Fitwel Contagious Disease Outbreak Preparedness Plan

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.