



Updated: 6/20/2020

Supersedes: New

## COVID-19 Preparedness Plan Supporting Policies and Procedures

**Purpose:** *This is intended to document the policies, procedures, and communications/trainings as referenced in the COVID-19 Preparedness Plan.*

**Communication/Training:** Staff have been informed of and required to self-monitor for signs and symptoms of COVID-19.

- Communication of this requirement and procedures for self-monitoring outlined in the COVID-19 Preparedness Plan will be tracked via employee acknowledgement over email.

**Communication/Training:** All staff will be informed, in writing, of the respiratory etiquette described [in COVID-19 Preparedness Plan].

- Communication of this requirement regarding respiratory etiquette as outlined in the COVID-19 Preparedness Plan will be tracked via employee acknowledgement over email.

**Policy:** NMCWD will also implement a policy for informing staff if they have been exposed to a person with COVID-19 at their workplace and requiring them to quarantine for the required amount of time.

- If an exposure at the workplace is known, the exposed employee will be informed by the Administrator via phone within two hours of learning of a confirmed or suspected infection.
- If the Administrator has a suspected or confirmed infection, all employees with which he/she has had contact within the maximum incubation period will be informed.
  - According to the Center for Disease Control and Prevention, the incubation period can extend up to 14 days
- Tracking NMCWD employees and contractors with which an NMCWD employee has had in-person contact is the responsibility of each employee. Knowing the date and person(s) with

which an individual has come into contact will inform which people are informed if an infection is confirmed or suspected.

**Policy:** A policy has been implemented to protect the privacy of staff members' health status and health information.

- All staff health status and health information will be kept confidential.
- Each staff member who is informed of another's health status is required to keep all health information confidential, unless explicitly told to pass on information.
  - If allowed, an employee must only tell the person(s) that the employee with COVID-19 specifies.
- Health information about an individual must not be sent over email or any other internet-using messaging function.

**Policy:** Respiratory etiquette will be demonstrated in policies and supported by making tissues and trash receptacles available to all staff and visitors.

- Respiratory etiquette policy requirements are outlined in the COVID-19 Preparedness Plan.
- Tissues will be available near the front door and in the NMCWD board room, at a minimum.
- Trash receptacles are available in the kitchen area, each bathroom, in the board room, and near the drinking fountain. These receptacles will remain in place throughout the time this plan is in effect.

**Procedure:** When a staff member tests positive for COVID 19, deep-cleaning procedures will be triggered.

- Deep-cleaning will include (but is not limited to) the following activities:
  - Sanitization of door handles
  - Sanitization of all commonly touched surfaces, such as faucet handles, refrigerator handle, coffee/tea makers, dishwasher handle and controls
  - Sanitization of all surfaces at which the infected employee worked
- Sanitizing must be done with disinfection wipes such as Lysol or Clorox, or a solution with bleach suitable for disinfection mixed according to CDC guidelines:  
<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
- Employee sanitizing must wear rubber or neoprene gloves, or Personal Protective Equipment according to the specific chemical's Safety Data Sheet
- Employee sanitizing must follow all other manufacturer's instructions for the chemicals used and PPE used