Whether other offices are co-located at the facility and controlled by the company
    - viii. The timeframe proposed for operational changes
    - ix. Proposed actions for ensuring continuity of operations and customer services
    - x. Hyperlink to or additional information from the facility's local public health department including specific guidance to the community
    - xi. Any other information relevant to making the determination (e.g., number of coronavirus cases in your area, local health declarations, etc.)
  - b. The Crisis Management Team will make a determination regarding the request promptly upon receipt and notify the Facility Leader of the determination.

## ATTACHMENT A

### INTERVIEW OF AN EMPLOYEE/VISITOR WHO TESTS POSITIVE FOR COVID-19

The designated interviewer (health services, human resources or facility manager) should directly contact the interviewee preferably by phone. Make sure the individuals understand they should not come back into the site until they have received a return to work release.

Ask the following questions:

1. Who is your immediate supervisor, and have you notified them of your illness?
2. What approximate date did you start feeling ill?
3. Have you been tested for COVID-19?
  - a. If so, what were the results?
  - b. If yes, what date did you test positive or were diagnosed with Coronavirus?
4. Have you contacted your local health department for instructions on quarantine or testing for Coronavirus?
5. Have you been advised by medical officials to self-isolate or be under quarantine? If so, when and for how long?
6. Can you tell me about where you have traveled in the last 14 days?
7. If employee, what department/office were you located in?
8. If visitor, what location and department/office were you visiting?
9. Besides your department/office or location noted above, is there any other location at work you spent a considerable amount of time?
10. Who, if anyone, did you have “close contact” with at work or at this facility (e.g. employees, truckers, contractors, etc.)? Track contacts using the [Contact Tracing List](#) (Attachment C) documents.  
The Centers for Disease Control and Prevention (CDC)/Europe CDC defines “Close Contact” as:
  - a. being within approximately 2 meters (6 feet) of a COVID-19 case for greater than 15 minutes; or;
  - b. having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on); or
  - c. A person having had direct physical contact with a COVID-19 case (e.g., shaking hands)
11. How do you arrive to work or to this facility (drive, metro, bus, other)?
12. Which door do you use when entering and departing your building?
13. Which bathrooms do you typically use in your building or which bathrooms did you use in this building while you were on site (if any)?
14. Do you purchase food and/or eat in facility cafeterias, snack shops or vending machines?
  - a. If yes, in which establishment or provide a location?
15. Who is your point of contact in event of emergency?
16. Is there anything else we should be made aware of?

All information should be recorded in a secure system and any unsecured written records must be destroyed to protect the interviewee’s privacy.

## ATTACHEMENT B

### Talking Points for Exposed Employees

- Over the past several weeks we have been taking precautionary measures to keep you and all of our colleagues healthy and safe amidst the ever-changing coronavirus outbreak.
- Even with that, we believe that you have been exposed and/or in direct contact with an employee/visitor who has tested positive for COVID-19.
- As of right now, we are recommending that you monitor your health closely by taking your temperature every few hours and being aware of potential symptoms. Symptoms include: coughing or shortness of breath with fever of 100.4 F/38 C or higher.
- We will evaluate every situation on a case-by-case basis and follow the guidance of health officials.
- As a reminder, if you begin to experience symptoms please seek medical advice and stay home.
- Again, please continue to practice good hygiene by washing your hands, avoiding touching your face, covering your cough with tissue or coughing into your elbow, and sanitizing areas you are working. We also recommend that you follow good social distancing practices.
- We want to make sure that you know your health and well-being is a top priority.

### Talking Points for Facility Communication

- First, it's important you know that we are doing everything we can to keep you healthy and safe.
- It is also critical that we do everything we can to continue to operate and provide products to customers, because we play a vital role in nourishing the world.
- We can't do that without each and every one of you.
- That said, we will review each and every situation closely to determine what additional actions we need to take to ensure we keep our employees safe.
- On DATE we were notified that one of our employees/visitors has tested positive for COVID-19.
- We are taking all the necessary precautions to ensure others do not get infected.
- Actions include:
  - Notified individuals who may have been exposed or in direct contact with this employee/visitor.
  - Sanitized and cleaned all areas where the affected person may have been.
  - Notified the Union Representative, the USDA and the Business Crisis Management Team.
- We are doing everything we can to ensure additional employees are not affected by COVID-19.
- Should you develop any symptoms including coughing or shortness of breath with fever of 100.4 F/38 C or higher, please stay home and notify your supervisor right away.
- Again, please continue to practice good hygiene by washing your hands, avoiding touching your face, covering your cough with tissue or coughing into your elbow, and sanitizing areas you are working. We also recommend that you follow good social distancing practices.
- Again, we want to make sure that you know your health and safety is a top priority.

### Script for Government Officials

- On [DATE] we were notified that one of our employees/visitors has tested positive for COVID-19 at our [LOCATION] facility.
- We are taking all the necessary precautions to ensure others do not get infected.
- Actions include:
  - Notified individuals who may have been exposed or in direct contact with this employee/visitor.
  - Sanitized and cleaned all areas where the affected person may have been.
  - Notified the Union Representative, the USDA and the Business Crisis Management Team.
- The safety and well-being of our employees is our top priority.
- We are doing everything we can to ensure additional employees are not affected by COVID-19.

### Media Inquiries

- Send all media inquiries to [ ]

## COVID-19 FACILITY FAQs

***Q: Will you be providing masks for all employees?***

**A:** We are following public health experts' advice on this. Today, masks are not part of the recommended mitigation plan. However, we will monitor each situation closely and make decisions accordingly.

***Q: Will you shut down the plant now that someone has tested positive for COVID-19?***

**A:** Because we play a vital role in nourishing the world, it is critical that we do everything we can to continue to operate and provide essential nutrition to all consumers during this important time helping maintain a healthy diet. That said, we will review each and every situation closely to determine what, if any, actions we need to take to ensure we keep our employees safe. If we believe it is best to close portions of our operations, we will notify you.

***Q: When will you allow the individuals with COVID-19 to come back to work?***

**A:** We will follow the guidance of our health care professionals and health authorities and will ask that employees/visitors provide a doctor's note that it is OK for them to return to work.

***Q: How should we maintain social distance on the production floor?***

**A:** A number of social distancing measures are being put in place for example having all employees face one direction on the production floor and staggering breaks.

***Q: What if I don't feel safe reporting to work?***

**A:** We encourage all employees to watch carefully for symptoms and to report any illnesses instead of coming to work. If you begin to experience symptoms, please seek medical advice, stay home and contact the facility. If you don't feel safe coming into the workplace, please contact your supervisor.

***Q: If I am not sick and stay home, will I still get paid?***

**A:** All HR policies, Collective Bargaining Agreements and local, state/provincial and federal laws will continue to be in place.

***Q: What are the USDAs expectations if an employee tests positive? Should USDA in-plant personnel be notified?***

**A:** The USDA expects the plants to follow all CDC guidance or guidance from state or county health departments regarding how long the employee should remain away from the work site and regarding potential exposure to other plant employees. The USDA would like the plant to notify the USDA on-site supervisor. The USDA will not ask for the employee/visitor's name or any personal information due to privacy, but will want to know the position the employee/visitor worked so they can determine how likely it is that USDA personnel may have been exposed.

***Q: If an employee/visitor (or more than one) are found to be positive, would the USDA expect any actions pertaining to products produced at the facility?***

**A:** As the effective date of this document, the agency is not planning to take any regulatory control action on products because plant employees have tested positive for COVID-19. According to the government health authorities, there is no indication that food is considered a conduit for disease transmission.

***Q: How might an employee testing positive for COVID-19 affect the assignment of USDA inspection resources at the establishment?***

**A:** The USDA will continue to provide inspection for plants that are operating and producing amenable products.

# Attachment C

Information collected by : \_\_\_\_\_

Date: \_\_\_\_\_

Name of index case: \_\_\_\_\_

## Contact Tracing List: 2019-nCov

Record information during the tracing procedure. Contacts will probably include family members, housemates, close friends and workmates (if they share close contact or work in an environment with confined airspace). You may be required by law to track this information. All information is personal and must be kept confidential. In addition, local privacy laws may apply.

Name	Email	Phone	Address	Nature of contact close/ intermediate/ distant	Dates of interaction	Symptoms	If symptoms present, infection route?*

\*Use this column to state the most probable infection route. Rank certainty using high, intermediate, low, and none:

1. The contact acquired their infection *from* the index case.
2. The contact could have been the *source* of the index case's infection (if yes, consider the contact as a **new index case** and start another index case information sheet)
3. The contact acquired their infection from the *same source* as the index case.
4. The contact's infection is *unrelated* to the index case.