

Health and Safety Plan (HASP) COVID-19 Amendment
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Employees shall adhere to the following guidelines to protect from COVID-19

- A. Ensure sanitation and hygiene
 - 1. Employees shall wash hands with soap and water for at least 20 seconds whenever possible. When soap and water are not available, employees will use hand sanitizer with at least 70% alcohol or wipes approved to kill COVID-19 as listed by the Center for Disease Control (cdc.gov). Employees shall wash hands with soap and water for at least 20 seconds at the following times:
 - a. Upon getting to work
 - b. After taking off gloves, carefully peeling from the cuff inside out
 - c. Before eating
 - d. Before touching face
 - e. Upon leaving work
 - 2. Avoid touching face at all times
 - 3. Gloves to be worn at all times beginning, performing, and exiting the workday. Wear a fresh pair of gloves each time after removal. Do not touch personal items, such as cell phone, keys with contaminated gloves. If personal items are touched, disinfect after.
 - 4. Do not touch face with gloves.
 - 5. Wear mask or bandana when possible. When taking off mask, pull out the side straps and do not touch face.
 - 6. Wear safety glasses at all times.
 - 7. Long hair to be tied back
 - 8. Sanitize surfaces before touching, and at end of shift, using a bleach solution of 1/3 cup per gallon as a spray or using a saturated but not dripping cloth. Prepare and keep a spray bottle with bleach solution in the vehicle and in the shop. Avoid getting on clothes or surfaces where it can discolor the object. Always wear gloves when using bleach.
 - 9. Sanitize surfaces of:
 - a. Tools
 - b. Vehicle
 - c. Surfaces in shop, including door knobs, light switches, hand rails
- B. Social Distancing
 - 1. Maintain minimum 6' distance from anyone at all times. Pay attention to direction of wind.
 - 2. Cone off work area to separate from pedestrians and maintain 6' distance from persons.
 - 3. Stay home if displaying symptoms of COVID-19 and notify supervisor or the office.
- C. Personal Protective Equipment (PPE)
 - 1. Gloves to be worn at all times beginning, performing, and exiting the workday. Wear a fresh pair of gloves each time after removal. Do not touch personal items, such as cell phone, keys with contaminated gloves. If personal items are touched, disinfect after.
 - 2. Do not touch face with gloves.
 - 3. Wear mask or bandana when possible. When taking off mask, pull out the side straps and do not touch face.
 - 4. Wear safety glasses at all times.
- D. Separate sets of supplies
 - 1. Each employee shall singly operate a vehicle with no passengers permitted, unless an emergency, and then utilizing PPE, and after which surfaces must be disinfected.
 - 2. Each employee shall have their own set of tools ,which they must disinfect.
 - 3. Each employee shall have designated PPE that is not to be shared, which they must disinfect.
 - 4. Each employee shall have own writing utensils, which they must disinfect.
 - 5. Designated employee shall exclusively handle field notebook, which must be disinfected.
- E. After work
 - 1. Upon arriving home
 - a. Remove boots/shoes and leave by door
 - b. Remove all clothes and place directly in washing machine
 - c. Shower immediately and wash hair, warm water is adequate, it doesn't have to be hot.

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Social Distancing and PPE

Employees are to remain 6' apart at all times from any person. This is especially important because sometimes people who have COVID-19 display no symptoms. In addition, PPE including gloves, masks/bandana, and safety glasses are to be worn at all times.

If there is a task or emergency that requires employees to come within 6' of each other, PPE must be kept on and sanitization procedures followed.

Communication of COVID-19 Workplace Safe Practices

This notice will be displayed at the entrance to the workplace, above the sink, above the workers mailboxes, and in each vehicle.

Daily Tailgate meetings regarding this information will be held online using Zoom or communicated via email.

Respiratory Etiquette

Cover coughs and sneezes with tissue, handkerchief, elbow or shoulder. Sanitize hands after coughing or sneezing. Have designated trash receptacle for tissues, etc. that may have body fluids present.

Symptoms of COVID-19

Symptoms include fever, cough, difficulty breathing, tiredness, extreme nausea. Do not come into work if displaying any of these symptoms.

Procedure if worker becomes sick on site

Should a worker begin displaying symptoms or become sick on site, they are to isolate. They should immediately return to their designated vehicle and contact their medical provider to determine what the next steps are. If allowed by physician, the sick worker is to park their designated work vehicle outside the shop, so as not to enter the premises and drive their personal vehicle to seek medical help.

Sick employees are to stay home

Since different people experience different symptoms, it is important that workers stay home when displaying any kind of illness. Staying home is encouraged; the employer may not take punitive action.