



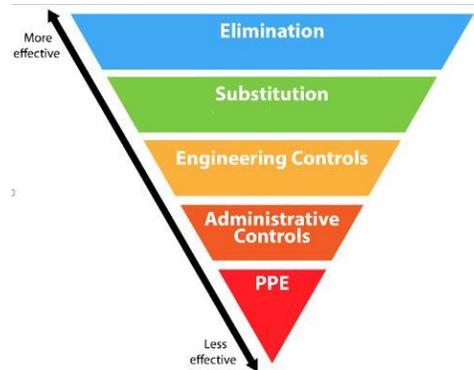
# Pandemic Safe Work Practice Guidelines

| REVISION | Description       | Date      | Author       |
|----------|-------------------|-----------|--------------|
| 1        | Initial Guideline | 4/20/2020 | Price/Hughes |
| 2        | Language Updates  | 5/14/2020 | Price/Hughes |

These guidelines are meant to help all of EWEB’s supervisors and employees manage exposure to airborne pathogens related to the coronavirus/COVID-19 while in the work environment. They are based on current CDC guidelines around the current COVID-19 pandemic, and other agency requirements (State or local orders, OR-OSHA).

These guidelines are built around the principle of providing multiple layers of protections and a hierarchy of controls to form an overall barrier to the transmission or infection of the virus. These control measures include:

- Elimination – Physically remove the hazard and associated risks.
- Substitution – Replace the hazard by performing work in a different manner which produces the same result.
- Engineering Controls – Isolate workers from the hazard
- Administrative Controls – Changing the way work is performed
- PPE-Protect the workers with Personal Protective Equipment



**At EWEB, we can apply these layers as follows:**

**Tail-boarding (or Beginning-of-Shift) Meetings:** Shall include discussing latest need to know information, policies and guidelines about working safely, including specific pandemic related hazards. Airborne pathogen mitigation includes:

- Social Distancing (working at 6 foot distance or greater), avoiding congregating
- Employee health/symptoms check, *employees shall stay home if sick (reference symptom matrix)*
- PPE and Sanitizing guidelines specific to virus transmission \*see PPE Guidelines

**Work Planning - Service Restoration, Connect/Disconnect:** Situational planning, tail-boarding, and other beginning-of-shift meetings must take place during pandemic periods to minimize close quarter work and public interaction, to the extent possible, while maintaining social distancing. This work must be completed on an emergent basis, and shall be executed in a manner observing all administrative controls available (i.e.: social distancing), and where not possible, use of engineered controls and PPE shall be used. If recommended PPE or engineered controls are not available to perform the work, the work shall be delayed until the time when the employees executing the work have appropriate resources to meet these guidelines. The only exception where work can commence in the absence of resources not available for proper protection are for loss of life or limb, or immediate damage to equipment.

**Work Planning – “Normal” Work\*:** This work is planned and prioritized to include maximum social distancing, and could be deferred or canceled if the work is discretionary and extended close proximity work cannot be avoided. This requires collaboration between engineering, supervisors, crew leads and employees. Some exposure risk may be accepted, within CDC guidelines, if good respiratory hygiene practices and PPE are used.

\*See Work Priority Planning for Pandemic Plan



### **Controlling Work Environment**

It is important that employee's work environment are kept clean to minimize surfaces exposed to the virus and exposure to other employees and the public. Employees must keep their area clean and tidy including, but not limited to, vehicles, work spaces, and tools. \* *See workspace cleaning and social distancing guidelines.* Employees are asked to reduce the use of conference rooms, minimize foot traffic in the ROC and HQ, avoid going into other employee's spaces (including shops), using others' phones, tools and personal items. Where feasible, reduce amount of close proximity work (6 ft. rule), allow for remote location reporting and other social distancing methods.

**Health Screening:** All employees are responsible for coming to work fit for duty and not knowingly reporting to work with any illness that could put themselves or others at risk. Health screening requirements are based upon CDC guidance and the Oregon Governor's return to work plan. Health screening will be applied in two levels.

- **Level I Health Screenings** are self-health checks performed prior to reporting to work. Employees will perform a self-health check to verify they are free from COVID-19 symptoms
- **Level II Health Screenings** will consist of a screening station which employees will be **required** to pass prior to starting their shift. The health screening station will be staffed by a medical professional who will verify employees entering the location are free from COVID-19 symptoms.

Complete health screening protocols are available on insite within the "COVID-19 updates"

**Psychological Safety:** Employees who do not feel safe are encouraged to bring concerns to their Supervisor. Employees may be allowed to self-select to not work and use appropriate leave options as outlined in \**COVID-19 Related Leave Guidance.*

**PPE:** Personal Protective Equipment is the last line of defense and must not be relied on as the only protective measure. PPE includes masks, gloves and eye protection with different levels of response depending on proximity and work environment. PPE and disinfecting supplies are available in the Warehouse during normal business Monday through Thursday, 6:30-5:00 and Friday 6:30-3:00. PPE and hygiene recommendations can vary greatly throughout a pandemic period and are based on current CDC guidelines and other government agencies requirements. Employees must review pandemic response guidelines before commencing work to verify, through a tailboard, that correct PPE measures are being used. \* *See Guidelines for Pandemic Mitigation PPE*

## **Work Space Cleaning and Social Distancing Guidelines**

### **Vehicle Cleaning Readiness:**

- Employees shall practice good housekeeping measures for their vehicle interiors and keeping them clear of clutter, including unnecessary personal items.
- Remove all personal items daily. If a vehicle requires disinfecting measures, personal items may be damaged during the process.
- Close proximity (less than 6 ft from co-workers) should be avoided due to the airborne nature of the virus. Employees should travel 1 per vehicle to minimize extended close proximity exposure. Communicate with your Supervisor to determine if driving your personal vehicle is acceptable or look to other fleet pool vehicles to assist with travel requirements.

### **Vehicle Disinfecting Guidelines (employee is non-symptomatic):**

- During DVIR (Daily Vehicle Inspection Report) process, employee should disinfect vehicle interior.
  - Disinfectant wipes are available in the warehouse and prepackaged 10 per bag.



- Disinfecting spray, along with dispensing devices, are also available. (70% Isopropyl Alcohol, 30% Water). Obtain an appropriate dispenser from Warehouse along with the solution, and take to Fleet to pressurize the container to be used for sanitation.
- Open vehicle doors and roll down windows to allow vehicle adequate ventilation during wipe down or disinfectant spray application. This is to accelerate the evaporation process and to limit respiratory risk during the cleaning process.
- Wipe or spray all high contact touch surfaces with disinfectant.  
*Disinfectant spray 70% Isopropyl Alcohol is **FLAMMABLE**; **DO NOT** use on or around an ignition source.*
  - Steering wheel
  - Door handles
  - Shifter
  - Include back hoes, tool bin door handles, bucket/equipment controls etc... as needed
- Do not dry solution, let the disinfecting solution air dry (this may take several minutes)
- Wash hands for a minimum of 20 seconds after disinfecting process.

**Vehicle Cleaning Guidelines (employee is symptomatic):** If an employee becomes sick, the vehicle that was used by that employee needs to adhere to the following guidelines

- Vehicle will be taken out of service and Supervisor notified.
- Vehicle to remain out of service 24 hours.
- Vehicle will be disinfected by Professional Cleaning Company prior to returning to service.  
If vehicle is out of service for 7 days, it can be returned to service without disinfecting.

**Work Space Cleaning (employee has no symptoms)**

- All employees shall clean their commonly used tools, keyboard, phones, desk surfaces etc., at the start and end of each work shift. Employees shall use approved EWEB issued cleaners and dispose of the wipes/paper towels properly in trash cans, and wash hands after cleaning for at least 20 seconds with soap and water. If hands are not soiled with dirt, grease or other materials, sanitizer is an appropriate alternative if available.
- Employees shall be routinely practicing good housekeeping measures for their personal work spaces. Remove all personal items daily in case it becomes necessary to have the space professionally cleaned.

**Work / Common Space Cleaning (employee is symptomatic)**

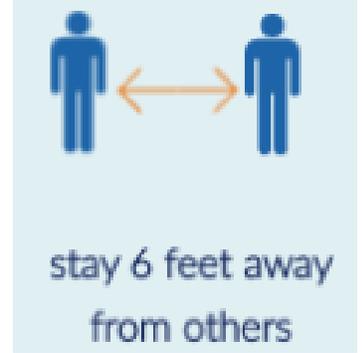
If an employee becomes sick, the individual work space and any spaces the individual visited needs to adhere to the following cleaning guidelines:

- Space(s) will be taken out of service and marked appropriately (Closed for Cleaning)
- An individual work space is to remain out of service for 24 hours prior to being professionally cleaned
- A common space exposed to a symptomatic employee will be immediately scheduled for disinfection.
- All work space(s) exposed to a symptomatic employee will be disinfected by a Professional Cleaning Company prior to returning to service.

**Social Distancing:** All employees are required to use social distancing in their workplace (office or field). The best way to prevent illness from COVID-19 is to avoid being exposed to the virus. The virus is spread mainly from person to person when in extended close contact with each other (less than 6 foot distance per current CDC guidelines). Health authorities agree that social distancing (staying greater than 6 feet apart) is vital to reducing and slowing the spread of the virus.



**Employees Close Proximity Work:** EWEB evaluates all work during pandemic periods and will prioritize the work based on specific criteria related to criticality to product delivery and employee and customer impact. Some work that is considered more critical or a higher priority might place employees within *Close Proximity* to co-workers. EWEB and the CDC defines close proximity as work where employees come within 6 feet of each other or members of the public. When Close Proximity work is unavoidable, EWEB will rely on a hierarchy of controls to reduce safety hazards, including following examples:



**Elimination** - Cancelling the work

**Substitution**- Performing alternate work which accomplishes the same goal.

**Engineering Controls**- Add shielding or physical barriers between close proximity workers or work plan to minimize close proximity work.

**Administrative Controls** – Rotate work schedules to reduce cross interaction

**PPE** – Employees use masks, gloves and safety glasses to reduce potential exposure to virus particles

*If work requires employees to be within a 6 foot proximity for a prolonged time period:*

- Review with Managers and Supervisors if work may be postponed.
- Tailboard or Beginning-of-Shift meetings must be conducted that include check list identifying COVID-19 Close Proximity potential issues and possible mitigating measures that can be taken to reduce Close Proximity work.
- Employees must practice good respiratory hygiene, cover coughs, and wash hands or disinfect hands frequently. Avoid facial contact with your hands whenever possible.
- Employees working in close proximity must be healthy (no fever, no cough, no shortness of breath). Sick employees shall stay home.
- CDC recommends employees wear cloth face covering in public spaces when social distancing measures cannot be maintained. In addition to wearing cloth face coverings, employees are offered N95 disposable masks during close proximity work to use on a voluntary basis..
- For all close proximity work, cloth face coverings should be used.
- At the conclusion of close proximity work employees should wash hands for a minimum of 20 seconds.

## Guidelines for Pandemic Mitigation PPE

COVID-19 is a respiratory illness that is transmitted in the air and it enters into the body through eyes, nose and mouth. During pandemic outbreaks, PPE can be utilized to reduce the risks of exposure to airborne viral particles. These guidelines are reviewed and updated by the CDC frequently, and employees must stay informed on the most up-to-date guidelines and PPE available. Employees are expected to review updated EWEB Safety Pandemic Guidelines as they are revised to meet emerging needs. This may include: reading employee news or emailed updates to policies and procedures, reviewing the materials with their supervisor, reading the materials through hard copy posted in common areas or distributed by Management or the Safety department. It is important to remember that PPE is considered a last line of defense and should only be relied on when all other means of protection have been eliminated. Some PPE items will be rationed according to exposure scenarios because of shortages.

EWEB will initially issue PPE that will consist of 1 each of; safety glasses, 2 cloth face mask, nitrile gloves and N-95 mask for certain job types (N-95 masks are always for use on a voluntary basis and not required by EWEB). All PPE can be obtained in the Warehouse during normal business hours. Employees will need to clean supplies as directed. Employees will need to supply additional cloth face coverings to maintain a clean supply.

The following PPE can reduce exposure of the virus when used appropriately:



- **Cloth Face Coverings:** Recent CDC guidance (April 3, 2020), has included recommendations to wear cloth face coverings to help reduce the spread of the COVID-19 virus. The cloth face coverings will help to reduce the potential of viral particles being expelled by asymptomatic/pre-symptomatic individuals. Employees will be issued 2 cloth face covering and shall be required to wear the face covering in areas per CDC recommendations and in close proximity work applications. Employees should provide their own masks to ensure a clean supply. Examples of cloth face coverings include scarf, bandana or any cloth that covers the nose and mouth. See [CDC DIY-cloth-face-covering-instructions](#). Employees shall clean and store their own cloth face coverings. Cloth face coverings shall be kept in a clean and sanitary environment prior to use.
- Once cloth face covering has been donned employees should avoid touching or adjusting the mask. Potential contaminants can be present on the mask and transmitted to the eyes, nose, mouth or other surfaces.
- After use, cloth face coverings must be washed with soap and water by hand or machine washed.
- After washing the mask it must be kept in a clean, dry and sanitary environment so that it remains ready to use. Such as paper bags labeled with the employee's name.
- FR cloth face coverings are available for employees when working in environments requiring flame resistant materials.

**Cloth Face Covering:**

- Required when working in a common space such as ROC hallways, kitchenettes, parking lots, break rooms and other spaces where another person may be encountered.
- Required when in close proximity (less than 6 ft of employees or public), this includes anytime that 2 or more people occupy a vehicle.
- Optional when work environment is controlled and social distancing can be maintained
- Optional when not exposed to the public and social distancing can be maintained
- Not recommended when exposing employees to a greater potential hazard

**N-95 Masks:** Use of N-95 masks are currently NOT recommended by CDC for workers in a non-health care setting or for people that are healthy and the N-95 masks have limited availability nationally. In addition, the *Required* use of N-95 masks are governed by the OSHA Respiratory Program. EWEB is making N-95 masks available for employees that are potentially working in EWEB-assigned, unavoidable, and extended periods of close proximity environments. The use of N-95 masks during close proximity work is on a voluntary basis and not required by EWEB. Per tailboard discussions or similar directions, employees may use the N-95 masks to supplement the cloth masks for close proximity work.

- N-95 masks are in extremely limited quantity so efforts should be made to maintain their integrity for as long as possible.
- Cloth mask covers will be used in conjunction with the N-95 to extend the N-95 lifespan.
- N-95 masks shall be kept in a clean and sanitary environment prior to use.
- Employees must wash or disinfect hands prior to donning the N-95 mask.
- Once mask has been donned employees should avoid touching or adjusting the mask. Potential contaminants can be present on the mask and transmitted to the eyes, nose, mouth or other surface.
- After use the N-95 should be inspected to determine if it can be reused. The mask should remain dry and clean of visible dirt.
- If N-95 can be reused, it must be labeled with the user's name and stowed in a dry clean environment such as a paper bag labeled with the employee's name.
- Employees must immediately wash or disinfect their hands after removing and stowing their N-95 mask.

**Safety Glasses:** EWEB recommends that Safety glasses or other eye wear such as eyeglasses and sunglasses are used in situations where cloth masks are recommended by the CDC.



**Nitrile Gloves:** Nitrile gloves can offer additional barrier to protect employees from exposure to viral particles. Nitrile gloves can be used when employees are interacting with commonly touched surfaces or tools.

- Nitrile gloves should be used by employees touching common touch points. Gas pump handles, entry gates, restroom door handles for example.
- Prior to donning Nitrile Gloves employees should ensure their hands have been washed or disinfected.
- While using nitrile gloves employees should avoid touching their face, touching cloth/N-95 masks or adjusting safety glasses.
- After use, nitrile gloves should be disposed of and not re-used.
- Employees must immediately wash or disinfect their hands after removing and disposing of their nitrile gloves.
- If Nitrile Gloves are not available, other disposable work gloves may be substituted.