

Fulcrum Associates, LLC



Prevent COVID-19 Spread

Process Owner

John Graham

Authorizations

Process Owner: _____ John Graham _____ Date: _____ 04-27-20 _____

User Representative: _____ Susie MacGregor _____ Date: _____ 04-27-20 _____

1. Purpose

This document describes the process for controlling/preventing the spread of the COVID-19 virus throughout the company.

2. Scope

This process starts with the development of a plan to reduce the possibility of spreading the virus while conducting business operations. It ends when the plan is reviewed to verify its ongoing conformance. The process includes administrative and production activities.

3. Definitions

COVID-19 Administrator: is the person who has been designated responsible for ensuring that all reasonable measures are taken to prevent the spread of the COVID-19 virus within the company.

4. Links/References

[44001 COVID-19 Control Plan](#)

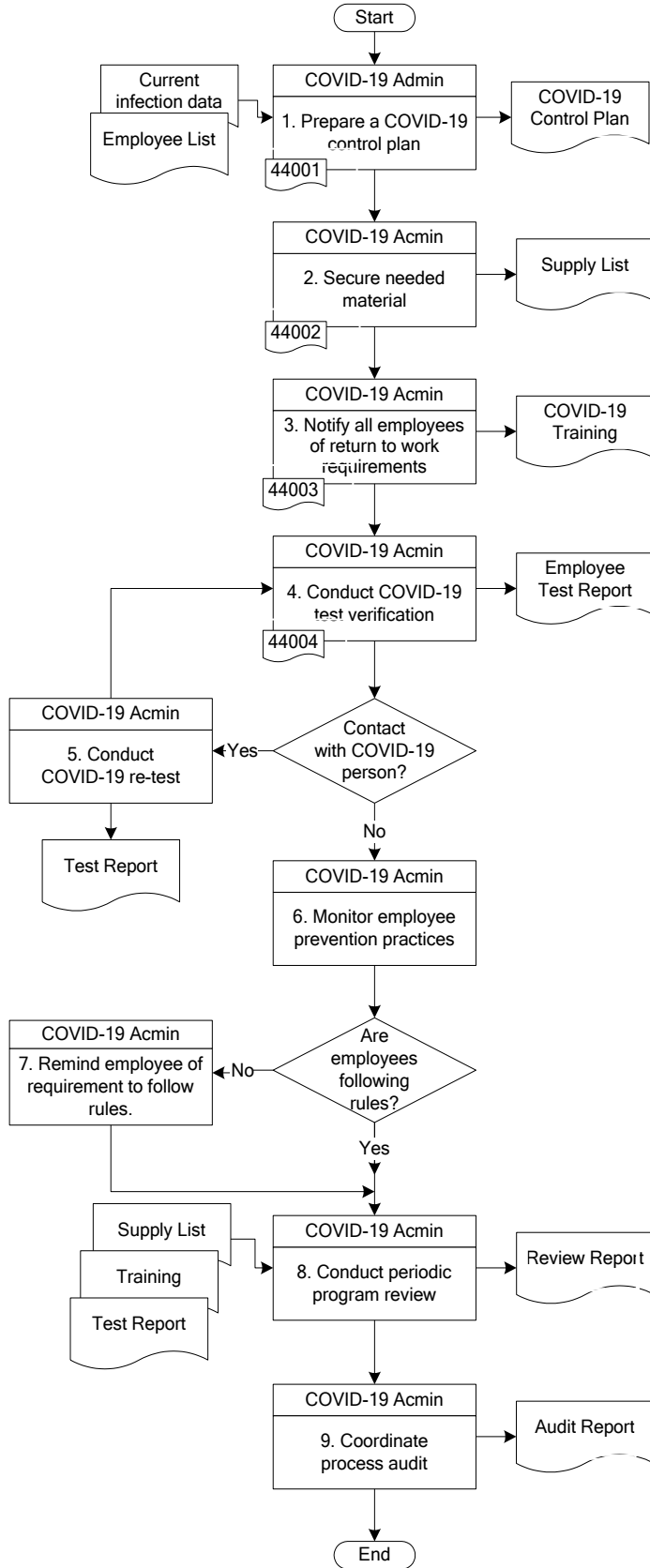
[44002 Supply List](#)

[44003 COVID-19 Training](#)

[44004 Employee Test Results](#)

5. Process Description

Prevent COVID-19 Spread



1. Develop COVID-19 control plan to substantially reduce the probability of the virus being transmitted to other employees. Identify all needed resources/supplies and clearly identify the activities needed to ensure that the COVID-19 virus is not transmitted within the facilities.

2. Use the 44002 Supply List to identify and manage receipt of all needed supplies. Ensure that upon arrival of the supplies they are cleaned before use, Based on the requirements specified in the Control Plan conduct the cleaning of the all common use areas and all door knobs.

3. Notify all employees that when they return to work they will be expected to wear the masks continuously while at work and sanitize their hands upon entering the facility and as appropriate throughout the day.

4. Prior to arrival, notify all employees that if they have been infected with the virus they will need to be tested or self quarantined for 14 days. Ask them to bring a copy of the test results with them upon return to work. Record the employee test results in the 44004 Employee Test Report. Notify all employees of the need to be tested if they know of any contact with a person with COVID-19 infection.

5. Report contact to WA Health Dept and have a new COVID-19 test conducted. Place employee on 14 day self quarantine or until they have been determined through testing that they are not infected.

6. Conduct periodic review of all employees conformance to the infection prevention processes.

7. Review requirements with the employee(s) to determine the need to make any adjustments to the plan or to remind them of the requirements.

8. Periodically conduct a comprehensive review of the entire prevention program and make any needed adjustments to improve it.

9. Coordinate a process audit conducted by an outside person to verify conformance to requirements.

6. Records

Supply List
COVID-19 Control Plan
Employee Test Report
Program Review Report
Audit Report
COVID-19 Training

7. Revision History

Rev.	Date	Description
A	04-27-20	Initial release

8. Appendix