

State of California
California Natural Resources Agency
Department of Water Resources



**COVID-19 Worksite Specific Plan
for
Division of Operations and Maintenance
(O&M)**

June 23, 2020

Table of Contents

I. Statement from Leadership	3
II. Employee Training	5
III. Individual Control Measures and Screening	7
IV. Cleaning and Disinfecting Protocols	9
V. Physical Distancing Guidelines	11

Responsible Individual:

David Duval

David.Duval@water.ca.gov

(916) 653-8585 or (209) 481-2014

COVID-19 Coordinator:

Headquarters and 909 S Street

Tio.Zasso@water.ca.gov

(916) 715-1028

Joint Operations Center (JOC)

Pat.Whitlock@water.ca.gov

(530) 990-4300

MEO Locations

Behzad.Soltanzadeh@water.ca.gov

(916) 425-4815

Oroville Field Division

Mark.Hafner@water.ca.gov

(530) 534-2323

Delta Field Division

Sheryl.Moore@water.ca.gov

(209) 833-2027

San Luis Field Division

Pardeep.Singh@water.ca.gov

(209) 827-2323

San Joaquin Field Division

Darren.Choyce@water.ca.gov

(661) 858-5554

Southern Field Division

Steven.Nichols@water.ca.gov

(661) 944-8501

List/Identify Specific Locations Covered by this Plan:

This plan covers all sites that the Division of Operations and Maintenance works in. As this plan is approved by the Department, this plan covers any share facilities with other entities, but it is the responsibility of local management to work out the small details of the common areas.

- Sacramento Headquarters – 1st, 5th, 6th floors and 909 S Street
- Operations Control Office, 3310 El Camino Ave., Lower Level, 3rd floor and JOC Annex
- MEO, Sacramento Flood Yard, 1450 Riverbank Road, West Sacramento
- MEO, Sutter Sub Shop, 6908 Colusa Highway, Sutter
- MEO, Corporate Yard, 4300 West Capitol Avenue, West Sacramento
- MEO, North Central Region Office, 3500 Industrial Boulevard, West Sacramento
- Oroville Field Division, all work locations
- Delta Field Division, all work locations
- San Luis Field Division, all work locations
- San Joaquin Field Division, all work locations
- Southern Field Division, all work locations

I. Statement from Leadership

In order to continue providing the critical service of water deliveries, power generation and flood protection to 27 million Californians, the Division of Operations & Maintenance will transition key, essential employees from the State Water Project (SWP) back to their assigned work sites on a part-time basis. SWP managers will prioritize employees whose work requires a transition from teleworking and do so in a methodical, safe and controlled manner.

Employees and tasks defined as essential to report to the work site are broken out into three categories:

- **Required for the health and safety of the public**
 - Perform regular operations, maintenance, real-time incident response, engineering site assessments and inspections, job walks, equipment testing to maintain real-time 24/7 operations for water deliveries and power generation
 - Engineering design and construction of reliability projects critical to the safe operation and reliability of the SWP
 - Perform surveillance, inspections, testing and construction/repair work on all SWP infrastructure including dams, powerplants, pumping plants, aqueducts and pipelines
 - Associated administrative support services to the above (e.g. contract development & management, procurement, documentation, invoice processing and staff services)
- **Required for the health and safety of DWR employees**
 - Response to COVID-19 Prevention and Guidelines
 - Procurement support of safety materials and personal protective equipment (PPE) required for SWP maintenance and operations
 - Required safety and technical training that is not available online
 - Perform safety audits, evaluations of jobs and create maintenance plans
- **Required for regulatory compliance (environmental, bulk electric system and dam safety activities)**
 - Site Inspections, monitoring, and regulatory required testing
 - On-site investigation of reported issues and resolution determination
 - Response to regulatory inquiries, addressing directives or mandates
 - Implementation of the biological opinions
 - Field surveys and development of environmental permits
 - Support services for managing SWP regulatory compliance documentation and evidence

SWP managers/supervisors will develop staff rotation schedules to minimize the number of staff onsite at any one time, train staff on the COVID-19 prevention plan, ensure physical distancing is maintained and follow safe work practices including, face coverings, hand sanitizer, gloves, wash stations etc. Employees will be trained on self-screening and encouraged to stay home if they exhibit any symptoms. SWP has robust cleaning protocols for all its facilities and has recently implemented additional measures including deep cleaning and testing for organic materials. Keeping these facilities clean and the staff safe is critical to ensuring 24x7 operations of the State Water Project.

The aforementioned list of protocols is not exhaustive of the reentry plan which follows the [state's COVID-19 industry guidance](#).

II. Employee Training

Educating and training O&M staff on COVID-19 preventive measures is of utmost importance. O&M management and safety staff developed the training along with guidance from David Beadle, Industrial Hygiene Business Development Manager, with SMS. Training was provided to all O&M managers and supervisors in all O&M locations in March, April and June 2020 and is ongoing. Additionally, managers and supervisors have been responsible to train their staff and ensure all O&M employees know the Return to Work Plan prior to their return.

The COVID-19 training provided to all staff, focuses on COVID-19 prevention and includes the following topics.

- Gating Criteria: Staged approach to Opening Up America Again
- O&M's Return to Work Plan: Teleworking, Training, and Travel
- Information on COVID-19, how to prevent it from spreading, and which underlying health conditions may make individuals more susceptible to contracting the virus.
- Self-evaluation at home, including temperature and/or symptom checks using CDPH and CDC guidelines (self-checker).
- The importance of staying home when displaying any signs or symptoms of Covid-19 or if employees or someone they live with have been positively diagnosed.
- If you begin to display signs or symptoms at work or work near someone who does, check with your Supervisor and follow the DWR Covid-19 screening process and questionnaire.
- The importance of frequent handwashing with soap and water, including scrubbing with soap for 20 seconds (or using hand sanitizer with at least 60% ethanol or 70% isopropanol when employees cannot get to a sink or handwashing station, per CDC guidelines).
- The importance of physical distancing (see Social Distancing guidelines).

- Proper use of cloth face coverings.
- Proper donning and doffing of personal protection equipment (PPE).
 - Gloves
 - N95 respiratory protection or equivalent
 - Chemical protective clothing
- Self-cleaning and disinfection of your workspace.
- Ensure temporary or contract workers at the facilities are also properly trained in COVID-19 prevention policies and have necessary PPE. Discuss these responsibilities ahead of time with organizations supplying temporary and/or contract workers.

III. Individual Control Measures and Screening

Current guidance from the California Department of Public Health (CDPH) as well as from the Centers for Disease Control and Prevention (CDC) acknowledge there are varying levels of appropriate control measures and screening, based on the type of work performed and the environment in which the activities are being conducted.

Working in and around O&M facilities where there is a high probability of close physical interaction with other workers or the public, use of varying levels of personal protective equipment (PPE) and working in “micro groups” to reduce possible exposure may be necessary.

The best defense against COVID-19 is washing our hands frequently throughout the day for a minimum of 20 seconds, avoiding touching the eyes, nose and mouth with unwashed hands, avoiding being around people who may be symptomatic and physical distancing of six (6) feet or greater. Reducing asymptomatic transmission should be reinforced through physical distancing, using face coverings whenever possible, and teleworking as appropriate.

NOTE: Face coverings are not considered PPE. *A cloth face covering is a material that covers the nose and mouth, which can be secured to the head with ties or straps or simply wrapped around the lower face. It can be made of a variety of materials, such as cotton, silk, or linen. A cloth face covering may be factory-made or sewn by hand or can be improvised from household items such as scarfs, T-shirts, sweatshirts, or towels.*

Based on the recent mandate from the Governor’s Office, O&M requires all staff to wear face coverings in accordance with the June 18, California Department of Public Health, “Guidance for the Use of Face Coverings Order.” See O&M Return-to-Work Plan attachment/COVID PPE Guidelines.

As staff begin to return to work, every employee should perform a “self-evaluation” screening assessment daily using the CDC “Self-Checker” guidelines located at : <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>, to ensure the overall health and wellbeing of O&M facilities. Once at work, if an

employee becomes ill or begins displaying symptoms of the COVID-19, they are required to notify their supervisor who will initiate the **DWR COVID-19 Screening Process and Questionnaire**, as appropriate. Some additional screening and precautionary guidelines are as follows.

- Encourage workers who are sick or exhibiting symptoms of COVID-19 to stay home.
- Confirm all vendors, contractors, or other workers entering the establishment have conducted a screening process for their personnel and can confirm the health of their staff.
- Ensure workers use all required protective equipment and use all required protective equipment. Supervisors should consider where the use of disposable gloves may be helpful to supplement frequent handwashing or use of hand sanitizer; examples are workers who handle commonly touched surfaces.
- The use of Face coverings is required when employees are in the vicinity of others when 6-feet cannot be maintained. Workers should have face coverings available and wear them while at work, in offices, or in vehicles during work-related travel with others. Face coverings must **not** be shared.
- See O&M Return-to-Work Plan attachment/COVID-19 Screening Process

IV. Cleaning and Disinfecting Protocols

Keeping O&M facilities clean and the staff safe is critical to ensuring 24/7 operations of the State Water Project. O&M has developed and implemented a cleaning program that exceeds industry standards, as well as CDC COVID-19 cleaning guidelines. Additionally, janitorial staff in all locations have augmented their cleaning tasks to meet CDC guidelines.

- Contracted janitorial staff will perform thorough cleaning in high traffic areas such as break rooms and lunch areas, and areas of ingress and egress including stairways, stairwells, handrails, and elevator controls. Frequently disinfect commonly used surfaces including door handles and push bars, toilets, and handwashing facilities.
- Provide time and guidance for workers to conduct cleaning practices during their shift. Cleaning of personal items and spaces should be assigned during working hours as part of the employee's job duties.
- Evaluate the feasibility of adjusting or modifying hours to provide adequate time for regular thorough cleaning and disinfection of office spaces.
- Avoid sharing phones, computers and other work supplies, or office equipment wherever possible. Never share PPE.
- Where such items must be shared, disinfect between shifts or uses, whichever is more frequent, including the following: shared office equipment such as copiers, fax machines, printers, telephones, keyboards, staplers, surfaces in reception areas, shared work stations, etc., with a CDC approved cleaner appropriate for those surfaces.
- Ensure that restrooms and breakroom facilities always remain operational and stocked, providing additional soap, paper towels, and hand sanitizer when needed.
- When choosing cleaning chemicals, products approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list and follow product instructions. Use disinfectants labeled to be effective against emerging viral pathogens. Provide employees training on manufacturer's

directions and Cal/OSHA requirements for safe use. Workers using cleaners or disinfectants should wear personal protective equipment as required by the product Safety Data Sheets (SDS).

- In the field divisions, evaluate the feasibility of installing portable high-efficiency air cleaners, upgrading the building's air filters to the highest efficiency possible, and making other modifications to increase the quantity of outside air and ventilation in offices and other spaces.
- Install UVGI Sanitizing Scrubbers in the Area Control Centers and the Project Operations Center.
- Utilize hand-held UV-C wands to disinfect individual workstations as needed.
- In the event of a confirmed COVID-19 positive or presumptive positive case in the work area, a contracted disinfecting crew can be dispatched as needed.
- See O&M Return to Work Plan attachment/COVID PPE Guidelines

V. Physical Distancing Guidelines

O&M has developed a Return to Work plan that allows for teleworking staff to return to the worksite and ensures social distancing (6 ft) of all staff. Working with O&M managers and supervisors, micro teams have been created, report to work locations have been adjusted, path of travel has been minimized and conference and quiet rooms have been reevaluated and set up to abide by social distancing maximum occupancy guidelines. Additionally, cleaning supplies have been provided for all staff returning to the worksite, as well as provided in high traffic areas. Staff checking out O&M state vehicles for travel, will be provided with "Go Bags" that include Clorox wipes, gloves, and cleaning items to be used before and after vehicle use. The chart below includes information that all O&M staff have been trained to regarding telework, training and travel.

Telework	Training	Travel
<p><u>HEADQUARTERS (HQ)/ OPERATIONS CONTROL OFFICE (OCO)/ AND FIELD DIVISIONS</u></p> <p>Staff currently teleworking will return to work on a rotational workweek basis ensuring those in the workplace are social distanced, facemask mandates are followed and only a percentage of staff are in the workplace at one time.</p> <p>Example: 1st week – 3 days telework, 2 days at work location. 2nd week – 2 days telework, 3 days at work location.</p> <p>If implementing for more than one team in same location, reverse schedules apply.</p> <p>Managers/Supervisors to develop and submit staff rotation schedule, ensuring social distancing is maintained and safety precautions such as face masks, hand sanitizer, wipes, etc., are provided.</p> <p>Any staff telecommute or return to work issues (i.e. health, high-risk employees, daycare), to be handled on a case-by-case basis.</p> <p>Utilize Skype, Microsoft Teams for meetings when possible.</p> <p>All in-person meetings must provide social distancing for participants with safety precautions available, such as face masks, hand sanitizer, wipes, etc.</p>	<p><u>HQ/ OCO/ FIELD DIVISIONS</u></p> <p>Only mandated, job required (including apprentice) and competency training of staff necessary to be compliant with federal, State, and local regulations and to ensure staff maintain the skills necessary to safely operate, maintain and engineer the SWP.</p> <p>Utilize Skype, online, Microsoft Teams when possible.</p> <p>All in-person class training must provide social distancing for participants with safety precautions such as face masks, hand sanitizer, wipes, etc. No more than 10 participants allowed during in-person training.</p>	<p><u>HQ/ OCO/ FIELD DIVISIONS</u></p> <p>Only essential travel to attend mandated, job required (including apprentice) and core competency training and in support of maintaining the essential equipment and business functions of the State Water Project.</p> <p>Continue with travel guidelines to maintain social distancing.</p> <p>Face masks are mandated in California and will be utilized as required by the Governor's order/CDPH guidelines and/or local county mandates. Gloves, Clorox Wipes etc. are to be available for use.</p>

COVID-19
SCREENING PROCESS

Department of Water Resources
Human Resources Office – Employee Health Services
COVID-19 Screening Process
April 1, 2020

References:

Center for Disease Control (CDC) California Department of Public Health (CDPH) Equal Employment Opportunity Commission (EEOC) Department of Fair Employment and Housing (DFEH)

Process Owner and Contact Information:

Human Resources Office Employee Health Services (EHS) Chief of EHS – Jacqueline Nelson Contact: (916) 654-0533 jacqueline.nelson@water.ca.gov

Introduction:

A State of Emergency has been declared in California by Governor Newsom due to the COVID-19 pandemic. During this pandemic, the Department of Water Resources (DWR) has been and continues to rely on the latest public health recommendations from federal, State, and local public health authorities referenced above. While the situation is evolving, DWR is currently utilizing preventive measures to decrease the spread of COVID-19 by implementing a “COVID-19 Screening Process” for our critical operations. This would be implemented when it is reported to DWR that a health professional has determined an employee is either presumptively positive or positive for the COVID-19 virus.

Purpose:

The COVID-19 Screening Process will help DWR continue to provide a safe and healthy work environment for employees who are workers or critical infrastructure workers for any DWR critical operation sites. This process will allow DWR to continue “mission critical” business operations, allow workers who are not experiencing symptoms in common with COVID-19 to continue to work in a healthy environment, and prevent those workers who are experiencing symptoms in common with COVID-19 from entering the facilities. The COVID-19 Screening Questionnaire will be utilized for all DWR critical operation sites.

Roles and Responsibilities:

The COVID-19 Screening Questionnaire is to be completed by all workers and critical infrastructure workers who enter and work at DWR critical operation sites. An assigned member of management, by phone or in person, must be responsible for collecting all personal and confidential medical information relating to the COVID-19 Screening Process, prior to the worker entering the operation site. The responsible management person shall transmit this information to EHS. EHS will retain personal and confidential information shared on the COVID-19 Screening Questionnaire (refer to Retention of Confidential Information section below).

Locations:

The COVID-19 Screening Process will be utilized to support DWR's critical business operations as defined by the manager or Incident Commander.

COVID-19 Screening General Guidance:

The worker or critical infrastructure worker will complete the COVID-19 Screening Questionnaire, which may include taking their own temperature, prior to entering the critical operation site. An assigned member of management for each location will review the questionnaire to determine if the worker has symptoms common to COVID-19 (refer to the COVID-19 Screening Questionnaire). If the worker is symptomatic, the manager will refer them for further evaluation by an onsite EMT/Paramedic. If an onsite EMT/Paramedic is not available, the manager will isolate the worker and instruct them to immediately contact their doctor. If the worker is experiencing symptoms in common with COVID-19, the worker will be instructed to go home, consult with their medical provider as soon as possible, and provide their supervisor with the medical prognosis. If an employee has been instructed to return home due to this guidance, management shall report this to their Administrative Officer (AO), and the AO shall contact the appropriate manager in DWR's Human Resources Office. (If the worker reports that a doctor has recommended the person stay home, management must confirm the time frame.)

Personal Protective Equipment:

Some situations may require employees to use specific PPE and work in areas where a possible COVID-19 exposure has been identified and/or during the disinfection process of the DWR critical operation site. DWR critical infrastructure workers will receive training on the correct PPE usage, as well as the entering and exiting procedures for areas of potential exposure.

Required PPE:

- **Respirator:** N-95 dust mask
- **Hand:** Nitrile or latex sample gloves
- **Coveralls:** Tyvek or equivalent
- **Eye:** Tight fitting goggle

Retention of Confidential Medical Information:

All COVID-19 Screening Questionnaires are to be sent directly to EHS and not be stored at any other location within DWR. Records are stored in a secured area in a separate file within EHS for one (1) year from the date of the screening. EHS retains these records while complying with both State and federal laws and regulations to protect confidentiality of private and personal information.

**Department of Water Resources
Human Resources Office – Employee Health Services
COVID-19 Screening Questionnaire**

Worker Name:	Date & Time:
Operations Center:	
Screening Manager:	

All workers who meet any of the following criteria should be evaluated as a person under investigation for COVID-19

Have you experienced fever and symptoms of lower respiratory illness (e.g. cough, shortness of breath) in the last 14 days not associated with a pre-existing condition?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, what symptoms are you experiencing and for how long?	

Do you have reason to believe you have been within six (6) feet of a person with a presumptive positive COVID-19 infection?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, provide specific details:	

Has a family member or close contact been within six (6) feet of a person with a presumptive positive COVID-19 infection?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, provide specific details:	

Have you been within six (6) feet of a laboratory confirmed COVID-19 patient?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, provide specific details:	

Temperature: (when available) (Fahrenheit)	Greater than 100.4 F?	Yes <input type="checkbox"/> No <input type="checkbox"/>
--	-----------------------	--

If both exposure and illness are present: 1) Isolate worker (private room or separate area); 2) have worker put on a N-95 face mask; 3) wear appropriate PPE (N-95 mask, gloves, and any other required PPE); and 4) refer worker to medical professional either in person, if available, or by phone for further evaluation.

ANY “YES” RESPONSES MAY TRIGGER CONTACTING A MEDICAL DOCTOR FOR FURTHER RECOMMENDATIONS

This personal information is necessary to provide a safe work environment for employees and ensure continuity of critical operations. Any subsequent use of this information will be limited to and consistent with these purposes. DWR will not disclose this information nor use it for any other purpose, except with the written consent of the subject of the information, or as otherwise permitted by law or regulation. Employee Health Services (EHS) is responsible for collection, use, maintenance, and/or dissemination of this information. There are appropriate physical safeguards in place to protect its confidentiality, and it is exempt from requests made under the California Public Records Act. For any further questions, contact EHS.

COVID PPE GUIDELINES

SWP - O&M COVID PPE Guidelines

- California's Coronavirus (COVID – 19) Response Stages 1 through Stage 3 are not cases of relaxing protocols, but are designed to bring personnel back into the workforce and open businesses. In Stages 1 through Stage 3 the risk of COVID-19 still exists, and PPE, handwashing and social distancing must remain in effect in these stages. Only when Stage 4 is achieved compliance with the COVID-19 PPE matrix can cease.
- Have masks and gloves readily available for employee use as needed. Employees may use cloth masks in accordance with CDC guidelines.
 - Follow DWR HR protocol for what is acceptable to be stitched or printed on the outside of masks. Ask your supervisor if you have questions.
 - Follow CDC guidelines to clean cloth masks (normal wash cycle in laundry).
 - Nitrile or latex gloves are acceptable for protection from COVID-19.
 - Remember gloves need to be replaced to minimize cross contamination if they get dirty or soiled.
 - Employees must follow proper guidelines for disposal.
- Personnel may fit into many categories during a day of work. Individuals along with their supervisor must assess the situation they are about to enter, and upgrade or downgrade PPE based on exposure and the job task.

Example how to use the COVID-19 PPE Matrix is as follows:

- Scenario: You are in a Water Operator job classification and you carpool to work with 2 or more other employees. Additionally, you share an office with other Water Operators and will utilize a State vehicle for inspection of the California Aqueduct as part of your daily work duties. Your responsibilities also require you to meet with members of the public to coordinate critical water deliveries.
- Actions:
- You would follow the guidance for PPE for State Carpool - 2 or more passengers.
- When you get to work you enter a shared work office environment so you would handwash prior to entry and follow the guidance for PPE for Office Personnel – Shared Work Location.
- You get your daily assignment and go to your work vehicle to start your assigned tasks. You would now follow the guidance for PPE for Pre-use Cleaning of Vehicle, Equipment or Office Space.
- Once done with cleaning you now are driving to work by yourself. You would now follow the guidance for PPE for Solo Driver / Equipment Operator.
- At the job site you are to meet with a farmer requesting information. You follow the guidance for PPE for Water Ops - Contact with Public or Work Personnel.
- Potential exposure requiring elevated PPE is identified for a specific work activity (i.e organic vapors such as hydrocarbons). You would change to wear elevated PPE based on a hazard assessment (JHA) and complete the work. Once finished you would remove the PPE and manage it as directed. Then, return to using PPE appropriate to the COVID-19 PPE Matrix.
- After your task is done you would wash your hands or use sanitizer before entering the vehicle and drive back to the office by yourself. You would now follow the guidance for PPE for Solo Driver / Equipment Operator.
- You now need to take your vehicle to get serviced by Mobile Equipment. You would follow the "MEO Service Process - Don and Doffing PPE rev2".
- After servicing you report to your team's office. You would handwash prior to entry and follow the guidance for PPE for Office Personnel – Shared Work Location.
- Your day is complete, and you carpool home. You would follow the guidance for PPE for carpooling.

COVID PPE Matrix									
Work	Work Description	COVID PPE - Stage 1 through Stage 3							
		Gloves	N/K 95 Face Mask	Cloth Face Mask	Chemical Protective Clothing	Goggles	Other PPE based off work exposure / JHA	Programs that Support PPE	
								Handwashing	Social Distance
Water Operator - Contact with Public or Work Personnel	Field activities where Water Ops may encounter other personnel	X ²	X ¹	or X ¹			X	X	X
Solo Driver / Equipment Operator	Activities where employee is traveling alone in a vehicle						X	X	X
Mobile Equipment Operations (MEO)	Schedule service with the MEO shop	See "MEO Service Process - Don and Doffing PPE rev2"							
State Carpool - 2 or more passengers	State vehicles where 2 or more people will occupy the same vehicle		X	or X			X	X	X
Office Personnel - Private Office	Office space where an individual has a private office space (non-shared work location)						X	X	X
Office Personnel - Shared Work Location	Office space where personnel share the same office space (cubicles, etc.)		X ¹	or X ¹			X	X	X
Plant Operations / HEP Maintenance	SWP O&M personnel who will conduct their normal routine work activities		X ¹	or X ¹			X	X	X
Area Control Center / Project Operations Center - Strike Team Response	Activities performed during Strike Team Response	X	X		X	X	X	X	X
Utility Craft Worker	SWP O&M personnel who will conduct their normal routine work activities	X ²	X ¹	or X ¹			X	X	X
Screeners	Personnel who will conduct screening activities		X	or X			X	X	X
Pre-use Cleaning of Vehicle, Equipment or Office Space	Personnel who uses a state vehicle or equipment. Cleaning conducted during vehicle pre-op	X	X	or X		X	X	X	X
Deliveries - Receiving	All personnel who will come onsite for deliveries or receive deliveries	X ³	X	or X			X	X	X
Security	Security personnel who will encounter other personnel		X	or X			X	X	X

¹ If social distancing can be maintained > 6' then masks are optional.

² If in a location where handwashing facilities are not immediately available, then gloves are required.

³ Gloves are required for delivery to minimize cross contamination between packages - receiving facilities must wear gloves when processing mail / packages.

Guidelines for Self-Cleaning and Disinfection of your Workspace (this is meant to complement the routine janitorial cleaning & disinfecting)

This document will provide guidelines to conduct cleaning and disinfection of your workspace and other spaces in which you may encounter during your work activities. Any questions regarding this document should be directed to your supervisor.

Determine what type of workspace you will clean

- Electronics
 - a. Keyboards, Screens, Light Switch & Faceplate, Elevator touch panel, etc.
- Other non-electrical high touch areas surfaces
 - a. High Touch Surfaces to include but not limited to - Door Handles, Door Face, Handrail, Desktop, Bathroom Towel Dispenser, Chair Arm Rests, and other surfaces you would encounter during your daily work activity.

Step 1 - Cleaning

1. Electronics

- a. Put on your gloves
- b. Select your cleaning material
 - i. Cloths
 - ii. Select a bottle of cleaning material.
- c. Spray the material on the cloth and clean the specified equipment.
- d. Where grime may have accumulated, try a deep cleaning or replacement then maintain cleanliness by hygiene and maintenance cleaning.
- e. Once done with the cleaning using the cleaning material product, use clean water wipe down to remove any remaining grime and cleaning material.
- f. Allow the surface to dry before starting disinfection.
- g. Dispose of gloves in the trash.
- h. Place soiled cloths in the identified container.



- Make sure to wring any excess water or cleaner from the cloth.
- Do not spray water or cleaner directly onto the TV screen.
- Make sure to spray just enough of water or cleaner onto a dry cloth to wipe the screen.

2. Non-Electronics high touch surfaces

- a. Put on your gloves
- b. Select your cleaning material
 - i. Cloths
 - ii. Select a bottle of cleaning material.
- c. Spray the material directly on the equipment and conduct cleaning.
- d. Once done with the cleaning using the cleaning material product, use clean water wipe down to remove any remaining grime and cleaning material.
- e. Allow the surface to dry before starting disinfection.
- f. Dispose of gloves in the trash.
- g. Place soiled cloths in the identified container.

Guidelines for Self-Cleaning and Disinfection of your Workspace (this is meant to complement the routine janitorial cleaning & disinfecting)

Step 2 - Disinfection

1. Electronics

- a. Put on your gloves
- b. Follow guidelines as outlined in the SDS and Product use sheet for PPE. If at any time you are concerned with exposure STOP WORK and contact your supervisor.
- c. Select your disinfectant materials.
 - i. Cloths – use new cloth material for disinfection.
 - ii. Select a bottle of disinfectant product.
- d. Spray the material on the cloth and wipe down the equipment.
- e. Allow the disinfectant product to remain on the surface for the respective contact time per the specific product use sheet.
- f. Once the contact time has passed, use a water wipe down to remove any remaining residual material.
- g. Allow the surface to dry before use.
- h. Use a glass cleaner to remove any smudges or streaks. Follow manufacturers' guidelines.
- i. Dispose of gloves in the trash.
- j. Place soiled cloths in the identified container.

2. Non-Electronics high touch surfaces

- a. Put on your gloves.
- b. Follow guidelines as outlined in the SDS and Product use sheet for PPE. If at any time you are concerned with exposure STOP WORK and contact your supervisor.
- c. Select your disinfectant material
 - i. Cloths – use new cloth material for disinfection
 - ii. Select a bottle of disinfectant product.
- d. Spray the material directly on the equipment.
- e. Allow the disinfectant product to remain on the surface for the respective contact time per the specific product use sheet.
- f. Once the contact has been reached, use a water wipe down to remove any remaining residual material.
- g. Allow the surface to dry before use.
- h. Use a glass cleaner to remove any smudges or streaks. Follow manufacturers' guidelines.
- i. Dispose of gloves in the trash.
- j. Place soiled cloths in the identified container.



SWP O&M COVID PPE GUIDELINES

Gloves

How to Remove Gloves

To protect yourself, use the following steps to take off gloves



Grasp the outside of one glove at the wrist.
Do not touch your bare skin.



Peel the glove away from your body,
pulling it inside out.



Hold the glove you just removed in
your gloved hand.



Peel off the second glove by putting your fingers
inside the glove at the top of your wrist.



Turn the second glove inside out while pulling
it away from your body, leaving the first glove
inside the second.



Dispose of the gloves safely. Do not reuse the gloves.



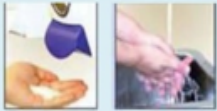
Clean your hands immediately after removing gloves.


SWP O&M COVID PPE GUIDELINES


N / K 95 Face Mask


General Instructions for Putting on an N95 Respirator (Mask)

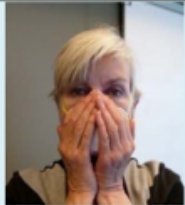
These instructions must be followed each time the N95 mask is worn.

- 

Before accessing and putting on an N95 mask clean your hands.
If wearing glasses, remove prior to putting on mask
- 

Cup the mask in your hand with the metal nosepiece at your fingertips.
Allow the elastic headbands (straps) to hang freely below your hand.
- 

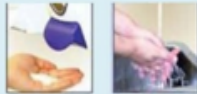
Position the mask under your chin with the nosepiece up.
Pull the top strap over your head resting it high at the top back of your head.
Pull the bottom strap over your head and place it around the neck below the ears
- 


Using **both** hands, mold the nose area to the shape of your nose by pushing inward while moving your fingertips down both sides of the nosepiece.
- 

SEAL CHECK. The mask seal **MUST** be checked before each use. To check the fit, place both hands over the mask and exhale. If air leaks around your nose, adjust the nosepieces as described in step 4. If air leaks at the mask edges, adjust the straps back along the sides of your head. Check again.
If you cannot achieve proper fit, DO NOT enter the isolation room. Check with the nursing staff.
If wearing glasses, put them on


General Instructions for Taking off an N95 Respirator (Mask)


These instructions must be followed each time the N95 mask is taken off.

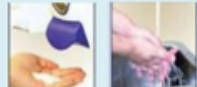
- 

Before taking off an N95 mask clean your hands.
If wearing glasses, remove prior to taking off mask.
- 

Bend forward slightly and carefully remove the mask from your face by touching only the elastic headbands (straps)

Without touching mask, pull bottom strap over head.
- 

Without touching mask, pull top strap over head.
- 

Throw mask into the garbage by holding it by the straps only.
If wearing glasses, put them on
- 

Clean your hands.

Cloth Face Mask

Use of Cloth Face Coverings to Help Slow the Spread of COVID-19

How to Wear Cloth Face Coverings

Cloth face coverings should—

- fit snugly but comfortably against the side of the face
- be secured with ties or ear loops
- include multiple layers of fabric
- allow for breathing without restriction
- be able to be laundered and machine dried without damage or change to shape

CDC on Homemade Cloth Face Coverings

CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies), **especially** in areas of significant community-based transmission.

CDC also advises the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Cloth face coverings fashioned from household items or made at home from common materials at low cost can be used as an additional, voluntary public health measure.

Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the cloth face covering without assistance.

The cloth face coverings recommended are not surgical masks or N-95 respirators. Those are critical supplies that must continue to be reserved for healthcare workers and other medical first responders, as recommended by current CDC guidance.

Should cloth face coverings be washed or otherwise cleaned regularly? How regularly?

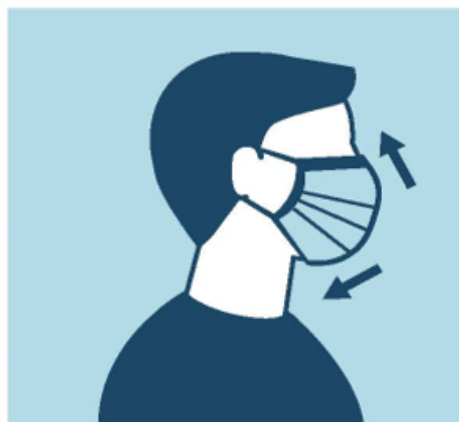
Yes. They should be routinely washed depending on the frequency of use.

How does one safely sterilize/clean a cloth face covering?

A washing machine should suffice in properly washing a cloth face covering.

How does one safely remove a used cloth face covering?

Individuals should be careful not to touch their eyes, nose, and mouth when removing their cloth face covering and wash hands immediately after removing.










CS116151B 04/10/2020, 807798

cdc.gov/coronavirus

SWP O&M COVID PPE GUIDELINES

Chemical Protective Clothing

Donning

<p>1 Check for the appropriate product and size</p>  <p>Verify that the coverall is the correct size for you and check the product's packaging. The standards the product meets and type of protection offered are listed and explained in the user instructions (UI).</p>	<p>2 Unpack the suit & read the user instructions</p>  <p>Carefully unpack the product and locate the user instructions. Study this information and make sure you understand all the instructions before you use the suit.</p> <p>⚠️ Pay particular attention to the warnings and use limitations of the product.</p>	<p>3 Preparation</p> <ul style="list-style-type: none"> • Unfold the coverall carefully and avoid surfaces that may damage the product. • Check the neck label to see if it matches the model, size and protection level required. • Check your coverall for any defects such as holes or tears and replace if damaged. • Move to a designated dressing area away from contamination and workplace hazards. • Ensure you have all your Personal Protective Equipment (PPE) within easy reach. • In a sitting position, remove footwear, bulky clothing, jewelry and anything else that may interfere with your PPE or pose a safety risk. 	<p>4 Putting the coverall on</p>  <ul style="list-style-type: none"> • Without footwear, carefully insert your leg into the coverall by pointing your foot and carefully guiding it through the ankle opening. Repeat with other leg and then pull the coverall up over your waist. 	<p>5 Putting your footwear on</p>  <ul style="list-style-type: none"> • Roll up the legs of the coverall and put on your footwear, then roll the legs of the coverall back down to fully cover the lower leg and ankle. • In most cases, the coverall should go over the footwear, but check with a safety professional if in doubt.
<p>6 Other PPE</p> <ul style="list-style-type: none"> • Now put on your other PPE ensuring that you fit them correctly according to the manufacturer's instructions and as shown in your training. • Your PPE must be compatible and suitable for the job. • If you have already put on some other PPE before donning your coverall you should check it again to ensure that you have not disturbed their fit. • Check tight fitting facepieces and goggles for a good seal to the face and never wear them over the coverall hood. 	<p>7 Putting up your hood & stormflap</p>  <ul style="list-style-type: none"> • Pull the hood over the head, covering the skin and any other PPE as required. • Slowly pull the zip from bottom to top and all the way up to the chin. • If the 3M protective coverall you have chosen has a stormflap with sealable tape, peel off the backing paper and smooth the flap down evenly to ensure the zip is covered. Do the same on the chin flap for the 3M™ Protective Coverall 4565 and 3M™ Protective Coverall 4570. • To ensure a smooth seal on taped areas, it may be easier to ask a dressing buddy to assist. 	<p>8 Put on your gloves</p>  <ul style="list-style-type: none"> • Whether the gloves should be worn inside or outside the sleeve depends on the nature of the work being undertaken. For work involving the handling of liquids below shoulder height, it may be prudent to wear the coverall sleeve over the glove cuff. For similar work above shoulder height, it may be better to wear the gloves under the coverall sleeve. • If you have chosen a coverall with knitted cuffs, please ensure that the knitted element of the cuff is covered by either gloves or tape to reduce the risk of the material attracting contaminants. 	<p>9 Check the fit</p>  <ul style="list-style-type: none"> • It is important to check the fit of your coverall and that you can move comfortably without too much excess fabric. Practice the kind of actions you will need for your job – stretch up, crouch down, move your arms, legs and head around. Check to see if the coverall still fits comfortably and covers your body adequately to ensure fit of the other PPE has not been affected. • During full suit tests for compliance with Category 3 Type 3, 4, 5 & 6, coveralls are taped up and along the stormflap, around the closings such as wrists, ankles & facial opening around the hood to a facemask. Regarding taping your PPE in real use, please check with a safety professional if unsure or if this is appropriate for your PPE and application. 	

SWP O&M COVID PPE GUIDELINES

Chemical Protective Clothing

Doffing

1 Remove contaminants

- Remove as much contamination from your coveralls and other PPE as practical. Pay particular attention to areas of heavy contamination and areas close to component interfaces and closures. Remove mobile contaminants by washing and wiping or fixing them in place.

2 Preparation

- Move to a designated area away from contamination and workplace hazards.
- Ensure that you are within easy reach of the appropriate disposal facilities.
- Where possible, use a buddy system so you can easily remove your garment without contaminating your skin and clothes. Please note your buddy should be adequately protected from contamination.
- Ensure you have someone or something to hold on to for stability.
- Always follow the guidance and instruction of a safety professional.

3 Unfasten the suit



- If the product you are wearing has sealed or taped stormflaps and chin flaps carefully un-stick them.
- Detach the self adhesive stormflap from the coverall.

4 Sleeves and stepping out



- If you are wearing gloves under coverall cuffs; untape the wrists, where necessary, and then starting at the hood, pull the coverall down and step out of it. Ensure that your gloves do not touch the inside of the coverall or your body.
- If you are wearing gloves over coverall cuffs; ensure your hands only touch the internal surfaces of the coverall by removing the top part of the body and arms by rolling it down and inverting the sleeves. Carefully withdraw your hands from the gloves as you invert the sleeves and continue to roll down the coverall and step out.

5 Gloves



- Remove your gloves according to the manufacturers instructions and in line with your safety procedures. You can get advice on how to do this on the manufacturer's or safety council's websites.

6 Other PPE

- Remove your other PPE such as hearing protection, eyewear and respirator according to the manufacturers instructions and in accordance with your safety procedures.



7 Disposal



- Dispose of the coverall into a suitable waste receptacle in accordance with local legislation and your safety procedures.



If you have any questions about this guidance or doubts about how to use 3M™ Protective Coveralls, please contact your local 3M representative or your safety professional. Consult the user instructions.



SWP Guidance for Mobile Equipment Work in Response to COVID-19

Vehicle user – Schedule service with the MEO shop and follow these steps:

Step 1: Sanitize hands and “Don” nitrile gloves

Step 2: Notify your supervisor that your vehicle or equipment needs to be serviced.

Step 3: Supervisor schedules appointment with MEO.

Step 4: Stage your vehicle in the designated MEO parking area and leave the keys and blue book on the seat.

Step 5: Remove the nitrile gloves using the appropriate “Doffing” process and dispose of them in an appropriate waste location.

Step 6: Contact MEO by phone to let them know the vehicle is staged and available for service.

MEO Mechanics – Upon notification of vehicle’s availability for service, follow these steps:

Step 1: Sanitize hands and “Don” nitrile gloves

Step 2: Using disinfecting wipe, wipe down the door handle, steering wheel and any other surface you may contact and relocate the vehicle as needed

Step 3: Remove the nitrile gloves using the appropriate “Doffing” process and dispose of them in an appropriate waste location

Step 4: Place a new pair of gloves on your hands as described previously

Step 5: Perform work

Step 6: Return the vehicle to the designated MEO parking area and secure the vehicle

Step 7: Remove the nitrile gloves using the appropriate “Doffing” process and dispose of them in an appropriate waste location

Step 8: Contact the vehicle user by phone to let them know the vehicle service is complete

Vehicle user – Picking up vehicles from the MEO shop after service, follow these steps:

Step 1: Sanitize hands and “Don” nitrile gloves

Step 2: Using disinfecting wipe, wipe down the door handle, steering wheel and any other surface you feel may have been contacted

Step 3: Remove the nitrile gloves using the appropriate “Doffing” process and dispose of them in an appropriate waste location

- Follow the “Donning” and “Doffing” procedure as outlined by the CDC

Handwash Guidelines

5/6/2020

When and How to Wash Your Hands | Handwashing | CDC

How to use hand sanitizer

- Apply the gel product to the palm of one hand (read the label to learn the correct amount).
- Rub your hands together.
- Rub the gel over all the surfaces of your hands and fingers until your hands are dry. This should take around 20 seconds.



CDC's Handwashing Campaign: *Life is Better with Clean Hands*

CDC's *Life is Better with Clean Hands* campaign encourages adults to make handwashing part of their everyday life and encourages parents to wash their hands to set a good example for their kids. Visit the [Life is Better with Clean Hands](#) campaign page to download resources to help promote handwashing in your community.

For more information on handwashing, visit CDC's [Handwashing website](#) or call 1-800-CDC-INFO.

More Information

- [Handwashing: Clean Hands Save Lives](#)
- [Life is Better with Clean Hands Campaign](#)

Social Distancing

Keep Your Distance to Slow the Spread

Limiting face-to-face contact with others is the best way to reduce the spread of Coronavirus disease 2019 (COVID-19).

What is social distancing?

Social distancing, also called “physical distancing,” means keeping space between yourself and other people outside of your home. To practice social or physical distancing:

- Stay at least 6 feet (about 2 arms’ length) from other
- Do not gather in groups
- Stay out of crowded places and avoid mass gatherings

In addition to [everyday steps to prevent COVID-19](#), keeping between you and others is one of the best tools we have to exposed to this virus and slowing its spread locally and across and world.



people

space
avoid being
the country

When COVID-19 is spreading in your area, everyone should limit close contact with individuals outside your household in indoor and outdoor spaces. Since people can spread the virus before they know they are sick, it is important to stay away from others when possible, even if you have no symptoms. Social distancing is especially important for [people who are at higher risk of getting very sick](#).

Why practice social distancing?

COVID-19 spreads mainly among people who are in close contact (within about 6 feet) for a prolonged period. Spread happens when an infected person coughs, sneezes, or talks, and droplets from their mouth or nose are launched into the air and land in the mouths or noses of people nearby. The droplets can also be inhaled into the lungs. Recent studies indicate that people who are infected but do not have symptoms likely also play a role in the spread of COVID-19.

It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or eyes. However, this is not thought to be the main way the virus spreads. COVID-19 can live for hours or days on a surface, depending on factors such as sun light and humidity. Social distancing helps limit contact with infected people and contaminated surfaces.

Although the risk of severe illness may be different for everyone, anyone can get and spread COVID-19. Everyone has a role to play in slowing the spread and protecting themselves, their family, and their community.

Tips for social distancing

- Follow guidance from authorities where you live.
- If you need to shop for food or medicine at the grocery store or pharmacy, stay at least 6 feet away from others.
 - Use mail-order for medications, if possible.
 - Consider a grocery delivery service.
 - Cover your mouth and nose with a [cloth face cover](#) when around others, including when you have to go out in public, for example to the grocery store.
 - Stay at least 6 feet between yourself and others, **even when you wear a face covering.**
- Avoid large and small gatherings in private places and public spaces, such a friend's house, parks, restaurants, shops, or any other place. This advice applies to people of any age, including teens and younger adults. Children should not have in-person playdates while school is out. To help maintain social connections while social distancing, learn [tips to keep children healthy while school's out](#).
- Work from home when possible.
- If possible, avoid using any kind of public transportation, ridesharing, or taxis.
- If you are a student or parent, talk to your school about options for digital/distance learning.



SONIA Y. ANGELL, MD, MPH
State Public Health Officer & Director

State of California—Health and Human Services Agency
California Department of Public Health



GAVIN NEWSOM
Governor

June 18, 2020

GUIDANCE FOR THE USE OF FACE COVERINGS

Because of our collective actions, California has limited the spread of COVID-19 and associated hospitalizations and deaths in our state. Still, the risk for COVID-19 remains and the increasing number of Californians who are leaving their homes for work and other needs, increases the risk for COVID-19 exposure and infection.

Over the last four months, we have learned a lot about COVID-19 transmission, most notably that people who are infected but are asymptomatic or pre-symptomatic play an important part in community spread. The use of face coverings by everyone can limit the release of infected droplets when talking, coughing, and/or sneezing, as well as reinforce physical distancing.

This document updates existing [CDPH guidance](#) for the use of cloth face coverings by the general public when outside the home. It mandates that face coverings be worn state-wide in the circumstances and with the exceptions outlined below. It does not substitute for existing guidance about social distancing and handwashing.

Guidance

People in California must wear face coverings when they are in the high-risk situations listed below:

- Inside of, or in line to enter, any indoor public space;¹
- Obtaining services from the healthcare sector in settings including, but not limited to, a hospital, pharmacy, medical clinic, laboratory, physician or dental office, veterinary clinic, or blood bank;²
- Waiting for or riding on public transportation or paratransit or while in a taxi, private car service, or ride-sharing vehicle;
- Engaged in work, whether at the workplace or performing work off-site, when:
 - Interacting in-person with any member of the public;
 - Working in any space visited by members of the public, regardless of whether anyone from the public is present at the time;

¹ Unless exempted by state guidelines for specific public settings (e.g., school or childcare center)

² Unless directed otherwise by an employee or healthcare provider



- Working in any space where food is prepared or packaged for sale or distribution to others;
- Working in or walking through common areas, such as hallways, stairways, elevators, and parking facilities;
- In any room or enclosed area where other people (except for members of the person's own household or residence) are present when unable to physically distance.
- Driving or operating any public transportation or paratransit vehicle, taxi, or private car service or ride-sharing vehicle when passengers are present. When no passengers are present, face coverings are strongly recommended.
- While outdoors in public spaces when maintaining a physical distance of 6 feet from persons who are not members of the same household or residence is not feasible.

The following individuals are exempt from wearing a face covering:

- Persons age two years or under. These very young children must not wear a face covering because of the risk of suffocation.
- Persons with a medical condition, mental health condition, or disability that prevents wearing a face covering. This includes persons with a medical condition for whom wearing a face covering could obstruct breathing or who are unconscious, incapacitated, or otherwise unable to remove a face covering without assistance.
- Persons who are hearing impaired, or communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication.
- Persons for whom wearing a face covering would create a risk to the person related to their work, as determined by local, state, or federal regulators or workplace safety guidelines.
- Persons who are obtaining a service involving the nose or face for which temporary removal of the face covering is necessary to perform the service.
- Persons who are seated at a restaurant or other establishment that offers food or beverage service, while they are eating or drinking, provided that they are able to maintain a distance of at least six feet away from persons who are not members of the same household or residence.
- Persons who are engaged in outdoor work or recreation such as swimming, walking, hiking, bicycling, or running, when alone or with household members, and when they are able to maintain a distance of at least six feet from others.

- Persons who are incarcerated. Prisons and jails, as part of their mitigation plans, will have specific guidance on the wearing of face coverings or masks for both inmates and staff.

Note: Persons exempted from wearing a face covering due to a medical condition who are employed in a job involving regular contact with others should wear a non-restrictive alternative, such as a face shield with a drape on the bottom edge, as long as their condition permits it.

Background

What is a cloth face covering?

A cloth face covering is a material that covers the nose and mouth. It can be secured to the head with ties or straps or simply wrapped around the lower face. It can be made of a variety of materials, such as cotton, silk, or linen. A cloth face covering may be factory-made or sewn by hand or can be improvised from household items such as scarfs, T-shirts, sweatshirts, or towels.

How well do cloth face coverings work to prevent spread of COVID-19?

There is scientific evidence to suggest that use of cloth face coverings by the public during a pandemic could help reduce disease transmission. Their primary role is to reduce the release of infectious particles into the air when someone speaks, coughs, or sneezes, including someone who has COVID-19 but feels well. Cloth face coverings are not a substitute for physical distancing, washing hands, and staying home when ill, but they may be helpful when combined with these primary interventions.

When should I wear a cloth face covering?

You should wear face coverings when in public places, particularly when those locations are indoors or in other areas where physical distancing is not possible

How should I care for a cloth face covering?

It's a good idea to wash your cloth face covering frequently, ideally after each use, or at least daily. Have a bag or bin to keep cloth face coverings in until they can be laundered with detergent and hot water and dried on a hot cycle. If you must re-wear your cloth face covering before washing, wash your hands immediately after putting it back on and avoid touching your face. Discard cloth face coverings that:

- No longer cover the nose and mouth
- Have stretched out or damaged ties or straps
- Cannot stay on the face
- Have holes or tears in the fabric