



**CONNECTICUT
CHAPTER**
CLUB MANAGEMENT
ASSOCIATION OF AMERICA

Covid 19 Emergency Management and Employee Health & Safety

June 16, 2020

Presented by

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ClubSafe

Webinar Objectives

- Emergency Management during Covid 19
- Employee Health and Safety as the Priority
- OSHA Standards for Covid 19
- Describe Covid 19 Training
- Steps to a Safe Club in 2020



Form a Health & Safety Committee



Purpose

- Immediate– Medical Task Force
 - Reopening Policy and Procedures
 - Monitor Compliance with Covid 19 Guidelines
 - Monitor Local/State Requirements
 - Sanitation Practices
 - F&B Service Practices
- Long Term – Club Health and Wellness
 - Monitor Employee Safety-OSHA Compliance
 - Review and Mitigate Hazards
 - Review Club Emergencies and Response
 - ID and Promote Member Wellness Programs
- Membership
 - Physician
 - Member
 - Managers
 - Staff

Club Open: Ready for Emergencies

Challenges

- Staffing Levels
- Staff Training
- Covid 19 Fears
- Delayed EMS Response
- Case Severity



Medical Emergencies during Covid 19

80% Concerned about Covid 19 in ER

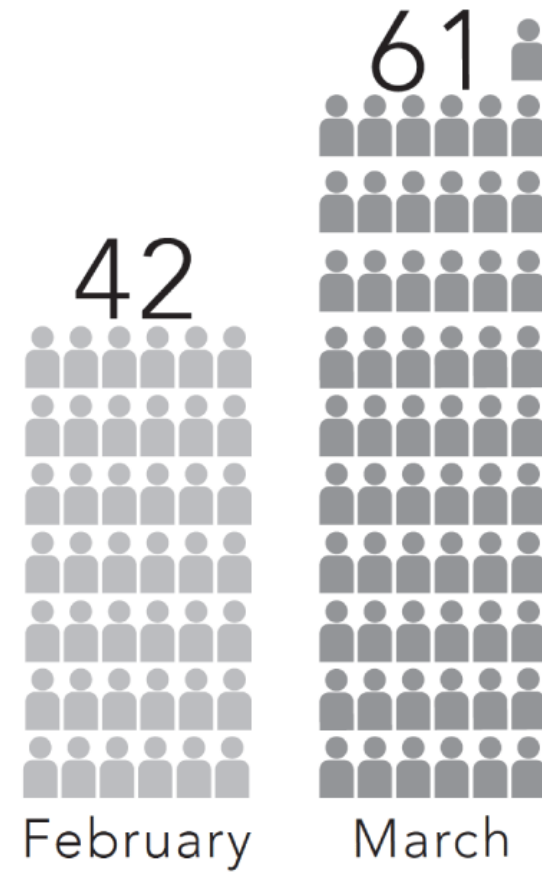
29% Avoided Medical Care

73% Worried of Overstressing Health System

50% Emergency Department Volume Down in U.S.

50% Increase in Cardiac Arrests (non Covid 19)

EMS-Reported
Cardiac Arrests



Form a Safety Team



Your Safety Team

- Department Managers
- Emergency Response
- Employee Safety
- Member Safety
- Safety Ambassador
- Communications

Equip the Safety Team

Medical Equipment Stations

- AED Ready for Use
- Portable Trauma Kit
- Team PPE Kit
- Blood Borne Pathogen Kit



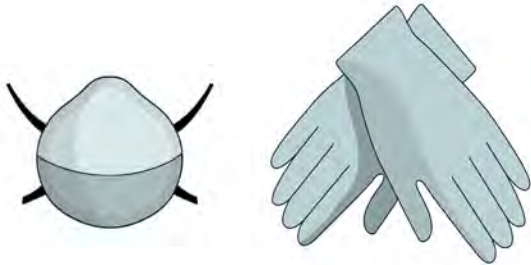


Protecting our Staff

Personal Protective Equipment

Individual Staff PPE

Mask
Gloves

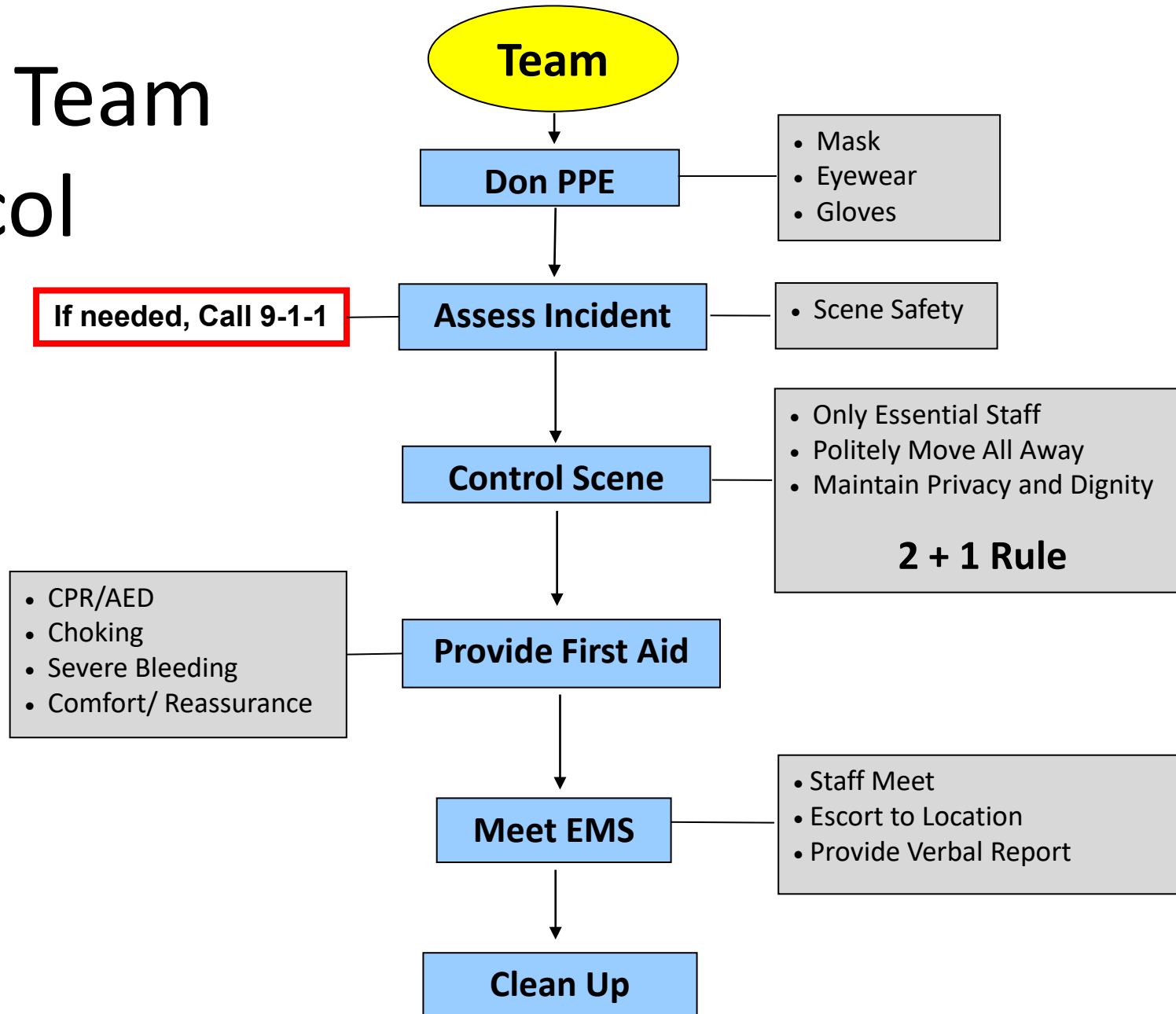


Medical Equipment Station “Team PPE”

2-4 Masks
2-4 Pairs Gloves
2 sets of Goggles
Hand Cleaner
Bloodborne Pathogen Kit
MEG then GEM



Safety Team Protocol



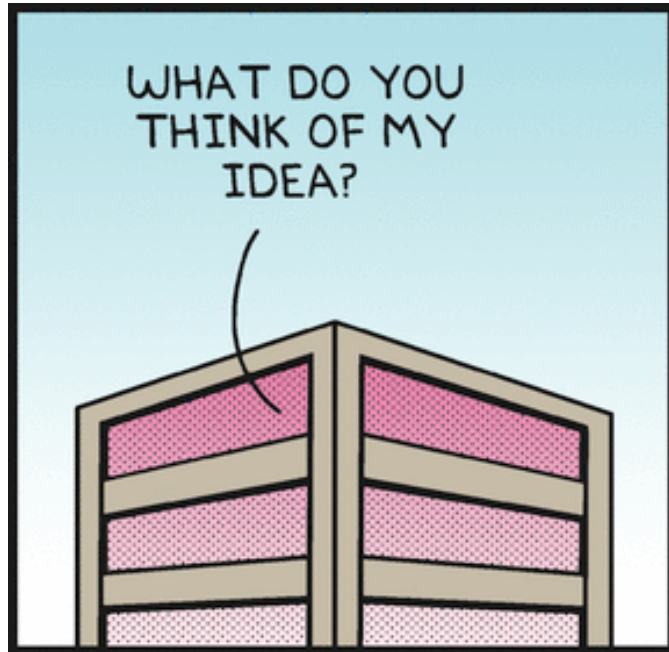
Providing CPR/AED



- **Call 9-1-1 + Get AED**
- Wear PPE
- Place a Mask on Person
- Begin Chest Compressions
- Apply and Use an AED
- 2 Staff Only + 1 Staff at Door

CPR Certification Extended for 120 days

Employee Comfort



DILBERT.COM @SCOTTADAMSSAYS

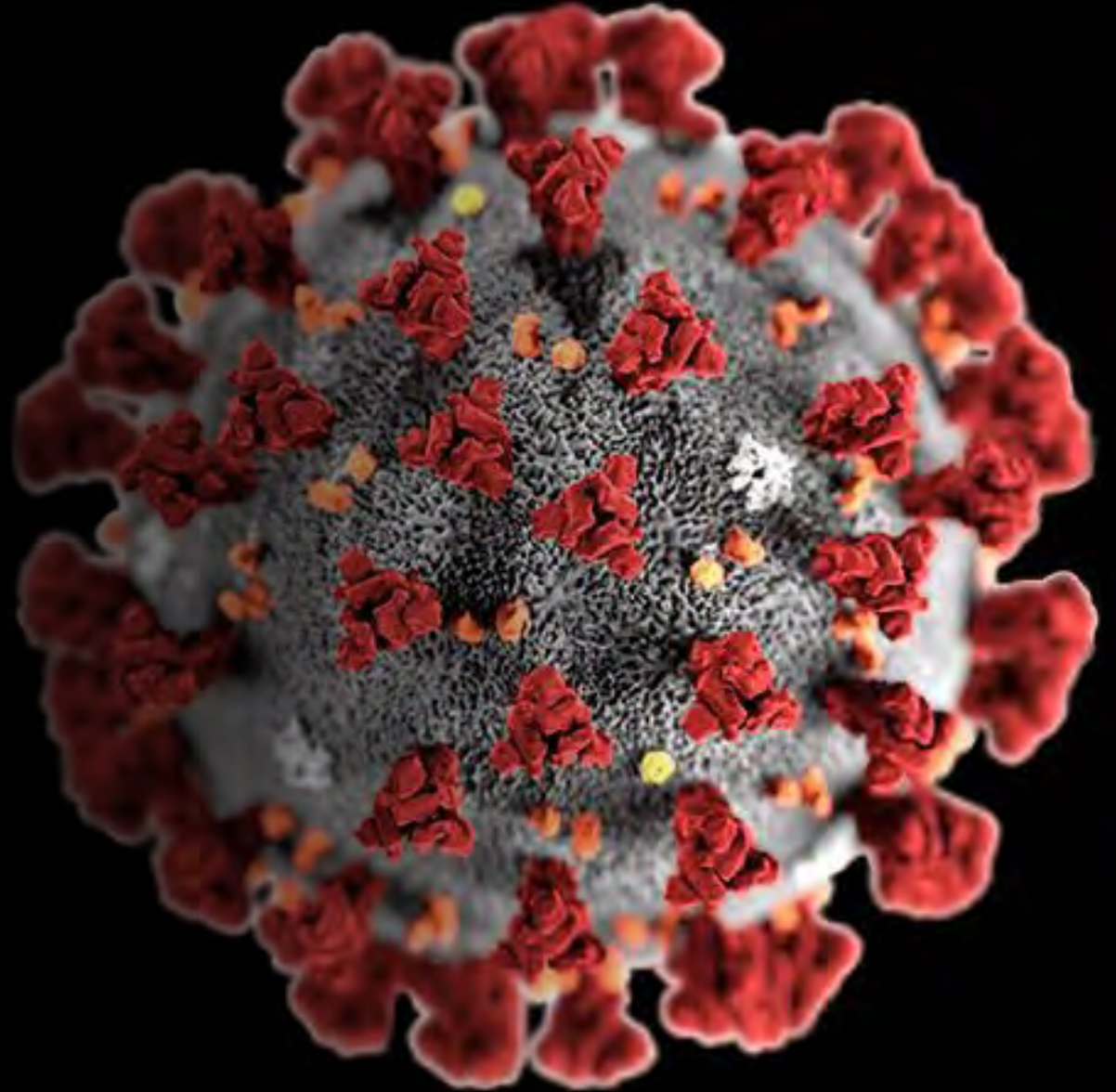


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Employees Health & Safety



Health & Safety Guidelines

Employee Safety

- Occupational Health and Safety Administration (OSHA)
- Center for Disease Control (CDC)
- State & Local Governments



Health & Safety Guidelines

Checklists

EMPLOYEE SAFETY CHECKLIST	
Food & Beverage	
Department managers will utilize the following checklist to orient new and returning staff to best practices at the club during the Covid 19 pandemic. Please document completion of each following staff orientation and training.	
Emergency Procedures	
<input type="checkbox"/>	Review Club's Emergency Procedures with Covid 19 Protocols
<input type="checkbox"/>	Review Club's staff to staff communication procedures
<input type="checkbox"/>	Review location of AEDs, First Aid Kits, Fire Extinguishers
<input type="checkbox"/>	Review the Building evacuation plan, emergency exits and assembly area(s)
<input type="checkbox"/>	Review location of "Right to Know" center
<input type="checkbox"/>	Review disinfectant chemical labels and reading/understanding Safety Data Sheet (SDS) with staff.
<input type="checkbox"/>	Review proper use and selection of PPE with staff, including masks, gloves, goggles.
<input type="checkbox"/>	Review location of eyewash station(s)
Department's Safety Checklist	
<input type="checkbox"/>	Ensure Manager on duty has current ServSafe Food Manager Certification
<input type="checkbox"/>	Provide ServSafe Food Handler training for staff
<input type="checkbox"/>	Establish pre-work screening protocols for all F & B Managers and staff. (attached form)
<input type="checkbox"/>	Staff/ Managers follow strict handwashing practices prior to starting work.
<input type="checkbox"/>	Maintain supply of gloves in various sizes & ensure hand sanitizer is available
<input type="checkbox"/>	Review the Club's Best Practice guidelines for cleaning & disinfecting (attached)
<input type="checkbox"/>	Determine policy regarding face masks – when and if they are to be worn.
<input type="checkbox"/>	Demonstrate how to safely don and doff gloves, washing hands for 20 seconds after removal.
<input type="checkbox"/>	Review how to utilize "Daily Department Sanitation Log" on clipboard.
Department's Pre-Opening Checklist	
<input type="checkbox"/>	Clean and disinfect all high touch surfaces including tables, chairs, furniture, door handles, railings, etc. in member dining areas. Document on sanitation log.
<input type="checkbox"/>	Disinfect all shared equipment before and after every use and document.
<input type="checkbox"/>	Sanitize POS terminals after each use and end of shift. Document.
<input type="checkbox"/>	Utilize single use paper menus and single serve condiments.
<input type="checkbox"/>	Clean and sanitize all host stands, service stations, trays, counters, etc. and document.

- Department Checklists
- Cleaning and Disinfecting Guidelines
- Department Sanitation Log Employee

Employee Safety

OSHA Standards

- The General Duty Clause Section 5(a)(1) “Employers must furnish to each worker a place of employment that is free from recognized hazards that are causing or likely to cause death or serious physical harm”
- Hazard Communication Standard (29 CFR 1910.1200)
- Personal Protective Equipment (29 CFR 1910.132)
- Respiratory Protection (29 CFR 1910.134)

(Bloodborne Pathogen (29 CFR 1910.1030) does not apply directly, but the provisions of the standard offer a framework to control some sources of the virus)

Health & Safety Guidelines

Implementing The Plan



**1. EXPOSURE
DETERMINATION**



**2. IDENTIFYING &
ASSESSING THE
HAZARD**



**3. IMPLEMENTING
CONTROLS**



**4. EMPLOYEE
TRAINING**



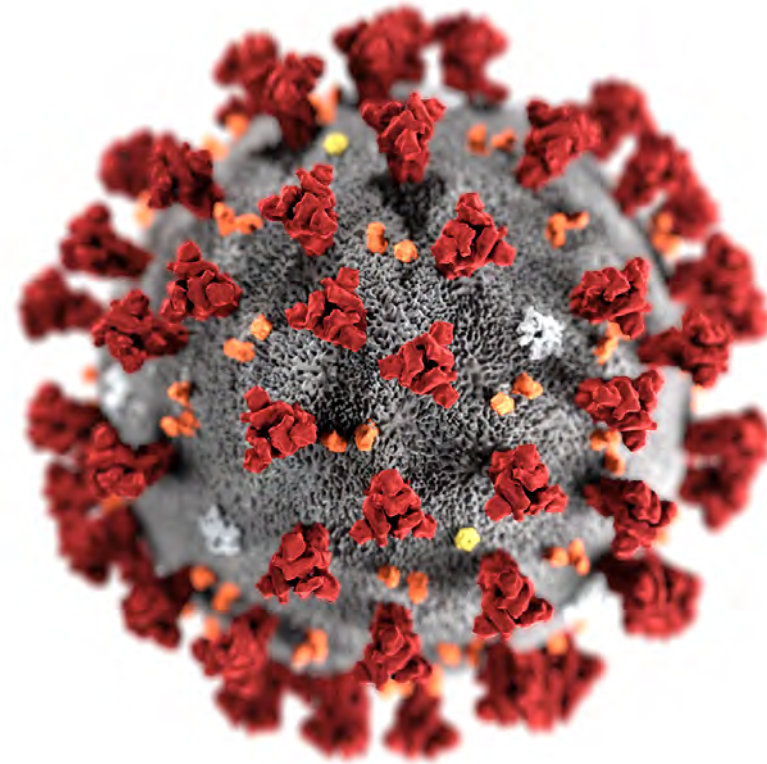
5. DOCUMENTATION

1. Exposure Determination

- **Medium exposure risk** occupations include jobs that require frequent, close contact (within 6 feet) exposures to known or suspected sources of pandemic influenza virus
- **Lower exposure risk (caution)** occupations are those that do not require contact with people known to be infected with the pandemic virus, nor frequent close contact (within 6 feet) with the public.

2. Identify & Assessing the Hazard

- What is Covid-19?
- How does it spread?
- What are covid-19 symptoms?



3. Hierarchy of Controls



4. Covid 19 Staff Training: What is it?

1. Employee Safety Best Practices

- Covid 19 Information from CDC
- Cleaning and Disinfecting Guidelines
- CDC Guidelines for PPE Use
- OSHA Standards and Guidelines

2. Managing Emergencies

- Safety Team Responsibilities
- Team PPE
- Medical Equipment Stations
- First Aid Covid 19 Protocols

Covid-19 Safety Information
ACKNOWLEDGEMENT FORM

I have received specific safety information and understand the responsibilities that go with Covid-19 procedures at

my job here at the Club. I must adhere to all of the safety rules (including, but not limited to, wearing face equipment, PPE).

4. "Covid-19 Safety Information".

I understand the Club's policy for Covid-19.

I have read the "Covid-19 Safety Information" to a Supervisor (immediately) for symptoms outlined in "Covid-19 Safety Information" to a Supervisor (immediately).

I have any signs/symptoms outlined in "Covid-19 Safety Information".

Cover your mouth and nose with a cloth face cover when around others.

- You could spread COVID-19 to others even if you do not feel sick.
- Everyone should wear a **cloth face cover** when they have to go out in public, for example to the grocery store or to pick up other necessities.
- Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- The cloth face cover is meant to protect other people in case you are infected.
- Do NOT use a face mask as a substitute for social distancing.
- Continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing.

When on your cloth face covering, remember to always cover your nose and use the inside of your elbow.

Wash your hands for at least 20 seconds. If soap and water are not readily available, use hand sanitizer that contains at least 60% alcohol.

Wash your hands daily. This includes before, after, and after using the toilet, before eating, and before and after touching your face.

Do not go to or infected with SARS-CoV-2. Avoid immediately if you think you may be infected with SARS-CoV-2 with COVID-19 and have signs/symptoms of infection. If you are a client manager and healthcare provider about any suspected exposures are experiencing ongoing transmission, be sure to tell your supervisor recent travel to areas where SARS-CoV-2 is spreading.

With COVID-19 or another source of SARS-CoV-2 in the job, avoid daily. We follow CDC recommendations, including the steps below, to keep ourselves and the community safe.

COVID-19 are able to recover at home. Do not leave, except to get medical care. If you feel worse or you need medical care, please get care if you feel worse or you need medical care.

People can take actions that will keep others in your workplace healthy and safe. Stay home while you are away from work.

Is transportation, ride-sharing, or taxi.

Have a medical emergency and need to call 911, notify the supervisor. If possible, put on a face mask before medical help arrives.

What is a Coronavirus?
Coronaviruses are a family of viruses that can cause respiratory illness in people. Coronaviruses also circulate among animals, including camels, cattle, pigs, and bats.

Know how it spreads:

- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- The best way to prevent illness is to avoid being exposed to this virus.
- **Airborne Transmission:** The virus is thought to spread through **small droplets** produced when an infected person coughs, sneezes, or talks.
- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs, sneezes, or talks.
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.
- **Surface Transmission:** Another way to catch the new coronavirus is when you touch surfaces that someone who has the virus has coughed or sneezed on. You may touch a doorknob or door handle that's contaminated and then touch your nose, mouth, or eyes. The virus can live on surfaces like plastic and stainless steel for 2 to 3 days. To stop it, clean and disinfect all counters, tables, and other frequent touch surfaces.

What are the Signs and Symptoms of COVID-19?
People with Coronavirus Disease 2019 (COVID-19) can experience mild to severe respiratory illness. People with these symptoms or combinations of symptoms may have COVID-19:

- Cough
- Shortness of breath or difficulty breathing
- Or at least two of these symptoms:
 - Fever
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat
 - New loss of taste or smell

*This list is not all-inclusive. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea.

Consult your healthcare provider for any other symptoms that are severe or concerning.

Wash your hands often.
Wash your hands often with soap and water for at least 20 seconds, especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.

- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.

Avoid close contact

- Avoid close contact with people who are sick.
- Put distance between yourself and other people.
- Remember that some people without symptoms may be able to spread virus.
- Keeping distance from others is especially important for people who are at higher risk of getting very sick.

CLUBSAFE
Safety Programs for Clubs

5. Documentation/Recordkeeping (OSHA 29 CFR 1904)

- **Recording workplace exposures to COVID-19 on 300 Log**
- COVID-19 can be a recordable illness if a worker is infected as a result of performing their work-related duties.
- **DOCUMENT ALL TRAINING!**
 - Acknowledgement Form
 - Sign in Roster

The image shows a screenshot of OSHA's Form 300, "Log of Work-Related Injuries and Illnesses". The form is titled "OSHA's Form 300 (Rev. 04/2014) Log of Work-Related Injuries and Illnesses". It includes instructions on how to use the form, such as "Note: You can type input into this form and save it." and "Attention: This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes." The form is divided into five steps: Step 1: Identify the person, Step 2: Describe the case, Step 3: Classify the case, Step 4: Classify the case, and Step 5: Select one column. The form includes a table for recording injuries and illnesses, with columns for "Date of Injury or Illness", "Description of Injury or Illness", "Body Part or System Affected", "Severity", "Days Away from Work", "Job Transfer or Restriction", "Medical Treatment", and "Lost Workdays". The form is labeled "Page 1 of 1" and "Add a Form Page".

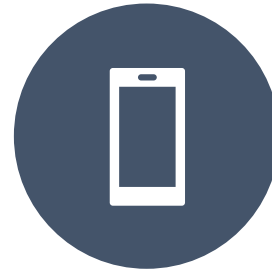
Screening Employees



TAKING
TEMPERATURES



EMPLOYEE
QUESTIONNAIRES



IS THERE AN APP
FOR THAT?



EMPLOYEE
TRAINING

Right to Privacy still exists...

Employee Exposure

Positive Covid-19 Test

- ACT QUICKLY
- Determine source of the infection
 - Ask employee what coworkers they have been in “close contact” with
 - Notify co-workers who may have been in contact within 14 days
 - Notify known members, guests or vendors

DO NOT REVEAL IDENTITY OF INFECTED EMPLOYEE

- Arrange for professional cleaning
- General Manager/Department Manager should check in on employee

Summary



1. Make Staff Safety 1st Priority
2. Form a Health and Safety Committee
3. Form a Safety Team
4. Train and Equip Staff
5. Promote Health and Safety in 2020



Thank you!
Questions?

