



DOC: C-QUAL-06

REVIEWED BY:

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APPROVED BY:

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1.0 PURPOSE

Mold-Rite Plastics is committed to providing a safe and healthful work environment for our entire staff. In pursuit of this goal, the following control plan has been developed to eliminate or minimize occupational exposure to novel coronavirus, based upon guidelines from Centers for Disease Control and Prevention (CDC), OSHA, World Health Organization (WHO), and State Health Department Guidelines.

2.0 SCOPE

This guideline applies to expected response for COVID-19 infections within a *Mold-Rite* facility

3.0 RESPONSIBILITIES

Local Management - It is the responsibility of the site's local management to ensure necessary resources are identified and provided to ensure compliance with local, state, and federal laws and regulations and/or company policy. Local management is responsible for enforcing these guidelines and any applicable local site-specific requirement.

Employees – It is the responsibility of all employees to practice good hygiene practices, and self-report illness or exposure to infected individuals

4.0 REFERENCES

- 4.1. CDC Recommended Guidelines for COVID-19/novel coronavirus:
<https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- 4.2. WHO Recommended Guidelines for COVID-19/novel coronavirus:
<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>
- 4.3. OSHA Recommended Guidelines for COVID-19/novel coronavirus:
<https://www.osha.gov/SLTC/covid-19/controlprevention.html>
- 4.4. Master Sanitation Plan
- 4.5. Risk Assessment for altered Sanitation Plans
- 4.6. SF-217 Blood Borne Pathogens Exposure Control Plan
- 4.7. New York Department of Health Guidance on Contacts
- 4.8. FS_CP 19016-P Repair and Cleaning Requirements

5.0 DEFINITIONS

Symptomatic: Showing signs of illness (Fever >101°F, Cough, Shortness of Breath)

Asymptomatic: Not showing signs of illness

6.0 QUARANTINE PROCEDURES

- 6.1. For Symptomatic Employee on facility grounds:
 - 6.1.1. Politely escort out of building.
 - 6.1.2. Interview employees who were within 6ft of employee
 - 6.1.3. Send home other employees who were within 6ft of employee for extended period of time



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6.1.4. Begin level 2 or 3 cleaning procedure depending upon risk

6.2. For Symptomatic Employee reporting from off-site:

6.2.1. Determine beginning of symptoms

6.2.2. Ask employee who they may have contacted in the 5 days prior to the onset of symptoms

6.2.3. Verify if employees had prolonged close contact

6.2.4. Send home other employees who were within 6ft of employee for extended period of time

6.3. For Asymptomatic Employee reporting from off-site:

6.3.1. Verify last time employee was on site

6.3.2. If greater than 24hrs, no further action unless government agencies direct otherwise

6.3.3. If less than 24hrs, interview employees who were within 6ft of employee and monitor for symptoms

6.4. During interview process of employees, use the New York Department of Health “Guidance on the Contacts of a Close or Proximate Contact of a Confirmed or Suspected Case of COVID-19” to determine response

6.5. In order to return to work, quarantined employee(s) must either:

6.5.1. Have 2 consecutive negative test results OR

6.5.2. Have 72 hours since fever recovery without medication and relief of respiratory symptoms and 7 days since onset of symptoms.

7.0 PRODUCT IMPACT – Determine impacted employee interaction with raw material, WIP, finished goods and destroy product that could present a risk of spread of COVID-19 to other individuals.

8.0 SURFACE CLEANING PROCEDURES

8.1. **Determine Risk Level:**

8.1.1. **Level 0 – Master Sanitation Plan for Normal Operations:**

This level is for pre- and post- pandemic operations. Once health, state, and federal government officials remove ‘State of Emergency’ status, facilities can return to this level

8.1.2. **Level 1 – Heightened Sanitation for Virus Pandemic Operations:**

This level is to be used during pandemic operations. Each facility is to use their local sanitation risk assessment for increased surface cleaning to eliminate risk to employees and product surfaces.

8.1.3. **Level 2 – Internal Sanitation for 1 Symptomatic Employee, or Limited Areas of Risk**

This level is to be used during pandemic operations and 1 symptomatic employee has tested positive, or the potentially impacted area is limited to a small portion of the facility

8.1.4. **Level 3 – External Sanitation**

This level is to be used during pandemic operations and either level 2 has proven ineffective, a majority of the facility is potentially impacted, or it has been determined to be more cost effective than level 2

8.2. **Cleaning Procedures:**

8.2.1. **For Levels 0 and 1 – Use internal work instructions on sanitation for surfaces**

8.2.2. **For Level 2 – Using CDC guidelines:**



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8.2.2.1. Per location/surfaces impacted

8.2.2.1.1. Plattsburgh Manufacturing Floor: immediately shut down and block access to equipment that the employee was covering, leave idle 24 hours, increase ventilation and circulation during wait period

8.2.2.1.2. Twinsburg/Somerset Manufacturing Floor: shut down equipment within a 6ft radius of infected employee, leave idle as many hours as possible (preferably 24), do not increase air flow during wait period

8.2.2.1.3. Office Areas: block access within a 6ft radius of employee's work area, begin cleaning process of surfaces employee may have contacted

8.2.2.2. Clean with soap/water or detergent to assure all dirt has been removed

8.2.2.3. With required PPE, use one of the recommended disinfectants and tools to clean surface

8.2.2.4. Do not shake fabrics, launder what you can

8.2.3. For Level 3 – Contact 3rd party

8.2.3.1. Plattsburgh – [Beacon Industries 908-296-8599](tel:908-296-8599)

8.2.3.2. Somerset – [Beacon Industries 908-296-8599](tel:908-296-8599)

8.2.3.3. Twinsburg – [Delta Industrial Services 216-281-8700](tel:216-281-8700) OR [Diversified Maintenance 317-474-2187](tel:317-474-2187)

8.2.4. For all levels – Assure all measures as per FS_CP 19016-P Repair and Cleaning Requirements and SF-217 Bloodborne Pathogens Exposure Control Plan have been met prior to resuming operations

8.3. Level 2 Cleaning Kit – In order to accomplish Level 2 cleaning, each facility must have in stock and ready for use:

8.3.1. Any 1 of the following recommended disinfectants:

8.3.1.1. 7%-10% Bleach Solution

8.3.1.2. 70% Isopropanol

8.3.1.3. 50% Ammonia Solution

8.3.1.4. Quaternary Ammonia

8.3.1.5. Hydrogen Peroxide

8.3.2. All of the following Person Protective Equipment

8.3.2.1. Nitrile Gloves

8.3.2.2. Tyvex gown that covers clothing

8.3.2.3. Additional per SDS requirements

8.3.3. Any of the following cleaning tools

8.3.3.1. Scrub Brush

8.3.3.2. Disposable towels

8.3.3.3. Ready to use wipes (for cleaning only)

8.3.3.4. Rags



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8.3.3.5. Mops

8.4. **Level 2 Cleaning Teams – Each facility must designate employees to conduct level 2 cleaning. Employees on teams must have up to date, documented training for Blood-borne pathogens, Hazardous Chemicals, and Sanitation procedures. Additional training may be necessary based upon local requirements.**

9.0 CHANGE HISTORY

REV LEVEL	REV DATE	DETAILS		DESCRIPTION OF CHANGE
		Page	Para.	
0	3/19/20	All	All	Original Issue
1	3/21/20	2	7.0	Addition of product disposition