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Appendix B – Infectious Disease Response Plan

1. PURPOSE

To prescribe guidance for CFM actions in the event of a known or suspected epidemic or pandemic outbreak of an infectious disease such as influenza, tuberculosis, or the Novel Coronavirus (COVID – 19).

2. SCOPE

This plan applies to Caravan Facilities Management, LLC. (CFM) operations at all locations where CFM employees perform work. Although many of the process elements contained in this plan will apply to any infectious disease response, the plan is designed to specifically address actions associated with the COVID-19 virus.

Coronaviruses are a large family of viruses that are common in humans and many different species of animals, including camels, cattle, cats, and bats. Rarely, animal coronaviruses can infect people and then spread between people, such as with MERS-CoV and SARS-CoV.

3. PROCEDURE ELEMENTS AND OPERATIONS

- The following procedural elements serve as general guidance. It is understood that detailed actions will be coordinated with the local customer (GM, FCA, Ford, etc.).
- This plan is available for all employees to review, upon request.

4. COMMUNICATIONS

- A successful infectious response plan is dependent on effective decision-making, clear communications, and skilled execution. These elements are critical to any emergency response plan but are particularly important to CFM due to the potential risks presented to our employees.
- The CFM Corporate Staff, in coordination with customer personnel, are responsible for the overall direction and control of this plan. Response preparation should follow the prescribed chronological event sequence that has been established in the Plan and shall be administered by the applicable Division leaders and site personnel.

Emergency Contacts:

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5. ACTION STAGES

During an epidemic or pandemic infectious disease outbreak, several action stages are used in determining the procedures and actions in which CFM, as an organization, will perform. *The checklist items may or may not be applicable, depending on scope of operation and customer directives.*

Stage 1 (Preparedness)

- Review the plan to ensure it is current and accurate.
- If responsibilities are assigned to specific individuals, update the assignments if positions or personnel have changed.
- Make sure dedicated supplies and equipment are on hand. Order replacement materials as needed.
- Retrain personnel on critical prevention and response topics (i.e., Bloodborne Pathogen, Hazard Communication, HAZWOPER).

Stage 2 (Alert Phase - Response)


CFM Internal Response

General:

- Identify possible work-related exposure and health risks to employees
- Review HR policies to ensure policies and practices are consistent with public health recommendations and existing state and federal workplace laws
- Explore whether to establish policies and practices, such as flexible worksites (e.g., telecommuting) and flexible work hours (e.g., staggered shifts), to increase the physical distance among employees and between employees and

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others if state and local health authorities recommend the use of social distancing strategies.


- Identify essential business functions, essential jobs or roles, and critical elements within supply chains (suppliers, subcontractor services/products, and logistics) required to maintain business operations. Plan for operations in the event of increased absenteeism.
- Set up authorities, triggers, and procedures for activating and terminating the CFM infectious disease outbreak response plan, altering business operations (e.g., possibly changing or closing operations in affected areas), and transferring business knowledge to key employees. Will work closely with local health officials to identify these triggers.
- Will establish a process to communicate information to employees and business partners on this plan and any new information as it is presented. We should anticipate employee fear, anxiety, rumors, and misinformation, and plan communications accordingly.

Management Responsibilities:

- Understand and comply with customer requirements (site access, personal and social hygiene prevention methods, notice of confirmed or suspected cases, etc.).
- Communicate customer requirements to all employees
- Ensure employees are trained to the specific activities required of them during this pandemic. This training will include:
 - TIS instructions
 - Task Hazards and Controls
 - Required Personal Protective Equipment
- Use telephone and web conferencing instead of face-to-face meetings as much as possible during this outbreak. Reach out to your Operations Manager and IT support (IT-Help@caravanfm.com) for help with conference lines or Skype connectivity.
- It is critical that employees do not report to work while they are experiencing respiratory symptoms such as fever, cough, shortness of breath, sore throat, runny or stuffy nose, body aches, headache, chills or fatigue. *Currently, the Centers for Disease Control and Prevention recommends that employees remain at home until at least 24 hours after they are free of fever (100 degrees F or 37.8 degrees C) or signs of a fever without the use of fever-reducing medications.*
- If an employee reports to work with any of the above referenced symptoms, they must be sent home. The employee cannot return to work until they present a release notice from their doctor.
- For UAW employees (during this pandemic), the Absence Policy/Point System will be administered as follows:
 - Points will not be assessed for employees that must quarantine due to COVID-19 and return to work with a doctor's note.

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- Points will not be assessed for employees that must care for a child with COVID-19 and return to work with a doctor’s note.
- If an employee informs you that they have tested positive for COVID-19, please reference the attached decision tree/flow chart and communicate to the customer with the memo attached below titled “Notice of Workplace Exposure”. All parties who have possible contact with the infected employee must be notified immediately. Please notify HR with an FMLA request form so we can communicate leave and short-term disability information to employees.



Disease Response Flow Chart.pdf



Notice of Confirmed Case.doc



Contact Tracing Protocol.docx

Employee Responsibilities:

- Participate in training



CFM COVID-19 Welcome Back (GM).pdf



CFM COVID-19 Welcome Back (FCA).pdf



COVID-19 Welcome Back (Disney).pdf

- Adhere to PPE and work practice controls outlined in Task Instruction Sheets (TIS) or other pre-task plans
- Wear your mask properly and only remove when eating or drinking.
- Proper hand washing – Hand washing needs to be done for a minimum of 20 seconds with soap and water to kill the germs to the extent possible.
- Use hand sanitizers when wash stations are not available. (70% alcohol-based)
- **Obtain immunizations and vaccines when available.**
- Avoid touching eyes, nose and mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Cover your coughs and sneezes with a tissue or shirt sleeve, not your hands.
- Notify your supervisor and do not report for work if you are sick.



Social Distancing Guidelines.pdf




Infectious disease employee reporting ir

Customer Support:

- Standardized work (TIS 1.22, 1.23, 1.24, 1.25, 1.26,1.27) will be reviewed with affected personnel to ensure a thorough understanding of the process, hazards, and controls associated with sanitizing/disinfecting surfaces.

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- Cleaning staff will pay special attention during their daily cleaning routine to clean and disinfect high-touch surfaces such as:
 - Doorknobs
 - Handrails
 - Plumbing fixtures
 - Elevator buttons
 - Office workstations
 - Countertops
- Visual Communication – CFM, in coordination with our business partners, will post informational flyers or posters at prominent locations where employees gather. These postings will convey precautions, alerts, or other information critical to maintaining employee health.
- Stakeholder Meetings – CFM will inform customers immediately of any employees who have become sick, along with details of their work route, so that appropriate risk assessments and controls can be effectively executed.



Ford_ReturnToWork_COVID-19_Playbook



FCA NOTICE TO VISITORS COVID19.c



GM RTW Playbook.pdf



GM COVID Safety Talks.pdf




GM SCM Requirements during

Stage 3 (Recovery)

- Transition to normal operations:
 - Social distancing will be implemented as much as possible. Social distancing means avoiding large gatherings and maintaining distance (approximately 6 feet or 2 meters) from others when possible (e.g., breakrooms and cafeterias).
 - Implementing flexible worksites (e.g., telework)
 - Implement a gradual return to normal operations (entire departments not in the office at the same time)
 - Increasing physical space between employees at the worksite
 - Implementing flexible meeting and travel options (e.g., postpone non-essential meetings or events)
 - Support respiratory etiquette and hand hygiene for employees, customers, and worksite visitors:
 - Wear face coverings when social distancing is not possible
 - Provide tissues and no-touch disposal receptacles.
 - Place hand sanitizers in multiple locations to encourage hand hygiene.
 - Place posters that encourage hand hygiene to help stop the spread at the entrance to your workplace and in other workplace areas where they are likely to be seen.

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- Discourage handshaking – encourage the use of other noncontact methods of greeting.
 - Perform routine environmental cleaning and disinfection:
 - Where possible, keep doors open to limit use of common touchpoints (doorknobs)
 - Routinely clean and disinfect all frequently touched surfaces in the workplace, such as workstations, keyboards, telephones, handrails, and doorknobs.
 - For disinfection, most common EPA-registered household disinfectants should be effective. Discourage workers from using other workers’ phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
 - Provide disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks, other work tools and equipment) can be wiped down by employees before each use. To disinfect, use products that meet EPA’s criteria for use against the infectious disease and are appropriate for the surface.
 - Perform enhanced cleaning and disinfection after persons suspected/confirmed to have COVID-19 have been in the facility:
 - Take care when attending meetings and gatherings:
 - Consider using videoconferencing or teleconferencing when possible for work-related meetings and gatherings.
 - Consider canceling, adjusting, or postponing large work-related meetings or gatherings that can only occur in-person.
 - When videoconferencing or teleconferencing is not possible, hold meetings in open, well-ventilated spaces. (training room with doors open)
- Review lessons learned and revise the response plan accordingly

6. REFERENCES:

- TIS 1.22, 1.23, 1.24, 1.25, 1.26, 1.27 (SharePoint/Quality/Standardized Work)
- Employee Checklist
- Approved disinfectant chemical list



PR-F-8.2 COVID -19
Effective Disinfectan



PR-F_8.1 Readiness
Checklist for Infectic

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