CORONAVIRUS PREPAREDNESS AND RESPONSE PLAN

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# PURPOSE

The purpose of this plan is to ensure workplace preparedness and response to Coronavirus in order to prevent the spread of COVID-19 through early detection, isolation and evacuation of suspected persons to avoid a workplace outbreak.

# SCOPE

This plan provide guidance in order to prevent workplace exposures to Coronavirus, in the workplace settings. The plan also provides planning considerations fore widespread, community outbreaks of COVID-19.

# DEFINITIONS

## Coronaviruses

Coronaviruses are a large family of viruses that cause respiratory infections. These can range from the common cold to more serious diseases. COVID-19 is the disease caused by a new coronavirus. Other coronaviruses include Middle East Respiratory Syndrome (MERS) and Severe Acute Respiratory Syndrome (SARS)

## Pandemic

The COVID-19 has been declared a worldwide pandemic. A pandemic occurs when a new virus emerges and spreads around the world, and most people do not have immunity. Viruses that have caused past pandemics typically originated from animal influenza viruses.

1. **SYMPTOMS**

The symptoms of COVID-19 are similar to any other upper respiratory infection, can range from mild illness to pneumonia. People with coronavirus may experience

* Fever
* Flu-like symptoms such as:
  + coughing
  + sore throat
  + fatigue
* Shortness of breath

1. **HOW THE DISEASE IS TRANSMITTED**
   * Close contact (touching or shaking hands)
   * By air, coughing or sneezing
   * Through an object or surface contaminated by the virus (door handle,
   * stair ramp, elevator buttons, etc.), then by carrying your hand to your mouth, nose or eyes
   * Finally, more rarely can contamination be done by physical contact.
2. **STANDARD PREVENTION METHODS FOR WORKERS ALREADY ON SITE**

Employees should practice the following necessary precaution.

* Regular hand washing,
* Covering mouth and nose when coughing and sneezing,
* Avoid close contact with anyone showing symptoms of respiratory illness such as coughing and sneezing.
* Avoid touching your face.
* Avoid Hand Shake on site
* Wash your hands often with soap and water for at least 20 seconds or the hand sanitizer
* Avoid close contact with people who are sick

# RESPONSIBILITIES

## General Mangers

Establish travelling restrictions programs for employees who are using affected countries as their route of travelling.

## Medical Doctor

* Monitor the temperature of individual upon arrival to site and ask questions of their route of travel during the offsite period.
* Appropriate PPE should be provided to the person conducting the monitoring test
* Provide a place as isolation when any suspected case is identified for quarantine
* Mandatory Medical checks should be implemented
* Give sick members their own room if possible, and keep the door closed

## Safety Officer

* Provide onsite training and awareness programme to all personnel’
* Provide enough soaps and hand sanitizers at various laces of the workplace.
* Check temperature of personnel upon entering into the restaurants and bars on site
* Clean hands at the door and at regular intervals
* Create habits and reminders to avoid touching their faces and cover coughs and sneezes
* Disinfect surfaces like doorknobs, tables, desks, and handrails regularly

## All personnel

* To read and make sure that this procedure is understood and followed.
* **In any case, if you have fever, cough and difficulty breathing, seek medical care early** to reduce the risk of developing a more severe infection and be sure to share your recent travel history with the site Doctor.
* Increase ventilation by opening windows or adjusting air conditioning

# CORONAVIRUS RISK LEVEL

|  |  |
| --- | --- |
| **Level of Risk** | **Action to take** |
| * Acute respiratory illness | * Stay at home and Get medical attention as soon as possible. |
| * Acute respiratory illness   symptoms (i.e. cough,  shortness of breath) upon  arrival to work or become sick  during the day after 7 days from Leave | * Separated, sent home immediately. Provided with mask to cover their noses and mouths. Report to the site medical doctor and follow below procedure |

1. **PREVENTIVE MEASURES**

## Personnel must report to work if they have been in contact with any infected person or feel unwell on the day of travel. They must self quarantine and call the office to request for an excuse duty. Prove of excuse duty from a certified medical center should be given to the group HR or his designate.

## All personnel reporting to site should have personal hand sanitizers in their pocket and used them very often as well as following personal Hygiene

## Avoid Hand shake both in the plan and at the Airport. Upon arrival at the Airpot do not shake hand with the driver picking you.

## Cover Nosie and mouth whenever you want to cough or sneeze

## Use disposable tissues when you are suffering from any cold or fluid when coughing and sneezing whiles in the car to site do the following

## Keep windows open when possible

## Increase ventilation

## Regularly disinfect surfaces

## Upon arrival to the office, visit the site clinic with the driver for temperatures checks and traveling interview

## PPE must be worn by the person conducting the test. The PPE include respiratory, eye protection, single pair of disposable gloves, full body protection clothing.

# ISOLATION MEASURES FOR SUSPECTED CASES

# All suspected case must be isolated at ( Room number or Location in the Office)

# If the suspected person need to be transported to a different places the driver should take below precaution;

# if they provide direct patient care (e.g., moving patients onto stretchers), they should wear all recommended PPE. After completing patient care and before entering an isolated driver’s compartment, the driver should remove and dispose of PPE and perform hand hygiene to avoid soiling the compartment.

* + If the transport vehicle does **not** have an isolated driver’s compartment, the driver should remove the face shield or goggles, gown and gloves and perform hand hygiene. A respirator or facemask should continue to be used during transport
  + On arrival, after the patient is released to the transported place. Both the doctor and the driver should remove and discard PPE and perform hand hygiene. Used PPE should be discarded in accordance with routine procedures.
* When no case is suspected the person should proceed to his/her camp but must report any signs immediately to the site doctor for further checks and quarantine .
* If the person returning is from an infected country or transited through one, then they should be monitored for 7 days with regular visit to the site clinic

1. **MEASURES FOR USE OF NOSE MASK**

Only wear a mask if you are ill with COVID-19 symptoms (especially coughing) or looking after someone who may have COVID-19. Disposable face mask can only be used once. If you are not ill or looking after someone who is ill then you are wasting a mask. There is a world-wide shortage of masks, so WHO urges people to use masks wisely.

* + 1. **How to put on, use, take off and dispose of a mask**
* Remember, a mask should only be used by health workers, care takers, and individuals with respiratory symptoms, such as fever and cough.
* Before touching the mask, clean hands with an alcohol-based hand rub or soap and water
* Take the mask and inspect it for tears or holes.
* Orient which side is the top side (where the metal strip is).
* Ensure the proper side of the mask faces outwards (the coloured side).
* Place the mask to your face. Pinch the metal strip or stiff edge of the mask so it moulds to the shape of your nose.
* Pull down the mask’s bottom so it covers your mouth and your chin.
* After use, take off the mask; remove the elastic loops from behind the ears while keeping the mask away from your face and clothes, to avoid touching potentially contaminated surfaces of the mask.
* Discard the mask in a closed bin immediately after use.
* Perform hand hygiene after touching or discarding the mask – Use alcohol-based hand rub or, if visibly soiled, wash your hands with soap and water.

1. **EMERGENCY CONTACT NUMBERS**

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| **Authority** | **Contacts** |
| *National COVID-19 Hotline* |  |
| *HSE Department* |  |