

# COVID-19 PLAN – Burke County Health Department

## 1. PURPOSE AND SCOPE

Burke County is committed to providing a safe and healthy workplace for all our employees. Burke County has developed the following COVID-19 plan, which includes policies and procedures to minimize the risk of transmission of COVID-19, in accordance with OSHA’s COVID-19 Emergency Temporary Standard (ETS).

Burke County has multiple workplaces that are not substantially similar, and therefore has created a separate COVID-19 plan for each workplace that is covered by the OSHA COVID-19 ETS.

FACILITY LOCATION	WORKSITE-SPECIFIC COVID-19 CONSIDERATIONS
Burke County Health Department	Healthcare Provider

## 2. ROLES AND RESPONSIBILITIES

Burke County’s goal is to prevent the transmission of COVID-19 in the workplace(s). Managers as well as non-managerial employees are all responsible for supporting, complying with, and providing recommendations to further improve this COVID-19 plan.

The COVID-19 Safety Coordinator(s), listed below, implements, and monitors this COVID-19 plan. The COVID-19 Safety Coordinator(s) has Burke County’s full support in implementing and monitoring this COVID-19 plan and has authority to ensure compliance with all aspects of this plan.

Burke County and the COVID-19 Safety Coordinator(s) will work cooperatively with non-managerial employees to conduct a workplace-specific hazard assessment and in the development, implementation, and updating of this COVID-19 plan.

All Health Department employees have a county email address. Employee suggestions will be solicited or requested, via email, during shift meetings or other meetings. Employees can express concerns to direct supervisors, Health Department Administration, and/or Human Resources. All employee concerns and/or suggestions will be reviewed by Health Department Administration, Human Resources, and the County Safety Committee. Concerns will be addressed by complying with guidance from the CDC, NCDOL, OEMS, and Risk Management professionals and a response will be provided to employees who express concerns or provide suggestions. The plan will be reviewed and updated as new guidance is provided by the groups listed above and or employee suggestions are implemented.

COVID-19 SAFETY COORDINATOR(S)		
Name	Title/Facility Location	Contact Information (office location, phone, email address)

Valerie Kelly	PH Nursing Director I	<a href="mailto:Valerie.kelly@burkenc.org">Valerie.kelly@burkenc.org</a> 700 East Parker Rd. Morganton, NC 828-764-9183
Emily Poteet	PH Education Specialist	<a href="mailto:Emily.poteet@burkenc.org">Emily.poteet@burkenc.org</a> 700 East Parker Rd. Morganton, NC 764-9219

### 3. HAZARD ASSESSMENT AND WORKER PROTECTIONS

Burke County will conduct a workplace-specific hazard assessment of its workplace(s) to determine potential workplace hazards related to COVID-19. A hazard assessment will be conducted initially and whenever changes at the workplace create a new potential risk of employee exposure to COVID-19 (e.g., new work activities at the workplace).

Burke County has developed the following policies and procedures to determine employees' vaccination status: Burke County will require all employees to sign a COVID-19 vaccination attestation form that attests that the employee is either fully vaccinated or is not fully vaccinated. This form will be kept in the Human Resources Department in a confidential medical file.

Burke County and the COVID-19 Safety Coordinator(s) will work collaboratively with non-managerial employees to conduct the workplace-specific hazard assessment. All completed hazard assessment forms and results will be attached to this plan and will be accessible to all employees at each facility.

Burke County will address the hazards identified by the assessment and include policies and procedures to minimize the risk of transmission of COVID-19 for each employee. These policies and procedures are provided below.

#### ***Patient Screening and Management***

In settings where direct patient care is provided, Burke County will:

- Limit and monitor points of entry to the setting; Patients only enter at the front doors if they come inside and are checked in. All doors are by key entry/badge entry only except for the front doors where patients come in. At this time, we are limiting people that come back with patients. One person is allowed back with a mask on if there are extenuating circumstances. Patients are to wear a mask when back in the clinic areas. Patients will be escorted back to their designated area and if their visitor is with them and allowed back as well then, they both will be taken to their designated area to be in and if visitor doesn't come back then they will wait in the waiting area or in their vehicles. If a child is with the parent, who is the patient, and the child is <12 or cannot be left in the waiting area then the child will come back with their parent and have a mask, if possible, especially if they are over 2 years old and developmentally appropriate. If a minor is the patient, then a parent or caregiver will be allowed back with the child.
- Screen and triage all clients, patients, residents, delivery people, visitors, and other non-employees entering the setting for symptoms of COVID-19; Signs are posted at the front entrance, the front desk, and employee entrances stating that if you are sick or have symptoms of COVID-19 then please call and do not enter.
- Implement other applicable patient management strategies in accordance with the CDC's "[COVID-19 Infection Prevention and Control Recommendations](#)"; and If patients come to be seen in Primary care or Maternal Health because they are sick with possible COVID-19 or COVID-19 like symptoms they are placed in exam room 2 in Primary Care. Once they are seen, the room is heavily cleaned with approved chemicals. If patients are coming for COVID-19 testing; they will pull up to the overhead awning/shed

area, their information is obtained while they remain in their cars, they are tested in their cars and then wait on the results in their cars.

- Telehealth may be used in certain areas when able and allowed by each section's agreement addendums and rules from their state and federal agencies. WIC, at this time, can predominately conduct financial/medical eligibility screenings and nutrition education by phone for participants. Required documents will be mailed along with nutrition education. WIC participants may choose to pick up benefit packets 'curbside' in the parking lot if they chose not to wait for mail delivery of their benefit packet. Breast pump issuance will be handled as curbside pickup following completion of required education. CMARC and CMHRP can do some on the phone and some of their visits must be in person either at the health department, in the provider's offices, or in the patient's home or requested meeting area. Family Planning, Immunizations, Maternal Health, Child Health, STD/STI, TB, and Primary Care on a rare occasion can be done via telehealth, but the majority must be done face to face.

### ***Standard and Transmission-Based Precautions***

Burke County will develop and implement policies and procedures to adhere to Standard and Transmission-Based Precautions in accordance with CDC's "[Guidelines for Isolation Precautions.](#)" Hands will be washed with soap and water as outlined by the CDC and/or use hand sanitizer when gloves are removed, as well as between patient encounters.

Burke County and the COVID-19 Safety Coordinator(s) will work collaboratively with non-managerial employees to develop and implement these policies and procedures. *[Note: An example COVID-19 Healthcare Worksite Checklist & Employee Job Hazard Analysis is located in the Appendix and may be used to assess COVID-19 hazards and develop and implement Standard and Transmission-Based infection control precautions.]* When a staff member is with a patient, they will have a face covering on. When it is needed such as with a sick patient then gloves, face shield, mask/N95 and gown will be worn by the employee. If staff are testing for COVID-19, then a surgical mask/N95, a face shield, gown, and gloves will be worn by the employee. When COVID-19 vaccines are being given a face covering will be worn by staff and gloves will be used to administer the vaccine.

### ***Personal Protective Equipment (PPE)***

Burke County will provide, and ensure that employees wear, face coverings or a higher level of respiratory protection. Facemasks must be worn by employees over the nose and mouth when indoors and when occupying a vehicle with another person for work purposes. Policies and procedures for facemasks will be implemented, along with the other provisions required by the COVID-19 ETS, as part of a multi-layered infection control approach.

Facemasks provided by Burke County will be FDA-cleared, authorized by an FDA Emergency Use Authorization, or otherwise offered or distributed as described in an FDA enforcement policy. Burke County will provide employees with a sufficient number of facemasks, which must be changed at least once a day, whenever they are soiled or damaged, and more frequently as necessary (e.g., patient care reasons).

Burke County may also provide a respirator to employees when only a facemask is required (i.e., when a respirator is not otherwise required by the COVID-19 ETS) and, when doing so, will comply with the COVID-19 ETS mini respiratory protection program (29 CFR 1910.504).

Burke County will also permit employees to wear their own respirator instead of a facemask and, in such cases, will comply with the COVID-19 ETS mini respiratory protection program (29 CFR 1910.504). Additional information about when respirator use is required can be found below. *[Note: The "Notice to Employees" is*

*located in the Appendix. It must be provided to employees that provide their own respirator when not required.]*

The Burke County Health Department will provide appropriate PPE, which includes face masks and respirators when employees are onboarded or when the employee requests additional PPE. Instructions on the proper use of PPE will be provided during the employees first day of work and/or if and when the employee is found not using the PPE properly.

The following are additional exceptions to Burke County's requirements for facemasks:

1. When an employee is alone in a room.
2. While an employee is eating and drinking at the workplace, provided each employee is at least 6 feet away from any other person, or separated from other people by a physical barrier.
3. When employees are wearing respirators in accordance with [29 CFR 1910.134](#) or paragraph (f) of the COVID-19 ETS.
4. When it is important to see a person's mouth (e.g., communicating with an individual who is deaf or hard of hearing) and the conditions do not permit a facemask that is constructed of clear plastic (or includes a clear plastic window). When this is the case, Burke County will ensure that each employee wears an alternative, such as a face shield, if the conditions permit.
5. When employees cannot wear facemasks due to a medical necessity, medical condition, or disability as defined in the Americans with Disabilities Act (42 USC 12101 et seq.), or due to religious belief. Exceptions will be provided for a narrow subset of persons with a disability who cannot wear a facemask or cannot safely wear a facemask, because of the disability, as defined with the Americans with Disability Act (42 USC 12101 et seq.), including a person who cannot independently remove the facemask. The remaining portion of the subset who cannot wear a facemask may be exempted on a case-by-case basis as required by the Americans with Disability Act and other applicable laws. When an exception applies, Burke County will ensure that any such employee wears a face shield, if their condition or disability permits it. Burke County will provide accommodations for religious beliefs consistent with Title VII of the Civil Rights Act.
6. When Burke County has demonstrated that the use of a facemask presents a hazard to an employee of serious injury or death (e.g., arc flash, heat stress, interfering with the safe operation of equipment).

If employees are working in extreme conditions such as extreme heat, the employee's supervisor and/or safety coordinator will provide additional PPE to mitigate the hazard. When this is the case, Burke County will ensure that each employee wears an alternative, such as a face shield or PAPR, if the conditions permit. Any employee not wearing a facemask must remain at least 6 feet away from all other people unless the employer can demonstrate it is not feasible. The employee must resume wearing a facemask when not engaged in the activity where the facemask presents a hazard.

If a face shield is required to comply with the COVID-19 ETS or Burke County otherwise requires use of a face shield, Burke County will ensure that face shields are cleaned at least daily and are not damaged.

Burke County will not prevent any employee from voluntarily wearing their own facemask and/or face shield in situations when they are not required unless doing so would create a hazard of serious injury or death, such as interfering with the safe operation of equipment.

In addition to providing, and ensuring employees wear, facemasks, Burke County will provide protective clothing and equipment (e.g., respirators, gloves, gowns, goggles, face shields) to each employee in accordance with Standard and Transmission-Based Precautions in healthcare settings in accordance with CDC's "[Guidelines for Isolation Precautions](#)," and ensure that the protective clothing and equipment is used in accordance with the PPE standards (29 CFR 1910, subpart I).

The Burke County Health Department will provide appropriate PPE to employees and provide training on the proper use of PPE as outlined in the department's Infection Control Plan (Please see attached.)

For employees with exposure to people with suspected or confirmed COVID-19, [Burke County](#) will provide respirators and other PPE, including gloves, an isolation gown or protective clothing, and eye protection. [Burke County](#) will ensure respirators are used in accordance with the Respiratory Protection standard (29 CFR 1910.134), and other PPE is used in accordance with the PPE standards (29 CFR 1910 subpart I).

[Burke County](#) and the COVID-19 Safety Coordinator(s) will work collaboratively with non-managerial employees to assess and address COVID-19 hazards, including when there is employee exposure to people with suspected or confirmed COVID-19

### ***Physical Distancing***

[Burke County](#) will ensure that each employee is separated from all other people in the workplace by at least 6 feet when indoors, unless it can be demonstrated that such physical distance is not feasible for a specific activity. Where maintaining 6 feet of physical distance is not feasible, [Burke County](#) will ensure employees are as far apart from other people as possible. Physical distancing will be implemented, along with the other provisions required by the COVID-19 ETS, as part of a multi-layered infection control approach.

[Burke County](#) and the COVID-19 Safety Coordinator(s) will work collaboratively with non-managerial employees to assess physical distancing in the workplace.

### ***Physical Barriers***

[Burke County](#) will install physical barriers at each fixed work location outside of direct patient care areas where each employee is not separated from all other people by at least 6 feet of distance and spacing cannot be increased, unless it can be demonstrated that it is not feasible to install such physical barriers. Physical barriers will be implemented, along with the other provisions required by the COVID-19 ETS, as part of a multi-layered infection control approach.

[Burke County](#) and the COVID-19 Safety Coordinator(s) will work collaboratively with non-managerial employees and their representatives to identify where physical barriers are needed.

Where feasible, [Burke County](#) will ensure that:

- Physical barriers are solid and made from impermeable materials;
- Physical barriers are easily cleanable or disposable;
- Physical barriers are sized (i.e., height and width) and located to block face-to-face pathways between individuals based on where each person would normally stand or sit;
- Physical barriers are secured so that they do not fall or shift, causing injury or creating a trip or fall hazard;
- Physical barriers do not block workspace air flow or interfere with the heating, ventilation, and air conditioning (HVAC) system operation;
- Physical barriers are transparent in cases where employees and others have to see each other for safety; *and*
- Physical barriers do not interfere with effective communication between individuals.

Physical barriers will be installed when physical distancing cannot be consistently maintained and spacing cannot be increased. For example:

- [Where:](#)

- Public facing fixed workstations (e.g., entryway/lobby, check-in desks, triage, hospital pharmacy windows, bill payment);
- Security screening and checkpoints.
- How:
  - Free-standing on the floor and secured;
  - Mounted securely to hard surfaces above the floor (e.g., benches, desks, countertops, production lines, vehicle interior surfaces); or
  - Hung from above and extending down from the ceiling or other fixture and secured so as not to fall, flap, or move.]

### ***Cleaning and Disinfection***

Burke County will implement policies and procedures for cleaning, disinfection, and hand hygiene, along with the other provisions required by the COVID-19 ETS, as part of a multi-layered infection control approach. Burke County and the COVID-19 Safety Coordinator(s) will work collaboratively with non-managerial employees and their representatives to implement cleaning, disinfection, and hand hygiene in the workplace.

#### **In patient care areas, resident rooms, and for medical devices and equipment:**

Burke County will follow standard practices for cleaning and disinfection of surfaces and equipment in accordance with CDC's "[COVID-19 Infection Prevention and Control Recommendations](#)" and CDC's "[Guidelines for Environmental Infection Control](#)."

#### **In all other areas:**

Burke County requires the cleaning of high-touch surfaces and equipment at least once a day, following manufacturers' instructions for the application of cleaners.

When a person who is COVID-19 positive has been in the workplace within the last 24 hours, Burke County requires cleaning and disinfection, in accordance with CDC's "[Cleaning and Disinfecting Guidance](#)," of any areas, materials, and equipment that have likely been contaminated by that person (e.g., rooms they occupied, items they touched).

After any patient has been in a clinic room or patient care area, it is disinfected by staff member or nurse who was working with the patient. The room is wiped down with Protex disinfectant spray, all objects in room are also wiped down with CaviWipes, and the room is sprayed with Lysol before next patient enters. Cleaning logs are also completed as other areas are disinfected with the same protocols. These same protocols will be followed for offices if a positive person has been in the workplace within the last 24 hours.

Burke County will provide alcohol-based hand rub that is at least 60% alcohol or provide readily accessible hand washing facilities. In addition, signs will be posted encouraging frequent handwashing and use of hand sanitizers.

### ***Ventilation***

Burke County will implement policies and procedures for each facility's heating, ventilation, and air

conditioning (HVAC) system and ensure that:

- The HVAC system(s) is used in accordance with the manufacturer’s instructions and the design specifications of the HVAC system(s);
- The amount of outside air circulated through the HVAC system(s) and the number of air changes per hour are maximized to the extent appropriate;
- All air filters are rated Minimum Efficiency Reporting Value (MERV) 13 or higher, if compatible with the HVAC system(s); if not compatible, the filter with the highest compatible filtering efficiency is used;
- All air filters are maintained and replaced as necessary to ensure the proper function and performance of the HVAC system;
- All intake ports that provide outside air to the HVAC system(s) are cleaned, maintained, and cleared of any debris that may affect the function and performance of the HVAC system(s); *and*
- Existing airborne infection isolation rooms (AIIRs), if any, are maintained and operated in accordance with their design and construction criteria.

Ventilation policies and procedures will be implemented, along with the other provisions required by the COVID-19 ETS, as part of a multi-layered infection control approach. [Burke County](#) will identify the building manager, HVAC professional, or maintenance staff member who can certify that the HVAC system(s) are operating in accordance with the ventilation provisions of the COVID-19 ETS and list the individual(s) below.

- [Running the HVAC system for at least 2 hours before and after the building is occupied;](#)

<p><b>The following individual(s) is responsible for maintaining the HVAC system(s) and can certify that it is operating in accordance with the ventilation provisions of the COVID-19 ETS.</b>  <i>(e.g., Maintenance staff, HVAC service contractor(s))</i></p>	
<p><i>Alston Mosteller – Facilities Maintenance Technician</i>  <a href="mailto:Alston.mosteller@burkenc.org">Alston.mosteller@burkenc.org</a> ( 828-764-9065)</p>	<p><i>Location: General Services</i></p>
<p><i>Mark Delehant – General Services Director</i> <a href="mailto:-mark.delehant@burkenc.org">-mark.delehant@burkenc.org</a>  <i>(828-764-9062)</i></p>	<p><i>Location: General Services</i></p>

***Health Screening and Medical Management***

**Health Screening**

[Burke County](#) will ask employees to self-monitor for COVID-19 symptoms before reporting to work and will encourage employees to not report to work if they are experiencing COVID-19 symptoms and to leave work if they develop COVID-19 symptoms while at work. Supervisors are required to ask employees to leave work if they notice the employee is experiencing COVID-19 related symptoms.

**Employee Notification to Employer of COVID-19 Illness or Symptoms**

[Burke County](#) will require employees to promptly notify [their supervisor](#) when they have tested positive for COVID-19 or been diagnosed with COVID-19 by a licensed healthcare provider, have been told by a licensed healthcare provider that they are suspected to have COVID-19, are experiencing recent loss of taste and/or smell with no other explanation, or are experiencing both fever (≥100.4° F) and new unexplained cough associated with shortness of breath.

Per Burke County Personnel Policy Article VII. Section 7.04 Sick Leave, Notification of the desire to take sick leave should be submitted to the employee's supervisor as soon as known or not later than 30 minutes before the beginning of a scheduled workday. Employees are encouraged to not report to work or to leave work immediately if they become sick or start experiencing symptoms of COVID-19.

Burke County has various leave policies that promote employees staying at home while they or their family member are sick or quarantined. The policies include Article VII, Section 7.04 Sick Leave, Section 7.03 Vacation Leave, and Section 7.06 Family Medical Leave Act, of the Burke County Personnel Policy. For employees covered by the OSHA Emergency Temporary Standard, "Medical Removal Protection Benefits" will be implemented once the employees has exhausted all other paid leave types outlined in the Burke County Personnel Policy.

### **Employer Notification to Employees of COVID-19 Exposure in the Workplace**

Burke County will notify employees if they have been exposed to a person with COVID-19 at their workplace, as described below. The notification provisions below are not triggered by the presence of a patient with confirmed COVID-19 in a workplace where services are normally provided to suspected or confirmed COVID-19 patients (e.g., emergency rooms, urgent care facilities, COVID-19 testing sites, COVID-19 wards in hospitals). When Burke County is notified that a person who has been in the workplace (including employees, clients, patients, residents, vendors, contractors, customers, delivery people and other visitors, or other non-employees) is COVID-19 positive, Burke County will, within 24 hours:

- Notify each employee who was not wearing a respirator and any other required PPE and has been in close contact with the person with COVID-19 in the workplace. The notification must state the fact that the employee was in close contact with someone with COVID-19 along with the date(s) the contact occurred.
- Notify all other employees who were not wearing a respirator and any other required PPE and worked in a well-defined portion of a workplace (e.g., a particular floor) in which the person with COVID-19 was present during the potential transmission period. The notification must specify the date(s) the person with COVID-19 was in the workplace during the potential transmission period.
- Notify other employers whose employees were not wearing a respirator and any other required PPE and have been in close contact with the person with COVID-19, or worked in a well-defined portion of a workplace (e.g., a particular floor) in which that person was present, during the potential transmission period. The notification must specify the date(s) the person with COVID-19 was in the workplace during the potential transmission period and the location(s) where the person with COVID-19 was in the workplace.

Notifications will not include the name, contact information, or occupation of the COVID-19 positive person.

**Note:** Close contact means being within 6 feet of the person for a cumulative total of 15 minutes or more over a 24-hour period during the person's potential transmission period. The potential transmission period runs from 2 days before the person felt sick (or, if not showing symptoms, 2 days before testing) until the time the person is isolated.

Employees will be notified via phone or in person if they have been in close contact to a co-worker or non-employee who has been diagnosed with COVID-19. Employees may receive a written notice, as well.

### **Medical Removal from the Workplace**

Burke County has also implemented a policy for removing employees from the workplace in certain

circumstances. **Burke County** will immediately remove an employee from the workplace when:

- The employee is COVID-19 positive (i.e., confirmed positive test for, or has been diagnosed by a licensed healthcare provider with, COVID-19);
- The employee has been told by a licensed healthcare provider that they are suspected to have COVID-19;
- The employee is experiencing recent loss of taste and/or smell with no other explanation; *or*
- The employee is experiencing both a fever of at least 100.4°F and new unexplained cough associated with shortness of breath.

For employees removed because they are COVID-19 positive, **Burke County** will keep them removed until they meet the return-to-work criteria discussed below. For employees removed because they have been told by a licensed healthcare provider that they are suspected to have COVID-19, or are experiencing symptoms as discussed above, **Burke County** will keep them removed **Until they meet the return-to-work criteria discussed below or keep them removed and provide a COVID-19 polymerase chain reaction (PCR) test at no cost to the employee. If the employee tests negative, they can return to work immediately. If the employee tests positive or refuses a test, they must remain excluded from the workplace until the return-to-work criteria below are met. If the employee refuses to take the test, [Employer name] will continue to keep the employee removed from the workplace, but is not obligated to provide the medical removal protection benefits discussed below (*Note: absent undue hardship, employers must make reasonable accommodations for employees who cannot take the test for religious or disability-related medical reasons, consistent with applicable non-discrimination laws*).**

If **Burke County** notifies an employee that they were in close contact with a person in the workplace (including employees, clients, patients, residents, vendors, contractors, customers, delivery people and other visitors, or other non-employees) who is COVID-19 positive when that employee was not wearing a respirator and any other required PPE, **Burke County** will immediately remove the employee from the workplace unless:

1. The employee does not experience recent loss of taste and/or smell with no other explanation, or fever of at least 100.4°F and new unexplained cough associated with shortness of breath; AND
2. The employee has either been fully vaccinated against COVID-19 (i.e., 2 weeks or more following the final dose) or had COVID-19 and recovered within the past 3 months.

**Burke County** will keep the employee removed from the workplace, per CDC guidelines for healthcare workers and/or by recommendations outlined in the OSHA workflow chart, **for 14 days or will keep the employee removed and provide a COVID-19 test at least 5 days after the exposure at no cost to the employee. If the employee tests negative, they may return to work 7 days following exposure. If the employee tests positive, the employee must remain excluded from the workplace until the return-to-work criteria below are met. If the employee refuses a test, Burke County will keep the employee excluded for 14 days, but is not obligated to provide the medical removal protection benefits discussed below**

***(Note: Absent undue hardship, employers must make reasonable accommodations for employees who cannot take the test for religious or disability-related medical reasons, consistent with applicable non-discrimination laws).***

Any time an employee must be removed from the workplace, **Burke County** may require the employee to work remotely or in isolation if suitable work is available. When allowing an employee to work remotely or in isolation, **Burke County** will continue to pay that employee the same regular pay and benefits the employee would have received had the employee not been absent.

**Burke County** will not subject its employees to any adverse action or deprivation of rights or benefits because of their removal from the workplace due to COVID-19.

## **Return to Work Criteria**

Burke County will only allow employees who have been removed from the workplace to return to work in accordance with guidance from a licensed healthcare provider or in accordance with the CDC's "[Isolation Guidance](#)" and "[Return to Work Healthcare Guidance](#)." Pursuant to CDC guidance, symptomatic employees may return to work after all the following are true:

- At least 10 days have passed since symptoms first appeared, *and*
- At least 24 hours have passed with no fever without fever-reducing medication, *and*
- Other symptoms of COVID-19 are improving (loss of taste and smell may persist for weeks or months and need not delay the end of isolation).

If an employee has severe COVID-19 or an immune disease, Burke County will follow the guidance of a licensed healthcare provider regarding return to work.

Pursuant to CDC guidance, asymptomatic employees may return to work after at least 10 days have passed since a positive COVID-19 test. If an employer receives guidance from a healthcare provider that the employee may not return to work, they must follow that guidance.

Burke County will request employee removal from the workplace by following the OSHA work flow chart. If the employee refuses a test, Burke County will keep the employee excluded for 14 days, but is not obligated to provide the medical removal protection benefits discussed below

## **Medical Removal Protection Benefits**

*[Note: This section applies to employers with more than 10 employees on the date the ETS became effective in North Carolina – July 21, 2021.]*

Burke County will continue to pay employees who have been removed from the workplace under the medical removal provisions of the COVID-19 ETS. When an employee has been removed from the workplace and is not working remotely or in isolation, Burke County will use the employee's own accruals (sick or vacation) until the employee's accruals are exhausted. After the employee's accruals are exhausted Burke County will:

- Continue to provide the benefits to which the employee is normally entitled and pay the employee the same regular pay the employee would have received had the employee not been absent from work, up to \$1,400 per week per employee. For employers with fewer than 500 employees, the employer must pay the employee up to the \$1,400 per week cap but, beginning in the third week of an employee's removal, the amount is reduced to only two-thirds of the same regular pay the employee would have received had the employee not been absent from work, up to \$200 per day (\$1000 per week in most cases).
- The ETS also provides that the employer's payment obligation is reduced by the amount of compensation the employee receives from any other source, such as a publicly or employer-funded compensation program (e.g., paid sick leave, administrative leave), for earnings lost during the period of removal or any additional source of income the employee receives that is made possible by virtue of the employee's removal.]

## **Vaccination**

Burke County encourages employees to receive the COVID-19 vaccination as a part of a multi-layered infection

control approach. **Burke County** will support COVID-19 vaccination for each employee by providing reasonable time and paid leave to each employee for vaccination and any side effects experienced following vaccination.

**Burke County allows employees to receive COVID-19 vaccinations while on duty and they are not required to use their own vacation and/or sick accruals to do so.**

### ***Training***

**Burke County** will implement policies and procedures for employee training, along with the other provisions required by the COVID-19 ETS, as part of a multi-layered infection control approach. **Burke County** and the COVID-19 Safety Coordinator(s) will work collaboratively with non-managerial employees and their representatives to assess COVID-19 hazards and implement an employee training program at each facility

**Burke County's** COVID-19 training program will be accessible in the following ways:

Training will be conducted via online education, department meetings, and discussion with supervisors.

**Burke County** will ensure that each employee receives training, in a language and at a literacy level the employee understands, on the following topics:

- COVID-19, including:
  - How COVID-19 is transmitted (including pre-symptomatic and asymptomatic transmission);
  - The importance of hand hygiene to reduce the risk of spreading COVID-19 infections;
  - Ways to reduce the risk of spreading COVID-19 through proper covering of the nose and mouth;
  - The signs and symptoms of COVID-19;
  - Risk factors for severe illness; and
  - When to seek medical attention;
- **Burke County's** policies and procedures on patient screening and management;
- Tasks and situations in the workplace that could result in COVID-19 infection;
- Workplace-specific policies and procedures to prevent the spread of COVID-19 that are applicable to the employee's duties (e.g., policies on Standard and Transmission-Based Precautions, physical distancing, physical barriers, ventilation, aerosol-generating procedures);
- Employer-specific multi-employer workplace agreements related to infection control policies and procedures, the use of common areas, and the use of shared equipment that affect employees at the workplace;
- **Burke County's** policies and procedures for PPE worn to comply with the COVID-19 ETS, including:
  - When PPE is required for protection against COVID-19;
  - Limitations of PPE for protection against COVID-19;
  - How to properly put on, wear, and take off PPE;
  - How to properly care for, store, clean, maintain, and dispose of PPE; and
  - Any modifications to donning, doffing, cleaning, storage, maintenance, and disposal procedures needed to address COVID-19 when PPE is worn to address workplace hazards other than COVID-19;
- Workplace-specific policies and procedures for cleaning and disinfection;
- **Burke County's** policies and procedures on health screening and medical management;
- Available sick leave policies, any COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws, and other supportive policies and practices (e.g., telework, flexible hours);
- The identity of **Burke County's** Safety Coordinator(s) specified in this COVID-19 plan;
- the COVID-19 ETS; *and*
- How the employee can obtain copies of the COVID-19 ETS and any employer-specific policies and procedures developed under the COVID-19 ETS, including this written COVID-19 plan.

Burke County will ensure that the training is overseen or conducted by a person knowledgeable in the covered subject matter as it relates to the employee's job duties, and that the training provides an opportunity for interactive questions and answers with a person knowledgeable in the covered subject matter as it relates to the employee's job duties.

Health Department employees will receive specific training related to: proper hand-washing techniques, donning and doffing PPE, PAPR usage, and recognizing the symptoms of COVID-19 in patients.

Burke County will provide additional training whenever changes occur that affect the employee's risk of contracting COVID-19 at work (e.g., new job tasks), policies or procedures are changed, or there is an indication that the employee has not retained the necessary understanding or skill.

### ***Anti-Retaliation***

Burke County will inform each employee that employees have a right to the protections required by the COVID-19 ETS, and that employers are prohibited from discharging or in any manner discriminating against any employee for exercising their right to protections required by the COVID-19 ETS, or for engaging in actions that are required by the COVID-19 ETS.

Burke County will not discharge or in any manner discriminate against any employee for exercising their right to the protections required by the COVID-19 ETS, or for engaging in actions that are required by the COVID-19 ETS.

### ***Requirements implemented at no cost to employees***

Burke County will comply with the provisions of the COVID-19 ETS at no cost to its employees, with the exception of any employee self-monitoring conducted under the Health Screening and Medical Management section of this Plan.

### ***Recordkeeping***

Burke County will retain all versions of this COVID-19 plan implemented to comply with the COVID-19 ETS while the ETS remains in effect.

Burke County will establish and maintain a COVID-19 log to record each instance in which an employee is COVID-19 positive, regardless of whether the instance is connected to exposure to COVID-19 at work. The COVID-19 log will contain, for each instance, the employee's name, one form of contact information, occupation, location where the employee worked, the date of the employee's last day at the workplace, the date of the positive test for, or diagnosis of, COVID-19, and the date the employee first had one or more COVID-19 symptoms, if any were experienced.

Burke County will record the information on the COVID-19 log within 24 hours of learning that the employee is COVID-19 positive. Burke County will maintain the COVID-19 log as a confidential medical record and will not disclose it except as required by the COVID-19 ETS or other federal law. *[Note: An example COVID-19 Log is located in the Appendix.]*

Burke County will maintain and preserve the COVID-19 log while the COVID-19 ETS remains in effect.

By the end of the next business day after a request, Burke County will provide, for examination and copying:

- All versions of the written COVID-19 plan to all of the following: any employees, their personal representatives, and their authorized representatives.

- The individual COVID-19 log entry for a particular employee to that employee and to anyone having written authorized consent of that employee;
- A version of the COVID-19 log that removes the names of employees, contact information, and occupation, and only includes, for each employee in the COVID-19 log, the location where the employee worked, the last day that the employee was at the workplace before removal, the date of that employee’s positive test for, or diagnosis of, COVID-19, and the date the employee first had one or more COVID-19 symptoms, if any were experienced, to all of the following: any employees, their potential representatives, and their authorized representatives.

**Reporting**

Burke County will report to OSHA:

- Each work-related COVID-19 fatality within 8 hours of Burke County learning about the fatality;
- Each work-related COVID-19 in-patient hospitalization within 24 hours of Burke County learning about the in-patient hospitalization.

**4. MONITORING EFFECTIVENESS**

Burke County and the COVID-19 Safety Coordinator(s) will work collaboratively with non-managerial employees and their representatives to monitor the effectiveness of this COVID-19 plan so as to ensure ongoing progress and efficacy.

Burke County will update this COVID-19 plan as needed to address changes in workplace-specific COVID-19 hazards and exposures.

**5. COORDINATION WITH OTHER EMPLOYERS**

Burke County will communicate this COVID-19 plan with all other employers that share the same worksite and will coordinate with each employer to ensure that all workers are protected.

Burke County will adjust this COVID-19 plan to address any particular hazards presented by employees of other employers at the worksite.

The Safety Coordinator will notify other agencies in the event one of their employees and/or volunteers has been exposed to an Health Department employee who has been diagnosed with COVID-19.

Burke County has identified below all other employers to coordinate with to ensure employees are protected.

OTHER WORKSITE EMPLOYERS	
Employer Name / Employer Representative:	Contact Information:
Catawba Valley Staffing	

**6. ENTERING RESIDENCES**

Burke County will identify potential hazards and implement measures to protect employees who, in the course of

their employment, enter into private residences and other physical locations controlled by a person not covered by the Occupational Safety & Health Act of 1970 (OSH Act). [Burke County](#) requires that [Burke County](#) COVID-19 protocols be communicated to homeowners and sole proprietors prior to conducting work activities at private residences or other physical locations not covered by the OSH Act.

## 7. SIGNATURE AND PLAN AVAILABILITY

[Burke County](#) has prepared and issued this COVID-19 plan on 9-14-2021.

Danny Scalise  
Name – Authorized Official

Burke County Health Director  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

<b>Employer Name:</b>	<b>Burke County Health Department</b>
<b>Address:</b>	<b>200 Avery Avenue, Morganton, North Carolina 28655</b>
<b>Business Owner:</b>	<b>N/A</b>

This COVID-19 plan is available:

Via hard copy at 700 East Parker Road, Morganton, NC 28655	Posted to <a href="http://www.burkenc.org">www.burkenc.org</a>	Available by request. Emily Poteet; 700 East Parker Road, Morganton, NC 28655 828-764-9219 <a href="#">(The COVID-19 plan will be provided for examination and copying by employees by the end of the next business day after a request.)</a>
--	--	---

### Resources:

[NC OSH Division COVID-19 Topic Page](#)

[NC OSH Division Training Calendar](#)

[NC OSH Division Example Programs](#)

[NC OSH Division Example Presentations](#)

[Federal OSHA’s Emergency Temporary Standard Webpage](#)

[Federal OSHA’s Updated Guidance for All Industries](#)

[Materials Incorporated by Reference in the ETS](#)

## Appendix

# COVID-19 Healthcare Worksite Checklist

**Note:** 29 CFR 1910.502 requires that the employer conduct a workplace hazard assessment to identify potential workplace hazards related to COVID-19.

Use the sections of this Worksite Checklist & Employee Job Hazard Analysis that apply to your workplace or portions of your workplace to develop and implement worker protections from COVID-19. This checklist is intended to be used alongside your COVID-19 Plan to help you develop and implement your plan, as required by the ETS, for your workplace. Seek the involvement of non-managerial employees and their representatives in completing this checklist and implementing the COVID-19 plan.

<b>Getting Started</b>			
<b>Take these steps to get your workplace ready and ensure you have implemented policies and procedures to prevent the spread of COVID-19. Some specific controls against COVID-19 and a job hazard analysis are covered in the sections that follow.</b>	<b>YES</b>	<b>NO</b>	<b>Follow-up Action</b>
Do you have a COVID-19 plan that was developed in consultation with non-managerial employees?	<input type="checkbox"/>	<input type="checkbox"/>	
If you are claiming exemption under <a href="#">1910.502(a)(4)</a> from providing controls for fully vaccinated employees in a well-defined area(s) of the workplace where there is no reasonable expectation that any person with suspected or confirmed COVID-19 will be present, do you have policies and procedures in place to determine employees' vaccination status?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you shared your COVID-19 plan with all other employers at your worksite(s) and coordinated to ensure all workers are protected?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you have policies to limit and monitor points of entry in settings where direct patient care is provided? <i>(Note: Does not apply where emergency responders or other licensed healthcare providers enter a non-healthcare setting to provide healthcare services.)</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Do you have a policy to screen and triage all clients, patients, residents, delivery people, visitors, and other non-employees entering settings where direct patient care is provided for people who may have symptoms of COVID-19?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you have a health screening protocol for screening employees before each workday and each shift?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you have a log for recording all employee instances of COVID-19?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you have a policy that requires employees to notify you when they are COVID-19 positive or have been told by a licensed healthcare provider that they are suspected of having COVID-19?	<input type="checkbox"/>	<input type="checkbox"/>	
Does the policy require employees to notify you if they are experiencing COVID-19 like symptoms including: <ul style="list-style-type: none"> <li>▪ A recent loss of taste and/or smell with no other explanation</li> <li>▪ A fever of at least 100.4°F with a new unexplained cough associated with shortness of breath</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
Do you have a policy to notify employees within 24 hours, if required to do so, when they have been exposed (through close contact or by working in the same well-defined portion of a workplace during a person's potential transmission period) to a COVID-19 positive person who has been in the workplace?	<input type="checkbox"/>	<input type="checkbox"/>	

Do you have a policy for employee COVID-19 testing, including providing time-off and payment for the test? ( <b>Note:</b> Employers are not required to conduct testing.)	<input type="checkbox"/>	<input type="checkbox"/>	
Do you have policies to remove employees who have COVID-19, are suspected to have COVID-19, are experiencing certain symptoms of COVID-19, or have been in close contact with a COVID-19 positive person in the workplace, until they can return as provided for by the standard, and, for employers with more than 10 employees, to provide medical removal protection benefits to such employees where required to do so (see OSHA’s ETS Notification, Removal, and Return to Work Flow Chart for <a href="#">Employers</a> and <a href="#">Employees</a> )?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you have policies and procedures for adhering to Standard and Transmission-Based Precautions in accordance with CDC’s “ <a href="#">Guidelines for Isolation Precautions</a> ”?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you considered the use of telehealth services where available and appropriate in order to limit the number of people entering the facility? (Note: employers are not required to, but are encouraged to, use telehealth where available and appropriate.)	<input type="checkbox"/>	<input type="checkbox"/>	
Do you have a plan to support COVID-19 vaccination by providing each employee reasonable time and paid leave for vaccination and any side effects experienced following vaccination?  <i>(Note: Eligible employers, including businesses and tax-exempt organizations with fewer than 500 employees, can receive a tax credit for providing paid time off for each employee receiving the vaccine and for anytime needed to recover from the vaccine. See <a href="http://www.irs.gov/newsroom/american-rescue-plan-tax-credits-available-to-small-employers-to-provide-paid-leave-to-employees-receiving-covid-19-vaccines-new-fact-sheet-outlines-details">www.irs.gov/newsroom/american-rescue-plan-tax-credits-available-to-small-employers-to-provide-paid-leave-to-employees-receiving-covid-19-vaccines-new-fact-sheet-outlines-details</a>)</i>	<input type="checkbox"/>	<input type="checkbox"/>	

**Identify COVID-19 Safety Coordinators to ensure compliance with all aspects of the COVID-19 plan.**

Name:	Position/Title/Campus:	Contact Information:

## Physical Distancing in your Workplace

**This section will assist you in implementing physical distancing measures at your workplace.**

- Employers must ensure that employees are separated from other people by at least 6 feet when indoors, and install cleanable or disposable solid barriers at fixed work locations outside of direct patient care areas where each employee is not separated from other people by at least 6 feet, unless the employer can demonstrate that these measures are infeasible. Refer to the [Fixed Work Location and Job Task Inventory for Employees Outside of Direct Patient Care Areas Who Cannot Maintain Physical Distancing](#) and the [Job Hazard Analysis \(Controls\)](#) sections below.
- In evaluating how to implement physical distancing, employers should consider these measures as they build their COVID-19 plans.
- Employers must implement physical distancing along with the other provisions required by the ETS as part of a multi-layered strategy to minimize employee exposure to COVID-19.

**NOTE:** The ETS exempts fully vaccinated workers from physical distancing and barrier requirements when in well-defined areas where there is no reasonable expectation that any person with suspected or confirmed COVID-19 will be present.

Have you considered these measures when/where possible?	YES	NO	Follow-up Action
Have you taken steps to reduce crowding in facilities by asking patients to remain outside if feasible until they are called into the facility for their appointment? <i>For example: Vehicle waiting area in parking lot, open air triage tents and booths, etc.</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Have you limited visitors to the facility to only those essential for the patient's physical or emotional well-being and care, and restricted their visits to the patient's room or other designated areas?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you implemented teleworking options?	<input type="checkbox"/>	<input type="checkbox"/>	
Are physical distancing floor markers and/or visible wall signs in place to remind employees, patients, visitors, customers, clients, and all other non-employees to maintain a minimum distance of 6 feet between them?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you reconfigured the work environment to ensure physical distancing? <i>For example: Spacing out desks, etc.</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Have conference rooms and break area furnishings (tables, chairs, desks) been adjusted to maintain physical distancing?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you installed cleanable or disposable solid barriers at each fixed work location outside of direct patient care areas (e.g., entryway/lobby, check-in desks, triage, hospital pharmacy windows, bill payment) where each employee is not separated from all other people by at least 6 feet of distance?	<input type="checkbox"/>	<input type="checkbox"/>	
Have work shifts and break times been staggered to reduce crowding in common employee areas? <i>For example: Breakrooms, locker rooms, etc.</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Have you taken steps to minimize the number of people within choke points (bottlenecks) at any time to ensure a minimum distance of 6 feet can be maintained between them and reduce crowding? <i>For example: Outside of direct patient care areas (e.g., entryway/lobby, check-in desks, triage, pharmacy windows, bill payment).</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Have you designated pickup/drop-off delivery areas away from high traffic areas?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you used scheduling to separate workers into dedicated groups (i.e. "bubbles" or "cohorts") to work the same shift or work in a particular area to reduce the number of individuals that each worker encounters?	<input type="checkbox"/>	<input type="checkbox"/>	
Have contactless payment systems been established?	<input type="checkbox"/>	<input type="checkbox"/>	
Have contactless scheduling systems been established?	<input type="checkbox"/>	<input type="checkbox"/>	

## Ventilation in Your Workplace

**This section will assist you in improving ventilation at your workplace.**

Employers who own or control buildings or structures with an existing heating, ventilation, and air conditioning (HVAC) system(s) must ensure that the HVAC system(s) is used in accordance with manufacturer's instructions and the design specifications of the system(s); the amount of outside air circulated through the system(s) and the number of air changes per hour are maximized to the extent appropriate; air filters are rated Minimum Efficiency Reporting Value (MERV) 13 or higher, if compatible with the HVAC system(s); air filters are maintained and replaced as necessary; intake ports are cleaned, maintained, and cleared of debris; and airborne infection isolation rooms (AIIRs) are maintained and operated in accordance with their design and construction criteria.

- *Does your workplace have a HVAC system that you own or control?*
- *Who is responsible for maintaining the HVAC system(s) and can certify that it is operating in accordance with the ventilation provisions of the OSHA COVID-19 ETS? (e.g., Maintenance staff, HVAC service contractor)*

**Name/Contact Information**

Have you taken these measures where/when possible?	YES	NO	Follow-up Action
Is the HVAC system being checked, inspected, cleaned, and maintained on a regularly scheduled basis?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the HVAC system being used in accordance with the HVAC manufacturer's instructions and design specifications?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the HVAC system set to maximize the amount of fresh outdoor air that is supplied to the system within the system's capabilities?	<input type="checkbox"/>	<input type="checkbox"/>	
Are the HVAC outdoor air intakes clean, are they in good working order, and are they clear of obstructions?	<input type="checkbox"/>	<input type="checkbox"/>	
Are the HVAC air filters that are installed rated at least Minimum Efficiency Reporting Value (MERV) 13, or the highest level compatible with the system?	<input type="checkbox"/>	<input type="checkbox"/>	
Are all air filters maintained and changed as necessary in accordance with the manufacturer's instructions for proper HVAC system function?	<input type="checkbox"/>	<input type="checkbox"/>	
Are all air supply diffusers and return air grilles open, clean, and operating properly?	<input type="checkbox"/>	<input type="checkbox"/>	
Are all existing AIIRs maintained in accordance with design and construction criteria?	<input type="checkbox"/>	<input type="checkbox"/>	
Additional Ventilation Strategies (Best Practices) to Consider	YES	NO	Notes
Are windows and doors opened when ambient air quality and temperature allow, and if doing so would not pose other health or safety risks?	<input type="checkbox"/>	<input type="checkbox"/>	
Are automatic settings that reduce outside air intake disabled?	<input type="checkbox"/>	<input type="checkbox"/>	
Are HVAC system(s) operated at least two hours before people arrive and at least two hours after everyone has left in order to help flush the building?	<input type="checkbox"/>	<input type="checkbox"/>	

## Cleaning and Disinfection in Your Workplace

**This section will assist you in implementing cleaning, disinfection, and hand hygiene measures at your workplace.**

- In patient care areas, resident rooms, and for medical devices and equipment, employers must follow standard practices for cleaning and disinfection of surfaces and equipment in accordance with CDC’s [“COVID-19 Infection Prevention and Control Recommendations”](#) and CDC’s [“Guidelines for Environmental Infection Control,”](#) pp. 86–103, 147-149. In all other areas, employers must clean high-touch surfaces and equipment at least once a day, following manufacturers’ instructions for application of cleaners; and clean and disinfect, in accordance with CDC’s [“Cleaning and Disinfecting Guidance”](#) any areas, materials, and equipment under the employer’s control that have likely been contaminated by a person who is COVID-19 positive and has been in the workplace within the last 24 hours.
- Employers must provide alcohol-based hand rub that is at least 60% alcohol or provide readily accessible hand washing facilities.
- After aerosol-generating procedures (AGPs) are performed on persons with suspected or confirmed COVID-19, employers must clean and disinfect the surfaces and equipment in the room or area where the procedure was performed.

Have you taken these measures where/when possible?	YES	NO	Follow-up Action
Are patient care areas, resident rooms, and medical devices and equipment cleaned and disinfected in accordance with the CDC’s <a href="#">“COVID-19 Infection Prevention and Control Recommendations”</a> and <a href="#">“Guidelines for Environmental Infection Control”</a> ?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you clean and disinfect areas, materials, and equipment (other than patient care areas, resident rooms, and medical devices and equipment) that have likely been contaminated by a person with COVID-19 who has been in the workplace within the last 24 hours in accordance with the CDC’s <a href="#">“Cleaning and Disinfecting Guidance”</a> ?	<input type="checkbox"/>	<input type="checkbox"/>	
Where AGPs are conducted, do you clean and disinfect the surfaces and equipment in the room or area after the procedure is completed?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you provided alcohol-based hand rub that is at least 60% alcohol or provided readily accessible handwashing facilities for employees, patients, visitors, customers, clients, and all other non-employees?	<input type="checkbox"/>	<input type="checkbox"/>	
Outside of patient care areas and patient rooms, are high-touch surfaces and equipment (other than medical devices and equipment) cleaned at least once a day following manufacturers’ instructions for application of cleaners?	<input type="checkbox"/>	<input type="checkbox"/>	
When disinfecting, do you use a disinfectant found on EPA’s <a href="#">List N</a> ; Disinfectants for COVID-19?	<input type="checkbox"/>	<input type="checkbox"/>	

## Personal Protective Equipment (PPE) in Your Workplace

**This section will assist you in providing PPE and implementing PPE policies at your workplace.**

- Employers must: provide and ensure employees wear facemasks that are FDA-cleared, authorized by an FDA EUA, or otherwise offered or distributed as described in an FDA enforcement policy; ensure a facemask is worn by each employee over the nose and mouth when indoors and when occupying a vehicle with other people for work purposes (with some exceptions, e.g., when an employee is alone in a room); provide and ensure employees use respirators and other PPE for exposure to people with suspected or confirmed COVID-19 and for AGPs performed on a person with suspected or confirmed COVID-19; provide respirators and other PPE in accordance with Standard and Transmission-based Precautions in healthcare settings in accordance with CDC’s “[Guidelines for Isolation Precautions](#)”; and allow employees to wear their own respirators instead of facemasks (under the mini respiratory protection program at 29 CFR 1910.504).

**NOTE:** PPE requirements for employees with exposure to a person with suspected or confirmed COVID-19 and for AGPs on a person with suspected or confirmed COVID-19 are discussed in the [Job Task Inventory for Employees with Potential for Exposure to a Person with Confirmed or Suspected COVID-19](#) and [Job Hazard Analysis \(Controls\)](#) sections below.

**NOTE:** The ETS exempts fully vaccinated workers from PPE requirements when in well-defined areas where there is no reasonable expectation that any person with suspected or confirmed COVID-19 will be present.

The following questions apply when employees are required to wear employer-provided facemasks, respirators, or face shields:	YES	NO	Follow-up Action
Do you ensure facemasks are worn by employees over the nose and mouth when indoors and when occupying a vehicle with other people for work, unless one of the exceptions in the ETS applies?	<input type="checkbox"/>	<input type="checkbox"/>	
When facemasks are required, have you provided to each employee a sufficient number of facemasks that are FDA-cleared, authorized by an FDA EUA, or otherwise offered or distributed as described in an FDA enforcement policy to comply with the ETS and ensure that they are changed by employees at least once a day, whenever they are soiled or damaged, and more frequently as necessary?	<input type="checkbox"/>	<input type="checkbox"/>	
<p>If N95 respirators or a higher level of respiratory protection are provided to employees, are they:</p> <ul style="list-style-type: none"> <li>Used in accordance with the COVID-19 mini respiratory protection program (29 CFR 1910.504) when used in place of a facemask in situations when a respirator is not required by the ETS; or</li> <li>Used in accordance with the respiratory protection standard (29 CFR 1910.134) when a respirator is required by the ETS?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>For employees who are unable to wear facemasks (e.g., due to a disability), are face shields provided to employees and</p> <ul style="list-style-type: none"> <li>Certified to ANSI/ISEA Z87.1 (or do they cover the wearer’s eyes, nose, and mouth, wrap around the face from temple to temple, and extend down below the wearer’s chin)?</li> <li>Cleaned at least daily?</li> <li>Replaced when damaged?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
Instead of a facemask, are employees permitted to wear their own respirator used in accordance with 29 CFR 1910.504 when a respirator is not required by the ETS?	<input type="checkbox"/>	<input type="checkbox"/>	

## Fixed Work Location and Job Task Inventory for Employees Outside of Direct Patient Care Areas Who Cannot Maintain Physical Distancing

Use this **Fixed Work Location and Job Task Inventory** and input from employees to identify any fixed work locations outside of direct patient care areas where employees cannot maintain at least 6 feet of physical distancing from all other people when indoors. Direct patient care means hands-on, face-to-face contact with patients for the purpose of diagnosis, treatment, and monitoring.

**Note:** The ETS exempts fully vaccinated workers from physical distancing and barrier requirements when in well-defined areas of the workplace where there is no reasonable expectation that any person with suspected or confirmed COVID-19 will be present.

Fixed work locations are workstations where an employee is assigned to work for significant periods of time. Protective measures can often be implemented at fixed workstations to minimize potential exposure to COVID-19.

Take an inventory of all fixed work locations outside of direct patient care areas where employees cannot maintain 6 feet of physical distance from all other people. Note the number of workers at each location.

*For example: 5 administrative employees work at an outpatient medical office with fixed work locations at:*

- *The reception area*
- *Employee desk area not in direct patient care areas*

For each fixed work location, describe the job tasks where employees cannot maintain 6 feet of physical distance from all other people.

*For example: For the outpatient medical office:*

- *2 employees in the reception area interact with patients, families, and the public to conduct administrative tasks at the reception desk*
- *3 employees work at their desks not in direct patient care areas*

Fixed Work Location		No. of Workers	Job Tasks and Descriptions
<i>For example: Outpatient medical office</i>	<i>The reception area</i>	<i>2</i>	<i>Interact with patients, families, and the public to conduct administrative tasks at thereception desk</i>
	<i>Employee desk area</i>	<i>3</i>	<i>Work at their desks not in direct patient care areas</i>

## Job Task Inventory for Employees with Potential for Exposure to a Person with Suspected or Confirmed COVID-19

**Use this Job Task Inventory and input from employees to identify any job tasks where employees have potential for exposure to a person with suspected or confirmed COVID-19.**

Answer the following questions about employee exposure to COVID-19:	YES	NO	Follow-up / Notes
<input type="checkbox"/> Do employee(s) provide direct care to or are they otherwise exposed to people with suspected or confirmed COVID-19?	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Do employee(s) perform or assist in performing AGPs on a person with suspected or confirmed COVID-19? The following medical procedures are considered AGPs: <ul style="list-style-type: none"> <li><input type="checkbox"/> open suctioning of airways</li> <li><input type="checkbox"/> sputum induction</li> <li><input type="checkbox"/> cardiopulmonary resuscitation</li> <li><input type="checkbox"/> endotracheal intubation and extubation</li> <li><input type="checkbox"/> non-invasive ventilation (e.g., BiPAP, CPAP)</li> <li><input type="checkbox"/> bronchoscopy</li> <li><input type="checkbox"/> manual ventilation</li> <li><input type="checkbox"/> medical/surgical/postmortem procedures using oscillating bone saws</li> <li><input type="checkbox"/> dental procedures involving: ultrasonic scalers; high-speed dental handpieces; air/water syringes; air polishing; and air abrasion</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	

***If you answered yes to any of the questions above, complete the table below indicating the location(s), number of workers, and job tasks and descriptions in which employees have potential for exposure to a person with suspected or confirmed COVID-19.***

Location(s)	No. of Workers	Job Tasks and Descriptions
<i>For example: Surgical Suites</i>	<i>5</i>	<i>Perform or assist in surgical procedures using oscillating bone saws</i>

**Are there any well-defined areas of your workplace in which there is no reasonable expectation that any person with suspected or confirmed COVID-19 will be present? If yes, list here:**

- *For example: employee break room*

?

?

?

## Employee Job Hazard Analysis (Controls)

This form will help employers and their employees identify controls to implement to minimize potential employee exposure to COVID-19. Refer to the [Fixed Work Location and Job Task Inventory for Employees Outside of Direct Patient Care Areas Who Cannot Maintain Physical Distancing](#) as well as the [Job Task Inventory for Employees with Potential for Exposure to a Person with Suspected or Confirmed COVID-19](#) sections above to complete this form for every fixed work location or job task identified in these sections.

At least one non-managerial employee should provide input on this Job Hazard Analysis.

Employee Name(s), Position/Title, Shift

Facility Location (e.g., campus, building number)

### Controls to implement (as appropriate and feasible) for employees outside of direct patient care areas who cannot maintain physical distancing.

Fixed Work Location(s) (refer to table above):

Job Tasks and Descriptions:

- Work processes or procedures have been adjusted to ensure that employees are as far apart as feasible from other people.

How:

- *for example: using a lifting device instead of a co-worker*



- Physical barriers have been installed where physical distancing is not feasible.

*Note: Physical barriers are not required in direct patient care areas or resident rooms. The ETS also exempts fully vaccinated workers from physical distancing and barrier requirements when in well-defined areas of the workplace where there is no reasonable expectation that any person with suspected or confirmed COVID-19 will be present. Refer to list of well-defined areas above.*

- Between employees and other people where possible
- Between co-worker workstations where possible
- Barriers are at height and width to block face-to-face pathways between persons
- Small pass-through openings for objects, if necessary, are located at the bottom of the barrier and away from users' breathing zones
- Barriers are fixed or secured so they do not move excessively (secured to ground or surface; hanging barriers have bottoms secured)
- Barriers are easily cleanable or disposable
  - o Barrier cleaning supplies are stocked and conveniently located
- Barriers do not block emergency exits and pathways

### Controls to implement for employees with potential for exposure to a person with suspected or confirmed COVID-19

Controls for AGPs performed on a person with suspected or confirmed COVID-19:

- The number of employees present during the procedure is limited to only those essential for patient care and procedure support
- The procedure is performed in an AIIR, if available
- All surfaces and equipment in the room or area where the procedure is performed are cleaned and disinfected after the procedure is completed

***PPE:***

The employer must provide a respirator, gloves, an isolation gown or protective clothing, and eye protection to each employee with exposure to people with suspected or confirmed COVID-19. The employer must ensure that the respirator is used in accordance with the respiratory protection standard (29 CFR 1910.134) and that other PPE is used in accordance with 29 CFR 1910 subpart I. For AGPs performed on a person with suspected or confirmed COVID-19, employers are encouraged to select elastomeric respirators or PAPRs instead of filtering facepiece respirators.

**Use this form for each healthcare job task (refer to table above) with potential exposure to COVID-19.**

Description of Job Task	Employee Protections	Provided by Employer	Follow-up / Notes
<p><i>For example: A nurse in the ICU must enter the patient's room and draw three vials of blood once daily in the morning before breakfast.</i></p> <p><i>The patient is positive for COVID-19.</i></p> <p><i>The ICU nurses have been issued N95 respirators. ICU nurses wear FDA-authorized facemasks when not in a COVID-19 positive patient's room.</i></p>	Gloves	x	
	Isolation gown	x	
	Facemasks cleared by the FDA, authorized by an FDA EUA, or offered or distributed as described in an FDA enforcement policy	x	<i>When not wearing N95 respirator</i>
	N95 respirator, or equivalent	x	
	Goggles or face shield	x	
	Powered air-purifying respirator (PAPR)		
	Airborne infection isolation room (AIIR)		
	Other, specify:		
	Gloves		
	Isolation gown		
	Facemasks cleared by the FDA, authorized by an FDA EUA, or offered or distributed as described in an FDA enforcement policy		
	N95 respirator, or equivalent		
	Goggles or face shield		
	Powered air-purifying respirator (PAPR)		
	Airborne infection isolation room (AIIR)		
	Other, specify:		
	Gloves		
	Isolation gown		
	Facemasks cleared by the FDA, authorized by an FDA EUA, or offered or distributed as described in an FDA enforcement policy		
	N95 respirator, or equivalent		
	Goggles or face shield		
	Powered air-purifying respirator (PAPR)		
	Airborne infection isolation room (AIIR)		
	Other, specify:		

**Controls to implement for contact with other people while occupying a vehicle for work**

**Identify the protective measures taken when employees occupy a vehicle with another person for work purposes.**

Required by the ETS:

- Facemasks are worn over the nose and mouth
  - Clean high-touch surfaces daily (e.g., steering wheel, door handles, seats)
  - Use fan at highest setting
  - DO NOT use "Recirculate" for cabin heating/cooling
  - Open window(s) whenever weather permits
  - Separate workers as much as possible in the vehicle (e.g., avoid having persons sit side-by-side)
- Best practices for employee protection:

<p><b>Action Items from Job Hazard Analysis:</b></p>	<p><b>Follow up to Action Items:</b></p>

## Implementing a COVID-19 Training Program

<b>Ensure that all employees receive training, in a language and at a literacy level that they can understand.</b>			
<b>Have you trained each employee on COVID-19 health hazards including providing information about:</b>	<b>YES</b>	<b>NO</b>	<b>Follow-up Action</b>
<input type="checkbox"/> How COVID-19 is transmitted ( <i>including pre-symptomatic and asymptomatic transmission</i> )	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> The importance of hand hygiene to reduce the risk of spreading COVID-19 infections	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Ways to reduce the risk of spreading COVID-19 through the proper covering of the nose and mouth	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> The signs and symptoms of COVID-19	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> The risk factors for severe illness	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> When to seek medical attention	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Have you reviewed your COVID-19 plan, policies, and procedures with your employees, including:</b>			
<input type="checkbox"/> Where to find the plan, and how to obtain copies	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Name(s) and Contact(s) of the COVID-19 Safety Coordinator(s)	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> The completed <a href="#">Workplace Checklist</a> , <a href="#">Fixed Work Location and Job Task Inventory for Employees Outside of Direct Patient Care Areas Who Cannot Maintain Physical Distancing</a> , <a href="#">Job Task Inventory for Employees with Potential for Exposure to a Person with Suspected or Confirmed COVID-19</a> , and the <a href="#">Employee Job Hazard Analysis (Controls)</a> , and how to obtain copies of each	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Your specific policies and procedures on patient screening and management	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Tasks and situations in the workplace that could result in COVID-19 infection	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Your specific policies and procedures to prevent the spread of COVID-19 that are applicable to the employee's duties (e.g., policies on Standard and Transmission-Based Precautions, physical distancing, physical barriers, ventilation, aerosol-generating procedures)	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Your specific multi-employer workplace agreements related to infection control policies and procedures, the use of common areas, and the use of shared equipment that affect employees at the workplace	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Your specific policies and procedures for PPE for your workplace including: <ul style="list-style-type: none"> <li>○ When PPE is required for protection against COVID-19</li> <li>○ Limitations of PPE for protection against COVID-19</li> <li>○ How to properly put on, wear, and take off PPE</li> <li>○ How to properly care for, store, clean, maintain, and dispose of PPE</li> <li>○ Any modifications to donning, doffing, cleaning, storage, maintenance, and disposal procedures needed to address COVID-19 when PPE is worn to address workplace hazards other than COVID-19</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Your specific policies and procedures for cleaning and disinfection	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Your specific policies and procedures on health screening and medical management	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Available sick leave policies, any COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws; and other supportive policies and practices ( <i>e.g., telework, flexible hours</i> )	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Training Requirements / Notes:</b>			
<b>Employee Representative Name and Date:</b>		<b>COVID-19 Safety Coordinator Name and Date:</b>	

**Note:** 29 CFR 1910.502(l) has requirements pertaining to screening employees.

## Example Screening Questions for Employees

Please read each question carefully and circle the answer that applies. No health information or questionnaire answers will be shared with anyone outside of your organization.

Have you experienced any of the following symptoms of COVID-19 within the last 48 hours?		
• Fever or chills	Yes	No
• Cough	Yes	No
• Shortness of breath or difficulty breathing	Yes	No
• Fatigue	Yes	No
• Muscle or body aches	Yes	No
• Headache	Yes	No
• New loss of taste or smell	Yes	No
• Sore throat	Yes	No
• Congestion or runny nose	Yes	No
• Nausea or vomiting	Yes	No
• Diarrhea	Yes	No

Have you tested positive for COVID-19 in the past 10 days?	Yes	No
Are you currently awaiting results from a COVID-19 test?	Yes	No
Have you been diagnosed with COVID-19 by a licensed healthcare provider (for example, a doctor, nurse, pharmacist, or other) in the past 10 days?	Yes	No
Have you been told that you are suspected to have COVID-19 by a licensed healthcare provider in the past 10 days?	Yes	No

Daily monitoring for potential COVID-19 symptoms is important to track your current health status. If you experience new symptoms, consider seeing your healthcare provider or getting a test for COVID-19, especially where you may have had potential exposures to COVID-19. You should also monitor your health and consider consulting your primary care physician after testing positive for COVID-19. [\[Insert the name/contact information that workers should contact to report health symptoms.\]](#)

You **MUST** inform your supervisor if you:

- Receive a confirmed positive COVID-19 test result;
- Have been diagnosed with COVID-19 by a licensed healthcare provider;
- Have been told you are suspected to have COVID-19 by a licensed healthcare provider;
- Experience new loss of taste and/or smell with no other explanation; or
- Experience both fever ( $\geq 100.4^\circ$  F) and new unexplained cough associated with shortness of breath

**Note:** 29 CFR 1910.504(c) requires employers to provide each employee with the following notice *when they use their own respirators.*

## ***Respirators Provided by Employees***

Respirators can be an effective method of protection against COVID–19 hazards when properly selected and worn. Respirator use is encouraged to provide an additional level of comfort and protection for workers even in circumstances that do not require a respirator to be used. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the worker. If your employer allows you to provide and use your own respirator, you need to take certain precautions to be sure that the respirator itself does not present a hazard. You should do the following:

Read and follow all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirator’s limitations.

Keep track of your respirator so that you do not mistakenly use someone else’s respirator.

Do not wear your respirator where other workplace hazards (*e.g.*, chemical exposures) require use of a respirator. In such cases, your employer must provide you with a respirator that is used in accordance with OSHA’s respiratory protection standard (29 CFR 1910.134).

For more information about using a respirator, see the respiratory protection safety and health topics pages: <https://www.labor.nc.gov/respiratory-protection> and <https://www.osha.gov/respiratoryprotection>.

## Employer Notification Guidance

If you are informed that that a person who has been in your workplace (including an employee, client or patient outside of where COVID-19 services are normally provided, resident, vendor, contractor, customer, delivery person, other visitor, or other non-employee) is COVID-19 positive, you must, within 24 hours:

- Notify each employee who was not wearing a respirator and any other required PPE and has been in close contact with the COVID-19 positive person. Close contact means being within 6 feet of the person for a cumulative total of 15 minutes or more over a 24-hour period during that person's potential transmission period. The potential transmission period runs from 2 days before the person felt sick (or, if not showing symptoms, 2 days before testing) until the time the person is isolated.
- Notify all other employees who were not wearing a respirator and any other required PPE and worked in a well-defined portion of the workplace (e.g., a particular floor) in which the COVID-19 positive person was present during the potential transmission period.

Notifications should be in a language and manner that employees understand, and can be done in several ways (Do not include the COVID-19 positive person's name, contact information, or occupation.):

- For close contact with a COVID-19 positive person, notify employees by phone, text message, e-mail, or in-person, and state the date(s) that contact occurred. You will also need to remove these employees from the workplace for 14 days or, if providing COVID-19 testing at no cost to the employee, they may return to work seven days following exposure if they test negative at least five days after the exposure. You do not need to remove employees who are not experiencing symptoms AND have been fully vaccinated or have within the past three months had and recovered from COVID-19.
- For work in the same well-defined portion of the workplace as a COVID-19 positive person, notify employees by phone, text message, e-mail, in-person, or by posting a message in common areas such as bulletin boards, time clocks, break rooms, cafeterias, etc., as well as using alternate modes of communication needed to reach employees with disabilities. Specify the date(s) that the person with COVID-19 was in the workplace.

### Sample Email Notification to Employees Working in the Same Well-Defined Portion of the Workplace

Dear [Employee Name],

*We have been notified that an individual who was present in our workplace on [MM/DD/YYYY] has been diagnosed with COVID-19. We are separately notifying people who appear to have had close contact with the individual, but we want to alert everyone working in the same well-defined portion of the workplace to the possibility of exposure. If you experience symptoms of COVID-19, such as fever, chills, cough, difficulty breathing, new loss of taste or smell, or other symptoms, please contact [COVID-19 Safety Coordinator Name and Contact Information] and consider consulting with your healthcare provider about COVID-19 testing. As always, [Company Name] will protect all employee medical information.*

Sincerely, [Signatory]

You must also notify any other employer(s) whose employees were not wearing a respirator and any other required PPE and have been in close contact with, or worked in the same well-defined portion of the workplace as, the COVID-19 positive person during the potential transmission period. The notification must specify the date(s) that the person with COVID-19 was in the workplace and the location(s) where the person was in the workplace. The other employer(s) must then notify their own employees using their protocols for notification of close contact or having worked within the same well-defined portion of the workplace, as applicable.

# COVID-19 Log

**Note:** 29 CFR 1910.502(q) requires employers to keep a COVID-19 Log if they have more than 10 employees on July 21, 2021 (the effective date of the ETS in NC). Employers are required to record on the COVID-19 Log each instance of an employee being confirmed COVID-19 positive (i.e., case that tested positive or was diagnosed by a licensed healthcare provider), whether it was contracted at work or elsewhere. Employers may use this form or any other form containing similar information.

**Name of Business/Employer:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Name and Contact information of Employer's Contact Person:** \_\_\_\_\_

Employee Name and Occupation (Job Title)	Employee Contact Information (Address, Phone Number, or email address)	Employee Work Location (Address, Department, Floors, or Room Numbers)	Most Recent Day the Employee Was Present in the Workplace (Date)	Date of COVID-19 Diagnosis or Positive Test for COVID-19	Date of Onset of Symptoms (If Applicable)	Brief Description or Additional Information