

Pandemic Recovery and Rebuild Workbook Overview Sample

Plan for Safely Reopening and Operating Your Workplace



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The Covid-19 pandemic sparked new health and safety guidelines and behavioral changes across our country that now need to be migrated into the workplace. As organizations prepare to reopen their workplaces, adopting these guidelines to provide the security of a safe environment will be important.

BSI has assembled a multi-disciplinary playbook to support organizations to meet the challenges as they prepare to navigate new waters to rebuild their organization.

Bringing an informed perspective to organizations, our consultants have assembled an actionable playbook to facilitate the reopening process amidst the uncertainty.

This 50+ page playbook will deliver:

- **A Tactical and Actionable Guide**
Informs organizations best practices and implementation techniques.
- **Built-in Use Worksheets**
These include sample risk assessment forms, audit checklists; ready to use signage – with minor customization to your business operation
- **Easily Adaptable and Adoptable**
Best practices to recover to full operations, aligned with current CDC (and other) guidance. Can be quickly customized to client specific nuances, which an organization can complete – or have us complete it on your behalf.
- **Solutions**
Not just General Recommendations.
- **Branded to your Organization**
Make your organization feel they own it
- **Timely**
Incorporate this as part of your return-to-work plan now.
- **Multi-Disciplinary**
The playbook was developed and reviewed by subject matter experts in numerous fields, including emergency response, business continuity planning, risk assessment, occupational health and safety, and ergonomics.

The below pages are just small selections of content that is included in the workbook. For more information on acquiring a Playbook for your organization, please contact BSI Consulting Services at +1 800 862 4977 or Consulting@bsigroup.com.



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3. Risk Assessment

Key Tasks	<ul style="list-style-type: none"> Each department to perform a risk assessment to identify and characterize risk, and determine appropriate risk mitigation strategies
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To prepare for the start-up of operations, risk assessments will be performed by supervisors of each department or their designee(s) for major job functions and reviewed/approved by ORT Risk Assessment Lead or Risk Mitigation Lead. The purpose of the risk assessments is to verify key risks are identified and appropriate risk-mitigation measures are implemented to ensure the safety of the workplace.

The risk assessments will be conducted consistent with pandemic-specific guidelines provided by public health agencies, regulatory agencies, and government guidelines at the local, regional, state, and national level. It is important to account for localized requirements if multiple workplaces exist within the organization (i.e., Federal Occupational Safety and Health Administration [OSHA] and state-specific OSHA programs). The SARS-COV2 Risk Assessment Tool form that is included in Appendix 1 of this Playbook will be used for this purpose. Alternatively, an existing risk assessment tool approved by the Risk Assessment Lead may be adopted.

Examples of work areas, job functions, and operational systems that should be considered for risk assessment include, but are not limited to, the following:

- Office, administrative, conference, security/lobby, and common areas
- Production/manufacturing work areas, processes, and related equipment
- Laboratory, engineering, and research & development work areas, processes, and related equipment
- Warehouse and Shipping/Receiving areas
- Employee entrance/exit locations
- Employee entrances and badge-in/out equipment
- IT equipment and systems (laptops, PCs, mice, phones, headphones)
- Parking lots and parking garages
- Restrooms, change rooms, lockers
- Cafes, food storage, and break areas
- Electrical/mechanical system areas (HVAC, electrical, plumbing, sanitary sewer systems, boilers, chillers, and other mechanical systems)
- Tool rooms (i.e., hand and power tools)
- Material handling equipment (i.e., forklifts, pallet jacks, hand trucks)
- Facility access systems (ladders, handrails, passage doors, etc.)
- Chemical storage, waste/recycling collection, and disposal areas
- Local travel and business travel (domestic and international)

Risk-mitigation measures (Section 4) will be determined based on the results of the risk assessments.

8. Travel and Transportation

Tasks	<ul style="list-style-type: none"> Determine if business travel is essential; travel that is not essential should not be conducted Prior to traveling, confirm no symptoms, obtain necessary PPE, and check CDC Traveler's Health Notices for updated travel requirements Notify supervisor and seek medical attention if feeling sick during business travel Clean and disinfect all internal travel vehicles (buses, shuttles, golf carts, etc.) periodically and use Transportation Sanitation Checklist
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8.1 Essential Business Travel

All business travel will be assessed by Leadership to determine if it is essential to business operations. Business travel should not be conducted unless previously determined to be essential. Where travel within the United States is considered essential, all travelling employees will be advised of all CDC travel recommendations. Where travel outside of the United States is considered essential, all travelling employees will be advised on the destination country's pandemic-specific travel recommendations and requirements. The following flowchart will be used to assist in the decision-making process.

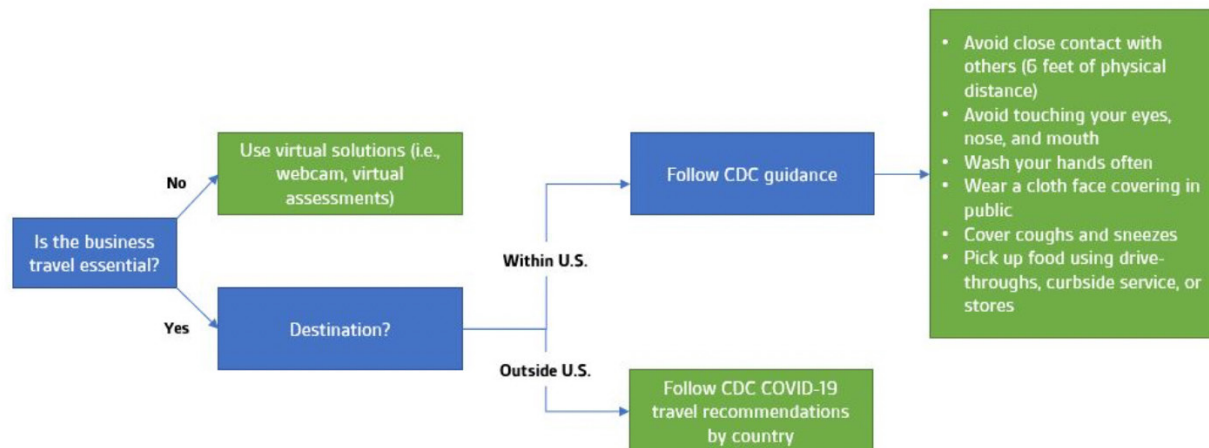


Figure: Sample Business Travel Flowchart

8.1.1 Prior to Traveling

Employees traveling should take additional precautions, including:

- Obtaining necessary PPE or approve expenditures to procure PPE prior to essential travel.
- Checking the CDC travel requirements guidance at [CDC's Traveler's Health Notices, and airline travel requirements](#) leading up to and immediately prior to travel. This will give employees the latest guidance and recommendations for the country to which they are traveling.
- Employees are required to check themselves for symptoms of COVID-19 (e.g., fever, cough, shortness of breath) before starting travel.
- In the event the employee is exhibiting symptoms, they will immediately notify their supervisor and stay home.

15. Training

Tasks	<ul style="list-style-type: none"> • Develop and provide Re-Occupancy Awareness Training remotely to employees • Develop and provide Reorientation Training • Develop and provide Specialized Team Training • Develop and provide Visitor/Contractor Training • Provide refresher trainings where compliance is deficient or when protocols change
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It is critical that all employees, contractors, and visitors to the facility receive training to understand the safety requirements, policies, procedures, and expectations to ensure everyone stays safe and to prevent the potential spread of the pandemic disease vectors.

This training section is structured to disseminate critical information to the facility's various teams and audiences and consists of:

- Re-Occupancy Awareness Training (Virtual)
- Reorientation and Refresher Training
- Specialized Team Training
- Visitor/Contractor Training

All major training topics should be reinforced with signage throughout the facility that communicates key messages in high-traffic areas such as main entrances or restroom facilities. In addition, if a larger part of the workforce will be permanently working from home, then the Company should also consider adding a training module for home-based workers, focused on working safe from home, setting up a home workstation, etc.

For unionized facilities, if possible, work with the union(s) for ongoing support and endorsement of training content and delivery methods.

15.1 Re-Occupancy Awareness Training

Re-occupancy training should be presented remotely to employees to ensure awareness and understanding of the facility's expectations for them before they return to the site. Delivery of this training should be performed virtually and can include WebEx, Skype, posting on company intranet (ensure all employees have remote access), etc. Key elements of the pre-return-to work training should include:

- Welcome back/positive reinforcement.
- Overview of the Recovery Playbook, including:
 - Company's response to COVID-19.
 - Signs and symptoms of COVID-19.
 - Personal Protective Equipment (PPE)
 - Daily self-screening for symptoms.
 - Isolation protocol for symptomatic employees.
 - Social-distancing protocols.
 - Personal hygiene.
 - Disinfection measures.
 - How to report suspected symptoms.
 - Internal and external resources
- What to expect on the first day back, such as increased screening at main entrances (if applicable, etc.)

About BSI

For more than 100 years, BSI has been helping businesses in 195 countries prepare for, respond to, and recover from disruptions of all kinds. All our capabilities are developed and implemented in line with international best practice standards and are aligned with local regulatory requirements specific to their region.

For more information on obtaining the entire Playbook for your organization, please contact BSI Consulting Services at +1 800 862 4977 or Consulting@bsigroup.com.



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