

## Exposure Control Plan (ECP)

This plan is to be used by Ghilotti Bros., Inc (GBI) to assist in preparing the company and staff for possible cases of aerosol transmissible diseases (ATD). These recommendations should help you prevent exposure to ATD, respond to exposure incidents, and protect our staff.

**Aerosol Transmissible Disease (ATD)** A disease or pathogen that spreads through the air (such as chickenpox, measles, and TB) or through droplets (such as influenza, meningitis, and COVID-19). These are the types of diseases this guide is meant to protect against.

**Ghilotti Bros., Inc** (GBI) maintains, reviews and updates the Exposure Control Plan (ECP) whenever necessary to reflect new or modified tasks and procedures that affect occupational exposure.

GBI has had   0   cases of a confirmed ATD in the last 12 months.

### Employee Notification:

GBI uses the following notifications to assure that all employees are informed of the hazard and take proper precautions against exposure ATD.

- Email Announcements
- Text Alerts through GBI Text messaging system
- Mailing Letters to residences

### Prevention

To prevent the spread of Aerosol Transmissible Diseases, our company provides basic hygiene supplies to staff, we clean and decontaminate regularly, and post information on how to reduce transmission. This will reduce the spread of diseases spread through the air and through droplets, but will also reduce diseases spread through contact, like MRSA.

Supplies:

- Hand sanitizer (must be at least 60% alcohol), located at
  - All entries
  - Dining areas
  - Meeting rooms
  - Vehicles
- Liquid hand soap
- Paper hand towels
- Facial tissues
- Plastic-lined wastebaskets (for used tissues)
- Signs

None of these supplies will prevent infection by simply being in your facility, staff need to use them regularly.

Best Practices:

CDC always recommends everyday preventive actions to help prevent the spread of respiratory diseases, including:

- Avoid close contact with people who are sick.
  - Avoid coming in contact with others.
  - Practice social distancing with all individuals by keeping at least 6 feet between you and others
  - Limit the number of people in one place at any given time
- Avoid touching your eyes, nose, and mouth.
- Stay home when you are sick or keep your distance from a family member who may be sick.
  - If you have a fever, cough, and difficulty breathing, stay home and seek medical care early on.
- Cover your cough or sneeze with your elbow (vs. hand) or tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.
  - If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands with soap and water if hands are visibly dirty.

Cleaning and Decontamination:

- Clean and sanitize frequently touched surfaces several times per shift. Pay special attention to:
  - Doorknobs
  - Banisters
  - Tabletops
  - Handrails
  - Mobile devices
- Clean all common areas within the facility daily.
- Empty trash receptacles frequently during the day
- Regularly clean air vents and replace filters, especially on air purifiers (like HEPA filters)

Signs:

Posting signs around your facility is a great way to spread information, and to teach or remind staff and clients how to practice good hygiene.

- Hand washing (Clean hands save lives! Wash your hands)
- Cough etiquette (Cover your Cough)

Signs should be posted at

- Entrances and exits
- Gathering areas
- Dining areas
- Bathrooms
- Staff lounges

## **Exposure Procedures**

All employees who are not feeling well should stay home from work to prevent exposure to other employees and should seek medical attention.

The following procedures are used when there is a suspected or confirmed infectious ATD case at work:

- All employees must report exposure incidents immediately to a member from Management or Human Resources. GBI is responsible for investigating, evaluating, and documenting the circumstances surrounding the exposure incident for instituting changes to prevent similar occurrences.
- If an employee is suspected of having a possible ATD at work through screening and follow up questions, the employee needs to be separated from staff members and sent home or transferred to a hospital or clinic for evaluation. Different methods of isolation will help prevent the disease from spreading to other people in our workplace and contaminating other areas or surfaces.
- If the employee was exposed to others, within the last 14 days, GBI will send all employees home while an investigation and cleaning is done. (Administrative employees will be able to use the Emergency Hardship hours only if they are not able to work remotely.)
- Once cleaning has been done to facility, equipment and/ or tools at worksite. Employees who did not have contact with affected employee will be dispatched to return to work.
- Employees who did have contact with a person exposed to an ATD will need to stay home until they have been cleared by a medical professional. (Administrative employees will be able to use the Emergency Hardship hours only if they are not able to work remotely.)

## **After an ATD Case**

When an employee with an ATD has stayed at your site, you need to figure out who else among staff and clients might have been exposed to the disease, and who may need medical services. The following steps should be followed

- Find out if the employee had an ATD
- Call GBI to report an ATD
- File an Incident Report
  - Include as much information as possible on how long the client has stayed at your site, and when he/she was sent to the hospital
  - Individual cases of ATD that require CDCU involvement will be reported to the CDCU by health care providers

CDCU can help determine if an investigation is needed. They can help conduct an investigation and can provide guidance for an investigation. An investigation can determine if other staff or clients have been exposed based on who has come into contact with the sick client. Ideally your site will have identified, isolated, and transferred the ATD case quickly, and with regular prevention controls, will have prevented the disease from spreading at your facility.

## **Working from Home:**

If an employee has extenuating circumstances that prevent them from working at a GBI facility without a confirmed case on site, such as, taking care of a sick family member, at high risk of contracting an ATD because of a medical condition, then talk to your manager about working from home. If your position does not allow you to work from home, you will need to either go unpaid or use PTO.