

	<b>Department: Quality</b>	<b>DOC#: 76 REV: 0</b>
<b>Effective Date: 3/18/2020</b>	<b>Supersedes: new</b>	<b>Subject: Health guidance pertaining to CoVID-19</b>
<b>Issued by: QA Lab</b>	<b>Approved by :QC Manager</b>	
<b>Plant Number:</b>		

## 1.0 PURPOSE

The purpose of this SOP is to provide current guidance for \_\_\_\_\_ employees pertaining to Coronavirus Disease 2019.

## 2.0 SCOPE

This SOP applies to all \_\_\_\_\_ employees.

## 3.0 SAFETY & ENVIRONMENTAL CONSIDERATIONS

Follow GMP guidance in yearly training.

## 4.0 REQUIRED TOOLS / EQUIPMENT

4.1 Guidance from Tompkins County Health Department's FAQ on [www.tompkinscountyny.gov](http://www.tompkinscountyny.gov) website.

## 5.0 FREQUENCY

5.1 Starting 3/18/20 and ongoing until such time as the danger of exposure and developing CoVID-19 has been diminished.

## 6.0 RESPONSIBILITY

- **TASK:** employees are required to be trained and sign off according to the procedure written in this SOP
- **VERIFICATION:** QA Manager will train and sign off that training has been completed.

## 7.0 PROCEDURE

7.1 Attend daily meetings organized by management to assess employee health and compliance.

7.2 Stay home if you are sick.

7.3 Individuals who feel sick with fever, cough, or difficulty breathing, and may have traveled to [areas of concern](#), or have been in contact with someone who has COVID-19 should **call ahead** to their health care provider before seeking treatment in person. If no primary care provider, Call Convenient Care at 607-274-4150 before going to the office for medical evaluation and testing if advised.

7.4 Your healthcare professional will evaluate symptoms to determine if you need to be tested for COVID-19 based on NYSDOH criteria.

7.5 If a healthcare professional decides to test an individual for COVID-19, a sample is collected locally and sent to a lab for analysis. As of March 2020, the NYS lab, Wadsworth, is able to conduct the testing and commercial labs are starting to test as well. Results may take several days.

**7.6 Confirmed case:** An individual has tested positive for the virus. The person may or may not have symptoms but is presumed to be contagious. A contact investigation begins to determine others who may have been exposed. The individual remains in isolation (away from others) until a medical professional releases them from isolation and the person is no longer contagious. For the general public, a positive case brings awareness that the virus is present in the community but does not mean that everyone is at risk of exposure

**7.7 Contact investigation:** The process of identifying anyone who may have come into contact with the individual who tested positive for COVID-19. An individual who is a confirmed case is interviewed by a public health nurse about places they have been and asked to list people who may have been in close contact. Close contact is within about six feet of someone with COVID-19 for a long period of time or direct contact with infectious secretions of an individual, via cough, sneeze, or speaking. Anyone who may have been exposed to the confirmed case will be contacted directly by a public health nurse as part of the contact investigation.

**7.8 NYS regulations about mass gatherings (as of 3/16/20)**

- 7.8.1 All schools in New York must close by Wednesday, March 18 for two weeks ending April 1
- 7.8.2 No gatherings of 50 people or more in New York, Connecticut and New Jersey
- 7.8.3 Casinos, gyms, theaters will be closed as of 8:00 pm on Monday, March 16 until further notice
- 7.8.4 Bars and restaurants will be closed as of 8:00 pm on Monday, March 16, but takeout can be ordered during the period of closure
- 7.8.5 Strongly advise only services and businesses that are essential stay open after 8:00 pm
  - 7.8.5.1 Groceries
  - 7.8.5.2 Gas stations
  - 7.8.5.3 Pharmacies
  - 7.8.5.4 Medical facilities
- 7.8.6 Non-essential state workers will work from home
- 7.8.7 All local governments must reduce their workforce by at least 50%
- 7.8.8 New York State will waive all park fees in state, local and county parks

**DOCUMENTATION OF TRAINING**

<b>Name</b>	<b>Cornell ID</b>	<b>Signature</b>	<b>Date</b>

**8.0 SIGNATURES AND APPROVALS**

<b>Role</b>	<b>Name and Title</b>	<b>Signature</b>	<b>Date</b>