



Covid-19: Planning for virus variants

The Next Three Seconds Protects Your Life, Your Loved Ones, Your Livelihood.®

Viruses are constantly changing, including the virus that causes COVID-19.

Some variants spread more easily and quickly than other variants. COVID-19 variants, in particular, are an ongoing challenge all businesses and communities face as there have been several variant waves that have spread rapidly. Implementing safety measures in the workplace to limit virus spread helps protect employees, customers, friends, and loved ones, while also reducing strain on healthcare and community resources.

Review this comprehensive action item list to help keep your employees and communities healthy.

- 1 Do you currently have enough protective and cleaning supplies for another wave? (i.e. hand sanitizer, masks, gloves and other PPE)
 - a. Have you identified suppliers or agencies that can provide these supplies?
 - b. Have you evaluated your burn rate of supplies to confirm current stock is adequate? Do you have a defined plan to address another virus outbreak?
- 2 Have previous plans been reviewed and updated with information that has changed?
- 3 Have you assigned a person(s) responsible for monitoring changing national, state, and local guidelines for company locations?
- 4 If the operations will change again, how will you communicate to employees in an efficient manner?
- 5 Assuming a shutdown is not required, have you identified thresholds to determine how your operations will continue or be altered based on presence of virus, case numbers, hospitalizations, hospital capacity? (i.e. when employees will travel, at what point work from home would be initiated, etc.)
- 6 Have you identified and evaluated control measures to prevent spread on-site including:
 - a. Are there separate entrances and exits identified to minimize traffic?
 - b. Have you created symptom screening plans and procedures identifying who will be assigned, where and how the process will be conducted, supplies needed, and controls for protecting screener employee?
 - c. Have you formalized the cleaning process to ensure increased cleaning frequency is continued?
 - d. Have you identified an on-call emergency cleaning service that can come to your facilities in a timely manner?
 - e. Can safe work distances be provided for employees if they remain in the office or facility? Plan to keep cohorts of employees that do work together, if possible. Ask employees to stay in their designated work areas (not visiting other departments) unless necessary.

The N3L3 Philosophy

Our approach to protecting workers from fatal and life-changing events.

Eastern Alliance is here to help.

To learn more about our N3L3 program and access other safety resources, sign in and visit the Safety Tools on www.easternalliance.com, or contact your Risk Management Consultant for assistance.

Contact us at **1.885.533.3444**

This information is proprietary and intended to assist you in your safety efforts. It must not be assumed that every unsafe condition or procedure has been covered in this document, nor that every possible loss potential, and legal violation has been identified herein. This document is not a substitute for the establishment of risk management programs by your management.

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- f. Have you addressed employee lunch or breakroom practices (i.e. allowed to go off site, eat at desk, max allowed in the breakroom, and staggered breaks)?
- g. Are there any industry-specific items that should be discussed and/or addressed with employees?

7 Do you have testing guidelines in place for the employees? Will it be required of all employees on a routine basis or only as needed when symptoms arise? If based off of symptoms, will there be a daily questionnaire to be filled for every employee and guest on site with contact information noted?

8 Have you created policies regarding return to work following the presence of symptoms, exposure, or positive COVID-19 test?

9 Have you established a threshold at which group travel should be halted?

10 If applicable, have you addressed the added motor vehicle exposures if prohibiting group travel?

11 Have you considered controls for new, additional, or changing exposures that may not have been present during previous waves? (i.e. new locations, seasons, etc.).

- a. What will be your protocol for employees shoveling and using snow plow equipment with masks?
- b. If employees wear masks, can they breathe properly to not cause other issues? Are glasses fogging up?
- c. Have you re-evaluated outdoor screening?
- d. Have you identified roles or titles that must be on-site?
- e. Have you surveyed employees on their ability or willingness to work from home or the office?

Additional items to remember and discuss during these times.

1 Stay vigilant. Just because your organization wasn't affected previously doesn't mean you won't be if another wave or variant hits. If you were affected previously, have extra precautions in place to prevent outbreaks.

2 Be respectful and considerate by following CDC and local guidelines.

3 Make time to get outside, get fresh air and soak up some sunshine. Sitting at your workstation all day without moving around can be tough on your mental and physical health.

4 Keep moral up (encourage employee lunch and chat over zoom, care packages, etc.)

5 Hold wellness campaigns to encourage employees to get their flu shot.

6 Consider monetary incentives or bonuses for staff working during COVID-19.

7 Allow employees to carryover more PTO into the next year and encourage employees to "staycation."

8 Pay attention to the behavior of your co-workers. Offer assistance through your company's EAP program if they are struggling and could use professional support.