



Industrial and Medical Gas Safety Alert

29 April 2020

UPDATED: Coronavirus Business Continuity Plan

This GAWDA Safety Alert is issued to inform GAWDA members of Considerations when forming a COVID-19 Business Continuity Plan as of 29 April 2020.

COVID-19 Business Continuity Protocol

PURPOSE	Provide guideline in developing a COVID-19 Business Continuity Protocol
DATE:	4/8/2020

A concise business continuity plan is essential in mitigating the impact of the COVID-19 (Coronavirus) pandemic. The following sample items should be considered when forming a COVID-19 business continuity plan. This list is not intended to be all-encompassing and other considerations should be investigated that pertain to specific businesses. This is an update to the plan released 4/29/2020, revisions are highlighted below.

Considerations for a COVID-19 Business Continuity Plan rev.28April2020	Pandemic Phase 1	Pandemic Phase 2	Pandemic Phase 3	Pandemic Phase 4
Stage 1: Pre-Infection Pandemic				
Leadership - Appoint person to Lead the Business Continuity plan and main contact for Employees and Customers	X	X	X	X
Leadership - Develop a non-business critical personnel plan. This may include work from home, vacation, leave, etc.	X	X	X	X
Leadership - Identify business critical personnel: drivers, medical gas fillers, etc. in the event of a mandatory government shutdown.	X	X	X	X
Leadership - Issue business critical personnel documentation that can be provided to authorities in the event proof is required	X	X	X	X
Leadership - Consider the circumstance when you would clean industrial cylinders: - Suspected case of COVID-19 at Industrial Customer site -Confirmed case of COVID-19 at Industrial Customer site	X	X	X	X

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Customers/Suppliers - Remind customers of their responsibility to disinfect cylinders – with appropriate / approved disinfectant per CGA P-83, <i>Guidelines for Cleaning Externally Contaminated Medical Gas Containers</i>	X	X	X	X
Customers/Suppliers - Ask Healthcare customers to have all empty cylinders in on-area (back door, dock, etc). Allow the driver to accept delivery without the customer touching our copy of the delivery document.	X	X	X	X
Customers/Suppliers - Communicate with your supplier and develop a contingency. plan for bulk deliveries; e.g.: if a supplier plant had to shut down due to the virus, how would bulk delivery be affected	X	X	X	X
Customers/Suppliers - Communicate with your supplier and develop a contingency. plan for bulk deliveries; e.g.: if a supplier plant had to shut down due to the virus, how would bulk delivery be affected	X	X	X	X
Customers/Suppliers - Review product demand, specifically Medical oxygen, and determine how long deliveries could be sustained if production were interrupted	X	X	X	X
Customers/Suppliers - Customer Prioritization: Medical facilities and other customers that require products to maintain life should be prioritized over non life-critical applications. Unless notified by the Federal government to deliver to DOD/DOE or other facility.	X	X	X	X
Customers/Suppliers - Consider oxygen valve and cylinder inventory. Decide at what demand point will you convert cylinders into medical oxygen service; CGA C-10 and CGA SA-36	X	X	X	X
Customers/Suppliers - Stockpile Inventory of medical gases and other critical gases	X	X	X	X
Employees - Implement a travel policy that eliminates all non-essential travel, including sales calls. Encourage phone calls, conference calls, virtual meetings, etc.	X	X	X	X

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Employees - Delegate non-essential personnel to work at home	X	X	X	X
Employees - Outside sales – work from home – don't make sales calls (unless requested by customers), don't visit / hang out at retail stores. Since they aren't making sales calls – they can work with customer service centers (CSCs).	X	X	X	X
Employees - Employees should report to their supervisor if they are sick, <u>preferably via phone</u> .	X	X	X	X
Employees - Employees should self-quarantine for 14 days if: Traveled outside of the US within the past two weeks OR if they have been in close contact with an individual infected with COVID-19. Before returning to work, employees must provide a note from a Medical Professional stating they have no COVID-19 infection (CDC recommends verification by two tests, if possible)	X	X	X	X
Employees - Employees who are sick should stay home and not come to work until they are free of fever (100.4 F) , without the use of fever-reducing or other symptom altering medicines (e.g. cough suppressants) for 24 hours	X	X	X	X
Employees - Plan for absenteeism. The plan may include Managers step into line jobs, Managers with CDL make deliveries and shift rotation to decrease personnel contact and allow employees to care for family .	X	X	X	X
Employees - Consider plants / warehouses working split shifts – i.e. if a plant has 30 employees – have 10 on each shift (3 shifts). Same true for a 15-employee plant – go to 2 shifts or 3 shifts.	X	X	X	X
Employees - At fill plants – consider truck drivers/ delivery trailers are not permitted to walk in plants – with empty trailers or picking up fulls. Plant personnel will bring trailers to them.	X	X	X	X
Employees - Provide employees with CDC recommendations. Train and document employees on elements of your business continuity plan.	X	X	X	X

Employees (PPE) - Consider providing disposable gloves for Employees handling medical cylinders (use approved except during filling)	X	X	X	X
Employees (PPE) - Provide disposable gloves (nitrile or latex) to employees that handle high touch material and surfaces, such as money and kiosk screens.	X	X	X	X
Employees - Consider equipping each vehicle with disinfectant spray and disinfectant wipes.	X	X	X	X
Facilities - Designate an area that provides adequate social distancing, minimum of 6 feet, deliveries and pickups	X	X	X	X
Facilities - Consider daily equipment cleaning program	X	X	X	X
Facilities - Separate communal gathering areas (meeting rooms, break rooms, locker rooms etc.) to 10 employees in order to mitigate personal contact and maintain "Social Distancing" of 6 feet or more.	X	X	X	X
Facilities - Post sign stating: please not enter if they have Employees around a person who has Employees diagnosed with the coronavirus, have traveled outside the US in the past 14 days, or are experiencing a cough, fever, or shortness of breath.	X	X	X	X
Facilities - Provide and post informational material provided by recognized organizations such as CDC, WHO, NSC, etc. pertaining to COVID-19. For example, see https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html	X	X	X	X
Facilities - Provide cleaning supplies such as hand sanitizer, soap, disposable towels, disinfectant, trash bags, no touch garbage cans, etc.	X	X	X	X
Stage 2: Customer w/ Coronavirus Patient / Employee				
Customers/Suppliers - Confirm that Medical customers have a thorough and appropriate decontamination program per CGA P-83, <i>Guidelines for Cleaning Externally Contaminated Medical Gas Containers</i> .		X	X	X

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Customers/Suppliers - Consider requesting the Medical customer designate a delivery point that allow the least exposure to the driver. This may include requesting the delivery of medical cylinders is outside the building as well as the return of decontaminated medical cylinders.		X	X	X
Customers/Suppliers - Consider requesting the Medical customer mark the cylinders as decontaminated		X	X	X
Employees - Consider equipping the driver with work gloves and a box of disposable gloves. The driver would don a pair of disposable gloves prior to using the work gloves. The double set of gloves would be used for moving cylinders and other equipment. Once the delivery / return of cylinders or equipment was completed, the driver would place the work gloves into a container, either secured in the cab or the bed of the truck, then continue to operate the vehicle with the disposable gloves or dispose of them.		X	X	X
Employee - Consider providing the driver face coverings, supply additional coverings in the event of contamination.		X	X	X
Facilities - Clean all equipment and frequently touched surfaces hand grasp surfaces daily: door handles, telephones, keyboards, arm rests of chairs, and other frequently touched surfaces wiped every three hours with antiseptic wipes.		X	X	X
Facilities - Clean truck cab every three hours		X	X	X
Facilities - Employ redundant cleaning of all medical cylinders and medical cylinder carts with CDC approved method, refer to CGA SA-35 <i>Cleaning of Cylinders Returned from a Healthcare Facility During a Pandemic.</i>		X	X	X
Facilities (Retail) - Equipment cleaning every three hours or after a customer's visit		X	X	X
Stage 3: Distributor Employees w/ Presumptive CoronaVirus				
Employee - Inform Employees that co-worker (do not state name) has presumptive/positive test			X	X

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Facilities - Consider contracting Industrial cleaning company to periodically disinfect facility			X	X
Stage 4: Distributor Employees w/ CoronaVirus				
Facilities - Consider closing retail stores – or significantly limiting access using phone/electronic ordering and designated pick-up areas.				X
Employees - Pre-screen the employee’s temperature and assess symptoms prior to them starting work. Ideally, temperature checks should happen before the individual enters the facility. Document results.				X
Employees - Wear a Mask: The employee should wear a face mask at all times while in the workplace for 14 days after last exposure. Employers can issue facemasks or can approve employees’ supplied cloth face coverings in the event of shortages.				X
Employees - Social Distance: The employee should maintain 6 feet and practice social distancing as work duties permit in the workplace.				X
Facilities - Disinfect and Clean work spaces: Clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment routinely.				X

Safety - Coronavirus Update

The CDC suggests the following steps for individuals and employers:

Steps for workers

Do

Take your temperature before work.

Wear a face mask at all times.

Practice social distancing in the workplace as work duties permit.

Don't

Stay at work if you become sick.

Share headsets or objects used near face.

Congregate in the break room or other crowded places.

Steps for employers

Do

Take employee's temperature and assess symptoms prior to their starting work.

If an employee becomes sick during the day, send them home immediately.

Test the use of face masks to ensure they do not interfere with workflow.

Increase air exchange in the building.

Increase the frequency of cleaning commonly touched surfaces.