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# Commonwealth Fire Protection

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## Infectious Diseases and Influenza Pandemic Prevention Plan (IPPP)

This Commonwealth Fire Protection Company (CFPC) document is not a standard or regulation, and it creates no new legal obligations. It does however contain recommendations as well as descriptions of mandatory safety and health standards in the prevention of contracting and/or spreading of the SARS-CoV-2 and subsequently the COVID-19 virus referred to as the China “COVID-19” Disease. These recommendations are advisory in nature, informational in content, and are intended to assist employers and employees in providing and maintaining a safe workplace.

Corona Virus Disease 2019 (COVID-19) is a respiratory disease caused by the SARS-CoV-2 virus. It has spread from China to many other countries around the world, including the United States. To reduce the USA impact of COVID-19 outbreak conditions on businesses, workers, customers, and the public CFPC has established an Influenza Pandemic Prevention Plan (IPPP) to address the specific exposure risks, the sources of potential exposure, routine sanitation requirements along with routes of transmission and continual monitoring.

This document is based on the Occupational Safety and Health Administration (OSHA) COVID-19 planning guidance which is based on traditional infection prevention and industrial hygiene practices. The plan will highlight the actions taken by CFPC and its employees to implement engineering, administrative, and work practice controls along with personal protective equipment (PPE), as well as considerations for doing so.

Information contained in CFPC’s plan is derived from resources such as but not limited to:

- The OSHA COVID-19 webpage offering information specifically for workers and employers: [www.osha.gov/covid-19](http://www.osha.gov/covid-19).
- The U.S. Department of Health and Human Services’ Centers for Disease Control and Prevention (CDC) providing the latest information about COVID-19 and the global outbreak: [www.cdc.gov/coronavirus/2019-ncov](http://www.cdc.gov/coronavirus/2019-ncov).

While CFPC has not currently experienced any impact, as the COVID-19 health emergency continues to evolve, the company and its employees have been consistently implementing precautions to confirm the health of our labor force, our supply chain partners for materials, and have implemented a protocol to maintain business continuity. As always, we welcome the opportunity to work together to develop risk avoidance and mitigation strategies for the ensured safety of all Americans.



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## Influenza Pandemic Prevention Plan (IPPP)

**Purpose:** to address the specific exposure risks, the sources of potential exposure, routine sanitation requirements along with routes of transmission and continual monitoring.

**Applicability:** This procedure applies to all CFPC employees and persons performing any/all work operations for or under the authority of CFPC.

**Ownership & Approval:** The President of CFPC is the owner of this procedure. The owner or designee must approve this procedure and all revisions after stakeholder review annually.

### Terms & Definitions:

Asymptomatic Cases – Persons who have experienced no COVID-19 symptoms at all.

Corona Virus (COVID-19) – Also known as SARS-CoV-2 and the China Flu, is a respiratory borne virus which causes illness ranging from mild to severe and, in some cases, can be fatal.

Incubation Period - In medicine, the time from the moment of exposure to an infectious agent until signs and symptoms of the disease appear. According to the CDC, symptoms of COVID-19 may appear in as few as 2 days or as long as 14 days after exposure.

Outbreak – The sudden or violent start of something unwelcome, such as war, disease, etc.

Pandemic – Disease (of a disease) prevalent over a whole country or the world.

Symptom – A physical or mental feature which is regarded as indicating a condition of disease. In regards to COVID-19 symptoms typically include fever, cough, and shortness of breath.



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**Procedure:** Each CFPC facility and its personnel are responsible for maintaining the elements of CFPC's Influenza Pandemic Prevention Plan (IPPP) to ensure workplace health dangers are communicated to affected and that controllable dangers are properly mitigated, and that information is readily available in the event of an emergency.

Additional guidance may be needed as COVID-19 outbreak conditions change, including as new information about the virus, its transmission, and impacts, becomes available.

## **1.0 - Primary Routes of Exposure; The virus is thought to spread mainly from person-to-person:**

- Between people who are in close contact with one another (within about 6 feet), and/or
- Through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

This plan considers the level(s) of risk associated with various worksites and the job tasks CFPC workers perform at those sites. Such considerations include where, how, and to what sources workers might be exposed, including:

- The general public, customers, and coworkers; and sick individuals or those at particularly high risk of infection (e.g., international travelers who have visited locations with widespread sustained (ongoing) COVID-19 transmission, healthcare workers who have had unprotected exposures to people known to have, or suspected of having, COVID-19).
- Workers' individual risk factor(s) (e.g., older age >65 years old; presence of chronic medical conditions, including immunocompromising conditions; pregnancy).
- Non-occupational risk factors at home and in community settings.

It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes. People are thought to be most contagious when they are most symptomatic (i.e., experiencing fever, cough, and/or shortness of breath). Some spread might be possible before people show symptoms; there have been reports of this type of asymptomatic transmission with COVID-19.



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## **2.0 – Preventative steps CFPC has initiated and will continue to monitor and adjust.**

The following section describes the steps that CFPC is taking to reduce the risk of worker exposure to COVID-19, in its workplace. Later sections of this plan include focusing on jobs classified as having low, medium, high, and very high exposure risks and provide recommendations for all its employees within those risk categories. CFPC Leadership will stay informed of guidance from federal, state, local, tribal, and/or territorial health agencies, and consider if or how to incorporate those recommendations and resources into additional workplace-specific protection measures.

**CFPC is following current CDC protocol and suggestions and asks its employees to maintain good hygiene and infection control practices.**

### **2.1 – Access to CFPC Facilities & Sanitation**

- We are asking that all Field, Service and Inspection staff do not access our office areas in either location. If you have an emergency and need access to the shop areas for tools or equipment, please contact the [Shop Manager, Ron Green](#) ahead of time so we can limit exposure to staff.
- CFPC promotes frequent and thorough hand washing, including by providing workers, customers, and worksite visitors with a place to wash their hands. Provide tissues, no-touch trash cans, hand soap, alcohol-based hand rubs containing at least >60% percent alcohol, disinfectants, and disposable towels for people to clean and dry their hands and their work surfaces. Signs to remind employees to wash their hands are posted in all restrooms.
- Discourage workers from using other workers' phones, desks, offices, or other work tools and equipment, when possible. When not possible, employees are asked to wipe clean their workstations and equipment at the end of each day or as necessary.
- CFPC maintains regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment using approved disinfectants labeled with claims against viral pathogens. Cleaners follow the manufacturer's instructions for use of all cleaning and disinfection products (e.g., concentration, application method and contact time, PPE use).
- Prompt identification and isolation of potentially infected employees, customers, visitors, and others at a worksite. CFPC is not accepting public walk-ins or appointments otherwise to prevent external sources of COVID-19 into sanitized areas. Employees recognize the signs and symptoms of influenza and those people who have signs and/or symptoms will be asked to leave or have them moved to a location away from other people. In the case of construction sites, the General Contractor (GC) have generally established isolation areas and in some cases involve leaving the site altogether.



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## 2.2 – Social Distancing, Flu-Like Symptoms & Medical Attention

- We have transitioned to a remote work model for as many employees as possible to eliminate and/or minimize any risk of COVID-19 exposure.
- We are asking that you follow “social distancing” recommendations and avoid crowds of people. If you are accessing a customer’s facility, we ask that you follow their set of procedures. CFPC encourages respiratory etiquette, including covering coughs and sneezes.
- CDC recommends “not requiring a healthcare provider’s note for employees who are sick with acute respiratory illness to validate their illness or to be able to return to work, as healthcare provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely way”. However, CFPC has decided to keep records of all its active employees, the job sites and any doctor issued medical quarantine, self-quarantine, or precautionary prescriptions will continue to be honored during and/or before a previously confirmed COVID-19 infected employee returns to work. If someone asks you to leave a job site for reasons of concern over symptoms, please do so, but contact [Safety & Risk Manager, Ken Reisig](#) as soon as you leave the site.
- On 3/18/2020, as a pre-emptive isolation and measure of care, CFPC asked workers who were able to work from home and employees who may need to stay at home to care for sick children or other sick family members to do so. CFPC communicated to its workers who show early on-set of flu-like symptoms to stay home in case they were sick. Additionally, CFPC advised employees if they are sick to stay at home, notify their Supervisor and consult their doctor. See CDC’s Interim Guidance for Preventing the Spread of COVID-19 in Homes and Residential Communities: [www.cdc.gov/coronavirus/2019ncov/hcp/guidance-prevent-spread.html](http://www.cdc.gov/coronavirus/2019ncov/hcp/guidance-prevent-spread.html).

## 2.3 – Labor, Training & Awareness

- No unscreened, unverified temporary or outside workers will be employed during the active pandemic.
- CFPC established new policies and practices, such as flexible worksites (e.g., telecommuting) and flexible work hours (e.g., staggered shifts) to increase the physical distance among employees and others as a social distancing strategy. CFPC has restricted the number of employees entering sanitized areas to protect workers in close contact (i.e., within 6’ feet). CFPC has increased its phone-in services for customers who have questions about their fire suppression system service and/or upcoming routine inspection rescheduling.
- CFPC continues to train its workers who need to use protective clothing and equipment how to put it on, use/wear it, and take it off correctly, including in the context of their current and potential duties.



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- All employees are closely monitoring their own health. To date, there have been no reported cases of an employee exhibiting symptoms related to COVID-19. In the event there is any individual who is presenting symptoms or fear they may have been exposed, they will be self-quarantined, along with any employees they've been in contact with.

## 2.4 – Personal Protective Equipment (PPE)

- CFPC believes using PPE can help prevent exposure. Examples of PPE include multiple types of gloves, safety glasses and goggles, face shields, face masks; and respiratory protection when appropriate. The National Institute for Occupational Safety and Health (NIOSH)-approved, N95 filtering facepiece respirators or better must be provided for voluntary users along with Appendix D of OSHA's standard, 29 CFR 1910.134. During an outbreak of an infectious disease, such as COVID-19, recommendations for PPE specific to occupations or job tasks may change based on geographic location and updated area-risk assessments. The types of PPE required during an outbreak will be based on the risk of being infected with COVID-19 while working and job tasks that may lead to exposure.
- All CFPC field, service and inspection employees use one-time-use, disposable gloves and sanitize equipment daily. This includes disinfecting our tools, the steering wheel, knobs and door handles of our service vehicles. alcohol-based hand rubs containing at least 60% alcohol for decontamination in the field. Those who work closely with (either in contact with or within 6' feet of) patients known to be, or suspected of being, infected with SARS-CoV-2, the virus that causes COVID-19, should wear respirators and nitrile gloves.
- While performing work out in the field, CFPC technicians have been equipped with disinfecting wipes and hand sanitizer and also receive additional PPE and safety and health briefings on practices within our customers' facilities.
- At no time will CFPC employees act as emergency responders to bloodborne pathogen spills (blood, vomit, stool, or drool and spit/sneeze) or be directly exposed to potentially infectious body fluids while at work.

## 2.5 - Business Continuity & Resources

- We have fantastic business advisors and are confident in their ability and advice if an emergency arises. CFPC is working with its insurance companies (e.g., those providing employee health benefits) and state and local health agencies to continually provide information to employees and its customers about medical care and productivity to prevent an uncontrolled COVID-19 outbreak.



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- CFPC has an emergency communication plan, including a forum for answering workers' concerns and internet-based and satellite communications, as available.
- CFPC has contacted its material suppliers and fabricators and have confirmed there are no current concerns over material and equipment procurement or deliveries. CFPC has established strategic partnerships with its customers, Fire Marshalls, Authorities Having Jurisdiction (AHJ's), General Contractors (GC's) and facility owners to make sure we stay on top of submittal paperwork and approvals, any news of site restrictions and are planning accordingly to maintain fabrication and installation schedules.
- In some cases, CFPC has discontinued non-essential service and travel to locations and are conducting essential operations with a reduced workforce within ongoing COVID-19 outbreaks and regularly checking CDC travel warning levels at: [www.cdc.gov/coronavirus/2019-ncov/travelers](http://www.cdc.gov/coronavirus/2019-ncov/travelers). Any CFPC employee who has traveled in the prior 14 days to any country identified on the [CDC's website as subject to travel restrictions](#) be prohibited from performing work on behalf of CFPC until tested and proven COVID-19 free.

**Employers should inform and encourage Employees to self-monitor for signs and symptoms of COVID-19. If they suspect possible exposure, employees are to report when they are sick or experiencing symptoms. If we don't shake your hand, we mean no offense. We just want to minimize the spread of germs to keep everyone healthy.**

### 3.0 - Classifying employee exposure.

Employee risk of occupational exposure to COVID-19 during an outbreak according to OSHA may vary from Very High to High, Medium, or Low (caution) risk. OSHA's Occupational Risk Pyramid to the right illustrates the (4) four exposure risk levels in the shape of a pyramid to represent probable distribution of risk. Most American workers will likely fall in the lower exposure risk (caution) or medium exposure risk levels.



OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION



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**Very High** – Jobs with Very High potential for exposure to known or suspected sources of COVID-19 during specific medical, postmortem, or laboratory procedures. Workers in this category include: Healthcare workers (e.g., doctors, nurses, dentists, paramedics, emergency medical technicians) performing aerosol-generating procedures on known or suspected COVID-19 patients. Healthcare or laboratory personnel collecting or handling specimens from known or suspected COVID-19 patients. Morgue workers performing autopsies, which generally involve aerosol-generating procedures, on the bodies of people who are known to have, or suspected of having, COVID-19 at the time of their death.

## No CFPC Employees are categorized as Very High Risk

**High** – Jobs with High potential are those with high potential for exposure to known or suspected sources of COVID-19. Workers in this category include: Healthcare delivery and support staff exposed to known or suspected COVID-19 patients. Medical transport workers moving known or suspected COVID-19 patients in enclosed vehicles. Mortuary workers involved in preparing the bodies of people who are known to have, or suspected of having, COVID-19 at the time of their death.

## No CFPC Employees are categorized as High Risk

**Medium** – Jobs with Medium potential exposure risk are jobs that require frequent and/or close contact with (i.e., within 6' feet of) people who may be infected with COVID-19, but who are not known or suspected COVID-19 patients. In areas without ongoing community transmission, workers in this risk group may have frequent contact with travelers who may return from international locations with widespread COVID-19 transmission. In areas where there is ongoing community transmission, workers in this category may have contact be with the general public (e.g., in schools, high-population-density work environments, and some high-volume retail settings).

## Few CFPC Employees are categorized as Medium Risk

CFPC employees working at medical facilities are in this category but are not in direct contact with but are working in proximity to those who are or may be COVID-19 patients, as we complete our job tasks. If we are working in a healthcare facility, we follow existing guidelines and facility standards of practice for identifying and isolating infected individuals and for protecting all workers. Job sites are completing Safe Check-In Rosters to screen for flu-like symptoms.

**Low** – Jobs with Low potential exposure risk (caution) jobs are those that do not require contact with people known to be, or suspected of being, infected with COVID-19 nor frequent close contact with (i.e., within 6' feet of) the general public. Workers in this category have minimal occupational contact with the public and other coworkers.

## Most CFPC Employees are categorized as Low Risk



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Additional CDC/COVID-19 workplace infection prevention strategies can be viewed at the links below:

[www.cdc.gov/coronavirus/2019ncov/specific-groups/guidance-business-response.html](http://www.cdc.gov/coronavirus/2019ncov/specific-groups/guidance-business-response.html).

<https://www.fitnesshealthforever.com/health-news/how-to-prevent-covid-19-disease-from-spreading-at-workplace/>

## Recordkeeping:

- Appendix A: Sanitation Check Sheet
- Appendix B: Voluntary Respirator Use
- Appendix C: COVID-19 Fact Sheet
- Appendix D: Field Installation Schedule & Analysis
- Appendix E: COVID-19 Safe Site Check-In Roster
- Appendix F: Essential Employee Letter
- Appendix G: PA DCED “Essential Business” Approved Waiver Letter

## References:

[www.osha.gov/covid-19](http://www.osha.gov/covid-19).

[www.cdc.gov/coronavirus/2019-ncov](http://www.cdc.gov/coronavirus/2019-ncov).

[OSHA 1926 Construction Personal Protective Equipment Standard](#)

[OSHA 1910.134 General Industry Personal Protective Equipment Standard](#)

[OSHA’s 1910.1030 Bloodborne Pathogens standard](#)

**DISCLAIMER: The information provided herein is for informational purposes only. This information should not be used as a substitute for the advice of an appropriately qualified and licensed physician or other health care provider.**

## Nature of Change:

- i. Revision Date: 4/3/2020
- ii. Effective Date: 3/1/2020



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## Appendix A

### 'CFPC's COVID-19 Sanitation Inspection Check Sheet'

*Based on what is currently known about the Coronavirus, CFPC's efforts are focused on preventing contamination and spreading.*

<b>Date:</b>		<b>Foreman/Apprentice Name:</b>	
<b>Job#:</b>		<b>Project Manager/Location:</b>	
<b>Question</b>	<b>CDC Prevention Techniques &amp; Description</b>		<b>Y or N</b>
<p><i>If you are experiencing flu-like symptoms such as a dry persistent cough, fever or respiratory problems, please do what you would normally do if you're sick - Stay @ Home, call in and report your status and go seek medical assistance as you normally would. We hope by using early warning self-detection to keep our workplaces and your homes clean and virus free.</i></p>			
1	<p><b>Do You: Have and actively Wear a face mask or covering when you are @ the Offices, @ Construction site, @ Customer Facilities?</b>  <i>Face masks are now required at work or entering someone's business; except those unable to medically wear a mask and children under 2; or to the extent someone is on break time to eat/drink. What about face masks when you're just out in public? <a href="#">Click Here for PA Secretary of Health Order 4-19-20.</a></i></p>		Y or N
2	<p><b>Do workplaces: Schedule work plans, visitors by appointment and/or stagger shifts to maintain a limit on the number of people to 50% of the actual permitted occupancy?</b>  <i>This applies to businesses that serve the public w/in a building or area; not including health care.</i></p>		Y or N
3	<p><b>Are Businesses: Limiting in-person meetings to less than &gt;10 people while maintaining face-to-face buffer-space between you and other people (~6' feet)?</b>  <i>When coughing or sneezing, cover your mouth with a tissue or bent elbow.</i></p>		Y or N
4	<p><b>Can You: Frequently (~every hour) wash your hands with soap and running water often OR have available greater than &gt;60% alcohol-based hand sanitizer?</b></p>		Y or N
5	<p><b>Have You Today: Clean &amp; Disinfected...</b>  <i>Field Personnel</i> - vehicle controls, handles and knobs as well as your ladders, machinery, equipment and tools.  <i>Office Personnel</i> - workstations, desks and doorknobs, common supply areas, printer/copier buttons, restrooms, kitchen equipment and trash/recycling.</p>		Y or N
6	<p><b>Are You Doing Your Best To: Avoid touching your eyes, nose, or mouth with dirty/unwashed hands:</b></p> <ul style="list-style-type: none"> <li>• After blowing one's nose, coughing, or sneezing, After using the restroom, Before eating or preparing food, After contact with animals or pets?</li> <li>• <a href="#">Before and after providing routine care for another person?</a></li> <li>• <a href="#">Clean and Disinfect surfaces commonly touched both at home and at work?</a></li> </ul>		Y or N
7	<p><b>Remember To Do This:</b> Drink lots of fluids, water and natural fruit and vegetable juices, over-the-counter vitamins such as C and D help <a href="#">maintain a strong immune system</a>, other <a href="#">useful remedies</a> to quell the aches and pains of being sick, and probably the most overlooked; <a href="#">rest</a>.</p>		Y or N



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## Appendix B

### 'OSHA's "Appendix D" CFR 1910.134 Respiratory Protection'

*Information for Employees Using Respirators When Not Required Under the Standard*

All employees must read and sign this document before obtaining a filtering respirator for comfort reasons (voluntary use). This includes disposable respirators rated NIOSH N95 or better commonly referred to as dust masks. Contact your Supervisor or Safety Manager if you have any questions.

This document does not apply for situations requiring workers to wear respirators when the air contaminants exceed recommended OSHA threshold levels. It is not approved to protect from silica, asbestos, weld fumes, lead dusts, etc. Contact the Safety Manger immediately if you think the air contaminants may exceed recommended levels.

Respirators are an effective method of protection against designated hazards when properly selected and worn. Respirator use is encouraged, even when exposures are below the exposure limit, to provide an additional level of comfort and protection for workers. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the worker. Sometimes workers may wear respirators to avoid exposures to hazards, even if the amount of hazardous substance does not exceed the limits set by OSHA standards. If your employer provides respirators for your own voluntary use, or if you provide your own respirator, you need to take certain precautions to be sure that the respirator works properly and does not present an additional hazard.

#### **You should do the following:**

- Read and understand all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirator's limitations. Do not use someone else's respirator.
- Choose the respirators certified for use to protect against the contaminant of concern. NIOSH, the National Institute Occupational Safety and Health of the U.S. Department of Health and Human Services, certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will tell you what the respirator is designed for and how much it will protect you.
- Do not wear your respirator into atmospheres containing contaminants for which your respirator is not designed to protect against. For example, a respirator designed to filter dust particles will not protect you against gases, vapors, or very small solid particles of fumes or smoke.



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## CFPC provides a selection of N95, R95 and P95 Particulate Respirators (dust masks) for voluntary use by employees for comfort reasons.

**N-Series (N95, N99 and N100)** - N-Series particulate respirators are NOT resistant to oil and therefore provide protection against solid and liquid aerosol particulates that do NOT contain oil.

**R-Series (R95)** - Unlike the N-Series, the R-Series particulate respirators are resistant to oil, which means they provide protection against both solid and liquid aerosol particulates that may contain oil. R-series respirators, however, are only certified for up to 8 hours of service life.

**P-Series (P95 & P100)** - P-Series particulate respirators are similar to the R-series in that they provide protection against both solid and liquid aerosol particulates that may contain oil. The service life of P-Series particulate respirators, however, is substantially longer, with NIOSH recommended disposal after 40 hours or 30 days of use, whichever comes first.

### Disposable Respirator Limitations:

- These respirators do not supply oxygen. They are not for use in atmospheres containing less than 19.5 % oxygen or poorly ventilated spaces such as confined spaces.
- Not for use in atmospheres immediately dangerous to life and health (IDLH).
- Not for use where the hazard's exposure level exceeds your respirator's protection level.

### Wear it Properly:

Position the respirator under your chin with the nosepiece up. Pull the strap over your head resting it high at the top back of your head. Pull the bottom strap over your hand and position it around the neck and below the ears.

Place your fingertips from both hands at the top of the metal nosepiece. Using 2 hands, mold the nose area to the shape of your nose by pushing inwards while moving your fingertips down both sides of the nosepiece.

Perform a user seal check prior to each wearing. To check fit, cup both hands over the respirator and exhale vigorously. If air flow around your nose, tighten the nosepiece. If air leaks around the edges, reposition the straps for a better fit.

Dispose of Worn Respirators: When a disposable respirator loses its ability to protect you, throw it away. It's time for a new respirator if the filter gets clogged or damaged, loose, torn or soft.



*Disposable respirator*



*Take the time to mold the facepiece to your nose.*



*Cover the facepiece to do the seal check.*



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## Appendix C

'COVID-19 Fact Sheet'



**EMPLOYEE OWNED**

Most Important  
assets in any  
business.

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Protection is **WHAT** we do !

There is much to learn about the newest influenza-virus that causes [coronavirus disease 2019 \(COVID-19\)](#) and how it spreads. With the news about it and the effects of it getting closer to home, the following information about work and personal hygiene and housekeeping is for our Employee's Safety & Awareness.

We are hopeful the following information will help you minimize or prevent you and your families against getting the virus and/or spreading it. Information is critical – BUT, you must verify the sources ! There is a lot of mis-information and consequently fear. So, CFPC will provide guidance based on the organizations listed below and by continuing to monitor [national](#), [local](#) and [international](#) news for updates:

[Center for Disease Control \(CDC\)](#) - [World Health Organization \(WHO\)](#) - [National Institute of Health \(NIH\)](#)

Based on what is currently known about the Coronavirus and other similar Coronaviruses that caused [SARS](#) and [MERS](#), was spread from person-to-person among close contact. At this time, CFPC's efforts are focused on preventing contamination from building up and from spreading, here's what's recommended:

- [Clean and Disinfect \(C&D\) surfaces commonly touched both at home and at work](#): computers, phones, hand-held tools, doorknobs, fridge, toilet/sink hardware, handrails, light switches, elevator buttons, and daily-use linens like soiled clothes, shower and hand towels.
- Drivers should C&D vehicle controls, handles and latches as well as their machinery and tools.
- Office Personnel should C&D their workstations and empty their trash/recycling daily.
- Washing of hands for 20 seconds with soap and water frequently (*may need lotion as dry, cracked hands are more susceptible to picking up germs*), use greater than >60% alcohol-based hand sanitizer.
- Maintain face-to-face buffer-space between you and other people (~6' feet). When coughing or sneezing, cover your mouth with a tissue or bent elbow.
- Avoid touching eyes, nose, or mouth with dirty/unwashed hands:
  - After blowing one's nose, coughing, or sneezing
  - After using the restroom
  - Before eating or preparing food
  - After contact with animals or pets
  - [Before and after providing routine care for another person](#)
- Drink lots of fluids, water and natural fruit and vegetable juices, over-the-counter vitamins such as C and D help [maintain a strong immune system](#), other [useful remedies](#) to quell the aches and pains of being sick, and probably the most overlooked; [rest](#).

If you are experiencing symptoms such as cough, fever or respiratory problems, please do what you would do previously – if you're sick - then remain at home, call in and report your out-of-work status and seek medical assistance as you normally would. We hope to keep our workplace and your homes virus free.



Main Office: 2749 Creek Hill Road · P.O. Box 351 · Leola, PA 17540-0351 · (717) 656-2981 · Fax (717) 656-4334  
Delaware Office: 700 Cornell Drive · Suite E4 · Wilmington, DE 19801 · (302) 482-2245 · Fax (302) 482-2053



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## Appendix D

*'Field Installation Schedule & Analysis' (as of 3/1/2020)*

All scheduling at this time is being confined and controlled through our main offices.

Please call us at (717) 656 – 2981 or contact us [www.cfpsprinkler.com](http://www.cfpsprinkler.com)



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## Appendix E

### 'COVID-19 Safe Site Check-In Roster'

Please include multiple copies of this **COVID-19 Safe Check-In Roster** in all initial job site folders and site paperwork until the end of the COVID-19 Pandemic Alert.

<b>Project Name</b>		<b>CFPC Project #</b>	
<b>Title</b>	<b>Name</b>	<b>Phone</b>	<b>Email</b>
Estimator/Super			
Project Manager			
Site Foreman			

**GOOD FOR TODAY \_\_\_\_\_, 2020**

Max # of 6	Crew Member FIRST, LAST Name	Are you short of breath?	Do you have a fever?	Do you have any other flu-like symptoms?	Do you feel healthy enough to work safe?
1					
2					
3					
4					
5					
6					

**Foreman's please return this *Check-In Roster* with your regularly return paperwork.**

**ANYONE WHO EXHIBITS SUTAINED FLU-LIKE SYMPTOMS SHOULD NOT CONTINUE TO WORK AND REPORT THEMSELVES 'OUT OF WORK'.**



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## Appendix F

### Essential Employee Letter

**April 3<sup>rd</sup>, 2020**

To Whom it may concern,

Commonwealth Fire Protection is working on a limited basis as a life-sustaining operation meeting the exemptions set forth in Governor Wolfe's executive order on 3/23/2020.

CFPC services, maintains, and inspects life and property safety systems in PA, NJ, Del and Maryland. We also operate an office and trade shop in Delaware. All construction in Delaware and NJ are considered essential businesses and are permitted to be active. Our staff is following the Essential Business Pledge and specific CDC Guidelines. In PA, we are currently only servicing life sustaining businesses and medical facility construction that are permitting our access for service, maintenance or inspections.

We are currently working on a limited basis with field crews on health care facilities, other life sustaining businesses and on facilities with concerns of having their life safety systems out of service in the state of PA. We are working at active construction sites in NJ and Delaware.

We also have provided CDC recommended protections for limited office staff working within our Leola office as supporting staff to our active field, service and inspection personnel.

Sincerely,

Daniel J. Laird, President

Commonwealth Fire Protection Company

*"Saving lives for over 40 years"*



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## Appendix G

PA DCED Approved COVID-19 "Essential Business" Waiver Letter



04/03/2020

Daniel Laird  
Commonwealth Fire Protection Company  
2749 Creek Hill Road  
Leola, PA 17540  
dan@cfpsprinkler.com

Transmitted via email

RE: Application of Commonwealth Fire Protection Company to Continue Business Operations at its Physical Locations

Dear Daniel Laird:

By Executive Order dated March 19, 2020, and pursuant to powers granted to us by law, we ordered that no person or entity shall operate a place of business that is not a life-sustaining business, regardless of whether the business is open to members of the public. These orders (the "COVID-19 Orders") are necessary to stop the spread of the novel coronavirus COVID-19.

In response to your request for an exemption from the applicability of the COVID-19 Orders, pursuant to the powers granted to us to protect the legitimate business, industry, and commerce of the Commonwealth, and to prevent and control the spread of disease, it has been determined that the business identified above, to the extent described in your application, plays a critical role in the manufacture and supply of goods and services necessary to sustain life, and may continue to operate at the physical location identified in your application.

This exemption approval is subject to continuance of and compliance with the social distancing and other mitigation measures to protect employees and the public, including virtual and telework operations (e.g. work from home) as the primary option when available, which were submitted with your request and which have been established by the Department of Health and the Centers for Disease Control and Prevention to-date and going forward. In-person work at a business site is only to be performed on the most limited basis possible to deliver the services or goods of your life-sustaining business.

Sincerely,

  
TOM WOLF  
Governor

  
RACHEL L. LEVINE, M.D.  
Secretary of Health

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