

**DATA PAPERS PROCEDURES FOR COMPLYING WITH 20200415 – SOH WORKER SAFETY ORDER**  
(issued by Rachel Levine, MD, Secretary of Health, State of Pennsylvania)

**Dealing with a Probable or Confirmed Diagnosis of COVID-19**

Procedure C19-001

In compliance with the above PA state order, the following will take effect Sunday, April 19, 2020 at 8:00pm and continue until further notice.

If an employee is a probable or confirmed case of COVID-19, the following procedure will be followed:

- a. close off areas visited by the person who is a probable or confirmed case of COVID-19. Open outside doors and windows and use ventilation fans to increase air circulation in the area. Wait a minimum of 24 hours, or as long as practical, before beginning cleaning and disinfection. Cleaning staff should clean and disinfect all areas such as offices, bathrooms, common areas including but not limited to employee break rooms, conference or training rooms and dining facilities, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines used by the ill person, focusing especially on frequently touched areas; **(Plant Manager & Maintenance Manager)**
- b. identify employees that were in close contact (within about 6 feet for about 10 minutes) with a person with a probable or confirmed case of COVID-19 from the period 48 hours before symptom onset to the time at which the patient isolated; **(President & Staff)**
  - i. If the employee remains asymptomatic, the person should adhere to the practices set out by the CDC in its April 8, 2020 Interim Guidance for Implementing Safety Practice for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19;
  - ii. If the employee becomes sick during the workday, the person should be sent home immediately. Surfaces in the employee's workspace should be cleaned and disinfected. Information on other employees who had contact with the ill employee during the time the employee had symptoms and 48 hours prior to symptoms should be compiled. Others at the workplace with close contact within 6 feet of the employee during this time would be considered exposed;
  - iii. Promptly notify employees who were close contacts of any known exposure to COVID-19 at the business premises, consistent with applicable confidentiality laws;
  - iv. ensure that the business has a sufficient number of employees to perform the above protocols effectively and timely;