



COVID-19 Safe Workplace Guidance

SAFE COVID-19 PPE PRACTICES

SOCIAL DISTANCING

- One of the best ways to protect yourself from exposure to COVID-19 is by maintaining at least 6 feet of distance between you and others (social distancing).
- Avoid handshaking, gathering in close quarters, and do not drive with passengers.
- Stay home while you are sick and avoid close contact with others.
- Other methods include employee screening prior to shift to verify symptomatic employees do not come into work.

PRACTICE GOOD PERSONAL HYGIENE

- Wash hands often with soap and water. If not available, use hand sanitizer.
- Avoid contact with people who are sick.
- Avoid touching eyes, nose and mouth. Hands touch many surfaces and can pick up viruses. Once contaminated, hands can transfer the virus to your eyes, nose or mouth.
- Practice respiratory hygiene. Cover your mouth and nose with your bent elbow or tissue when you cough or sneeze. Dispose of the used tissue immediately.
- Discourage handshakes, hugs when greeting or being introduced to people.
- Regularly clean and disinfect frequently touched surfaces.

OPERATING A VEHICLE FOR WORK PURPOSES

- Vehicle Operation
 - Limit occupancy to one employee per vehicle when practical. Utilize additional vehicles to travel to field locations.
 - Wipe down commonly touched surfaces before and after vehicle usage.
 - When it's not practical to limit occupancy to one employee per vehicle, consider the following requirements:
 - A safety plan including when it is practical, what groups, and how the procedural mask usage during occupancy will be enforced must be developed.
 - Both employees in the vehicle should wear a procedural/surgical mask at all times.
 - Wipe down commonly touched surfaces before and after vehicle usage.

WEARING A FACE MASK

- The type of face mask you should wear can depend on your role. Check CDC guidelines for further information.
- The procedural/surgical or KN95/N95 style facemask may be reused for two days per employee, provided the mask is clean and in good condition with the exception for field workers entering customer homes or premises (see below).
- The cloth FR/ARA mask may be laundered for reuse per the manufacturer guidelines.
- Face mask exceptions may be appropriate where the use of a face mask hinders a work activity, creates a greater hazard, violates other work procedures, or interferes with the proper use of task-specific PPE.




A face mask may not be necessary when:	
Eating or drinking	Continue practicing social distancing and clean the area once you have completed the activity (designate areas
Smoking in designated areas	

Performing a task that requires protection greater than a facemask	for eating, drinking & smoking in ways that promote separation of individuals by 6 feet or more)
If you have a medical condition that does not allow you to wear a mask	Ask for medical certification for that employee or customer
Designated work activities performed by a "Lone Worker" outdoors with no public interaction or sharing of materials and/or equipment	Ensure employees still have a mask on their person for unexpected circumstance changes
Driving a company vehicle if you are the only person that drives that vehicle	If the vehicle is shared between employees, masks should be required to be worn, and the vehicles commonly touched surfaces must be wiped down before and after each use.

PPE FOR FIELD WORKERS ENTERING A CUSTOMER LOCATION

- Avoid entering customer's location unless necessary for the work being performed.
- If possible, call ahead or ask a customer from at least 6 feet away if they or anyone in the household has tested positive for the COVID-19 virus.
- Examples of words to use:
 - "One of the best ways to protect yourself from exposure to the new coronavirus is by maintaining at least 6 feet distance between you and others and avoiding handshaking. Do you mind if I follow that procedure with you today?"
 - "If you are feeling sick today, would you mind remaining in a room other than where I am working?"
 - "This is a best practice recommendation, and I'd like to follow it. If you can tell me where the equipment or task is located, I'll do my job and let you know when I'm done."
- Wear disposable nitrile gloves in customer's location to prevent touching contaminated surfaces. For the best protection, put gloves on prior to entering a customer's location and transition to task-specific protective gloves once you reach the targeted equipment or task. Once work is completed, don new disposable nitrile gloves until you can reach your vehicle to dispose of the gloves and utilize appropriate hygiene practices. Avoid touching vehicle handles until you have removed your nitrile gloves.
- Ensure proper coverage over your nose and mouth prior to entering the premises. (Face masks should be discarded after each job.)
- Wear eye protection upon entry into the customer's location. Upon leaving the customer's location, remove eye protection and clean/disinfect eye wear prior to entering your work vehicle. Eye protection required for entering a confirmed COVID-19 home/premise is either goggles or safety glasses with a face shield.
- Wear disposable/laundryable coveralls only when required to perform work activities in a location where a customer has been confirmed to have COVID-19.
- When exiting the location, wear gloves when removing the contaminated face mask. The mask and gloves should be disposed of into a plastic bag prior to entering your work vehicle. The plastic bag should be tied shut so that the gloves and masks remain in the bag until disposal at the end of your shift. The plastic bag should be disposed of in the garbage receptacle (this is not considered infectious waste; it is just disposable PPE).
- It may be prudent to allow an employee to choose not to enter a customer's location if the conditions are deemed to be unsanitary or unsafe. In these circumstances, this could be a homeowner who has visible flu-like symptoms and does not allow adequate social distance with an employee, in the judgement of the employee. Ensure employees have a process to follow for escalation in this instance.

CONDUCTING PRE-USE SEAL CHECKS ON N95/K95 RESPIRATORS

<p>A. After your N95/K95 mask has been properly donned place both hands over the respirator, take a quick breath in to check whether the respirator seals tightly to the face:</p> <p>During a negative pressure user seal check, the respirator user inhales sharply while blocking the paths for air to enter the facepiece. A successful check is when the facepiece collapses slightly under the negative pressure</p> <p>NOTE: wash hands before donning and seal checking your respirator</p>	
<p>B. Place both hands completely over the respirator and exhale. If you feel leakage, there is not a proper seal.</p> <p>During a positive pressure user seal check, the respirator user exhales gently while blocking the paths for air to exit the facepiece. A successful check is when the facepiece is slightly pressurized before increased pressure causes outward leakage</p>	
<p>C. If air leaks around the nose, readjust the nosepiece as described. If air leaks at the mask edges, re-adjust the straps along the sides of your head until a proper seal is achieved.</p>	
<p>D. Repeat seal check each time you don the respirator</p>	