

## SAFE OPERATION PROCEDURES

### COVID – 19 GUIDELINES AND HAZARD ASSESSMENT SAFE OPERATING PROCEDURE

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## Control and Prevention

Measures for protecting workers from exposure to, and infection with, the novel coronavirus, COVID-19 depend on the type of work being performed and exposure risk, including potential for interaction with infectious people and contamination of the work environment. Employers should adapt infection control strategies based on a thorough hazard assessment, using appropriate combinations of engineering and administrative controls, safe work practices, and personal protective equipment (PPE) to prevent worker exposures. Some OSHA standards that apply to preventing occupational exposure to COVID-19 also require employers to train workers on elements of infection prevention, including PPE.

OSHA has developed this interim guidance to help prevent worker exposure to COVID-19.



*U.S. Department of Defense*

*Regardless of specific exposure risks, following good hand hygiene practices can help workers stay healthy year round.*

### **General guidance for all workers and employers**

*For all workers, regardless of specific exposure risks, it is always a good practice to:*

- *Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol. Always wash hands that are visibly soiled.*
- *Avoid touching your eyes, nose, or mouth with unwashed hands.*
- *Avoid close contact with people who are sick.*

This section provides guidance for solid waste workers and employers. This guidance supplements the general, interim guidance for workers and employers of workers with potential occupational exposures to COVID-19.

Generally, management of waste that is suspected or known to contain or be contaminated with COVID-19 does not require special precautions beyond those already used to protect workers from the hazards they encounter during their routine job tasks in solid waste and wastewater management.

### ***Solid waste***

- Workers and employers should manage solid waste contaminated with COVID-19 as they would other regulated medical waste. (The COVID-19 is not a [Category A](#) infectious substance.) For example, have waste dumped in a separate area of the landfill cell and covered immediately. Not handling recycle materials from health care facilities.
- Use typical engineering and administrative controls, safe work practices, and PPE, such as puncture-resistant gloves and face/eye protection, to prevent worker exposure to medical waste, including sharps and other items that can cause injuries or exposures to infectious materials.
- Regular change of equipment cab filters

For additional information, consult the [regulated medical waste information](#) in CDC's [guidelines for environmental infection control in healthcare facilities](#).

### **Primary strategies which will be used in order to minimize illness among staff include:**

1. Restrict workplace entry of people with influenza symptoms
2. Promote good personal hygiene practices and workplace cleaning practices
3. Enforce social distancing (2-meter workspace rule, no shaking hands, limit meetings to small numbers of people in larger rooms etc.)
4. Assist staff who become ill at work as possible (see support of employees and employee families below)
5. Provide proper equipment when handling of recycle waste when a pandemic is present in the area
6. Keep entry doors clean with bleach and or soap on a regular basis
7. Have hand sanitizer stations at entry doors into office

### **Support of employees and employees families:**

Staff expects planning and preparedness for their own and their family's wellness and safety. Lack of planning could result in litigation, resignations and could damage the commissions' reputation.

The following principles of employee and employee family support have been developed and will establish the rules the Commission will operate under during a pandemic.

1. Every Employee will receive their normal regular pay every pay period. Earned overtime pay will be paid when sufficient staff are available to process it.
2. Employees can stay home and use sick time to care for ill family members when it is necessary. As long as it does not jeopardize the operation of the waste facility as we are considered a mandatory service.
3. Staff will be allowed to go into a deficit position in earned sick days. These days will be paid back when the employee returns to work as they are earned. Employee's

terminating their employment will have the outstanding sick days deducted from their final pay.

4. The Commission will ensure that Employee Assistance Plan services are available to employees and their families and will bring a counselor in if it is necessary or desirable.
5. Fitness for Duty Guidelines will be developed in conjunction with the Health Authority once the pandemic strain is identified. These guidelines will be communicated to all staff as soon as they are developed and will be enforced.
6. Travel Restrictions may be developed and enforced depending on the severity and the strain of the pandemic based on advice from the Health Authority.

### ***Commission Manager Authority***

The Commission Manager may institute any temporary arrangements that may be required to provide critical services within the Region.

### **Minimizing Illness among Staff**

The Commission will ensure that sufficient supplies of hand sanitizers, hand soap, cleaners, sanitary wipes and single use tissues are available in the workplaces and that used tissues are disposed of immediately. Each building will be supplied with those supplies and additional supplies will be available.

People with respiratory infection symptoms will be instructed with appropriate protection procedures as developed by the Health Authority. Any mask (if used) must be disposed of as soon as it becomes moist or after any cough or sneeze in an appropriate waste receptacle and hands must be thoroughly washed and dried after the mask has been discarded. Employees demonstrating Alberta Health Services symptoms at work will be instructed to leave work and immediately contact a health care professional for advice and direction and a negative covid test. Infected employees shall not return to work until they are no longer infectious. Fitness for work guidelines will be developed in conjunction with the Health Authority when the actual pandemic Influenza has been defined.

### **POTENTIAL HAZARDS**

- Contracting Virus
- Flu like symptoms
- Worse case situation – severe illness or death

### **MANDATORY SAFE WORK PRACTICES**

- With coughing and sneezing into arm, or tissue.
- Washing hands often, soap and water for at least 20 seconds
- Watch for fever with cold symptoms
- Wear masks when working around customers or contractors
- Sanitize and wipe down all areas that are touched.
- Inform others when they are not following acceptable protocol

## SOP- DEFECTIVE TOOLS

### HAZARD ASSESSMENT:

Severity   2   Probability   2   Exposure   2   Rating   7 - Serious  

**WORKING ALONE RATING: Regular Work Hours**   Not Applicable  

If this task is done during **regular working hours**, the worker shall contact the supervisor  
As prescribed in the working alone rating.

**WORKING ALONE RATING: After regular working hours**   Not Applicable  

If this task is done **after regular working hours**, the worker shall contact the supervisor  
As prescribed in the working alone rating.

### Notes:

- **Severity** – Depending on how serious the outcome if something went wrong – rate 1, 2, 3 (3 being worst)
- **Probability** – How likely is it that something will go wrong – rate 1, 2, 3 (3 being most likely)
- **Frequency of Exposure** - How many people, how often are exposed – rate 1, 2, 3 (3 being most often, or lots of people)
- **Total:** Total the previous 3 columns
  - 3 – 4 is low priority
  - 5 -- 6 is medium priority
  - 7 – 9 is high priority
- **The high priority hazards are addressed first, followed by the medium priority hazards. Low priority hazards may not require attention at this time; they may simply require monitoring.**
- **Review the controls in place and what should be added – consider engineering controls (guards, screens, mufflers, ventilation) before relying on things like warning signs, pylons, reminder notes, and masks, gloves, etc.**
- **Determine how quickly the recommended controls should/can be put in place (is it reasonable?) and who is responsible to ensure it gets done.**