COVID-19 Response Plan Survey

Hypothetical responses for a clerical/office type environment. Please fill out and modify these responses to fit your business.

Once you have a plan instruct your employees to, "Review each question, note our plan, and provide feedback as needed in the space provided." Provide a reference for these rules, for example, a link like Oregon OSHA. You may want to send this out via an email survey through someone like Constant Contact or SurveyMonkey.

1. Can employees telework or otherwise work remotely? How are employees encouraged to use those distance work options to reduce COVID-19 transmission in the workplace?

Sample Plan

We have implemented remote work based on several criteria such as job-type, equipment availability, and workforce available based on each location and ability to distance, considering the health/risk factor.

Things to Consider

In an environment like an office, some employees cannot work remotely due to things like receiving and sending mail or having access to check printing. You should clearly delineate reasons some employees are able, or unable to work from home as it may be a contentious issue. In other workplace environments, like construction or manufacturing, this is not an issue as remote work simply cannot be contemplated.

2. What are the anticipated working distances between employees? How might those physical working distances change during non-routine work activities?

Sample Plan

All employees have the ability to work at a distance of six feet or greater. Considering our clerical/office environment, we do not envision non-routine activities to require employees to be closer than a six-foot distance.

Things to Consider

This will need to be developed in greater detail for worksites where social distancing is not possible or needs engineering.

3. What is the anticipated working distance between employees and other individuals? How might those working distances change during non-routine work activities?

Sample Plan

Offices are closed to the general public. Non-routine activities like a repair technician check-in will still maintain social distance.

4. How has the workplace, employee job duties, or both, been modified to provide for at least six-foot physical distance between all individuals?

Sample Plan

We have staff working remotely and have rearranged our workstations so there are six-feet or more between employees.

5. What is the mask, face shield, or face covering policy for COVID-19 in the workplace? How is this policy communicated to employees and other individuals at the workplace?

Sample Plan

Employees must wear face coverings when they leave their work station. All employees have watched a company video on masks in the workplace.

Things to Consider

You may have different requirements. Retail will need to require employee compliance, but must also implement a plan to ensure customers and vendors comply as well.

6. How have employees been informed about the workplace policy and procedures related to reporting COVID-19 signs and symptoms? How will employees who are identified for quarantining or isolation as a result of medical removal under (3)(l) of this rule be provided with an opportunity to work from home?

Sample Plan

All employees have watched the video on reporting illnesses to their supervisor. Any sick employee, regardless of COVID-19 symptoms, cannot report to work. We will evaluate the opportunity for remote work based on criteria in question one.

7. How have engineering controls such as ventilation (whether local exhaust ventilation systems, airborne infection isolation room, or general building HVAC systems) and physical barriers been used to minimize employee exposure to COVID-19?

Sample Plan

Our designated COVID-19 contact has followed up with building owners/managers who are installing special filters to better the air quality.

Things to Consider

It is unclear at this time what level of responsibility building owners or managers will have in providing a safe work environment, nor how employers can ensure compliance.

8. How have administrative controls (such as foot-traffic control) been used to minimize employee exposure to COVID-19?

Sample Plan

Company offices are closed to the public.

9. What is the procedure or policy for employees to report workplace hazards related to COVID-19? How are these reporting procedures or policies communicated to employees?

Sample Plan

Workplace hazard for COVID-19 transmission is person to person. Any changes in control (distancing) need to be reported to the point person. Any illnesses must be reported to a supervisor.

10. How are sanitation methods related to COVID-19 implemented in the workplace? How have these sanitation practices been explained to employees and other individuals that enter the workplace?

Sample Plan

Daily cleaning was in the COVID-19 safety video and employees recorded that they have watched it. Approved cleaning agents were listed in the same video link.

11. How has industry-specific public health guidance from the Oregon Health Authority been implemented in addition to this rule? How are periodic updates to such guidance documents incorporated into the workplace on an on-going basis?

Sample Plan

Offices were closed to the public and aforementioned distancing was put into place.

12. For multiemployer worksites, how are the physical distancing, masks, face shield, or face covering requirements, and sanitation provisions required under (3)(a), (3)(b), and (3)(c) of this rule respectively, communicated to and coordinated between all employers and their affected employees?

Sample Plan

Not applicable to our company.

Things to Consider

If you have a multi-employer worksite, you will need to coordinate with the other party(s) and note how they intend to comply. Obtain a written copy of their plan and share your own.