

# CHOICE PRODUCTS USA, LLC

## COVID-19 Response Plan

### Introduction

The COVID-19 Response Plan details the policies and practices necessary for Choice Products USA, LLC to meet the Government's 'Return to Work Safely Protocol' and to prevent the spread of COVID-19 in the workplace.

This plan is for the following locations:

1. Choice Products Main Office, Pre-Pack and Warehouse: 3421 Truax Court, Eau Claire, WI 54703.
2. Pre-Pack – Erv Smith Warehouse: 1935 Truax Blve, Eau Claire, WI 54703.
3. Choice Bakery: W2628 Hwy 37, Eau Claire, WI 54701.

This plan will give an overview of key areas that we must assess to ensure compliance with the protocol and to minimize the risk to workers and others.

**Note: This plan is a live working document and will be reviewed on an ongoing basis and amended to take into account new guidance from any of the following sources or Federal government mandates:** <https://www.cdc.gov/coronavirus>, <https://coronavirus-and-covid-19-information-hub-county.hub.arcgis.com/>, <https://www.dhs.wisconsin.gov/covid-19/employers.htm>, <https://wedc.org/reopen-guidelines/>



### How to use this plan,

**Choice Products USA**, LLC's COVID-19 Response Plan details how our business will put in place control measures to reduce the risk of spread of COVID-19. The following sections will cover key information and guidance, which will be backed up by the checklists below.

They are as follows:

- A COVID-19 Policy, which will outline management commitment to implementing the plan and checklists. The policy must be signed and dated by the managing director / owner.
- Checklist No. 1 - Planning and Preparing
- Checklist No.2 - Control Measures to Prevent Infection
- Checklist No. 3 - COVID-19 Induction
- Checklist No. 4 - Dealing with a Suspected Case of COVID-19
- Checklist No. 5 - Cleaning and Disinfection
- Checklist No.6 - Employees
- Checklist No.7 - Worker Representative(s)



## Step 1 - COVID-19 Policy

This COVID-19 policy outlines our commitment as an employer to implement the plan and help prevent the spread of the virus.

### COVID 19 Policy Statement

Choice Products USA, LLC is committed to providing a safe and healthy workplace for all our workers and customers. To ensure that, we have developed the following COVID-19 Response Plan. All managers, supervisors and workers are responsible for the implementation of this plan and a combined effort will help contain the spread of the virus. We will:

- Continue to monitor our COVID-19 response and amend this plan according to local, city, state and federal regulations require.
- Provide up to date information to our workers on the Public Health advice issued by the CDC, Eau Claire County Health Department, Department of Health Services Wisconsin, and Wisconsin Department of Economic Development Corporation.
- Display information on the signs and symptoms of COVID-19 and correct hand-washing techniques
- Provide an adequate number of trained Worker Representatives who are easily identifiable and put in place a reporting system
- Inform all workers of essential hygiene and respiratory etiquette (sneezing and coughing) and physical distancing requirements
- Adapt the workplace to facilitate physical distancing
- Keep a log of contact / group work to help with contact tracing
- Have all workers attend an induction / familiarization briefing
- Develop a procedure to be followed in the event of someone showing symptoms of COVID-19 while at work or in the workplace
- Provide instructions for workers to follow if they develop signs and symptoms of COVID-19 during work
- Intensify cleaning in line with government advice

All managers, supervisors and workers will be consulted on an ongoing basis and feedback is encouraged on any concerns, issues or suggestions. This can be done through the Covid-19 Committee.



## Step 2 - Responsible Persons for Performing Tasks

Choice Products USA, LLC has identified suitably trained employees to serve on our COVID Committee to help with ensuring that the plan is implemented and checklists are completed.

The COVID Committee has been identified and the members have agreed to take responsibility for carrying out tasks such as:

- role of Covid Committee
- use of checklists to identify any areas for improvement
- regular checks to ensure the plan is being implemented

- review of risk assessments and the safety statement
- renewal of statutory certification where needed
- training
- reviewing emergency procedures and first aid

We have consulted with the individual committee members responsible for these tasks and have:

- briefed them on the tasks and their responsibilities
- entered their name against the relevant task(s) in the Responsible Persons table (see below).

<b>COVID Committee Task Register (Non-Exhaustive)</b>			
<b>NO.</b>	<b>TASKS (non-exhaustive list)</b>	<b>RESPONSIBLE PERSON(S)</b>	<b>SIGNATURE</b>
1	Person responsible for overall implementation of the plan	HR Manager	
2	Identification and training of worker representative	HR Manager	
3	Planning and Preparing to Return to Work (Checklist No.1)	HR Manager	
4	Control Measures (Checklist No.2)	Purchasing Manager	
5	COVID-19 Induction (Checklist No.3)	Sales Manager	
6	Dealing with a Suspected Case of COVID-19 (Checklist No.4)	Bakery/ Production Manger	
7	Cleaning and Disinfection (Checklist No.5)	Purchasing Manager	
8	Employee Information (Checklist No.6)	Warehouse/Pack Manager	
9	Worker Representative(s) (Checklist No.7)	COVID Committee	
10	Return-to-work forms	Warehouse/Pack Manager	
11	Other:		



### Step 3 - Employer Information

<b>Employer Name:</b>	Choice Products USA, LLC
<b>Workplace Address:</b>	Main Offices, Pre-pack and Warehouse: 3421 Truax Ct , Eau Claire, WI, 54703 Bakery: Hwy 37, Eau Claire, WI 54701 Erv Smith Bldg: 1935 Truax Blvd, Eau Claire, WI 54703
<b>Director / Senior Manager in the Workplace:</b>	The HR Manager is the main contact for any outside agencies, companies, or customers.
<b>Type of Business:</b>	Fundraising, Warehouse, production
<b>Number of Workers:</b>	75-100

<b>Number of Workers who Deal Directly with the Public:</b>	50
<b>Phone:</b>	Main Office: 715-833-8761
<b>Email:</b>	Email HR Manager, Monday-Friday at <a href="mailto:mfedele@choice-products.com">mfedele@choice-products.com</a> .

## Step 4 - Checklists



### a) Return to Work – Planning and Preparing

The planning and preparing phase is critical to ensure a safe return to work and covers such items as information and guidance, return-to-work forms, identifying worker representatives, revising our induction briefing, identifying and putting in place control measures and updating our safety statements, risk assessments and emergency plans.

Workers have been told to self-monitor for signs and symptoms of COVID-19, which have been explained to them, and the return-to-work form will be used to assess workers' health before they re-enter the workplace.

#### Further Information

- Checklist No. 1 – Planning and Preparing

### **COVID-19 Return to Work Safely Protocol – Employer Checklist No. 1 Planning and Preparing**

This checklist has been prepared to help Choice Products get our business up and running again in a way that will help prevent the spread of Covid-19. Further information can be found at <https://www.cdc.gov/coronavirus>, <https://coronavirus-and-covid-19-information-hub-eccounty.hub.arcgis.com/>, <https://www.dhs.wisconsin.gov/covid-19/employers.htm>, <https://wedc.org/reopen-guidelines/>

No	Control	Yes/No	Actions or Updates
1.	Have you a system in place to keep up to date with the latest advice from Government and to adjust your plans and procedures in line with that advice?	Yes -COVID CMTE, CDC, Dept of Health Services Wisconsin, Eau Claire County Health Dept., WEDC websites, Covid-19 Economic Recovery Task Force Member.	
2.	Have you prepared / revised your business COVID-19 response plan?	Yes. Plan is kept in the HR Mgr. Office and updated as CDC and other local and state websites mandate.	

3.	Have you a system in place to provide your workers with information and guidance on the measures you have to put in place to help prevent the spread of the virus and what is expected of them?	Yes – Safety Bulletin Board in Breakroom, table top signs in break room, COVID-19 Guide provided to all employees and power point presentations made to all staff in June 15,16,18, 2020. Committee also conducts weekly briefings in a meeting called Fast Facts to ensure understanding of policies in place as well as updating all staff on any changing requirements.	Update 8/10/20
4.	Have you consulted with your workers on measures, provided a system for workers to raise issues or concerns and to have them responded to?	Yes – All employees provided list of COVID Committee Team Members along with contact information. Committee contact also posted on Safety Board and in Employee Covid Guide. Setting up virtual suggestion box.	
5.	Have you identified the control measures you will need to put in place to minimize the risk of workers being exposed to COVID-19? (See Checklist No. 2)	Yes, located in the Covid-19 Binder in HR Office.	
6.	Have you reviewed and updated your risk assessments and safety statement to take account of any controls to help prevent the spread of COVID-19?	Yes. Marshfield Clinic Occupational Healthworks did a thorough audit and we received the Clinic's Covid Compliant Seal of Approval, 6-19-2020. Also, Covid Committee reviews any additional risks at weekly Covid Committee meetings.	
7.	Have you updated your emergency plans, in particular to take account of physical distancing?	Yes – Social Distancing decals on floor throughout the building; spaced tables in break room and only two chairs at a table to provide social distancing. Face Shields or masks now required per statewide mask mandate.	Update: State Mask Mandate Implemented 8-1-2020.
8.	Have you sent each worker a COVID-19 return-to-work form to be completed and returned 3 days before they return to the workplace? (See template Return-to-Work form )	Yes. Return to work form is to be completed by workers after they have been out with COVID. Checklist #6 distributed to all existing	

		employees to complete otherwise, it is provided to all employees during new hire orientation.	
9.	Have you sent each worker information on the CDC Higher Risk Category and asked them to tell you if they fall into any of these categories?	Yes – Can be found in the COVID-19 Employee Guide.	
10.	Have you assessed who can do their work from home and given them the facility to do so, in particular at-risk or vulnerable workers?	Yes – Copy to be found in Team Huddle Minutes along with a copy in the COVID-19 Binder in HR Office.	
11.	Have you told workers they must stay at home if sick or if they have any symptoms of COVID-19 and informed them of their entitlements if they are sick or need to quarantine?	Yes. Included in the Powerpoint presentations to all staff at meetings on June 16,17, and 18, 2020. Also posted on Safety Bulletin Board and in the COVID-19 Employee Guide.	
12.	Have you appointed and trained a Worker Representatives to help advise workers and to monitor compliance with COVID-19 control measures in the workplace?	Yes – Shared information from multiple local and federal government websites, webinars as well as information from the Eau Claire Chamber COVID-19 Task Force.	
13.	Have you agreed with workers about any adjustment of staff schedules, organizing of teams, breaks etc. needed to reduce the number of people in the workplace at any one time and to maintain physical distancing?	Yes. All Managers informed at weekly Mngt. Team Huddle meeting to adjust their staff as much as possible.	
14.	Have you updated your workplace induction / familiarization training to include all information relating to COVID-19? (See Checklist No. 3)	Yes. Developed Covid-19 Employee Guide distributed to all employees and new hires as well as instructions for Drivers and Pre-pack staff.	
15.	Have you organized to carry out meetings, training and information sessions online or by phone as far as possible?	Yes. All office meetings conducted on-line rather than in conference rooms.	
16.	Have you identified the activities that involve interacting with customers / visitors and put in place measures to prevent physical contact, as far as possible?	Yes. Visitor log in place at front desk, added visitor questionnaire to be completed before they are allowed any further into building. 7/2020 updated to add COVID App for visitors to complete using their smart phone and require all visitors	7/2020 Covid App Added to plan and masks for visitors mandated. 8/1/2020 Statewide mask mandate. All

		to wear a mask when they are on site.	employees notified masks now required in the workplace under the state's mandate.
17.	Have you contacted suppliers and arranged contactless delivery, invoicing and payment?	Yes. Already standard practice for invoicing and payments to be made by check or credit card. Deliveries including mail left by carriers in front entrance.	
18.	Have you stopped all non-essential business / work travel?	Yes	
19.	Are the number of workers sharing a vehicle kept to a minimum, are face coverings required and are workers informed of the need for interior touch points to be cleaned/wiped at the start and end of each shift?	Yes – Workers informed at COVID-19 Meetings. Wipes and Sanitizer are provided for each vehicle such as fork lifts. Face shields provide to all employees.	
20.	Have you advised workers to clean their hands BEFORE AND AFTER PUNCHING IN and when punching out for the day?	Yes /SANITIZER/INSRCTIONS BY TIME CLOCKS.	
21.	Have you set up workstations, desks and tables to help with physical distancing?	Yes - Following CDC guidelines	
22.	Have you put in place supports for workers who may be suffering from anxiety or stress and told your staff about these supports?	YES. 7/14/2020 fast facts meeting to address Mental Health and introduced Mental Health tool kit.	
	<b>Personal Protective Equipment (PPE)</b>		
23.	Have you identified, selected and sourced the PPE needed for your workers and arranged enough supplies of it?	YES	
24.	Have you arranged to train your workers in the proper fitting, use, removal, cleaning, storing and disposal of PPE?	YES. Department Managers will traing their staff.	
25.	If you have mechanical ventilation does it need cleaning or maintenance before the workplace reopens?	Not an issue; building was never fully closed and regular maintenance performed.	
26.	Does your hot water system need flushing at outlets e.g. showers, backwashes etc. following low usage to prevent Legionnaire's Disease?	No, this is not an issue; building was never fully closed.	
27.	Have your lifting or other equipment (e.g. lifts, forklifts, tail-lifts, autoclaves, etc.) been safety checked	YES. Warehouse supervisor checks equipment daily. Hand Sanitizers/wipes on all	

	and have you arranged for a competent person to do this before the workplace reopens?	equipment and staff trained to use before and after use of equipment.	
28.	Has this competent person provided you with details of how they plan to do this task safely and what they require from you to do so?	YES. This has been SOP even before Covid. Overseen by the Warehouse Supervisor.	
29.	Have you visually checked, or had someone check, all vehicles and equipment in the workplace for signs of deterioration or damage before workers use it again?	YES, done daily.	
30.	Has the workplace, including all equipment, workstations, benches, doors and frequent touched surfaces points, been thoroughly cleaned?	YES, twice daily	
	<b>Additional Information</b>		

### COVID-19 Return to Work Form

To help prevent the spread of COVID-19 in the workplace, every worker must complete and sign this form before returning to work. All new hires and seasonal rehires and any employees who have travelled will be required to complete the form. On review of the form, management may contact you and ask you not to return to work immediately and will discuss a suitable future date for your return. Every question **must** be answered.

Employee Name:	Manager Name:
Workplace Location (circle one):    Truax – Main    Bakery    Erv's	
Question	Yes / No
1. Do you have symptoms of cough, fever, high temperature, sore throat, runny nose, breathlessness or flu like symptoms now or in the past 14 days?	
2. Have you been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days?	
3. Are you a close contact of a person who is a confirmed or suspected case of COVID-19 in the past 14 days (i.e. less than 2 metres for more than 15 minutes accumulative in 1 day)?	
4. Have you been advised by a doctor to self-isolate at this time?	
5. Have you or any other person living within the same dwelling travelled to supposed "Hot Spots" outside of your local community withn the last 14 days?	
6. Please provide details below of any other circumstances relating to COVID-19, not included in the above, which may need to be considered to allow your safe return to work. Further information on people at higher risk from Coronavirus can be found at <a href="https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html">https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html</a> .	



\*if you are unsure whether or not you are in an at-risk category, please check the information at the link in Question 6.

\*\* If your situation changes after you complete and submit this form, please tell management.

Print

Name:.....Signature.....Date:.....

*The information contained in this guidance is for educational purposes only and is non-exhaustive. It is not intended to provide legal advice to you, and you should not rely upon the information to provide any such advice. We do not provide any warranty, express or implied, of its accuracy or completeness. The Health and Safety Authority shall not be liable in any manner or to any extent for any direct, indirect, special, incidental or consequential damages, losses or expenses arising out of the use of this template.*



**b) Control Measures**

This section deals with the measures we are implementing to prevent or minimize the spread of COVID-19 in the workplace and in our communities.

Measures which must be complied with include:

- Hand hygiene/Hand sanitizing
- Respiratory hygiene (Coughing/Sneezing)
- Physical distancing
- Minimizing contact
- Considering At-risk workers
- Visiting Contractors / Others

**Further Information**

- Checklist No.2 - Control Measures

**COVID-19 Return to Work Safely Protocol - Employer Checklist No.2  
Control Measures**

This checklist has been prepared to help Choice Products get our business up and running again in a way that will help prevent the spread of COVID-19. By putting in place control measures, we can help to protect our workers. Further information can be found at <https://www.cdc.gov/coronavirus>, <https://coronavirus-and-covid-19-information-hub-eccounty.hub.arcgis.com/>, <https://www.dhs.wisconsin.gov/covid-19/employers.htm>, <https://wedc.org/reopen-guidelines/>

No	Topic	Yes/No	Action Required
	<b>Hand Hygiene Facilities:</b>		
1.	Are there enough hand washing and hand sanitizing stations in place to accommodate workers, visitors/customers adhering to hand hygiene measures?	Yes – Handwashing is in breakroom, test kitchen and bathrooms. Hand	

		sanitizers are at front door and breakroom and at everyone's desk.	
2.	<p>Are hand washing and hand sanitising stations in convenient locations that can be easily and frequently accessed? Have you considered:</p> <ul style="list-style-type: none"> <li>• all entry/exit points</li> <li>• high traffic areas</li> <li>• the need for workers to wash their hands before, during or after a work task</li> <li>• the distance workers are from hand washing /hand sanitising facilities including wash/bathrooms</li> <li>• the number of workers and any shift arrangements</li> </ul>	Yes. If water is not available, hand sanitizer is provided, for example, at the front desk for visitors, by the time clock for employees punching in and out.	
3.	Have you made arrangements to ensure hand hygiene facilities are regularly checked and well-stocked e.g. soap dispensers, paper towels, touch-free bins and hand-sanitizer?	Yes by cleaning service and assigned COVID Committee member.	
	<b>Hand sanitizing</b>		
4.	Does the alcohol-based hand sanitiser have at least 60% ethanol or 70% isopropanol as the active ingredient?	Yes	
5.	Are there stations at entry/exit points to the workplace?	Yes	
6.	Are there stations in areas that have high touchpoints or high traffic areas?	Yes – front desk, breakroom, by time clock, sinks in breakroom and test kitchen.	
	<b>Employee awareness around hand hygiene in the workplace</b>		
7.	Have you informed workers about the importance of hand washing?	Yes – June 8 <sup>th</sup> , 9 <sup>th</sup> and 11 <sup>th</sup> and refresher on June 29 <sup>th</sup> . Also discussed at the Fast Facts meeting in June. Also included in new employee manual and signage throughout the building.	
8.	Have you trained/shown workers <u>how to wash their hands</u> (with soap and water for at least 20 seconds) and dry them correctly? ( <a href="https://www.youtube.com/watch?v=d914EnpU4Fo&amp;feature=youtu.be">https://www.youtube.com/watch?v=d914EnpU4Fo&amp;feature=youtu.be</a> )	Yes	
9.	Have you shown workers where hand-sanitizing stations are located?	Yes	
10.	Have you <u>displayed posters</u> on how to wash hands correctly in appropriate locations?	Yes	
11.	<p>Have you told workers and others when they need to wash their hands? This includes:</p> <ul style="list-style-type: none"> <li>• before and after eating and preparing food</li> <li>• after coughing or sneezing</li> <li>• after using the toilet</li> <li>• before smoking or vaping</li> </ul>	Yes. In response plan presentation and in employee covid guide as well as in regular meetings such as the Fast Facts weekly meetings.	

	<ul style="list-style-type: none"> <li>• where hands are dirty</li> <li>• before and after wearing gloves</li> <li>• before and after being on public transport</li> <li>• before leaving home</li> <li>• when arriving/leaving the workplace/other sites</li> <li>• after changing tasks</li> <li>• after touching potentially contaminated surfaces</li> <li>• if in contact with someone displaying any COVID-19 symptoms</li> </ul>		
12.	Have you provided facilities for outdoor workers to frequently practice hand hygiene?	Yes	
13.	Have you provided workers with hand sanitizer for use in work vehicles?	Yes	
	<b>Respiratory hygiene</b>		
14.	Have you told workers of good respiratory measures to limit the spread of the virus: <ul style="list-style-type: none"> <li>• avoid touching the face, eyes, nose and mouth</li> <li>• cover coughs and sneezes with an elbow or a tissue</li> <li>• dispose of tissues in a covered bin</li> </ul>	Yes	
15.	Have you made tissues available to workers and garbage bins or bin bags for their safe disposal?	Yes, no-touch bins in all bathrooms and tissues available throughout the building.	
16.	Is there a system in place to regularly empty bins so they don't over fill?	Yes. Daily cleaning crew instructed to empty when doing the afternoon wipedown.	
	<b>Physical Distancing – staying 6' apart</b>		
17.	Have you looked at how you can change the layout of your workplace to allow for physical distancing?	Yes	
18.	Have you a system to regularly remind workers to stay 6 ft. apart?	Yes. Floor decals as well as signage around building.	
19.	Have you identified the activities that involve interacting with customers, visitors and others and put in place measures to help prevent contact and ensure physical distancing, as far as possible?	Yes. All visitors and customers required to wear masks and signage to remind physical distancing in conference rooms used for face to face meetings.	
20.	Can you rearrange working times and shifts to minimize the number of people at work together?	Yes, when possible.	
21.	Can you rearrange break areas and times to comply with physical distancing? (e.g. placing tables and chairs further apart, staggering breaks)	Yes. Manager will make out break schedules for pre-packers and tables/chairs arranged in breakroom for physical distancing. Most office	

		staff have chosen to eat at their desk.	
22.	Can you organize workers into teams who consistently work and take breaks together?	Yes	
23.	If it's not possible to maintain physical distancing in the break room, have you considered making alternative arrangements?	Made arrangements so this shouldn't be an issue. Breaks are scheduled limiting the number of staff in the break area at any one time.	
24.	Can you provide a one way system for entering and exiting the workplace, where practical?	No but we are limiting access to areas not conducive to physical distancing such as accounting.	
25.	Have you implemented physical distancing for outdoor work activities?	Yes	
26.	Where workers are sharing accommodation provided by the employer, at a place of work, are you following the guidance as laid out in the <u>Return to Work Safely Protocol (Pg.18)</u> ?	Yes	
27.	Have you reduced the number of people working in enclosed spaces by: <ul style="list-style-type: none"> <li>• facilitating working from home</li> <li>• reducing the number of work tasks</li> <li>• postponing non-essential work</li> <li>• modifying work tasks?</li> </ul>	Yes as much as possible.	
28.	Have you put floor markings in place to remind everyone in the workplace of the 6 ft. physical distance required?	Yes	
29.	If it is not possible to ensure a 6 feet physical distance between workers, have you put in place alternative measures: <ul style="list-style-type: none"> <li>• installed physical barriers, such as clear plastic sneeze guards between workers</li> <li>• to maintain at least a distance of 3 feet or as much distance as is practical</li> <li>• to minimize any direct worker close contact</li> <li>• to provide hand washing or hand sanitizing aids nearby, so that hands can be cleaned as soon as the task is complete</li> <li>• made face masks available to workers in line with Public Health advice and ensuring that masks are clean and not shared or handled by other workers.</li> </ul> <p><b>Note:</b> wearing face masks is not a substitute for other measures outlined above.</p>	Yes. Sneeze guards on top of cubicles in Accounting/Payroll, chains across office doors or cubicle entries to discourage entrance into safe space w/out permission. Face Shields provided to all workers. Masks available as well.	
30.	Have you staggered entry into the workplace including the entry of customers or clients?	Yes as much as possible.	
	<b>Minimizing Contact</b>		

31.	Have you minimized the need for business trips or for workers to gather for meetings and interactions e.g. by making available technology for online or phone meetings?	Yes. Google Hangouts/Google Meeting provided for all.	
32.	If workers have to meet, do you make sure they meet in a large space where physical distancing can be done and for as short a time as possible?	Yes. Conference rooms with large tables available.	
33.	Have you put in place a system that eliminates or reduces the need for workers to travel together in vehicles?	Yes. Travel in separate vehicles whenever possible	
34.	In the case where vehicles must be shared, have you told workers to sit as far apart as possible, to wear face coverings, and to clean the frequently touched surfaces in the vehicle as a minimum at the start and end of each shift?	Yes	
35.	Have you advised workers to travel alone if using their cars for work?	Yes	
36.	Have you told workers to clean and disinfect surfaces and shared equipment, not to shake hands and to avoid any physical contact?	Yes at management and office meetings as well as in covid presentations in June and in employee guide.	
	<b>Personal Protective Equipment (PPE) [Guidance open to change]</b>		
37.	Note: PPE use cannot take the place of other preventative measures. For COVID-19, employers should check public health advice. Gloves are generally not required for infection prevention and control and are not a substitute for hand hygiene.	Correct	
38.	Has the correct PPE been identified based on the hazard and worker work activity?	Yes. Face Shields or masks for anyone working less than 6' from eachother.	
39.	Is there a sufficient supply of relevant PPE required to allow a safe return to work?	Yes	
40.	Have you trained workers in the correct fitting, use, removal, cleaning, storing and disposal of PPE?	Yes	
41.	Have you made arrangements for the cleaning, inspection, maintenance and disposal of PPE, where appropriate?	Yes. We provide trash recepticals with "foot pedal" lids for easy opening/closing	
	<b>At Risk Groups</b>		
42.	Have you determined which, if any of your workers are at higher risk from COVID-19?	Yes	
43.	Have you enabled at risk or vulnerable workers to work from home where possible?	Yes	
44.	Have you enabled at risk workers to maintain a physical distance of 6 feet distance?	Yes	
	<b>Changes to Work Practices</b>		
45.	Have you considered other changes to work practices to minimize the spread of COVID-19?	YES. Promoting handwashing/sanitizing	

		wipes/lotion, cleaning personal workspace twice a day, wipe down of frequently touched surfaces like copiers and other office equipment and workspaces.	
46.	Have you arranged for safe delivery of goods to the workplace?	YES	
	<b>Visiting Contractors / Workers</b>		
47.	Are there arrangements in place to inform other workers, contractors or visitors of the workplace measures to help prevent the spread of infection?	YES. Sign posted at front desk with instructions to hand sanitize, "Stop" poster at all entrances to encourage "do not enter if you have symptoms". Disposable masks available at desk for visitors.	
48.	Is there a system for recording visits to the site/workplace by workers and others, as well as visits by workers to other sites? (COVID-19 Contact log)	YES. Sign in log at front desk along with access to COVID App for phones.	



### c) COVID-19 Induction / Familiarization

Workers need to be told about changes in the workplace and updated on new ways of working. Our usual training for new employees has been revised to include measures to help prevent the spread of the virus. All workers will be brought through this training before starting back to work. The training will be carried out in a safe manner with physical distancing measures in place.

The following range of items will be discussed and brought to the attention of workers:

- Communication system
- Return-to work form
- Signs and symptoms of COVID-19 (at home and in the workplace)
- Information on how the virus is spread
- Control measures to help prevent infection
- COVID-19 contact log
- Worker Representative
- Changes to risk assessments and safety statement
- Changes to emergency plans and first aid procedures
- Minimising contact
- Reporting procedures

Attendance at a COVID-19 induction will be recorded and records kept.

#### Further Information

- Checklist No.3 – COVID-19 Orientation

**COVID-19 Return to Work Safely Protocol – Employer Checklist No. 3  
Orientation/Training**

This checklist has been prepared to help Choice Products get back up and running in a way that will help prevent the spread of COVID-19. The usual training for new employees will be revised to include measures to help prevent the spread of the virus. All workers must be brought through this COVID training before starting back to work.

	<b>Control</b>	<b>Yes</b>	<b>No</b>	<b>Action needed</b>
1.	Have you a system in place to keep up to date with the latest COVID-19 advice from Government and to pass that advice on to workers?	Yes		
2.	Have you a completed COVID-19 return-to-work form for each worker at the orientation? (See template Return-to-Work form)	Yes		
3.	Have you covered the signs and symptoms of COVID-19?	Yes		
4.	Have you explained to workers how the virus is spread?	Yes		
5.	Have you covered the control measures you have put in place to minimize the risk of workers being exposed to COVID-19? (See Checklist No. 2)	Yes		
6.	Have you demonstrated physical distancing, good hand hygiene and respiratory etiquette to workers?	Yes, response plan rollout and at regular meetings.		
7.	Have you given workers information on At Risk Groups and asked them to let you know privately if they fall into any of these categories?	Yes		
8.	Have you told workers they must stay at home if sick or if they have any symptoms of COVID-19 and informed them of their entitlements if they are sick or need to quarantine?	Yes		
9.	Have you told workers what to do and what to expect if they start to develop symptoms of COVID-19 in the workplace. (See Checklist No. 4)	Yes		
10.	Have you told workers of the purpose of the COVID-19 contact log in the workplace?	Yes		
11.	Have you covered any relevant changes in your business COVID-19 response plan?	Yes, via emails and weekly Fast Facts Meetings with staff.		
12.	Have you included any relevant updates (to minimize the risk of you and others being exposed to COVID-19) in your risk assessments and safety statement?	Yes		

13.	Have you included information on changes to your emergency plans?	In Progress		
14.	Have you explained any changes to first aid procedures to minimize the risk of you and others being exposed to COVID-19?	Yes. Protocol in place for suspected covid exposure.		
15.	Have you identified the Worker Representative(s) to all workers and explained what their purpose is?	Yes through meetings, employee guides and postings in breakroom.		
16.	Have you explained any new staff schedules, changing of start / finish times, staggering of breaks etc. ?	Yes. Managers have break schedule to follow so breaks are staggered.		
17.	Have you told workers to wash their hands before leaving home and on arrival in the workplace, and at regular intervals throughout the day?	Yes, included in employee guide and posters throughout the building.		
18.	Have you explained the importance of workers avoiding touching their faces?	Yes		
19.	Have you explained the need for workers to avoid physical contact with colleagues, customers or visitors?	Yes		
20.	Have you explained the need for the twice-daily cleaning regime of frequently touched surfaces such as door handles, light switches, coffee machines, toasters, microwaves, fridge doors etc.?	Yes. Signage by all appliances and vending machines.		
21.	Have you explained the need to avoid sharing items such as cups, bottles, cutlery, pens etc.?	Yes		
22.	Have you provided each worker with cleaning materials, including disinfectant wipes, and advised them to clean their own workspace twice daily?	Yes, provided to all employees.		



23.	Have you advised workers of the public health recommendation to use a face covering on public transport?	Yes		
24.	Have you advised workers to reduce work-related travel as far as possible and provided means for them to have meeting in other ways e.g. phone/ online rather than in person?	Yes		
25.	Have you advised workers to travel alone if using their cars for work?	Yes		
26.	Have you advised workers who have to share a vehicle to wear a face covering and to clean the vehicle's frequently touched surfaces at the start and end of each shift?	Yes		
27.	Have you told workers about the supports available to them if they are feeling anxious or stressed?	Yes		
28.	Have you explained the proper fitting, use, removal, cleaning, storing and disposal of any required PPE?	Yes		
29.	Have you a system that allows your workers to raise issues or concerns and have these responded to?	Yes		



#### d) Dealing with a Suspected Case of COVID-19

This details our procedure to be followed in the event of someone developing the signs and symptoms of COVID-19 while at work or while in the workplace.

We have designated spaces throughout the company for isolating an employee with a suspected case of COVID-19 and shared this information with managers and supervisors so they will know how to do this safely. We have also noted the procedures to be followed to assist the infected employee to safely leave the premises.

#### Further Information

- Checklist No.4 - Dealing with a Suspected Case of COVID-19

### COVID-19 Return to Work Protocol – Employer Checklist No. 4 Dealing with a Suspected Case of Covid-19

No	Control	Yes/No	Action needed
	<b>Procedures and Information</b>		
1.	Have you a system in place to identify and isolate workers or others who start to display symptoms of COVID-19 in the workplace?	Yes	
2.	Have you a COVID-19 contact / group work log in place to facilitate contact tracing?	Yes, sheet to fill out for direct contact as well as by building tracing.	
3.	Have you informed workers of the purpose of the log?	Yes	

4.	Have you consulted with workers on the purpose of the isolation procedure and when it should be used?	Yes	
5.	Have you displayed the COVID-19 posters in suitable locations highlighting the signs and symptoms of COVID-19? <a href="https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-symptoms-11x17-en.pdf">https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-symptoms-11x17-en.pdf</a>	Yes	
	<b>Instructions if a person(s) develops signs and symptoms of COVID-19 at work</b>		
6.	Have you instructed your workers about what they need to do if they develop signs and symptoms at work?	Yes	
7.	Have you provided your workers with up to date public health information on COVID-19 issued by the CDC	Yes, Signage in prominent places throughout bldg.	
	<b>Reporting</b>		
8.	Have you made your workers aware of reporting procedures if they develop signs and symptoms at work for COVID-19?	Yes	
	<b>Response team</b>		
9.	Have you appointed a manager to deal with any suspected case of COVID-19?	Yes	
10.	Have you allocated workers to support a response team(s) to deal with a suspected case of COVID-19 in the workplace and trained this team in what actions to take?	Yes	
	<b>Isolation area(s)</b>		
11.	Have you identified a place that can be used as an isolation area, preferably with a door that can be closed, in the event of a suspected case of COVID-19?	Yes, Conference rooms or empty Offices.	
12.	Is this isolation area accessible, including to workers with disabilities?	Yes	
13.	Is the route to the isolation area accessible?	Yes	
14.	Have you a contingency plan for dealing with more than one suspected COVID-19 case? e.g. If more than one person is displaying signs and symptoms of COVID-19, are there additional isolation areas?	Yes, empty offices	
15.	Are the following available in the isolation area(s)? <ul style="list-style-type: none"> <li>• ventilation, e.g. fresh air ventilation/ability to open a window</li> <li>• tissues</li> <li>• hand sanitizer</li> <li>• disinfectant and/or wipes</li> <li>• gloves, masks</li> <li>• waste bags</li> <li>• pedal-operated, closed bin</li> </ul>	Yes	
	<b>Isolating a person(s) displaying COVID-19 symptoms</b>		

16.	Are procedures in place for the manager or a member of the isolation team to accompany the affected person to the isolation area, along the isolation route, while maintaining physical distancing (6 FEET) from them?	Yes, managers of that person is responsible.	
17.	Is the manager and response team familiar with this procedure?	Yes	
18.	Have others been advised to maintain a distance of at least 6' from the affected person at all times?	Yes	
19.	Is there a disposable mask available for the affected person to wear while in a common area and when exiting the building?	Yes	
	<b>Arranging for the person to leave workplace/Exit Strategy</b>		
20.	Will you ask if the affected person feels well enough to travel home?	Yes	
21.	If the affected person considers themselves able to travel home, will you direct them to do so and to call their doctor and to self-isolate at home?	Yes	
22.	If the affected person feels unable to go home, will the manager/isolation team let them remain in isolation, and enabled them to call their doctor?	Yes	
23.	Will the affected person be advised to avoid touching other people, surfaces and objects?	Yes	
24.	Will the affected person be advised to cover their mouth and nose with the disposable tissue(s) provided when they cough or sneeze, and to put the tissue in the waste bag provided?	Yes	
25.	Will transport home or to an assessment center be arranged if the affected person has been directed to go there by their Doctor?	Yes	
26.	Will the affected person be advised not to go to their doctor's surgery or any pharmacy or hospital rather to call instead?	Yes	
27.	Will the affected person be advised they must not use public transportation?	Yes	
28.	Will the affected person be advised to continue wearing the face mask until they reach home?	Yes	
	<b>Follow-up</b>		
29.	Will you carry out an assessment of the incident to identify any follow-up actions needed?	Yes, Manager of the specific area will do so.	
30.	Are you available to provide advice and assistance if contacted by the CDC?	Yes	
	<b>Disinfection</b>		
31.	Will you take the isolation area and any work areas were the person was involved out-of-use until cleaned and disinfected?	Yes	
32.	Will you arrange for cleaning and disinfection of the isolation area and any works areas involved, at least one hour after the affected person has left the building?	Yes	

33.	Have the cleaners been trained in dealing with contaminated areas and supplied with the appropriate PPE?	Yes	
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### e) Cleaning and Disinfection in the Workplace

We have put in place an effective cleaning and disinfection system as regular cleaning and disinfection will help reduce the spread of the virus. We have arranged for frequently touched surfaces, such as door handles, light switches, kitchen appliances etc. to be cleaned twice daily.

Communal areas will also be cleaned twice daily.

If disinfection of contaminated surfaces is needed, this will be done in addition to cleaning.

Workers will be provided with cleaning materials to keep their own workspace hygienically clean and advised to regularly clean any personal items brought in from home.

Cleaning staff will be given information and instruction in relation to the new procedures.

#### Further Information

- Checklist No.5 – Cleaning and Disinfecting

## COVID-19 Return to Work Safely Protocol - Employer Checklist No.5 Cleaning and Disinfection

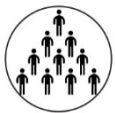
This checklist has been prepared to help Choice Products get our business up and running again in a way that will help prevent the spread of COVID-19. This checklist will help us put additional cleaning and disinfection measures in place here at Choice.

Further information can be found at <https://www.cdc.gov/coronavirus>, <https://coronavirus-and-covid-19-information-hub-eccounty.hub.arcgis.com/>, <https://www.dhs.wisconsin.gov/covid-19/employers.htm>, <https://wedc.org/reopen-guidelines/>

No.	Topic	Yes/No	Action Required
1.	Have you a system in place for checking and keeping up to date with the latest public health advice from Government and to adjust your cleaning procedures in line with that advice?	Yes	
2.	Have you a system in place of thorough and regular cleaning of frequently touched surfaces?	Yes, wiped down twice a day by Cleaning company and/or company personnel	

		when needed.	
3.	If disinfection of contaminated surfaces is required, has it been done following cleaning?	Yes.	
4.	Have the following frequently touched surfaces been included in your cleaning plan: for example <ul style="list-style-type: none"> <li>• table tops</li> <li>• door handles and light switches</li> <li>• toilets and toilet doors, taps</li> <li>• remote controls</li> <li>• coffee makers, toasters, microwave, fridge handles</li> <li>• kitchen surfaces and cupboard handles?</li> </ul>	Yes	
5.	Are frequently touched surfaces visibly clean at all times and cleaned at least twice a day?	Yes	
6.	Are washrooms and surfaces in communal areas being cleaned at least twice a day and whenever visibly dirty?	Yes	
7.	Have you provided workers with cleaning materials such as disinfectant or wipes to keep their own workspace clean?	Yes, both hand sanitizer and wipes are provided	
8.	Have you told workers what they need to do to keep their own workspace clean?	Yes during response plan presentation, employee covid guide and at regular meetings.	
9.	Workers are responsible for cleaning personal items that have been brought to work and are likely to be handled at work or during breaks. e.g. mobile phone. Have you told workers to clean personal items that they have brought to work, such as mobile phones, to avoid leaving them down on communal surfaces or they will need to clean the surface after the personal item is removed?	Yes	
10.	Have no-touch bins been provided, where practical?	Yes. Bathrooms have no-touch bins.	
11.	Have arrangements been made for the regular and safe emptying of bins?	Yes	
12.	Have you sufficient cleaning materials available to allow for increased cleaning?	Yes	
13.	Have cleaning staff been trained in the new cleaning arrangements?	Yes	

14.	Have staff been instructed to read and follow instructions on the product label/ Safety Data Sheet for any cleaning product(s) before use and that where relevant appropriate PPE is worn by cleaners?	Yes	
15.	If cleaning staff have been instructed to wear gloves when cleaning are they aware of the need to wash their hands thoroughly with soap and water, both before and after wearing gloves?	Yes	
16.	Is there is system in place for the disposable of cleaning cloths and used wipes in a rubbish bag? Current guidance recommends waste such as cleaning waste, tissues etc. from a person suspected of having COVID-19 should be double bagged and stored in a secure area for 72 hours before being presented for general waste collection.	Yes	
17.	Is there a system in place to make sure reusable cleaning equipment including mop heads and non-disposable cloths are clean before re-use?	Yes, met with cleaning company.	
18.	Is there a system in place to ensure that equipment such as buckets are emptied and cleaned with a fresh solution of disinfectant before re-use?	Yes	



#### f) Workers Responsibilities in the Workplace

Aside from the usual day to day responsibilities that workers must comply with, the introduction of COVID-19 into society brings new challenges that workers need to be aware of so that the return to work safely protocol can be implemented effectively.

Workers must keep themselves updated on the latest advice from Government and the CDC. They must also co-operate in maintaining the control measures put in place to help prevent the spread of the virus and report any issues or concerns they may have.

#### Further Information

- Checklist No.6 – Employees

## COVID-19 Return to Work Safely Protocol - Checklist No. 6

### Workers & Prevention

This checklist has been developed to help inform workers about what they need to do to help prevent the spread of COVID-19 in their workplace. Employers and employees must work together to protect everyone at our workplace. Further information can be found at <https://www.cdc.gov/coronavirus>, <https://coronavirus-and-covid-19-information-hub-eccounty.hub.arcgis.com/>, <https://www.dhs.wisconsin.gov/covid-19/employers.htm>, <https://wedc.org/reopen-guidelines/>

	Control	Yes / No	Action needed
1.	Do you feel well and fit enough to return to work?		

2.	Are you keeping up to date with the latest COVID-19 advice from Government?		
3.	Are you aware of the signs and symptoms of COVID-19? <a href="https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html">https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html</a>		
4.	Do you know how the virus is spread? <a href="https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-covid-spreads.html">https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-covid-spreads.html</a>		
5.	Have you completed COVID-19 return-to-work form and given it to your employer? (See template Return-to-Work form)		
6.	Have you told your employer if you fall into any of the at risk groups? <a href="https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/groups-at-higher-risk.html">https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/groups-at-higher-risk.html</a>		
7.	Have you been given an induction before returning to work and made aware of the control measures your employer has put in place to minimize the risk of you and others being exposed to COVID-19? (See Checklist No. 2 Control Measures)?		
8.	Do you know who your COVID Committee Team members are and how to contact one of them?		
9.	Do you know how to contact your Covid Committee Team members or supervisor if you have any concerns about exposure to COVID-19, control measures not been maintained or have any suggestions that could help prevent the spread of the virus?		
10.	Do you know what to do in relation to physical distancing, good hand hygiene and respiratory etiquette?		
11.	Do you know how to wash your hands properly?		
12.	Do you know when to wash your hands: i.e. <ul style="list-style-type: none"> <li>• before and after eating and preparing food</li> <li>• after coughing or sneezing</li> <li>• after using the toilet</li> <li>• before smoking or vaping</li> <li>• where hands are dirty</li> <li>• before and after wearing gloves</li> <li>• before and after being on public transport</li> <li>• before leaving home</li> <li>• when arriving/leaving the workplace/other sites</li> <li>• after changing tasks</li> <li>• after touching potentially contaminated surfaces</li> <li>• if in contact with someone displaying any COVID-19 symptoms</li> </ul>		
13.	Do you know where your nearest hand washing / hand sanitizing stations are?		
14.	Do you know to avoid touching your face?		
15.	Do you know to keep 6 feet/physical distancing from others at all times at work, including the breakroom or bathrooms?		
16.	Do you know to avoid any physical contact with colleagues, customers or visitors?		

18.	Do you know what to do if you start to develop symptoms of COVID-19 while at work?		
19.	Do you understand the purpose of giving your employer any necessary information to maintain a COVID-19 contact log?		
20.	Do you understand the purpose of staggering breaks and physical distancing?		
21.	Have you been made aware of any changes to the emergency plans or first aid procedures for your workplace in response to controls to minimize the risk of you and others being exposed to COVID-19?		
22.	Do you know to avoid sharing items such as cups, bottles, cutlery, pens etc.?		
23.	Have you been made aware that any personal items brought into work must be cleaned and to avoid leaving them down on communal surfaces or to clean the surface after the personal item is removed? Items such as cell phones for example.		
24.	Have you been provided with cleaning materials and disinfectant to clean your own workspace twice daily?		
25.	Do you know to clean your hands before and after using public transport when commuting and when you enter and exit the workplace?		
26.	Can you avoid work-related travel as far as possible and are you able to conduct meetings with colleagues / clients / customers in other forms e.g. phone, online rather than in person?		
27.	If using your own car for work, will you travel alone?		
28.	If you have to share a work vehicle, have you access to a face covering and products such as wipes to clean the vehicle's frequently touched surfaces at the start and end of each shift?		
29.	Do you know when you have to wear PPE and how to fit, use, remove, clean, store and dispose of any required PPE?		
30.	Do you know what supports are available to you if you are feeling anxious or stressed? <a href="https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/managing-stress-anxiety.html">https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/managing-stress-anxiety.html</a>		
	<b>Additional Information</b>		

**Name**.....**Signature**.....**Date**.....

*The information contained in this guidance is for educational purposes only and is non-exhaustive. It is not intended to provide legal advice to you, and you should not rely upon the information to provide any such advice. We do not provide any warranty, express or implied, of its accuracy or completeness. The Health and Safety Authority shall not be liable in any manner or to any extent for any direct, indirect, special, incidental or consequential damages, losses or expenses arising out of the use of this checklist.*





## f) COVID Committee

We have appointed a COVID Committee for our staff to ensure that COVID-19 measures are followed. Covid Committee members will receive training and information on the role and the measures that have been put in place to help prevent the spread of the virus. We have told the staff who their COVID Committee Team members are.

Good communications channels in the workplace are essential for all stakeholders. Managers, supervisors and workers, should engage with the worker representative(s), to highlight concerns, report defects, submit ideas and identify improvements in the workplace.

### Further Information

- Checklist No.7 – COVID Committee

## COVID-19 Return to Work Safely Protocol - Checklist No. 7

### COVID COMMITTEE

This checklist has been developed to help those selected as our Workplace Representatives understand their role in helping to help prevent the spread of COVID-19 in our workplace and in the community. Further information can be found at <https://www.cdc.gov/coronavirus>, <https://coronavirus-and-covid-19-information-hub-eccounty.hub.arcgis.com/>, <https://www.dhs.wisconsin.gov/covid-19/employers.htm>, <https://wedc.org/reopen-guidelines/>

	Control	Yes / No	Action needed
1.	Have you agreed with your employer or manager to act as a Worker Representative for your workplace or work area?		
2.	Have you been provided with information and training in relation to the role of Worker Representative?		
4.	Are you keeping up to date with the latest COVID-19 advice from Government?		
5.	Are you aware of the signs and symptoms of COVID-19? <a href="https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html">https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html</a>		
6.	Do you know how the virus is spread? <a href="https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-covid-spreads.html">https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-covid-spreads.html</a>		
7.	Do you know how to help prevent the spread of COVID-19?		
8.	Have you been brought through an induction before returning to your workplace?		
9.	Are you helping in keeping your fellow workers up to date with the latest COVID-19 advice from Government?		
10.	Have you completed the COVID-19 return-to-work form and given it to your employer? (See template Return-to-Work form)		

11.	Are you aware of the control measures your employer has put in place to minimize the risk of you and others being exposed to COVID-19? (See Checklist No. 2 Control Measures)		
12.	Did your employer consult with you when putting control measures in place?		
13.	Have you a means of regular communication with your employer or manager?		
14.	Are you co-operating with your employer to make sure these control measures are maintained?		
15.	Have you familiarized yourself with the cleaning requirements needed to help prevent cross contamination? (See Checklist No.5 Cleaning and Disinfection)		
16.	Have you been asked to walk around your workplace / work area daily and check that the control measures are in place and are being maintained? (Using Checklist No.2)		
17.	Are you reporting immediately to your employer / manager any problems, areas of non-compliance or defects that you see?		
18.	Are you keeping a record of any problems, areas of non-compliance or defects and what action was taken to remedy the issue?		
19.	Are you familiar with what to do in the event of someone developing the symptoms of COVID-19 while at work?		
20.	Are you co-operating with your employer in identifying an isolation area and a safe route to that area? (See Checklist No.4)		
21.	Are you helping, as part of the response team, in the management of someone developing symptoms of COVID-19 while at work?		
22.	Once the affected person has left the workplace, are you helping in assessing what follow-up action is needed?		
23.	Are you helping in maintaining the worker contact log?		
25.	Have you been made aware of any changes to the emergency plans or first aid procedures for your workplace?		
26.	Are you making yourself available to fellow workers to listen to any COVID control concerns or suggestions they may have?		
27.	Are you raising those control concerns or suggestions with your employer or manager and feeding back the response to the worker who raised the issue?		
28.	Do you know what supports are available if you are feeling anxious or stressed and will you pass this information on to your fellow workers? <a href="https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/managing-stress-anxiety.html">https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/managing-stress-anxiety.html</a>		

**Name.....Signature.....Date.....**