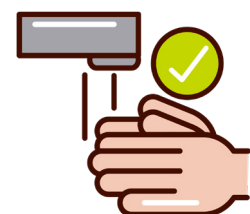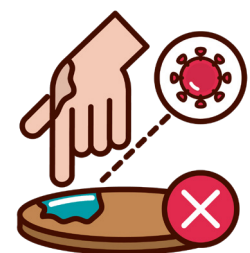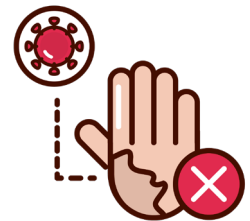# COVID-19 SAFETY
Safe Work Practices Guide

During this difficult time of balancing the current COVID-19 health situation and ensuring vital public service needs are met, it's paramount that all considerations have been made to ensure the safety and well-being for work essential employees.

Here's a stay safe checklist to consider:

☐ Eliminate exposure to the public when able (i.e., close city halls and conduct all business via email, phone, video chat, computer, etc.)

☐ If possible, have staff work remotely to eliminate exposure to each other.

☐ Take all payments via computer or phone (preferably noncash transactions).

☐ Encourage social distancing of 6 feet or more when eliminating contact is not feasible.

☐ Provide flexible worksites (e.g., telecommuting) and flexible work hours (e.g., staggered shifts)

  – Conduct essential operations with a reduced workforce, including cross-training workers across different jobs in order to continue operations or deliver surge services.

  – Minimize contact among workers, clients, and customers by replacing face-to-face meetings with virtual communications and implementing telework if feasible.

  – Establish alternating days or extra shifts that reduce the number of employees in a facility at a time, allowing them to maintain distance from one another while maintaining a full onsite work week.

  – Discontinue nonessential travel to locations with ongoing COVID-19 outbreaks. Regularly check CDC travel warning levels at: *www.cdc. gov/coronavirus/2019-ncov/travelers*.

☐ Close parks and public facilities to eliminate potential exposure to the public and to staff cleaning/maintaining those facilities.

  – If closing parks are not feasible, provide portable toilets and handwashing stations maintained by an outside contractor.

☐ Encourage frequent and thorough hand washing and provide a place to wash hands.

  – Post handwashing signs in restrooms.

  – If soap and running water are unavailable, provide alcohol-based hand rubs containing at least 60% alcohol.

  – Workers should always wash hands when they are visibly soiled and after removing any PPE.

COVID-19 SAFETY

- ☐ Encourage workers to stay home if they are sick.
- ☐ Encourage respiratory etiquette, including covering coughs and sneezes.
- ☐ Clean and disinfect surfaces, equipment, tools, and other elements of the work environment routinely.
  - – Consult information on Environmental Protection Agency (EPA)-approved disinfectant labels with claims against emerging viral pathogens.
  - – Provide tissues, no-touch trash cans, hand soap, alcohol-based hand rubs containing at least 60 percent alcohol, disinfectants, and disposable towels for workers to clean their work surfaces.
  - – Discourage workers from using other workers' phones, desks, offices, or other work tools and equipment. Space desks apart.
  - – Clean vehicle interiors before the start of work shift and at end of work shift. Travel in separate vehicles to job sites.
- ☐ Before entering personal homes, first determine:
  - – Has anyone in the household been sick?
  - – Has anyone in the household been exposed to a person that has tested positive for COVID-19?
  - – Has everyone in the household been practicing social distancing since the governor's imposed stay-at-home order?
  - – Can our employee enter the home and remain at least six feet from everyone in the household?
  - – Explain: Your employees will be wearing masks, face-shields, and gloves. Will this be a problem for anyone in your household? And the employee will be wiping down interior door handles and surfaces to be touched, with disinfecting wipes. Are all breakable items out of the way from these surfaces?
- ☐ Develop emergency communications plans, including a forum for answering workers' concerns and internet-based communications, if feasible.
- ☐ Develop emergency communication plans to communicate with the public about any restrictions, closing of facilities, etc.
- ☐ Display the following required posters at each worksite:
  - – Injured on the job? (wcd.oregon.gov/employer/Pages/noc-poster.aspx)
  - – It's the law! (osha.oregon.gov/OSHAPubs/1507.pdf)

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