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Director

COVID-19 Operating Plan for Field Work

This plan is intended to ensure the safety of WCPW employees working in the field by reducing risk of exposure to the COVID-19 Coronavirus. To be effective, all employees must take personal responsibility on and off the jobsite to protect themselves, their family, coworkers, and the public.

This plan applies to all Public Works employees, no matter the extent of the field work activities and/or operations, and is effective until further notice. **This Field Work COVID-19 Operating Plan shall be available at all job sites; this includes and is not limited to vehicles, equipment, ferry, mobile work zones, construction projects, and inspection sites.**

COVID-19 Site Supervisor

- In accordance with the Governor's Phase 1 Construction Restart COVID-19 Job Site Requirements and where otherwise applicable, a COVID Site Supervisor will be assigned for each job site of more than two people during the morning tailgate. The site supervisor will check, remind, and inform when the COVID requirements are not followed. The crew leader, designee, or highest ranking staff member will normally fulfill this function.

Daily Health Screening

- Daily health screenings will continue for all employees reporting to work. Crew Leaders or site supervisors will inquire of each employee about occurrences of new and/or unattributed symptoms including: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, sore throat, muscle or body aches, headache, new onset loss of taste/smell, congestion or runny nose, nausea or vomiting, diarrhea
- Daily tailgate safety meetings with field crews will identify potential social distancing concerns as well as required PPE for the day's activities.

Maintain Social Distancing

- Maintain a minimum of 6' distance from other people
- Do not gather together on breaks or lunchtime
- Forewarn coworkers, customers and vendors of your social distancing actions "Please know that our interaction will honor current 6' social distancing norms for COVID."

Sanitation and Cleanliness

- Employees must wash their hands when entering a job site and frequently throughout the day. Hand washing kits or equivalent, hand sanitizer and/or sanitizing wipes will be available onsite. Employees must sanitize their hands frequently throughout the day.
- Wash hands often with soap and water for at least 20 seconds especially after have been in a public place, after blowing nose, coughing, or sneezing. Avoid touching eyes, nose, and mouth with unwashed hands.
- Remember to always cover your mouth and nose when you cough or sneeze or use the inside of your elbow.
- After any possible contamination, immediately wash hands with soap and water for at least 20 seconds or use a hand sanitizer.
- Clean and disinfect frequently touched surfaces at least daily, preferably before use. This includes PPE, tools, doors and touchpoints in vehicles and equipment, microphones on radios, and any other frequently touched areas.
- Safety Data sheets (SDS) of all mixed disinfectants must be on the job site (if applicable).

Personal Protective Equipment

- Use all PPE in accordance with WCPW policies and procedures. Employees are required to wear face coverings over their noses and mouths except when working alone in an office, vehicle, or at a job site, or when the job has no in-person interaction. Face coverings are required outdoors in public locations when physical distancing of approximately six feet from another individual who does not share their household cannot be maintained.

Food and Water

- Due to the risk of introducing unknown contaminants onto the job site, consider bringing enough food and water with you to work for the duration of your daily work schedule.

Sharing Vehicles

- When riding in vehicles with more than one person, you must:
 - Wipe down touch surfaces before entering or wear of gloves in the vehicle.
 - Wear a face mask for the duration of the trip.
 - Use hand sanitizer/wash hands regularly.
 - Whenever possible, try to keep the same people together in vehicles
 - Whenever possible and safe, try to minimize time spent together in a vehicle.
 - Do not use the recirculated air feature for the vehicle HVAC system.