

# **COVID-19 ACTION PLAN GUIDANCE**

## **Employer action plan (developed 3/22/20)**

### **Employee Communication:**

- Remind employees of the importance of their work and the company's role in supporting public health and safety during this time and thank them for their dedication
- Provide clear communication on company roles and expectations for continued work on-site or remote
  - Provide information on approved available digital tools for remote use and guidance to ensure connections and communications remain secure
- Establish a point of contact for fielding employee inquiries or contamination concerns and a communication method or platform for where news, resources and updates will be shared
- Provide information on how to identify the symptoms as provided by the CDC (see below), conduct a risk assessment and clear instructions on who that information should be reported to and how they should record that information and associated actions in the event of a confirmed case
  - Information regarding an employee who tests positive for COVID-19 and their condition must be kept confidential and limited to personnel with a need to know
  - The earliest an employee that has tested positive may return to work is 7 days after diagnosis and 3 days after symptoms have subsided (see below - Illinois Dept. of Public Health per CDC interim guidelines for Healthcare Workers)
- Identify staff availability to cover absences
- Assess and reinforce safety processes and procedures with increased checks to ensure safety measures are not overlooked with increased absences
- Develop policies and training to all cleaning staff on site prior to providing cleaning tasks
- Ensure company social media channels and comments are being monitored to address any employee concerns or comments and direct them to utilize the company established communication channels

### **Operations Risk Assessment and Mitigation Efforts:**

- Identify areas where supply chain disruptions are expected and redundancy should be added
- Identify options for logistics/movement of goods in the event that restrictions are placed on interstate travel
- Conduct analysis on projected cost increases and extended product lead times
- Develop project/product delay communications to keep upstream/downstream informed

***Developed as a resource guide for members of the Mechanical Contractors Association of Chicago in conjunction with MCAA.***

## **Media:**

- Develop statement that includes justification for continued operations

Example draft statement:

“We have taken extraordinary measures to ensure the safety of our employees. Our operations [insert company specific description] are essential to the health and safety of our community and country. Our employees recognize the critical role we play in the containment and recovery process during the COVID-19 pandemic. These are challenging times and we appreciate their commitment to getting the job done.”

- Have information readily available to share on:
  - How your operations are essential to human health and safety
  - Health and safety measures in place
  - Resources the company has made available to employees
  - Actions to ensure social distancing, increased cleaning measures, etc.

## **Local Leaders/First Responders:**

- Identify a single point of contact from your company to communicate with local leaders/first responders
- Provide an update on current operations
- Remind them why your business is essential
- Ask that they keep you informed of any potential local ordinances or requirements
- Identify the best way to communicate future updates and field their questions

## **RESOURCES:**

Illinois Dept. of Public Health FAQs: [Ill. DPH FAQs on Covid-19](#)

CDC: [Interim US Guidance for Risk Assessment and Public Health Management of Persons with Potential Coronavirus Disease 2019](#)

Guidance on conducting a risk assessment

CDC: [Symptoms](#)

Description of symptoms, how to protect yourself and what to do if you are sick

U.S. DHS: [CISA INSIGHTS Risk Management for Novel Coronavirus](#)

Guidance on infrastructure protection, actions for supply chain, cybersecurity for your company, workforce and consumers

CDC: [Communication Resources](#)

Resources including video, fact sheets, posters, tools and resources available for use and distribution

MCAA: [COVID-19 Resource Center - MCAA](#)

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