

GENERAL EMPLOYEES' RETIREMENT SYSTEM INFECTIOUS DISEASE PREPAREDNESS AND RESPONSE PLAN

I. PURPOSE

The purpose of this Policy is to establish guidelines for protecting Retirement System (System) staff from harm resulting from exposure to an emergent infectious disease. The Policy is intentionally broad and is intended to be interpreted in light of guidance from federal, state and local health and other public officials. This Policy is based upon principals outlined in the Guidance for Preparing Workplaces for Covid-19 published by the Occupational Safety and Health Administration (OSHA) as recommended by the Centers for Disease Control and Prevention (CDC). This Policy may be updated as required to reflect future guidance and/or outbreaks.

II. PREVENTING THE SPREAD OF INFECTION IN THE OFFICE

The System will take proactive steps to protect the office in the event of an infectious disease outbreak. It is the goal of the System during any such period of time to strive to operate effectively and ensure that all essential services are continuously provided and that employees are safe within the workplace. The System is committed to providing information about the nature and spread of infectious diseases, including symptoms and signs to watch for, as well as required steps to be taken in the event of an illness or outbreak.

Unless otherwise notified, the normal attendance and leave policies will remain in place. Employees who believe they may face particular challenges reporting to work during an infectious disease outbreak, including being at higher risk of infection, should take steps to develop any necessary contingency plans including requesting permission to work from home temporarily or on an alternative work schedule. (See Exhibit B)

II. POLICY OBJECTIVES

The objectives of this Infectious Disease Preparedness and Response Policy (the "Policy") are:

1. To classify employee exposure risk;
2. To establish workplace administrative controls
3. To establish basic infection prevention methods;
4. To establish policies and procedures for prompt identification and isolation of sick people;
5. To establish training protocol

III. POLICY GUIDELINES

A. Employee Exposure Risk Assessment

Employee risk of occupational exposure to the virus that causes COVID-19 during an outbreak may depend in part on the industry type and need for contact within 6 feet of people known to have, or suspected of having, COVID-19. OSHA has divided job tasks into four risk exposure levels, as shown in Exhibit A. The Lower Exposure Risk category includes jobs that do not require contact with people known to be, or suspected of being, infected with SARS-CoV-2.

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In the event of an outbreak, the Retirement office would be closed to visitors and work-from-home arrangements may be instituted for some – or all – employees. System employees would fall into the Lower Exposure Risk category as they would have minimal occupational contact with the public and other coworkers. See Exhibit A.

Employee exposure risk level should be evaluated at the onset of an outbreak or at least annually.

B. Administrative Controls

Safe work practices are types of administrative controls that include procedures for safe and proper work used to reduce the duration, frequency, or intensity of exposure to a hazard.

Administrative controls are changes in work policy or procedures to reduce or minimize exposure to a hazard. In the event of an outbreak, the following administrative controls will be considered:

- Sick employees will be encouraged to stay home.
- Electronic meetings may replace in-person Board, committee and staff meetings to minimize contact among employees, members and Trustees.
- Telecommuting and flexible shifts may be implemented
- Non-essential travel may be eliminated
- Resources such as hand soap, alcohol-based rubs, gloves, disinfectants etc. shall be provided for staff.

C. Basic Infection Prevention Methods

The System promotes frequent and thorough hand washing by providing employees and office visitors with a place to wash their hands. Employees are encouraged to wash their hands frequently. If soap and running water are not immediately available alcohol-based hand rubs containing at least 60% alcohol will be available. The following measures may be implemented in the event of an outbreak:

- Close the office (to visitors and/or staff).
- Employees may be sent or instructed to stay at home if they (or a member of their household) are sick or experience any symptoms of the disease.
- Employees may be required to complete daily (or other periodic) self-screening evaluations to attest that they do not have symptoms of the disease and/or have not been in close contact with a person with a confirmed case of the disease..
- Telecommuting and flexible work hours may be put in place, to increase the physical distance among employees and between employees and others if federal, state and/or local health authorities recommend the use of social distancing strategies.
- Limiting the number of employees working in the office at one time.

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- Restricting employees from entering other employees' workspaces or using other employees' phones, desks computers or other equipment.
- Limiting the number of employees who may be allowed (and requiring the use of gloves and facemasks) in common areas (conference room area; copier/breakroom/postage machine area; bathroom/kitchen area).
- Requiring employees to clean common door handles and alarm pad with disinfectant upon entering and exiting the office or more often, if necessary.
- Requiring the use of gloves, facemasks and/or other Personal Protection Equipment (PPE) as may be required based on federal, state and/or local agency guidance. Facial coverings will be worn in any instance that a minimum 6 ft social distancing cannot be maintained. Facial coverings are optional in spaces when social distancing can be maintained.
- Restricting or limiting System-related travel for staff, to the extent possible. When necessary, System-related travel for staff shall be governed by OSHA's Covid-19 Business Travelers guidance, or other authoritative guidance as may be promulgated.
- Maintaining regular or enhanced housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment.
 - Hard (Non-porous) Surfaces: Surfaces should be cleaned using a detergent or soap and water prior to disinfection. Disinfection of personal workspaces shall be performed twice daily by staff. Disinfection of common areas shall be performed by custodian weekly, or as otherwise recommended by public health agencies. For disinfection, only disinfectants which have been EPA (or other public agency)-approved for use against the virus shall be used.
 - When choosing cleaning chemicals to be used by the custodian, the System will consult information on Environmental Protection Agency (EPA)-approved disinfectant labels with claims against emerging viral pathogens. Products with EPA-approved emerging viral pathogens claims are expected to be effective against SARS-CoV-2 based on data for harder to kill viruses. This section may be updated to reflect federal, state and local agency guidance.
 - Electronics: The manufacturer's instructions shall be followed for cleaning and disinfecting electronic devices such as desktop computers, tablets, keyboards, telephones and cellphones. The System will provide such cleaners and disinfectants to staff as may be required.

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D. Prompt Identification and Isolation of Sick People

Prompt identification and isolation of potentially infectious individuals is a critical step in protecting employees and all employees are asked to cooperate in taking steps to reduce the transmission of infectious disease in the office.

During an infectious disease outbreak, it is critical that employees do not report to work while they are ill and/or experiencing the symptoms of the disease, as they may be identified by the CDC and/or other public health agencies. Employees who report to work ill will be sent home in accordance with these health guidelines.

Employees should self-monitor for signs and symptoms of the disease. If an employee suspects possible exposure, the employee should report to the Executive Director that they are sick or experiencing symptoms of the disease. An employee that shows signs of the disease will be sent home immediately or isolated in the conference room until the potentially sick employee can be removed from the office.

An employee who becomes infected with or develops symptoms of the disease shall immediately notify the Executive Director. The Executive Director shall within 24 hours notify the Board, other employees and other persons who may have come in contact with the person with a confirmed case of the disease. The Executive Director shall notify employees and the Board if an individual with a confirmed case of the disease has visited the office. In the event of a confirmed or suspected case among staff, all employees shall telecommute until after the office has been cleaned and disinfected pursuant to guidelines established by federal, state and/or local authorities.

The System's policy is to treat any medical information as a confidential medical record. In furtherance of this policy, any disclosure of medical information is in limited circumstances with the Board as required by law.

The Executive Director shall be the designated supervisor responsible for implementing, monitoring and reporting on this policy. Any employee working alone onsite shall be designated to perform this supervisory role. All employees are expected to report to the Executive Director any real or perceived workplace conditions or hazards which may contribute to the spread of the disease.

E. Training

All workers with reasonably anticipated occupational exposure to an infectious disease shall be trained about the sources of exposure to the virus, the hazards associated with that exposure, and appropriate workplace protocols in place to prevent or reduce the likelihood of exposure. Training shall include information about how to isolate individuals with suspected or confirmed infectious diseases, how to report possible cases and how to report unsafe working conditions. Training will be offered during scheduled work times and at no cost to the employee.

Workers required to use PPE will be trained and this training shall include when to use PPE; what PPE is necessary; how to properly don (put on), use, and doff (take off) PPE; how to

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properly dispose of or disinfect, inspect for damage, and maintain PPE; and the limitations of PPE.

Adopted: June 24, 2020