



## ADMINISTRATIVE POLICY & PROCEDURE

<b>TITLE:</b>	COVID-19 Employee Safety Policy		
<b>POLICY NO.:</b>	20-01	<b>DATE ADOPTED:</b>	4/15/2020

### PURPOSE

COVID-19 is a respiratory illness caused by a novel coronavirus that is easily transmittable from person-to-person. It is the policy of the City of Manteca to prepare for possible impacts of COVID-19 and take precautions to mitigate the spread of the virus. It is equally important for the city to ensure continuous delivery of essential services during the rapidly evolving outbreak of COVID-19. Mitigation procedures contained in this policy are intended to slow the transmission of a disease and protect the employees of City of Manteca.

### MITIGATION EFFORTS

In an effort to protect employees of the City of Manteca, the City will:

- Provide disinfectant materials so that frequently used surfaces (i.e. door knobs, keyboards, remote controls, desks, hand-rails) can be wiped down by employees before each use.
- Provide soap and water, and alcohol-based hand sanitizer, in the workplace.
  1. Ensure that adequate supplies are maintained.
  2. Place hand sanitizer in multiple locations or in conference rooms to encourage hand hygiene.
- Place posters that encourage staying home sick, cough and sneeze etiquette, and hygiene at the entrance of the workplaces and other workplace areas where they are likely to be seen.
- Place signage on hand-wash stations detailing the most effective way to wash hands.
- Increase ventilation by opening windows to increase the percentage of outdoor air that circulates into the system.
- Decrease in-person contact at the workplace.
  1. Increase physical space (6ft) between workers at the worksite.
  2. Close office buildings to the public until stay-at-home orders are lifted.
- Discourage employees from using other employees' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
- Require all city employees who are on the clock and not working remotely to wear a cloth mask (can be home-made or manufactured, but must be work appropriate). First responders and employees making close contact with customers will continue to wear N-95 masks. Firefighters and Police face special circumstances and are required to check with administrators for guidance. If your job requires you to work in close proximity with a co-worker you may be exempt from portions of this policy. All PPE, including cloth face masks will be provided by the City.

## CLEANING PROCEDURES

Each department is responsible for cleaning their own work-space. Common areas will be designated to one person by the department supervisor to disinfect these areas.

Procedure:

1. Wear disposable gloves when cleaning and disinfecting surfaces. Gloves should be discarded after each cleaning. Clean hands immediately after gloves are removed.
2. Clean frequently touched surfaces (for example: tables, door knobs, light switches, handles, desks, toilets, faucets, sinks, keyboards, phones) daily with household cleaners or EPA Registered disinfectants that are appropriate for the surface, following label instructions.
3. If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
4. For disinfection, diluted household bleach solutions, alcohol solutions with at least 70% alcohol, and most common EPA-registered household disinfections should be effective.
  - a. Diluted household bleach solutions can be used if appropriate for the surface. Follow manufacturer's instructions for application and proper ventilation. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted.
5. Prepare a bleach solution by mixing:
  - a. 5 tablespoons (1/3 cup) bleach per gallon of water OR
  - b. 4 teaspoons bleach per quart of water
6. All cleaning supplies, including hand sanitizer, will be provided by the City.
7. The form below is to be used for weekly documentation that disinfection procedures have been followed. Supervisors are also required to complete ICS-214 daily. The weekly confirmation form and the ICS-214 forms must be turned into the Emergency Operation Center at the end of each work week.

**LOG FOR ENVIRONMENTAL CLEANING**

Week	Person Designated to Clean	Initials	Time
4/13/20			
4/14/20			
4/15/20			
4/16/20			
4/17/20			
4/20/20			
4/21/20			
4/22/20			
4/23/20			
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5/26/20			
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5/28/20			
5/29/20			