



COVID-19 Prevention and Recovery Manual

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Introduction

Qualitel is committed to providing a safe and healthy workplace for all our workers, customers, and visitors. To ensure we have a safe and healthy workplace, we have developed this COVID-19 Prevention and Recovery Manual (Policy & Complementary Information) in response to the COVID-19 pandemic. Managers and workers are all responsible for implementing the policy. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among the Qualitel Team, Visitors, and Customers. Only through this cooperative effort can we establish and maintain the safety and health of our workers and workplace.

Under Governor Jay Inslee's Executive Order, Manufacturing Facilities presently open or resuming operation under Phase 2 for Manufacturing Facilities must adopt a written document that is at least as strict as the Phase 2 safety requirements listed below:

"All manufacturing establishments have a general obligation to keep a safe and healthy facility in accordance with state and federal law, and comply with the following COVID-19 work site-specific safety practices, as outlined in Governor Jay Inslee's "Stay Home, Stay Healthy" Proclamation 20-25, and by following the Washington State Department of Labor & Industries [General Requirements and Prevention Ideas for Workplaces](#) and the Washington State Department of Health Workplace and Employer Resources & Recommendations at <https://www.doh.wa.gov/Coronavirus/workplace>. Employers must specifically ensure operations follow the main L&I COVID-19 requirements to protect workers combined with Governor Inslee's Phase 2 Safety and Health Requirements."

Responsibility and Authority

The Qualitel Executive/Leadership Team is responsible for ensuring all requirements are implemented as outlined in this COVID-19 Prevention and Recovery Manual. In particular, the Executive/Leadership team has assigned the Bradley Torres as the Qualitel Covid-19 coordinator. The Covid-19 Coordinator's responsibilities include ensuring:

- Policies and processes needed for the COVID-19 Prevention and Recovery Manual are established, implemented, enforced, and conform to Federal and State of Washington requirements.
- Employee health is monitored (By the employees themselves, Supervisors and/or the Safety Committee)
- Compliance to all policies and processes outlined in the COVID-19 Prevention and Recovery Manual.
- The promotion of employee awareness on the requirements of policies and procedures that apply to their work.
- The integrity of the system is maintained when changes are planned and implemented.

Qualitel Managers and Supervisors are responsible for enforcing the provisions in the policy. In addition, managers and supervisors are responsible for ensuring employees are engaged in efforts to mitigate Covid-19 exposure by soliciting and implementing feedback and suggestions. This is accomplished primarily by employees suggesting to their superiors by any medium (Text, email, socially distanced meetings, etc.) or to the Safety Committee.

Employees are responsible for complying with all requirements of the policy as it applies to their work. Employees are made aware and trained of these requirements per the activities outlined in Communications and Training.

Qualitel COVID-19 - Policy

This applies to all employees and visitors. For additional details, refer to the Complementary Section.

1. Cover your nose and mouth

- Wear a Mask (Requirements):
 - Covers nose and mouth
 - Within (6') with (no barriers (i.e. mask, sneeze guard, etc.))
 - Mask may be removed during break and lunch periods.
 - If removed, follow section "Avoid Close Contact"
 - Availability: If you need one, contact your Supervisor or Lobby
- When sneezing/coughing (If you do not have a mask)

2. Avoid close contact

- Stay at least 6' away from someone else (If no barrier (i.e. mask, sneeze guard, etc.))
- Limited Qty of people per table/room
 - Follow signs placed for details
 - Unless living in the same home
- Work From Home (WFH):
 - Where applicable, this privilege is encouraged. Consult with your supervisor
 - Not Feeling Comfortable to come to work – Contact HR for ADA orientation

3. Stay Home if you feel sick

- Contact your supervisor or HR
- If you experience these symptoms before or during work (go home immediately):
 - Fever
 - Cough
 - Shortness of breath
 - Fatigue
 - Muscle aches or
 - New loss of taste or smell
- Need to be cleared by a Healthcare Provider to return to work
- Incident Reporting – Employers should inform fellow employees determined to have been in close contact of their possible exposure to COVID-19 in the workplace, but maintain confidentiality as required by the Americans and Disabilities Act (ADA)

4. Clean your hands Often

- Use:
 - Soap and water - for at least 20 seconds and/or
 - Hand sanitizer (Follow guide below)

- Gloves
 - o Use of gloves is encouraged for all operators to minimize potential transmission through tools or other shared items
 - o Availability: At Fastenal Racks
- Hygiene
 - o Should not touch eyes, nose or mouth with unwashed hands/gloves

5. Policy for High Risk Employees

- Contact HR for ADA orientation

Communications and Training

Qualitel recognizes that an effective communication and training process are imperative to ensuring employee safety. Qualitel has implemented a comprehensive process to ensure all employees are aware of their responsibility in Covid-19 prevention and recovery. Qualitel will educate workers in the language they understand best about coronavirus and how to prevent transmission and the employer's COVID-19 policies.

A copy of the policy above has been posted and made available at each Safety Board in each building during workplace activities. It is available for inspection by state and local authorities. In addition, further communication and training activities have been implemented to ensure employee and visitor awareness of the requirements outlined in this policy.

All employees working prior to May 25th, 2020 were trained in the requirements outlined in this manual following 01.10.102 Training Procedure

New and returning employees starting after May 25th, 2020, are trained in the requirements outlined in this manual following 01.10.102 Training Procedure

When changes are implemented to Covid-19 Prevention and Recovery policies or procedures, employees are made aware one (or multiple) of the following

1. Posted on Safety Boards
2. Daily News email
3. Socially Distanced Group Training

In addition to training, requirements are reinforced by signage, employee meetings, Q&A Doc, Response Plan

Complementary Information

The following information serves as guidance for the policy previously shared above.

Visitors

Instructions regarding Visitor's responsibility in Covid-19 prevention (PPE & Social Distancing) can be communicated by the Qualitel point of contact via one (or multiple) of the following:

1. Media: Call, Text and/or Email
2. Visual controls (Also posted at lobbies)
 - a. PPE
 - b. Social Distancing
 - c. Symptoms - Visitors must notify (Email, text, call, etc) Qualitel if they are experiencing symptoms before, during or test positive for COVID-19 (i.e. within 2 weeks after visiting Qualitel)

PPE

Face Mask Definition: "A face mask (also called a surgical mask, procedure mask, or other similar terms) on a patient or other sick person should not be confused with PPE for a worker; the mask acts to contain potentially infectious respiratory secretions at the source (i.e., the person's nose and mouth)."

Source: <https://www.osha.gov/Publications/OSHA3990.pdf>

Assessment (Risk Classification):

Qualitel has assessed what covering is required for each employee by following L&I document "Which Mask for Which Task? COVID-19 Prevention at Work: When to Use Face Coverings and Respirators":

Qualitel employees are "Low Risk"

"Risk for transmission is low when you work around or travel with others and you stay at least six feet apart, except for briefly passing by others up to several times a day." (Based on Page 2 of https://www.lni.wa.gov/forms-publications/F414-168-000.pdf?utm_medium=email&utm_source=govdelivery)

Requirement

Cloth facial coverings - are to be worn by every employee and visitor not working alone.

- Where exposure dictates a higher level of protection, the appropriate level of covering has been identified.
- Employees are made aware
- See: Safety Email #4

Physical Distancing

Where possible, physical distancing of six feet has been implemented and maintained between workers, customers, and visitors in the workplace. This has been accomplished by implementing the following activities:

- Staggering shifts
- Lunchroom tables have been limited to x1 per table
- Lunchroom tables are separated at least 6' from each other
- Adding additional lunch seating area
- Separating microwaves to be at least 6' apart
- Safety audits – To reinforce compliance
- Working From Home (WFH) – Where applicable

In addition, physical changes to the work environment have been implemented to ensure physical distancing. This has been accomplished by implementing the following activities:

- Proper ventilation to all air units
- Floor markings, defining the flow in highly trafficked areas,
- Increasing the distance between workstations and worker areas
- Limiting the number of people in rooms (Conference rooms, restrooms, lunchrooms, etc)

Where physical distancing is not possible, effective engineering controls such as barriers, guards, and increased ventilation have been implemented.

Employees are made aware of these requirements through awareness training. Signage has been posted to enforce this training. See Social Distancing Enforcer sign

Hygiene

To ensure proper hygiene practices are followed and adequate resources are in place, Qualitel has assessed the facility by providing additional handwash stations to all employees and visitors

Legend	
Icon	Description
	Hand Wash Station

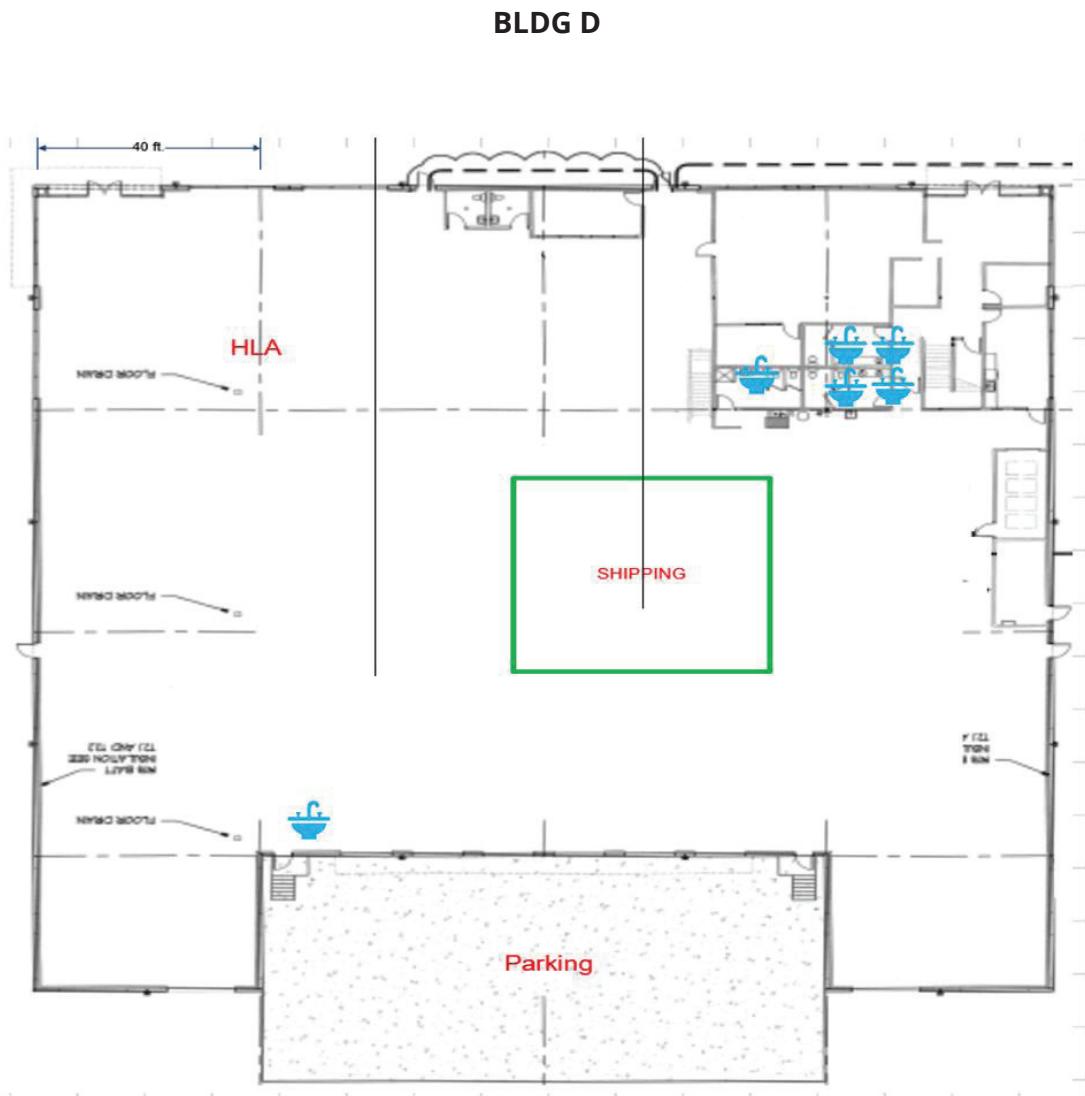


Figure 1: Bldg D - Wash Station (Locations)

Signage has been posted to reinforce employee training. Training is conducted and signage posted for the following subjects:

- Proper etiquette for sneezing and coughing and not touching eyes, nose, and mouth with unwashed hands or gloves.
 - See Cover Your Cough (Appendix)
- Proper handwashing techniques.
 - See handwashing technique (Appendix)
 - Frequency: Before & After
 - Before and after using the restroom
 - Before and after eating,
 - After coughing, sneezing or blowing your nose, after physical contact with another person.
- Proper use of hand sanitizer.
 - See Use Sanitizer (Appendix)
- Requirement to clean and sanitize frequently touched areas in personal workspaces e.g. workstations, keyboards, telephones, shared tools.
 - See Clean your Area (Lunchroom) Sign

Cleaning and Sanitation

Qualitel has assessed the facility to establish and document a Cleaning and Sanitation schedule by determining the high touch and shared equipment and tools to ensure more frequent sanitization. The sanitation schedule is documented. We have dry erase boards that the Safety Team audits.

It is the Covid-19 Coordinator's responsibility to ensure appropriate cleaning and sanitizing products that meet CDC guidelines are in stock. This includes supplies for personal work areas that are not part of the formal Cleaning and Sanitization Schedule.

The Covid-19 Coordinator (see Responsibility and Authority) is responsible for ensuring the Cleaning and Sanitization schedule is followed. This is accomplished by Safety Team auditing the Cleaning/Sanitization logs

Routine Cleaning Schedule

- Every 2 hrs – locations A, B, C (High Frequency touch points)
- WC – Each work center (WC) sanitizes at beginning of every shift (High Frequency touch points)
- 3rd Party - x3/Week (High Frequency touch points)

Requirements:

Employees performing cleaning and sanitization are trained in proper materials, techniques, and protocols.

- The protocols need to meet [Cleaning and Disinfecting Your Facility?](#)
- <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
- (Create a cleaning process)
- See Cleaning Sanitization File (Bldg A)
- See Cleaning Sanitization File (Bldg D)

Health Checks and Symptom Monitoring

Prior to entering the facility, employees and visitors are required to self-monitoring and must notify Qualitel if they are not feeling well and exhibiting symptoms including:

- Fever
- Cough
- Shortness of breath
- Fatigue
- Muscle aches or
- New loss of taste or smell

If an employee or visitor is not feeling well at work or at home, they need to contact the following as soon as possible:

- Their supervisor or
- Human Resources (HR)

Employee can return to work if Tested Negative for COVID-19.

Incident reporting

Qualitel has implemented leave policies that promote workers staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household.

Refer to: Family Medical Leave Act (FMLA)

If an employee tests positive for Covid-19:

- Contact Supervisor or
- Human Resources (HR)
- Self-quarantine

Exposure Response Procedures

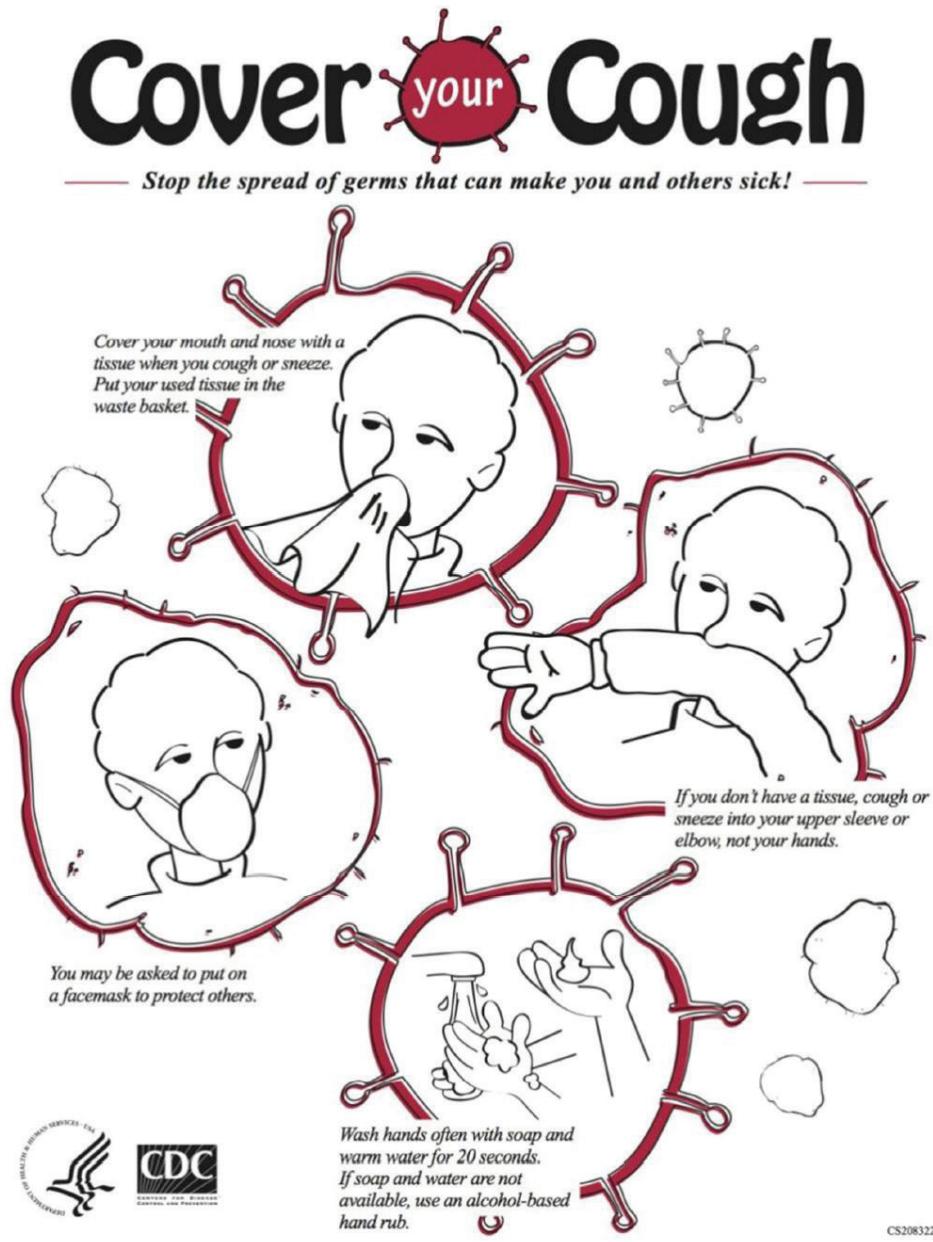
Qualitel has implemented the policy above to inform workers if they have been exposed to a person tested positive with COVID-19 at the workplace. Steps:

- Need to be cleared by a Healthcare Provider for the employee to return to work
- Incident Reporting – Qualitel will inform fellow employees determined to have been in close contact of their possible exposure to COVID-19 in the workplace, but maintain confidentiality as required by the Americans and Disabilities Act (ADA)
- Employee's work area is to be sanitized using CDC approved chemicals (Against COVID-19)

Appendix 1: Revision History

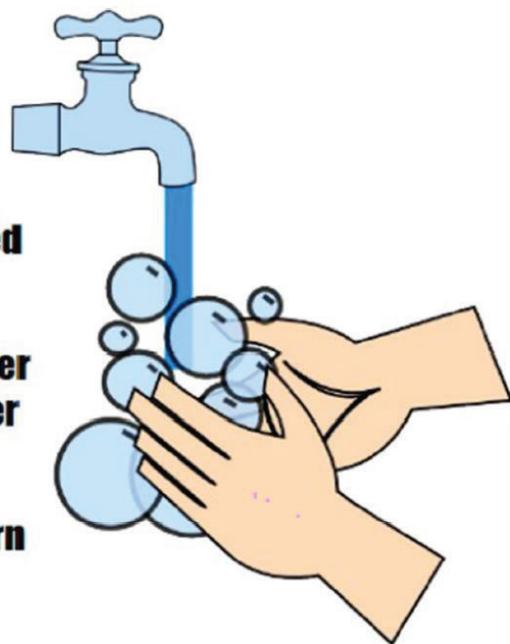
Icon	Description of Revision Changes	Major/ Minor	Release Date
A	Initial Release	Major	09/21/20

Appendix: Cover Your Cough



Handwashing Station

- 1. Wet hands under the faucet**
- 2. Apply soap**
- 3. Rub soap onto hands until a lather has formed**
- 4. Scrub hands under water for 20 seconds or longer**
- 5. Use a paper towel to turn off tap**
- 6. Dry hands with paper towel**



Always wash your hands before eating and after using the toilet, blowing your nose, coughing, or sneezing.

How to Handrub?

RUB HANDS FOR HAND HYGIENE! WASH HANDS WHEN VISIBLY SOILED

 Duration of the entire procedure: 20-30 seconds

1a



1b



2



Apply a palmful of the product in a cupped hand, covering all surfaces;

Rub hands palm to palm;

3



Right palm over left dorsum with interlaced fingers and vice versa;

4



Palm to palm with fingers interlaced;

5



Backs of fingers to opposing palms with fingers interlocked;

6



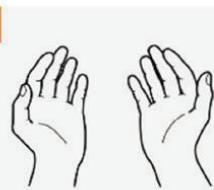
Rotational rubbing of left thumb clasped in right palm and vice versa;

7



Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;

8



Once dry, your hands are safe.



Patient Safety

A World Alliance for Safer Health Care

SAVE LIVES

Clean Your Hands

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