



OTIS - Publication Services Operational Safety Plan

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PURPOSE: To prevent potential exposure of COVID-19 during OTIS (Office of Technology and Information Services) Publication Services daily operation.

SCOPE: This procedure will present a routine scenario where staff will be working and need to interface with other PPS employees. These procedures apply to entering the building, operating equipment and distribution of printed materials.

INSTRUCTIONS:

Before entering affected buildings, employees must:

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

At BESC::

1. Contact Director of Publication Services for a brief at the beginning of each shift on protocols for social distancing and procedures for disinfecting.
2. Contact Director of Publication Services to verify tasks to be completed and for instruction in social distancing/operational safety during the work.
3. If it is necessary to have more than one person for the necessary task, make all reasonable attempts to maintain 6' social distancing separation.
4. Set up a workload based on the work type dedicated to a single employee.
5. Use signs or tape to mark a minimum 6' spacing for employees.
6. Perform necessary tasks.

Working Environment:

1. If more than one staff at site, each staff will operate a specific set of equipment and do so every day.
2. When work requires two staff to handle, each staff will insure they are wearing gloves before touching carts and handing it over to another staff while maintaining distance.
3. To limit exposure, only the front desk staff will manage and interact with incoming customers.
4. Door between the front desk area and production area will remain unlocked but closed.
5. Front desk staff will always wear gloves and face coverings.



6. Front desk staff will insure incoming in-person customers maintain the 6' spacing and are wearing gloves and face coverings.

After work is completed:

1. Remove all PPE and place them in a disposable container or trash bag
2. Put on new gloves
3. Wipe dedicated work area
4. Discard disposable items and contaminated trash bags/containers in appropriate trash receptacle
5. Wash hands thoroughly once the work is done and before heading home

CORRECTIVE ACTION:

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

HOURS OF OPERATION:

- Events are scheduled as needed during normal hours Monday-Friday 8:00am - 4:00pm.

SUPPLIES TO BE PROVIDED BY OTIS:

Gloves/wipes/hand sanitizer

Cloth face coverings

PERSON IN-CHARGE:

- The lead staff on site will be responsible for maintaining employee compliance and training.

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.