

	Orange County Sanitation District Risk Management	Control Number:	SOP-644
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		Approved By: James D. Herberg General Manager	<i>James Herberg</i>
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Subject:	COVID-19 Pandemic Response Program	Effective Date:	12/30/2020

I. Purpose

- A. The Orange County Sanitation District (Sanitation District) is committed to providing a safe and healthy workplace for all our workers, contractors, and visitors. To ensure that, we have developed the following COVID-19 Pandemic Response Program in response to the COVID-19 pandemic. All Sanitation District employees, contractors, and visitors are responsible for implementing and abiding by the requirements of this policy.
- B. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among our employees, contractors, and visitors. Only through this cooperative effort can we establish and maintain the safety and health of our workplaces.

II. Background

- A. Our workers are our most important assets. We are serious about safety and health and keeping our employees working at the Sanitation District. This policy follows guidance provided by the Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), Orange County Health Care Agency (OCHCA), and the California Occupational Safety and Health Administration (Cal/OSHA) regulation for COVID-19 Prevention (Title 8, California Code of Regulations (CCR), Section 3205).
- B. The Sanitation District will continue to monitor federal, state, and local guidelines for changes in recommendations, cleaning strategies, and other best management practices such as worker hygiene, physical distancing, and employee wellness. The most recent guidelines will be implemented.
- C. The following key prevention practices are addressed:
 - Physical distancing,
 - Use of face coverings (where respiratory protection is not required),
 - Personal hygiene practices such as frequent hand cleaning and respiratory etiquette,
 - Regular cleaning and disinfection of individual and communal work areas,
 - Prompt identification and isolation of sick persons,
 - Temperature and symptom screening,

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- Testing,
- Hazard identification and evaluation,
- Communications and training.

III. Definitions

COVID-19 – a coronavirus disease, an infectious disease caused by the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2).

COVID-19 Case – a person who:

1. Has a positive COVID-19 test.
2. Is subject to a COVID-19-related order to isolate issued by a local or state health official.
3. Has died due to COVID-19, in the determination of a local health department or per inclusion in the COVID-19 statistics of a county.

A person is no longer a “COVID-19 case” in this section when a licensed health care professional determines that the person does not have COVID-19, in accordance with recommendations made by the CDPH or OCHCA pursuant to authority granted under the Health and Safety Code or Title 17, CCR to CDPH or the local health department.

COVID-19 Exposure – means being within six feet of a COVID-19 case for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping with the high-risk exposure period. This definition applies regardless of the use of face coverings.

COVID-19 Hazard – exposure to potentially infectious material that may contain SARS-COV-2, the virus that causes COVID-19.

COVID-19 Symptoms – means a fever of 100.4 degrees Fahrenheit or higher, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle aches or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea, unless a licensed health care professional determines that the person’s symptoms were caused by a known condition other than COVID-19.

COVID-19 Test – a viral test for SARS-COV-2 that is:

1. Approved by the United States Food and Drug Administration (FDA) or has an Emergency User Authorization (EUA) from the FDA to diagnose current infection with the SARS-COV-2 virus.
2. Administered in accordance with the FDA approval or the FDA EUA as applicable.

Exposed Workplace – means any work location, working area, or common area at work used or accessed by a COVID-19 case during the high-risk period, including bathrooms, walkways, hallways, aisles, break or eating areas, and waiting spaces. The exposed workplace does not include buildings or facilities not entered by a COVID-19 case. The exposed workplace only includes the areas of the building where the COVID-19 cases were present during the high-risk exposure period. Effective January 1, 2021, the exposed workplace will include worksite.

Face Covering – a tightly woven fabric or non-woven material with no visible holes or openings, which covers the nose and mouth.

High-Risk Exposure Period – means the following time period:

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1. For persons who develop symptoms, from two days before they first develop symptoms until ten days after symptoms first appeared, and 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved.
2. For persons who test positive who never develop symptoms, from two days before until ten days after the specimen for their first positive test for COVID-19 was collected.

Minor Outbreak – three or more COVID-19 cases in an exposed workplace within a fourteen-day period. Outbreaks do not apply to a person or persons working from home.

Major Outbreak – twenty or more COVID-19 cases in an exposed workplace within a thirty-day period. Outbreaks do not apply to a person or persons working from home.

Potentially Infectious Material – Includes airborne droplets, small particle aerosols, and airborne droplet nuclei, which is most commonly result from a person or persons exhaling, talking, vocalizing, coughing, sneezing, or procedures performed on persons which may aerosolize saliva or respiratory tract fluids, among other things. This includes objects or surfaces that may be contaminated with SARS-COV-2.

IV. Workplace Hazard Assessment and Controls

- A. At the onset of the pandemic, the Sanitation District performed a detailed review of workspaces and office configurations to identify transmission risks. Each condition that may contribute to a plausible, potential exposure has been mitigated to the extent feasible using the hierarchy of controls. COVID-19 hazards have been documented in the Workplace Risk Assessment provided as Attachment A.
- B. The Sanitation District will continue to identify and evaluate workplace COVID-19 hazards. Employees can report, without fear of reprisal, possible COVID-19 hazards at the workplace using the following mechanisms:
 1. Notify supervision or Risk Management verbally or in writing.
 2. Notify the Safety and Health Committee.
 3. Notify the Emergency Operations Center (EOC) and/or Pandemic Response Team.
 4. Submit a Cority Safety Help Desk Request.
 5. Complete or participate in quarterly workplace or office inspections. The goal of the workplace inspections is to evaluate existing controls and identify the need for different or additional controls.
- C. The Sanitation District will evaluate the need for personal protective equipment (PPE) to prevent exposure to COVID-19 hazards, such as gloves, goggles, and face shields, and provide such PPE when needed.
- D. Management will monitor, assess, and implement the COVID-19 transmission risk mitigation strategies as identified in Attachment B to address COVID-19 hazards.

V. Respiratory Etiquette

- A. Respiratory etiquette is a series of actions to take if you are coughing or sneezing, which are designed to reduce the spread of respiratory illness to others. Out of respect and consideration of others, employees who are repeatedly coughing or sneezing because of an illness are expected to remain at home. In situations, such as allergies where an employee is not sick but can reasonably be expected to cough or sneeze, the employee is expected to carry and use disposable tissues as needed.
- B. Employees, contractors, and members of the public must cough, sneeze, or blow their nose into a disposable tissue, and discard the tissue immediately into a trash receptacle. If tissues are not available, cough or sneeze into your upper arm or sleeve; avoid using your hands and touching of the face. Employees are encouraged to carry tissues in the event they are needed for controlling aerosols when coughing or sneezing. Disposable tissues are preferred over cloth handkerchiefs, as a handkerchief can act as a breeding ground for germs.
- C. Employees must wash or sanitize their hands immediately after coughing, sneezing, or blowing their nose.

VI. Physical Distancing, Face Coverings and Signage

A. General

- 1. The CDC recommends social (physical) distancing to reduce the spread of the virus that causes COVID-19. The virus spreads primarily when people come into close contact (about six feet) of each other for a cumulative total of 15 minutes or greater in any 24-hour period.
- 2. The infection can be spread when an infected person coughs, sneezes, or talks, and respiratory droplets from their mouth or nose are launched into the air and land in the mouths or noses of people nearby. The droplets can also be inhaled into the lungs.
- 3. Studies indicate that people who are infected but do not have symptoms likely also play a role in the spread of the virus that causes COVID-19. The Sanitation District therefore requires social distancing for the protection of all employees, their families, and the public we serve.

B. Reduction of In-Person Employee Headcount at Any Given Time

- 1. To reduce the spread of the virus that causes COVID-19, the General Manager (or Designee), may require remote work, as appropriate, for any given employee or class of employees.
- 2. Employees may be required, for example, to work remotely one day and report to the workplace the next. The General Manager (or Designee) may further implement flexible, or staggered work hours, including staggered breaks, as needed.

C. Physical Distancing

1. Employees, contractors, and members of the public entering and using Sanitation District facilities must maintain physical distance of six feet between themselves and any other person. Momentary exposure, which is while persons are in movement, is permitted.
2. In cases where physical distancing is not feasible, face coverings, as defined in Section V(D), shall be used.
3. Physical barriers (i.e., plexiglass, partition walls) may be erected in office environments to provide separation and reduce risk of COVID-19 transmission.
4. To the extent that existing arrangements of workstations or furniture, including in break rooms or lunchrooms, do not provide for adequate spacing, they must be rearranged to provide for such spacing. If furniture cannot be rearranged to allow for adequate spacing, seats or desks that would encroach on the six-foot distance must be clearly marked as prohibited for use or barriers erected to provide physical separation.
5. Occupant loads in buildings or spaces may be established based on the number of people that can easily maintain a minimum six-foot physical distance from others.
6. Waiting areas must be rearranged to discourage employees, contractors, or members of the public from waiting or sitting within six feet of one another. Furniture can be covered, marked, or removed to meet this requirement.
7. The number of individuals riding in elevators shall be limited to one or two persons and face coverings shall be worn, based on the size of the elevator. Signs must be posted outside all elevators, stating the maximum number of occupants and face covering requirement.
8. Where employees may form lines for products or services, appropriate markings must be placed at six-foot intervals to indicate where employees should stand while waiting to provide adequate spacing.
9. Employees are prohibited from engaging in handshakes, hugs, or any other unnecessary physical contact with any person while on Sanitation District premises or while on duty outside of their home (telework) workspace.
10. Common areas may be closed, restricted, or have physical barriers installed where personnel are likely to congregate and interact, such as administrative workstations and receptionist counters.
11. Employees shall not congregate in restrooms, hallways, stairways, lunchrooms, or any other confined area.
12. If an unanticipated situation arises where employees must be near one another, safe work practices such as maximizing social distance and wearing of face

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coverings must be observed. Employees are expected to carry face coverings so they can be prepared to wear them when needed.

13. Sanitation District vehicles (including carts) shall be occupied by only one person. If two or more employees are required for a task in the field, they should ride in separate vehicles.
 - a. Exemptions for more than one-person riding in the same vehicle (or cart) can be obtained from the Pandemic Response Team. Requests shall be made by the Department head and submitted to the Pandemic Response Team. The Pandemic Response Team will seek approval from the Executive Management Team (EMT), as needed based on requests received. The Pandemic Response Team may request specific engineering controls, administrative controls, or specific PPE to be implemented for a vehicle to be occupied by more than one person.
 - 1) Fleet Services is permitted to transport an employee who has vehicle break down or is involved in a motor vehicle accident. A Fleet Service employee will pick up the employee in either the Tour Bus or 12-Passenger Van. The driver and passenger shall sit at opposite ends of the vehicle with windows down and air-recirculation off. Both driver and passenger must wear face coverings and wipe down the vehicle after transport.

D. Face Coverings

1. Face coverings must be worn indoors, outdoors, and where required by orders from the CDPH or local health department. The following exceptions apply:
 - a. When an employee is alone in a room, office, or shop. Interactions with others within an office require face coverings. A room or office is defined as having its own four walls and attached ceiling.
 - b. While eating and drinking at the workplace, provided six feet is maintained from other persons.
 - c. When wearing respiratory protection in accordance with the Sanitation District's Respiratory Protection Program (SOP-109), Personal Protective Equipment (SOP-205), and Cal/OSHA safety order for respirators (8 CCR 5144).
 - d. Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person.
 - 1) If an employee has a condition that makes them unable to wear a face covering, consult the Human Resources Department, who will evaluate the situation on a case-by-case basis.
 - 2) Employees who are exempted due to medical condition, mental health condition, or disability shall wear an effective non-restricted alternative, such as a face shield with a drape on the bottom, if their condition or

disability permits it. Exemption must be approved by the Human Resources Department.

- e. Specific tasks which cannot feasibly be performed with a face covering. Note: This exception is limited to the period in which such tasks are being performed, and the unmasked employee shall be at least six feet away from all other unmasked persons.
2. Employees should always carry a face covering on them if they are working alone in a room, office, or shop in the event a person enters the space.
3. Face coverings are not designed to protect the wearer and are not personal protective equipment (PPE). A respirator is not required for wastewater workers to protect against the COVID-19 virus, but employees who choose to wear a respirator must comply with SOP-109, SOP-205, and 8 CCR 5144.
4. Face coverings can help prevent people from transmitting the virus to others by reducing the number of infectious particles that are released into the air when they speak, cough or sneeze.
5. Face coverings do not replace the need for physical distancing and frequent hand cleaning. Disposable face coverings are available at the warehouse for employee use. Based on availability of disposable face coverings, the Sanitation District reserves the right to restrict the duration in which disposable face coverings are provided to an employee. The disposable face coverings are distributed weekly to supervision or can be picked up from the warehouse directly.
6. Face coverings shall not be shared.
7. A face covering is a material that covers the nose and mouth. It may be secured to the head with ties or straps or wrapped around the lower face. It may be made of a variety of materials, such as cotton, silk, or linen. Acceptable cloth face covering options include, but are not limited to, homemade or store-bought reusable cloth face coverings, gaiters, and store-bought disposable masks. Face coverings shall:
 - a. Fit snugly but comfortably against the side of the face.
 - b. Be secured with ties or ear loops.
 - c. Include at least two layers of fabric or material.
 - d. Completely cover the nose and mouth.
 - e. Allow for breathing without restriction.
8. If reusable, be able to be laundered and machine dried without damage or change to shape.
9. Employees shall practice strict hand washing before and after touching and adjusting the mask.

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10. A face covering that no longer covers the nose or mouth, has stretched out, has damaged ties or straps, cannot remain securely attached to a person's face, has holes or tears in the fabric, and/or obstructs an employee's vision do not comply with this policy. An employee or member of the public must immediately replace their face covering under these circumstances or leave the facility.
11. Reusable cloth face coverings should be washed frequently, ideally every day. A washing machine should be sufficient for properly washing a face covering.

E. In-Person Meetings and Trainings

1. In-person meetings and trainings must be replaced with other means of communication, including but not limited to telephone calls, e-mails, or videoconferences. Non-essential meetings must be canceled or postponed.
2. Exemptions for in-person meetings and trainings can be provided with prior approval from the Pandemic Response Team. Requests shall be made by the Department head and submitted to the Pandemic Response Team. The Pandemic Response Team will seek approval from the Executive Management Team (EMT), as needed based on meeting or training requests received. The Pandemic Response Team may request specific engineering controls, administrative controls, or specific PPE to be implemented for the meeting or training to occur.

F. Social Visits to be Avoided

1. Employees must refrain from unnecessary social visits to other employees' workstations.
2. Employees are discouraged from permitting social visitors (visitors who are not on official business) into any non-public areas of any Sanitation District facility. When and where such social visits do occur, social distancing shall be observed.

G. Remote Public Access to Meetings

1. In accordance with the Brown Act (California Government Code 54950 *et. seq.*), members of the public wishing to attend open session meetings of the Board and Committee may do so remotely. Information regarding how to attend remotely will be posted on the Sanitation District's website.
2. Attendance in person will be permitted by the General Manager (or their Designee) when an assessment is made by the Pandemic Team that it is reasonably safe to do so.

H. Required Posting and Distribution

1. Signs must be placed at conspicuous places at all public entrances that instruct employees, contractors, and members of the public not to enter if they are experiencing symptoms associated with COVID-19.

2. The signs must also instruct persons who are not experiencing these symptoms and who can enter the facility to follow safe work practices such as wearing face coverings, maintaining six feet of distance between themselves and others while inside, and good hygiene practices.

VII. Cleaning, Disinfection and Decontamination

A. General

1. The CDC recommends cleaning and disinfecting the workplace to reduce the risk of exposure to COVID-19. Normal routine cleaning removes germs and dirt from surfaces and lowers the risk of spreading the virus. Disinfection kills germs on surfaces, which can lower the risk of spreading infection.
2. Employees shall avoid sharing phones, work supplies, and office equipment, and tools wherever possible. Where such items must be shared, disinfect between shifts or uses, whichever is more frequent, including the following: shared office equipment such as copiers, fax machines, printers, telephones, keyboards, staplers, surfaces in reception areas, shared workstations, etc., with a cleaner appropriate for the surface.
3. Restrooms and locker rooms will stay operational and stocked. Adequate supply of soap, cleaners, paper towels, and hand sanitizers are available.
4. Only Environmental Protection Agency (EPA)-approved cleaning supplies shall be used, including ready-to-use sprays, concentrates, and wipes. Cleaning supplies shall be supplied by the Sanitation District and approved for use by Risk Management. Safety data sheets (SDS) shall be available for each cleaning product and an electronic copy stored in the Sanitation District's SDS database.
5. Any items (i.e., pens, clipboards) handled by contractors or visitors, including, but not limited to, visitor badges, clipboards, or pens, must be taken out of circulation after each use and not be used again until wiped down with effective disinfectants.

B. Cleaning and Disinfection

1. **Cleaning Practices for Outdoor Areas**
 - a. The virus that causes COVID-19 naturally dies within hours to days in typical outdoor environments. Warmer temperatures and exposure to sunlight reduces the time the virus survives on surfaces and objects. Outdoor areas generally require normal routine cleaning and do not require disinfection.
 - b. The Sanitation District will maintain existing cleaning and hygiene practices of outdoor areas.
2. **Cleaning and Disinfecting Practices for Indoor Areas**
 - a. The virus that causes COVID-19 has not been shown to survive on surfaces longer than seven (7) days. Therefore, if an indoor area has been unoccupied for seven (7) days or more, the Sanitation District will conduct normal routine

cleaning of that area consistent with its existing cleaning and hygiene practices.

- b. The Sanitation District will evaluate each building or facility to determine what kinds of surfaces make up each area. Most surfaces and objects will require only routine cleaning consistent with the Sanitation District's current practices.
 - c. Each workday, the Sanitation District will clean and disinfect frequently touched surfaces and objects, including but not limited to light switches, handrails, and doorknobs, to further reduce the risk of germs on those surfaces and objects. Cleaning and disinfection are performed daily by Sanitation District custodial service.
 - d. In addition to the efforts undertaken by the Sanitation District, every Sanitation District employee across all departments has an individual responsibility to contribute to this effort by routinely disinfecting surfaces and objects with which that employee interacts. The Sanitation District will provide effective disinfectants, such as disposable wipes or spray bottles containing bleach, throughout its buildings and facilities to be used to disinfect these items to assist employees in meeting their individual responsibilities.
 - e. The Sanitation District requires that the use of any cleaning and disinfectant products adhere to the instructions from each product's manufacturer related to concentration, application method, contact time, etc.
 - f. The Sanitation District prohibits the mixing of bleach and other cleaning and disinfection products together, as this can cause fumes that may be dangerous when inhaled. It is approved for qualified people in the laboratory to prepare dilutions of Sodium Hypochlorite with water for use as a disinfectant.
3. Provision of Sanitizing Supplies
 - a. Hand sanitizer or effective disinfectant will be made available near the entrance of any Sanitation District administrative office and in other appropriate areas for use by employees, contractors, and members the public, and in locations where there is high-frequency employee interaction.
 - b. Tissues and no-touch disposal receptacles will be placed at locations where they can be easily accessed by employees and members of the public.
 4. Cleaning and Disinfecting Practices Related to Sanitation District Vehicles
 - a. The Sanitation District offers vehicle cleaning every Friday on-site at both Plant No.1 and Plant No. 2 facilities. Sanitation District vehicles can also be cleaned at approved off-site locations.
 - b. In addition to the efforts undertaken by the Sanitation District, employees must disinfect frequently touched surfaces and objects within a Sanitation District vehicle before and after use, if that vehicle is shared, or at the beginning and end of each shift, if no one else uses the vehicle during the employee's shift. The Sanitation District will provide disinfectants, such as disposable wipes, for this purpose.

C. Heating, Ventilating, and Air-Conditioning (HVAC) Systems

1. The Sanitation District will ensure that HVAC systems are properly maintained according to guidelines set forth by the American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE).
2. The Sanitation District will inventory and evaluate occupied building HVAC systems to ensure systems are operating at optimal performance. Systems will be equipped with the greatest minimum efficiency rating value (MERV) air filter that the system can safely handle, as well as maximize outside air intake to the extent feasible. Outside air may be reduced when Air Quality Index is greater than 100 for any pollutants or if letting in outdoor air by other means would cause a hazard to employees, for instance from excessive heat or cold.

D. Decontamination Services

1. Decontamination is performed by a contractor for credible, suspected or known COVID-19 cases. The decontamination service is performed by specially trained professionals using EPA-approved solutions.
2. Spaces selected for decontamination must be vacated until decontamination services can be completed. The Sanitation District shall prohibit entry into these spaces and post signage to notify occupants of such closure. The contractor may utilize sprays, foggers and misting equipment while wearing Level C PPE to eradicate the virus. Access by Sanitation District employees to areas under active decontamination is strictly prohibited.

VIII. Hand Cleaning

A. Hand cleaning is a basic infection prevention measure that must be implemented to reduce the spread of illness. Hand cleaning is completed using soap and water. Soap and water are available at all Sanitation District restrooms and break areas. Employees and visitors shall wash their hands for a minimum of 20 seconds with soap and water at the following intervals:

- Before, during, and after the work shift.
- Before preparing food or eating.
- Before and after caring for someone who is suspected of being sick.
- Before and after treating a cut or wound.
- After using the restroom.
- After touching equipment suspected of wastewater contamination.
- If your hands are visible dirty.
- After blowing nose, coughing, or sneezing.
- After touching the face.
- Before putting on or taking off a face covering.

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B. Hands shall be cleaned with soap and water by:

1. Wetting hands with clean running water (warm or cold) and applying soap.
2. Lathering hands by rubbing them together with soap.
3. Scrubbing all surfaces, including palms, back and front of fingers, and under nails for 20 seconds.
4. Rinsing hands under clean, running water.
5. Drying hands using a clean, disposable towel.

C. Hand sanitizers should only be used when soap and water are not readily available. Overuse of hand sanitizer can dry and crack the skin and perhaps lead to a point of entry for germs. Hand sanitizers should not be used when hands are visibly dirty or greasy. Hand sanitizers are available for use by Sanitation District employees through the Warehouse (Item 67-03-4410).

D. Hands shall be cleaned with alcohol-based hand sanitizers by:

1. Applying sufficient product on hands to cover all surfaces.
2. Rubbing hands together until hands feel dry, which should take about 20 seconds.
3. Wash hands with soap and water as soon as it is available.

IX. Temperature and Symptom Screening

A. General

1. The CDC and CDPH recommends that employers implement measures designed to prevent or reduce the transmission of the virus that causes COVID-19 between and among employees at the workplace. One method for doing so is to require that employees submit to temperature testing and certify the absence of symptoms associated with COVID-19 prior to being allowed to enter any Sanitation District facility or worksite.
2. The purpose of this section is to prevent any individual who presents a fever or certifies that they have presented a symptom associated with COVID-19 from entering a Sanitation District facility or worksite to ensure the safety and health of Sanitation District workplaces.
3. Pursuant to Labor Code section 6300, et seq., and consistent with guidance provided by the Equal Employment and Opportunity Commission (EEOC) and the Department of Fair Employment and Housing (DFEH), the Sanitation District is authorized to adopt temperature testing and COVID-19 screening in order to ensure that individuals who present symptoms associated with COVID-19 do not enter Sanitation District facilities or worksites and to provide a healthy and safe workplace for Sanitation District employees who use such facilities and worksites.

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4. The Sanitation District intends to comply with all applicable laws fully and faithfully, including, but not limited to, the Americans with Disabilities Act (ADA), the Rehabilitation Act of 1973, and the Fair Employment and Housing Act (FEHA) in the administration of this policy and associated protocol.
5. Employees shall immediately report to their supervisor or Human Resources Department, without fear of reprisal, COVID-19 symptoms, or possible COVID-19 exposures.
6. Any employee who fails to inform their supervisor or the Human Resources Department that they present a symptom associated with COVID-19 or who attempts to or does report to work despite the presentation of such a symptom or symptoms may face disciplinary action by the Sanitation District, up to and including termination.

B. Procedure

1. All employees, contractors, and visitors, on a daily basis, are to perform a self-administered screening for COVID-19 symptoms (including temperature) before entering the workspace. Employees may be directed at any time by management to perform screening on-site.
2. No person who presents a symptom prior to the start of the workday may report to work. Employees who develop symptoms after beginning their workday and after informing their immediate supervisor or the Sanitation District's Human Resources Department will be directed to leave work.
3. Before entering a Sanitation District facility, contractors and members of the public will be required to verbally or in writing attest to the absence of any symptoms associated with COVID-19.
4. Sanitation District employees will be required to complete a daily COVID-19 Symptom Screening Questionnaire. The Sanitation District will treat an employee refusing to submit to screening prior to or during their scheduled workday as an unexcused absence.
5. Symptom screenings (including temperature) will be conducted in instances where there may have been a potential on-site exposure to COVID-19. In those instances, the employees with potential exposure will be notified directly of actions required, including daily on-site screening for COVID-19 symptoms.
 - a. On-site symptom screening will be self-administered.
 - b. Upon arrival to the Sanitation District test location, employee shall:
 - 1) Wash their hands with soap and water for at least 20 seconds or, if soap and water are not available, use hand sanitizer with at least 60% alcohol.
 - 2) Wear a face covering.

- 3) Maintain social distancing between other persons.
- 4) Handheld thermometers shall be thoroughly cleaned in between each check. The thermometers shall be cleaned and disinfected according to manufacturer's instructions and facility policies.

C. Posting of Signage Notifying Employees and Members of the Public

1. At each Sanitation District facility and worksite, the Sanitation District will post signage informing employees, contractors, and members of the public of the Sanitation District's policy requiring screening prior to being allowed to enter the Sanitation District facilities and worksites.
2. A copy of the Sanitation District's COVID-19 Pandemic Response Program will be made available for review.
3. Each employee will be required to self-certify to the absence of symptoms associated with COVID-19 prior to being allowed to enter such facility or worksite.

X. Protocols for Employees Potentially Exposed to COVID-19

- A. Employees within close contact of somebody who has tested positive for COVID-19 must quarantine for at least 10 days.
- B. Individuals shall quarantine themselves in their home or another residence for 10 days from the last date that they were in close contact with a person that has been diagnosed with or likely to have COVID-19. They may not leave quarantine except to receive necessary medical care or obtain goods or services necessary for basic subsistence.
- C. Face coverings shall be worn by individuals during the 10-day quarantine. When outside the home or at work, face coverings shall be worn for an additional four days after exposure. Individuals shall continue to monitor symptoms through day 14 and if symptoms occur, contact Human Resources for additional steps.
- D. Exception to the 10-day Quarantine
 1. All persons who reside in a high-risk congregate living setting (e.g., skilled nursing facilities or shelters) or with severely immunosuppressed persons (e.g., Bone marrow or solid organ transplants, chemotherapy) shall quarantine themselves in their home or another residence for 14 days from the last date that they were in close contact with a person that has been diagnosed with or likely to have COVID-19.
 2. They may not leave their place of quarantine except to receive necessary medical care or to obtain such other goods or services necessary for their basic subsistence.
- E. If an order to isolate or quarantine an employee is issued by the local or state health department official, the employee shall not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period is specified, then the period

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shall be 10 days from the time the order to isolate was effective or 14 days from the time the order to quarantine was effective.

- F. The purpose of quarantine is to prevent the spread of illness.
- G. During quarantine, employees shall watch for fever, cough, shortness of breath, or other symptoms of COVID-19.
- H. If possible, stay away from others, especially those who are at higher risk for getting very sick from COVID-19.

XI. Protocols for Employees Experiencing COVID-19 Symptoms While at Work

A. If the employee displays **emergency warning signs** for COVID-19 such as difficulty breathing, chest pain or pressure, confusion, bluish lips or face, or other major life-threatening symptoms, the on-duty Supervisor / Manager shall:

- 1. Isolate the employee in place and remove non-essential personnel from the area.
- 2. Notify the employee's management team, Human Resources, and Risk Management as soon as possible.
- 3. When working at Plant No.1 or Plant No. 2
 - a. Activate emergency response protocol by calling extension 2222 from Sanitation District landline or cell phone using 714-593-7133 (P1) or 714-593-7677 (P2).
 - b. Control Center Operator will dispatch the Sanitation District Medical Response Team (MRT), notify Security, and contact emergency medical services (911).
- 4. When working at Mt. Langley, Outlying Pump Stations, and in the Collections System Service Area:
 - a. Activate emergency response protocol by calling 911 from a cell phone or landline.
- 5. When working on Sanitation District's marine vessel, the Nerissa
 - a. Isolate the employee on the starboard stern quarter and return to port.
 - b. Activate emergency response protocol by calling 911 from a cell phone.
 - c. Notify the employee's supervisor as soon as possible.

B. If an employee is experiencing mild to severe COVID-19 symptoms while working at a Sanitation District facility, the on-duty Supervisor / Manager shall:

- 1. Request that the symptomatic employee put on a face covering, if not already wearing one.
- 2. Isolate the employee to prevent potential spread of illness.
 - a. When working at Plant No. 1 or Plant No. 2:

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- 1) If the employee is assigned to an office with a closable door, direct the employee to isolate in their office.
 - 2) If the employee is not assigned to an office with a closable door, direct the individual the nearest on-site Sanitation District COVID isolation room (P1 Purchasing Conference Room, P2 Risk Management Conference Room). A chair, cot, and water are provided in a labeled container in the isolation rooms.
 - b. When working at Mt. Langley, Outlying Pump Stations, and in the Collections System Service Area:
 - 1) If the employee does not have access to an office with a closable door, the employee may isolate in an outdoor location or in a vehicle.
 - c. When working on Sanitation District's marine vessel, the Nerissa
 - 1) Isolate the employee on the starboard stern quarter and return to port as soon as possible.
 3. The employee shall call the Company Nurse hotline at (877) 518-6702. If COVID-19 is suspected, the nurse will direct the employee to call the COVID-19 hotline or their Primary Care Physician (PCP) to receive the mandatory CDC screening, which includes responding to a health questionnaire.
 4. Instruct the employee to:
 - a. Return home for self-isolation.
 - b. Contact their PCP for further guidance and follow provided medical guidance. Employee shall stay in regular contact with their doctor.
 - c. Provide health status updates and anticipated return to work date to their supervisor and Human Resources Department.
 - d. Provide the Sanitation District with proof of medical clearance before returning to work.
 - e. Monitor their symptoms and seek prompt medical attention if their symptoms worsen.
 5. Contact Risk Management regarding work locations accessed by the symptomatic employee, lockdowns, and requests for disinfection.
- C. If the individual is instructed that testing is required, they will be directed to test at their medical provider's test site (if one is available) or a CDPH approved COVID-19 test facility. Due to challenges of obtaining testing supplies and PPE for healthcare providers conducting tests, testing may be restricted at times to high priority groups, as determined by CDPH or local public health department. Test results can take up to 24-72 hours based on the testing facility capacity.
- D. If the individual is instructed that testing is not required, the Sanitation District may still require the employee to self-isolate and to provide proof of medical clearance before

returning to work. Refer the employee to Human Resources Department for further assistance.

XII. Employer Notice and Reporting Requirements

- A. When the Sanitation District receives notice of a potential exposure to COVID-19, the Sanitation District will provide written notice to all Sanitation District employees, Contractors, and Subcontractors working at the same worksite within the infectious period (48 hours prior to notification).
- B. Written notice will also be provided for a person who has a laboratory confirmed COVID-19 case, a positive diagnosis by a licensed health care provider, a COVID related isolation order by a public health officer, or death due to COVID as determined by the county public health department.
- C. The notice will be provided via email (Sanitation District and Contractor employees) and/or on myOCSD intranet site (Sanitation District employees only) within 24 hours of knowledge by the Sanitation District.
- D. The bargaining unit representatives of Sanitation District employees subject to potential COVID-19 exposure will be notified in addition.
- E. The Sanitation District will provide the affected Sanitation District employees and bargaining units representatives with a notice regarding COVID-19 related benefits and leave rights, as well as employee's protections against retaliation and discrimination.
- F. The Sanitation District will provide all Sanitation District employees, Contractors, and Subcontractors impacted by the potential COVID-19 exposure with the Sanitation District's plan for disinfection and updates to Sanitation District's safety procedure.
- G. Exposure notices will be maintained for a period of three years.

XIII. Protocol for COVID-19 Cases

- A. As soon as the Sanitation District is alerted that an employee has reported testing positive for COVID-19, Human Resources Department and Risk Management staff will:
 - 1. Validate the diagnosis with a medical professional.
 - 2. Contact the local public health department in which the employee resides to ensure they have been notified of the positive result.
 - 3. Notify the Executive Management Team and the Administration Manager.
 - 4. Determine who may have had a COVID-19 exposure by evaluating activities performed by the COVID-19 case and all locations in the workplace which the individual may have accessed during the high-risk exposure period.
 - 5. Notify employee(s) who may have been exposed, and ask them to notify their PCP, and monitor for symptoms.

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6. Notify employees who were potentially exposed to self-monitor, report any symptoms to their supervisor, contact their medical provider for further guidance, and obtain testing if required by their PCP.
7. Offer COVID-19 testing at no cost to employees during their working hours who may have had potential COVID-19 exposure and provide them with information on benefits available.
8. Notify Clean Harbors to immediately decontaminate the impacted work area and the adjacent common areas to include but not limited to restrooms, kitchens, break areas, and co-worker offices.
9. Notify all Sanitation District employees regarding any positive COVID-19 diagnosis. Notifications shall respect the privacy of all parties as much as possible.
10. Record the illness on the OSHA 300 log. Determine if work-related. If work-related, evaluate existing controls and work practices in place.
11. Refer all media inquiries to the Public Affairs Office.
12. Work with Orange County Health Care Agency to track employee absences.
13. Take guidance from the Orange County Health Care Agency on the ongoing response to the situation.

B. Return to Work Criteria:

1. COVID-19 cases with COVID-19 symptoms shall not return to work until:
 - a. At least 24 hours has passed since a fever of 100.4 or higher without the use of fever reducing medicine, and
 - b. COVID-19 symptoms have improved, and
 - c. At least 10 days have passed since COVID-19 symptoms first appeared.
2. COVID-19 cases who tested positive but never developed COVID-19 symptoms shall not return to work until at least 10 days have passed since the date of their first positive COVID-19 diagnostic test assuming they have not subsequently developed symptoms since their positive test.
3. Negative COVID-19 tests shall not be required for an employee to return to work.

C. The Human Resources Department will document case status, test results, onset of symptoms for each COVID-19 case, which may include day and time the COVID-19 case was last onsite, the date of the positive COVID-19 tests and/or diagnosis, and the date the COVID-19 case first had one or more symptoms, if any were experienced. The Human Resources Department will also record the employee's name, contact information, occupation, location where the employee worked, the date of the last day at the workplace, and the date of the positive COVID-19 test. Information will be protected and confidential.

XIV. COVID-19 Outbreaks

A. Minor Outbreak

1. This section applies as identified by the local health department or when three or more COVID-19 cases occur in an exposed workplace within a 14-day period.
2. Employees who contract COVID-19 while teleworking are not to be included as a COVID-19 case unless the exposure occurred while the individual contracted the virus while at the workplace.
3. Employees who momentarily pass through the same space without interacting or congregating in the exposed workplace are not considered as a possible exposure case.
4. This section shall apply until there are no new COVID-19 cases detected in the workplace for a 14-day period. Employees who were exposed to a COVID-19 case while at work, will be excluded from the workplace for 10 days after the last known exposure.
5. For a minor outbreak, the Sanitation District will provide testing to all employees at the exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period.
 - a. Testing will be provided immediately and one week later. Negative test results shall not impact quarantine periods.
 - b. After the first two tests are provided, the Sanitation District will continue to provide testing of employees who remain in the workplace at least one per week, until 14-day period has passed without a new COVID-19 case.
 - c. The Sanitation District will investigate and determine possible workplace related factors that contributed to the COVID-19 outbreak. The investigation may include review of policies, procedures, and controls to address future outbreaks. Workplace reviews shall continue every 30 days that the outbreak continues.
 - d. The Sanitation District will notify the local health department within 48 hours for any outbreak with names, number, occupation, and worksite location.

B. Major Outbreak

1. This section applies as identified by the local health department or when there are 20 or more COVID-19 cases in an exposed workplace within a 30-day period.
2. This section shall apply until there are no new COVID-19 cases detected in the workplace for a 14-day period.
3. The Sanitation District will provide testing to all employees at the exposed workplace twice per week except for employees who were not present during the

period of an outbreak identified by a local health department or the relevant 14-day period.

4. The Sanitation District will evaluate COVID-19 hazard controls, including review of HVAC system controls, need for respiratory protection, determine if specific operations are contributing to the outbreak, and identify other control options to prevent future outbreaks.
5. The Sanitation District will notify the local health department within 48 hours for any outbreak with names, number, occupation, and worksite location.

XV. Accommodations for Employees with Medical or Other Conditions

- A. The Sanitation District provides for an accommodation process for employees who have a medical or other condition identified by the CDC or the employees' health care provider as placing or potentially placing the employees at increased risk of severe COVID-19 illness.
- B. The CDC identifies the following medical conditions and other conditions as placing or potentially placing individuals at an increased risk of severe COVID-19 illness.
- C. The CDC guidance provides that adults of any age with the following conditions are at increased risk of severe illness from the virus that causes COVID-19:
 1. Cancer
 2. Chronic kidney disease
 3. COPD (chronic obstructive pulmonary disease)
 4. Heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies
 5. Immunocompromised state (weakened immune system) from solid organ transplant
 6. Obesity (body mass index [BMI] of 30 kg/m² or higher but < 40 kg/m²)
 7. Severe Obesity (BMI ≥ 40 kg/m²)
 8. Pregnancy
 9. Sickle cell disease
 10. Smoking
 11. Type 2 diabetes mellitus
- D. The CDC guidance also provides that adults of any age with the following conditions might be at an increased risk for severe illness from the virus that causes COVID-19:

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1. Asthma (moderate-to-severe)
2. Cerebrovascular disease (affects blood vessels and blood supply to the brain)
3. Cystic fibrosis
4. Hypertension or high blood pressure
5. Immunocompromised state (weakened immune system) from blood or bone marrow transplant, immune deficiencies, HIV, use of corticosteroids, or use of other immune weakening medicines
6. Neurologic conditions, such as dementia
7. Liver disease
8. Overweight (BMI > 25 kg/m², but < 30 kg/m²)
9. Pulmonary fibrosis (having damaged or scarred lung tissues)
10. Thalassemia (a type of blood disorder)
11. Type 1 diabetes mellitus

E. The Sanitation District will periodically review CDC, CDPH, and OCHCA websites to account for any additional medical conditions and other conditions that can place or potentially place individuals at an increased risk of severe COVID-19.

F. Sanitation District employees are encouraged to review the list of medical conditions and other condition provided above to determine whether they have such a condition.

G. To request an accommodation, employees may make a request with their manager or supervisor or the Human Resources Department.

XVI. Contact Tracing

A. If possible, the Sanitation District will interview the COVID-19 cases in order to ascertain the following information: (1) the date on which the employees tested positive, if asymptomatic, or the date on which the employees first presented COVID-19 symptoms, if symptomatic; (2) the COVID-19 cases recent work history, including the day and time they were last present at a Sanitation District worksite or facility; and (3) the nature and circumstances of the COVID-19 cases' contact with other employees during the high-risk exposure period, including whether there were any close contact COVID-19 exposure.

B. If the Sanitation District determines that there were any close contact COVID-19 exposures, the Sanitation District will instruct those employees to remain at their home or place of residence and not report to work until such time as the employees satisfy the minimum criteria to return to work.

XVII. Testing Requirements for COVID-19

A. General

1. The EEOC issued updated Technical Assistance Questions and Answers (“Guidance”) concerning the ADA and Rehabilitation Act. The Guidance states that, despite certain restrictions under the ADA and the Rehabilitation Act concerning medical-related testing in the workplace, an employer may choose to administer COVID-19 testing to employees before they enter the workplace to determine if the employee has the virus. This would be primarily for the purpose of ensuring the health and safety of the workplace.
2. Pursuant to Labor Code section 6300, et seq. [and any applicable state or local public health orders], and consistent with the EEOC’s April 23, 2020 Guidance [and any guidance that the DFEH may provide and any applicable state or local public health orders, the Sanitation District is authorized to adopt this COVID-19 testing requirement.
3. Testing will be provided to employees at no cost for employees who had COVID-19 exposure. Employees will be notified regarding possible consequences of a positive test. Testing will be provided during working hours.

B. Scope of Coverage

1. On a case-by-case basis, the Sanitation District is authorized to determine that this policy will not apply to an employee if the General Manager, EMT, or Human Resources Department determines that testing such an employee is not job related or consistent with business necessity.
2. Testing may not be job related or consistent with business necessity for a particular employee if his or her job responsibilities do not result in contact with or proximity to other people, including other employees or members of the public.

C. Acknowledgement of Agreement to Submit to Testing

1. The Sanitation District may require that employees acknowledge receipt of the notice and execute an agreement submitting to testing for the virus that causes COVID-19. Such agreement will include a Confidentiality of Medical Information Act (CMIA) authorization for release of the test results to the Sanitation District.

D. Refusal to Submit to Testing

1. The Sanitation District will place any employee who refuses to submit to testing in accordance with the testing protocol associated with this policy on unpaid leave. The employee may then elect to use any earned or accrued leave to which they are entitled to provide compensation during the time away from work.

E. Notification of Test Results

1. The Sanitation District or a test center will notify the employee of test results in writing and in a confidential manner. In the event of a positive COVID-19 test result, the Sanitation District or the test center will also inform the employee by phone call so that the employee may consult with their health care provider and take precautionary measures to prevent transmission of the virus.

F. Test Results and Any Other Health or Medical Records

1. The Sanitation District will store test results and any other health or medical records, in a manner consistent with applicable law and in accordance with the Sanitation District practice for storing medical information in a file separate from the employee's personnel file.

G. Leave Status of Employee with Positive COVID-19 Diagnosis

1. The Sanitation District will place any employee who tests positive for the virus that causes COVID-19 on paid sick leave status for the remainder of the day following the positive diagnosis. Thereafter, the employee may elect to remain on paid sick leave if they have a balance of such leave, may elect to use Emergency Paid Sick Leave, as provided under the Families First Coronavirus Response Act if they have a balance of such leave, may elect another form of other earned or accrued leave, or may take such leave on an unpaid basis.

H. Reservation of Right to Require Additional or Subsequent Testing

1. The Sanitation District expressly reserves the right to require that employees submit to additional or subsequent tests to ensure healthy and safe working conditions for all employees.

XVIII. Communications and Training

A. This program was communicated to all workers and necessary training will be provided. Additional communication and training will be ongoing and provided to all workers who did not receive the initial training.

B. Employees shall be trained on the following:

- Information on COVID-19, including how to prevent the spread of the virus and underlying health conditions.
- Self-screening at home, including temperature and symptom checks.
- Importance of not coming to work if employees have COVID-19 symptoms, including frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with have been diagnosed with COVID-19.
- How to seek medical attention if their symptoms are severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face.
- Importance of hand cleaning.

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- Importance of physical distancing, both at work and off work time.
- Proper use of face coverings.

C. Instructions will be communicated to vendors about how drop-off, pick-up and delivery will be conducted to ensure social distancing between the customer, the worker, and other customers, and about the recommendation that customers use face masks when dropping off, picking up or accepting delivery.

XIX. Recordkeeping

All records created or generated in the course of this procedure shall be legible and stored in a way that they are readily retrievable in facilities or electronic document/content management systems that provide a suitable environment to prevent damage, deterioration, or loss. Records may be in the form of any type of media, such as hard copy or electronic media. The Sanitation District Records Retention Schedule is the official procedure governing the retention, retirement, and destruction of Sanitation District records. Document owners should use these schedules to determine the item and series that best fit their records. Document owners are responsible for ensuring that documents are properly marked, indexed, and filed for their projects or area of responsibility.

XX. References

ADM-SOP-600, Injury and Illness Prevention Program

Title 8, California Code of Regulations (CCR), Section 3203, Injury and Illness Prevention Program

Title 8, CCR, Section 3205, COVID-19 Prevention

Title 8, CCR, Section 3366, Washing Facilities

Title 8, CCR, Section 3457, Field Sanitation

XXI. Revision History

Version	Date	By	Reason
1.0	7/2/2020	Frattali, John	New
2.0	12/30/2020	Frattali, John	Compliance with Title 8, California Code of Regulations, Section 3205 for COVID-19 Prevention (new regulation effective 11/30/2020). Refer to Policy Change Log for specific updates.

XXII. Attachments

- A. Workplace Risk Assessment
- B. Risk Mitigation Strategies

COVID Site-Specific Risk Assessment

Risk of Exposure Definitions (assumes average use, occasions of higher occupancy increase risk). Risk levels were based on the perceived likelihood of exposure to other employees in terms of proximity, frequency, and duration.

Minimal - Working alone or easily able to maintain greater than 6 feet of social distance, not likely to result in illness.

Low - Brief interactions with other employee such as passing others in a hallway

Medium - Intermittent exposures to other staff in common work areas (i.e., reception areas, conference rooms, lunch break rooms)

High - Prolonged exposure to other employees in work areas where social distance cannot be maintained such as a shared small office or workspace.

Wastewater Treatment Plant structures and offsite Pump Stations are not included in this assessment as these areas are not normally occupied. Work planning must be used to maximize social distancing and instances where face coverings or similar protection measures must be observed. Contact Risk Management for any concerns.

Plant	Asset	Work Area Type	Risk	Control Code	Control Description
All	Personnel	N/A	Low	A-1	COVID-19 Training
All	Personnel	N/A	Low	A-3	Cleaning Supplies - availability. Evaluate cleaning supply needs for when staff return to workplace.
All	Personnel	N/A	Low	A-3	Hand Sanitizer - availability. Evaluate sanitizer needs for when staff return to workplace.
All	Personnel	N/A	Low	A-7	Face Coverings - availability. Evaluate mask supply needs for when staff return to workplace.
All	Fleet Vehicles	N/A	Medium	A-3	Provide hand sanitizer and cleaning supplies inside each vehicle.
P1	Guard Stations (all)	One person office	Low	A-8	Post signs entering facility or structure.
P1	Administration Building	Entrances and Exits	Low	A-8	Post signs at building entrance doors notifying occupants of entry requirements.
P1	Administration Building	Entrances and Exits	Low	A-3	Provide hand sanitizer station inside/outside all major entrances/exits.
P1	Administration Building	Entrances	Low	A-9	Provide thermal temperature scanners. Identify technology and application for kiosks.
P1	Administration Building	Hallway	Low	E-20	Remove chairs outside of AGM Thompson's office.
P1	Human Resources	Entrances	Low	A-9	Provide thermal temperature scanners. Identify technology and application for kiosks.
P1	Administration Building	Main Lobby	Medium	E-20	Remove or cover furniture located in waiting area.
P1	Administration Building	Lunch Room and Kitchen	Medium	A-8	Post signs for self-cleaning and physical distancing.
P1	Administration Building	Conference Rooms (all) / Board Room	Medium	E-18	Limit occupancy by removing chairs and tables. Setup for physical distancing.
P1	Administration Building	Breakout Space (outside Conf A-C)	Medium	A-8	Post signs for self-cleaning and physical distancing.
P1	Administration Building	Atrium	Medium	A-8	Post signs for self-cleaning and physical distancing.
P1	Administration Building	Exterior Seating	Medium	A-8	Post signs for self-cleaning and physical distancing.
P1	Administration Building	Elevators	Medium	A-8	Post signs at elevator limiting riders.
P1	Administration Building	HVAC	Minimal	E-4	Maintain HVAC in good condition
P1	Human Resources	Entrances and Exits	Low	A-8	Post signs at building entrance doors notifying occupants of entry requirements.
P1	Human Resources	Entrances and Exits	Low	A-3	Provide hand sanitizer station inside/outside all major entrances/exits.
P1	Risk Management	Entrances	Low	A-9	Provide thermal temperature scanners. Identify technology and application for kiosks.
P1	Human Resources	Reception Area	Medium	E-20	Remove or cover furniture located in waiting area.
P1	Laboratory	Entrances	Low	A-9	Provide thermal temperature scanners. Identify technology and application for kiosks.
P1	Control Center	Entrances	Low	A-9	Provide thermal temperature scanners. Identify technology and application for kiosks.

Plant	Asset	Work Area Type	Risk	Control Code	Control Description
P1	Human Resources	Kitchen	Medium	A-8	Post signs for self-cleaning and physical distancing.
P1	Human Resources	Conference Room	Medium	E-18	Limit occupancy by removing chairs and tables. Setup for physical distancing.
P1	Human Resources	HVAC	Minimal	E-4	Maintain HVAC in good condition
P1	Risk Management	Entrances and Exits	Low	A-8	Post signs at building entrance doors notifying occupants of entry requirements.
P1	Risk Management	Entrances and Exits	Low	A-3	Provide hand sanitizer station inside/outside all major entrances/exits.
P1	Fleet Services	Entrances	Low	A-9	Provide thermal temperature scanners. Identify technology and application for kiosks.
P1	Warehouse and Purchasing	Entrances	Low	A-9	Provide thermal temperature scanners. Identify technology and application for kiosks.
P1	Risk Management	Kitchen	Medium	A-8	Post signs for self-cleaning and physical distancing.
P1	Risk Management	Security Monitoring Station	Medium	A-8	Post signs for self-cleaning and physical distancing.
P1	Risk Management	HVAC	Minimal	E-4	Maintain HVAC in good condition
P1	Laboratory	Entrances and Exits	Low	A-8	Post signs at building entrance doors notifying occupants of entry requirements.
P1	Laboratory	Entrances and Exits	Low	A-3	Provide hand sanitizer station inside/outside all major entrances/exits.
P1	Building A	Entrances	Low	A-9	Provide thermal temperature scanners. Identify technology and application for kiosks.
P1	Laboratory	Entry and Lobby	Medium	E-20	Remove or cover furniture located in waiting area.
P1	Laboratory	Showers	Low	A-10	Showers to occur in shifts.
P1	Laboratory	Locker/Shower Room	Low	A-3	Cleaning solution to be available for users before/after showering.
P1	Laboratory	Laboratory - Chemistry Lab	High	E-1	Relocate some staff to vacant spaces to maintain 6 feet.
P1	Laboratory	Laboratory - Inorganics Lab	High	E-1	Relocate some staff to vacant spaces to maintain 6 feet.
P1	Laboratory	Laboratory - Chromatography Lab	High	E-1	Relocate some staff to vacant spaces to maintain 6 feet.
P1	Laboratory	Laboratory - Inorganic Instrumentation Lab	High	E-1	Relocate some staff to vacant spaces to maintain 6 feet.
P1	Building B & 3	Entrances	Low	A-9	Provide thermal temperature scanners. Identify technology and application for kiosks.
P1	Laboratory	Break Room	Medium	A-8	Post signs for self-cleaning and physical distancing.
P1	Laboratory	Break Room	Medium	E-18	Limit occupancy by removing chairs and tables. Setup for physical distancing.
P1	Laboratory	Conference Room	Medium	E-18	Limit occupancy by removing chairs and tables. Setup for physical distancing.
P1	Laboratory	Elevators	Medium	A-8	Post signs at elevator limiting riders.
P1	Laboratory	HVAC	Minimal	E-4	Maintain HVAC in good condition
P1	Control Center	Entrances and Exits	Low	A-8	Post signs at building entrance doors notifying occupants of entry requirements.
P1	Control Center	Entrances and Exits	Low	A-3	Provide hand sanitizer station inside/outside all major entrances/exits.
P1	Building 5 & 6	Entrances	Low	A-9	Provide thermal temperature scanners. Identify technology and application for kiosks.
P1	Control Center	Main Entrance Lobby	Medium	E-20	Remove or cover furniture located in waiting area.
P1	Control Center	Showers	Low	A-10	Showers to occur in shifts.
P1	Control Center	Locker/Shower Room	Low	A-3	Cleaning solution to be available for users before/after showering.

Plant	Asset	Work Area Type	Risk	Control Code	Control Description
P1	Control Center	Lunch Room and Kitchen	Medium	A-8	Post signs for self-cleaning and physical distancing.
P1	Control Center	Conference Rooms	Medium	E-18	Limit occupancy by removing chairs and tables. Setup for physical distancing.
P1	Control Center	Control Room	Low	A-8	Post signs to contact control room for inquiries. Post sign for entrance by authorized personnel only.
P1	Control Center	Control Room	Medium	A-5	Keep door closed at all times. Install sign to keep door closed and access for authorized persons only.
P1	Control Center	Pass Down Room	Medium	E-18	Limit occupancy by removing chairs and tables. Setup for physical distancing.
P1	Control Center	Intern Workspace - 2nd Floor	High	A-6	Limit intern workspace to only 2 interns.
P1	Control Center	Control Room	Medium	E-2	Modify/install sliding window or door for chemical drivers in control center control room.
P1	Control Center	Elevators	Medium	A-8	Post signs at elevator limiting riders.
P1	Control Center	HVAC	Minimal	E-4	Maintain HVAC in good condition
P1	Fleet Services	Entrances and Exits	Low	A-8	Post signs at building entrance doors notifying occupants of entry requirements.
P1	Fleet Services	Entrances and Exits	Low	A-3	Provide hand sanitizer station inside/outside all major entrances/exits.
P1	Engineering Trailers A, B, E & F	Entrances	Low	A-9	Provide thermal temperature scanners. Identify technology and application for kiosks.
P1	Fleet Services	Break Room	Medium	A-8	Post signs for self-cleaning and physical distancing.
P1	Fleet Services	Break Room	Medium	A-4	Consider implementing meal shifts so that physical distancing can be maintained.
P1	Fleet Services	Locker Room	Low	A-10	Showers to occur in shifts.
P1	Fleet Services	Locker/Shower Room	Low	A-3	Cleaning solution to be available for users before/after showering.
P1	Mt. Langley	Entrances	Low	A-9	Provide thermal temperature scanners. Identify technology and application for kiosks.
P1	Fleet Services	HVAC	Minimal	E-4	Maintain HVAC in good condition
P1	Warehouse and Purchasing	Entrances and Exits	Low	A-8	Post signs at building entrance doors notifying occupants of entry requirements.
P1	Warehouse and Purchasing	Entrances and Exits	Low	A-3	Provide hand sanitizer station inside/outside all major entrances/exits.
P2	Operations Center	Entrances	Low	A-9	Provide thermal temperature scanners. Identify technology and application for kiosks.
P1	Warehouse and Purchasing	Warehouse Cubicles	High	E-3	Increase height of cubicle walls.
P1	Warehouse and Purchasing	Receiving Window	Medium	A-8	Post signs at receiving window with protocol for delivering equipment, signing, etc.
P1	Administration Building	Restrooms	Medium	A-8	Post signs in restrooms on handwashing and physical distancing.
P1	Warehouse and Purchasing	Lunch Room	Medium	A-8	Post signs for self-cleaning and physical distancing.
P1	Warehouse and Purchasing	Conference rooms	Medium	E-18	Limit occupancy by removing chairs and tables. Setup for physical distancing.
P1	Warehouse and Purchasing	Reception Area	Medium	E-20	Remove or cover furniture located in waiting area.
P2	Maintenance Building	Entrances	Low	A-9	Provide thermal temperature scanners. Identify technology and application for kiosks.
P1	Warehouse and Purchasing	HVAC	Minimal	E-4	Maintain HVAC in good condition
P1	Building A	Entrances and Exits	Low	A-8	Post signs at building entrance doors notifying occupants of entry requirements.
P1	Building A	Entrances and Exits	Low	A-3	Provide hand sanitizer station inside/outside all major entrances/exits.
P2	Warehouse	Entrances	Low	A-9	Provide thermal temperature scanners. Identify technology and application for kiosks.

Plant	Asset	Work Area Type	Risk	Control Code	Control Description
P1	Human Resources	Restrooms	Medium	A-8	Post signs in restrooms on handwashing and physical distancing.
P1	Risk Management	Restrooms	Medium	A-8	Post signs in restrooms on handwashing and physical distancing.
P1	Building A	Lunch Room	Medium	A-8	Post signs for self-cleaning and physical distancing.
P1	Building A	Fitness Center	High	E-19	Establish control for use.
P1	Building A	HVAC	Minimal	E-4	Maintain HVAC in good condition
P1	Building B & 3	Entrances and Exits	Low	A-8	Post signs at building entrance doors notifying occupants of entry requirements.
P1	Building B & 3	Entrances and Exits	Low	A-3	Provide hand sanitizer station inside/outside all major entrances/exits.
P2	Construction Management Trailers 1 - 5	Entrances	Low	A-9	Provide thermal temperature scanners. Identify technology and application for kiosks.
P1	Building A	Locker Room	Low	A-10	Showers to occur in shifts.
P1	Building B & 3	Locker/Shower Room	Low	A-3	Cleaning solution to be available for users before/after showering.
P1	Building B & 3	Lunch Room	Medium	A-8	Post signs for self-cleaning and physical distancing.
P1	Building B & 3	Common wall cubicles	Medium	E-3	Increase height of cubicle walls.
P1	Building B & 3	HVAC	Minimal	E-4	Maintain HVAC in good condition
P1	Building 5 & 6	Entrances and Exits	Low	A-8	Post signs at building entrance doors notifying occupants of entry requirements.
P1	Building 5 & 6	Entrances and Exits	Low	A-3	Provide hand sanitizer station inside/outside all major entrances/exits.
P1	Administration Building	Main Lobby	Medium	E-2	Install plexiglass barrier at employee workstation.
P1	Building 5 & 6	Conference Rooms	Medium	A-8	Post signs for self-cleaning and physical distancing.
P1	Building 5 & 6	2nd Floor Cubicle Area	High	E-3	Increase height of cubicle walls.
P1	Building 5 & 6	2nd Floor Cubicle Area	High	E-1	Relocate some staff to vacant spaces to maintain 6 feet.
P1	Laboratory	Restrooms	Medium	A-8	Post signs in restrooms on handwashing and physical distancing.
P1	Control Center	Restrooms	Medium	A-8	Post signs in restrooms on handwashing and physical distancing.
P1	Building 5 & 6	BLDG 6 - Locker Room	Low	A-10	Showers to occur in shifts.
P1	Building 5 & 6	Locker/Shower Room	Low	A-3	Cleaning solution to be available for users before/after showering.
P1	Building 5 & 6	Lunch Room	Medium	A-8	Post signs for self-cleaning and physical distancing.
P1	Building 5 & 6	Lunch Room	Medium	E-20	Remove chairs so only one person per table.
P1	Building 5 & 6	HVAC	Minimal	E-4	Maintain HVAC in good condition
P1	Engineering Trailers A, B, E & F	Entrances and Exits	Low	A-8	Post signs at building entrance doors notifying occupants of entry requirements.
P1	Engineering Trailers A, B, E & F	Entrances and Exits	Low	A-3	Provide hand sanitizer station inside/outside all major entrances/exits.
P1	Human Resources	Lourdes Luna Work Station	Medium	E-2	Install plexiglass barrier at employee workstation.
P1	Engineering Trailers A, B, E & F	Lactation Room	Medium	A-8	Post signs for self-cleaning and physical distancing.
P1	Fleet Services	Restroom	Medium	A-8	Post signs in restrooms on handwashing and physical distancing.
P1	Warehouse and Purchasing	Restrooms	Medium	A-8	Post signs in restrooms on handwashing and physical distancing.

Plant	Asset	Work Area Type	Risk	Control Code	Control Description
P1	Engineering Trailers A, B, E & F	Conference Rooms	Medium	E-18	Limit occupancy by removing chairs and tables. Setup for physical distancing.
P1	Engineering Trailers A, B, E & F	Kitchen / Break Area	Medium	A-8	Post signs for self-cleaning and physical distancing.
P1	Engineering Trailers A, B, E & F	HVAC	Minimal	E-4	Maintain HVAC in good condition
P1	T&D Control Room, Break Room and	Entrances and Exits	Low	A-8	Post signs at building entrance doors notifying occupants of entry requirements.
P1	Building A	Restrooms	Medium	A-8	Post signs in restrooms on handwashing and physical distancing.
P1	T&D Control Room, Break Room and	Shower Room	Low	A-3	Cleaning solution to be available for users before/after showering.
P1	T&D Control Room, Break Room and	Break Room	Medium	A-8	Post signs for self-cleaning and physical distancing.
P1	T&D Control Room, Break Room and	Break Room	Medium	E-20	Remove chairs so only one person per table.
P1	T&D Control Room, Break Room and	Control Room	Medium	A-8	Post signs for self-cleaning and physical distancing.
P1	T&D Control Room, Break Room and	Elevator	Medium	A-8	Post signs at elevator limiting riders.
P1	Truck Loading Control Room	Entrances and Exits	Low	A-8	Post signs at building entrance doors notifying occupants of entry requirements.
P1	Building 5 & 6	Restrooms	Medium	A-8	Post signs in restrooms on handwashing and physical distancing.
P1	Truck Loading Control Room	Restroom	Low	A-3	Cleaning solution to be available for users before/after using restroom.
P1	Blower Building 2 Office Area	Entrances and Exits	Low	A-8	Post signs at building entrance doors notifying occupants of entry requirements.
P1	Engineering Trailers A, B, E & F	Restrooms	Medium	A-8	Post signs in restrooms on handwashing and physical distancing.
P1	Blower Building 2 Office Area	Small sample lab	Medium	A-8	Post signs for self-cleaning and physical distancing.
P1	Blower Building 2 Office Area	Control Room	Medium	A-8	Post signs for self-cleaning and physical distancing.
P1	Mt. Langley	Entrances and Exits	Low	A-8	Post signs at building entrance doors notifying occupants of entry requirements.
P1	Mt. Langley	Entrances and Exits	Low	A-3	Provide hand sanitizer station at all major entrances/exits.
P1	Human Resources	Marie Martin Work Station	Medium	E-2	Install plexiglass barrier at employee workstation.
P1	Mt. Langley	Conference Rooms	Medium	E-18	Limit occupancy by removing chairs and tables. Setup for physical distancing.
P1	Mt. Langley	Kitchen	Medium	A-8	Post signs for self-cleaning and physical distancing.
P1	Mt. Langley	Restrooms	Medium	A-2	Discuss with property manager available controls they can implement (signs, masks required, etc.)
P1	CENGEN Control Room Only	Entrances and Exits	Low	A-8	Post signs at building entrance doors notifying occupants of entry requirements.
P1	CENGEN Control Room Only	Entrances and Exits	Low	A-3	Provide hand sanitizer station inside/outside all major entrances/exits.
P1	CENGEN Control Room Only	Elevator	Medium	A-8	Post signs at elevator limiting riders.
P1	CENGEN Control Room Only	HVAC	Minimal	E-4	Maintain HVAC in good condition
P1	DAFT Control Room Only	Entrances and Exits	Low	A-8	Post signs at building entrance doors notifying occupants of entry requirements.
P1	DAFT Control Room Only	Entrances and Exits	Low	A-3	Provide hand sanitizer station inside/outside all major entrances/exits.
P1	T&D Control Room, Break Room and	Restroom	Medium	A-8	Post signs in restrooms on handwashing and physical distancing.
P1	DAFT Control Room Only	Small sample lab	Medium	A-8	Post signs for self-cleaning and physical distancing.
P1	PCI Trailers	Entrances and Exits	Low	A-8	Post signs at building entrance doors notifying occupants of entry requirements.

Plant	Asset	Work Area Type	Risk	Control Code	Control Description
P1	PCI Trailers	Entrances and Exits	Low	A-3	Provide hand sanitizer station inside/outside all major entrances/exits.
P1	Truck Loading Control Room	Restroom	Medium	A-8	Post signs in restrooms on handwashing and physical distancing.
P1	PCI Trailers	Kitchen / Break Area	Medium	A-8	Post signs for self-cleaning and physical distancing.
P1	PCI Trailers	HVAC	Minimal	E-4	Maintain HVAC in good condition
P2	Guard Stations (all) - P2	One person office	Low	A-8	Post signs entering facility or structure.
P2	Operations Center	Entrances and Exits	Low	A-8	Post signs at building entrance doors notifying occupants of entry requirements.
P2	Operations Center	Entrances and Exits	Low	A-3	Provide hand sanitizer station inside/outside all major entrances/exits.
P1	Risk Management	Karen Turnbaugh Cubicle	Medium	E-2	Install plexiglass barrier at employee workstation.
P2	Operations Center	Main Entrance Lobby	Medium	E-20	Remove or cover furniture located in waiting area.
P2	Operations Center	Showers	Low	A-10	Showers to occur in shifts.
P2	Operations Center	Locker/Shower Room	Low	A-3	Cleaning solution to be available for users before/after showering.
P1	Blower Building 2 Office Area	Restroom	Medium	A-8	Post signs in restrooms on handwashing and physical distancing.
P1	DAFT Control Room Only	Restroom	Medium	A-8	Post signs in restrooms on handwashing and physical distancing.
P1	Laboratory	Sample Receiving	Medium	E-22	Evaluate and implement a procedure to reduce exposures during sample hand off.
P2	Operations Center	Control Center Station	Low	A-8	Post signs to limit number of Operations staff behind counter.
P2	Operations Center	Lunch Room and Kitchen	Medium	A-8	Post signs for self-cleaning and physical distancing.
P2	Operations Center	Lunch Room and Kitchen	Medium	E-18	Limit occupancy by removing chairs and tables. Setup for physical distancing.
P2	Operations Center	Conference Rooms	Medium	E-18	Limit occupancy by removing chairs and tables. Setup for physical distancing.
P2	Operations Center	Training Room	Medium	E-18	Limit occupancy by removing chairs and tables. Setup for physical distancing.
P2	Operations Center	Elevator	Medium	A-8	Post signs at elevator limiting riders.
P2	Operations Center	Passdown room	Medium	E-18	Limit occupancy by removing chairs and tables. Setup for physical distancing.
P2	Operations Center	Fitness Center	High	E-19	Establish control for use.
P2	Operations Center	HVAC	Minimal	E-4	Maintain HVAC in good condition
P2	Maintenance Building	Entrances and Exits	Low	A-8	Post signs at building entrance doors notifying occupants of entry requirements.
P2	Maintenance Building	Entrances and Exits	Low	A-3	Provide hand sanitizer station inside/outside all major entrances/exits.
P2	Maintenance Building	Showers	Low	A-10	Showers to occur in shifts.
P2	Maintenance Building	Locker/Shower Room	Low	A-3	Cleaning solution to be available for users before/after showering.
P1	PCI Trailers	Restrooms	Medium	A-8	Post signs in restrooms on handwashing and physical distancing.
P2	Operations Center	Restrooms	Medium	A-8	Post signs in restrooms on handwashing and physical distancing.
P2	Maintenance Building	Conference Rooms	Medium	E-18	Limit occupancy by removing chairs and tables. Setup for physical distancing.
P2	Maintenance Building	Elevator	Medium	A-8	Post signs at elevator limiting riders.
P2	Maintenance Building	Lunch Room and Kitchen	Medium	A-8	Post signs for self-cleaning and physical distancing.

Plant	Asset	Work Area Type	Risk	Control Code	Control Description
P2	Maintenance Building	Lunch Room and Kitchen	Medium	E-18	Limit occupancy by removing chairs and tables. Setup for physical distancing.
P2	Maintenance Building	Maintenance Shop Office Space - 1st Fl	High	E-1	Relocate some staff to vacant spaces to maintain 6 feet.
P2	Maintenance Building	Collections Shop Office Space - 1st Fl	High	E-1	Relocate some staff to vacant spaces to maintain 6 feet.
P2	Maintenance Building	Electrical Shop Office Space - 2nd Fl	High	E-3	Increase height of cubicle walls.
P2	Maintenance Building	Electrical Shop Office Space - 2nd Fl	High	E-1	Relocate some staff to vacant spaces to maintain 6 feet.
P2	Maintenance Building	HVAC	Minimal	E-4	Maintain HVAC in good condition
P2	Distribution Center J Sample Area and Restroom	Entrances and Exits	Low	A-8	Post signs at building entrance doors notifying occupants of entry requirements.
P2	Distribution Center J Sample Area and Restroom	Entrances and Exits	Medium	A-8	Post signs for self-cleaning and physical distancing.
P2	Distribution Center H Control Room Only	Entrances and Exits	Low	A-8	Post signs at building entrance doors notifying occupants of entry requirements.
P2	Maintenance Building	Restrooms	Medium	A-8	Post signs in restrooms on handwashing and physical distancing.
P2	Distribution Center H Control Room Only	Entrances and Exits	Medium	A-8	Post signs for self-cleaning and physical distancing.
P2	Warehouse	Entrances and Exits	Low	A-8	Post signs at building entrance doors notifying occupants of entry requirements.
P2	Warehouse	Entrances and Exits	Low	A-3	Provide hand sanitizer station inside/outside all major entrances/exits.
P1	Warehouse and Purchasing	Reception Area	Medium	E-2	Install plexiglass barrier at employee workstation.
P2	Warehouse	Service counter	Medium	A-8	Post signs at receiving window with protocol for delivering equipment, signing, etc.
P2	Distribution Center H Control Room Only	Restroom	Medium	A-8	Post signs in restrooms on handwashing and physical distancing.
P2	Warehouse	Two person office	High	E-3	Increase height of cubicle walls.
P2	Warehouse	HVAC	Minimal	E-4	Maintain HVAC in good condition
P2	Centrifuge Building Control Room Only	Entrances and Exits	Low	A-8	Post signs at building entrance doors notifying occupants of entry requirements.
P2	Warehouse	Restrooms (single use)	Medium	A-8	Post signs in restrooms on handwashing and physical distancing.
P2	Truck Loading Control Room Only	Entrances and Exits	Low	A-8	Post signs at building entrance doors notifying occupants of entry requirements.
P2	Centrifuge Building Control Room Only	Restroom	Medium	A-8	Post signs in restrooms on handwashing and physical distancing.
P2	Truck Loading Control Room Only	Restroom	Low	A-3	Cleaning solution to be available for users before/after using restroom.
P2	CENGEN Control Room and Restrooms Only	Entrances and Exits	Low	A-8	Post signs at building entrance doors notifying occupants of entry requirements.
P2	CENGEN Control Room and Restrooms Only	Entrances and Exits	Low	A-3	Provide hand sanitizer station inside/outside all major entrances/exits.
P2	CENGEN Control Room and Restrooms Only	Locker/Shower Room	Low	A-3	Cleaning solution to be available for users before/after showering.
P2	Truck Loading Control Room Only	Restroom	Medium	A-8	Post signs in restrooms on handwashing and physical distancing.
P2	CENGEN Control Room and Restrooms Only	Lunch Room and Kitchen	Medium	A-8	Post signs for self-cleaning and physical distancing.
P2	CENGEN Control Room and Restrooms Only	Lunch Room and Kitchen	Medium	E-18	Limit occupancy by removing chairs and tables. Setup for physical distancing.
P2	CENGEN Control Room and Restrooms Only	Elevator	Medium	A-8	Post signs at elevator limiting riders.
P2	CENGEN Control Room and Restrooms Only	HVAC	Minimal	E-4	Maintain HVAC in good condition
P2	West RAS Control Room	Entrances and Exits	Low	A-8	Post signs at building entrance doors notifying occupants of entry requirements.

Plant	Asset	Work Area Type	Risk	Control Code	Control Description
P2	East RAS Control Room	Entrances and Exits	Low	A-8	Post signs at building entrance doors notifying occupants of entry requirements.
P2	Construction Management Trailers 1 - 5	Entrances and Exits	Low	A-8	Post signs at building entrance doors notifying occupants of entry requirements.
P2	Construction Management Trailers 1 - 5	Entrances and Exits	Low	A-3	Provide hand sanitizer station inside/outside all major entrances/exits.
P2	Operations Center	Control Center Station	Medium	E-2	Install plexiglass barrier at employee workstation.
P2	CENGEN Control Room and Restrooms Only	Restrooms	Medium	A-8	Post signs in restrooms on handwashing and physical distancing.
P2	Construction Management Trailers 1 - 5	Restrooms	Medium	A-8	Post signs in restrooms on handwashing and physical distancing.
P2	Construction Management Trailers 1 - 5	Conference Rooms	Medium	E-18	Limit occupancy by removing chairs and tables. Setup for physical distancing.
P2	Construction Management Trailers 1 - 5	Kitchen / Break Area	Medium	A-8	Post signs for self-cleaning and physical distancing.
P2	Construction Management Trailers 1 - 5	Kitchen / Break Area	Medium	E-18	Limit occupancy by removing chairs and tables. Setup for physical distancing.
P2	Construction Management Trailers 1 - 5	Kym Smith Cubicle	Medium	E-2	Install plexiglass barrier at employee workstation.
P2	Construction Management Trailers 1 - 5	HVAC	Minimal	E-4	Maintain HVAC in good condition
P1	Administration Building	Engineering Counter	Medium	E-2	Install plexiglass barrier at employee workstation.
P1	Laboratory	Sample Counter	Medium	E-2	Install plexiglass barrier at employee workstation.
P1	Administration Building	IT	Medium	E-2	Relocate staff (Room 252A & Help Desk) to vacant spaces to maintain 6 feet.

Attachment B – Risk Mitigation Strategies

Engineering Controls	
E-1	Relocate some staff to vacant spaces to maintain 6 feet.
E-2	Install plexiglass barrier at employee workstation.
E-3	Increase height of cubicle walls to a minimum of five feet.
E-4	Evaluate HVAC system for air cleaning upgrades (filters; UV)
E-5	Increase air filtration to as high as possible (MERV 13) without significantly diminishing design airflow.
E-6	Increase percentage of outdoor air, potentially as high as 100% (verify system compatibility).
E-7	Increase total airflow supply to occupied spaces, if possible.
E-8	Inspect filter housing and racks to ensure appropriate filter fit and check for ways to minimize filter bypass.
E-9	Disable demand-control ventilation controls that reduce air supply based on temperature or occupancy.
E-10	Consider using UV irradiation to supplement HVAC system.
E-11	Consider using natural ventilation (i.e., open door or window) to increase outdoor air.
E-12	Ensure exhaust in restrooms are functional.
E-13	Run building ventilation system during unoccupied times to maximize dilution.
E-14	Use portable high-efficiency particulate air (HEPA) fans/filtration systems.
E-15	Close unrinals / stalls where physical distancing cannot be maintained.
E-16	Install tape marks or other visual cues such as decals or colored tape on the floor, placed 6 feet apart to indicate where to stand.
E-17	Limit intern workspace to only 2 interns.
E-18	Limit occupancy by removing chairs and tables. Setup for physical distancing.
E-19	Prohibit use until completion of Phase 3 (all onsite; no OCSD cases; normal operations resume)
E-20	Remove chairs outside of AGM Thompson's office.
E-20	Remove chairs so only one person per table.
E-20	Remove or cover furniture located in waiting area.
E-21	Replace high-touch communal items (i.e., coffee pots, water coolers) with pre-packaged, single-serving items.
E-22	Utilize contact-free sample hand off.
Administrative Controls	
A-1	COVID-19 Training
A-2	Discuss with property manager available controls they can implement (signs, masks required, etc.)
A-3	Cleaning solution to be available for users before/after showering.
A-3	Cleaning solution to be available for users before/after using restroom.
A-3	Cleaning Supplies - availability; personal and vehicles/carts
A-3	Encourage use of outdoor seating.
A-3	Provide hand sanitizer and cleaning supplies inside the control room.
A-3	Provide hand sanitizer station inside/outside all major entrances/exits.
A-3	Provide hand sanitizer and cleaning supplies inside each vehicle.
A-3	Hand Sanitizer - availability; personal and fixed locations
A-4	Establish meal shifts so that physical distancing can be maintained.
A-5	Keep door closed at all times.
A-6	Limit intern workspace to only 2 interns.

A-7	Prohibit handshaking, hugs, and fist bumps.
A-7	Wear face coverings
A-8	Post sign for self-cleaning and physical distancing.
A-8	Post signs at building entrance doors notifying occupants of entry requirements.
A-8	Post signs at elevator limiting riders.
A-8	Post signs at receiving window with protocol for delivering equipment, signing, etc.
A-8	Post signs entering facility or structure
A-8	Post signs for self-cleaning and physical distancing.
A-8	Post signs in restrooms on handwashing.
A-8	Post signs to contact control room for inquiries. Post sign for entrance by authorized personnel only.
A-8	Post signs to limit number of Operations staff behind counter.
A-9	Provide thermal temperature scanners.
A-10	Showers to occur in shifts.
A-11	Stagger start times and break times to reduce density of employees in common areas like break rooms, locker rooms.
A-12	Use no-touch waste receptacles when possible.