

PANDEMIC PREPAREDNESS PROGRAM

PURPOSE / SCOPE

The purpose of the Winger Companies, herein referred to as Winger, Pandemic Preparedness Program is to inform its employees and implement a protocol for the Safety Team appointed for the implementation of the plan. This may include contacting local health department and health care providers in advance and developing and implementing protocols for response to ill individuals.

HYGEINE

Hand washing and use of hand sanitizers should be encouraged by company supervision at both office locations and customer locations. Hand washing facilities, hand sanitizers, tissues, no touch trash cans, hand soap and disposable towels should be provided by the employer whenever possible.

WORK-AT-HOME OR STAY-AT-HOME POLICY

Social distancing including increasing the space between employee work areas and decreasing the possibility of contact by limiting large or close contact gatherings should be considered.

Flexible work policies are available whenever possible. Workers are encouraged to stay at home when ill, when having to care for ill family members, or when caring for children when schools close, without fear of reprisal.

EMPLOYEE RESPONSIBILITY

Workers are encouraged to obtain appropriate immunizations to help avoid disease. Workers will be granted time off work to obtain the vaccine when vaccines become available in the community.

Designated employees will be responsible for cleaning all areas that are likely to have frequent hand contact (like doorknobs, faucets, handrails) periodically and when visibly soiled. Work surfaces should also be cleaned frequently using normal cleaning products. This includes both Winger offices and customer's jobsites when there are not specific customer guidelines to follow.

EMPLOYER RESPONSIBILITY

Following a pandemic event, the Safety Team will be responsible for both the implementation of the plan and to identify learning opportunities and take action to implement any corrective actions.

EMPLOYEE & CUSTOMER COMMUNICATION PROCEDURE

Key contacts, a chain of communications and contact numbers for employees, and processes for tracking business and employees' status will be developed at the onset of the pandemic. The procedures and list of command is contained in our Emergency Action Plan and will be developed from there.

A procedure must be developed to notify key contacts including both customers and suppliers in the event an outbreak has impacted your company's ability to perform services. This procedure must also include notification to customers and suppliers when operations resume.

BUSINESS CONTINUITY

Business continuity plans should be referenced in addition to this document so the company is prepared if significant absenteeism or changes in business practices are required business to ensure operations can be effectively maintained. Tele-commuting or other work-at-home strategies should be developed depending on the factors of the specific pandemic.

TESTING AND TRAINING





Employees should be trained on health issues of the pertinent disease to include prevention of illness, initial disease symptoms, preventing the spread of the disease, and when it is appropriate to return to work after illness. Disease containment plans and expectations should be shared with employees. Communicating information with non-English speaking employees or those with disabilities must be considered.

The plan and emergency communication strategies should be periodically tested to ensure it is effective and workable. The plan should also be reviewed in conjunction with the company's Business Continuity Plan.




Testing, training, and exercising are essential to assessing, demonstrating, and improving an organization's ability to maintain its essential functions and services. The organization conducts annual tests, training, and exercises to ensure sustainable social distancing techniques, and to assess the impacts of reduced staff on the performance of essential functions. The organization conducts continuity exercises to examine the impacts of pandemic influenza on performing essential functions, and to familiarize personnel with their responsibilities. The organization has identified resources and trained continuity personnel, needed to perform essential functions.

COVID-19 PANDEMIC UPDATE:

WHAT IS KNOWN

-  The virus causing coronavirus causes a respiratory illness ranging from a mild cold-like illness to severe respiratory disease.
-  Similar to influenza, the people who are most likely to have severe disease and complications from the virus are believed to be the older and very young generations, and those with other chronic or underlying medical conditions.
-  There is no vaccine or treatment currently available, so prevention is very important.
-  To put coronavirus in perspective, the Centers for Disease Control ("CDC") tracks influenza reports on a weekly basis at this website: <https://www.cdc.gov/flu/weekly/index.htm>.

HOW THE VIRUS SPREADS

-  Coronavirus is believed to spread primarily the same way the common cold or flu spreads, through respiratory droplets that are produced when someone coughs or sneezes.
-  People who are most at risk of becoming infected are those who have been in close contact (within about 6 feet) with someone who has the disease.
-  People are thought to be most contagious when they are most symptomatic.

WHAT YOU CAN DO NOW

- ✚ Follow the guidelines on the attached handout Stop the Spread of Germs.
- ✚ Notify your manager timely and stay home if you are sick.
- ✚ Do not come to work until you are free of fever (100.4° F or greater using an oral thermometer) without the use of fever-reducing medications.
- ✚ Remain mindful of being contagious to others (i.e. uncontrolled coughing, sniffing, sneezing) and if your position allows for it, speak with your manager about possible remote working or flex schedule options.
- ✚ If you are traveling outside of the country to an area of concern, please be mindful of the potential threat and consider self-isolation for the recommended period when you return to ensure that you are not sick. An interactive map of confirmed cases can be found at: <https://www.cdc.gov/coronavirus/2019-ncov/cases-in-us.html>. An interactive map of high alert travel locations worldwide with travel FAQ’s can be found at: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>. Additional information in Iowa is available at <https://idph.iowa.gov/Emerging-Health-Issues/Novel-Coronavirus>, follow IDPH on Facebook at @IowaDepartmentofPublicHealth and Twitter at @IAPublicHealth.

REPORTING OF TRAVEL

- ✚ All employees will need to report any travel outside of the state or country to your manager.
- ✚ Managers will then report this travel to Dusty Baird in order to track travel in case a need would arise.

CUSTOMER REQUESTS

- ✚ Several customers are requesting that we require a Coronavirus (COVID-19) self-assessment questionnaire prior to coming to work each day.

Fever 100.4 degrees F or higher?	YES	NO
Cough and/or sore throat?	YES	NO
Difficulty breathing or shortness of breath?	YES	NO
Have you or anyone in your household traveled outside of the U.S. in the last 14 days?	YES	NO
Have you been exposed to anyone diagnosed with the Coronavirus (COVID-19)?	YES	NO

- ✚ A **YES** answer to any question will require your manager’s approval before you are allowed to come on site.
- ✚ A **YES** answer to any question may require an individuals need to reach out to a local health care provider for additional measures.

PREVENTIVE MEASURES ON JOB SITES

- ✚ Perform job trailer, break areas and job site cleanings to greatest degree possible.
- ✚ Post the “Stop the Spread of Germs” poster and follow the guidance.

- ✚ Frequently wash your hands for at least 20 seconds.
- ✚ If you cannot wash your hands, use sanitizers.
- ✚ Cough or sneeze into a tissue or the crook of your arm.
- ✚ Maintain a 6-foot distance whenever possible from anyone with a cough.
- ✚ Avoid touching your face.
- ✚ Discuss the above information with all employees during “Tool Box” talks.
- ✚ Any food brought to the site will be for personal use only. No food buffets or shared food items will be allowed.

UPDATES

- ✚ Updates and changes will be made as needed.

SUMMARY

Maintaining Winger’s essential functions and services in the event of pandemic requires additional considerations beyond traditional continuity planning. Unlike other hazards that necessitate the relocation of staff performing essential functions operating facility, a pandemic may not directly affect the physical infrastructure of the organization. As such, a traditional “continuity activation” may not be required during a pandemic outbreak. However, a pandemic outbreak threatens an organization’s human resources by removing essential personnel from the workplace for extended periods of time. Accordingly, Winger’s continuity plan addresses the threat of a pandemic outbreak. Continuity Plans for maintaining essential functions and services in a pandemic should include implementing procedures such as social distancing, infection control, personal hygiene, and cross-training (to ease personnel absenteeism in a critical skill set). Protecting the health and safety of key personnel, ERG members, and other essential personnel must be the focused goal of the organization in order to enable the organizations to continue to operate effectively and to perform essential functions and provide essential services during a pandemic outbreak.

SOURCE CREDITS:

<https://www.fema.gov/media-library/assets/documents/93250>

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

<https://www.osha.gov/Publications/OSHA3990.pdf>

DOCUMENT CONTROL:

Initial Program March 17, 2020

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