



COVID-19 Reopening of Facilities Safety Guidance

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Welcome Back

The Town of Gilbert places the highest priority on the Health and Safety of our employees. As stay at home restrictions ease, and we slowly move back into the workplace, it is important for you to be aware we will be introducing new Safety and Sanitization procedures and strengthening those already in place.

As we move forward with the reopening of our facilities, we realize that it will take a team effort to protect everyone. Once again, we are reminded that we are each responsible for our own Safety and in owning that responsibility we protect each other.

Employees are expected to demonstrate a good faith effort to act in the best interest of themselves and organization. We ask that you check your temperature before reporting to work. If you have a temperature, or are feeling sick, stay home. Do not return to work until you are symptom free for 72 hours, without aid of medication. The goal of this orientation and training is to educate and inform everyone about our enhanced Safety in the workplace.

We will be following OSHA guidelines through the implementation of engineering controls, administrative controls, safe work practices and the use of personal protective equipment (PPE).

Please take a minute and watch this video [Safety Video](#)

Engineering Controls

Engineering controls that will be in place when you return:

- Sneeze guards installed at front desk counters where workers are in frequent contact with the public.
- Floor spacing stanchions and decals encouraging social distancing in areas where groups of people may congregate.
- Increased number of sanitization stations.
- Increasing ventilation rates and installing high efficiency air filters in our buildings.

Administrative Controls

Administrative controls that will be in place when you return are:

- Increased communications designed to raise awareness of exposure prevention Safety measures we all need to follow.
- Encouraging employees to stay home if they have symptoms or are sick.
- Where possible we will be making scheduling changes to minimize the number of employees in work areas and promoting telecommuting.
- Increased Safety training.

Safe Work Practices

Safe work practices that will be in place when you return are:

- Social Distancing
- Providing resources that promote the prevention of exposure and spread of the COVID 19 virus through personal hygiene, disinfecting and sanitization.
 - Soap and Water
 - Hand Sanitizers
 - Surface disinfectants

Personal Protective Equipment (PPE)

OSHA has provided guidance on the potential risk of exposure. The Town will be following PPE recommendations included in their guidance based on the risk of exposure related to your job function. This can be found in the [COVID19 Exposure Prevention Guidance](#) Document located in the [Safety Resource Center](#)

The risk categories are:

- Very High
- High
- Medium
- Lower

PPE selection for your job function will be determined through the completion of a Job Hazard Analysis (JHA). A JHA is a tool used to systematically identify, hazards that employees may encounter while performing a job function or task. It also defines the measures we have put in place to prevent exposure to those hazards through the use of engineering controls, administrative controls or PPE. Your Supervisor will review the JHA for your position with you. The types of PPE include:

- Surgical Masks
- Nitrile Gloves

Mask Decision Tree

Employees will not be required to wear masks at all times. Masks are only required when social distancing of 6 feet cannot be maintained.

When social distancing of 6 feet can be maintained a mask is not required.

The following decision tree was developed to help you make decisions on your own mask use. Remember we are all responsible for our own Safety and that of others.



Gilbert COVID-19 Exposure Prevention Guidance Overview

COVID-19 has become a global pandemic. To help prevent exposure to the virus it is important to understand how the virus is transmitted. This [video](#) can help supplement the information for your employees.

WHAT ARE THE ROUTES OF EXPOSURE?

Inhalation

According to the [World Health Organization](#) the disease can spread from person to person through small droplets from the nose or mouth, which are spread when a person with COVID-19 coughs, sneezes, or exhales.

- [See "Respirator Use During the COVID-19 Pandemic"](#)

Surface Contact

The droplets emitted when a person with COVID-19 coughs, sneezes or exhales, can land on objects and surfaces around the person. If someone then touches these objects or surfaces and then touches their eyes, nose, or mouth the person may become infected.

Current evidence suggests that the virus may remain viable for hours to days on surfaces made from a variety of materials, such as plastic, stainless steel, cardboard, etc.

- [See "Reducing the Risk of Surface Contact with the COVID-19 Virus"](#)

WATCH FOR SYMPTOMS

Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms or combinations of symptoms may have COVID-19:

- Cough
- Shortness of breath or difficulty breathing

Or at least two of these symptoms:

- Fever
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

HOW DO WE PROTECT OURSELVES?

The best way to prevent and slow down transmission of COVID-19 is to avoid being exposed to and keeping informed on how it spreads. Social and physical distancing can help flatten the curve of COVID-19. Follow these guidelines by the [CDC](#):



When in public keep at least 6 feet between yourself and other people



Wash your hands with soap and water for at least 20 seconds



Stay home if you or anyone in your household is sick



Avoid social gatherings where more than 10 people are present



Postpone non-essential outings



Avoid touching your face



Cover your mouth when coughing or sneezing



Clean and disinfect



Employees are encouraged to check their temperature before reporting to work each day

Please contact your supervisor if you have any questions or need additional information regarding this guidance.

Disinfecting and Sanitization

- How to clean and disinfect
 - **Clean surfaces using soap and water, then use disinfectant.**
 - Cleaning with soap and water **reduces number of germs, dirt and impurities** on the surface. **Disinfecting kills germs** on surfaces.
 - **Practice routine cleaning** of frequently touched surfaces.
 - More frequent cleaning and disinfection may be required based on level of use.
 - **High touch surfaces include:**
 - Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.
 - The Town will provide disinfectant for you to use. Ask your supervisor if you have any questions.
- Sanitization
 - [Wash your hands](#) often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
 - If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol.** Cover all surfaces of your hands and rub them together until they feel dry.
 - **Avoid touching your eyes, nose, and mouth** with unwashed hands.
 - The Town will provide hand sanitizer for you to use. Ask your supervisor if you have any questions.
- Cash Handling and Paper Documents
 - Encourage customers to use touchless payment and document transfer options, when available. Minimize handling cash, credit cards, reward cards documents, and mobile devices, where possible.
 - When exchanging documents or paper and coin money:
 - Do not touch your face afterward.
 - Ask customers to place cash on the counter rather than directly into your hand.
 - Place money directly on the counter when providing change back to customers.
 - Wipe counter between each customer at checkout.

Clean and disinfect frequently touched surfaces such as workstations, cash registers, payment terminals, door handles, tables, and countertops on a routine basis. Follow proper hygiene practices . Washing hands frequently for 20 seconds and utilizing hand sanitizer, as needed, between washings.

Putting On and Taking Off PPE

Masks



1. Grab mask by placing fingers through the ear loops being sure not to touch the inside white part of the mask.



2. While lifting mask up to face, use fingers to spread out ear loops. Be sure metal bar is on top.



3. Grab top and bottom of mask and begin to pull up and down simultaneously to spread folds and find correct fit for coverage. Make sure to pinch metal bar on your nose to eliminate unnecessary space between mask and face.



4. To remove mask grab by the ear loops and remove from face. If Mask is going to be reused place in a bag. A single mask may be reused multiple times in a day, but not two days in a row. If you are done using the mask discard it in a proper garbage receptacle. Do not throw discarded masks on the ground or leave them laying on your desk or countertops.

Gloves



1. Select correct size gloves and begin placing on hand one at a time.



2. Pull glove securely on hand as to avoid any air pockets but not too tight as it may rip the glove.



3. Repeat same step but with other hand.



4. When ready to remove gloves, you will do so by turning them inside out one at a time.



5. With the removed glove in hand, remove the second one ensuring no skin contact with affected area.



6. Proceed with removing second glove while other glove is trapped inside. Ensuring that both gloves are inside out and removed, discard them in a garbage receptacle. Do not reuse gloves and do not throw discarded gloves on the ground or leave them laying on your desk or countertops.