

Using Vector EHS Management for Exposure Tracking (Including COVID-19)

Description: The recent pandemic of coronavirus (COVID-19) requires all organizations to closely monitor potential employee exposures to COVID-19 in order to combat the spread of the virus. Vector EHS Management's Incident tracking module can be used to identify employees involved in exposure incidents, monitor their condition, and analyze risk of further exposure.

Reasons to Track Exposure Incidents

Why is it important for safety, health & environmental (SHE) professionals to track exposures?

- Exposure incidents pose potential, long-term risks to an employee's health.
- If an employee later develops conditions due to an exposure to harmful substances, it's important to know when and how the initial exposure occurred to prevent future exposures and improve employee safety.

Why is it particularly important to track COVID-19 exposures?

As the outbreak of COVID-19 has been declared a global pandemic, it is the duty of safety professionals to help implement a plan to prevent exposures to the virus in the workplace whenever possible.

Recording and tracking COVID-19 Exposures allows safety professionals to:

- Identify locations where COVID-19 exposures have taken place to identify at-risk employees
- Simplify compliance with OSHA Recordkeeping Regulations
 - OSHA has clarified that contracting COVID-19 **can** be a recordable incident if it meets the following criteria:
 - Being exposed to COVID-19 during work-related activities.
 - Missing days of work due to COVID-19
 - Being put on restricted duty
 - Receiving medical treatment beyond first aid
- Monitor exposed employees for symptoms of COVID-19 that may not appear for up to 14 days after exposure.
- Document test results of exposed employees.

Are there data privacy concerns with tracking exposures?

Yes; organizations must be able to warn at-risk employees of infected employees while remaining in compliance with employee privacy rights.

Solution:

Organizations should use a system that is capable of tracking sensitive information without violating HIPPA regulations. A system such as Vector EHS Management can give different employees different access permissions in what types of information they are able to view.

For example, in Vector EHS Management:

- User levels can restrict access to exposure incidents
- HIPPA privileges can be removed for those who require access to exposure investigations but do not have the right to see personal identifiable information (PII).
- Automatic email notifications hide sensitive information to prevent unauthorized email forwarding to inappropriate parties.

Tracking Exposures in Vector EHS Management

How can I configure Vector EHS Management to track exposures?

The best method is to create an “Exposure” value in the “Incident Type” field. Custom fields can then be added to a clients’ Initial Incident form that only show up when the Incident Type is “Exposure” using Advanced Logic the Form Editor.

Common Custom Exposure Fields to Add:

- Test results for exposure (Positive/Negative)
- Method of exposure
- Where the employee was transported to (if applicable)
- Who reported the exposure

Basic Information | Additional Features | History Section

Basic Information

<p>Involved Employee Name * John Smith</p> <p>Involved Employee ID emp00746</p> <p>Involved Employee Title Employee</p> <p>Worker Type * Contractor</p> <p>Division * Division D-7</p> <p>Facility * Facility F-047</p> <p>Section * Section Eight</p> <p>Location * East Falls</p>	<p>Date of Incident * 3/18/2020</p> <p>Time of Incident * 10:30 AM</p> <p>Incident Type * Exposure - COVID-19</p> <p>COVID-19 Test Results * Pending</p> <p>Was an employee or directly supervised contractor injured? * Yes</p> <p>Was a Non-Employee involved? Yes</p> <p>Method of exposure? Air Droplets - Coughing, Sneezing, etc</p> <p>Initial Incident Description * Employee was working the counter when a customer coughed without covering their mouth</p>
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1.Example Exposure Incident Form

Clients can also use fields that come standard with the Incident Investigation form. These fields will automatically flag exposure as OSHA recordable should they meet any of the standard OSHA recordkeeping criteria. They will be also be used to auto-generate OSHA 300 logs, allowing for easy regulatory compliance.

- Location of exposure

- Body parts affected
- Medical treatment received
 - Including medical facility and doctor information
- Range of missed or restricted days of work due to illness
 - Vector EHS Management will automatically count the of total missed/restricted days

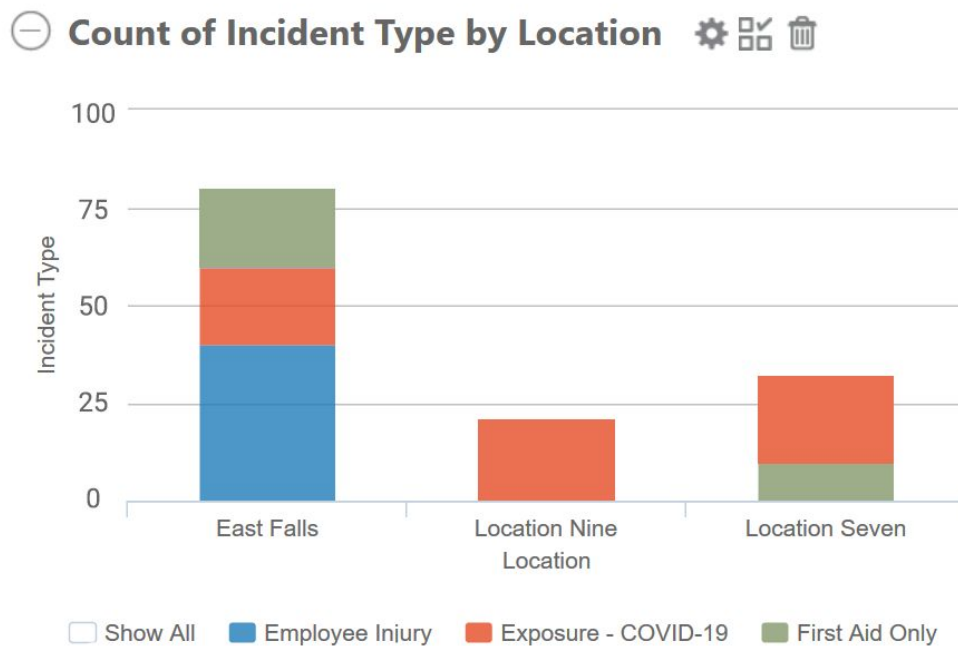
What reporting can I use to view exposures and receive alerts?

Using Vector EHS Management’s Incident Log Report, clients can create a list of all employees involved in exposure incidents and monitor their conditions as they develop.

Reports can be configured to:

- Count the number of exposures by location
- Monitor employee symptoms in 14-day incubation period
- Calculate total number of missed work days by department
- Track completion of corrective actions to exposure events

Clients can save and schedule reports to automatically send out to key team members on any frequency for continuous monitoring of the most up-to-date information.



2. Example Exposure Report

What other COVID-19 & other exposure responses can I track in Vector EHS Management?

Corrective Actions Module

- Corrective actions can be linked to exposure incidents

- Reports can be run for quick analysis of what was done to prevent further exposure

Training Module

- Vector Solutions' complimentary "Coronavirus 101 – What You Need to Know" online training course is available to all. Employees will learn and be tested on the most important information to know regarding COVID-19
- Immunizations & Vaccinations
 - The Training module can also be reconfigured to track employee immunization records for other diseases and viral tests.
 - Each immunization dose can be set up as a training class, which sets a re-occurrence cycle for immunizations and tracks immunizations expire.
 - Reports will allow organizations to monitor
 - When employees are due for immunization renewal
 - Which immunizations are required for each employee
 - Which immunizations have been completed.