


SCOTTS VALLEY FIRE PROTECTION DISTRICT



STANDARD OPERATING PROCEDURES	ARTICLE: II	SOP: 2126
	SECTION: 2100 SAFETY	
	SUBJECT: CAL/OSHA COVID-19 FOR OFFICE WORKSPACES	
	DATE APPROVED: 5/27/2020	
APPROVED:		

Purpose: To implement an Office Workspaces plan to prevent the spread of Covid-19.

Scope: This SOP is to be followed by all Scotts Valley Fire Protection District (SVFPD) Personnel.

Procedure:

Worksite Specific Plan

The Fire Chief is responsible for implementing the Office Workspaces Plan.

The following risk assessment measures have been taken to prevent the spread of Covid-19:

- Safety Glass has been installed in the front lobby to separate SVFPD personnel from the public.
- Plastic shields have been installed in offices with multiple desks if more than one employee will be scheduled at the same time.
- To limit the number of employees scheduled at the same time, staggered work schedule, rest periods and telework will be utilized when feasible.
- Automatic Hand Sanitizer Dispensers have been installed throughout the facility.
- Physical distancing has been implemented and face coverings have been provided to use when employees are not able to maintain a distance of 6 feet.
- At the start and end of each shift, all personnel complete a temperature scan.
- Commonly used surfaces are frequently disinfected.

Employee Training

SVFPD personnel have received the following information based on the Center for Disease Control and Prevention (CDC) guidelines:

- How to prevent the spread of Covid-19 and which underlying health conditions may make individuals more susceptible to contracting the virus.
- Self-screening, including temperature and/or symptom checks.
- The importance of not coming to work if employees have a frequent cough, fever, difficult 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.
- To seek medical attention if their symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face.

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- The importance of frequent handwashing with soap and water, including scrubbing with soap for 20 seconds (or using hand sanitizer with at least 60% ethanol or 70% isopropanol when employees cannot get to a sink or handwashing station).
- The importance of physical distancing, both at work and off work.
- Proper use of face coverings including:
 - Face coverings do not protect the wearer and are not personal protective equipment (PPE).
 - Face coverings can help protect people near the wearer, but do not replace the need for physical distancing and frequent handwashing.
 - Employees should wash or sanitize hands before and after using or adjusting face coverings.
 - Avoid touching eyes, nose, and mouth.
 - Face coverings should be washed after each shift.
- Government programs supporting FMLA, sick leave and worker's compensation for Covid-19.

Individual Control Measures and Screening

- Temperature and/or symptom screenings are provided for all employees at the start and end of their shift.
- Employees who are sick or exhibiting symptoms of Covid-19 are encouraged to stay at home.
- PPE will be provided for all employees as necessary
- Face coverings will be provided for all employees and should be worn when in the vicinity of others and physical distancing cannot be maintained.

Cleaning and Disinfecting

The following cleaning and disinfecting protocols have been established:

- Perform thorough cleaning on high traffic areas such as breakrooms, stairways, and handrails. Commonly used surfaces are frequently disinfected including doorknobs, toilets and handwashing facilities.
- Frequently disinfect shared items including: 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.
- Cleaning assignments are assigned during work hours as part of regular job duties.
- Adequate time during work hours will be provided for thorough cleaning and disinfecting.
- Employees should avoid sharing phones, work supplies, or office equipment whenever possible. Never share face coverings or PPE.
- Hand sanitizer units will be stocked at all times and additional soap, paper towels and individual hand sanitizer will be provided as needed.
- Cleaning chemicals will be products approved for use against Covid-19 on the Environmental Protection Agency (EPA) list and follow product instructions including using gloves.

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- Facility air filter system maintenance.
- Increase the quantity of outside air and ventilation when possible.

Physical Distancing

The following measures have been taken to maintain physical distance of at least six (6) feet between employees:

- Telework options and modified work schedules will be utilized when possible.
- When feasible to limit the number of employees at the office at one time, staggered work scheduled and rest periods will be utilized in compliance with wage and hour regulations.
- Workspaces allowing for six (6) feet between employees.
- In common areas, increased physical distance between tables/chairs and employees are discouraged from congregating in high traffic areas such as bathrooms, hallways and stairwells.
- For hallways and passageways for foot traffic, if possible, avoid passing other employees.
- Employees should avoid nonessential travel and distance meetings via phone and internet are encouraged.
- Employees should avoid handshakes and similar greetings that break physical distance.
- When necessary, direct the public to a meeting room or to wait outside rather than congregating in the lobby or common areas.
- Utilize in-baskets and bulletin boards to reduce person-to-person hand-offs.