

Fitwel Contagious Disease Outbreak Preparedness Plan



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

1. Emergency Preparation

Identify and detail preparations in place to protect against a contagious disease outbreak within the building.

- ☐ Resources
 - Establish a procurement plan for emergency resources, such as the following:
 - PPE
 - Hand sanitizer
 - Disinfectants and cleaning supplies
 - Signage.
- ☐ Task force
 - Establish a viral response task force to convene in the event of a contagious disease outbreak, which can include representation from the following stakeholder groups
 - relevant training experts (such as 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
 - Provide adequate training to prepare the task force and/or occupants in contagious disease outbreak preparedness, readiness and response.

2. Case Investigation

Ensure buildings are prepared in case of a confirmed or suspected case related to the contagious disease outbreak by establishing the following:

- ☐ a protocol for an individual to self report if they think they've been exposed or infected by COVID-19 or another virus where no therapeutic or vaccine is currently available
- ☐ a protocol for sharing if there has been a confirmed or suspected case (share with tenants or occupants, as applicable)
- ☐ disinfection protocol implemented when a suspected or confirmed case is identified.
- ☐ a method to share all above protocols with all occupants.

3. Preventing Community Spread of the Disease

Establish 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:
 - assesses risk of exposure
 - assesses symptoms
 - most recent contagious disease testing results
 - is completed by occupants before returning to building or space.
 - be administered through one of the following methods:
 - a website
 - digital application
 - text message or email response.

4. Communication

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.