

COVID-19 Preparedness & Response Plan

Covid-19 presents a serious risk to workers and the public. This plan will help guide D2000 Safety's protective actions against COVID-19. The CEO is responsible for implementation and adherence to these requirements.

Possible Sources of COVID-19 Exposure

Instructors may be exposed when teaching classes. Rescue classes pose specific challenges given the hands-on nature of the activities.

Office workers will face minimal exposure, given the fact that the home office has no retail traffic and very few employees. Office workers may be exposed during face-to-face meetings and touching common surfaces.

Controls Needed to Minimize the Risks

General Requirements: Employees will work from home if feasible. Any employee who feels unwell should stay home regardless of the symptoms. Employees will notify management if they are known to have been exposed to COVID-19 and they will self-quarantine for fourteen days.

Teaching Classes: Instructors will follow the client's COVID policies. At a minimum, these policies must meet the requirements of those outlined in this document.

Indoor Environments: Face masks will be worn whenever ten feet cannot be maintained between the instructor and the students. Instructors will wash their hands frequently and take care not to touch their faces. Completed student documentation (rosters, tests, and evaluations) will be assumed to be contaminated, and instructors will wash their hands immediately after handling these documents. Likewise, AV equipment, doorknobs, and other surfaces will also be assumed to be contaminated and after touching these surfaces, the instructors will wash their hands.

Outdoor Environments: Outdoors, the chances of becoming infected are reduced but still present. If a distance of ten feet can be maintained, masks are not required. This distance may need to be increased based on the prevailing wind. To the extent possible, the instructor will arrange the exercises so that the wind is blowing across the class and students are properly distanced. Equipment used in hands-on exercises will be assumed to be contaminated after it has been used. Instructors and students will wash their hands whenever possible.

Office Environments: Face masks will be worn if social distancing cannot be maintained. Masks are not required when working at your desk. Workers will telecommute when possible. Workers in the office will be encouraged to wash hands regularly and wipe down common surfaces frequently.

Comments or suggestions regarding this policy should be directed to the CEO.