

Fitwel Contagious Disease Outbreak Preparedness Protocol



Fitwel Contagious Disease Outbreak Preparedness Protocol

This document provides project teams with a list of the required elements that must be included in a contagious disease outbreak preparedness protocol. Project teams can either use this document as a guide to establish and implement a qualifying protocol or highlight the required sections in existing policies or protocols.

A qualifying contagious disease outbreak preparedness protocol must include the following:

1. Implementation

- ☐ when implementing the protocol in multi-tenant commercial and residential buildings, the protocol must apply to all areas under the control of the building management, including common elevator banks on tenant floors.
- ☐ when implementing the protocol in single tenant buildings and commercial interior spaces, the protocol must apply to all areas within tenant spaces.

2. Emergency Preparation

Requires the identification and detailing of the following preparations put in place to protect against a contagious disease outbreak within the building.

- ☐ Resources
 - A procurement plan for the following emergency resources:
 - Face coverings and/or other PPE such as (surgical masks, reusable gloves, and eye protection)
 - Hand sanitizer
 - Disinfectants and cleaning supplies
 - Signage.
- ☐ Task force
 - A contagious disease response task force(s) to convene in the event of a contagious disease outbreak, which can include representation from the following stakeholder groups:
 - relevant training experts (for example, experts on, PPE, cleaning and disinfecting procedures, mental health first aid) to conduct trainings
 - supply managers to acquire, manage, and distribute resources
 - building operations and maintenance managers to prepare and inspect the building systems
 - human resources or personnel managers to facilitate communication and ensure organizations are implementing precautions and protocol.

☐ Training

- Adequate training to prepare the task force(s) and/or occupants in contagious disease outbreak preparedness, readiness and response.

3. Case Investigation

Requires the following procedural and operational strategies to ensure buildings are prepared in case of a confirmed or suspected case related to the contagious disease outbreak:

- ☐ a protocol for individuals to self-report when they think they have been exposed or infected by COVID-19 or another virus against which a majority of the population has not been inoculated
- ☐ a protocol for sharing when there has been a confirmed or suspected case of a virus against which as majority of the population has not been inoculated
- ☐ disinfection protocol implemented when a suspected or confirmed case is identified.
- ☐ a method to share all above protocols with all occupants.

4. Preventing Community Spread of the Disease

Requires the following procedural and operational strategies to prevent and mitigate risk of spread.

- ☐ Procedural changes, as applicable:
 - food and beverage services
 - guest and visitor policy
 - travel policies
- ☐ Building or space closures and access:
 - on-site amenities, as applicable
 - ensure locker rooms, showers, restrooms, conference rooms are disinfected twice daily
 - determine maximum number of people to be allowed in common areas
 - close or limit occupancy for the following amenities, as applicable:
 - fitness center
 - exercise rooms
 - conference rooms
 - shared kitchens
 - mail and delivery rooms
 - wellness rooms
- ☐ Infection monitoring
 - establish a wellness questionnaire that:
 - can be used during a contagious disease outbreak, as defined by the national, regional, and/or local public health authority
 - assesses risk of exposure
 - assesses symptoms

- is completed by employees before returning to a building or space (guidance: frequency can vary, but best practice is to require completion weekly during a contagious disease outbreak, as defined by the national, regional, and/or local public health authority).
- be administered through **one** of the following methods:
 - a website
 - digital application
 - text message or email response
 - a paper form.

5. Communication

Requires a process to ensure that occupants are notified about **all** of the following in the event of a contagious disease outbreak, long-term closure (2 weeks or more) or a significant reduction in occupancy:

- ☐ procedural and operational changes
- ☐ building or space closures or changes in access
- ☐ reliable public health resources and healthcare access information.