



# **Infectious Disease Outbreak Response Plan**

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**Approved By:**

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## **I. Purpose and Objectives**

The Department of Homeland Security has identified those who ensure the effective removal, storage, and disposal of residential and commercial solid waste as critical infrastructure workers.

The purpose of the Infectious Disease Outbreak Response Plan (Plan) is to ensure that employees of Wasatch Integrated Management District (Wasatch) are informed concerning infectious disease emergencies, which range from naturally occurring outbreaks of illness (e.g., measles, pertussis, hepatitis A, meningococcal disease) to emerging infectious diseases (e.g., SARS, avian influenza, COVID-19), or intentional acts of bioterrorism (e.g., anthrax). The circumstances of infectious disease emergencies vary by many factors, including type of agent, scale of exposure, and mode of transmission but these events have the potential to cause widespread illness and death. Planning and preparing in advance for an infectious disease emergency is critical in implementing and maintaining a safe and effective response.

The objectives of this Plan are:

1. Reduce the transmission of disease among staff and members of the public.
2. Minimize impact to employees who are at higher risk for adverse health complications.
3. Minimize adverse effects on District member cities.
4. Minimize adverse effects on area waste haulers and businesses.
5. Minimize adverse effects to customers.
6. Maintain a healthy work environment,
7. Ensure the ability to provide continued essential services to the community.

## **II. Responsibilities**

A. Infectious Disease Emergency Action Committee. Wasatch's Infectious Disease Emergency Action Committee is comprised of the following individuals: Executive Director, Operations Manager, Human Resources, and Executive Assistant/Special Waste Coordinator. The duties of the Committee are as follows:

1. Identify critical processes/personnel that would be at high or very high risk if normal operation were to continue during the infectious disease phases.
2. Identify any non-essential operations that could be suspended during the infectious disease phases.
3. Develop, implement, and maintain appropriate Response Phases and levels of response, depending upon the severity of the crisis.
4. Coordinate with local and state health departments to ensure consistency of response in our area and across the state.
5. Ensure that all Wasatch personnel, including all levels of management, are familiar with this plan.

## B. Wasatch Facilities Managers

1. Managers at each facility, or their appointed designee(s), will be responsible to disseminate pertinent information, give direction, and provide training to facility personnel.
2. Management or designee(s) will relay information, direction, and instructions regarding what Response Phase and level of activation will be implemented.
3. Management or designee(s) will relay follow up information, direction, and instructions when the infectious disease crisis is over.

## III. Plan Activation

The Plan is intended to be used for any infectious disease crisis that requires a response in coordination with Davis County, the Davis County Health Department, Utah Department of Health (UDOH), and pertinent federal agencies. The Response Phases and Levels of Response, described in this Plan, are graduated based on need. By organizing the Plan into Phases of Response and levels of activation, we will structure our response to the information available and be prepared to implement a level of action in response to that information.

Potential triggers to activate the Plan include:

- Public health response to a new/novel communicable disease.
- Multi-agency joint investigation into a public health threat.
- Public health response involving multiple local jurisdictions that requires UDOH coordination.
- State of Emergency declaration, based on a public health crisis, by the Governor of Utah.

## IV. District Response Phases

### A. Discovery Phase

#### Level 1 – Initial Response

Initial Response is the lowest level and does not impact routine operations. However, the Committee initiates the Plan and monitors activities. Adjustments are made to weekly and monthly safety trainings to remind employees of “good housekeeping” habits and emphasizes good hygiene (wash hands, wipe down all common areas, wear proper PPE, etc.), specifically:

- a) Provide additional specific training to employees via posted information, training, memorandums, etc.
- b) Review sick leave policy and emphasize staying home when sick, using proper cough and sneeze etiquette, and proper hand hygiene.
- c) Implement routine environmental cleaning in the workplace.

- d) Begin initial evaluation of threat, monitor recommendations by CDC and State and Local Health Departments.
- e) Update Plan as necessary considering current information regarding specific threat(s).

## **B. Urgent Phase**

### **Level 2 – Moderate Response**

Moderate Response Level will likely have an impact on operations. The Action Committee will implement procedures that curtail employee interactions with each other and with the public, such as:

- a) Disinfectants and sanitizers are made widely available, and workspaces are to be sanitized at least daily.
- b) Equipment operators are to sanitize their machine at the beginning of their shift and remain on the same piece of equipment throughout the day leaving the equipment idle during breaks whenever possible.
- c) Employees who are not exhibiting symptoms, but who have a sick family member at home or know they have been exposed to illness, should notify their supervisor. (See Quarantine Policy).
- d) Employees who are ill should notify their supervisor and stay home, working from home when possible. (see Quarantine Policy)
- e) Supervisors must submit documentation to HR for employees who have been sent home after showing symptoms of COVID-19 or who have a recorded temperature above 99 degrees after reporting to work.
- f) Monthly safety meetings and all gatherings in excess of 10 healthy people are cancelled. Safety tailgate meetings will be held in small groups and outdoors when practical.
- g) Hold staff meeting and other work meetings via videoconferencing or telephone whenever possible, considering social distancing and maximum group gathering sizes when making meeting decisions.
- h) Employees should practice social distancing and maintain a distance of at least 6 feet.
- i) Facemasks are encouraged but not required.
- j) Employees who can work remotely are encouraged to do so, as practical.
- k) Operation of the Landfill Thrift Store is suspended until further notice, to include acceptance of donations.
- l) Acceptance of cash is suspended.
- m) Receipts will be provided to customers who request them.
- n) Spot checking receipts on the citizen-drop-off pad is suspended.
- o) Company travel restricted to essential travel only, as determined by the Executive Director.

### **Level 3 – Heightened Response**

Heightened Response Level will have a substantial Impact on operations and may be required to further limit person to person contact or in the event of a staffing shortage. Actions taken while operating under Level 3 supersede and/or are in addition to actions taken under Level 2.

- a) Thrift Store, HHW, and E-Waste drop off facilities are closed.
- b) Operations (both landfill, scale, and office) are split into working teams. Teams should be scheduled to reduce cross over.
- c) Breakroom/lunch facility use is reduced. Extra tables removed to discourage large numbers from gathering. Alternative eating areas are created such as tents with tables and chairs, personal vehicles, closed areas, i.e. thrift store.
- d) Employees are sent home when no work is available. Paid administrative leave may be warranted in some cases.
- e) Illness & Quarantine Policy implemented.
- f) Employees are expected to abide by all state recommendations and guidelines when not stated specifically in or superseded by this policy (see Utah Leads Together Version 2).
- g) Staff and other meetings are held via videoconferencing or telephone.
- h) No company travel is allowed.

### **Level 4 – Full Response**

Full Activation Response is the highest level of response and will be in coordination with State of Utah directives. This level will have the following restrictions, to include instructions listed under Levels 2 and 3:

- a) Allow entry to essential services only including haulers under contract with a member city, commercial haulers servicing accounts located within Wasatch's service area, and city trucks from member cities.
- b) Operational staff will work reduced and staggered shifts to maintain an absolute minimum number of employees on site at any given time.
- c) Administrative staff will work from home, as much as possible.
- d) Shut down of all operational areas that do not pertain to essential services as determined by staff, and in adherence to local, state, and federal recommendations.
- e) Employees are required to self-assess and notify a supervisor of symptoms of illness (see Illness & Quarantine Policy).
- f) Temperatures are taken, either by a supervisor or by the employee, each day, before beginning their workday/shift.

## C. Stabilization Phase

### Level 5 – Observant Response

Observant Response Level will continue to have an impact on operations. The Action Committee will reevaluate all procedures, largely leaving in place those that curtail employee interactions with each other and with the public, including:

- a) Opening of the Household Hazardous Waste Facility and electronic waste drop off, with restrictions:
  - i. Employees must practice social distancing, maintaining a distance of 6 feet from each other and customers, at all times.
  - ii. Employees must wear masks and nitrile gloves at all times, when working at the HHW.
  - iii. Items dropped off by customers are sanitized with spray sanitizer and left to air dry for 5-minutes prior to employees handling them.
  - iv. Employees should not help customers unload large items but direct them to the rolling carts.
  - v. Only one customer at a time will be allowed inside the reuse shed.
  - vi. Customer containers will not be returned during this time.
  - vii. Customers are expected, through instructions, floor markings, and signage, to maintain a minimum 6 feet of distance between each other and employees, at all times.
- b) Operation of the Landfill Thrift Store is suspended until further notice, including acceptance of donations.
- c) Operations (both landfill, scale, and office) continue to work in teams. Teams are scheduled to reduce cross over.
- d) Disinfectants and sanitizers continue to be widely available, and workspaces continue to be sanitized at least daily.
- e) Equipment operators continue to sanitize their machine at the beginning of their shift and remain on the same piece of equipment throughout the day leaving the equipment idle during breaks whenever possible.
- f) Continue to follow the Illness & Quarantine Policy.
- g) Continue safety tailgate meetings in small groups and open spaces.
- h) Continue to practice social distancing.
- i) Use of masks encouraged.
- j) Employees who can work remotely are encouraged to do so, as practical.
- k) Acceptance of credit/debit cards only; cash transactions remain suspended.
- l) Receipts will be provided to customers who request them.
- m) Employees are required to self-assess and notify a supervisor of symptoms of illness.
- n) Temperatures are taken, either by a supervisor or by the employee, each day, before beginning their workday/shift (see Illness & Quarantine Policy).

- i) Employees are expected to abide by all state recommendations and guidelines when not stated specifically in or superseded by this policy (see Utah Leads Together Version 2).
- o) No company travel is allowed.

## **D. Recovery Phase**

### **Level 6- Adaptive Response**

Adaptive Response is the final but ongoing level of the Plan and does not impact routine operations. However, the Committee continues to implement lessons learned from the prior phases and levels of the Plan and continues to monitor activities. Weekly and monthly safety trainings continue to remind employees of “good housekeeping” habits and emphasizes good hygiene (wash hands, wipe down all common areas, wear proper PPE, etc.), specifically:

- a) Landfill thrift store reopens, with restrictions:
  - i. Entry into the store is limited to 6 customers only. New customers may enter as one leaves the store, replacing one for one.
  - ii. Taped lines will be placed outside of the store on the sidewalk and inside at the checkout line, for queuing.
  - iii. Plexiglass will be installed at the register.
  - iv. Customers checking out will be asked to show price tag then bag and wrap their own items in order to minimize contact.
  - v. Customers must maintain social distancing practices or will be asked to leave.
  - vi. Employees MAY NOT carry, lift, wrap, or move item for customers.
  - vii. Item will not be held for customers.
  - viii. Employees must wear masks and nitrile gloves, at all times.
  - ix. Credit card machine and countertop must be sanitized after each customer.
  - x. Employees will sanitize high use areas, surfaces, door handles, etc., multiple times per day.
  - xi. Employees should not clean or sanitize items dropped off for donation unless visibly and excessively dirty.
- b) Provide specific housekeeping and hygiene training to employees via posted information, safety meetings, memorandums, etc.
- c) Remind employees of sick leave policy and emphasize staying home when sick, using proper cough and sneeze etiquette, and proper hand hygiene.
- d) Continue routine environmental cleaning in the workplace.
- e) Update Plan as necessary to accurately describe and retain best practices and beneficial Plan policies

## Illness & Quarantine Policy

- Employees are required to self-assess and notify a supervisor of symptoms of illness.
- Temperatures are taken, either by a supervisor or by the employee, each day, before beginning their workday/shift.

## Leave and Employer Recordkeeping Requirements

Administrative Paid leave may be used during the Covid-19 Pandemic per District policy, in coordination with additional leave due to COVID-19 related items listed below

- If the employee is subject to a federal, state, or local quarantine or isolation order, including a stay-at-home order or is caring for someone who is subject to such an order.
- If the employee is at high-risk.
- If the employee has been advised by a health care provider to self-quarantine or is caring for someone residing in the home, who is subject to quarantine due to concerns related to COVID-19.
- If the employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
- If the employee must care for a child due to school or day care provider closure.
- If employee hours have been reduced as required by the District.

Employees who take leave under COVID-19 Administrative Leave and under the Families First Coronavirus Response Act (FFCRA) for Employee Paid Sick Leave (EPSL) or Public Health Emergency Leave (PHEL) **must submit a brief signed summary to HR** to explain the COVID-19 related qualifying reason the employee is unable to work, including those employees at High-Risk or to care for someone in the home.

Supervisors will need to submit documentation to HR for employees who have been sent home after showing symptoms of COVID-19 or who have a recorded temperature above 99 degrees after reporting to work.

Additional documentation will be required for employees taking leave under the PHEL:

- Documentation to support the employee's need for leave from work to care for a child due to school or childcare closure
- Name and age(s) of child(ren) to be cared for.
- Dates of requested leave.
- Notice of closure or unavailability of day care or childcare provider
- Government notice of closure



### **For Persons with COVID-19 Under Isolation:**

The decision to discontinue isolation\* should be made in the context of local circumstances. Options now include both 1) a time-since-illness-onset and time-since-recovery (non-test-based) strategy, and 2) test-based strategy.

#### **Time-since-illness-onset and time-since-recovery strategy (non-test-based strategy)\*\***

**Persons with COVID-19 who have symptoms** and were directed to care for themselves at home may discontinue isolation under the following conditions:

- At least 3 days (72 hours) have passed *since recovery* defined as resolution of fever without the use of fever-reducing medications **and**
- Improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**,
- At least 7 days have passed *since symptoms first appeared*.

**Test-based strategy** (simplified from initial protocol) Previous recommendations for a test-based strategy remain applicable; however, a test-based strategy is contingent on the availability of ample testing supplies and laboratory capacity as well as convenient access to testing. For jurisdictions that choose to use a test-based strategy, the recommended protocol has been simplified so that *only one swab is needed at every sampling*.

**Persons who have COVID-19 who have symptoms** and were directed to care for themselves at home may discontinue isolation under the following conditions:

- Resolution of fever without the use of fever-reducing medications **and**
- Improvement in respiratory symptoms (e.g., cough, shortness of breath) **and**
- Negative results of an FDA Emergency Use Authorized molecular assay for COVID-19 from at least two consecutive upper respiratory swab specimens collected  $\geq 24$  hours apart\*\*\* (total of two negative specimens). See [Interim Guidelines for Collecting, Handling, and Testing Clinical Specimens from Persons Under Investigation \(PUIs\) for 2019 Novel Coronavirus \(2019-nCoV\)](#) for specimen collection guidance.

**Persons with laboratory-confirmed COVID-19 who have not had any symptoms** may discontinue isolation when at least 7 days have passed since the date of their first positive COVID-19 viral test and have had no subsequent illness provided they remain asymptomatic. For 3 days following discontinuation of isolation, these persons should continue to limit contact (stay 6 feet away from others) and limit potential of dispersal of respiratory secretions by wearing a covering for their nose and mouth whenever they are in settings where other persons are present. In community settings, this covering may be a barrier mask, such as a bandana, scarf, or cloth mask. The covering does not refer to a medical mask or respirator.

#### **Footnotes**

\*Note that recommendations for discontinuing isolation in persons known to be infected with COVID-19 could, in some circumstances, appear to conflict with recommendations on when to discontinue quarantine for persons known to have been *exposed* to COVID-19. CDC recommends 14 days of quarantine after exposure based on the time it takes

to develop illness if infected. Thus, it is possible that a person *known* to be infected could leave isolation earlier than a person who is quarantined because of the *possibility* they are infected.

\*\*This recommendation will prevent most but cannot prevent all instances of secondary spread. The risk of transmission after recovery, is likely substantially less than that during illness; recovered persons will not be shedding large amounts of virus by this point if they are shedding at all. Certain employers can choose to apply more stringent criteria for certain returning workers where a higher threshold to prevent transmission is warranted. These criteria can include requiring a longer time after recovery or requiring they get tested to show they are not shedding virus. Such persons include [healthcare workers](#) in close contact with vulnerable persons at high-risk for illness and death if those persons get COVID-19. It also includes persons who work in critical infrastructure or with high-value human assets (e.g., military) where introduction of COVID-19 could cause major disruptions or reduce national security. Lastly, persons who have conditions that might [weaken their immune system](#) could have prolonged viral shedding after recovery. Such persons should discuss with their healthcare provider how best to assess if they are safe to return to work; this might include getting tested again to show that they are not shedding virus.

\*\*\*All test results should be final before isolation is ended. Testing guidance is based upon limited information and is subject to change as more information becomes available.



# Utah's Moderate Risk Phase

## What does it mean and what can you do?



### Moving to orange

Utah's social distancing efforts to slow the spread of COVID-19 have been working. Forward progress won't be instant like flipping a switch. It'll be more like gradually moving a dial.

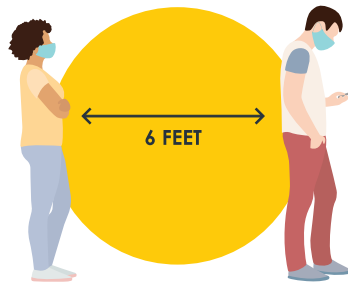
A color-coded health guidance system has been developed by the State of Utah to guide health measurement system which can be different by each region, county, city, or community.

**In every color, high-risk individuals operate under specific instructions issued by the Utah Department of Health.**

### General guidelines for individuals:



Gathering in groups of 20 while maintaining social distancing.



Leave home infrequently, stay 6 feet away from others.



Face coverings worn in public settings.



Maintain social distancing during outdoor recreation. No close-contact or team sports.



Limit out-of-state travel.



Spacing between immediate households, alternate schedules for smaller gatherings and stream services.

