



Directions on how to use your COVID-19 Materials

Getting Started

Use this guide to help orient you to your COVID-19 materials and how to use them.

Designating a Workplace Coordinator

1. Designate a COVID-19 Workplace Coordinator. It is this person's responsibility to customize the COVID-19 Preparedness and Response Plan and to facilitate workforce training.
2. Some examples of who you may consider designating as the Workplace Coordinator include your Office Manager, OSHA/HIPAA Compliance Officer, or principal of the practice.
3. The Workplace Coordinator does not need any special qualifications or training in order to use the materials contained within your COVID-19 product.

Using your Welcome Kit

1. Your "Welcome" or Resource Kit is intended to be the first place you start when using your COVID-19 program materials.
2. The Welcome Kit contains:
 - a. Directions - these directions on how to use your COVID-19 product
 - b. Supporting Material – copies of relevant OSHA regulatory text plus CDC reference material, and patient triage algorithms (for dental and veterinary healthcare providers only)
 - c. Training Completion Templates – individual certificate and group training templates you can use to document COVID-19 awareness training
 - d. Documentation Kit – a copy of your COVID-19 Plan and additional protocols that may be required depending on the type of your organization e.g. a Bloodborne Pathogen Exposure Control Plan and Job Hazard Assessment a.k.a. Exposure Risk Assessment
 - e. Communications – posters, factsheets, and booklets

Using your COVID-19 Preparedness and Response Plan

1. The COVID-19 Preparedness and Response Plan is divided into 3 sections: 1. Reference Material; 2. Protocols; and 3. Resources
 - a. The **Reference Material** section is designed to provide you with important background on COVID-19, what we know about the virus so far, how it spreads, control measures, special topics, and more. There is no customization needed here;

this section is intended to cover general information on a variety of topics relating to COVID-19.

- b. The **Protocols** section includes the actual safety plans you'll institute in your place of work to protect your employees and yourself. Follow the included instructions to customize these documents for your specific work environment.
 - c. The **Resources** section cites forums, websites, training information and more that you can use to bolster your preparedness measures and keep up to date on the latest information about the virus.
2. You have the flexibility of maintaining your COVID-19 Plan as either a hardcopy or electronic version provided that it is easily available to your workforce members.
 3. Ensure that all employees are familiar with the policies and procedures contained within the Plan.

Conducting a Job Hazard (a.k.a Exposure Risk) Assessment

A Job Hazard or Exposure Risk Assessment may be required for your place of work depending on your state or regional COVID-19 governance. If required, use the associated forms in the Bloodborne Pathogen Exposure Control Plan (found in your Welcome Kit). When conducting an assessment, consider the following:

1. The risk assessment must be done without regard to the use of personal protective equipment or face coverings.
2. The anticipated or actual working distance between all employees.
3. The anticipated or actual working distance between employees and non-employees.
4. The social distancing and sanitation measures that the employer developed, implemented, or provided to minimize worker exposure to COVID-19
5. The frequency, duration, and variety of close-in tactile person-to-person work activities performed by employees.
6. The frequency, duration, and variety of those work tasks or operations. Specifically, this includes employees who perform or directly assist with:
 - a. Direct patient care in a healthcare setting;
 - b. Aerosol-generating healthcare or postmortem procedures;
 - c. Emergency first responder activities;
 - d. Handling, packaging, cleaning, processing, or transporting of "contaminated materials" as defined by this rule; or
 - e. Handling, packaging, cleaning, processing, or transporting human remains or human tissue specimens or laboratory cultures collected from an individual suspected or known to have COVID-19.



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7. The effectiveness of hazard control measures that the employer developed, implemented, or installed to eliminate or minimize worker exposure to COVID-19.

Conducting COVID-19 Awareness Training

1. Refer the **training outline** provided to you in in the Plan to prepare your own training material per the **Workforce Training Policy**.
2. The policies and procedures provided in the Plan must be reviewed by all employees.
3. Employees must also be trained on how to identify hazards at the facility and how to report accidents to a supervisor.
4. Document completion of training through the any of the following methods:
 - a. Fill out a group training form (template available in the Welcome Kit)
 - b. Create, save and provide a copy of a Training Completion Certificate to your employees (template available in the Welcome Kit).
5. When to conduct training:
 - a. COVID-19 awareness training is required by the OSHA COVID-19 Emergency Temporary Standard (ETS) published on June 21, 2021.
 - b. Despite training requirements, it is recommended that training be conducted in the following manner:
 - i. For all employees when initially coming into compliance with OSHA and within 10 days of hire of new employees.
 - ii. Annually as refresher training.
6. Optional
 - a. Distribute the COVID-19 booklets to employees for their reference. The booklets can be found in the Welcome Kit.
 - b. Provide access to the supplemental COVID-19 educational videos to employees. Access to these videos is provided in the Plan.

For an easier training experience, check out our [COVID-19 online based training](#).

Posters

1. While not required, it is recommended that postings (in the language(s) spoken by your staff) be displayed in your place of work as reminders of COVID-19 precautions such as:
 - a. Respiratory hygiene and cough etiquette
 - b. Hand washing
 - c. Advisories for patients
 - d. Limiting spread of germs
 - e. Managing COVID-19 symptoms
 - f. Etc.
2. Postings can be found in the Welcome Kit > Communications

Other Instructions

1. Add our emails to your safe senders list and connect with us via social media to receive important notifications such as updates to this plan.

Contacting Us

For any questions, comments, or concerns, feel free to contact us at:

Website: [OSHAManual.com](https://www.OSHAManual.com)

Phone: 800.492.6958 (Toll-free)

