

**PREPAREDNESS AND RESPONSE FOR  
CORONAVIRUS DISEASE 2019 (COVID-19)  
A RESOURCE GUIDE**

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Loss Control Services  
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## **COVID-19 Overview**

COVID-19 is an emerging disease that has spread to the United States. This is intended as a guidance document to provide members with sample programs and policies and a resource list and should be utilized accordingly. COVID-19 is an emerging infectious disease and the situation may be under constant change. Instructions from local health authorities, local government or the federal should be followed.

The American Society of Safety Professionals (ASSP) article *The Safety Professional's Role in Planning for a Pandemic* states "As the outbreak of the coronavirus (COVID-19) continues to spread around the world, occupational safety and health (OSH) professionals play a key role in helping organizations protect workers, communicate accurately and effectively about the risks, and ensure business continuity when a pandemic event threatens to disrupt normal operations." To that end, the Workers' Compensation Trust has compiled a list of resources and sample guidelines, programs and procedures.

## **Disaster Planning**

### **How to Maintain Operations during a Pandemic**

As an employer, you have an important role in protecting employee health and safety, and limiting the impact of an influenza pandemic. It is important to work with community planners to integrate your pandemic plan into local and state planning, particularly if your operations are part of the nation's critical infrastructure or key resources. Integration with local community planners will allow you to access resources and information promptly to maintain operations and keep your employees safe.

### **Develop a Disaster Plan**

Develop a disaster plan that includes pandemic preparedness (See [www.pandemicflu.gov/plan/businesschecklist.html](http://www.pandemicflu.gov/plan/businesschecklist.html)) and review it and conduct drills regularly.

- Be aware of and review federal, state and local health department pandemic influenza plans. Incorporate appropriate actions from these plans into workplace disaster plans.
- Prepare and plan for operations with a reduced workforce.
- Work with your suppliers to ensure that you can continue to operate and provide services.
- Develop a sick leave policy that does not penalize sick employees, thereby encouraging employees who have influenza-related symptoms (e.g., fever, headache, cough, sore throat, runny or stuffy nose, muscle aches, or upset stomach) to stay home so that they do not infect other employees. Recognize that employees with ill family members may need to stay home to care for them.

- Identify possible exposure and health risks to your employees. Are employees potentially in contact with people with influenza such as in a hospital or clinic? Are your employees expected to have a lot of contact with the general public?
- Minimize exposure to fellow employees or the public. For example, will more of your employees work from home? This may require enhancement of technology and communications equipment.
- Identify business-essential positions and people required to sustain business-necessary functions and operations. Prepare to cross-train or develop ways to function in the absence of these positions. It is recommended that employers train three or more employees to be able to sustain business-necessary functions and operations, and communicate the expectation for available employees to perform these functions if needed during a pandemic.
- Plan for downsizing services but also anticipate any scenario which may require a surge in your services.
- Recognize that, in the course of normal daily life, all employees will have non-occupational risk factors at home and in community settings that should be reduced to the extent possible. Some employees will also have individual risk factors that should be considered by employers as they plan how the organization will respond to a potential pandemic (e.g., immuno-compromised individuals and pregnant women).
- Stockpile items such as soap, tissue, hand sanitizer, cleaning supplies and recommended personal protective equipment. When stockpiling items, be aware of each product's shelf life and storage conditions (e.g., avoid areas that are damp or have temperature extremes) and incorporate product rotation (e.g., consume oldest supplies first) into your stockpile management program.

Make sure that your disaster plan protects and supports your employees, customers and the general public. Be aware of your employees' concerns about pay, leave, safety and health. Informed employees who feel safe at work are less likely to be absent.

- Develop policies and practices that distance employees from each other, customers and the general public. Consider practices to minimize face-to-face contact between employees such as e-mail, websites and teleconferences. Policies and practices that allow employees to work from home or to stagger their work shifts may be important as absenteeism rises.
- Organize and identify a central team of people or focal point to serve as a communication source so that your employees and customers can have accurate information during the crisis.
- Work with your employees and their union(s) to address leave, pay, transportation, travel, childcare, absence and other human resource issues.

- Provide your employees and customers in your workplace with easy access to infection control supplies, such as soap, hand sanitizers, personal protective equipment (such as gloves or surgical masks), tissues, and office cleaning supplies.
- Provide training, education and informational material about business-essential job functions and employee health and safety, including proper hygiene practices and the use of any personal protective equipment to be used in the workplace. Be sure that informational material is available in a usable format for individuals with sensory disabilities and/or limited English proficiency. Encourage employees to take care of their health by eating right, getting plenty of rest and getting a seasonal flu vaccination.
- Work with your insurance companies, and state and local health agencies to provide information to employees and customers about medical care in the event of a pandemic.
- Assist employees in managing additional stressors related to the pandemic. These are likely to include distress related to personal or family illness, life disruption, grief related to loss of family, friends or coworkers, loss of routine support systems, and similar challenges. Assuring timely and accurate communication will also be important throughout the duration of the pandemic in decreasing fear or worry. Employers should provide opportunities for support, counseling, and mental health assessment and referral should these be necessary. If present, Employee Assistance Programs can offer training and provide resources and other guidance on mental health and resiliency before and during a pandemic.

## **Protect Employees and Customers**

Educate and train employees in proper hand hygiene, cough etiquette and social distancing techniques. Understand and develop work practice and engineering controls that could provide additional protection to your employees and customers, such as: drive-through service windows, clear plastic sneeze barriers, ventilation, and the proper selection, use and disposal of personal protective equipment.

These are not comprehensive recommendations. The most important part of pandemic planning is to work with your employees, local and state agencies and other employers to develop cooperative pandemic plans to maintain your operations and keep your employees and the public safe. Share what you know, be open to ideas from your employees, then identify and share effective health practices with other employers in your community and with your local chamber of commerce.

### **Healthcare Employees**

Employees working in the healthcare and social services sector will need training specific to their position. Additional training specific to the hazards that they may encounter and personal protective equipment will be necessary in many cases. The World Health Organization (WHO) has created an online training program that may be accessed here:

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/training/online-training>

The Occupational Safety and Health Administration has training videos specific to Respiratory Protection located here: <https://www.osha.gov/video/index.html>.

See also Sample Respiratory Protection Policy in Appendix A and also Respiratory Protection Resource List in Appendix B,

## Special Populations

In addition to having basic survival supplies, an [emergency kit](#) should contain items to meet the needs of individuals in various emergencies. Consider the items you use on a daily basis and which ones you may need to add to your kit.

### **Tips for People who are deaf or hard of hearing:**

- A weather radio with text display and a flashing alert
- Extra hearing-aid batteries
- A TTY
- Pen and paper in case to communicate with someone who does not know sign language

### **Tips for People who are blind or have low vision:**

- Mark emergency supplies with Braille labels or large print. Keep a list of emergency supplies on a portable flash drive, or make an audio file that is kept in a safe place.
- Keep a Braille, or Deaf-Blind communications device as part of the emergency kit. .

### **Tips for People with a mobility disability:**

- If you they use a power wheelchair, if possible, have a lightweight manual chair available as a backup. Know the size and weight of the wheelchair in case it has to be transported.
- Show others how to operate the wheelchair. Know the size and weight of your wheelchair, in addition to whether or not it is collapsible, in case it has to be transported.
- Purchase an extra battery for a power wheelchair or other battery-operated medical or assistive technology devices. Keep extra batteries on a trickle charger at all times.
- Consider keeping a patch kit or can of sealant for flat tires and/or extra inner tube if wheelchair or scooter is not puncture proof.
- Keep an extra mobility device such as a cane or walker.
- If a seat cushion is used take the cushion with you.

### **Tips for individuals who may need behavioral support:**

- Plan for children with disabilities and people including individuals who may have post-traumatic stress syndrome (PTSD), who may have difficulty in unfamiliar or chaotic environments.
  - This may include handheld electronic devices loaded with movies and games (and spare chargers), sheets and twine or a small pop up tent to decrease visual stimulation in a busy room or to provide instant privacy, headphones to decrease auditory distractions, and comfort snacks and toys that meet needs for stimulation.

### **Additional Items:**

- At least a week-long supply of prescription medicines, along with a list of all medications, dosage, and any allergies
- Extra eyeglasses and hearing-aid batteries
- Extra wheelchair batteries (manual wheelchair if possible) and/or oxygen
- A list of the style and serial number of medical devices. Include special instructions for operating your equipment if needed.
- Copies of medical insurance and Medicare cards
- Contact information for doctors, relatives or friends who should be notified if you are hurt.
- Pet food, extra water, collar with ID tag, medical records and other supplies for your [service animal](#)
- Handheld electronic devices loaded with movies and games (and spare chargers), headphones to decrease auditory distractions, and comfort snacks and toys that meet needs for stimulation.

## **Safety Considerations**

As with any other exposure in the workplace employers are responsible for performing a hazard determination and protecting employees through controls that include engineering, administrative and personal protective devices. OSHA has an area of their website dedicated to COVID-19 located here: <https://www.osha.gov/SLTC/covid-19/>. The site provides resources for employers including:

- Hazard Recognition
- Standards: Key OSHA standards for COVID-19
- Medical Information
- Control and Prevention

## COVID-19 Resource List

### State of Connecticut Guidance

Connecticut Department of Public Health

DPH State Updates/Alerts, Healthcare Practitioner Resources

<https://portal.ct.gov/DPH/Public-Health-Preparedness/Main-Page/2019-Novel-Coronavirus>

### Guidance

Centers for Disease Control (CDC)

Get Your Workplace Ready for Pandemic Flu

<https://www.cdc.gov/nonpharmaceutical-interventions/pdf/gr-pan-flu-work-set.pdf>

Centers for Disease Control (CDC)

Coronavirus 2019: What You Should Know, Situation Updates, Information For communities, schools and business, healthcare departments and travel

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

Massachusetts General Hospital. 2019 Novel Coronavirus Toolkit

[https://www.massgeneral.org/assets/MGH/pdf/disaster-medicine/2019-Novel-Coronavirus-\(2019-nCoV\)-Toolkit-version-1.29.2020.pdf](https://www.massgeneral.org/assets/MGH/pdf/disaster-medicine/2019-Novel-Coronavirus-(2019-nCoV)-Toolkit-version-1.29.2020.pdf)

Occupational Safety and Health Administration (OSHA)

Hazard Recognition, Standards, Medical Information, Control and Prevention, Background and Additional Resources

<https://www.osha.gov/SLTC/covid-19/>

Ready.gov

Emergency and Business Continuity Plans including planning for People with Disabilities

<https://www.ready.gov>

World Health Organization (WHO)

COVID-19 Situation Updates and Resources including online training

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

### Outbreak Trackers

Johns Hopkins

COVID-19 Outbreak Tracker

<https://gisanddata.maps.arcgis.com/apps/opsdashboard/index.html#/bda7594740fd40299423467b48e9ecf6>

Kaiser Family Foundation

COVID-19 Outbreak Tracker

<https://www.kff.org/global-health-policy/fact-sheet/coronavirus-tracker/>

### Travel Guidance

US Department of State Travel Advisories

Travel Advisories

<https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/>

## **Appendix A: SAMPLE Pandemic Preparedness Plan**

The [COMPANY NAME] Pandemic Preparedness Plan was developed as a companion document to the [COMPANY NAME] **Business Continuity Plan**. As the threat of pandemic viruses has become better understood each business has a role to play in the prevention and response to an outbreak. The plan includes, planning and coordination, roles and responsibilities, continuity of managing our business, and communication. As more information and response strategies develop and become available the Pandemic Plan will be updated.

### **Planning & Coordination**

This manual has been prepared to provide guidelines and appropriate actions to be taken in preparation for and response to a pandemic. Pandemic preparedness will help the [COMPANY NAME] lessen the destructive effects of a pandemic on our own employees, our customers and our business.

### **What is a pandemic?**

In order for us to prepare and respond to a pandemic, it is important for us to understand what it represents. A pandemic has the following characteristics:

- It is a global disease outbreak
- Occurs when a new virus (flu) emerges
- People have little or no immunity
- There is no vaccine
- It spreads easily from person to person
- It causes serious illness
- It can spread across the country and around the world quickly
- No matter where it starts everyone around the world is at threat

### **How does it spread?**

- It spreads by inhalation of airborne droplets released by the coughing and sneezing of an infected person.
- By touching contaminated objects or people, then touching your face
- Infected people will spread the virus for several days before they show symptoms.

### **The Phases of a Pandemic**

The World Health Organization (WHO) defines a pandemic as consisting of six phases:

#### **Period 1: Interpandemic Period**

Phase 1: No new influenza virus subtypes have been detected in humans. An influenza virus subtype that has caused infection may be present in animals. If present in animals, the risk of human infection or disease is considered to be low.

Phase 2: No new influenza virus subtypes have been detected in humans. However, a circulating animal influenza virus subtype poses a substantial risk of human disease.

#### **Period 2: Pandemic Alert Period**

Phase 3: Human Infection(s) with a new subtype, but no human-to-human spread, or at most rare instances of spread to a close contact.

Phase 4: Small cluster(s) with limited human-to-human transmission but spread is highly localized, suggesting that the virus is not well adapted to humans.

Phase 5: Larger cluster(s) but human-to-human spread will still be localized, suggesting that the virus is becoming increasingly better adapted to humans, but may not yet be fully transmissible (substantial pandemic risk).

### Period 3: Pandemic Period

Phase 6: Pandemic: increased and sustained transmission in the general population

**The [COMPANY NAME] action plan is focused on the threat posed by influenza viruses that have passed Phase 3 and beyond.**

### Roles & Responsibilities

The [INSERT TITLE SUCH AS CEO, PRESIDENT] will serve as the Pandemic Coordinator. The Pandemic Coordinator will be responsible for monitoring and assessing various risks and threats, communication, educating and evaluating the potential impact on the Trust. The Coordinator will be responsible for seeing that the Pandemic Preparedness Plan is constantly reevaluated and implemented, when needed, to protect against threats to the health and safety of employees, the ability to service customers & injured workers and the ability to continue to manage our business.

The Pandemic Committee, consists of the Pandemic Coordinator and [INSERT TITLES OF COMMITTEE MEMBERS: include Executives for each department, Human Resources, Finance and IT at a minimum.] It is anticipated that the reliance of the services of ITS will be heightened in the event a pandemic is declared. It will be important to have access to uninterrupted web services and the activation of the tools that will enable employees to work from home with the proper security and network access.

### Responsibilities of the Committee

- 1) Provide communication and educational awareness programs to minimize risk:
  - To make employees aware of the current threat and the steps they can take and the Trust is taking to prepare for it.
  - To provide Information on the current threat and suggested practices to control the spread, such as effective hygiene, social distancing and other preventative measures, the signs and symptoms of the current threat, how to respond if you or a coworker becomes sick at work, etc.
  - Provide information to clients/individuals/patients/residents and families that will help them prepare.
  - Provide information to supervisors to help them prepare and understand their responsibilities.
- 2) Have a strategy for duties to be performed off site if necessary

- 3) Identify supplies that will be needed and work with the vendors to ensure adequate volume for at least a 2 month period.
- 4) Assess the financial risk to the (COMPANY NAME) and make provisions to minimize that risk.
- 5) Manage and communicate policies for the employee issues that will surely arise.
- 6) Manage the building and property in a manner consistent with minimizing exposure.
- 7) Ensure the process of both employee payroll and (INSERT FINANCIAL CONTINUING OPERATIONS) continues without disruption
- 8) Cross train staff

### **III. Continuity of Managing our Business**

It is inevitable that changes to the [INSERT COMPANY NAME] operations will be necessary during a pandemic, with some departments being impacted to a greater extent. While it is impossible to predict exactly how a pandemic will affect operations until the circulating strain is identified, it can be anticipated that the Trust will remain open. All employees are required to attend work as scheduled, unless they are ill, while the Trust remains open.

While ensuring the essential functions of our business continues as uninterrupted as possible, in the event of a pandemic, consideration will be given to:

- Staffing to support individuals/clients/patients/residents
- Overtime needed to ensure staffing
- Curtailing or cancelling offsite, non-essential activities
- Eliminate all non-essential travel/attendance at large meetings/seminars
- Curtail/ban visitors to the office
- Enforce social distancing (3 foot distance between individuals)
- Encourage employees to work from home
- Cancelling non-essential meetings or training that bring vendors to the office
- Minimize or eliminate attendance at nonessential events
- Contain vendor access to the lobby area
- Modifying HR policies to support this unusual circumstance
- Follow CDC recommendations for travel

As more facts are known in a particular pandemic situation, more information will be added to this plan. All questions should be directed to the [INSERT TITLE OF PANDEMIC COORDINATOR].

## **Appendix B: Sample Home Telework Plan**

**Issued:** [Insert Date]

This establishes guidance on telework for [Insert name of Organization]. Telework allows employees to work from a location other than the main office when it is reasonable and practical to do so and when operational needs will not be adversely affected. Participation is a benefit subject to management approval, not an entitlement. All requests to participate will be reviewed for compliance with eligibility, program requirements, and the needs of the office.

### **Eligibility**

- Describe which employees are eligible

### **Approvals**

- What documents have to be filled out?
- Who approves requests for employees, contractors, and non-FTE staff?

### **Frequency**

- State the types of arrangements that will be considered, e.g., regular telework, ad hoc telework, telework as part of the Continuity of Operations Plan (COOP)
- Is there a maximum number of telework days that can be requested per pay period?
- How long will agreements be valid? This can range from a short trial period of 3 months with a re-assessment at the end of that time or up to the maximum of 1 year.

### **Training**

- Are there training requirements?

### **Property/services**

- What computer and other technology resources/applications will be provided to the employee?
- Are there limits on what equipment or services can be requested, e.g., staff are expected to use their personal internet service; staff are expected to maintain a personal phone at the location for use during telework.
- What office supplies will be provided?
- Who will service/maintain equipment?
- Will any costs be reimbursed, e.g., internet costs, phone calls, etc.?
- Will both regular and ad hoc telework get the same level of equipment/services?

### **Performance**

- How will work assignment updates be reported and to whom? (How will assignments be given? Will due dates be set? Will a first draft be required to ensure the work reflects the desired end product?)
- Will staff be expected to work during emergencies or take personal leave?
- Will the evaluation criteria for performance be any different than it is for onsite work? How are results and outputs to be measured?

- What are the communication expectations for telework, e.g., include a statement on maintaining the same level of effective communications with customers and colleagues as is done in the office.
- Include a statement about the expectation for the appropriate use of duty time, per ethics policies.

### **Work Schedule**

- Are there days that employees have to be in the office?
- Do staff have to attend regularly scheduled meetings in-person?
- Can they request approval in advance to call in to a meeting? If so, which ones?
- What should staff do if work can't continue at the telework site, e.g., due to a power outage, children being released early from school?
- What has to be pre-approved by the supervisor (leave, overtime, comp time, unscheduled/ad hoc telework, travel to the office during a telework day, changes to work schedules, etc.)?
- Will flexible work schedules and telework both be allowed?
- Make a statement about expectations for working during emergencies, i.e., using Ad hoc telework.

### **Records**

- Are staff allowed to access [INSERT COMPANY NAME] systems, shared drives, etc.? Are they to use VPN so they're connected to the network?
- Can confidential/sensitive information be taken to or accessed at the telework site? Are there requirements for using it there, e.g., only accessing it through VPN, no paper documents being taken out of the office using flash drives?

*This policy was adapted from the National Institute of Health's Sample Telework policy.*

## **Appendix C: Home Office Ergonomics**

Employees should make the following adjustments to ensure safe and healthy working conditions at home:

### **Work Surface**

Situate equipment on a sturdy work surface preferably a desk or table that has adequate leg room.

### **Tripping Hazards**

Locate cords and equipment in such a way as to avoid trip hazards.

### **Monitor**

Proper placement of the laptop or monitor will decrease the risk of musculoskeletal pain or eye strain.

- Position the monitor or laptop directly front of you to avoid twisting your neck
- The monitor or laptop should be positioned so that bulk of the material is in the users line of sight
- Make sure the viewing surface is clean

### **Chair**

A height adjustable chair is preferable.

- Adjust the chair so that your feet rest flat on the floor or use a footrest.
- Thighs should be parallel to the floor and knees are at about the same level
- The backs of the knees should be 2-3 inches from the edge of the seat
- Adjust height of chair so feet rest flat on floor (use footrest if necessary).
- Adjust height and/or width of armrests so they allow the user to rest arms at their sides and relax/drop their shoulders while keyboarding.

*The following recommendations can help increase comfort for computer users:*

- "Dynamic sitting", don't stay in one static position for extended periods of time.
- When performing daily tasks, alternate between sitting and standing.

### **Keyboard and Mouse**

Adjustment to the keyboard and mouse can help prevent musculoskeletal discomfort

- Adjust keyboard height so shoulders can relax and allow arms to rest at sides
- A keyboard tray is often necessary to accommodate proper height and distance).
- Keyboard should be close to the user to avoid excessive extended reaching.
- Forearms parallel to the floor
- Mouse should be placed adjacent and at the same height as the keyboard

### **Lighting for Computer Workstations**

Proper lighting will avoid eyestrain

- Use task lighting if necessary
- Avoid direct sunlight by using blinds or curtains when needed

## **Appendix D: SAMPLE Respiratory Protection Program**

### **OSHA Standard 1910.134 Table of Contents**

#### **Objective**

#### **Assignment of Responsibility**

- A. Employer
- B. Program Administrator
- C. Supervisors
- D. Employees

#### **Applicability**

#### **Program**

- A. Hazard Assessment and Respirator Selection
- B. Updating the Hazard Assessment
- C. Training
- D. NIOSH Certification
- E. Voluntary Respirator Use
- F. Medical Evaluation
- G. Fit Testing
- H. General Respirator Use Procedures
- I. Air Quality
- J. Change Schedules
- K. Cleaning
- L. Maintenance
- M. Storage
- N. Respirator Malfunctions and Defects
- O. Emergency Procedures
- P. Program Evaluation
- Q. Documentation and Recordkeeping

#### **Attachments**

- A. Sample Record of Respirator Issuance
- B. OSHA Appendix D Voluntary Use of a Respirator
- C. OSHA Appendix C Medical Evaluation
- D. OSHA Appendix B-2 Respirator Cleaning Procedures
- E. Respirator Inspection Checklist
- F. Sample Record of Respirator Use

# Respiratory Protection Program

## I. OBJECTIVE

The Company Name Respiratory Protection Program is designed to protect employees by establishing accepted practices for respirator use, providing guidelines for training and respirator selection, and explaining proper storage, use and care of respirators. This program also serves to help the company and its employees comply with Occupational Safety and Health Administration (OSHA) respiratory protection requirements as found in 29 CFR 1910.134.

## II. ASSIGNMENT OF RESPONSIBILITY

### A. Employer

Company Name is responsible for providing respirators to employees when they are necessary for health protection. Company Name will provide respirators that are applicable and suitable for the intended purpose at no charge to affected employees. Any expense associated with training, medical evaluations and respiratory protection equipment will be borne by the company.

### B. Program Administrator

The Program Administrator for (Company Name) is (Responsible Person). The Program Administrator is responsible for administering the respiratory protection program. Duties of the program administrator include:

1. Identifying work areas, process or tasks that require workers to wear respirators.
2. Evaluating hazards.
3. Selecting respiratory protection options.
4. Monitoring respirator use to ensure that respirators are used in accordance with their specifications.
5. Arranging for and/or conducting training.
6. Ensuring proper storage and maintenance of respiratory protection equipment.
7. Conducting qualitative fit testing with Bitrex.
8. Administering the medical surveillance program.
9. Maintaining records required by the program.
10. Evaluating the program.
11. Updating written program, as needed.

### C. Supervisors

Supervisors are responsible for ensuring that the respiratory protection program is implemented in their particular areas. In addition to being knowledgeable about the program requirements for their own protection, supervisors must also ensure that the program is understood and followed by the employees under their charge. Duties of the supervisor include:

1. Ensuring that employees under their supervision (including new hires) receive appropriate training, fit testing, and annual medical evaluation.
2. Ensuring the availability of appropriate respirators and accessories.
3. Being aware of tasks requiring the use of respiratory protection.
4. Enforcing the proper use of respiratory protection when necessary.
5. Ensuring that respirators are properly cleaned, maintained, and stored according to this program.
6. Ensuring that respirators fit well and do not cause discomfort.
7. Continually monitoring work areas and operations to identify respiratory hazards.
8. Coordinating with the Program Administrator on how to address respiratory hazards or other concerns regarding this program.

#### D. Employees

Each employee is responsible for wearing his or her respirator when and where required and in the manner in which they are trained. Employees must also:

1. Care for and maintain their respirators as instructed, guard them against damage, and store them in a clean, sanitary location.
2. Inform their supervisor if their respirator no longer fits well, and request a new one that fits properly.
3. Inform their supervisor or the Program Administrator of any respiratory hazards that they feel are not adequately addressed in the workplace and of any other concerns that they have regarding this program.
4. Use the respiratory protection in accordance with the manufacturer's instructions and the training received.

### **III. APPLICABILITY**

This program applies to all employees who are required to wear respirators during normal work operations, as well as during some non-routine or emergency operations, such as a spill of a hazardous substance.

In addition, any employee who voluntarily wears a respirator when one is not required is subject to the medical evaluation, cleaning, maintenance, and storage elements of this program, and will be provided with necessary training. Employees who voluntarily wear filtering face pieces (dust masks) are not subject to the medical evaluation, cleaning, storage, and maintenance provisions of this program.

All employees and job tasks that fall under the provisions of this program are listed in Attachment A.

### **IV. PROGRAM**

#### A. Hazard Assessment and Respirator Selection

The Program Administrator will select respirators to be used on site, based on the hazards to which workers are exposed and in accordance with the OSHA Respiratory Protection Standard. The Program Administrator will conduct a hazard evaluation for each

operation, process, or work area where airborne contaminants may be present in routine operations or during an emergency. The hazard evaluations shall include:

1. Identification and development of a list of hazardous substances used in the workplace by department or work process.
2. Review of work processes to determine where potential exposures to hazardous substances may occur. This review shall be conducted by surveying the workplace, reviewing the process records, and talking with employees and supervisors.
3. Exposure monitoring to quantify potential hazardous exposures.

The proper type of respirator for the specific hazard involved will be selected in accordance with the manufacturer's instructions. A list of employees and appropriate respiratory protection will be maintained by the Program Administrator (see Attachment A).

#### B. Updating the Hazard Assessment

The Program Administrator must revise and update the hazard assessment as needed (i.e., any time work process changes may potentially affect exposure). If an employee feels that respiratory protection is needed during a particular activity, he/she is to contact his/her supervisor or the Program Administrator. The Program Administrator will evaluate the potential hazard, and arrange for outside assistance as necessary. The Program Administrator will then communicate the results of that assessment to the employees. If it is determined that respiratory protection is necessary, all other elements of the respiratory protection program will be in effect for those tasks, and the respiratory program will be updated accordingly.

#### C. Training

The Program Administrator will provide training to respirator users and their supervisors on the contents of the *Company Name* Respiratory Protection Program and their responsibilities under it, and on the OSHA Respiratory Protection Standard. All affected employees and their supervisors will be trained prior to using a respirator in the workplace. Supervisors will also be trained prior to supervising employees that must wear respirators.

The training course will cover the following topics:

1. the *Company Name* Respiratory Protection Program;
2. the OSHA Respiratory Protection Standard (29 CFR 1910.134);
3. respiratory hazards encountered at *Company Name* and their health affects;
4. proper selection and use of respirators;
5. limitations of respirators;
6. respirator donning and user seal (fit) checks;
7. fit testing;
8. emergency use procedures;
9. maintenance and storage; and
10. medical signs and symptoms limiting the effective use of respirators.

Employees will be retrained annually or as needed (e.g., if they change departments or work processes and need to use a different respirator). Employees must demonstrate their understanding of the topics covered in the training through hands-on exercises and a written test. Respirator training will be documented by the Program Administrator and the documentation will include the type, model, and size of respirator for which each employee has been trained and fit tested.

#### D. NIOSH Certification

All respirators must be certified by the National Institute for Occupational Safety and Health (NIOSH) and shall be used in accordance with the terms of that certification. Also, all filters, cartridges, and canisters must be labeled with the appropriate NIOSH approval label. The label must not be removed or defaced while the respirator is in use.

#### E. Voluntary Respirator Use

The Program Administrator shall authorize voluntary use of respiratory protective equipment as requested by all other workers on a case-by-case basis, depending on specific workplace conditions and the results of medical evaluations.

The Program Administrator will provide all employees who voluntarily choose to wear the above respirators with a copy of *Appendix D of the OSHA Respiratory Protection Standard* (Appendix D details the requirements for voluntary use of respirators by employees). A copy of Appendix D is Attachment B. Employees who choose to wear a half face piece APR must comply with the procedures for Medical Evaluation, Respirator Use, Cleaning, Maintenance and Storage portions of this program.

#### F. Medical Evaluation

Employees who are either required to wear respirators, or who choose to wear a half face piece APR voluntarily, must pass a medical exam provided by Company Name before being permitted to wear a respirator on the job. Employees are not permitted to wear respirators until a physician has determined that they are medically able to do so. Any employee refusing the medical evaluation will not be allowed to work in an area requiring respirator use.

A licensed physician at (LOCATION OF DOCTOR), where all company medical services are provided, will provide the medical evaluations. Medical evaluation procedures are as follows:

1. The medical evaluation will be conducted using the questionnaire provided in *Appendix C of the OSHA Respiratory Protection Standard* (see Attachment C for a copy). The Program Administrator will provide a copy of this questionnaire to all employees requiring medical evaluations.
2. To the extent feasible, the company will provide assistance to employees who are unable to read the questionnaire. When this is not possible, the employee will be sent directly to the physician for medical evaluation.
3. All affected employees will be given a copy of the medical questionnaire to complete, along with a stamped and addressed envelope for mailing the

questionnaire to the company physician. Employees will be permitted to complete the questionnaire on company time.

4. Follow-up medical exams will be granted to employees as required by the Standard, and/or as deemed necessary by the evaluating physician.
5. All employees will be granted the opportunity to speak with the physician about their medical evaluation, if they so request.
6. The Program Administrator shall provide the evaluating physician with a copy of this Program, a copy of the OSHA Respiratory Protection Standard, the list of hazardous work exposures, and the following information about each employee requiring evaluation:
  - a. his or her work area or job title;
  - b. proposed respirator type and weight;
  - c. length of time required to wear respirator;
  - d. expected physical work load (light, moderate or heavy);
  - e. potential temperature and humidity extremes; and
  - f. any additional protective clothing required.
7. Positive pressure air purifying respirators will be provided to employees as required by medical necessity.
8. After an employee has received clearance to wear his or her respirator, additional medical evaluations will be provided under the following circumstances:
  - a. The employee reports signs and/or symptoms related to their ability to use the respirator, such as shortness of breath, dizziness, chest pains or wheezing.
  - b. The evaluating physician or supervisor informs the Program Administrator that the employee needs to be reevaluated.
  - c. Information found during the implementation of this program, including observations made during the fit testing and program evaluation, indicates a need for reevaluation.
  - d. A change occurs in workplace conditions that may result in an increased physiological burden on the employee.

A list of *Company Name* employees currently included in medical surveillance is provided in Attachment A of this program.

All examinations and questionnaires are to remain confidential between the employee and the physician. The Program Administrator will only retain the physician's written recommendations regarding each employee's ability to wear a respirator.

#### G. Fit Testing

Employees who are required to or who voluntarily wear half-face piece APRs will be fit tested:

1. prior to being allowed to wear any respirator with a tight-fitting face piece;
2. annually; or

3. when there are changes in the employee's physical condition that could affect respiratory fit (e.g., obvious change in body weight, facial scarring, etc.).

Employees will be fit tested with the make, model, and size of respirator that they will actually wear. Employees will be provided with several models and sizes of respirators so that they may find an optimal fit. Fit testing of powered air purifying respirators will be conducted in the negative pressure mode.

The Program Administrator will conduct fit tests in accordance with the OSHA Respiratory Protection Standard.

#### H. General Respirator Use Procedures

1. Employees will use their respirators under conditions specified in this program, and in accordance with the training they receive on the use of each particular model. In addition, the respirator shall not be used in a manner for which it is not certified by NIOSH or by its manufacturer.
2. All employees shall conduct user seal checks each time they wear their respirators (**as per manufacturer's recommendations**). Employees shall use either the positive or negative pressure check (depending on which test works best for them) as specified in the OSHA Respiratory Protection Standard.
  - a. Positive Pressure Test: This test is performed by closing off the exhalation valve with your hand. Breathe air into the mask. The face fit is satisfactory if some pressure can be built up inside the mask without any air leaking out between the mask and the face of the wearer.
  - b. Negative Pressure Test: This test is performed by closing of the inlet openings of the cartridge with the palm of your hand. Some masks may require that the filter holder be removed to seal off the intake valve. Inhale gently so that a vacuum occurs within the face piece. Hold your breath for ten (10) seconds. If the vacuum remains, and no inward leakage is detected, the respirator is fit properly.
3. All employees shall be permitted to leave the work area to go to the locker room to maintain their respirator for the following reasons:
  - a. to clean their respirator if it is impeding their ability to work;
  - b. to change filters or cartridges;
  - c. to replace parts; or
  - d. to inspect respirator if it stops functioning as intended.Employees should notify their supervisor before leaving the area.
4. Employees are not permitted to wear tight-fitting respirators if they have any condition, such as facial scars, facial hair, or missing dentures that would prevent a proper seal. Employees are not permitted to wear headphones, jewelry, or other items that may interfere with the seal between the face and the face piece.

5. Before and after each use of a respirator, an employee or immediate supervisor must make an inspection of tightness or connections and the condition of the face piece, headbands, valves, filter holders and filters. Questionable items must be addressed immediately by the supervisor and/or Program Administrator.

#### I. Air Quality

**NOTE: Section not applicable if Supplied Air Respirators or SCBA respirators are not used.**

For supplied-air respirators, only Grade D breathing air shall be used in the cylinders. The Program Administrator will coordinate deliveries of compressed air with the company's vendor and will require the vendor to certify that the air in the cylinders meets the specifications of Grade D breathing air.

The Program Administrator will maintain a minimum air supply of one fully charged replacement cylinder for each SAR unit. In addition, cylinders may be recharged as necessary from the breathing air cascade system located near the respirator storage area.

#### J. Change Schedules

Respirator cartridges shall be replaced as determined by the Program Administrator, supervisor(s), and manufacturer's recommendations.

#### K. Cleaning

Respirators are to be regularly cleaned and disinfected at the designated respirator cleaning station. Respirators issued for the exclusive use of an employee shall be cleaned as often as necessary. Atmosphere-supplying and emergency use respirators are to be cleaned and disinfected after each use.

The following procedure is to be used when cleaning and disinfecting reusable respirators. Follow manufacturer's recommendations or Use Appendix B-2 of the OSHA Respiratory Protection Standard. See Attachment D.

The Program Administrator will ensure an adequate supply of appropriate cleaning and disinfection materials at the cleaning station. If supplies are low, employees should notify their supervisor, who will inform the Program Administrator.

#### L. Maintenance

Respirators are to be properly maintained at all times in order to ensure that they function properly and protect employees adequately. Maintenance involves a thorough visual inspection for cleanliness and defects. Worn or deteriorated parts will be replaced prior to use. No components will be replaced or repairs made beyond those recommended by the manufacturer. Repairs to regulators or alarms of atmosphere-supplying respirators will be conducted by the manufacturer.

1. All respirators shall be inspected routinely before and after each use.
2. Respirators kept for emergency use shall be inspected after each use, and at least monthly by the Program Administrator to assure that they are in satisfactory working order
3. The Respirator Inspection Checklist (Attachment E) will be used when inspecting respirators.
4. Sample Record of Respirator Use (Attachment F) will be used to identify types of respirators for specific departments/processes.
5. Employees are permitted to leave their work area to perform limited maintenance on their respirator in a designated area that is free of respiratory hazards. Situations when this is permitted include:
  - a. washing face and respirator face piece to prevent any eye or skin irritation;
  - b. replacing the filter, cartridge or canister;
  - c. detection of breakthrough or leakage in the face piece; or
  - d. detection of any other damage to the respirator or its components.

#### M. Storage

After inspection, cleaning, and necessary repairs, respirators shall be stored appropriately to protect against dust, sunlight, heat, extreme cold, excessive moisture, or damaging chemicals.

1. Respirators must be stored in a clean, dry area, and in accordance with the manufacturer's recommendations. Each employee will clean and inspect their own air-purifying respirator in accordance with the provisions of this program, and will store their respirator in a plastic bag in the designated area. Each employee will have his/her name on the bag and that bag will only be used to store that employee's respirator.
2. Respirators shall be packed or stored so that the face piece and exhalation valve will rest in a near normal position.
3. Respirators shall not be placed in places such as lockers or toolboxes unless they are in carrying cartons.
4. Respirators maintained at stations and work areas for emergency use shall be stored in compartments built specifically for that purpose, be quickly accessible at all times, and be clearly marked.
5. The Program Administrator will store Company Name's supply of respirators and respirator components in their original manufacturer's packaging in the Designated Area.

#### N. Respirator Malfunctions and Defects

**NOTE: Only Certified and trained individuals should provide repairs to any respirator.**

1. For any malfunction of an ASR (atmosphere-supplying respirator), such as breakthrough, face piece leakage, or improperly working valve, the respirator wearer should inform his/her supervisor that the respirator no

longer functions as intended, and go to the designated safe area to maintain the respirator.

2. Respirators that are defective or have defective parts shall be taken out of service immediately. If, during an inspection, an employee discovers a defect in a respirator, he/she is to bring the defect to the attention of his/her supervisor. Supervisors will give all defective respirators to the Program Administrator. The Program Administrator will decide whether to:
  - a. temporarily take the respirator out of service until it can be repaired;
  - b. dispose of the respirator due to an irreparable problem or defect.

When a respirator is taken out of service for an extended period of time, the respirator will be tagged out of service, and the employee will be given a replacement of a similar make, model, and size. All tagged out respirators will be kept in the *Designated Area*.

#### O. Emergency Procedures

In the event of an emergency all employees shall follow the Emergency Action Plan.

**NOTE: Unless employees are properly trained to wear an air supplying respirator and appropriate PPE they should they should never enter an IDLH atmosphere. Those that are properly trained will use the “Buddy system” as per the “Two In or Two Out” rule.**

1. Employees who must remain in a dangerous atmosphere must take the following precautions:
  - a. Employees must never enter a dangerous atmosphere without first obtaining the proper protective equipment and permission to enter from the Program Administrator or supervisor.
  - b. Employees must never enter a dangerous atmosphere without at least one additional person present. The additional person must remain in the safe atmosphere.
  - c. Communications (voice, visual or signal line) must be maintained between both individuals or all present.
  - d. Respiratory protection in these instances is for escape purposes only. *Company Name* employees are not trained as emergency responders, and are not authorized to act in such a manner.

#### P. Program Evaluation

The Program Administrator will conduct periodic evaluations of the workplace to ensure that the provisions of this program are being implemented. The evaluations will include regular consultations with employees who use respirators and their supervisors, site inspections, air monitoring and a review of records. Items to be considered will include:

1. comfort;
2. ability to breathe without objectionable effort;
3. adequate visibility under all conditions;
4. provisions for wearing prescription glasses;
5. ability to perform all tasks without undue interference; and

6. confidence in the face piece fit.

Identified problems will be noted in an inspection log and addressed by the Program Administrator. These findings will be reported to (Company Name) management, and the report will list plans to correct deficiencies in the respirator program and target dates for the implementation of those corrections.

#### Q. Documentation and Recordkeeping

1. A written copy of this program and the OSHA Respiratory Protection Standard shall be kept in the Program Administrator's office and made available to all employees who wish to review it.
2. Copies of training and fit test records shall be maintained by the Program Administrator. These records will be updated as new employees are trained, as existing employees receive refresher training, and as new fit tests are conducted
3. For employees covered under the Respiratory Protection Program, the Program Administrator shall maintain copies of the physician's written recommendation regarding each employee's ability to wear a respirator. The completed medical questionnaires and evaluating physician's documented findings will remain confidential in the employee's medical records at the location of the evaluating physician's practice.



## **ATTACHMENT B OSHA Appendix D**

### **Appendix D to Sec. 1910.134 (Mandatory) Information for Employees Using Respirators When Not Required Under the Standard**

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 voluntary use, or if you provide your own respirator, you need to take certain precautions to be sure that the respirator itself does not present a hazard.

You should do the following:

1. Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirators limitations.
2. Choose respirators certified for use to protect against the contaminant of concern. NIOSH, the National Institute for 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.
3. 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.
4. Keep track of your respirator so that you do not mistakenly use someone else's respirator.

# ATTACHMENT C

## OSHA Appendix C (Mandatory)

### Appendix C to Sec. 1910.134: OSHA Respirator Medical Evaluation Questionnaire

To the employer: Answers to questions in Section 1, and to question 9 in Section 2 of Part A, do not require a medical examination.

To the employee:

Can you read (circle one): Yes/No

Your employer must allow you to answer this questionnaire during normal working hours, or at a time and place that is convenient to you. To maintain your confidentiality, your employer or supervisor must not look at or review your answers, and your employer must tell you how to deliver or send this questionnaire to the health care professional who will review it.

Part A. Section 1. (Mandatory) The following information must be provided by every employee who has been selected to use any type of respirator (please print).

1. Today's date: \_\_\_\_\_

2. Your name: \_\_\_\_\_

3. Your age (to nearest year): \_\_\_\_\_

4. Sex (circle one): Male/Female

5. Your height: \_\_\_\_\_ ft. \_\_\_\_\_ in.

6. Your weight: \_\_\_\_\_ lbs.

7. Your job title: \_\_\_\_\_

8. A phone number where you can be reached by the health care professional who reviews this questionnaire (include the Area Code): \_\_\_\_\_

9. The best time to phone you at this number: \_\_\_\_\_

10. Has your employer told you how to contact the health care professional who will review this questionnaire (circle one): Yes/No

11. Check the type of respirator you will use (you can check more than one category):

a. \_\_\_\_\_ N, R, or P disposable respirator (filter-mask, non-cartridge type only).

b. \_\_\_\_\_ Other type (for example, half- or full-face piece type, powered-air purifying, supplied-air, self-contained breathing apparatus).

12. Have you worn a respirator (circle one): Yes/No

If "yes," what type(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Part A. Section 2. (Mandatory) Questions 1 through 9 below must be answered by every employee who has been selected to use any type of respirator (please circle "yes" or "no").

1. Do you **currently** smoke tobacco, or have you smoked tobacco in the last month: Yes/No

2. Have you ***ever had*** any of the following conditions?
  - a. Seizures (fits): Yes/No
  - b. Diabetes (sugar disease): Yes/No
  - c. Allergic reactions that interfere with your breathing: Yes/No
  - d. Claustrophobia (fear of closed-in places): Yes/No
  - e. Trouble smelling odors: Yes/No
3. Have you ***ever had*** any of the following pulmonary or lung problems?
  - a. Asbestosis: Yes/No
  - b. Asthma: Yes/No
  - c. Chronic bronchitis: Yes/No
  - d. Emphysema: Yes/No
  - e. Pneumonia: Yes/No
  - f. Tuberculosis: Yes/No
  - g. silicosis: Yes/No
  - h. Pneumothorax (collapsed lung): Yes/No
  - i. Lung cancer: Yes/No
  - j. Broken ribs: Yes/No
  - k. Any chest injuries or surgeries: Yes/No
  - l. Any other lung problem that you've been told about: Yes/No
4. Do you ***currently*** have any of the following symptoms of pulmonary or lung illness?
  - a. Shortness of breath: Yes/No
  - b. Shortness of breath when walking fast on level ground or walking up a slight hill or incline: Yes/No
  - c. Shortness of breath when walking with other people at an ordinary pace on level ground: Yes/No
  - d. Have to stop for breath when walking at your own pace on level ground: Yes/No
  - e. Shortness of breath when washing or dressing yourself: Yes/No
  - f. Shortness of breath that interferes with your job: Yes/No
  - g. Coughing that produces phlegm (thick sputum): Yes/No
  - h. Coughing that wakes you early in the morning: Yes/No
  - i. Coughing that occurs mostly when you are lying down: Yes/No
  - j. Coughing up blood in the last month: Yes/No
  - k. Wheezing: Yes/No
  - l. Wheezing that interferes with your job: Yes/No

- m. Chest pain when you breathe deeply: Yes/No
  - n. Any other symptoms that you think may be related to lung problems: Yes/No
5. Have you **ever had** any of the following cardiovascular or heart problems?
- a. Heart attack: Yes/No
  - b. Stroke: Yes/No
  - c. Angina: Yes/No
  - d. Heart failure: Yes/No
  - e. Swelling in your legs or feet (not caused by walking): Yes/No
  - f. Heart arrhythmia (heart beating irregularly): Yes/No
  - g. High blood pressure: Yes/No
  - h. Any other heart problem that you've been told about: Yes/No
6. Have you **ever had** any of the following cardiovascular or heart symptoms?
- a. Frequent pain or tightness in your chest: Yes/No
  - b. Pain or tightness in your chest during physical activity: Yes/No
  - c. Pain or tightness in your chest that interferes with your job: Yes/No
  - d. In the past two years, have you noticed your heart skipping or missing a beat: Yes/No
  - e. Heartburn or indigestion that is not related to eating: Yes/No
  - f. Any other symptoms that you think may be related to heart or circulation problems: Yes/No
7. Do you **currently** take medication for any of the following problems?
- a. Breathing or lung problems: Yes/No
  - b. Heart trouble: Yes/No
  - c. Blood pressure: Yes/No
  - d. Seizures (fits): Yes/No
8. If you've used a respirator, have you **ever had** any of the following problems? (If you've never used a respirator, check the following space and go to question 9☺)
- a. Eye irritation: Yes/No
  - b. Skin allergies or rashes: Yes/No
  - c. Anxiety: Yes/No
  - d. General weakness or fatigue: Yes/No
  - e. Any other problem that interferes with your use of a respirator: Yes/No
9. Would you like to talk to the health care professional who will review this questionnaire about your answers to this questionnaire: Yes/No

Questions 10 to 15 below must be answered by every employee who has been selected to use either a full-face piece respirator or a self-contained breathing apparatus (SCBA). For employees who have been selected

to use other types of respirators, answering these questions are voluntary.

10. Have you ***ever lost*** vision in either eye (temporarily or permanently): Yes/No
11. Do you ***currently*** have any of the following vision problems?
  - a. Wear contact lenses: Yes/No
  - b. Wear glasses: Yes/No
  - c. Color blind: Yes/No
  - d. Any other eye or vision problem: Yes/No
12. Have you ***ever had*** an injury to your ears, including a broken ear drum: Yes/No
13. Do you ***currently*** have any of the following hearing problems?
  - a. Difficulty hearing: Yes/No
  - b. Wear a hearing aid: Yes/No
  - c. Any other hearing or ear problem: Yes/No
14. Have you ***ever had*** a back injury: Yes/No
15. Do you ***currently*** have any of the following musculoskeletal problems?
  - a. Weakness in any of your arms, hands, legs, or feet: Yes/No
  - b. Back pain: Yes/No
  - c. Difficulty fully moving your arms and legs: Yes/No
  - d. Pain or stiffness when you lean forward or backward at the waist: Yes/No
  - e. Difficulty fully moving your head up or down: Yes/No
  - f. Difficulty fully moving your head side to side: Yes/No
  - g. Difficulty bending at your knees: Yes/No
  - h. Difficulty squatting to the ground: Yes/No
  - i. Climbing a flight of stairs or a ladder carrying more than 25 lbs.: Yes/No
  - j. Any other muscle or skeletal problem that interferes with using a respirator: Yes/No

Part B Any of the following questions, and other questions not listed, may be added to the questionnaire at the discretion of the health care professional who will review the questionnaire.

1. In your present job, are you working at high altitudes (over 5,000 feet) or in a place that has lower than normal amounts of oxygen: Yes/No

If "yes," do you have feelings of dizziness, shortness of breath, pounding in your chest, or other symptoms when you're working under these conditions: Yes/No

2. At work or at home, have you ever been exposed to hazardous solvents, hazardous airborne chemicals (e.g., gases, fumes, or dust), or have you come into skin contact with hazardous chemicals: Yes/No

If "yes," name the chemicals if you know them: \_\_\_\_\_

\_\_\_\_\_

3. Have you ever worked with any of the materials, or under any of the conditions, listed below:

- a. Asbestos: Yes/No
- b. Silica (*e.g.*, in sandblasting): Yes/No
- c. Tungsten/cobalt (*e.g.*, grinding or welding this material): Yes/No
- d. Beryllium: Yes/No
- e. Aluminum: Yes/No
- f. Coal (for example, mining): Yes/No
- g. Iron: Yes/No
- h. Tin: Yes/No
- i. Dusty environments: Yes/No
- j. Any other hazardous exposures: Yes/No

If "yes," describe these exposures: \_\_\_\_\_

\_\_\_\_\_

4. List any second jobs or side businesses you have: \_\_\_\_\_

\_\_\_\_\_

5. List your previous occupations: \_\_\_\_\_

\_\_\_\_\_

6. List your current and previous hobbies: \_\_\_\_\_

\_\_\_\_\_

7. Have you been in the military services? Yes/No

If "yes," were you exposed to biological or chemical agents (either in training or combat): Yes/No

8. Have you ever worked on a HAZMAT team? Yes/No

9. Other than medications for breathing and lung problems, heart trouble, blood pressure, and seizures mentioned earlier in this questionnaire, are you taking any other medications for any reason (including over-the-counter medications): Yes/No

If "yes," name the medications if you know them: \_\_\_\_\_

10. Will you be using any of the following items with your respirator(s)?

- a. HEPA Filters: Yes/No
- b. Canisters (for example, gas masks): Yes/No
- c. Cartridges: Yes/No

11. How often are you expected to use the respirator(s) (circle "yes" or "no" for all answers that apply to you)?:

- V. Escape only (no rescue): Yes/No
- VI. Emergency rescue only: Yes/No
- VII. Less than 5 hours *per week*: Yes/No
- VIII. Less than 2 hours *per day*: Yes/No
- IX. 2 to 4 hours per day: Yes/No
- X. Over 4 hours per day: Yes/No

12. During the period you are using the respirator(s), is your work effort:

- a. **Light** (less than 200 kcal per hour): Yes/No

If "yes," how long does this period last during the average shift: \_\_\_\_\_ hrs. \_\_\_\_\_ mins.

Examples of a light work effort are **sitting** while writing, typing, drafting, or performing light assembly work; or **standing** while operating a drill press (1-3 lbs.) or controlling machines.

- b. **Moderate** (200 to 350 kcal per hour): Yes/No

If "yes," how long does this period last during the average shift: \_\_\_\_\_ hrs. \_\_\_\_\_ mins.

Examples of moderate work effort are **sitting** while nailing or filing; **driving** a truck or bus in urban traffic; **standing** while drilling, nailing, performing assembly work, or transferring a moderate load (about 35 lbs.) at trunk level; **walking** on a level surface about 2 mph or down a 5-degree grade about 3 mph; or **pushing** a wheelbarrow with a heavy load (about 100 lbs.) on a level surface.

- 3. **Heavy** (above 350 kcal per hour): Yes/No

If "yes," how long does this period last during the average shift: \_\_\_\_\_ hrs. \_\_\_\_\_ mins.

Examples of heavy work are **lifting** a heavy load (about 50 lbs.) from the floor to your waist or shoulder; working on a loading dock; **shoveling**; **standing** while bricklaying or chipping castings; **walking** up an 8-degree grade about 2 mph; climbing stairs with a heavy load (about 50 lbs.).

13. Will you be wearing protective clothing and/or equipment (other than the respirator) when you're using your respirator: Yes/No

If "yes," describe this protective clothing and/or equipment: \_\_\_\_\_

\_\_\_\_\_

14. Will you be working under hot conditions (temperature exceeding 77 deg. F): Yes/No

15. Will you be working under humid conditions: Yes/No

16. Describe the work you'll be doing while you're using your respirator(s):

\_\_\_\_\_

\_\_\_\_\_

17. Describe any special or hazardous conditions you might encounter when you're using your respirator(s) (for example, confined spaces, life-threatening gases):

\_\_\_\_\_

\_\_\_\_\_

18. Provide the following information, if you know it, for each toxic substance that you'll be exposed to when you're using your respirator(s):

Name of the first toxic substance: \_\_\_\_\_

Estimated maximum exposure level per shift: \_\_\_\_\_

Duration of exposure per shift: \_\_\_\_\_

Name of the second toxic substance: \_\_\_\_\_

Estimated maximum exposure level per shift: \_\_\_\_\_

Duration of exposure per shift: \_\_\_\_\_

Name of the third toxic substance: \_\_\_\_\_

Estimated maximum exposure level per shift: \_\_\_\_\_

Duration of exposure per shift: \_\_\_\_\_

The name of any other toxic substances that you'll be exposed to while using your respirator:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

19. Describe any special responsibilities you'll have while using your respirator(s) that may affect the safety and well-being of others (for example, rescue, security):

\_\_\_\_\_

## **ATTACHMENT D**

### **OSHA Appendix B-2**

#### **Appendix B-2 to § 1910.134: Respirator Cleaning Procedures (Mandatory)**

These procedures are provided for employer use when cleaning respirators. They are general in nature, and the employer as an alternative may use the cleaning recommendations provided by the manufacturer of the respirators used by their employees, provided such procedures are as effective as those listed here in Appendix B- 2. Equivalent effectiveness simply means that the procedures used must accomplish the objectives set forth in Appendix B-2, i.e., must ensure that the respirator is properly cleaned and disinfected in a manner that prevents damage to the respirator and does not cause harm to the user.

#### *I. Procedures for Cleaning Respirators*

A. Remove filters, cartridges, or canisters. Disassemble face pieces by removing speaking diaphragms, demand and pressure- demand valve assemblies, hoses, or any components recommended by the manufacturer. Discard or repair any defective parts.

B. Wash components in warm (43 deg. C [110 deg. F] maximum) water with a mild detergent or with a cleaner recommended by the manufacturer. A stiff bristle (not wire) brush may be used to facilitate the removal of dirt.

C. Rinse components thoroughly in clean, warm (43 deg. C [110 deg. F] maximum), preferably running water. Drain.

D. When the cleaner used does not contain a disinfecting agent, respirator components should be immersed for two minutes in one of the following:

1. Hypochlorite solution (50 ppm of chlorine) made by adding approximately one milliliter of laundry bleach to one liter of water at 43 deg. C (110 deg. F); or,

2. Aqueous solution of iodine (50 ppm iodine) made by adding approximately 0.8 milliliters of tincture of iodine (6-8 grams ammonium and/or potassium iodide/100 cc of 45% alcohol) to one liter of water at 43 deg. C (110 deg. F); or,

3. Other commercially available cleansers of equivalent disinfectant quality when used as directed, if their use is recommended or approved by the respirator manufacturer.

E. Rinse components thoroughly in clean, warm (43 deg. C [110 deg. F] maximum), preferably running water. Drain. The importance of thorough rinsing cannot be overemphasized. Detergents or disinfectants that dry on face pieces may result in dermatitis. In addition, some disinfectants may cause deterioration of rubber or corrosion of metal parts if not completely removed.

F. Components should be hand-dried with a clean lint-free cloth or air-dried.

G. Reassemble face piece, replacing filters, cartridges, and canisters where necessary.

H. Test the respirator to ensure that all components work properly.

**ATTACHMENT E**  
**Respirator Inspection Checklist**

<b>Type of Respirator:</b>	<b>Location:</b>
<b>Respirator Issued to:</b>	<b>Type of Hazard:</b>
Face piece	<input type="checkbox"/> Cracks, tears, or holes <input type="checkbox"/> Face mask distortion <input type="checkbox"/> Cracked or loose lenses/face shield
Head straps	<input type="checkbox"/> Breaks or tears <input type="checkbox"/> Broken buckles
Valves:	<input type="checkbox"/> Residue or dirt <input type="checkbox"/> Cracks or tears in valve material
Filters/Cartridges:	<input type="checkbox"/> Approval designation <input type="checkbox"/> Gaskets <input type="checkbox"/> Cracks or dents in housing <input type="checkbox"/> Proper cartridge for hazard
Air Supply Systems	<input type="checkbox"/> Breathing air quality/grade <input type="checkbox"/> Condition of supply hoses <input type="checkbox"/> Hose connections <input type="checkbox"/> Settings on regulators and valves
Rubber/Elastomer Parts	<input type="checkbox"/> Pliability <input type="checkbox"/> Deterioration

<b>Inspected by:</b>	<b>Date:</b>
<b>Action Taken:</b>	

**ATTACHMENT F**  
**Sample Record of Respirator Use**

<b>Required and Voluntary Respirator Use at <u>(Company Name)</u></b>	
<b>Type of Respirator</b>	<b>Department/Process</b>
Filtering face piece	Voluntary use only
N-95, N-99, N-100	Respiratory disease protection Slight particulate protection
Half-face piece APR or PAPR with P100 filter	Bearded individuals
Half-face piece APR with organic vapor cartridge	(Based on MSDS sheet)

## **Appendix E: Respiratory Protection Resource List**

### **Fit Testing**

Fit testing for respirators can be done at many First Treatment Centers or in-house with a Fit Test Kit. If using a First Treatment Center call ahead to make sure that they do fit testing and

Fit Test Kits can be acquired from many vendors such as Grainger. An example of a fit test kit can be accessed here:

<https://www.grainger.com/search?searchBar=true&searchQuery=respirator+fit+test+kits>

### **Medical Surveillance**

Medical Surveillance needs to be done by a Physician or Licensed Health Care Professional.

### **Training**

Occupational Safety and Health Administration (OSHA)

Information on fit testing including a video on fit

testing [https://www.osha.gov/video/respiratory\\_protection/fittesting\\_transcript.html](https://www.osha.gov/video/respiratory_protection/fittesting_transcript.html).

Occupational Safety and Health Administration (OSHA)

Training videos for Respirator use in Healthcare that can be accessed here:

<https://www.osha.gov/video/index.html>

### **Strategies for Optimizing the Supply of N95 Respirators: Crisis/Alternate Strategies**

Due to the limited supply of N95 Respirators the CDC has issued the following guidance:

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/respirators-strategy/crisis-alternate-strategies.html>

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