



# **Workplace Safety Precautions and Protocols Related to COVID-19**

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**Pursuant to the Governor’s Executive Order No. 20-12, when telework and work-from-home options are not available, the District is establishing, implementing, and enforcing social distancing policies, consistent with guidance from the Oregon Health Authority.**

**Therefore, those employees and business-critical visitors who are working and providing services on District premises during this school closure MUST comply with the following safety precautions and social distancing protocols.**

## **1. Social Distancing Protocols:**

- Practice social distancing by avoiding large gatherings (groups of 10 or more) and maintaining distance (approximately 6 feet) from others when possible.
- No handshaking or physical touching – use other non-contact methods of greeting.
- Implement flexible work hours and shifts when possible to reduce the number of people working at the same time (e.g., staggered shifts).
- When possible, increase physical space between employees (or business-critical third parties) at the worksite (e.g., employees should work in different rooms when possible or create separate work spaces with a wall or partition).
- Implement flexible meeting and travel options, including postponing non-essential meetings or events and traveling in separate vehicles.
- Deliver services remotely when possible (e.g. phone, video, or web).
- Deliver products through curbside pick-up or delivery when possible.
- Visitors to the District’s offices and buildings should be limited to business-critical third parties whose presence is necessary and related to the essential functions identified in the Governor’s Executive Orders.
- District employees should advise the District’s business-critical third parties of the District’s social distancing protocols prior to their arrival at the District’s buildings and offices or upon their arrival, if prior notice is not feasible.



## **2. Operational Safety Plans**

- Operational areas with activities during the crisis must submit a safety plan at [staysafe@pps.net](mailto:staysafe@pps.net). The operational safety plan must be in a format ready for distribution to affected employees.
- Plans will be promptly reviewed by Risk Management, Labor Relations, Facilities Operations, and with management of the operational area.
- Activities during the COVID-19 crisis requiring an operational safety plan include, but are not limited to, preparation and distribution events for meals, educational materials, and technology devices; essential maintenance; essential custodial services; construction; and crisis response support.
- Operational Safety Plans should include: Description of activities, work group(s) or other people affected, specific social distancing practices, shifts and hours of operations, location(s) of operations, and name of person or position in charge on site to monitor compliance.

## **3. Guidance Regarding Meetings and Gatherings:**

- Carefully consider whether travel to attend work-related meetings and gatherings is necessary.
- Use videoconferencing or teleconferencing when possible.
- Cancel, adjust, or postpone large work-related meetings or gatherings that can only occur in-person. Gatherings are defined as any event, planned or spontaneous, in a space in which appropriate social distancing of a minimum of 6 feet cannot be maintained.
- When videoconferencing or teleconferencing is not possible, hold meetings of as few people as possible, in open, large, and well-ventilated spaces.

## **4. Cleaning and Disinfecting Protocols:**

- Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available.
- Avoid touching your eyes, nose, and mouth.
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash and immediately wash hands with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer containing at least



60% alcohol. Learn more about [coughing and sneezing](#) etiquette on the CDC website.

- Clean AND disinfect frequently touched objects and surfaces, such as workstations, keyboards, telephones, handrails, and doorknobs, daily or more frequently if necessary. Dirty surfaces can be cleaned with soap and water prior to disinfection. To disinfect, use [products that meet EPA's criteria for use against SARS-CoV-2](#), the cause of COVID-19, and are appropriate for the surface.
- Supervisors and job-site coordinators should work with custodial and facilities staff to provide employees with the necessary cleaning and disinfecting supplies.
- Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.

## **5. Employees Should Stay Home When Sick or When Exposed to a Sick Family Member:**

- Employees who have symptoms (i.e., fever, cough, or shortness of breath) should notify their supervisor and stay home.
- Sick employees should follow [CDC-recommended steps](#). Employees should not return to work until the criteria to [discontinue home isolation](#) are met, in consultation with healthcare providers and state and local health departments.
- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor immediately and follow [CDC recommended precautions](#).
- Some employees may be at higher risk for serious illness, such as adults over 60 and those with chronic or serious underlying medical conditions. Employees who are at higher risk should notify their supervisor and may choose to stay home.

## **6. Separate Sick Employees:**

Employees who appear to have symptoms (*i.e.*, fever, cough, or shortness of breath) upon arrival at work or who become sick at work should immediately be separated from other employees, contractors, and other third parties and sent home.



## **7. Perform Enhanced Cleaning and Disinfection After Persons Suspected/Confirmed to have COVID-19 have Been in the Facility:**

If a person who has been in a PPS facility is confirmed to have COVID-19, follow the [CDC cleaning and disinfection recommendations](#). PPS will out-source the enhanced cleaning and disinfection.

## **8. Employee Assistance Program and Resources**

Supervisors are encouraged to connect employees to employee assistance program (EAP) resources and community resources as needed. Employees may need additional social, behavioral, and other services, for example, to cope with the illness of a loved one.

## **9. Questions and Concerns**

Please direct any questions or concerns regarding the District's social-distancing protocols to Joe Crelier, Director of Risk Management, at [staysafe@pps.net](mailto:staysafe@pps.net).

References and Resources:

Oregon Health Authority: <https://govstatus.egov.com/OR-OHA-COVID-19>

Multnomah County Health Dept: <https://multco.us/novel-coronavirus-covid-19>

Centers for Disease Control and Prevention:  
<https://www.cdc.gov/coronavirus/2019-ncov/index.html>