



## Human Resources

Doc Number: SAF-041-1025-00

Subject: COVID-19

Title: COVID-19 Safe Work Practices Directive

*Printed copies are for reference only. Please refer to the electronic copy for the latest version.*

### **Purpose**

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Truckee Meadows Water Authority is committed to providing a healthy and safe workplace for all our employees and customers. This Safe Work Practices Directive is intended to ensure we have a safe and healthy workplace in response to the COVID-19 pandemic.

### **Objective**

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The objectives of this directive are to reduce the spread of COVID-19 by implementing safe work practices that will help reduce the likelihood of transmission, and to increase TMWA's ability to continue mission critical processes and return to normal operations in a safe and timely manner.

**Please note** –recommendations in work practices are subject to change quickly if recommendations from the Centers from Disease Control (CDC), NV OSHA, the Office of the Governor, or Washoe County Health District change.

### **Scope**

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Everyone is responsible for implementing and following this directive. Our goal is to mitigate the potential for transmission of COVID-19 in our workplace and require full cooperation among our employees and leaders. Only through cooperative effort can we establish and maintain the safety and health of our employees and workplaces.

Employee involvement is essential in developing and implementing a successful COVID-19 Safe Work Plan. Our COVID-19 Safe Work Practices Directive follows CDC and NV OSHA guidelines, and directives from the Office of the Governor and addresses:

- Screening and monitoring for symptoms;
- Identification and isolation of sick or symptomatic employees;
- Social distancing;
- Hygiene and respiratory etiquette;
- Cleaning, disinfecting, decontamination and ventilation;
- Communication and training that will be provided to managers and employees; and

### **Background**

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Infection with SARS-CoV-2, the virus that causes COVID-19, can cause illness ranging from mild to severe and, in some cases, can be fatal. Symptoms typically include fever, cough, and shortness of breath. Some people infected with the virus have reported experiencing other non-respiratory symptoms, including loss of taste or smell. Other people, referred to as asymptomatic cases, have experienced no symptoms.

Symptoms of COVID-19 may appear in as few as 2-days or as long as 14-days after exposure.



The virus is thought to spread mainly from person to person including:

- Between people who are in close contact with one another (within about 6-feet).
- Through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

It may be possible that a person can develop COVID-19 by touching a surface or object that has SARS-CoV-2 on it and then touching their own mouth, nose, or possibly their eyes but this is not thought to be the primary way the virus spreads. People are considered to be most contagious when they are symptomatic (i.e., experiencing fever, cough, and/or shortness of breath).

The spreading of COVID-19 may be possible before people show symptoms. There have been reports of this type of asymptomatic transmission with this new coronavirus, but this is also not thought to be the main way the virus spreads.

## ***Directive***

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### **SCREENING AND MONITORING**

#### Self-Monitoring for Symptoms

If you are sick, stay at home! Employees must continuously self-monitor for signs and symptoms of COVID-19. Employees experiencing any influenza-like symptoms or symptoms of COVID-19 must stay home and notify their supervisor. Additionally, if an employee begins to experience any symptoms of COVID-19 while at work, they should immediately self-isolate, leave the work area and notify their supervisor.

Symptoms of COVID-19 include fever (100.4 or greater) or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and diarrhea. This list does not include all possible symptoms. All symptoms are assumed to be new symptoms not attributable to other known health conditions.

#### Screening for COVID-19 Symptoms

Employees reporting to work outside their home will be required to participate in a COVID-19 screening at the beginning of their workday. The self-screening form is available online at <https://myhealth.tmwa.com>.

Employees reporting from home directly into the field will be required to take and record their own temperature as part of their online screening process.

Employees screening at a TMWA office, treatment plant, warehouse or workshop will be required to have their temperatures taken by a screener or kiosk prior to entry.

Employees working from home (telework) will be required to notify their supervisor if they experience any influenza-like symptoms.

For specific screening requirements, please refer to TMWA's COVID-19 Screening Directive.

### **SOCIAL DISTANCING**

During TMWA's return to normal operations, the following social distancing protocols should be followed:

- Keep a safe distance away (at least 6 feet) from people as much as possible as increasing distance from others significantly reduces the likelihood of exposure to COVID-19.
- Common areas such as break rooms and drinking fountains will be closed in Recovery Level 1 and may continue to be closed in Recovery Levels 2 & 3.
- Employees must adhere to all posted signs and social distancing markers.

- While in halls, employees shall walk to the right in a single file, maintaining social distancing, wearing a face covering and should not stop and congregate.
- Eliminate or limit personal face to face interactions and utilize virtual options whenever possible.
- Avoid gatherings of more than 10 people in Recovery Level 1 and gatherings of more than 50 people in Recovery Level 2. A minimum of 6 feet of social distancing must be maintained regardless of group size.
- Any mandatory critical training (i.e. forklift training) must be adjusted to accommodate smaller groups and provide sufficient social distancing and sanitizing procedures.
- If in person meetings are necessary, choose a large room for meetings and sit at least 6 feet away from each other.
- Follow departmental staggered workdays, shifts and break times.
- Flexible work schedules and telecommuting arrangements may be implemented or continued.
- Use pick-up or delivery systems where customers can pick up or deliver without face to face contact. And/or request information via telephone/email/fax.
- Employees should not use other employee's phones, computers, desks, offices, and office supplies. If employees must use a shared workstation, employee shall wear a face covering for the entire time and will be required to complete a thorough wipe down before and after using the area.
- Business travel will be prohibited in Recovery Level 1 and in Recovery Levels 2 and 3 will be restricted or prohibited based on the purpose of business trip.
- Visitors to TMWA facilities or job sites will be limited to only those necessary for the work being conducted.

## **HYGIENE PRACTICES**

- Wash hands frequently with soap and water for at least 20 seconds or use alcohol-based hand cleaners (with at least 60% alcohol). Wash hands after coughing/sneezing, after blowing your nose, after using the restroom, before eating or preparing food, after contact with an ill person, before and after contact with others, after removing personal protective equipment, when hands are visibly soiled.
- Avoid touching your face, mouth, nose, or eyes.
- Use cough and sneeze etiquette: cough and sneeze into a tissue or your inner elbow or arm to reduce droplets. If you contaminate your hands with a cough or sneeze, immediately wash your hands with soap and water for at least 20 seconds or use alcohol-based hand sanitizer (with at least 60% alcohol) if hand washing is not available.
- Avoid hand shanking
- Frequently disinfect potentially contaminated work surfaces and other regularly touched surfaces (e.g., door handles, copy machines).
- Reduce using shared work surfaces, copiers, fax machines, plan tables, etc. When a shared work surface must be used, be sure to sanitize before and after use.
- Hand sanitizer should be at least 60% alcohol content.

## **FACIAL COVERINGS**

In accordance with the Directives from NV OSHA and the Office of the Governor, facial coverings are required as provided in this directive. Employees may use their own facial coverings such as a balaclava, gaiter, scarf, bandana, home-made mask or similar articles that covers the mouth, nose and chin and that follow CDC guidelines. TMWA will provide facial coverings to all employees requesting them. Facial coverings are not considered personal protective equipment (PPE).

Face coverings are required in the following circumstances:

- When moving around TMWA office buildings, treatment plants, warehouses or maintenance shops
- When interacting with other employees or members of the public, either inside or outside, while working
- When working within 6 feet of another employee or traveling in a vehicle with another employee

- If a potential for an interaction with the public exists in the field
- Within any business or establishment which has a posted requirement for customers

Facial coverings are required for all employees while working unless any of the following apply:

- An employee is sitting alone in a workspace designated for their individual use (such as an office, a cubicle or individually assigned vehicle). Employees in cubicles must ensure that they maintain a distance of at least 6 feet from others. If 6 feet cannot be maintained, or there is only a shared access into the cubicle office spaces, the employee(s) shall wear a face covering.
- An employee is working alone and at least 6 feet apart from another in their own individually assigned workstation
- Wearing a face covering compromises safety on the work site
- An employee has a waiver from HR due to medical reasons

When facial coverings are not being worn, the covering must always be readily available for use in the instance of an unplanned contact with another person.

**Facial Covering Do and Don'ts**

<b>Do</b>	<b>Do Not</b>
<ul style="list-style-type: none"> <li>• Ensure your nose, mouth and chin are always covered</li> <li>• Ensure the fit is snug but comfortable against the side of your face</li> <li>• Wash your hands or use hand sanitizer before putting on and immediately removing</li> <li>• Launder coverings after each day. Be sure to follow the recommended cleaning procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Touch the covering while wearing it</li> <li>• Allow the covering to slip under your nose</li> <li>• Touch your eyes, nose, or mouth when removing the covering</li> <li>• Wear when wet from laundering</li> </ul>

Exceptions to Face Coverings – If you have a medical reason that does not allow you to wear a face covering, or cannot wear it for an extended period of time, contact HR at 775-834-8031 or [jatkinson@tmwa.com](mailto:jatkinson@tmwa.com).

**FACILITY FLOW AND SEPARATION**

There may be modifications made to the flow of traffic throughout TMWA offices, plants, warehouses, and or shops. Employees must follow posted signs for entry and exit routes. In the event of an emergency that requires the building to be evacuated, use the nearest exit.

Each of our facilities has been separated into departmental work sections. Each section (often referred to as a pod), has a designated entrance/exit, copiers, restrooms, general office supplies and hydration stations (see attached pod maps in Appendix A). Additionally, each pod has two designated coordinators responsible for managing access to the area. These pods have been set up to reduce the size of potential exposure areas should an individual in the workplace contract COVID-19. Also, by restricting movement to smaller areas, we are better able to perform contact tracing, identify areas to be sanitized and notify individuals of potential exposure. It is important that employees stay within their assigned pod section of the building. If you need to access a different pod, you should contact the pod coordinator (see Appendix B) for the area you wish to access and receive approval prior to accessing. If your position requires you to regularly access multiple pods in a day or throughout the week, you will be given advance approval from the Safety and Risk Coordinator to access other pods only for the purpose of completing your job tasks.

**CLEANING**

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, vehicles and offices/treatment plants. TMWA has

contracted with a professional environmental cleaning service to perform frequent sanitization and disinfecting of high-touch or open common use areas such as restrooms, meeting rooms, break rooms. The frequency of sanitization and disinfection may be increased as more employees return to work but will not occur less than once per week.

Appropriate and effective cleaning and disinfecting supplies have been purchased and are available for use in accordance with product labels, safety data sheets and manufacturer specifications and are being used with required personal protective equipment for the product.

Office employees should disinfect their own frequently touched surfaces and equipment a minimum of once per day. Frequently touched office surfaces include doorknobs, light switches, phones, computers/keyboards, desktops, chair arms, drawer handles, etc.,

Field employees should sanitize/disinfect their own field/job site surfaces and equipment on a frequent basis (a minimum of once per day). Field/job site surfaces and equipment include TMWA vehicles, vehicles/equipment door handles, keys, gear shifts, steering wheel, operator controls and levers, hand tools, machinery, etc.).

**VENTILATION**

The maximum amount of fresh air is being brought into our facilities. Exterior air intakes are filtered and air recirculation within the buildings has been minimized. All ventilation systems are being properly used and maintained as recommended.

**DECONTAMINATION**

If an employee who tests positive for COVID-19 has accessed a TMWA facility, a deep cleaning and decontamination will occur in areas the employee has accessed within 48 hours prior to becoming symptomatic or testing positive. If a facility cannot be decontaminated, the area will be closed for a period of no less than 7 days.

If an employee who tests positive for COVID-19 has accessed a TMWA vehicle that is not individually assigned, a deep cleaning and decontamination will occur prior to the vehicle being assigned to someone else. If a vehicle is assigned solely to an employee, then the vehicle must be cleaned and decontaminated or must be kept unused for a period of no less than 7 days.

**EXPOSURE AND NOTIFICATION**

The following chart contains TMWA’s exposure and notification plan. This chart includes the type of exposure contact, what the employee must do and who to notify if exposed or suspected to have been exposed. Notifications will ensure the safety of TMWA’s work environment and employee safety/well-being.

Type of Contact	What to do
<p><u>First Degree:</u></p> <p>An individual who has been directly exposed (within approximately 6 feet) to an individual confirmed to have COVID-19. The timeframe for having contact with an individual includes the 48-hour period before the individual became symptomatic.</p> <p>Example: A member of your household, a co-worker, a friend, or anyone you were within 6 feet of that was or became symptomatic and tested positive for COVID-19.</p>	<p>Stay at home. Do NOT come to work.</p> <p>Call your immediate supervisor and the HR Manager and follow instructions provided.</p>

<p><u>Second Degree:</u></p> <p>An individual who has had close contact (within approximately 6 feet) of a First Degree individual but did not have direct contact with a COVID-19 positive test person.</p> <p>Example: A member of your household, finds out that their coworker or friend has tested positive for COVID-19, and they have been within approximately 6 feet of their coworker or friend, your household member is a First Degree Contact, and you will be a Second Degree contact.</p>	<p>Ok to report to work if asymptomatic.</p> <p>Due to the potential exposure, you will keep your supervisor informed and if you begin to have symptoms or have a temperature, you should immediately isolate and leave the workplace.</p> <p>Temperature should be checked at least once every four hours.</p>
<p><u>Third Degree:</u> Anyone who has been in contact with a Second-Degree Person. It is believed that most individuals are considered a Third Degree Contact.</p> <p>Example: Most everyone at this point.</p>	<p>Operate as normal. No significant exposure risk exists beyond that which the entire public is already at risk for. Continue to practice good hand hygiene, practice social distancing and be mindful of your health.</p>
<p>Person with symptoms</p>	<p>If you have symptoms of COVID-19, stay at home and <b>DO NOT</b> come to work.</p> <p>If you develop symptoms of COVID-19 during the workday, you should immediately self-isolate, notify your supervisor and leave the work area.</p>
<p>You test positive for COVID-19</p>	<p>If you are test positive for COVID-19 or are suspected of having COVID-19 and are awaiting test results, stay at home and <b>DO NOT</b> come to work. Contact your immediate supervisor and the HR Manager and follow instructions provided.</p>

In the event an employee or visitor tests positive for COVID-19, TMWA will perform cleaning and disinfection of areas frequented by the individual in accordance with CDC guidelines. TMWA will contact others who may have come in contact with the individual and follow TMWA's Contact Tracing Plan.

Except for circumstances in which TMWA is legally required to report workplace occurrences of communicable disease, the confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent practical under the circumstances. When it is required, the number of persons who will be informed that an unnamed employee has tested positive will be kept to the minimum needed to comply with reporting requirements and to limit the potential for transmission to others. We

reserve the right to inform other employees, sub-contractors, vendors, suppliers or visitors that an unnamed co-worker has been diagnosed with COVID-19 if the other employees might have been exposed to the disease so they may take measures to protect their own health.

**RETURN TO WORK CRITERIA FOR AN EMPLOYEE WITH COVID-19**

**If you will not have a test** to determine if you are still contagious, you can return to work after these three things have happened:

1. At least 3 days (72 hours) has passed since recovery defined as resolution of fever without the use of fever-reducing medications **and**
2. Improvement in respiratory symptoms (e.g., cough, shortness of breath); **and,**
3. At least 10 days have passed since the symptoms first appeared.

**If you will be tested** to determine if you are still contagious, you can return to work after these three things have happened:

1. You no longer have a fever without the use of fever-reducing medications **and**
2. Other symptoms have improved (e.g., cough, shortness of breath); **and,**
3. You received two negative tests in a row, 24-hours apart. Your healthcare provider will follow CDC guidelines.

**RETURN TO WORK CRITERIA FOR AN EMPLOYEE WHO HAS COVID-LIKE SYMPTOMS**

If you have symptoms of COVID-19 that can not be attributed to another known pre-existing condition, you should stay at home, notify your immediate supervisor and contact your healthcare provider or the Washoe County Health District. COVID-19 testing is now widely available. If it is determined that you should be tested, you should stay home and self-isolate until your results are received. If your healthcare provider determines that your symptoms are not COVID-19 related, you may return to work based on direction from your healthcare provider but not before a you are fever free without the use of fever reducing medications for 72 hours.

**Return to Work Guidance for an employee who may have had exposure:**

To ensure continuity of operations of essential functions, CDC advised that critical infrastructure workers may be permitted to continue working following potential exposure to COVID-19, provided they remain asymptomatic and additional precautions are implemented. (See appendix D.)

**OCCUPATION RISK FOR COVID-19**

OSHA has classified an employee’s occupational risk into four categories (Lower Risk (Caution), Medium, High, Very High). After review, the HR department has identified TMWA employees to be in the lower (caution) to medium risk categories as defined below.

Category	Definition	PPE	Employees
Lower Risk (Caution)	Jobs are those that do not require contact with people known to be, or suspected of being, infected with SARS-CoV-2 nor frequent close contact (i.e., within 6 feet of) with the general public. Employees in this category have minimal occupational contact with the public and other coworkers.	Additional PPE is not recommended for employees in the lower exposure risk group. Employees should continue to use the PPE, if any, that they would ordinarily use for other job tasks.	HR, Safety, IT, BIS, GIS, Finance, Accounting, Purchasing, Communications, Admin Assistants, Lands, Water Rights, Hydrologists, Hydrogeologists, Economists, New Business, Engineering, Administration, Department Directors, Fleet, Hydro,

			Distribution, Facilities, Operations Maintenance, Water Plant Operations,
Medium	Jobs include those that require frequent and/or close contact with (i.e., within 6 feet of) people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients. In areas without ongoing community transmission, workers in this risk group may have frequent contact with travelers who may return from international locations with widespread COVID-19 transmission. In areas where there is ongoing community transmission, employees in this category may have contact with general public (e.g., schools, high-population-density work environments, some high-volume retail settings).	Employees with medium exposure risk may need to wear some combination of gloves, a gown, a face mask, and/or face shield or goggles. PPE for employees in the medium exposure risk category will vary by work task, the results of the job hazard analysis, and the type of exposures employees have on the job.	Customer Service, Conservation,  Field Employees in the following areas: Inspection, Field & Metering, Microbiologists, Chemists,
High - Not applicable to TMWA operations.			
Very High - Not applicable to TMWA operations.			

**WORKERS’ COMPENSATION EXPOSURE FILING**

If an employee has a reasonable belief that they contracted COVID-19 while performing work related tasks, an employee should file an exposure claim. In addition to the normal red envelope process for filing an injury or illness claim, employees/supervisors must follow the steps below:

- Employee should provide a statement describing the exposure
- A supervisor must sign the paperwork.
- A supervisor will provide the type and details of exposure or attach an incident report
- Send to the Safety & Risk Coordinator

**PERSONAL PROTECTIVE EQUIPMENT (PPE)**

TMWA will provide and train employees on the use of PPE such as gloves, goggles, face shields and face masks as appropriate. Employees shall wear face coverings in accord with this directive, unless additional PPE is required based on the hazard of the employee’s job task. The CDC is currently not recommending healthy people wear N95 respirators to prevent the spread of COVID-19. Nevertheless, employees must wear N95 respirators if required by the work. This directive is not intended to conflict with TMWA or department directives on PPE. PPE that is worn in the normal course of business operations for job tasks must continue to be used. The Safety & Risk Coordinator or their designee will be responsible for coordinating TMWA’s PPE inventory and issuance of PPE. Department Directors or their designee will be responsible for managing the requests for PPE and face coverings. A face covering used to suppress the spread of COVID-19 is not considered PPE. An N95 mask for respiratory protection is considered PPE. Use of an N95 mask requires a medical examination. Medical examinations, if needed will be coordinated through the Safety and Risk Coordinator and TMWA’s Occupational Health Center.



## **CONTACT TRACING**

The TMWA Human Resources Department will be responsible for coordinating contact tracing for employees who test positive or who have had contact with a confirmed case within the workplace or while performing workplace activities.

For more accurate and thorough contract tracing efforts, employees should ensure that they stay within their assigned work area (pod) and request access to enter in to or through other pods. This will enable us to have information regarding who accessed what areas of our offices. Additionally, supervisors shall keep staffing records for at least a rolling 14 calendar days to indicate who worked with who, including regular schedule as well as afterhours call outs.

## **SPECIAL CONSIDERATIONS OR REQUESTS FOR ACCOMMODATIONS**

TMWA is committed working with employees who may require special considerations or accommodations due to being at higher risk to COVID-19 (underlying condition or age 65 and older) or due to impacts related to school/day care closures or availability. These employees should reach out to their immediate supervisor and or the Human Resources Manager to discuss their circumstances and accommodation options.

## **FAMILIEIS FIRST CORONAVIRUS RESPONSE ACT (FFCRA)**

All employees are eligible for emergency paid sick leave under the Families First Coronavirus Response Act. If you are unable to work due to Coronavirus impacting you or someone you must care for, please consult with the HR department to discuss the emergency paid sick leave that may be available under the act.

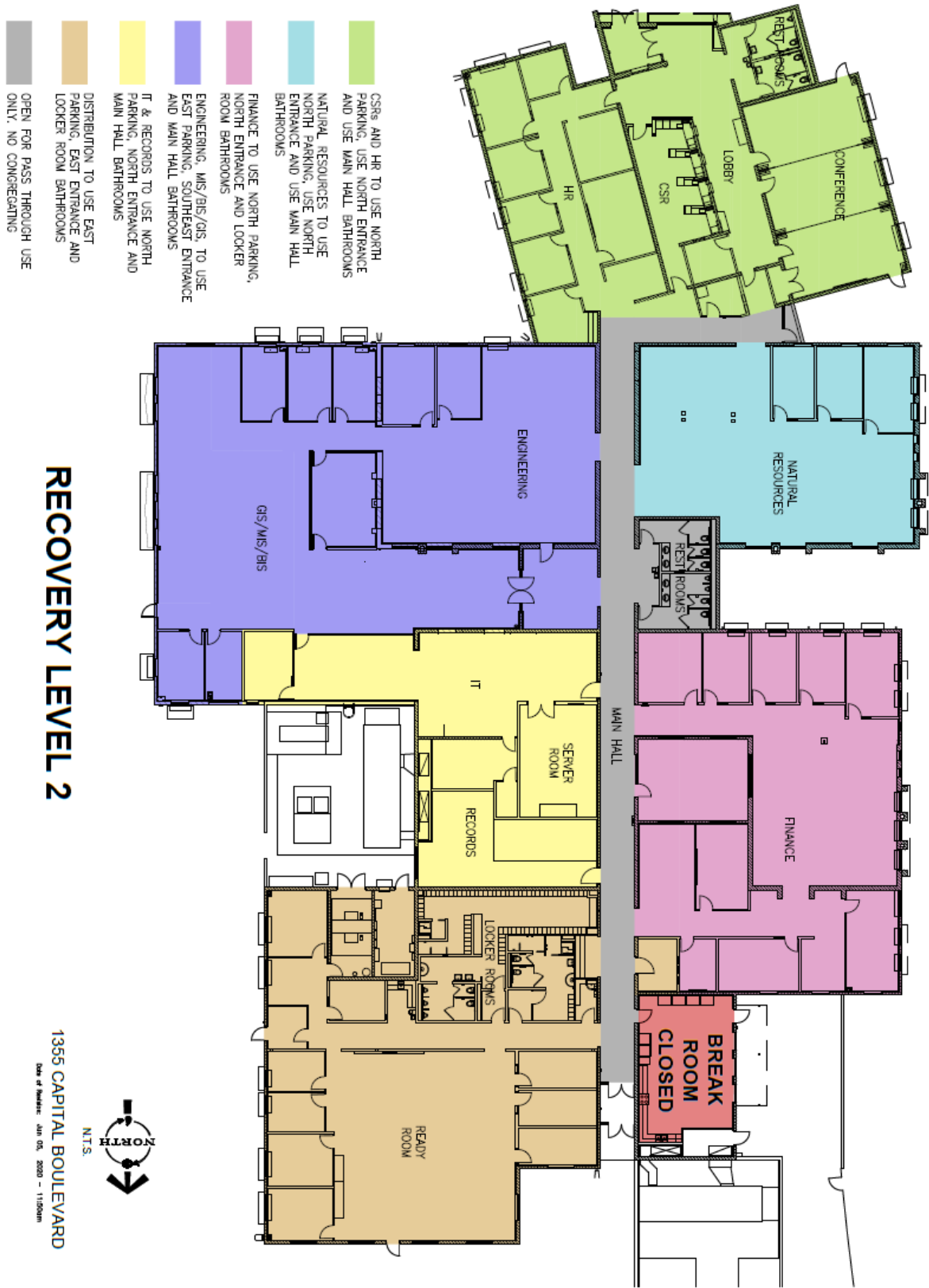
### ***Modification & Maintenance***

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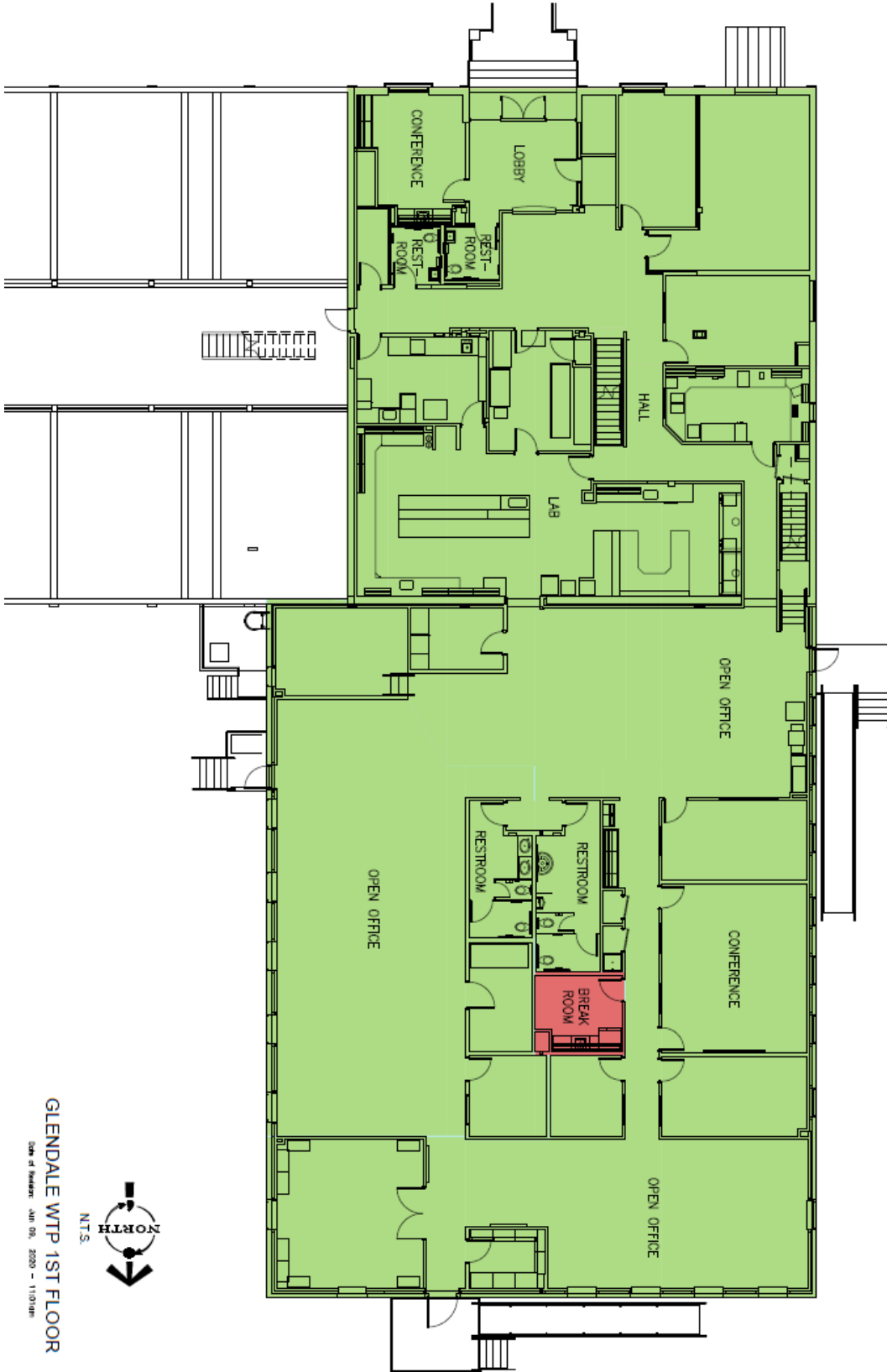
This directive may be amended at the direction of the HR Manager. Amendments shall become effective immediately unless otherwise noted.

Situations may occur in which strict application of this directive may be either operationally or economically inefficient or inappropriate. The General Manager and Department Heads shall exercise discretion in taking exception to this directive but shall have the ability to do so as they deem appropriate.

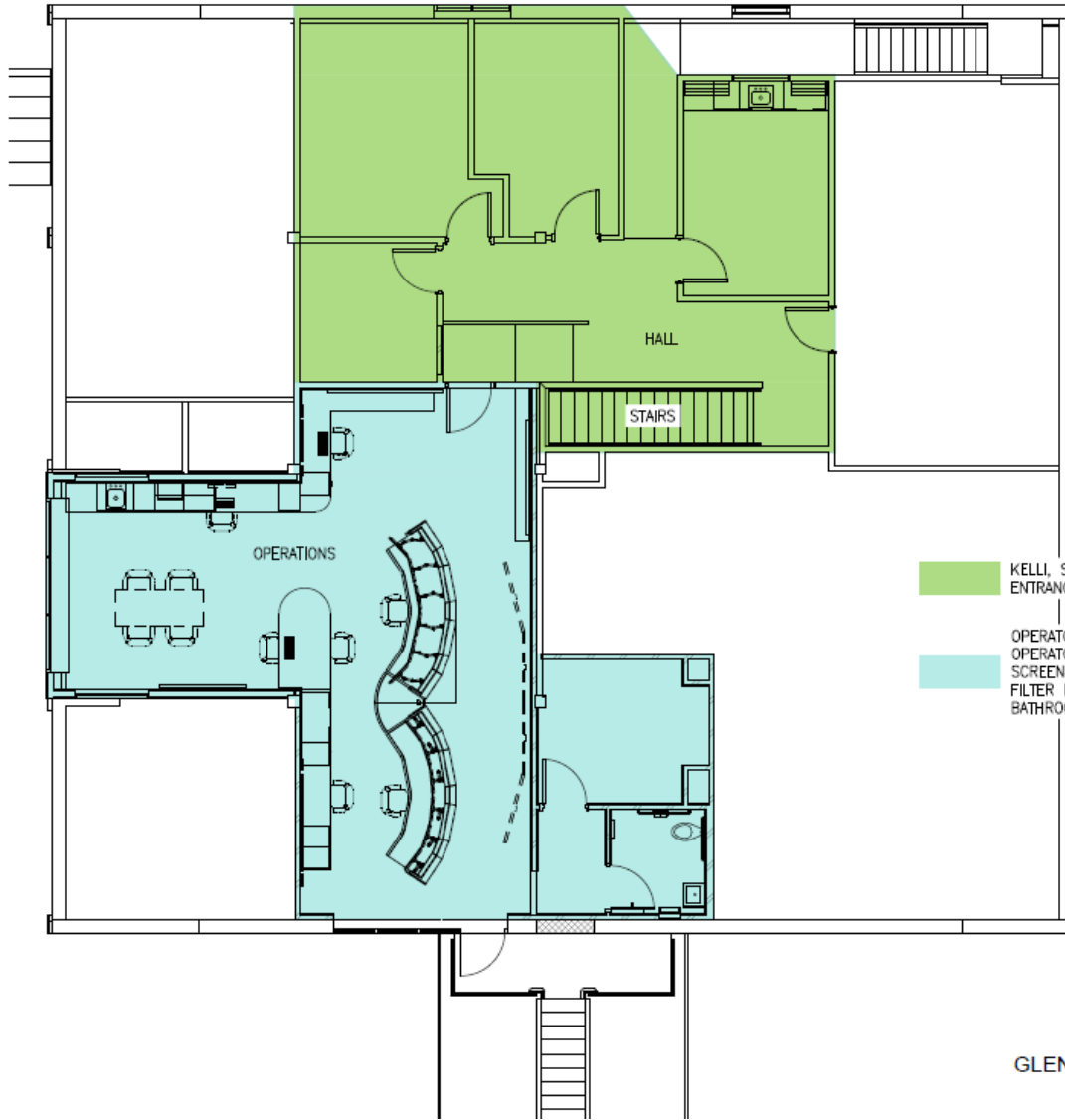
# Appendix A



## RECOVERY LEVEL 2



█ FIRST FLOOR EMPLOYEES SHALL USE WEST DOOR FOR SCREENING AND ENTRANCE  
█ BREAKROOM OFF LIMITS UNTIL FURTHER NOTICE



**GREEN** KELLI, SEAN & WILL TO USE WEST ENTRANCE FOR SCREENING

**BLUE** OPERATORS ONLY:  
 OPERATORS TO PARK IN EAST LOT.  
 SCREENING AND ENTRANCE THROUGH  
 FILTER BAY. USE ONLY UPSTAIRS  
 BATHROOM



N.T.S.

**GLENDALE WTP 2ND FLOOR**

Date of Revision: Jun 09, 2020 - 11:28am



## **Appendix B**

### **POD Coordinators**

- Corporate
  - Tan pod (Distribution, Inspection, Field & Metering Services & Fleet) – Pat Nielson & Section Supervisors
  - Pink pod (Finance, Accounting, Purchasing, Administration, Economics, and conservation) – Matt Bowman & Laura Rader
  - Yellow pod (Records, Information Technology) - Levi Kleiber & Max Day
  - Purple pod (Engineering, MIS, GIS) – Danny Rotter & Levi Kleiber
  - Teal pod (Natural Resources) - John Zimmerman & John Enloe
  - Green pod (HR, Safety, Communications, Customer Service) - Kevin Compel & Jessica Atkinson
- Glendale (both pods) – Andy Gebhardt and Will Raymond
- Chalk Bluff – Andy Gebhardt and Will Raymond
- Longley Lane WTP – Laine Christman and John Zimmerman
- Mogul – Brent Eisert & Cameron Shultz

## Appendix C

# How to Safely Wear and Take Off a Cloth Face Covering

Accessible: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

### WEAR YOUR FACE COVERING CORRECTLY

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2



### USE THE FACE COVERING TO HELP PROTECT OTHERS

- Wear a face covering to help protect others in case you're infected but don't have symptoms
- Keep the covering on your face the entire time you're in public
- Don't put the covering around your neck or up on your forehead
- Don't touch the face covering, and, if you do, clean your hands

### FOLLOW EVERYDAY HEALTH HABITS

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available



### TAKE OFF YOUR CLOTH FACE COVERING CAREFULLY, WHEN YOU'RE HOME

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Wash your hands with soap and water



CS 316-085A 05/27/2020

**Cloth face coverings are not surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first responders.**

For instructions on making a cloth face covering, see:

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

## Appendix D

### Interim Guidance for Implementing Safety Practices for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19

Accessible version: <https://www.cdc.gov/coronavirus/2019-ncov/community/critical-workers/interim-guidance.html>

To ensure continuity of operations of essential functions, CDC advises that critical infrastructure workers may be permitted to continue work following potential exposure to COVID-19, provided they remain asymptomatic and additional precautions are implemented to protect them and the community.

A potential exposure means being a household contact or having close contact within 6 feet of an individual with confirmed or suspected COVID-19. The timeframe for having contact with an individual includes the period of time of 48 hours before the individual became symptomatic.

Critical Infrastructure workers who have had an exposure but remain asymptomatic should adhere to the following practices prior to and during their work shift:

- ▶ **Pre-Screen:** Employers should measure the employee's temperature and assess symptoms prior to them starting work. Ideally, temperature checks should happen before the individual enters the facility.
- ▶ **Regular Monitoring:** As long as the employee doesn't have a temperature or symptoms, they should self-monitor under the supervision of their employer's occupational health program.
- ▶ **Wear a Mask:** The employee should wear a face mask at all times while in the workplace for 14 days after last exposure. Employers can issue facemasks or can approve employees' supplied cloth face coverings in the event of shortages.
- ▶ **Social Distance:** The employee should maintain 6 feet and practice social distancing as work duties permit in the workplace.
- ▶ **Disinfect and Clean work spaces:** Clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment routinely.

If the employee becomes sick during the day, they should be sent home immediately. Surfaces in their workspace should be cleaned and disinfected. Information on persons who had contact with the ill employee during the time the employee had symptoms and 2 days prior to symptoms should be compiled. Others at the facility with close contact within 6 feet of the employee during this time would be considered exposed.

Employers should implement the recommendations in the Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 to help prevent and slow the spread of COVID-19 in the workplace. Additional information about identifying critical infrastructure during COVID-19 can be found on the DHS CISA website or the CDC's specific First Responder Guidance page.

#### INTERIM GUIDANCE

This interim guidance pertains to critical infrastructure workers, including personnel in 16 different sectors of work including:

- ▶ Federal, state, & local law enforcement
- ▶ 911 call center employees
- ▶ Fusion Center employees
- ▶ Hazardous material responders from government and the private sector
- ▶ Janitorial staff and other custodial staff
- ▶ Workers – including contracted vendors – in food and agriculture, critical manufacturing, informational technology, transportation, energy and government facilities

#### ADDITIONAL CONSIDERATIONS

- ▶ Employees should not share headsets or other objects that are near mouth or nose.
- ▶ Employers should increase the frequency of cleaning commonly touched surfaces.
- ▶ Employees and employers should consider pilot testing the use of face masks to ensure they do not interfere with work assignments.
- ▶ Employers should work with facility maintenance staff to increase air exchanges in room.
- ▶ Employees should physically distance when they take breaks together. Stagger breaks and don't congregate in the break room, and don't share food or utensils.

