



Infectious Disease Control Policy

Social Distancing Guidelines

In response to the COVID-19 pandemic, THPRD has taken proactive steps to protect employee health and safety while maintaining services to our community by enacting a COVID-19 Response Policy on March 23, 2020. It is THPRD's goal to operate effectively and ensure that all essential services are continuously provided and that employees are safe within the workplace.

Social Distancing Guidelines for the Workplace

To keep the workplace safe in the event of an infectious outbreak, THPRD will implement these social distancing guidelines to minimize the spread of the disease among the staff.

During the workday, employees are requested to:

1. Stay home if you feel sick, are in a vulnerable group, or are caring for someone who is sick or in a vulnerable group.
2. Practice good hygiene. Clean hands at the door and schedule a regular hand washing routine with soap and water. If soap and water are not available, use a hand sanitizer if available. Employees should always wash their hands when they are visibly soiled and when they remove PPE. Avoid person-to-person contact such as shaking hands.
3. Supervisors may establish alternating days or shifts to reduce the number of employees onsite at a given time, allowing them to maintain distance while maintaining onsite work week.
4. When possible, supervisors may establish telework opportunities. Not all positions are able to be completed remotely, and in some cases employees may be redeployed to other job duties that may be completed remotely.
5. Work stations will be arranged to be no closer than 6 feet apart.
6. Avoid meeting people face-to-face. Employees are encouraged to use the telephone, online conferencing, e-mail or instant messaging to conduct business as much as possible, even when participants are in the same building.
7. If a face-to-face meeting is unavoidable, minimize the meeting time, choose a large meeting room and sit at least 6 feet from each other if possible; avoid person-to-person contact such as shaking hands.
8. Avoid any unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops and training sessions.
9. Employees required to drive during this period may not have a passenger in the vehicle.
10. Do not congregate in work rooms, lunch rooms, copier rooms or other areas where people socialize.
11. The lunchroom and break room maybe closed except to retrieve lunches stored in the refrigerators.
12. Remain at least 6 feet apart from co-workers and patrons. If a patron or coworker approaches you to talk or ask a question, verbally and politely ask them to stay at least 6 feet back.

13. Bring lunch and eat at your desk, work area or away from others.
14. Each department within THPRD shall stay within their assigned area, except when delivering product or paperwork to another department or mailbox. In this case, the product or paperwork shall be left for retrieval by others with little to no person to person communication and maintaining social distancing.
15. Encourage employees and vendors to request information and orders via phone and e-mail to minimize person-to-person contact. Have the orders, materials and information ready for fast pick-up or delivery.
16. During your duties, if you are unsure of how to approach your task, remember to utilize the “hierarchy of controls” framework to select ways of controlling workplace hazards if not clear or requires staff to be closer than 6 feet away. During the COVID-19 outbreak, while it may not be possible to eliminate the hazard, this framework lists the most effective protection measures to the least. In most cases, as combination of control measure will be necessary.



Preventing and Stopping the Spread

1. Cover your mouth and nose when you sneeze or cough. Cough or sneeze into a tissue and then throw it away; use your bent arm or sleeve to cover if you do not have a tissue.
2. Clean your hands often. Wash your hands with soap and water, vigorously rubbing together front and back for 20 seconds. Or use alcohol-based hand sanitizers, rubbing hands until they are dry.
3. Clean shared surfaces and equipment often. Use disinfectants to clean commonly touched items.
 - a. Gloves and safety glasses should be used when spraying disinfectants. Before you use disinfectant, review the label and the SDS, and to ensure you understand how to use the product and your PPE. **The product label will tell you how long the product needs to sit to kill the Corona Virus. Every product has a different wait time.**
 - b. If you are wiping down a surface after disinfecting, you should use disposable paper towels. You should not use rags to wipe down surfaces. Rags have the

potential to carry the virus to the next surface you wipe down, even after the rag has dried.

- c. Maintenance Staff: If you are working alone and not sharing equipment, at minimum you should disinfect common touch areas at the end of your work day. If you are working with coworkers or sharing equipment you should disinfect common touch areas on equipment, vehicles, and tools after every use.
4. Commonly touched items include, but are not limited to:
 - a. Facilities/Office: doorknobs, faucet handles, copy machines, coffee pot handles, desktops, handrails, microwave buttons, keyboards, telephones, timeclocks, alarm pads, work keys, THPRD badge, cell phones, light switches and door push pads.
 - b. Equipment (Including mowers, blowers, string trimmers, drills, saws, etc.): handles, keys, on/off switch, fuel caps, oil caps, pull cords, electrical cords, buttons, throttle.
 - c. Vehicle/trailer: Keys, steering wheel, shifter, wiper controls, radio, climate controls, door handles inside and out, center console, window crank or buttons, locks, buttons, gas cap, gates, pins.
5. Wear gloves whenever possible. You can use hand sanitizer on latex gloves. When removing gloves, wash your hand.
6. Avoid touching your eyes, nose or mouth with hands or gloved hands. Germs need an entry point, and the average adult touches his or her face once every three to four minutes. Keep hand sanitizer at your desk or workstation to use often.
7. Stay Home when you are sick feeling sick or have a sick family member in the home. Get plenty of rest and check with your health care provider as needed.

Outside of Work

Employees might be encouraged to the extent possible to:

1. Follow “Stay Home, Save Lives” protocols set up by Executive Order 20-12 and by other health authorities.
2. Avoid public transportation (walk, cycle, drive a car) or go early or late to avoid rush-hour crowding on public transportation and wear gloves and mask if possible.

Reporting a Concern

We encourage employees to report concerns to their supervisor. It is their job to ensure your safe at work. If you would like to speak up, please feel free contact the Social Distancing & Safety Officer directly or submit a Safety Concern Form online on Inside THPRD. All information shared is anonymous.

Social Distancing & Safety Officer

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