

Operations & Infrastructure – COVID Protocols – Bridge Phase

The safety of our employees and the residents we serve will continue to be our top priority. This document details operating procedures and requirements for all non-Public Safety employees at the Operations and Public Safety Facility and outlying grounds maintenance shops. These protocols are temporary in nature and will be updated as needed.

Please remember when accessing any District facilities to practice the 3 Cs:

CLEAN:

- (A) Wash hands frequently with soap and warm water or use hand sanitizer if soap is not available.
- (B) Disinfect after touching common surfaces like elevators, door handles, microwaves, refrigerators, etc.

COVER:

- (C) Cover coughs and sneezes with a tissue or your elbow. At the first sign of illness, contain (see below).
- (D) Keep a distance of 6 feet from others at all times whether indoors or outdoors.

CONTAIN

- (E) Stay at home when sick.
- (F) Self-isolate as much as possible to keep your germs from spreading to others in your household.

Section 1 – General Guidelines

It is important to highlight that these guidelines pertain to all staff, regardless of working location.

1. Any employee who feels sick or is experiencing any symptoms that are associated with *the virus*, ***should not*** come to work and must notify Laurel Diver or Mary Kann as soon as possible.
2. If you have a COVID test because you have symptoms or believe you have had direct contact with someone (family member, co-worker, etc.) who has had a positive test result, you cannot work, remote or onsite, until you have received your results and they are negative. Additional quarantine instructions may apply depending on the situation.
3. If a member of your household is sick with COVID related symptoms or has reason to suspect they may have COVID, you may be able to report to work with proof of vaccine. Please contact Laurel Diver or Mary Kann to discuss your situation prior to coming into work.
4. If anyone in an employee's household is awaiting a COVID-19 test result (not related to clearance for a pending medical procedure) or has tested positive for

COVID-19 notify Laurel Diver or Mary Kann immediately and do not report to work until you have spoken to either Laurel or Mary.

5. Supervisors have the authority and responsibility to send employees home if they appear ill.
6. All employees are expected to wash their hands frequently for a minimum of 20 seconds and disinfect surfaces they come in contact with at the office, in restrooms and in common areas.
7. All employees are expected to follow physical distancing guidelines and maintain a distance of at least six feet from all other employees, counter customers, vendors, delivery personnel and others, at all times.

Section 2 – Work in Outdoor Areas

Note: All employees shall have an appropriate face covering (i.e. a cloth or disposable mask; not a gaiter or bandana or other unacceptable face covering) with them at all times on their person when working outdoors.

1. An employee working outdoors (i.e. outside of any building, or in an open-air picnic shelter, or in an outdoor single-user bathroom) by himself (i.e. more than fifteen (15) feet away from any other person) may choose to wear a face covering.
2. Any two or more employees working on a task that will or **may** require them to come into close contact (i.e. less than six (6) feet of separation), shall don face coverings at all times whenever they are within fifteen (15) feet of each other.
3. Any employee within fifteen (15) feet of a non-staff member shall immediately don a face covering and maintain a minimum six (6) feet of separation.

Section 3 – Work in Office/Enclosed Areas

Note: All employees shall have an appropriate face covering (i.e. a cloth or surgical mask; not a gaiter or bandana or other unacceptable face covering) within arm's reach at all times when inside an enclosed area.

1. A face covering shall be worn at all times when not at your work station or in your office, or when not alone in one's own work station or office.

Employees shall at all times maintain a separation distance of six feet or greater in common areas and in meetings. The maximum meeting capacity for any office is two (2) people. The maximum capacity for any meeting/break room is three (3) people. The maximum capacity for the OPS Training Room is 10 people.

2. Cleaning supplies will be located in each work area for staff's use to disinfect surfaces touched by employees during the course of the day. Care should be

taken by each employee to wipe down common areas after they use them including, but not limited to the mailroom, copy machines areas or common file storage areas.

3. All employees shall be directed to limit their activity to as small an area as possible. Unannounced visits to work stations or offices should be limited.

Section 4 – Work in Open-Air Shops & Garages

Employees working in large shops and garages that have at least two garage doors fully open directly to the outdoors may follow the guidelines noted above in **Section 2 – Work in Outdoor Areas**. Otherwise, if less than two garage doors are open, then employees shall follow the guidelines noted above in **Section 3 – Work in Office/Enclosed Areas**.

Section 5 – Vehicles & Equipment

1. Vehicles should be driven with the fewest people in the vehicle as practicable. If more than one person is in a vehicle, face coverings must be worn at all times and windows should be down unless weather conditions prevent this (i.e. rain). It is an employee's choice to ride in a vehicle with more than one person. No one is required to do so. Supervisors will obtain verbal confirmation of an individual's comfort in sharing a vehicle on a daily basis. This question should be asked individually and privately and not part of a large group meeting. **No employee will be penalized for not being comfortable riding in a vehicle with another person.**
2. Disinfectant spray and towels or wipes shall be provided. Before and after each use, employee's must wipe down all common touch surfaces of vehicles including, but not limited to, door handles, steering wheels, center console, dashboard, seat belt and all knobs and levers with the disinfectant spray provided.

Section 6 – If you feel sick at work

If an employee becomes ill or develops symptoms while at work, the employee must contact their Crew Chief or Superintendent immediately. The employee will be directed to park the vehicle or equipment they used in a designated location. The vehicle or equipment will be signed as "out of service" until the Superintendent assures that it is properly cleaned and sanitized. A building or areas of a building that the employee worked in may also be temporarily closed, and signed as such, until properly cleaned and sanitized.

Section 7 – Building Closure

In the event the building is required to close due to a positive test result, all employees will leave the building as promptly as possible after notification and establish a temporary reporting location with their supervisor.