

# MWD Safety Talk

## Employee Environmental, Health & Safety Information for COVID-19 Prevention during Shutdowns



Shutdowns are critical and necessary to maintain and refurbish infrastructure and systems. The work involved during 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 COVID-19 preventative measures be in place and managers review these measures with their employees. COVID-19 preventative measures outlined in this safety talk will be updated as needed as new guidance develops from local, state, and federal authorities.

### Shutdown Manager - Before Shutdown

- Review the **Shutdown COVID-19 Prevention Plan** with all employees participating in the shutdown.
- Ensure employees complete the **Voluntary Dust Mask Respirator Use Record E-Form #2565** so that they are able to use the voluntary N95/P100/KN95 respirators during the shutdown.
- Order adequate **COVID-related supplies**, such as:
  - Hand sanitizers
  - Disinfectant wipes, spray, or solutions
  - Towels/Cloth
  - Cloth/Surgical masks
  - Voluntary N95/P100/KN95 respirators
  - Face shields/safety glasses with side shields
  - Disposable (latex/nitrile) gloves
  - Temperature checking devices
- Order adequate **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.

## Before Reporting to the Worksite

### Employee Self-Health Screening

- Take **temperature** every morning and night. If temperature is at or above 100.4°F, **DO NOT** report to work.
- **DO NOT** report to work if you 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.



## Worksite Preventive Measures

### Shutdown/Shift Manager - Pre-Shift Briefings

- During pre-shift briefings:
  - Confirm that employees performed Self-Health Screening before reporting to work.
  - Take temperature of employees reporting to shutdown worksite. Send home any employees with a temperature of 100.4°F or higher.
  - Review and emphasize adherence to basic COVID-19 preventive measures, such as use of masks, handwashing/sanitizing, surface disinfection, and maintaining 6-feet physical distance.
  - Identify the COVID Prevention Stations for employees to sanitize hands and obtain voluntary N95/P100/KN95 respirators and other COVID-related supplies.
  - Emphasize adequate ventilation and review preventive measures when working in confined spaces, such as substructures, pipelines, and tunnels.
  - Encourage open dialogue on any COVID-19 issues or concerns during the shutdown.

### Shutdown/Shift Manager - COVID Prevention Stations

- Place COVID Prevention Stations in staging areas, entry/exit points, vehicle tool cribs and other strategic places, where employees working on the shutdown including support personnel (e.g., shutdown personnel, engineers, inspectors, contractors, and other visitors) 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
  - Trash receptacles



### When Working in Confined Spaces, Pipelines, and Tunnels:

- Maintain good ventilation inside the confined space.
- Wash or sanitize hands before entering and after exiting the space. Place hand sanitizer outside the structures being entered, so that entrants can readily sanitize hands.
- Limit micro-teams inside space, if possible. Stagger employees' entry to the space to maintain 6-foot physical distance.
- Employees are encouraged to use voluntary N95/P100/KN95 respirators along with face shield or safety glasses with side shields when inside confined space with multiple employees and physical distancing is not feasible.

**Wearing a mask (cloth or surgical)** is the minimum requirement for all employees, vendors and contractors.

**Voluntary N95/P100/KN95 respirators and face shields** will be readily available for use. This will help with source control and protection of employees against COVID-19 while at the worksite. Employees are encouraged to use voluntary N95/P100/KN95 along with face shields or safety glasses with side shields when:

- Entering confined spaces, such as substructures, pipelines, and tunnels.
- Cleaning and disinfecting work surfaces.
- Multiple riders are in the same vehicle, trucks, or vanpool.
- Working with other micro-teams and physical distancing is not feasible.
- Working in poorly ventilated areas.

**Wash or sanitize hands** frequently. Each employee should keep hand sanitizer in their possession for frequent use throughout the shutdown.

**Disinfect highly touched surfaces and shared equipment**, such as interiors of vehicles and heavy equipment (e.g., steering wheels, door handles, seatbelts, knobs and buttons on the dashboard), power or hand tools, radios and walkie-talkies, and locks.



**Maintain 6-foot physical distance** whenever possible. Take breaks and lunches while maintaining physical distance from others outside your micro-team.

### Leaving the Worksite

- Thoroughly wash hands, arms, and face before leaving worksite.
- Do not bring unnecessary equipment or tools home.
- Keep your bags, tools, personal items, and face coverings in a designated place where others would not touch or use them.
- Disinfect phones, eyewear, badge, keys, wallet and anything else you routinely touch.
- Leave your work shoes outside your home; and if feasible, change into clean clothes outside your home, such as the garage or laundry area.
- Shower immediately upon returning home or before interacting with other members of your household.
- Take time to relax and decompress. Get plenty of rest.
- Practice COVID prevention measures even when outside of work.
- **Your actions save lives: Wear a mask, wash your hands, keep your distance.**



Refer to [Metropolitan COVID-19 Website](#) and [CDC COVID-19 Website](#) for additional information.