	Valve Reconditioning Service		
	Pandemic Preparedness	Reference: www.OSHA.gov	
	Safety Coordinator	Tracy Stewart	
	Phone Number	(313) 928-5980	
	Revision Date	3/14/2020	



CHAPTER 40

1 Pandemic Preparedness Program

- 1.1 Valve Reconditioning Service has developed the following policy on Pandemic Preparedness to ensure the safety of our employees and to comply with health safety and environmental regulations set out by the clients Valve Reconditioning Service works for.

2 Implementation



- 2.1 Training: Safety meeting.
- 2.2 PPE: Hand Sanitizer, Lysol Wipes.

3 Competent Person

- 3.1 Tracy Stewart is the competent person responsible for the program.
- 3.2 Tracy Stewart will be responsible for dealing with disease issues and their impact at the workplace.
- 3.3 This includes contacting local health department and health care providers in advance and developing and implementing protocols for response to ill individuals.

4 Training

- 4.1 Training will be provided by Valve Reconditioning Service for employees on illness prevention, how to avoid spread of disease, and company policies concerning illness.
- 4.2 Employees will 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.
- 4.3 Disease containment plans and expectations will be shared with employees.
- 4.4 Communicating information with non-English speaking employees or those with disabilities must be considered.

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5 Hand Washing

- 5.1 It is the determination of Valve Reconditioning Service to ensure that hand washing facilities, antiseptic hand cleaners, and other hygiene items are available.
- 5.2 Hand washing and use of hand sanitizers is encouraged by Valve Reconditioning Service.
- 5.3 Hand washing facilities, hand sanitizers, tissues, no touch trash cans, hand soap and disposable towels will be provided by Valve Reconditioning Service.

6 Work/Stay at Home Policy



- 6.1 It is a requirement of Valve Reconditioning Service that when employees are ill or are caring for others they stay home or work from home if available.
- 6.2 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.
- 6.3 Tele-commuting or other work-at-home strategies will be developed.

7 Business Continuity

- 7.1 It is a requirement of Valve Reconditioning Service that a business continuity plan be prepared so that if significant absenteeism or changes in business practices are made, required business operations can be effectively maintained.

8 Immunizations

- 8.1 Workers of Valve Reconditioning Service are encouraged to obtain appropriate immunizations to help avoid disease.
- 8.2 Granting time off work to obtain the vaccine will be considered when vaccines become available in the community.

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9 Internal Communications

- 9.1 Key contacts, a chain of communications and contact numbers for employees, and processes for tracking business and employees are available through request from Human Resources.

10 External/Customer Communications

- 10.1 Tracy Stewart will notify key contacts including both customers and suppliers in the event an outbreak has impacted your company's ability to perform services.

11 Social Distancing

- 11.1 If an outbreak or increased level of disease is in progress, social distancing including increasing the space between employee work areas and decreasing the possibility of contact by limiting large or close contact gatherings will be considered.

12 Periodic Cleaning


- 12.1 It is a requirement of Valve Reconditioning Service that routine cleaning/disinfection of surfaces such as desktops, keyboards, lunch tables, doorknobs, faucets, handrails, etc. must be done periodically.
- 12.2 Clean all areas that are likely to have frequent hand contact (like doorknobs, faucets, handrails) routinely and when visibly soiled.
- 12.3 Work surfaces should also be cleaned frequently using normal cleaning products.

13 Plan & Emergency Communications

- 13.1 It is a requirement of Valve Reconditioning Service that the plan and emergency communications procedures be tested in some manner, for example in a table-top exercise.
- 13.2 The plan and emergency communication strategies will be periodically tested (for example annually) to ensure it is effective and workable.

14 Lessons Learned

- 14.1 Following a pandemic event, the person responsible for implementation of the plan should identify learning opportunities and take action to implement any corrective actions.

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15 Coronavirus Policy

15.1 Business Travel

- 15.1.1 All international business travel is suspended until further notice.
- 15.1.2 Any domestic (US and Canada) business travel requiring air travel should be on a critical business purpose only (for example, meeting with a customer). All currently scheduled and future domestic business travel requires approval from the respective Lead Team Member.
- 15.1.3 When possible, utilize our remote technologies such as Skype meetings to facilitate meetings normally requiring face-to-face business travel.

15.2 Illness

- 15.2.1 We ask that employees who are not feeling well with acute respiratory symptoms and a fever of 100.4 degrees or greater not report to work. We ask that you are symptom free for 24 hours before returning to work. We urge all employees with these symptoms to seek care from their Health Care Professional.

15.3 Prevention



- 15.3.1 The number one thing an employee can do to prevent the spread is to stay home when showing any symptoms.
 - 15.3.1.1 Additional steps to prevent the spread of all illnesses include:
 - 15.3.1.2 · Washing hands frequently with soap and water for at least 20 seconds.
 - 15.3.1.3 · Utilizing alcohol based hand sanitizer frequently.
 - 15.3.1.4 · Cover your mouth and nose with a tissue when you cough or sneeze. If you don't have a tissue, cough or sneeze into your upper sleeve, not your hands.

15.4 Temporary Employees and Contractors

- 15.4.1 These requirements and guidelines should be shared with all employees working for temporary agencies as well as other contractors working at any Valve Reconditioning Service sites. Sponsors to any contracting company, it is a requirement that this policy be communicate to them.

16 How to Clean and Disinfect

- 16.1 Wear disposable gloves when cleaning and disinfecting surfaces. Gloves should be discarded after each cleaning. If reusable gloves are used, those gloves should be dedicated for cleaning and disinfection of surfaces for COVID-19 and should not be used for other purposes. Consult the manufacturer's instructions for cleaning and disinfection products used. Clean hands immediately after gloves are removed.

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16.2 If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.

16.3 For disinfection, diluted household bleach solutions, alcohol solutions with at least 70% alcohol, and most common EPA-registered household disinfectants should be effective.

16.3.1 Diluted household bleach solutions can be used if appropriate for the surface. Follow manufacturer's instructions for application and proper ventilation. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted.

16.3.1.1 Prepare a bleach solution by mixing:

16.3.1.1.1 5 tablespoons (1/3rd cup) bleach per gallon of water or

16.3.1.1.2 4 teaspoons bleach per quart of water

16.4 Products with EPA-approved emerging viral pathogens claims are expected to be effective against COVID-19 based on data for harder to kill viruses. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).

16.5 For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. After cleaning:

16.5.1 Launder items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely, or

Use products with the EPA-approved emerging viral pathogens claims that are suitable for porous surfaces.

17 Clothing, Towels, Linens and Other Items That Go In The Laundry

17.1 Wear disposable gloves when handling dirty laundry from an ill person and then discard after each use. If using reusable gloves, those gloves should be dedicated for cleaning and disinfection of surfaces for COVID-19 and should not be used for other household purposes. Clean hands immediately after gloves are removed.

17.1.1 If no gloves are used when handling dirty laundry, be sure to wash hands afterwards.

17.1.2 If possible, do not shake dirty laundry. This will minimize the possibility of dispersing virus through the air.

17.1.3 Launder items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely. Dirty laundry from an ill person can be washed with other people's items.

17.1.4 Clean and disinfect clothes hampers according to guidance above for surfaces. If possible, consider placing a bag liner that is either disposable (can be thrown away) or can be laundered.