

A detailed 3D rendering of a coronavirus particle, showing its characteristic spherical shape and the numerous spike-like projections (glycoprotein spikes) extending from its surface. The particle is centered in the frame against a dark, blue-toned background with faint, out-of-focus structures, suggesting a microscopic or cellular environment.

Exposure Control Plan Business Preparedness Checklist

Coronavirus (COVID-19)



Business Preparedness Checklist

Businesses will play an important role in protecting their employees' and their community's health and safety during the Covid-19 Pandemic. Having an Exposure Control Plan (ECP) is critical to minimizing the potential spread to the regions we live and work in.

Utilizing information from The Centers for Disease Control and Prevention (CDC), ESM has prepared an Exposure Control Plan as well as the following checklist that employers can use as a guidepost in developing their own plans. The following items identify critical activities that businesses can do now to prepare for and minimize a potential infectious disease epidemic. We recommend that employers discuss human resource concerns, such as PTO, FMLA, ADA/FEHA, SDI, etc. with an employment law attorney.

The information provided herein is meant to be used as a framework and not an all-encompassing solution to mitigating infectious disease threats.

Prepare for the impact of COVID-19 on your business

Action Item	Examples	Employer Response
Identify a ECP coordinator and/or team with defined roles and responsibilities for preparedness and response planning.	Name: Title: Safety Manager / ECP Coordinator Phone: Email:	Name: Title: Phone: Email:
Identify essential employees and other critical inputs required to maintain business operations by location and function during a pandemic.	Raw materials, suppliers, sub-contractor services/products, and logistics	• • •
Develop and plan for scenarios likely to result in an increase or decrease in demand for your products and/or services during a pandemic	Effect of restriction on mass gatherings, need for hygiene supplies	• • •
Determine potential impact of COVID-19 pandemic on company financials.	Consider scenarios that affect different product lines and/or production sites	• • •
Determine potential impact of pandemic on business-related travel	scenarios that affect different product lines and/or production sites	• • •
Find up-to-date, reliable pandemic information from community public health, emergency management, and other sources and make sustainable links.	CDC , WHO , SDI , DIR , OSHA	• • •
Establish an emergency action plan (EAP) and review with the organization.	Identify key contacts (with back-ups), chain of communications and processes for tracking and communicating business and employee status.	• • •
Implement an exercise/drill to test your plan and revise periodically.	Develop a decision tree in various what-if scenarios	• • •

Prepare for the impact of COVID-19 on employees and customers

Action Item	Examples	Employer Response
Forecast and allow for employee absences during the pandemic.	Personal illness, family member illness, community containment measures and quarantines, school and/or business closures, and public transportation closures	<ul style="list-style-type: none"> • • •
Implement guidelines to modify the frequency and type of in-person contact among employees and customers (refer to CDC recommendations).	hand-shaking, seating in meetings, office layout, shared workstation, conferences, events, etc.	<ul style="list-style-type: none"> • • •
Evaluate employee access to and availability of healthcare services during the pandemic and improve services as needed.	Company health benefits and providers contact information, local medical clinics and their processes	<ul style="list-style-type: none"> • • •
Evaluate employee access to and availability of mental health and social services during the pandemic	Corporate EAP, community programs, faith-based resources, etc.	<ul style="list-style-type: none"> • • •

Establish policies and procedures during the outbreak

Action Item	Examples	Employer Response
Establish policies for employee compensation and sick-leave absences unique to the pandemic.	Non-punitive, liberal leave, including policies on when a previously ill person is no longer infectious and can return to work after illness.	<ul style="list-style-type: none"> • • •
Establish policies for flexible worksite and flexible work hours	Telecommuting and staggered shifts	<ul style="list-style-type: none"> • •
Establish Exposure Control Plan (ECP) for preventing virus spread at the worksite	promoting respiratory hygiene/cough etiquette, and prompt isolation of people with virus symptoms	<ul style="list-style-type: none"> • • •
Establish policies for employees who have been exposed to COVID-19, are suspected to be ill, or become ill at the worksite	Exposure Control Plan, Exposure Response Decision Tree, immediate mandatory sick leave	<ul style="list-style-type: none"> • • •
Establish policies for restricting travel to affected geographic areas, evacuating employees working in or near an affected area when an outbreak begins, and guidance for employees returning from affected areas.	Refer to CDC travel recommendations -- https://www.cdc.gov/media/index.html .	<ul style="list-style-type: none"> • • •
Set up authorities, triggers, and procedures for activating and terminating the company's response plan, altering business operations and transferring business knowledge to key employees.	Shutting down operations in affected areas	<ul style="list-style-type: none"> • • •

Allocate resources to protect your employees and customers

Action Item	Examples	Employer Response
Provide sufficient and accessible infection control supplies in all business locations.	hand-hygiene products, hand sanitizer, tissues and biohazard receptacles for disposal	<ul style="list-style-type: none">•••
Enhance communications and information technology infrastructures as needed to support employee telecommuting and remote customer access.	Zoom, Google Hangouts, Microsoft Teams, Slack	<ul style="list-style-type: none">••

Communicate and educate your employees

Action Item	Examples	Employer Response
Develop and disseminate programs and materials covering pandemic fundamentals, personal and family protection and response strategies	Signs and symptoms of virus, modes of transmission, hand hygiene, coughing/sneezing etiquette, contingency plans	<ul style="list-style-type: none"> • • •
Anticipate employee fear and anxiety, rumors and misinformation and plan communications accordingly.	Communicate processes, reassurances of plan and support systems	<ul style="list-style-type: none"> • • •
Ensure that communications are culturally and linguistically appropriate.	Identify languages needed to convey information	<ul style="list-style-type: none"> • • •
Disseminate information to employees about your business preparedness and response plan.	Memos on new processes, available resources, support systems, State Disability Insurance	<ul style="list-style-type: none"> • • •
Develop platforms for communicating pandemic status and actions to employees, vendors, suppliers, and customers inside and outside the worksite in a consistent and timely way.	Hotlines, dedicated webpage, Slack, Facebook Group, Twitter	<ul style="list-style-type: none"> • • •
Identify community sources for timely and accurate pandemic information and resources for obtaining counter-measures.	CDCs Division of State and Local Readiness , Vaccines and antivirals, local hospitals and industrial clinics	<ul style="list-style-type: none"> • • •

Coordinate with local community organizations for assistance

Action Item	Examples	Employer Response
<p>Collaborate with insurers, health plans, and major local healthcare facilities to share your pandemic plans and understand their capabilities and plans.</p>	<p>Health benefits broker, medical carriers, local industrial clinics</p>	<ul style="list-style-type: none"> • • •
<p>Collaborate with national, state, and local public health agencies and/or emergency responders to participate in their planning processes, share your exposure control plans, and understand their capabilities and services.</p>	<p>Cal-OSHA, EDD, Chambers of Commerce</p>	<ul style="list-style-type: none"> • • •
<p>Communicate with local and/or state public health agencies and/or emergency responders about the assets and/or services your business could contribute to the community.</p>	<p>CDCs Division of State and Local Readiness</p>	<ul style="list-style-type: none"> • • •
<p>Share best practices with other businesses in your communities to improve community response efforts.</p>	<p>Chambers of commerce, industry associations, toast masters, etc.</p>	<ul style="list-style-type: none"> • • •



Resources

ESM Exposure Control Plan: www.esminsite.com/blog/exposure-control-plan-coronavirus-preparation

Centers for Disease Control (Coronavirus): www.cdc.gov/coronavirus/2019-nCoV

Travelers Health Notice: <https://wwwnc.cdc.gov/travel>

Symptoms check: www.cdc.gov/coronavirus/2019-ncov/about/symptoms.html

Cal-OSHA Bloodborne Pathogens: <https://www.dir.ca.gov/title8/5193.html>

Cal-OSHA Aerosol Transmissible Diseases: <https://www.dir.ca.gov/title8/5199.html>

World Health Organization: www.who.int/emergencies/diseases/novel-coronavirus-2019/situation-reports/



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