OUTBREAK MANAGEMENT PLANS FOR LARGE PRODUCTION FACILITIES

Overview

Operators of large production facilities, such as food processing and manufacturing plants, have a responsibility to prevent the risk of COVID-19 transmission to staff, contractors and other visitors at their facilities. A rapid response plan is also required when a staff member, contractor or visitor develops relevant symptoms and is required to immediately isolate.

This guidance details the minimum criteria that operators of large production facilities should incorporate into their written rapid response plans to ensure their readiness to manage symptomatic individuals, confirmed cases of COVID-19 and to respond to an outbreak, should one occur. Completed proactive plans should be implemented even if no cases have been reported in the facility.

This document and the guidance within it is subject to change and will be updated as needed. Current information related to COVID-19 can be found: https://www.alberta.ca/covid-19-information.aspx

Outbreak Management Plan Components

Site map	The operator should have schematics and drawings that identify all areas of the facility, including: • Individual buildings • Medical and first aid offices and resources • Site and facility entry and exit points • Areas intended for isolation and quarantine, if staff residence is provided onsite • Accommodation facilities, dining areas, washrooms and showers – where applicable • Recreational activity areas (e.g., fitness facilities, games rooms, etc.) – where applicable
Physical Distancing and Worker Protection	• Written plans should describe how physical distancing will be maintained throughout the facility. o When physical distancing cannot be maintained, describe how workers will be protected though the use of administrative controls, engineering controls and/or personal protective equipment (PPE)

Cleaning and Disinfection	• Assign cleaning tasks to staff.
	• Describe protocols for increased frequency of cleaning and disinfecting around the facility.
	   o Production areas
	   o Cafeterias, locker rooms, change rooms, staff rooms and lunch rooms
	   o High touch areas e.g. door knobs, handles, rails, washrooms
	   o Communal equipment and materials e.g. vending machines, ice machines, water coolers, tools

OUTBREAK MANAGEMENT PLANS FOR LARGE PRODUCTION FACILITIES

	• Develop protocols for quality control monitoring of cleaning and disinfecting

Staff and Visitor Inventory	• Describe the protocol for maintaining an up-to-date rolling two week inventory of all people attending the work site including:
	   ○ Maintain lists with full names, addresses and phone numbers for all staff
	   ○ Particular attention should be paid to recognize instances where multiple workers reside in the same location (i.e. be aware of the potential for transmission in shared accommodations)
	• Develop check in and check out procedures for staff and visitors.
	• Maintain lists of staff work assignments (where in the facility do staff perform their duties)
	• Ask staff to indicate the typical method of transportation taken to and from work (e.g., carpooling, public transit, drive alone)
	• To support public health contact tracing efforts in the event that an attendee tests positive or an outbreak is identified, operators should have a process to request the names and contact information of all attendees
	• Records should be kept on file for two weeks, stored in a safe and secure location, and then disposed of to maintain the confidentiality of participants (shredding of documents)
	• Providing information is voluntary for attendees. An organization must obtain an individual's consent and notify them about the purpose and legal authority for the collection
	• Information about attendees will only be requested by Alberta Health Services if a potential exposure occurs onsite
	• This includes staff, workers and volunteers on shift. Where feasible to do so, and particularly for group events, it should also include patrons/customers/the general public
	• For more information, the Office of the Information and Privacy Commissioner has released Pandemic FAQ: Customer Lists about collecting personal information from customers during the COVID-19 pandemic
	• For questions about your obligations under PIPA, please contact the FOIP-PIPA Help Desk by phone at 780-427-5848 or by email at sa.accessandprivacy@gov.ab.ca

Site-specific Isolation and Quarantine Protocols	It is important that operators are prepared to respond to symptomatic workers or confirmed cases. • Develop procedures for the safe transport of symptomatic individuals to allow them to isolate at an offsite location (e.g., individual's home, isolation facility). If there is no capacity for workers to isolate in their homes, work with the employee to find alternatives. • Pre-plan for the safe transportation of workers to their homes or offsite facilities without exposing others.

OUTBREAK MANAGEMENT PLANS FOR LARGE PRODUCTION FACILITIES

	- o Where company transport is provided, detail the cleaning and disinfecting of transport vehicles and how drivers will be protected from symptomatic workers - Outline protocols for: - o Informing staff who may have been exposed to a symptomatic worker of the need to self-monitor and how to report if symptoms develop - o Informing the symptomatic worker of his/her legal obligations to prevent exposure to others during transport and while in isolation/quarantine at home or in off-site facilities - Describe the protocol for consulting with AHS when multiple symptomatic workers leave the work site to isolate - Describe how individuals in isolation/quarantine will be monitored for deteriorating health if they are housed in company-provided residences
Screening	- Establish protocols for screening of staff and visitors for COVID-19 upon arrival. - o Operators may choose to use the Alberta Health Daily Checklist - o If a visitor answers YES to any of the questions, the individual MUST NOT be allowed to enter the work site - o Facilities should observe visitors for any COVID-19 symptoms (e.g, fever, cough shortness of breath, sore throat, runny nose, etc) - Establish protocols for: - o conducting daily health check/screening of workers and visitors (e.g. delivery persons and repair persons). Operators may choose to use the Alberta Health Daily Checklist - o controlling entry and exit points from work site to ensure adequate screening - o requiring staff and visitor reporting of illness - o developing procedures used by onsite health and safety staff to screen individuals: - o checking temperatures (if chosen as a screening method) - o observing staff and visitors for illness
Communication protocols	- Develop protocols for: - o communicating health-related messaging, including rapid and mass communications, to employees in their preferred language - o ensuring workers in isolation/quarantine have the necessary specialized supports, if housed in company-provided accommodations - o educating staff on the importance to protect themselves from infection while on and off work – for example, while at home, carpooling, etc.