| **COVID-19 Plan Template/ OSHA*** **OSHA’s COVID-19 Healthcare Emergency Temporary Standard (ETS), paragraph (c), requires employers to develop and implement a COVID-19 plan for each workplace to protect workers from COVID-19. If an employer has more than 10 employees, the plan must be written. Employers may use this template to develop a COVID‑19 plan for their workplace.**
* **If employers choose to use this template, there are 2 STEPS to complete:**
	+ **STEP 1: Determine if OSHA’s COVID-19 Healthcare ETS applies to your workplace or portions of your workplace.**
	+ **STEP 2: Customize this COVID-19 plan template for your workplace.**
 |
| --- |

STEP 1: Determine if the ETS applies to your workplace or portions of your workplace.

You may use the [“Is your workplace covered by the COVID-19 Healthcare ETS?”](https://www.osha.gov/sites/default/files/publications/OSHA4125.pdf) flow chart to determine whether and how OSHA’s COVID-19 Healthcare ETS applies to your workplace. Note that this determination must be made for each workplace where your employees work.

STEP 2: Customize this COVID-19 plan template for your workplace.

Customize areas marked with blue text and modify (change, add, or remove sections of) this document until the plan accurately represents your policies. The plan must match the policies, procedures, and controls that will be implemented in the workplace, and must accurately describe what employees are expected to do. Consult with non-managerial employees and their representatives, if any, before finalizing this plan.

| Bala Nursing and Rehabilitation Center **COVID-19 Plan** |
| --- |

1. **Purpose and Scope**

Bala is committed to providing a safe and healthy workplace for all our employees. Bala has developed the following COVID-19 plan, which includes policies and procedures to minimize the risk of transmission of COVID-19, in accordance with OSHA’s COVID-19 Emergency Temporary Standard (ETS).

| **Facility Location** | **Worksite-Specific COVID-19 Considerations** |
| --- | --- |
| 4001 Ford Rd, Phila Pa 19131 | 180 bed SNF |
|  |  |

1. **Roles and Responsibilities**

Bala’s goal is to prevent the transmission of COVID-19 in the workplace(s). Managers as well as non-managerial employees and their representatives are all responsible for supporting, complying with, and providing recommendations to further improve this COVID-19 plan.

The COVID-19 Safety Coordinator(s), listed below, implements and monitors this COVID-19 plan. The COVID-19 Safety Coordinator(s) has Bala’s full support in implementing and monitoring this COVID-19 plan, and has authority to ensure compliance with all aspects of this plan.

Bala and the COVID-19 Safety Coordinator(s) will work cooperatively with non-managerial employees and their representatives to conduct a workplace-specific hazard assessment and in the development, implementation, and updating of this COVID-19 plan.

Both Managerial and non- managerial employees attend monthly safety committee. Facility rounds are conducted by each. Findings and recommendations are addressed in the meeting. Implementation begins immediately with in servicing if necessary. Policies and procedure updated when applicable.

Bala also has an employee suggestion box that is review by administration monthly. Suggestion are considered, and implemented when applicable. Results are reported in monthly qapi meeting.

|  |
| --- |
| **COVID-19 Safety Coordinator(s)** |
| **Name** | **Title/Facility Location** | **Contact Information (office location, phone, email address)** |
| Julietta James  | Staff Development coord. | jjames@balanursingcenter.com |
| Kathryn Ashby | Asst. Director of Nursing | kashby@balanursingcenter.com |

1. **Hazard Assessment and Worker Protections**

Bala will conduct a workplace-specific hazard assessment of its workplace(s) to determine potential workplace hazards related to COVID-19. A hazard assessment will be conducted initially and whenever changes at the workplace create a new potential risk of employee exposure to COVID-19 (e.g., new work activities at the workplace).

Bala and the COVID-19 Safety Coordinator(s) will work collaboratively with non-managerial employees and their representatives to conduct the workplace-specific hazard assessment. All completed hazard assessment forms and results will be attached to this plan and will be accessible to all employees and their representatives at each facility.

Bala will address the hazards identified by the assessment and include policies and procedures to minimize the risk of transmission of COVID-19 for each employee. These policies and procedures are as follows:

***Patient Screening and Management***

In settings where direct patient care is provided, Bala will:

* Limit and monitor points of entry to the setting;
* Screen and triage all clients, patients, residents, delivery people, visitors, and other non-employees entering the setting for symptoms of COVID-19;
* Implement other applicable patient management strategies in accordance with the CDC’s *“*[COVID-19 Infection Prevention and Control Recommendations](https://www.osha.gov/sites/default/files/CDC%27s_COVID-19_Infection_Prevention_and_Control_Recommendations.pdf)”; and
* [Encourage the use of telehealth services where available and appropriate in order to limit the number of people entering the workplace.]
* Employees and, residents and visitors all have separate entrances.
* All persons entering the facility are screened upon entry using touchless thermometers and questionnaires.
* Telehealth is utilized frequently to limit possible exposure.
* Family visits are schedules trough social services and visitor are limited to two per resident.
* Visits take place on the patio when feasible. If an indoor visit must take place, it is held in the MDR.
* Resident and visitors Hand are sanitized before and after each visit.
* Masks must be worn by resident and family member during the entire visit.

***Standard and Transmission-Based Precautions***

Bala will develop and implement policies and procedures to adhere to Standard and Transmission-Based Precautions in accordance with CDC’s “[Guidelines for Isolation Precautions](https://www.osha.gov/sites/default/files/CDC%27s_Guidelines_for_Isolation_Precautions.pdf).”

Bala and the COVID-19 Safety Coordinator(s) will work collaboratively with non-managerial employees and their representatives to develop and implement these policies and procedures.

***Personal Protective Equipment (PPE)***

Bala will provide, and ensure that employees wear, facemasks or a higher level of respiratory protection. Facemasks must be worn by employees over the nose and mouth when indoors and when occupying a vehicle with another person for work purposes. Policies and procedures for facemasks will be implemented, along with the other provisions required by OSHA’s COVID-19 ETS, as part of a multi-layered infection control approach.

Facemasks provided by Bala will be FDA-cleared, authorized by an FDA Emergency Use Authorization, or otherwise offered or distributed as described in an FDA enforcement policy. Bala will provide employees with a sufficient number of facemasks, which must be changed at least once a day, whenever they are soiled or damaged, and more frequently as necessary (e.g., patient care reasons). Bala may also provide a respirator to employees when only a facemask is required (i.e., when a respirator is not otherwise required by OSHA’s COVID-19 ETS) and, when doing so, will comply with OSHA’s COVID-19 ETS mini respiratory protection program (29 CFR 1910.504). Bala will also permit employees to wear their own respirator instead of a facemask and, in such cases, will comply with OSHA’s COVID-19 ETS mini respiratory protection program (29 CFR 1910.504). Additional information about when respirator use is required can be found below.

* All employees are required to wear FDA cleared face masks while in facility. Respirators are not required unless caring for COVID-19 positive or expected residents.
* Bala has an ample supply of surgical face masks as well N95 or higher residents in the facility.
* Staff are issued face mask at the beginning of shift, and any time that one is needed throughout the shift.
* ALL PPE is located on the premises and the nursing supervisor has access to is 24 hours a day.
* When a respirator is required, employees are fit tested when applicable for most effective use.
* All staff have been educated on the how-to Don/ Doff PPE.

Paragraph (a)(4) of the ETS exempts fully vaccinated employees from the PPE requirements of the ETS when in well-. The following are exceptions to Bala’s requirements for facemasks:

1. While an employee is eating and drinking at the workplace, provided each employee is at least 6 feet away from any other person, or separated from other people by a physical barrier.
2. When employees are wearing respirators in accordance with 29 CFR 1910.134 or paragraph (f) of OSHA’s COVID-19 ETS.

If a face shield is required to comply with OSHA’s COVID-19 ETS or Bala otherwise requires use of a face shield, Bala will ensure that face shields are cleaned at least daily and are not damaged.

Bala will not prevent any employee from voluntarily wearing their own facemask and/or face shield in situations when they are not required unless doing so would create a hazard of serious injury or death, such as interfering with the safe operation of equipment.

In addition to providing, and ensuring employees wear, facemasks, Bala will provide protective clothing and equipment (e.g., respirators, gloves, gowns, goggles, face shields) to each employee in accordance with Standard and Transmission-Based Precautions in healthcare settings in accordance with CDC’s “[Guidelines for Isolation Precautions](https://www.osha.gov/sites/default/files/CDC%27s_Guidelines_for_Isolation_Precautions.pdf),” and ensure that the protective clothing and equipment is used in accordance with OSHA’s PPE standards (29 CFR 1910 subpart I).

* Bala has an ample supply of PPE in the facility.
* Staff are issued appropriate PPE at the beginning of shift, and any other time that it is needed throughout the shift.
* ALL PPE is located on the premises and the nursing supervisor has access to is 24 hours a day.
* Staff have been in serviced on how to DON/ DOFF PPE

For employees with exposure to people with suspected or confirmed COVID-19, Bala will provide respirators and other PPE, including gloves, an isolation gown or protective clothing, and eye protection. [Employer name] will ensure respirators are used in accordance with the OSHA Respiratory Protection standard (29 CFR 1910.134), and other PPE is used in accordance with OSHA’s PPE standards (29 CFR 1910 subpart I).

* Bala has an ample supply of PPE in the facility.
* Staff are issued appropriate PPE at the beginning of shift, and any other time that it is needed throughout the shift.
* ALL PPE is located on the premises and the nursing supervisor has access to is 24 hours a day.
* Staff have been in serviced on how to DON/ DOFF PPE
* Staff are fit tested for most effective use of respirators when applicable.

For aerosol-generating procedures (AGPs) on a person with suspected or confirmed COVID-19, Bala will provide a respirator to each employee and ensure it is used in accordance with the OSHA Respiratory Protection standard (29 CFR 1910.134). Bala will also provide gloves, an isolation gown or protective clothing, and eye protection to each employee, and ensure use in accordance with OSHA’s PPE standards (29 CFR 1910 subpart I).

* Bala has an ample supply of PPE in the facility.
* Staff are issued appropriate PPE at the beginning of shift, and any other time that it is needed throughout the shift.
* ALL PPE is located on the premises and the nursing supervisor has access to is 24 hours a day.
* Staff have been in serviced on how to DON/ DOFF PPE
* Staff are fit tested for most effective use of respirators when applicable.

Bala and the COVID-19 Safety Coordinator(s) will work collaboratively with non-managerial employees or representatives to assess and address COVID-19 hazards, including when there is employee exposure to people with suspected or confirmed COVID-19.

***Aerosol-generating procedures (AGPs) on a person with suspected or confirmed COVID-19.***

When an AGP is performed on a person with suspected or confirmed COVID-19, Bala will:

* Provide a respirator and other PPE, as discussed in the previous section;
* Limit the number of employees present during the procedure to only those essential for patient care and procedure support;
* Ensure that the procedure is performed in an existing airborne infection isolation room (AIIR), if available; and
* Clean and disinfect the surfaces and equipment in the room or area where the procedure was performed, after the procedure is completed.

Bala and the COVID-19 Safety Coordinator(s) will work collaboratively with non-managerial employees and their representatives to assess and address COVID-19 hazards while performing AGPs.

***Physical Distancing***

Bala will ensure that each employee is separated from all other people in the workplace by at least 6 feet when indoors, unless it can be demonstrated that such physical distance is not feasible for a specific activity. Where maintaining 6 feet of physical distance is not feasible, Bala will ensure employees are as far apart from other people as possible. Physical distancing will be implemented, along with the other provisions required by OSHA’s COVID-19 ETS, as part of a multi-layered infection control approach.

Bala and the COVID-19 Safety Coordinator(s) will work collaboratively with non-managerial employees and their representatives to assess physical distancing in the workplace.

* Breaks and meals times are staggered.
* Seating is separated by 6ft in MDR/floor Markers
* Elevators are limited to 2 persons when at all possible
* Social distancing sings are strategically placed on wall to remind employees to practice social distancing

***Cleaning and Disinfection***

Bala will implement policies and procedures for cleaning, disinfection, and hand hygiene, along with the other provisions required by OSHA’s COVID-19 ETS, as part of a multi-layered infection control approach. Bala and the COVID-19 Safety Coordinator(s) will work collaboratively with non-managerial employees and their representatives to implement cleaning, disinfection, and hand hygiene in the workplace.

In patient care areas, resident rooms, and for medical devices and equipment:

Bala will follow standard practices for cleaning and disinfection of surfaces and equipment in accordance with CDC’s “[COVID-19 Infection Prevention and Control Recommendations](https://www.osha.gov/sites/default/files/CDC%27s_COVID-19_Infection_Prevention_and_Control_Recommendations.pdf)” and CDC’s “[Guidelines for Environmental Infection Control](https://www.osha.gov/sites/default/files/CDC%27s_Guidelines_for_Environmental_Infection_Control.pdf).”

In all other areas:

Bala requires the cleaning of high-touch surfaces and equipment at least once a day, following manufacturers’ instructions for the application of cleaners.

When a person who is COVID-19 positive has been in the workplace within the last 24 hours, Bala requires cleaning and disinfection, in accordance with CDC’s “[Cleaning and Disinfecting Guidance](https://www.osha.gov/sites/default/files/CDC%27s_Cleaning_and_Disinfecting_Guidance.pdf),” of any areas, materials, and equipment that have likely been contaminated by that person (e.g., rooms they occupied, items they touched).

**SEE ATTACHED MATERIALS, and LOGS**

Hand Hygiene

Bala will provide alcohol-based hand rub that is at least 60% alcohol or provide readily accessible hand washing facilities. [In addition, signs will be posted encouraging frequent handwashing and use of hand sanitizers.]

Bala Employees, visitors, vendors, and providers are required to wash hand at appropriate times whenever in facility. Handwashing signs are placed strategically throughout facility. Hand sanitizer dispensers are located in the lobby, at elevators, and through corridors on every unit. Staff have been in serviced on handwashing with return demonstration.

***Ventilation***

Bala will implement policies and procedures for each facility’s heating, ventilation, and air conditioning (HVAC) system and ensure that:

* The HVAC system(s) is used in accordance with the manufacturer’s instructions and the design specifications of the HVAC system(s);
* The amount of outside air circulated through the HVAC system(s) and the number of air changes per hour are maximized to the extent appropriate;
* All air filters are rated Minimum Efficiency Reporting Value (MERV) 13 or higher, if compatible with the HVAC system(s); if not compatible, the filter with the highest compatible filtering efficiency is used;
* All air filters are maintained and replaced as necessary to ensure the proper function and performance of the HVAC system;
* All intake ports that provide outside air to the HVAC system(s) are cleaned, maintained, and cleared of any debris that may affect the function and performance of the HVAC system(s); and
* Existing airborne infection isolation rooms (AIIRs), if any, are maintained and operated in accordance with their design and construction criteria.

Ventilation policies and procedures will be implemented, along with the other provisions required by OSHA’s COVID-19 ETS, as part of a multi-layered infection control approach. Bala will identify the building manager, HVAC professional, or maintenance staff member who can certify that the HVAC system(s) are operating in accordance with the ventilation provisions of OSHA’s COVID-19 ETS and list the individual(s) below.

| **The following individual(s) is responsible for maintaining the HVAC system(s) and can certify that it is operating in accordance with the ventilation provisions of OSHA’s COVID-19 ETS.** *(e.g., Maintenance staff, HVAC service contractor(s))* |
| --- |
| *Name/Contact Information:*Steve Platt | *Location:*Maintenance |
| *Name/Contact Information:*Mel Carter | *Location:*Maintenance |

***Health Screening and Medical Management***

Health Screening

Bala will screen each employee before each workday and each shift.

1. Employees enter facility through employees’ entrance.
2. All entrances are monitored via Open Eye Camera or receptionist
3. All employees will be actively screened and the beginning and end of each shift (including temperatures and questionnaire)
4. Employees who display symptoms or who have been exposed will not be permitted to work or will be removed from work and will be required to adhere to federal, state, and local regulatory guidelines as they relate to self-isolation, testing and return to work criteria.

Employee Notification to Employer of COVID-19 Illness or Symptoms

Bala will require employees to promptly notify [their supervisor or COVID-19 Safety Coordinator] when they have tested positive for COVID-19 or been diagnosed with COVID-19 by a licensed healthcare provider, have been told by a licensed healthcare provider that they are suspected to have COVID-19, are experiencing recent loss of taste and/or smell with no other explanation, or are experiencing both fever (≥100.4° F) and new unexplained cough associated with shortness of breath.

1. Employees are required to notify facility immediately if they have a confirmed or suspected dx of COVID-19.
2. Employees are required to notify the facility if they or anyone in their household is experiencing any COVID like symptoms.
3. Testing of asymptomatic employees will be conducted according to federal state and local mandate or more often with consideration to test availability.
4. Employees are permitted to use any accumulated benefit time to cover COVID related illness or quarantine requirements. Bala will adhere to all Labor Board or other Federal or Local regulations that apply during the time period.

Employer Notification to Employees of COVID-19 Exposure in the Workplace

Bala will notify employees if they have been exposed to a person with COVID-19 at their workplace, as described below. The notification provisions below are not triggered by the presence of a patient with confirmed COVID-19 in a workplace where services are normally provided to suspected or confirmed COVID-19 patients (e.g., emergency rooms, urgent care facilities, COVID-19 testing sites, COVID-19 wards in hospitals). When Bala is notified that a person who has been in the workplace (including employees, clients, patients, residents, vendors, contractors, customers, delivery people and other visitors, or other non-employees) is COVID-19 positive, Bala will, within 24 hours:

* Notify each employee who was not wearing a respirator and any other required PPE and has been in close contact with the person with COVID-19 in the workplace. The notification must state the fact that the employee was in close contact with someone with COVID-19 along with the date(s) the contact occurred.
* Notify all other employees who were not wearing a respirator and any other required PPE and worked in a well-defined portion of a workplace (e.g., a particular floor) in which the person with COVID-19 was present during the potential transmission period. The notification must specify the date(s) the person with COVID-19 was in the workplace during the potential transmission period.
* Notify other employers whose employees were not wearing a respirator and any other required PPE and have been in close contact with the person with COVID-19, or worked in a well-defined portion of a workplace (e.g., a particular floor) in which that person was present, during the potential transmission period. The notification must specify the date(s) the person with COVID-19 was in the workplace during the potential transmission period and the location(s) where the person with COVID-19 was in the workplace.

Notifications will not include the name, contact information, or occupation of the COVID-19 positive person.

Note: Close contact means being within 6 feet of the person for a cumulative total of 15 minutes or more over a 24-hour period during the person’s potential transmission period. The potential transmission period runs from 2 days before the person felt sick (or, if not showing symptoms, 2 days before testing) until the time the person is isolated.

* In each instance, the employee (s) will be notified verbally wen at all possible.
* If the employee is at work, they will be notified in person.
* If they are not at work, they will be notified via telephone call.
* If verbal contact is not made within 24hrs, a letter will be sent to the last known address of the employee (S)

Medical Removal from the Workplace

Bala has also implemented a policy for removing employees from the workplace in certain circumstances. Bala will immediately remove an employee from the workplace when:

* The employee is COVID-19 positive (i.e., confirmed positive test for, or has been diagnosed by a licensed healthcare provider with, COVID-19);
* The employee has been told by a licensed healthcare provider that they are suspected to have COVID-19;
* The employee is experiencing recent loss of taste and/or smell with no other explanation; or
* The employee is experiencing both a fever of at least 100.4°F and new unexplained cough associated with shortness of breath.

[(Note: This list represents the minimum medical removal requirements for compliance with OSHA’s COVID-19 ETS. The full list of COVID-19 symptoms provided by the CDC includes additional symptoms not listed above. Employers may choose to remove or test employees with additional symptoms from the CDC list, or refer the employees to a healthcare provider.)]

For employees removed because they are COVID-19 positive, Bala will keep them removed until they meet the return-to-work criteria discussed below. For employees removed because they have been told by a licensed healthcare provider that they are suspected to have COVID-19, or are experiencing symptoms as discussed above, Bala will keep them removed [until they meet the return-to-work criteria discussed below or keep them removed and provide a COVID-19 polymerase chain reaction (PCR) test at no cost to the employee. If the employee tests negative, they can return to work immediately. If the employee tests positive or refuses a test, they must remain excluded from the workplace until the return-to-work criteria below are met. If the employee refuses to take the test, Bala will continue to keep the employee removed from the workplace but is not obligated to provide the medical removal protection benefits discussed below (Note: absent undue hardship, employers must make reasonable accommodations for employees who cannot take the test for religious or disability-related medical reasons, consistent with applicable non-discrimination laws).]

If Bala notifies an employee that they were in close contact with a person in the workplace (including employees, clients, patients, residents, vendors, contractors, customers, delivery people and other visitors, or other non-employees) who is COVID-19 positive when that employee was not wearing a respirator and any other required PPE, Bala will immediately remove the employee from the workplace unless:

1. The employee does not experience recent loss of taste and/or smell with no other explanation, or fever of at least 100.4°F and new unexplained cough associated with shortness of breath; AND
2. The employee has either been fully vaccinated against COVID-19 (i.e., 2 weeks or more following the final dose) or had COVID-19 and recovered within the past 3 months.

Bala will keep the employee removed from the workplace for 14 days or will keep the employee removed and provide a COVID-19 test at least 5 days after the exposure at no cost to the employee. If the employee tests negative, they may return to work 7 days following exposure. If the employee tests positive, the employee must remain excluded from the workplace until the return-to-work criteria below are met. If the employee refuses a test, Bala will keep the employee excluded for 14 days, but is not obligated to provide the medical removal protection benefits discussed below.

Any time an employee must be removed from the workplace, Bala may require the employee to work remotely or in isolation if suitable work is available. When allowing an employee to work remotely or in insolation, Bala will continue to pay that employee the same regular pay and benefits the employee would have received had the employee not been absent.

Bala will not subject its employees to any adverse action or deprivation of rights or benefits because of their removal from the workplace due to COVID-19.

Bala may adjust or change this protocol according to facility circumstances, however, Bala will always adhere to the regulations set forth by the Dept of Labor as well as all other Federal, State and Local guidelines.

Return to Work Criteria

Bala will only allow employees who have been removed from the workplace to return to work in accordance with guidance from a licensed healthcare provider and in accordance with the CDC’s “[Isolation Guidance](https://www.osha.gov/sites/default/files/CDC%27s_Isolation_Guidance.pdf)” and “[Return to Work Healthcare Guidance](https://www.osha.gov/sites/default/files/CDC%27s_Return_to_Work_Healthcare_Guidance.pdf).” However, Bala’s current return to work criteria is:

* At least 14 days have passed since symptoms first appeared.
* At least 72 hours have passed with no fever without fever-reducing medication, no coughing, no sneezing, no headache, no aches pains, or diarrhea.
* Other symptoms of COVID-19 are improving (loss of taste and smell may persist for weeks or months and need not delay the end of isolation).

If an employee has severe COVID-19 or an immune disease, Bala will follow the guidance of a licensed healthcare provider regarding return to work.

Medical Removal Protection Benefits

[This section applies to employers with more than 10 employees on the date the ETS became effective.]

Bala will continue to pay employees who have been removed from the workplace under the medical removal provisions of OSHA’s COVID-19 ETS. When an employee has been removed from the workplace and is notworking remotely or in isolation, Bala will [describe Employer policy for pay and benefits to employees removed from the workplace and not working remotely. Note the following requirements under OSHA’s COVID-19 ETS:

* Employers must continue to provide the benefits to which the employee is normally entitled and pay the employee the same regular pay the employee would have received had the employee not been absent from work, up to $1,400 per week per employee. For employers with fewer than 500 employees, the employer must pay the employee up to the $1,400 per week cap but, beginning in the third week of an employee’s removal, the amount is reduced to only two-thirds of the same regular pay the employee would have received had the employee not been absent from work, up to $200 per day ($1000 per week in most cases).
* The ETS also provides that the employer’s payment obligation is reduced by the amount of compensation the employee receives from any other source, such as a publicly or employer-funded compensation program (e.g., paid sick leave, administrative leave), for earnings lost during the period of removal or any additional source of income the employee receives that is made possible by virtue of the employee’s removal.]

***Vaccination***

Bala encourages employees to receive the COVID-19 vaccination as a part of a multi-layered infection control approach. Bala will support COVID-19 vaccination for each employee by providing reasonable time and paid leave to each employee for vaccination and any side effects experienced following vaccination.

Currently. Covid -19 vaccination is not mandatory. However, Bala strongly encourages our residents and staff to get vaccinated to keep themselves and others safe as possible.

* All employees will be offered COVID-19 vaccine upon hire.
* All residents will be offered COVID -19 vaccine upon admission.
* Vaccine clinics or vaccine solution will be scheduled/obtained through Graner RX or PCOM. (or whichever provider we are affiliated with at the time)
* Employees will receive updated COVID-19 vaccine education which will consist of benefits and possible side effects on hire and annually.
* All residents and families will receive COVID-19 vaccine education which will consist of benefits and possible side effects annually.
* Social distancing, face masks and hand sanitation are still required after vaccination.
* Any staff member experiences vaccination side effects will be provided reasonable paid leave to cover time off in accordance with current official information as it relates to possible vaccine side effects, severity and duration.

***Training***

Bala will implement policies and procedures for employee training, along with the other provisions required by OSHA’s COVID-19 ETS, as part of a multi-layered infection control approach. Bala and the COVID-19 Safety Coordinator(s) will work collaboratively with non-managerial employees and their representatives to assess COVID-19 hazards and implement an employee training program at each facility.

Bala’s COVID-19 training program will be accessible in the following ways: Training at Bala is conducted by the Education Department. It may consist of verbal discussion, written materials, videos, or demonstration.

Bala will ensure that each employee receives training, in a language and at a literacy level the employee understands, on the following topics:

**COVID-19, including:**

* How COVID-19 is transmitted(including pre-symptomatic and asymptomatic transmission);
* The importance of hand hygiene to reduce the risk of spreading COVID-19 infections;
* Ways to reduce the risk of spreading COVID-19 through proper covering of the nose and mouth;
* The signs and symptoms of COVID-19;
* Risk factors for severe illness; and
* When to seek medical attention
* Bala’s policies and procedures on patient screening and management.
* Tasks and situations in the workplace that could result in COVID-19 infection;
* Workplace-specific policies and procedures to prevent the spread of COVID-19 that are applicable to the employee’s duties (e.g., policies on Standard and Transmission-Based Precautions, physical distancing, physical barriers, ventilation, aerosol-generating procedures);
* Employer-specific multi-employer workplace agreements related to infection control policies and procedures, the use of common areas, and the use of shared equipment that affect employees at the workplace;
* Bala’s policies and procedures for PPE worn to comply with OSHA’s COVID-19 ETS, including:
	+ When PPE is required for protection against COVID-19;
	+ Limitations of PPE for protection against COVID-19;
	+ How to properly put on, wear, and take off PPE;
	+ How to properly care for, store, clean, maintain, and dispose of PPE
	+ Any modifications to donning, doffing, cleaning, storage, maintenance, and disposal procedures needed to address COVID-19 when PPE is worn to address workplace hazards other than COVID-19
* Workplace-specific policies and procedures for cleaning and disinfection
* Bala’s policies and procedures on health screening and medical management.
* Available sick leave policies, any COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws, and other supportive policies and practices (e.g., telework, flexible hours)
* The identity of Bala’s Safety Coordinator(s) specified in this COVID-19 plan
* OSHA’s COVID-19 ETS.
* How the employee can obtain copies of OSHA’s COVID-19 ETS and any employer-specific policies and procedures developed under OSHA’s COVID-19 ETS, including this written COVID-19 plan.

Bala will ensure that the training is overseen or conducted by a person knowledgeable in the covered subject matter as it relates to the employee’s job duties, and that the training provides an opportunity for interactive questions and answers with a person knowledgeable in the covered subject matter as it relates to the employee’s job duties.

Bala will provide additional training whenever changes occur that affect the employee’s risk of contracting COVID-19 at work (e.g., new job tasks), policies or procedures are changed, or there is an indication that the employee has not retained the necessary understanding or skill.

***Anti-Retaliation***

Bala will inform each employee that employees have a right to the protections required by OSHA’s COVID-19 ETS, and that employers are prohibited from discharging or in any manner discriminating against any employee for exercising their right to protections required by OSHA’s COVID-19 ETS, or for engaging in actions that are required by OSHA’s COVID-19 ETS.

Bala will not discharge or in any manner discriminate against any employee for exercising their right to the protections required by OSHA’s COVID-19 ETS, or for engaging in actions that are required by OSHA’s COVID-19 ETS.

***Requirements implemented at no cost to employees***

Bala will comply with the provisions of OSHA’s COVID-19 ETS at no cost to its employees, with the exception of any employee self-monitoring conducted under the Health Screening and Medical Management section of this Plan.

***Recordkeeping***

Bala will retain all versions of this COVID-19 plan implemented to comply with OSHA’s COVID-19 ETS while the ETS remains in effect.

Bala will establish and maintain a COVID-19 log to record each instance in which an employee is COVID-19 positive, regardless of whether the instance is connected to exposure to COVID-19 at work. The COVID-19 log will contain, for each instance, the employee’s name, one form of contact information, occupation, location where the employee worked, the date of the employee’s last day at the workplace, the date of the positive test for, or diagnosis of, COVID-19, and the date the employee first had one or more COVID-19 symptoms, if any were experienced.

Bala will record the information on the COVID-19 log within 24 hours of learning that the employee is COVID-19 positive. Bala will maintain the COVID-19 log as a confidential medical record and will not disclose it except as required by OSHA’s COVID-19 ETS or other federal law.

Bala will maintain and preserve the COVID-19 log while OSHA’s COVID-19 ETS remains in effect.

By the end of the next business day after a request, Bala will provide, for examination and copying:

* All versions of the written COVID-19 plan to all of the following: any employees, their personal representatives, and their authorized representatives.
* The individual COVID-19 log entry for a particular employee to that employee and to anyone having written authorized consent of that employee;
* A version of the COVID-19 log that removes the names of employees, contact information, and occupation, and only includes, for each employee in the COVID-19 log, the location where the employee worked, the last day that the employee was at the workplace before removal, the date of that employee’s positive test for, or diagnosis of, COVID-19, and the date the employee first had one or more COVID-19 symptoms, if any were experienced, to all of the following: any employees, their potential representatives, and their authorized representatives.

***Reporting***

Bala will report to OSHA:

* Each work-related COVID-19 fatality within 8 hours of Bala learning about the fatality;
* Each work-related COVID-19 in-patient hospitalization within 24 hours of Bala learning about the in-patient hospitalization.
1. **Monitoring Effectiveness**

Bala and the COVID-19 Safety Coordinator(s) will work collaboratively with non-managerial employees and their representatives to monitor the effectiveness of this COVID-19 plan so as to ensure ongoing progress and efficacy.

Bala will update this COVID-19 plan as needed to address changes in workplace-specific COVID-19 hazards and exposures.

1. **Coordination with Other Employers**

Bala will communicate this COVID-19 plan with all other employers that share the same worksite, and will coordinate with each employer to ensure that all workers are protected.

Bala will adjust this COVID-19 plan to address any hazards presented by employees of other employers at the worksite.

All communication regarding COVID-19 policies, procedures, plans, preventative measures, testing, results and reporting as it relates to employees, Residents, and visitors; will be reported directory to the Director of Environmental Services who is contracted through “Health Care Services Group”. Communication methods will be a combinations or Verbal written.

Bala has identified below all other employers to coordinate with to ensure employees are protected.

| **Other Worksite Employers** |
| --- |
| **Employer Name / Employer Representative:** | **Contact Information:** |
| Simpson House | sargentieri@simpsonhouse.org |

1. **Signature and Plan Availability**

Bala has prepared and issued this COVID-19 plan on [insert date].

| **Employer Name:** | **Angela Wells, MSN, RN, NHA** |
| --- | --- |
| **Address:** |  **4001 Ford Rd, Phila, Pa. 19131** |
| **Business Owner:** | **Davis Miller** |

This COVID-19 plan is available:

| X Via hard copy at [office location] |  Posted to [business intranet, shared drive, etc.] | X Available by request. : Contact Angela Wells, MSN, RN, NHA. 215-877-5400 ext 326.awells@balanursingcenter.com |
| --- | --- | --- |

This model plan is intended to provide information about OSHA’s COVID-19 Emergency Temporary Standard.  The Occupational Safety and Health Act requires employers to comply with safety and health standards promulgated by OSHA or by a state with an OSHA-approved state plan.  However, this model plan is not itself a standard or regulation, and it creates no new legal obligations.