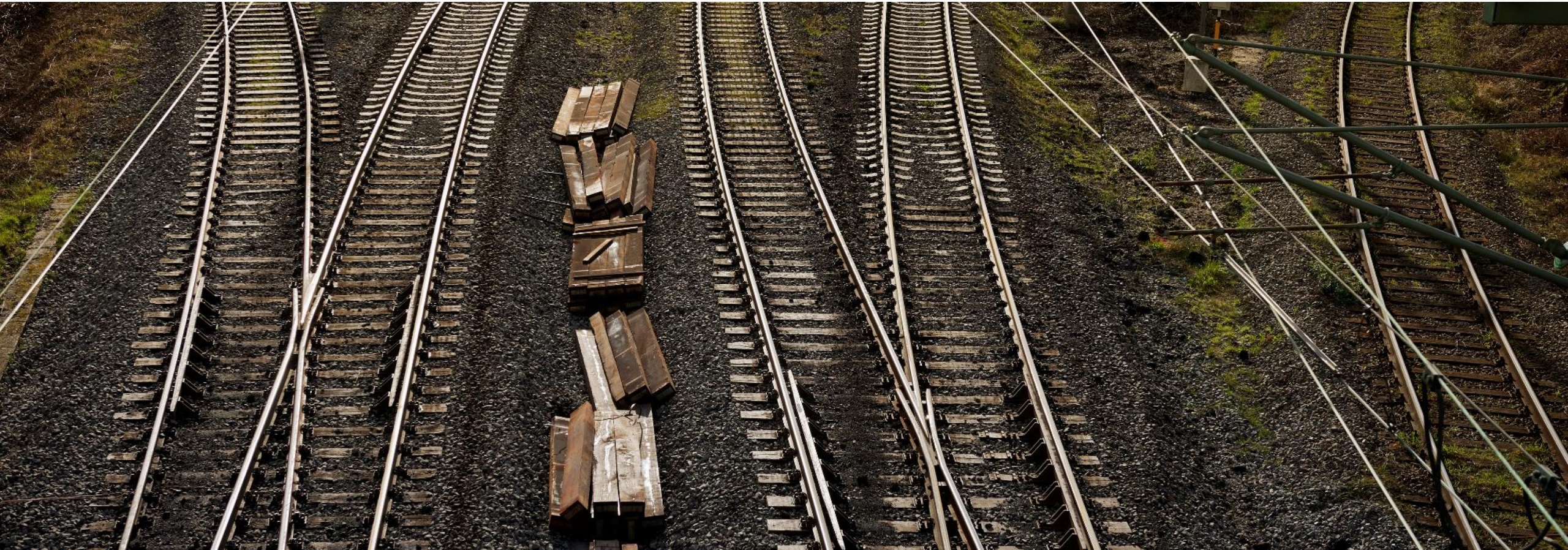


INFECTIOUS DISEASE PREPAREDNESS & EMERGENCY RESPONSE PLANNING

RAIL TIE AND TREATED WOOD INDUSTRY

EHS  SupportSM

RTA
Railway Tie
Association



STRATEGIZE TO COMBAT THE CHALLENGES

Mitigate - Prepare – Respond – Recover



1. **Best Case Scenario** – Company can return quickly to normal operations. An urgency to get back to normal cadence of work is likely and so will be the confusion over the priorities of production versus safety.
2. **Plan for Worst Case Scenario** - Stay home orders are extended or are reinstated if the virus creates a second wave of mass infection. Operations could cease or continue with a skeleton crew of employees.
3. **Most Likely Scenario** – Slow to return to normal with employees brought back in a prioritized, phased, or staggered approach. Implement experts’ preventive measures. Jobs and the working environment will need to be redesigned to accommodate this reality for the foreseeable future.

Every company’s efforts will be different.

PHASES OF EMERGENCY MANAGEMENT CYCLE

1. Mitigate
Efforts to reduce risks.

2. Prepare/Prevent
Actions taken prior to an emergency to facilitate response and promote operational readiness.

4. Recover
Actions taken after an emergency to restore and resume normal operations.

3. Respond
Integrated actions taken in accordance with strategic priorities.

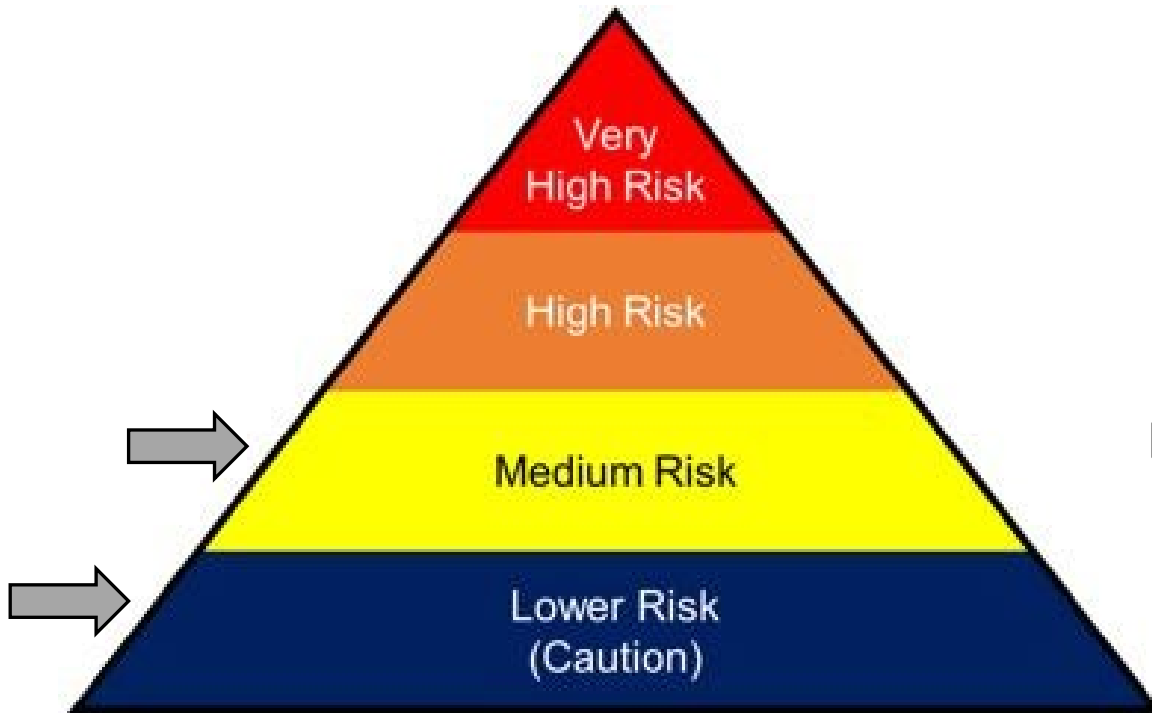


Continuity
Actions taken to protect the organization from disruption. Continuity influences all four planning phases of Emergency Management.

SAFETY/ BUSINESS RISK/ PR NIGHTMARE



RISK EXPOSURE LEVELS FOR JOB TASKS



Classify personnel by job task:

- **Very High** and **High** exposure to **known** or **suspected** sources – mainly healthcare
- **Medium** exposure due to frequent/close contact with the public or other co-workers
- **Lower** exposure due to minimal contact with the public or other co-workers

Evaluate:

- Need for contact within 6 feet
- Conditions in communities
- Activities outside of work

RISK ASSESSMENT- FAILURE MODE & EFFECTS ANALYSIS

Human Impact

Business Impact

Property Impact

Environmental Impact

Organizational
Operations (Who)

- Travel
- Work Areas
- Job Activities

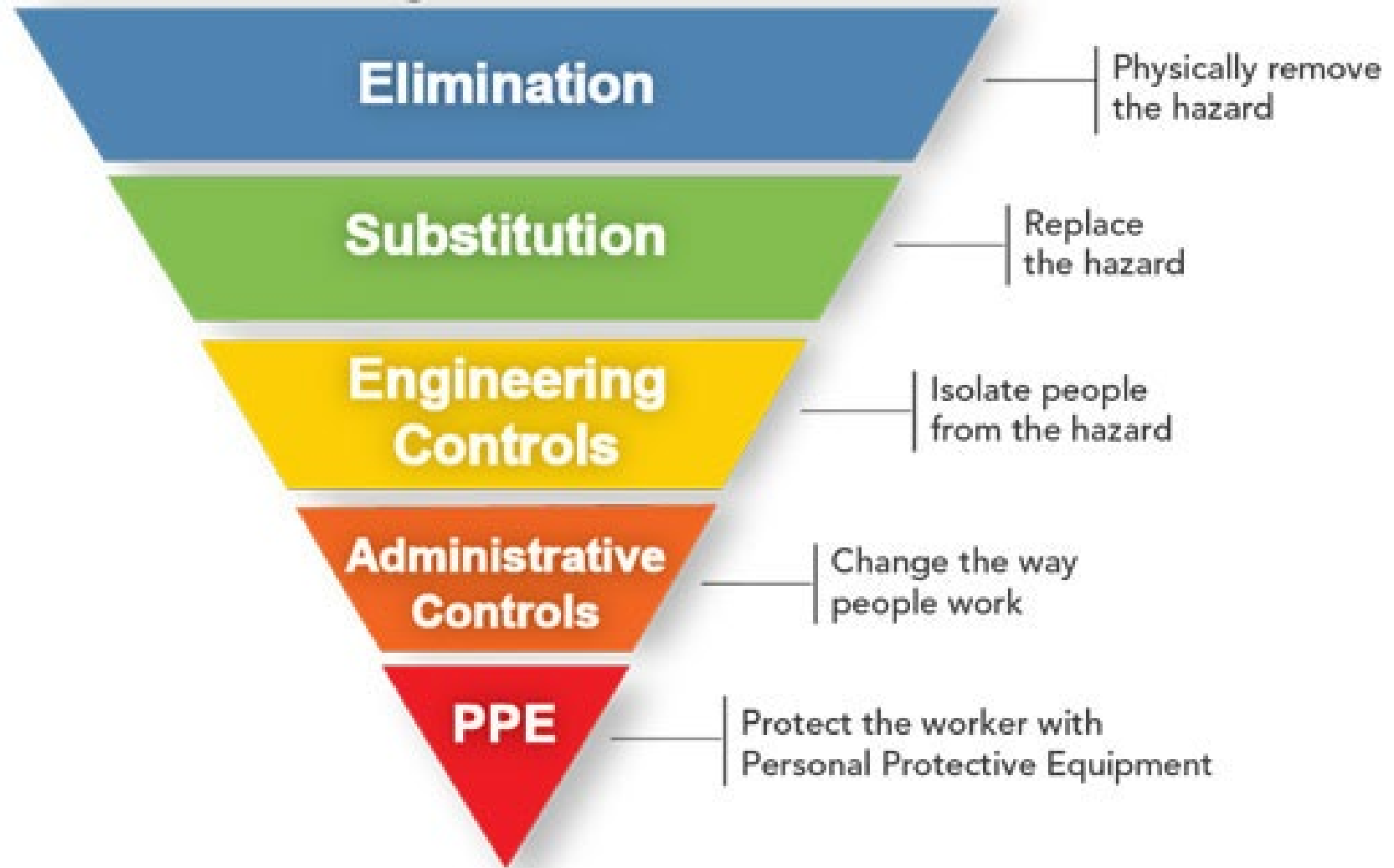
Severity	Classification	CONSEQUENCES				PROBABILITY				
		Safety	Equipment/ Maintenance Cost	Production	Environmental	1	2	3	4	5
						< 1% Remote	1% - 5% Extremely Unlikely	5% - 25% Very Unlikely	25% - 50% Unlikely	> 50% Likely
5	Disastrous	Multiple fatalities, > 5. Large effects on large external inhabited zones- several fatalities	Extensive damage >\$8M	Major loss, not recoverable. More than 3 days lost production	Major pollution with sustained environmental consequences external to the site	5	10	15	20	25
4	Catastrophic	Lethal effect on several persons (several fatalities). Lethal external effect - one fatality, several physical injuries	Major damage \$6M-\$8M	Major loss. Up to 50% not recoverable Up to 3 days lost production.	Major pollution external to the site. Evacuation of persons	4	8	12	16	20
3	Major	Lethal effect on one person and/or several permanent invalidities. Permanent external effects	Localized damage \$2M - \$6M	Medium loss, not wholly recoverable through normal production < 24 hours lost production	Moderate pollution, within site limits. Product liability	3	6	9	12	15
2	Serious	Permanent injury, lost time accident. Non-permanent external effects	Minor damage \$200K - \$2M	Minor loss, recoverable through normal production 2 to 8 hours lost production	Spill or release of pollutant requiring a declaration to authorities but without environmental consequences	2	4	6	8	10
1	Moderate	No permanent injury, recordable with no lost time/medical treatment. No external effect	Slight damage < \$200K	Little to no effect. Production easily recovered. < 2 hour lost production.	Minor spill or release of pollutant, not requiring a declaration	1	2	3	4	5

Hierarchy of Controls

Most effective



Least effective



ENGINEERING CONTROLS/ VISUALS



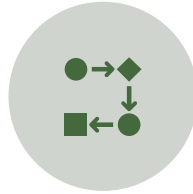
ADMINISTRATIVE & SAFE WORK PRACTICE CONTROLS



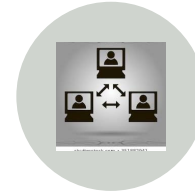
STAGGER START/END TIMES, BREAKTIMES



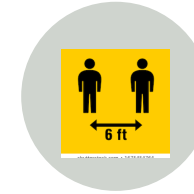
LIMIT NUMBER OF PEOPLE ALLOWED AT ANY ONE TIME IN MEETINGS, WORK AREAS, ELEVATORS, BATHROOMS (POST INSTRUCTIONAL SIGNS)



MAKE ADJUSTMENTS TO MANUFACTURING FLOW OR STAFFING



INTEGRATE VIRTUAL MEETINGS



ENFORCE SOCIAL DISTANCING IN PARKING LOTS, BREAK AREAS, LOCKER ROOMS, COMPANY VEHICLES



EVALUATE CONTRACTOR PANDEMIC PREPAREDNESS & RESPONSE PLAN, PROTOCOLS, JSA



DEFINE ESSENTIAL CONTRACTOR WORK ON PRIORITY NEED & DEVISE PROPER NOTIFICATION



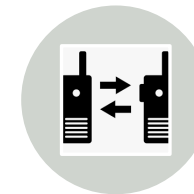
UPDATE VISITOR/CONTRACTOR SAFETY BRIEFINGS & NEW-HIRE ORIENTATION



DEVISE VIRTUAL COVID-19 Q&A PORTAL OR APP



CREATE HAND-OVER STATIONS FOR DISINFECTING OF SHARED EQUIPMENT/TOOLING



ASSIGN TWO-WAY RADIOS AND CLEANING PROTOCOL IF SHARED BETWEEN SHIFTS



TEMPORARILY SUSPEND RECREATIONAL ACTIVITIES ON COMPANY PROPERTY

ADMINISTRATIVE & SAFE WORK PRACTICE CONTROLS



REVIEW SUBSTANCE ABUSE TESTING POLICY



DEMARCATÉ STAGING AREAS FOR ESSENTIAL VISITORS



PROVIDE ADEQUATE SUPPLY OF PPE, SOAP, DISINFECTANTS/ CLEANERS, SANITIZER, TOWELETTES, TISSUES, ETC.



IMPLEMENT AREA CLEANING SCHEDULES & HAZARD COMMUNICATIONS TRAINING, SDS, AND CLEANING PROCEDURES



IMPLEMENT GO/ NO GO SIGNS FOR EASY VISUALS OF CLEAN SURFACES



RESTRICT ALL NONESSENTIAL VISITORS



ENSURE COMMUNICATIONS ARE EXPLICIT IN CORRESPONDING LANGUAGE(S)



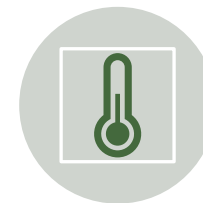
UPDATE JSA FOR EACH ACTIVITY REQUIRING CLOSE CONTACT (<6 FEET)



DESIGNATE ISOLATION AREAS



EVALUATE IMPLEMENTATION OF SELF-MONITORING PRIOR TO COMING INTO WORK



EVALUATE MONITORING ALL EMPLOYEES, CONTRACTORS, & VISITORS DAILY PRIOR TO ENTRY INTO FACILITY



CONDUCT PPE ANALYSIS, DETERMINE REQUIRED PPE, TRAIN PERSONNEL



ASSIGN ONE OPERATOR PER SHIFT

Disinfect all touch points inside & out prior to shift entry



PRE-ENTRY MONITORING

Determine your procedure and criteria

EVALUATE OPTIONS





CONDUCT PRE-WORK HAZARD ASSESSMENT/INSPECTIONS



Raccoons



Foxes



Musk rats



Coyotes



Snakes



Hornets/Wasps

WATCH OUT FOR WILDLIFE, ETC.

They love a stop or lull in operational activities

GUIDANCE ON USE OF CLOTH FACE COVERS

To the extent practical without significantly impacting work, require cloth face coverings when personnel cannot maintain at least 6 feet distance during work activities. Prepare guidance and training on donning, doffing, cleaning, and maintaining coverings with company instructions. Face coverings should cover the mouth and nose.

*Cloth face covering does **NOT** prevent the wearer from getting sick but may prevent the spread of the virus from the wearer to others.

CONDUCT PPE ASSESSMENTS

Face Masks*



Neck Gaiters/Warmers



Balaclavas



*N-95 and surgical masks should be reserved for health care workers.

HUMAN RESOURCES – LEAVE CONSIDERATIONS



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

Obligations under federal Families First Coronavirus Response Act (FFCRA)

ELIGIBLE EMPLOYEES

The Families First Coronavirus Response Act (FFCRA or Act) requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19.

These provisions will apply from **April 1, 2020 through December 31, 2020**.

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons.

QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework, because the employee meets a qualifying reason.

▶ PAID LEAVE ENTITLEMENTS

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- ⅔ for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at ⅓ for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

▶ ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). *Employees who have been employed for at least 30 days prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.*

▶ QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework, because the employee:

- | | |
|---|---|
| <ol style="list-style-type: none">1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;2. has been advised by a health care provider to self-quarantine related to COVID-19;3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2); | <ol style="list-style-type: none">5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services. |
|---|---|

▶ ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

For additional information
or to file a complaint:
1-866-487-9243
TTY: 1-877-889-5627



Infectious Disease Preparedness and Emergency Response Plan

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