



*THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA*

Enter Shutdown Name/ Worksite

Version 1- November 30, 2020

COVID-19
PREVENTION PLAN



Purpose

Cal/OSHA's regulations require protection for workers exposed to airborne infectious diseases such as the 2019 novel coronavirus disease (COVID-19). The California Department of Public Health and Cal/OSHA have jointly issued guidance to various industries to assist them in developing a COVID-19 Prevention Plan.

Shutdowns are critical and necessary to maintain and refurbish infrastructure and systems. The work involved in shutdowns can be challenging for COVID-19 prevention because it involves a concentrated effort of many individuals belonging to different micro-teams working together, and at times in confined or enclosed spaces where physical distancing may not be feasible.

Because of this, it is of the utmost importance that this COVID-19 Prevention Plan be discussed with all employees prior to the start of the shutdown; and that throughout the shutdown everyone consistently practices the COVID-19 control measures. Refer to the [MWD Safety Talk: COVID-19 Prevention during Shutdowns](#).

This plan is intended to provide information to Metropolitan Shutdown Project Managers and employees working on shutdowns on how to prevent the occurrence and spread of COVID-19 at the worksite. In addition to general COVID-19 safety measures, this plan provides recommendations on the use of additional PPE such as voluntary N95/P100/KN95 respirators, safety glasses, and face shields; COVID prevention stations; and specific control measures when working in confined spaces, pipelines, or tunnels.

This plan will be updated as new information and guidelines from local, state and federal authorities becomes available. Shutdown Project Manager(s) shall adapt this plan as needed and fill in all appropriate sections/text boxes with specific actions that are relevant to the unique conditions of their respective shutdown and worksite.

Plan Preparer(s): Insert Name of Preparer(s).



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1.0 General Information

Refer to Shutdown Safety Plan for shutdown manager(s) and project manager(s) contact information.

1.1 Symptoms of COVID-19

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Cough
- Shortness of breath or difficulty breathing
- Fever (at or above 100.4°F)
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

This list does not contain all possible symptoms. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea. Refer to the CDC website for more information: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

1.2 If Employee is Exhibiting Symptoms of COVID-19 at Work, Employee shall:

- Immediately don a mask if not already doing so. A surgical mask (if available) is preferred versus a cloth mask. Surgical masks are available at designated COVID prevention stations at shutdown sites.
- Leave the work area and go home immediately. The employee should continue to wear the mask until they reach their home.
- Notify the manager he/she is not feeling well and will be leaving work. The employee will email AskHR@mwdh2o.com or call (213) 217-7738.
- The employee should contact their healthcare provider to inform them of their symptoms and get appropriate medical guidance.
- [Enter additional criteria here](#)

1.3 If Employee Reports Symptoms of COVID-19 at Work, Manager shall:

- Send employee home immediately.
- Notify Human Resources (HR) and HR will report it to the Incident Reporting System (extension 7-7715).
- Managers should protect the privacy of the employee and follow the guidance provided by HR.
- HR and SRS will investigate the incident and, as appropriate, SRS will work with the manager to implement a cleaning/disinfection plan in situations where employee exhibits symptoms while at work, or tests positive for COVID-19 and was recently at work.
- Provide HR a list of anyone the employee may have been in close contact with, if possible.



- [Enter additional criteria here](#)

1.4 Notification of COVID-19 Outbreaks Among Employees

- HR will work with the employee to gather information on locations and persons who may have been exposed and provide additional assistance as needed.
- Contact HR for guidance or if there are any questions.

Email: AskHR@mwdh2o.com
Telephone #: (213) 217-7738 or ext. 77738

1.5 Communication

- Before the start of the shutdown, managers should review their shutdown COVID-19 Prevention Plan with employees.
- During pre-shift briefings, shift managers should discuss the following necessary COVID-19 prevention measures:
 - Self-Health Screening. Remind employees of COVID-19 symptoms and the importance of not working the shutdown to help ensure the safety of others and self if, in the past 14 days, they have had one of the following:
 - A fever (100.4° or higher) or the sense of a fever.
 - A cough that cannot be attributed to another health condition.
 - Shortness of breath that cannot be attributed to another health condition.
 - Chills that cannot be attributed to another health condition.
 - A sore throat that cannot be attributed to another health condition.
 - Muscle aches that cannot be attributed to another health condition.
 - Exposure to anyone known to have tested positive for COVID-19 or anyone who has any symptoms consistent with COVID-19.
 - Reiterate that employees' health is our number one priority; and that if employee is not feeling well, they must not come to work. Also, if they become ill during their shift, they must immediately stop work, leave the worksite, and inform their manager.
 - Emphasize the importance of hand washing/sanitizing. Remind employees that they should have hand sanitizers in their possession so that they can disinfect hands frequently.
 - Remind employees to wear masks, disinfect work surfaces and tools, and maintain 6-foot physical distance. Staying in their vehicles during breaks, when feasible, is an effective way to maintain physical distance.
 - Emphasize the importance of having adequate ventilation when working in confined spaces, such as substructures, pipelines, and tunnels.
 - Remind employees that voluntary N95/P100/KN95 respirators and safety glasses or face shields are available for use, especially when in confined spaces and physical distancing



- cannot be achieved. Also, voluntary N95/P100/KN95 respirators and face shields are readily available when working with other staff who are not part of their micro-teams.
- Identify the COVID prevention stations for employees to disinfect hands and obtain voluntary N95/P100/KN95 respirators and other supplies.
- Encourage open dialogue on any other COVID-19 issues or concerns during the shutdown.
- COVID-19 Safety Talks, Memorandums, Workplace Signs, and Resources are on Intranet at: <http://intranet/Resources/General/Emergency/coronavirus.asp>
- [Enter additional criteria here](#)

1.6 Training

- All employees and managers shall be trained on COVID-19 prevention, including: COVID-19 general information, symptoms, when to seek medical attention, how it spreads, and prevention of spread (e.g., hand washing, masks, physical distancing, cleaning and disinfection, and the safe use of cleaners and disinfectants).
- Prior to the shutdown, employees should complete (one-time) the **Voluntary Dust Respirator Use Record E-Form #2565** so that they can use the voluntary N95/P100/KN95 respirator during the shutdown.
- Prior to the shutdown, Shutdown Project Managers or qualified escorts should inform employees outside of WSO (such as Engineering, Environmental Planning, and External Affairs) who will be at the shutdown that they will need to complete the **Voluntary Dust Respirator Use Record E-Form #2565** so that they are able to use the voluntarily N95/P100/KN95 respirators.
- Employees who are arranging accommodation during shutdown should refer to [MWD Safety Talk - COVID -19 Prevention while Staying in Hotels, Motels & Inns](#) for COVID-19 control measures.

1.7 Shutdown Manager – COVID Prevention Stations and Portable Restrooms

- COVID-related supplies should be made available for employees working the shutdowns. Establish COVID prevention stations/supply kits in staging areas, entry/exit points, and vehicle tool cribs or other strategic places, where employees can sanitize hands, disinfect equipment, and obtain basic COVID-19 supplies such as:
 - Hand sanitizers
 - Disinfectant wipes, spray, or solutions
 - Towels/Cloth
 - Cloth/Surgical masks
 - Voluntary N-95/P100/KN95 respirators
 - Face shields/safety glasses with side shields
 - Disposable (latex/nitrile) gloves
 - Temperature checking devices
- Provide an adequate number of portable restrooms (“porta-potties”) with handwashing facility for employee use. Service each porta-potty frequently to ensure adequate supply of water, soap and paper towels.



2.0 Individual Control Measures and Screening

2.1 Self-Health Screening

- Employees SHOULD take their temperature every morning and night. If temperature is 100.4°F or higher, employees shall not report to work.
- Employees shall perform a COVID-19 self-health screening each day. Employees shall not report to work if they answer yes to any of the following:
 - “In the past 14 days, have I had one of the following?”
 - A fever (100.4°F or higher) or the sense of a fever.
 - A cough that cannot be attributed to another health condition.
 - Shortness of breath that cannot be attributed to another health condition.
 - Chills that cannot be attributed to another health condition.
 - A sore throat that cannot be attributed to another health condition.
 - Muscle aches that cannot be attributed to another health condition.
 - Refer to <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- Employees shall NOT come to work and consult with HR if they or someone that they live with has been diagnosed with COVID-19. They should notify their manager that they will not come to work.
- Consult with HR/Medical before coming to work:
 - If an employee is ill or exhibiting any COVID-19 symptoms.
 - If an employee or any member of their household previously tested positive for the COVID-19 virus (SARS-CoV-2).
 - If an employee or any member of their household has been in close contact with anyone suspected or confirmed tested positive for (SARS-CoV-2).

Enter additional criteria here

2.2 Shutdown Manager – Onsite Temperature Screening

- Every employee reporting to the shutdown site shall have their temperature taken each day at the start of the shift by the Shutdown/Shift manager or designee (can be a contracted to a 3rd party).
- If their temperature is 100.4°F or higher, the employee shall be sent home and HR will be notified.
- The employee shall not return to work until cleared by HR.

3.0 Washing Hands

- Frequently wash hands with soap and water for at least 20 seconds throughout the workday. Each employee shall have their own hand sanitizer for use throughout the shutdown.

Be sure to wash or sanitize hands:

- Before and after leaving shutdown locations.



- Before entering and after leaving a confined space, such as substructures, pipelines, and tunnels.
- Before and after breaks.
- Before and after in-person meetings.
- Between the use of shared equipment, such as workstation tools, radios, mobilized carts, and other items.

[Enter additional criteria here](#)

4.0 Masks

4.1 General Information

- Use of masks are meant to protect other people in case an employee is infected. It is not considered to be PPE.
- Employee shall always carry a mask (cloth or surgical). Employees could spread COVID-19 to others even if they do not feel sick or have symptoms. Always carrying a mask provides the ability for instant covering when involved in unexpected encounters with others. Employees reporting to work and needing a mask should request one from their manager prior to entering the work site. Masks will be readily available at shutdown worksites.
- An employee shall not attempt to work near others employees without a mask.
- Employees shall wear a mask when riding in a vehicle with other persons.
- Wearing a mask for a prolonged period may be a new experience for some employees and they should be aware that it may take some additional time to adjust to this new experience. If the employee must remove their mask, they shall remove it in areas away from others. If the employee is working near others, the employee shall take a break from the work and distance themselves at least 6 feet apart from their coworkers.
- For employees wearing masks during heat and high-heat situations, refer to the [MWD Safety Talk on Heat Illness Prevention While Wearing Masks, Surgical Masks, or N95/P100 or KN95 Respirators](#).
- Use of a mask does not minimize the need to practice physical distancing. Both protective measures should be applied.
- Employees shall not share their mask with others.
- Employees need to be understanding and cooperative if they are seen without a mask and are asked to wear one. As this is a new way of conducting work, some employees may need to be reminded of this practice. It is important that these interactions and communications are handled respectfully.
- Make sure to wash hands before and after taking off masks. Cloth masks should be washed after each shift. Care should be taken if planning on reusing a surgical mask. When not in use, it is recommended to store mask in a labeled, breathable bag. Refer to the [MWD Safety Talk on Use of Cloth Mask and Surgical Masks](#) for proper use and care instructions.
- Employees whose health and safety are put at risk by wearing a mask are not required to do so. If this applies to an employee, please contact HR prior to reporting to work.



4.2 Voluntary N95/P100/KN95, Air Purifying Respirators, Face Shields and Safety Glasses

- Mask (cloth or surgical) is the minimum requirement for COVID-19 prevention.
- Voluntary N-95/P100/KN95 respirators, safety glasses and face shields will be readily available for use during shutdowns. This will help with source control and protection of employees against COVID-19 while at shutdowns.
- Employees are required to complete (one-time) Voluntary Dust Mask Respirator Use Record E-Form #2565 in order to use voluntary N-95/P100/KN95 respirators. Once a month, SRS will post the list of employees who have completed the E-form and training.
- Employees are encouraged to use voluntary N-95/P100/KN95 respirators along with safety glasses or a face shield:
 - When entering confined spaces, such as substructures, pipelines, and tunnels.
 - When cleaning and disinfecting work surfaces.
 - When multiple riders are in the same vehicle, trucks, or van pool.
 - When working with other micro-teams and physical distancing is not feasible.
 - When working in poorly ventilated areas.

Note: The use of safety glasses or face shield in combination with a mask or N-95/P100/KN95 respirators can help protect eyes from droplets. The use of a face shield does not substitute for the use of masks.

- If a work task or an environment exposes employees to metal fumes or dusts, paint or chemical vapors, concrete/silica dusts, asbestos, and other hazardous chemicals, then employees should wear a full or half-face air-purifying respirator with current medical clearance and fit-test. Refer to HSE 104 Respiratory Protection.
- Employees should re-use their voluntary N95/P100/ KN95 respirators as much as possible to conserve the supply of respirators. Refer to [MWD Safety Talk - Reuse of Voluntary N95/P100/KN95 Respirators During COVID-19 Pandemic](#).
- When NIOSH-approved N95/P100 supply has been exhausted and additional supply cannot be procured, then N95 alternatives, including KN95, will be issued for use until new supplies of NIOSH-approved N95/P100 respirators are procured.

[Enter additional criteria here](#) |

5.0 Cleaning and Disinfecting

5.1 General Information - Employees shall:

- Use an approved EPA disinfectant: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2> or bleach solution. See **Appendix A: Bleach Solution Mixing Procedure**.
- Use bleach solution or an NSF-approved disinfectant, if disinfectant may come in contact with treated water. Consult with manager or Water Quality if unsure what type of disinfectant to use when it may potentially be in contact with treated water.
- Prior to use, review the container labels, instructions, and Safety Data Sheets (SDS) of cleaners and disinfectants to ensure safe use of chemicals.



- Clean and disinfect in adequate ventilated area.
- Do not mix or use different cleaning/disinfectant agents together.

5.2 Examples of Surfaces and Equipment that should be Cleaned and Disinfected:

- Interiors of shared vehicles and heavy equipment (e.g., steering wheels, door handles, seatbelts, knobs and buttons on the dashboard)
- Any common power tool that gets passed around, such as grinders and saws, hammer drills (sharing of tools should be avoided when possible)
- Handles on hand tools
- Temporary toilet facilities, particularly the handles
- Handles on gang boxes
- Radios and walkie-talkies
- [Enter additional criteria here](#)

5.3 MWD Pool Vehicles and Trucks:

- Each employee should drive a separate vehicle, when feasible.
- Employee shall wash or disinfect hands before getting into the vehicle.
- Employee shall ensure routine cleaning and disinfecting of vehicle door handles and inside “highly touched” surfaces (e.g., steering wheels, door handles, seatbelts, knobs and buttons on the dashboard).
- Micro-teams and support teams shall limit physical contact with vehicles and trucks not assigned to their micro-team.
- Pool vehicles and trucks that must be used by multiple micro-teams should be disinfected at least twice a day, before and after use and/or between shift changes.
- Employees shall maintain physical distancing inside the vehicle, when feasible.
- With multiple riders inside the vehicle, all riders must wear a mask, lower vehicle windows to increase airflow when feasible, and not put HVAC in recirculation mode.
- [Enter additional criteria here](#)

5.4 Tools and Other Surfaces:

- Most tools (located on or within micro-team assigned trucks) are not shared. Tools and equipment that must be shared between the micro-team should be cleaned and disinfected before and after each use.
- Employee shall clean and disinfect touchable surfaces between shifts or between users, whichever is more frequent. This includes but is not limited to working surfaces, tools, handles and latches, controls on stationary and mobile equipment, and highly touched surfaces in vehicles cabs.
- [Enter additional criteria here](#)



6.0 Physical Distancing

6.1 General Information

Employees shall:

- Avoid handshakes or hugs.
- Maintain a 6-foot separation from other parties not assigned to their micro-team, including vendors, contractors, and the public, when feasible.
- If employees should approach someone from behind, before passing, they should call out to allow the other person to move aside for a 6-foot buffer, when feasible.
- Stagger employee breaks.
- Take breaks (i.e. lunch breaks) in cars/vehicles or outdoors while maintaining a minimum of 6 feet physical distance. Keep mask on except when eating or drinking. Avoid taking breaks with those outside your micro-team.
- When feasible, drive separate vehicles to achieve physical distancing. When sharing a vehicle, wear masks, keep the vehicle well ventilated by opening the windows, and do not put HVAC in recirculation mode. Keep all personal items (such as office/lunch bags, jackets, etc.) away from each other.
- [Enter additional criteria here](#)

7.0 Micro-Teams

WSO staff is organized into micro-teams.

- Micro-teams: A designated grouping of employees that work together to complete both O&M and CIP projects. Micro-teams may be part of the same trade or different trade(s) depending on the task(s) to be completed.
- Once assigned to a micro-team, employees should minimize interaction with other micro-teams unless not practical due to workspace or tasks.
 - If working on the same project, maintain physical distancing or rotate micro-teams into the shared workspace when feasible, wear appropriate masks or respirators, disinfect all shared tools or highly touched common areas, and remember to wash or disinfect hands frequently.
- Micro-teams may be split up to complete tasks or projects but are still considered to be part of their original micro-team unless they are re-assigned to work with a different micro-team.
 - For example, a micro-team may have four employees. Two may need to work at one shutdown/worksites and another two at a different shutdown/worksites. If no one in the micro-team interacts in an unauthorized manner with anyone else at the worksite, they can still be part of the same micro-team and interact with one another.
- Additional Resources: Given that certain circumstances may require other resources, management has the discretion to add more employees to a micro-team, combine micro-teams, and transfer employees from one micro-team to another micro-team. Resource transfer may also be required if an employee was on leave but is now cleared to return to work.



8.0 Working in Confined Spaces, Pipelines, and Tunnels

The work involved in shutdowns can be challenging for COVID-19 prevention because it involves many individuals belonging to different micro-teams working together in confined or enclosed spaces where physical distancing may not be feasible. Therefore, in such situations, it is important to:

- Conduct briefings by shift supervisors or designee to non-WSO employees (such as Engineering, Environmental Planning, and External Affairs) when they report to the worksite and inform them of COVID-19 control measures. See Section 1.5 Communication.
- Non-WSO visitors will be required to check-in with the Shutdown Project Managers and/or Lead to obtain required shutdown briefing and general COVID-19 guidelines and procedures before entry into structures.
- Maintain adequate ventilation inside the confined space.
- Wash or sanitize hands before and after exiting the space. Place hand sanitizer inside and outside the structures being entered or in another easily accessible location.
- Place COVID prevention stations near the entry/exit points where employees (such as engineers, inspectors, contractors, and other visitors) can sanitize hands, disinfect equipment, and obtain COVID-19 supplies such as: masks, hand sanitizers, disinfecting wipes, voluntary N95/P100/KN95 respirators, and face shields.
- Limit micro-teams inside space, if possible. Stagger employee's entry to the area to maintain 6-foot physical distance.
- Prior to mobilizing the next micro-team to that same space, if feasible, touched surfaces in the area shall be disinfected.
- Employees are encouraged to use voluntary N95/P100/KN95 respirators, along with safety glasses or face shield, when inside confined space with multiple employees and physical distancing is not feasible.
- If work tasks or environment exposes employees to metal fumes or dust, paint or chemical vapors, concrete/silica dusts, asbestos, and other hazardous chemicals, employees should wear a full or half face air-purifying respirator with current medical clearance and fit-test. Refer to HSE 104 Respiratory Protection
 - Half or full-face respirators will require current medical clearance, respirator training, and fit-test.
 - Voluntary N95/P100/ KN95 respirators will require the completion of E-Form 2565 and employees shall watch the attached "Voluntary Use of Respirator User Training Video".
 - Discuss with a manager or SRS if workers are unsure if a voluntary N95/P100/ KN95 respirator should be worn or if a half or full-face air purifying respirator is required.



9.0 Contractor and Vendor Requirements

- Contractors and vendors must submit their own COVID-19 Prevention Plan to Metropolitan. Ensure that ESG and SRS have reviewed the plan against CDC criteria and the plan is readily available.
- The COVID-19 Prevention Plan shall include the following core elements:
 - **Reporting Criteria.** Contractor/Vendor must notify Metropolitan if an employee tests positive for COVID-19 within the last 14 days of visiting a Metropolitan worksite.
 - **Information on Signs and Symptoms of COVID-19.** Contractors and vendors must implement health screening programs to ensure their employees showing up to work are healthy. Contractors and vendors are to prohibit their employees with a high temperature (i.e. at or above 100.4°F) from entering the worksite. Contractors and vendors must train their employees on their COVID Prevention Plans.
 - **Mask Policy.** Masks must always be used when on a Metropolitan worksite.
 - **Physical Distancing.** A risk assessment shall be made on work tasks and the measures that will be taken to prevent spread of the virus and ensure physical distancing.
 - **Alternative or Other Preventive Measures.** Frequent hand washing, physical barriers or specific PPE use.
 - **Cleaning and Sanitation Procedures.** Should describe a list of items to be cleaned/sanitized and how often.
- Contractors and vendors are required to obtain permission to visit Metropolitan's worksite.
 - Visitor E-Form and Health Check Forms must be filled out accordingly by contract administrator and contractor/vendor.
- Contractors and vendors should be screened with a health questionnaire and temperature checks and wear masks before being allowed onsite for deliveries, repairs, etc. Access should be limited to critical activities only.
- Metropolitan contract administrator or designee shall instruct their contractor or vendor before the site visit to follow the Shutdown or Facility COVID-19 Prevention Plan.
- [Enter additional criteria here](#)

10.0 Other Prevention Tips

- Employees should avoid touching their eyes, nose, and mouth until they wash their hands.
- If not wearing a mask, the employee shall practice cough/sneeze etiquette. Cover mouth and nose with a tissue and dispose of it immediately. Alternatively, cough/sneeze inside an elbow.
- Do not share food, utensils, or other personal items.
- Employees who are arranging accommodation during shutdown should refer to [MWD Safety Talk - COVID -19 Prevention while Staying in Hotels, Motels & Inns](#) for COVID-19 control measures.
- [Enter additional criteria here](#)



11.0 Hierarchy of COVID-19 Control Measures and Risk Assessment Table

In addition to the recommendations made above, refer to the **Appendix B** - Hierarchy of COVID-19 Control Measures and Risk Assessment Table for additional guidance.

12.0 Key References

California Department of Public Health (CDPH) and Cal/OSHA:

- [CDPH and Cal/OSHA COVID-19 Industry Guidance: Energy and Utilities](#)
- [CDPH and Cal/OSHA COVID-19 Industry Guidance: Construction](#)
- [OSHA - Enforcement Guidance Respiratory Protection and N95-Shortage Due to COVID-19](#)
- [OSHA - Enforcement Guidance for Use of Respiratory Protection Equipment Certified under Standards of Other Countries or Jurisdictions During the Coronavirus Disease 2019 \(COVID-19\) Pandemic](#)

Centers for Disease Control and Prevention (CDC):

- [Coronavirus Disease 2019 \(COVID-19\) - Cleaning and Disinfecting Your Facility](#)
- [Coronavirus Disease 2019 \(COVID-19\) - Symptoms](#)
- [Coronavirus Disease 2019 \(COVID-19\) - Interim Guidance for Businesses and Employers Responding to Coronavirus Disease 2019 \(COVID-19\), May 2020:](#)

United States Environmental Protection Agency (EPA):

- [EPA List N: Disinfectants for Use Against SARS-CoV-2 \(COVID-19\)](#)

Metropolitan's COVID-19 Work Environment Webpage:

- [MWD Safety Talks Section](#)
- [Memos Section](#)
- [Resources Section](#)



Appendix A: Bleach Solution Mixing Procedure

Bleach Solution Mixing Procedure (Diluted Bleach Solution)

Before Mixing Solution, Put on the appropriate PPE:

- Safety Shoes
- Safety Glasses
- Face Shield
- Gloves
- Tyvek Suit
- Respirator (if mixing indoors or if there is poor ventilation)



To make a 3-Gallon Diluted Bleach Solution, Mix:

- Place 3 gallons of water into a pre-labeled mixing container
- Add 1 cup of Pure Bright Germicidal Ultra Bleach (6% Sodium Hypochlorite)
- Pour diluted bleach solution mix into a pre-labeled 3 mixing container
- Rinse, dry mixing container, and save for reuse



Filling Spray Bottles:

- Maintain Social Distancing (6 foot distance)
- Fill pre-labeled spray bottles from mixing container
- Do not throw away spray bottles
- Refill spray bottles as necessary

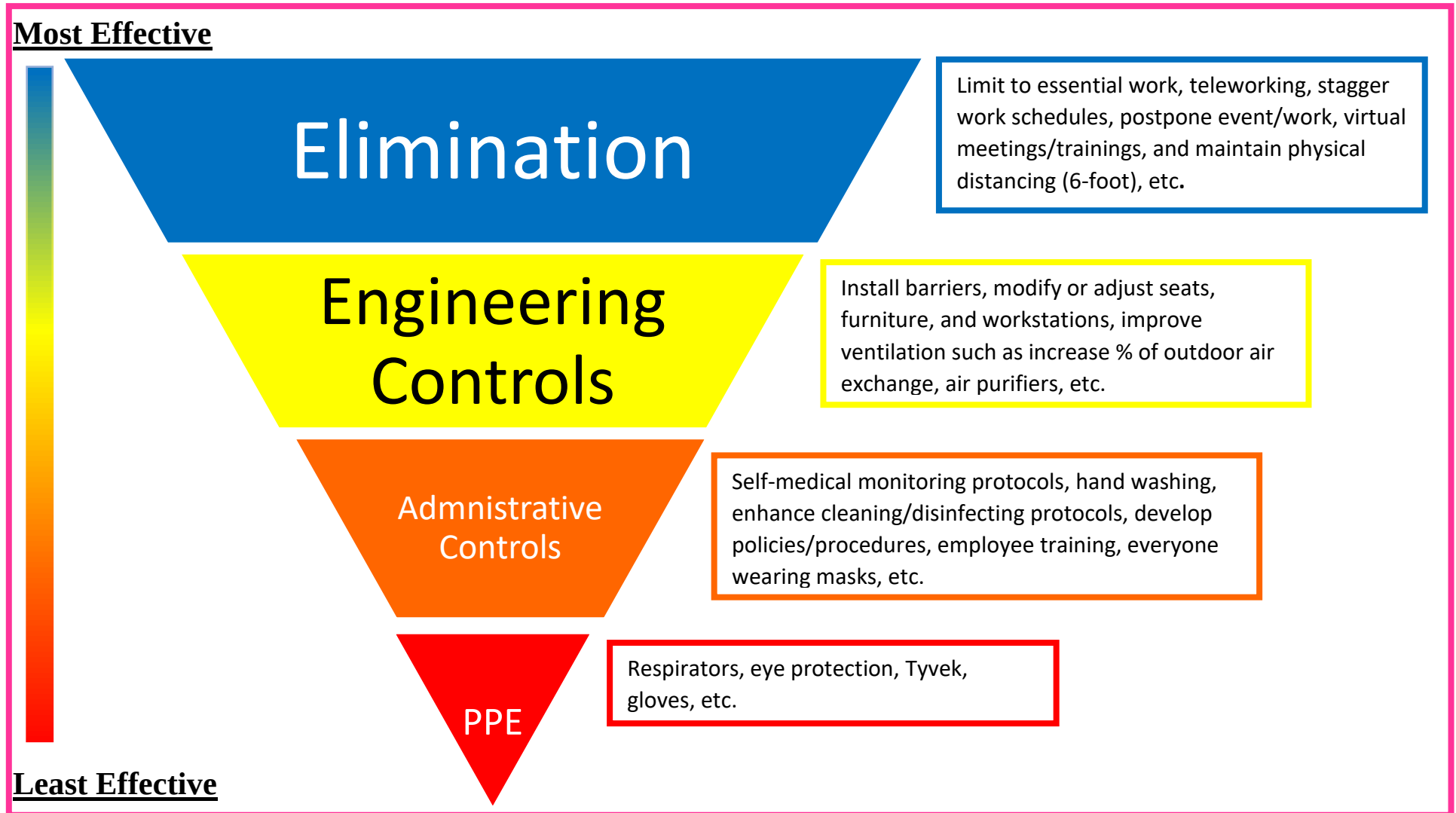
Surfaces to Disinfect:

- Entry Doors – Exterior & Interior door faces, Knobs, Pull/Push Bars, Door handle edge, Maintain glass doors – free of prints or smudges
- Interior doorknobs
- Light Switches
- Wet mopping of high traffic entrance areas
- Restrooms
- Walls
- Floors – porous and nonporous surfaces
- Stairway handrails (top rail)
- Break room tables and chairs
- Kitchen and dining areas
- Appliances and handles
- Handles of drawers, cabinets, and appliances
- Refrigerators
- Microwaves
- Workstation and desk surfaces
- Shelves, books, and other possibly touched records or documents
- Office Chairs (special attention to handles and adjustment knobs)
- Common office items (staplers, scissors, pens and pencils, stamps, etc.)
- Waiting areas tabletops and hard surfaces, hard chair arm rest
- Elevator touch panels, grab bars
- Meeting rooms, tabletops and hard surfaces, chair arm rest
- Vehicles/Work Trucks - Doors/door handles, steering wheel, seats, radio controls, shift knobs.

Do No Use on Electronics such as computers/laptops, keyboards, copiers, monitors, telephones, etc... Follow manufacturer's instruction for cleaning and disinfecting electronics. If no guidance, use alcohol-based wipes or sprays containing at least 70% alcohol.



Appendix B: Hierarchy of COVID-19 Control Measures and Risk Assessment Table



Controls for Potential COVID Exposures during Shutdown Activities

Task/Environment/Condition Description	Potential Hazards	Elimination	Engineering Controls	Administrative Controls				Personal Protective Equipment (PPE)					Notes
		Maintain 6 ft. Physical Distance	Physical Barrier	Clean/Disinfect Surface	Wash Hands or Hand Sanitizer (See Note 6)	Direction Arrows or Floor Decals	Mask (See Note 1)	Gloves HSE 115 Appendix B	Body Disposable Non Coated Coverall	Eye/Face Safety Glasses w/ Sideshields (See Note 5)	Safety Goggles	Face Shield	
Loading & unloading equipment/tools onto co-worker work truck	Contaminated equipment/tools (ladders, blowers, hand/power tools, etc.)			X	X		X	X					Perform activity outdoors and maintain 6-foot physical distance when feasible
	Contaminated work truck surfaces			X	X		X	X					
	Spread/Exposure to virus via airborne	X					X	X					
Handling/passing equipment/tools to co-worker	Spread/Exposure to virus via airborne	X					X	See Note 4					Perform activity outdoors and maintain 6-foot physical distance when feasible
	Contaminated equipment/tools	X		X	X		X	X					
Working within 6 ft. of another employee	Spread/Exposure to virus via airborne only		X (if feasible)				X See Note 3	See Note 4					Perform activity outdoors when feasible
Using work truck/vehicle more than 1 person	Contaminated surfaces (door handle, seat, steering wheel, brake/gas pedal, etc.)			X	X		X See Note 2	See Note 4					Wear a mask if more than 1 person in area and 6-feet distancing is not possible
	Spread/Exposure to virus via airborne												
Entering Unmanned Facilities & Structures - PCS, HEP, reservoirs, Pressure Relief Structures	Contaminated door handles, padlocks, chains, phones, computers, locks, covers/manhole covers, fixed ladders, etc.	X When feasible		X	X		X	X					Recommend stagger employee entry to maintain 6-feet physical distance
Using Portable Toilet	Contaminated door handle, light switches, faucets, toilet seats, etc.			X	X		X	See Note 4					



Controls for Potential COVID Exposures during Shutdown Activities

Task/Environment/Condition Description	Potential Hazards	Elimination	Engineering Controls	Administrative Controls				Personal Protective Equipment (PPE)					Notes
		Maintain 6 ft. Physical Distance	Physical Barrier	Clean/Disinfect Surface	Wash Hands or Hand Sanitizer (See Note 6)	Direction Arrows or Floor Decals	Mask (See Note 1)	Gloves	Body	Eye/Face			
Working at Other MWD Facility	Spread/Exposure to virus via airborne	X					X See Note 2 and 3						Perform activity outdoors and maintain 6-feet physical distance when feasible
	Contaminated door handles, equipment, surfaces, padlocks, chains, phones, computers, etc.			X	X		X	See Note 4					Clean/disinfect before and after use
Equipment Operation Maintenance, Transportation, & Other Related Activities	Contaminated surfaces (door handle, seat, steering wheel, brake/gas pedal, etc.)	X		X	X		X	X					Wear a mask if more than 1 person in area and 6-feet distancing is not possible
	Exposure to chemicals & virus via airborne												
Working in confined space such as tanks, vaults, substructures, tunnels and pipelines, etc.	Contaminated door handles, padlocks, chains, phones, locks, covers/manhole covers, fixed ladders, handrails, etc	X		X	X		X See Note 2 and 3	X		X			Recommend stagger employee entry to maintain 6-feet physical distance
	Spread/Exposure to virus via airborne												



Controls for Potential COVID Exposures during Shutdown Activities

Task/Environment/Condition Description	Potential Hazards	Elimination	Engineering Controls	Administrative Controls				Personal Protective Equipment (PPE)					Notes
		Maintain 6 ft. Physical Distance	Physical Barrier	Clean/Disinfect Surface	Wash Hands or Hand Sanitizer (See Note 6)	Direction Arrows or Floor Decals	Mask (See Note 1)	Gloves HSE 115 Appendix B	Body Disposable Non Coated Coverall	Eye/Face Safety Glasses w/ Sideshields (See Note 5)	Safety Goggles	Face Shield	
Disinfecting surfaces with cleaning and disinfectant agents	Exposure to chemicals & virus via airborne Contaminated surfaces (Cabinet door, chlorine valve, etc.)	X			X		X See Note 2	X	X	X	X		Safety glasses with side shields or goggles. Do not mix or use different cleaning/disinfectant agents together at the same time. Clean and disinfect in adequate ventilated area.
Mixing bleach solution and using common area bleach solution station.	Exposure to chemicals Contaminated surfaces (Cabinet door, chlorine valve, etc.)	X		X	X		X	X	X	X	X	X	Safety glasses and face shield or goggles Recommend stagger employee entry to maintain 6-feet physical distance Mix in a adequate ventilated area.

Note 1: A mask (cloth or surgical) is the minimum requirement for COVID prevention and/or is required if another person enters same area. The use of masks are meant to protect other people in case an employee is infected. It is not considered to be PPE.

Note 2: N95/P100/KN95 are made available for voluntary use. Employees should re-use voluntary N95/P100/KN95 as much as possible to conserve the supply of voluntary N95/P100/KN95.

Note 3: If work tasks or environment exposes employees to metal fumes or dusts, paint or chemical vapors, concrete/silica dusts, asbestos, and other hazardous chemicals, then employees should wear a full or half face air-purifying respirator with current medical clearance and fit-test. Refer to HSE 104 Respiratory Protection.

Note 4: Gloves are optional.

Note 5: Safety Glasses w/side shields or prescription safety glasses is minimum PPE required when working on shutdowns.

Note 6: Wash or sanitize hands frequently throughout the day.



Appendix C: Add Title of Appendix. Delete page if not required.

