

SAMPLE COVID-19 Infection Control Plan

Establishing and implementing an infection control plan is not only required, but also beneficial to your business. Having a completed infection control plan will help minimize worker exposure to COVID-19. In order to simplify the assessment process, here is an approach using “**Items To Consider**” for each element. All elements must be addressed. Some elements can be N/A (not applicable).

The infection control plan (ICP) is intended to be based on the hazards identified and evaluated in the employer’s COVID-19 Exposure Risk Assessment. If you have more than ten employees statewide (including temporary and part-time workers), or are identified by subsection 1(c) of the temporary rule as being a “workplace at exceptional risk,” this infection control plan must be in writing and a copy of it accessible to workers at their workplace.

Employers may rely upon materials developed by associations, licensing agencies, and franchisors to **assist** with compliance and provided that mechanisms for appropriate employee feedback and involvement are provided. Each employer is responsible for content of its infection control plan, whether developed internally, or in coordination with associations or third parties.

Note: Additional requirements related to the infection control plan, which are applicable only to those employers covered by [workplaces at exceptional risk](#), can be found under subsection 4(c) of the temporary rule. This infection control plan does **not** include the additional information that is required for exceptional risk workplaces.

Business/Employer: RR Manufacturing and Design **Date:** 12/3/2020

This sample infection control plan is for a workplace with both office and production-line workers

Distancing

Element	
All job assignments or worker tasks requiring the use of personal protective equipment (including respirators) necessary to minimize employee exposure to COVID-19.	
Items To Consider	Describe What Has Been Established And Implemented And What Still Needs To Be Done
<p>Include employees, part-time workers, and temporary laborers.</p> <p>Job assignments and worker tasks include regular duties and non-routine activities. Examples of non-routine job assignments include:</p> <ul style="list-style-type: none">• Jobs done irregularly or being performed for the first time.• Tasks that are done outside normal duties.• Tasks that don't have a documented procedure.• Work that is unscheduled and unplanned and may need to be completed immediately.• Stopping work for emergency repairs.	<ul style="list-style-type: none">• We use specialized person protective equipment (PPE), clothing and equipment for protection against workplace hazards related to cutting, welding, and spraying operations. We have specific safety measures for that equipment including a written PPE assessment and a written respiratory program.• In regards to COVID-19, based on the nature of our employee job duties, they are not required to wear PPE. Nitrile gloves and N-95 respirators are available for employees to use on a voluntary basis.• Although not PPE, employees have been instructed in the proper use and maintenance of facial coverings according to current OHA statewide mask guidance.

Element

The procedures the employer will use to ensure that there is an adequate supply of masks, face coverings, or face shields and personal protective equipment (including respirators) necessary to minimize employee exposure to COVID-19.

Items To Consider

- Keep in mind that the supply may vary from day-to-day, week-to-week, and season-to-season.
- Include employees, part-time workers, and temporary laborers.
- Individuals entering the workplace include but are not limited to: Customers, vendors, patrons, contractors, delivery personnel, workers' friends and family, inspectors, and repair or construction workers.
- Ensure an adequate supply but do not hoard supplies.

Describe What Has Been Established And Implemented And What Still Needs To Be Done

- The company has purchased extra facial coverings (multiple makes/models/types) for staff and customer use as needed. This inventory is monitored by the office staff. New facial coverings will be ordered as this stockpile is depleted.
- Specialized PPE supplies are managed by each department. On a weekly basis, department supervisors are required to submit a PPE-use report to upper management, who can then purchase additional PPE when supplies are low.

Element

A list and description of the specific hazard control measures that the employer installed, implemented, or developed to minimize employee exposure to COVID-19.

Items To Consider

Take into account more than just personal protective equipment (PPE). Identify both Administrative and Engineering Controls.

Administrative Controls include changing the way people act:

- Isolation, personal hygiene, cleaning and disinfecting, using face coverings, limiting size gatherings, and 6-foot social distancing

Engineering Controls include:

Describe What Has Been Established And Implemented And What Still Needs To Be Done

- The assembly tables at the south side of the plant are moveable so we moved further apart so provide additional space for physical distancing.
- Building HVAC has been assessed and set to optimize outside air circulated through the system in accordance with subsection 3(f) of the temporary rule.
- Plexiglas shielding has been installed in certain areas of the production floor (e.g. assembly line area) and the office (e.g. front desk).
- Foot traffic control signs and stickers have been installed in common areas, including employee breakroom, front office, and certain high-traffic areas in certain production areas.

- Reconfiguring the work environment, physical barriers, such as glass enclosures, and ventilation systems with reduced recirculated air and high efficiency (HEPA) filters.

- Office workers are allowed to work remotely on an alternating rotation-based schedule.

The U.S. National Institute for Occupational Safety and Health (NIOSH) recommends administrative controls when hazards cannot be removed, changed, and engineering controls are not practical. (See [Hierarchy of Controls](#)).

Element

A description of the employer’s COVID-19 mask, face covering, and face shield requirements at the workplace, and the method of informing individuals entering the workplace where such source control is required.

Items To Consider

Describe What Has Been Established And Implemented And What Still Needs To Be Done

- Individuals entering the workplace include but are not limited to: Customers, vendors, patrons, contractors, delivery personnel, workers’ friends and family, inspectors, and repair or construction workers.
- The requirements for COVID-19 mask, face covering, and face shields must meet the [Oregon Health Authority Guidance for Mask, Face Covering, and Face Shield](#).
- Note: Use of a face shield alone should only be done on very limited basis. Wearing a face shield alone without a mask or face covering increases the potential for transmission of viruses to those in the same room as the individual without the mask or face covering.
- The method of informing individuals entering the workplace can include: Arranging to greet customers upon entry and posters.
- Informing individuals entering the workplace must be done politely, professionally, but clearly communicating what is expected in the place of business.

- This company adheres to OHA’s statewide mask guidance as its workplace policy. Specifically, facial coverings are required in all indoor settings, unless the worker is alone inside a private individual workspace, or in any outdoor setting where 6-foot physical distancing between individuals cannot be consistently assured.
- All our employees have been trained on wearing the face coverings according to OHA guidance’s.
- We have the OHA face-covering posters at all entry points to the building as well as common areas, front office, and other high-density work areas.
- All employees have been trained how to address incorrect source control practices and how to courteously notify someone that they need use source control whenever indoors (unless alone inside a private individual workspace).
- We have cloth face coverings available for customers and staff at no-charge.

- If an individual gets angry, encourage using the business' accommodations (curb-side delivery for example.)

Element

The procedures the employer will use to communicate with its employees and other employers in multi-employer worksites regarding an employee's exposure to an individual known or suspected to be infected with COVID-19 to whom other workers may have been exposed. This includes the communication to individuals identified through COVID-19 contact tracing and general communication to the workplace at large.

Items To Consider

Take into account your current communication procedures. If your current methods work, use them!

- If in-person meetings (physically distanced, of course), have worked, continue using them.
- The same holds true for email and social media.

If the workplace is a multi-employer worksite, does one of the employers have overall responsibility for the area? If so, they should take the lead to ensure that there is an effective communication procedure for all the employers to be reached.

If no employer has overall control of a multi-employer worksite, options include:

- Having a meeting between the multiple employers to discuss how to coordinate and share responsibilities.
- Develop an overall COVID-19 safety policy for the multi-employer worksite that includes the names of contact persons for each worksite.

Describe What Has Been Established And Implemented And What Still Needs To Be Done

- With the exception of professional maintenance contractors (e.g. HVAC, janitorial staff) this company does not have any third party workers or other employers at our worksite. Third party personnel are required to complete the basic training related to COVID-19 prior to coming on-site, which includes an explanation of the physical distancing, facial covering, and sanitation requirements at our facility.
- In regards to worker notifications required under subsection 3(j) of the temporary rule, such notification process explained during staff meetings and employee training sessions. Additionally, information about the employee notification model has been posted in the employee breakroom, front office, as well as other common areas.
- Our company has adopted Oregon OSHA's [model procedure](#) for COVID-19 workplace notifications, which will be used to notify exposed and affected employees accordingly.