

# Pandemic Plan SARS-CoV-2 Pandemic – short version –

The SARS-CoV-2 occupational health and safety standard stipulates that the employer must define measures used to investigate suspected cases and to identify and inform contact persons in the event of confirmed infections. The following pandemic plan outlines the measures that we consider essential during the current pandemic phase.

[Company's stamp]

Where necessary, it must be adapted to operational requirements. Detailed information is provided in the “Operational Pandemic Planning Manual”.

Measures	Who	By when	Completed?	Comments
Designate <b>contact persons and persons responsible</b> for pandemic measures and their deputies and ensure their availability.				
Include any <b>employee representatives</b> in the planning process.				
<b>Conduct risk assessment for SARS-CoV-2</b> , involving occupational safety specialist and company doctor (for templates see <a href="http://www.bgn.de/corona">www.bgn.de/corona</a> ).				
Obtain the <b>materials</b> specified in the risk assessment (mouth-nose covering, hand disinfectant if necessary).				
<b>Instruct</b> employees on the measures to be implemented that are identified by the risk assessment.				
<b>Review</b> the implementation and <b>effectiveness</b> of the risk assessment.				
Specify the <b>frequency of cleaning</b> , the surfaces to be cleaned and the agents to be used in a hygiene plan and instruct cleaning personnel accordingly.				
Instruct and supervise employees in hygienic practices. (materials can be found at <a href="http://www.infektionsschutz.de">www.infektionsschutz.de</a> or <a href="http://www.dguv.de">www.dguv.de</a> )				
Determine the procedures to be followed in the event of <b>suspected or actual illness</b> in the workplace and instruct employees and cleaning staff accordingly (see “Infection Emergency Plan”).				
Ensure that contact persons are identified and informed in case of suspected or actual infection, observing data protection requirements (see “Infection Emergency Plan”).				
Plan staff deployment with <b>substitute arrangements</b> and the setting of priorities. This will enable you to continue working despite staff shortages.				
As soon as a <b>vaccine</b> is available, inform employees about the vaccination and/or offer to provide it.				

Prepared by:	Approved by:	Status on:		

## Contact person for pandemic measures

Person responsible		
Name	First name	Telephone number

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Deputy/Substitute		
Name	First name	Telephone number

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Name	First name	Telephone number
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Important telephone numbers	
Emergency Medical Services	116 117
Responsible Health Department	
Closest General Practitioner	
Closest Hospital	

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## Information

- [www.rki.de](http://www.rki.de)
- Flyers, notices and print media on the subject of hygiene may be found at [www.infektionsschutz.de](http://www.infektionsschutz.de)
- Further information and practical help may be found at [www.bgn.de/corona](http://www.bgn.de/corona)
- Flyer “**Coronavirus SARS-CoV-2 – Suspected/illness at work**” [www.dguv.de](http://www.dguv.de) Webcode p021434
- Flyer “**10 Tips for Workplace Pandemic Planning**” [www.dguv.de](http://www.dguv.de) Webcode p010323
- **Operational Pandemic Planning Manual** – second expanded and updated edition published by the Federal Office for Civil Protection and the State Health Office of Baden-Württemberg

## +++++ Emergency Infection Plan +++++

**At the first sign of illness, especially if you develop a **cough, fever or breathing difficulties**, do not go to work, but contact your family doctor by telephone.**

**If these symptoms occur acutely during work, proceed as follows:**

1. Offer the employee mouth-nose protection and put on your own mouth-nose protection.
2. If possible, isolate the person in a separate room; avoid contact with other people.
3. Inform the supervisor.
4. Make a note of the people with whom the employee had close contact at work. This information is important for establishing the chain of infection and must be reported to the public health department if necessary.  
  
Of course the public health department will also provide advice to you.
5. The employee should be sent home immediately and after first making an appointment by telephone, should visit his/her family doctor.
6. Air out the room which the employee had been using.
7. Contact surfaces on the premises (e.g. workstation, toilets, door handles, keyboards, telephones) should be thoroughly cleaned by trained cleaners/staff.
8. If the symptoms were not medically diagnosed, returning to work is not recommended until 14 days after the onset of the first symptoms at the earliest.

Prepared by:	Approved by:	Status on:		