



Maintenance Operational Safety Plan

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PURPOSE: To prevent potential exposure of COVID-19 by ensuring that minimum levels of PPE are donned, doffed, and properly disinfected upon completion of required tasks, and all tools and materials are handled correctly

SCOPE: This procedure will present a routine maintenance scenario in an occupied building where recommended social distancing guidelines are not feasible. These procedures apply to maintenance employees who will be performing maintenance tasks, and any supervisor necessary for the completion of the task at hand.

INSTRUCTIONS:

Before entering affected buildings, employees must:

1. Be sure that all tools and equipment have been cleaned and sanitized with properly mixed SFSPac solutions and/or disinfecting wipes and are clean in appearance.
2. Verify all personal PPE is suitable to the task including respirator, gloves, etc.

At the building location:

1. Contact building custodian to verify task to be completed
2. If it is necessary to have more than one person for the necessary task, make all reasonable attempts to maintain 6' social distancing separation.
3. Don appropriate safety PPE for tasks to be performed including half-mask HEPA respirator or PAPR, Nitrile gloves, safety glasses, etc.
4. Establish safety barrier with caution tape, cones, etc. if work is to be performed in area accessible to non-maintenance personnel
5. Use cones, signs or tape to mark 6' spacing for employees
6. Perform necessary task
7. Remove barriers and vacate the work area

After work is completed:

1. Remove (doff) all PPE and place them in a disposable container or trash bag.
2. Don new nitrile gloves
3. Wipe each piece of reusable PPE (respirator, safety glasses, etc.) individually with disinfecting wipes and/or SFSPac all-purpose cleaner and place in its appropriate bag/container
4. Discard disposable items and contaminated trash bags/containers in appropriate trash receptacle.



5. Wash hands thoroughly once the job is done and before heading home.

CORRECTIVE ACTION:

1. Retrain any maintenance employee found not following the procedures in this SOP.

HOURS OF OPERATION:

1. Normal hours Monday-Friday 6:00am - 2:30pm. Maintenance Staff will be on-call
2. All other hours will be considered Emergency Call-Back

PERSON IN-CHARGE:

1. The Department Senior-Program Manager will be responsible for maintaining employee compliance and training.
2. Building Head Custodian, EHS associate, or Department Foreman may perform site monitor compliance.
3. Please direct any questions or concerns regarding the District's social-distancing protocols to Joe Crelier, Director of Risk Management, at staysafe@pps.net.