



Guidance / Plan on Preparing and Responding to COVID-19

BWL ALL

Hazard Specific Plan UPDATE

11/12/2020

This document was created in partnership between various departments of the BWL and the Office of Emergency Management.

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Document Revision

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NEW	20200422	COVID-19 Planning Section Working Group	Greg Babcock	New document
UPDATE	20200529	COVID-19 Transition Working Group	Greg Babcock	Revised Document
UPDATE 2	20200813	Jessica Harbitz	Greg Babcock	Health screening forms; define close contact
UPDATE 3	20201102	Greg Babcock	Greg Babcock	Protocols, remote work, updating paragraphs

Document Management

The Office of Emergency Management is the owner of this plan and is responsible for maintaining all the procedures found in this document. This plan and any accompanying support plans are considered authoritative documents – whether electronic or on paper – they specify policies, identify confidential processes, establish or document design specifications that must be controlled to ensure they are accurate, current, appropriately available, and approved by authorized individuals in a manner reflecting the risks associated with improper management of the information.

Locations of Document (electronic/paper)

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Introduction

The Lansing Board of Water & Light (BWL) Infectious Disease /Pandemic Plan (Annex A) is a part of the existing BWL Business Continuity Plans. Its purpose is to assist in the prevention, mitigation, and response to a possible pandemic related event at the BWL. A pandemic can impact the BWL in many ways including disruptive absenteeism, supply chain interruptions, delay in services, harm to brand and increased expenses. Advanced planning can reduce that impact. By providing an awareness of the triggers for “starting a response”, BWL can reduce the anxiety caused by unknown factors, maintain continuity and preserve essential services. As an annex to the 2020 Business Continuity Base Plan this document ties response and planning to the BWL All Hazard Emergency Operational Base Plan (2019).

This specific guidance is in place to reduce the impact of COVID-19 outbreak conditions on the BWL workers, customers, and the public. It is important for all employees to be part of the planning and response for COVID-19. The planning and actions taken in response to COVID-19 involve the reviewing and updating of all plans to address the specific exposure risks, sources of exposure, routes of transmission, and other unique characteristics of COVID-19. Lack of planning can result in a cascade of failures as employees attempt to address challenges of COVID-19 with insufficient resources and be inadequately trained for jobs they may have to perform under pandemic conditions.

This guidance considers 4 domains of pandemic planning: Continuity, Workforce, Customers and Community. Below are critical points to review in each domain. Using this annex each Department will be able to develop their specific plans using provided templates and guidance documents related to each of these areas.

Occupational Safety and Health Administration (OSHA) requirements referenced within this document include 30990-3 2020 specific to the COVID-19 disease.

About COVID-19

The Coronavirus Disease 2019 (COVID-19) is a respiratory disease caused by the SARS-CoV-2 virus. It has spread from China to many other countries around the world, including the United States. Depending on the severity of COVID-19’s international impacts, outbreak conditions—including those rising to the level of a pandemic—can affect all aspects of daily life, including travel, trade, tourism, food supplies, and financial markets.

Symptoms of COVID-19

Infection with SARS-CoV-2 virus can cause illness ranging from mild to severe and, in some cases, can be fatal. Symptoms typically include fever, cough, and shortness of breath. Some people infected with the virus have reported experiencing other non-respiratory symptoms. Other people, referred to as asymptomatic cases, have experienced no symptoms at all. According to the CDC, symptoms of COVID-19 may appear in as few as 2 days or as long as 14 days after exposure. Protocols and related instructions will include the most updated definition of symptoms available at any given day or time.

How COVID-19 Spreads

Although the first human cases of COVID-19 likely resulted from exposure to infected animals, infected people can spread SARS-CoV-2 to other people. The virus is thought to spread mainly from person to-person, including:

- Between people who are in close contact with one another (within about 6 feet). CDC guidance defines close contact as being within approximately 6 feet of a COVID- 19 case for a prolonged

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period. Close contact can include caring for, living with, visiting, or sharing a healthcare waiting area or room with a COVID-19 case.

- Through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths and noses of people nearby or possibly be inhaled into the lungs.

It may be possible for a person can get COVID-19 by touching a surface or object that has SARS-CoV-2 on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the primary way the virus spreads.

People are thought to be most contagious when they are most symptomatic (i.e., experiencing fever, cough, and/or shortness of breath). Some spread might be possible before people show symptoms; there have been reports of this type of asymptomatic transmission with this new coronavirus, but this is also not thought to be the main way the virus spreads

Actions for All Employees to Take to Reduce Risk of Exposure

These steps should be taken when a Pandemic is declared by Federal, State or Local Health Authorities or when ordered by BWL Leadership. Steps within this section apply to all employees regardless of job, task or position and will be followed until leadership deems it safe to stop. These basic steps will help to reduce the risk of worker exposure to the pandemic virus (COVID-19), in their workplace. Later sections of this guidance include steps related to specific jobs classified as a Medium Risk Exposure by OSHA standards.

1. Stay aware and alert to all guidance from federal, state, local, tribal, and/or territorial health agencies. Everyone should be familiar with corporate and departmental policies & plans and consider how to incorporate them into the workplace-specific plans.
2. Once announced as a pandemic all employees shall:
 - Stop all out of state travel for business until further notice
 - Stop non-essential in state business travel unless authorized by management
 - Follow all Federal, State and Local Health Department Guidance
 - Keep in contact with immediate supervisor for accountability and ability to work
 - Be aware of and follow all BWL written and posted guidance
 - Suspend all non-essential visitors
3. Employees should always consider and address the level(s) of risk associated with various worksites and job tasks performed by them on sites. Such considerations may include:
 - General Public (sick individuals / returning travelers)
 - Customers (Sick or sick members of the household)
 - Vendor contact
 - Coworkers
 - Individual risk factors. (age, chronic medical or health conditions)
4. Implementation of Basic Infection Prevention Measures:
 - Promote frequent and thorough hand washing and a location to do so.
 - If soap and running water is not available, alcohol-based hand rubs containing at least 60% alcohol will be provided.
 - Workers should not use shared desks, tools, or resources.
 - Increase and always keep in mind social distancing with no close contact (6 feet)
 - Workers are required to stay home if they are sick.

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- Respiratory etiquette, including covering your coughs and sneezes
 - Each department is encouraged to explore alternate and flexible work schedules and methods in accordance with corporate policies and guidelines. Such as, working remotely and virtual meetings.
 - Maintain clean and disinfected workspaces.
 - Promote and follow health department guidance when using public transportation, such as Personal Protective Equipment (PPE) and personal hygiene.
 - Prohibit social gatherings and in person meetings that do not allow for social distancing.
5. Policies and Procedures for identification and isolation of sick people when appropriate:
- Employees will always self-monitor for signs and symptoms of illness.
 - Employees, contractors and visitors will complete a self-assessment (Annex B) prior to arriving / working on site.
 - If an employee is sick, experiences symptoms or think they have been in contact with someone that is infected; they should isolate themselves and contact Human Resources. Human Resource policies will dictate if the employee goes home, stays home, or given a recommendation to seek medical services.
 - All employees will have a preventative face mask made available that meets the criteria for the existing pandemic concern.
6. All field employees entering a dwelling shall be classified as a Medium Risk Exposure and shall wear the following PPE to reduce the risk of a potential exposure to COVID-19:
- Safety glasses
 - Disposable Vinyl or Nitrile gloves
 - Respiratory protection
 - Employees in the respiratory protection program may wear their own assigned half-mask respirator with P-100 cartridges.
 - All other employees may wear an N95, P95 mask or a disposable cloth mask
 - Employees can extend the use of the mask, per CDC recommendations, up to 8 hours of continuous or intermittent use (For instance, 3 hours Wednesday, 2 hours Friday, and 3 hours the following Monday), provided that the mask is properly saved in a nylon bag.
 - BWL employees shall discard a N95/P95/cloth mask if:
 - Visibly damaged.
 - Contaminated with blood, respiratory or nasal secretions, or other bodily fluids from self or other persons.
 - Employees shall perform hand hygiene with soap and water or an alcohol-based hand sanitizer before and after touching or adjusting the respirator mask (if necessary, for comfort or to maintain fit).
 - Employees wearing N95/P95/cloth masks must read MIOSHA Occupational Health Standard Part 451 .

Employees must continue to follow the instructions provided in the Safety and Health Programs section of this guidance and reference the Mask SOP attached to this plan.

Facility Actions to Reduce Risk of Exposure

These actions should be taken when a Pandemic is declared by Federal, State or Local Health Authorities or when ordered by BWL Leadership until leadership deems it safe to stop. These basic steps will help to reduce the risk of worker exposure to the pandemic virus (such as COVID-19), in their workplace.

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All BWL facilities will

- Increase security and restrict access to authorized individuals who have completed a self-health screening with negative results. (Annex B).
- Have dedicated and separate entry points for employees and visitors. Appropriate steps will be taken to reduce congestion at self-health screening stations.
- Utilize ground markings, signage, and or physical barriers to ensure social distancing and other health department guidance are followed.
- Have air filtration systems checked and maintained at an increased frequency to ensure proper operational capabilities.
- Have at least one supervisor designated to implement, monitor, and report on the COVID-19 control strategies developed under this plan.
- Maintain a clean and sanitary workspace. Proper cleaning material and resources will be provided.
- The applicable level(s) of facility sanitation/cleaning, listed below, will be implemented by internal and or contracted staff during a pandemic.

The following terms apply for the purposes of cleaning and sanitation.

- Common area touch points include, but are not limited to: door handles, handrails, elevators, key card access points, copiers, cafeteria/breakroom tables, light switches, microwaves, sinks, drinking fountains and gym equipment.
- Workstations include, but are not limited to: desk surfaces, chairs, computer mouse, cabinet handles, phones, keyboards, and monitors.

Level 1 – Preventative Sanitation

The Preventative Sanitation level applies to a facility that has no suspected infectious cases. This level is used to sanitize all touch points and common areas to err on the side of caution and promote a safer and healthier work environment. This level of sanitation can be performed by either BWL staff or a professional cleaning contractor.

Requirements for this level include:

- PPE should be selected according to the Safety Data Sheet for the chemical agents being used. At a minimum, PPE should consist of N95 disposable respirators, nitrile gloves, and safety glasses/goggles. All contaminated PPE will be properly disposed of or sanitized in accordance with manufacturer specifications.
- Using EPA approved cleaning agents, supplies and equipment, all common touch points, work surfaces, and workstations will be sanitized thoroughly, following manufacturer specifications.

Level 2 – Possible Infection Sanitation

The Possible Infection Sanitation level applies to a facility when an employee has shown signs of possible COVID-19 infection. All areas that the individual could have been in contact with will be fully sanitized. This level is treated *as though* the employee tested positive for COVID-19. For this level of sanitation, consider utilizing a professional cleaning contractor with appropriate certifications and licensing.

Requirements for this level include:

- PPE should be selected according to the Safety Data Sheet for the chemical agents being used. At a minimum, it is recommended PPE consist of disposable coveralls, N95 disposable respirators, nitrile gloves, and safety glasses/goggles. All contaminated PPE will be properly disposed of or sanitized in accordance with manufacturer specifications.

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- Using EPA approved cleaning agents, supplies and equipment, all common touch points, work surfaces, and workstations will be sanitized thoroughly, following manufacturer specifications.
- All cleaning materials used in a section will be removed from the building and disposed of properly.

Level 3 – Decontamination of Confirmed Positive COVID-19 Test

This level of decontamination applies to a facility when an individual has a confirmed positive test result for COVID-19. For this level of sanitation, consider utilizing a professional cleaning contractor with appropriate certifications and licensing.

- The facility owner or manager will determine what areas they would like to shut down and people removed for the decontamination process. The affected area should be isolated/marked off to remove the chance of cross contamination.
- PPE should be selected according to the Safety Data Sheet for the chemical agents being used. At a minimum, it is recommended PPE consist of disposable coveralls, N95 disposable respirators, nitrile gloves, and goggles. All contaminated PPE will be properly disposed of or sanitized in accordance with manufacturer specifications.
- Using EPA approved cleaning agents, supplies and equipment, all common touch points, work surfaces, workstations, and flooring will be sanitized thoroughly, following manufacturer specifications. Depending on the size of the affected area, a mister could be used to increase efficiency and speed up the process.
- Consider using a disinfecting mist machine. When misting the affected area, mist must remain on surface for the EPA recommended time. For COVID-19, BWL will use a GenEon Disinfecting Mist machine.
- All cleaning materials used will be removed from the building and disposed of properly.

Implementation of Workplace Controls

Classifying Worker Exposure

Worker risk of occupational exposure to SARS-CoV-2, the virus that causes COVID-19, during an outbreak may vary from extremely high to high, medium, or lower (caution) risk. The level of risk depends in part on the industry type, need for contact within 6 feet of people known to be, or suspected of being, infected with SARS-CoV-2, or requirement for repeated or extended contact with persons known to be, or suspected of being, infected with SARS-CoV-2. To help employers determine appropriate precautions, OSHA has divided job tasks into four risk exposure levels: extremely high, high, medium, and lower risk.

BWL has determined all its employees fall into one of the two categories below.

- Low Risk Classification: employees that do not interface with the customers or public
- Medium or High-Risk Classification: employees that do interface/work with customers or public

To protect workers with low and medium exposure risk in the workplace, BWL should follow the guidance for OSHA's "Steps All Employers Can Take to Reduce Workers' Risk of Exposure to SARS-CoV-2," mentioned in this guidance and implement control measures described in this section.

OSHA identifies three types of controls: administrative, engineering, and personal protective equipment. Administrative controls require action by the worker or employer. Typically, administrative controls are changes in work policy or procedures to reduce or minimize exposure to a hazard. Engineering controls involve isolating employees from work-related hazards. In workplaces where they are appropriate, these

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types of controls reduce exposure to hazards without relying on worker behavior and can be the most cost-effective solution to implement.

Jobs Classified at Low Exposure Risk

Administrative Controls

- Individuals preparing to work or visit BWL properties (work sites, facilities,) will complete a health screening form. (Annex B) The screening forms will be required every 24 hours or daily.
- Vendors and contractors that are scheduling a site visit must complete a vendor screening form prior to arrival and once on site must complete the daily screening.
- Keep customers informed about symptoms of COVID-19 and ask sick customers to minimize contact with workers until healthy again, such as by posting signs about COVID-19 in stores where sick customers may visit (e.g., pharmacies) or including COVID-19 information in automated messages sent when prescriptions are ready for pick up.
- Where appropriate, limit customers' and the public's access to the worksite, or restrict access to only certain workplace areas.
- Consider strategies to minimize face-to-face contact (e.g., drive through windows, phone-based communication, telework).
- Communicate the availability of medical screening or other worker health resources (e.g., on-site nurse; telemedicine services) to all persons in the workplace.
- Train workforce on the hazard's exposure routes, health effects, work practices and personal protection against human coronavirus.
- Employees may drive with up to 2 persons per vehicle to and from the site. However, strict adherence to the Vehicle Disinfection Procedure & Ride Share Protocol (Annex F) is required.

Engineering Controls

No additional engineering controls are recommended for workers in the lower exposure risk group. Employers should ensure that engineering controls, if any, used to protect workers from other job hazards continue to function as intended.

Personal Protective Equipment (PPE)

Consider offering face masks to ill employees and visitors/customers to contain respiratory secretions until they are able leave the workplace (i.e., for medical evaluation/care or to return home). In the event of a shortage of masks, a reusable face shield that can be decontaminated may be an acceptable method of protecting against droplet transmission. See CDC/ NIOSH guidance for optimizing respirator supplies, which discusses the use of surgical masks, at: www.cdc.gov/coronavirus/2019-ncov/hcp/respirators-strategy.

Jobs Classified at Medium Exposure Risk

Medium exposure controls build upon those listed for Low exposure risk. Therefore, the controls listed here will be in addition to, or a modification of, those listed previously.

Engineering Controls:

Where feasible, consider installation of physical barriers, such as clear plastic sneeze guards, or rearranging workspaces to accommodate for additional separation between workers.

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Personal Protective Equipment (PPE)

- Workers with medium exposure risk may need to wear some combination of gloves, a gown, a face mask, and/or a face shield or goggles. PPE for workers in the medium exposure risk category will vary by work task, the results of the employer's hazard assessment, and the types of exposures workers have on the job.
- Consider offering face masks to ill employees and visitors/customers to contain respiratory secretions until they are able leave the workplace (i.e., for medical evaluation/care or to return home). In the event of a shortage of masks, a reusable face shield that can be decontaminated may be an acceptable method of protecting against droplet transmission. See CDC/ NIOSH guidance for optimizing respirator supplies, which discusses the use of surgical masks, at: www.cdc.gov/coronavirus/2019-ncov/hcp/respirators-strategy.
- When selecting PPE, consider factors such as function, fit, decontamination ability, disposal, and cost. Sometimes, when PPE will have to be used repeatedly for a long period of time, a more expensive and durable type of PPE may be less expensive overall than disposable PPE. Each employer should select the combination of PPE that protects workers specific to their workplace.
- In rare situations that would require workers in this risk category to use respirators. visit OSHA's COVID-19 webpage for details about respirators: www.osha.gov/covid-19.

Human Resources and Employee Protections

During a Pandemic, Human Resources (HR) will:

- Actively encourage and possibly require sick employees to stay home.
- Ensure that sick leave and working policies and practices are consistent with public health guidance and that employees are aware of these policies for themselves and covered family members.
- Manage employee concerns related to all employment, safety and health practices and escalate concerns as appropriate.
- Advise temporary agencies of BWL policy and procedure modifications for which their current employees will be held accountable to comply with.
- Will not require a healthcare provider's note for employees who are sick with acute respiratory illness to validate their illness or to return to work
- Refer to CDC's Interim Guidance for Preventing the Spread of COVID-19 in Homes and Residential Communities: www.cdc.gov/coronavirus/2019ncov/hcp/guidance-prevent-spread.html.
- Refer to State and Local Health Department Guidance and regulations specific to the incident/event.
- Compliance with newly enacted legislation as result of the pandemic.
- Ensure workers are provided with necessary PPE and training.
- Encourage frequent handwashing, wiping of surfaces, and phone or video calls.

Each pandemic and or health emergency could result in specific actions that apply only during the time of that event and is not replacing or precedent setting for typical operations.

Human Resources Department will be familiar with and enforce all General Manager directives specific to the pandemic situation to ensure organizational consistency

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Safety and Health Programs

In-Person Work

Stay home if you're sick. In-person, on-site work may be prohibited for employees to the extent their work activities can feasibly be performed remotely. Employees working remotely must abide by the BWL Remote Work Policy (H2-25), however a Remote Work Agreement is not required during the COVID-19 pandemic.

This does not mean that an employee working remotely may never come to their workstation, but it does mean the employee needs a sound reason for reporting to work. Examples of instances when working remotely may not be feasible include:

- On-site work activities are necessary for the efficient and timely completion of an employee's duties;
- A remote work site is not available, not conducive to remote work or is unsafe;
- Medical or ergonomic documentation supports the need for work activities to be performed on-site;
- A manager or supervisor requests the employee to report to work or approves the employee's request for on-site work activities that cannot feasibly be performed remotely.

Shared work spaces are not permitted unless they cannot be avoided. Employees who report to work are prohibited from using other workers' phones, desks, offices or other work tools and equipment, when possible. It may, for example, not be possible for employees working in a control room to avoid working in a space previously occupied by another employee. In this case, strict adherence to sanitizing and cleaning protocols should be followed for each shift.

Protocols for on-site work such as daily health screening, wearing masks and social distancing must be followed when reporting to work.

Infectious Disease Exposure Control Guidance

This program guidance is intended to reduce the impact of COVID-19 outbreak conditions on BWL employees, their families, customers, and the public.

- Shared work spaces are not permitted unless they cannot be avoided. Employees who report to work are prohibited from using other workers' phones, desks, offices or other work tools and equipment, when possible. It may, for example, not be possible for employees working in a control room to avoid working in a space previously occupied by another employee
- If you must be at work and you have had household contact or close contact with an individual with confirmed or suspected COVID-19, contact Human Resources, wear a face mask at all times while in the workplace for 14 days as a precaution and protection of others.
- Pre-screen symptoms and fill out the health screening form daily, including taking temperature.
- Stay at home if sick.
- Frequently clean and disinfect common touch point areas such as countertops, light switches, doorknobs, copiers, railings, etc.
- Wear gloves when handling shared equipment at work.
- Have hand disinfectant readily available and use it frequently.
- Avoid touching eyes, nose, and mouth with unwashed hands.
- Frequently wash hands with soap and warm water for at least 20 seconds.
- Sneeze and/or cough into forearm or use a tissue and immediately discard it.
- Minimize personal interactions to reduce exposure to transmit or receive pathogens.

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- Maintain 6 feet of separation whenever possible.
- Carefully read the daily COVID19 updates sent by BWL General Manager Dick Peffley.
- Continue to report hazards, near misses, and unsafe conditions to the Employee-in-Charge.
- Provide positive feedback when co-workers comply with these guidelines.

Guidance References

- OSHA (2020). Guidance on Preparing Workplaces for COVID-19. OSHA 3990.
- CDC (2020). Interim Guidance for Implementing Safety Practices for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19.
- Center for Disease Control and Prevention COVID-19 guidance
- MIOSHA Emergency Rules
- Michigan Health Department Emergency Orders
- County Emergency Medical Orders

Training & Awareness Programs

The BWL will provide the following COVID-19 training to all employees:

1. Workplace infection-control practices
2. The proper use of personal protective equipment
3. Proper Cleaning and Sanitization procedures for workplace and vehicle use
4. Steps the employee must take to notify the business or operation of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19
5. Social Distancing Practices
6. How to report unsafe working conditions

The BWL will provide the following COVID-19 training venues:

1. Posters, handouts & checklists
2. In house monitors using HPTV
3. Classroom and onsite training
4. Onsite safety meetings

The training will be created, conducted, and validated specifically to the pandemic (COVID-19) by a team of subject matter experts representing Safety, Human Resources and Emergency Management.

Return / Transition to Work

The BWL will follow the Federal, State, and local health officials' recommendations and guidelines for returning to work. As sectors of the economy open to the public the BWL will also bring back portions of applicable departments. BWL never stopped production, transmission, or distribution of utility services, however, modifications of the work force were made to accommodate the various health restriction like social distancing.

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The transition or return to work will be directed by the Executive Team with recommendations made by a Workforce Recovery Transition Working Group. That group will have representatives from each department and will assist in planning and preparations for the return of the workforce. Priorities for Departmental return are set by the General Manager and include:

1. Operational Field Workers
2. Operational Support Staff
3. Office Workers
4. Office Staff

Keeping those priorities in mind the Workforce Recovery Transition Working Group establishes a proposed schedule after discussing:

1. Readiness of the workspace
2. Needs and priorities of resuming face to face work
3. Accountability and safety of each individual as they return to work

At least a week prior to a department's scheduled return, a Return to Work Briefing is held with departmental staff. This briefing is to train and educate staff on safety measures, to discuss returning to work, and provides an opportunity to address any concerns that may affect their return.

Summary

In summary, this guidance, along with the Infectious Disease /Pandemic Plan (Annex A), is a part of the existing BWL Business Continuity Plan. Although this will become the template for future pandemic response, this specific guidance is in place to reduce the impact of COVID-19 outbreak conditions on the BWL workers, customers, and the public.

Once again, this guidance considers 4 domains of pandemic planning: Continuity, Workforce, Customers and Community. Each Department will develop their specific plans using provided templates and guidance documents related to each of these areas.

The Communication and Coordination Cell (CCC) will assist in monitoring and coordinating each of the department plans and the desires of the Executive Group by providing situational updates on a scheduled basis.

Occupational Safety and Health Administration (OSHA) requirements referenced within this document include 30990-3 2020 specific to the COVID-19 disease.

Plan Annexes

- A. BWL Infectious Disease /Pandemic Plan
- B. BWL Self-assessment screening
- C. BWL COVID-19 Protocol Reminder
- D. BWL COVID-19 Face Covering/Mask Standard Operating Procedures
- E. BWL Guidance for Face Mask Use Maintenance and Disposal
- F. BWL Vehicle Disinfection Procedure & Ride Share Protocol
- G. BWL Infectious Disease Exposure Control Guidance

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Annex A: BWL Infectious Disease /Pandemic Plan

INFECTIOUS DISEASE/ PANDEMIC PLAN FOR BWL

3/12/2020

SUMMARY: This document is an annex to the existing BWL Business Continuity Plan. Its purpose is to assist in the prevention, mitigation and response to a possible pandemic related event at the Lansing Board of Water & Light (BWL). A pandemic can impact the BWL in many ways including disruptive absenteeism, supply chain interruptions, delay in services, harm to brand and increased expenses. Planning now can reduce that impact. By providing an awareness of the triggers for “starting a response”, BWL can reduce the anxiety caused by unknown factors, maintain continuity and preserve essential services. As an annex to the 2020 Business Continuity Base Plan this document ties response and planning to the BWL All Hazard Base Plan (2019). We will consider 4 domains of pandemic planning: Continuity, Workforce, Customers and Community. Below are critical points to review in each domain. Using this annex each Department will be able to develop their specific plans using provided templates and guidance documents related to each of these areas. These domains include:

CONTINUITY:

- Departments have continuity plans in place which can be used while being revised and updated.
- Human Resources will monitor absenteeism to look for trends.
- Prepare for school and day care closures impacting staffing needs.
- Consider cancellation of business community gatherings and special events.
- Leadership evaluation of telework and remote operations and ensure IT support & resources.
- All Departments should consider cross-training to assure that critical and essential functions can continue in the absence of a single employee.
- Warehousing and purchasing should have alternative supply chains and identified priority of services. Secondary and tertiary suppliers could be shut down or severely impacted.
- Prepare for financial impacts and discuss coverage with insurance carriers.

WORKFORCE:

- Protect the health of all staff
 - Human Resources will develop emergency sick & other leave policies related to someone being infected or exposed. This should include bargaining, non-bargaining employees, and contractors.
 - Sick People should be encouraged to stay home.
 - Increase Social Distancing both in office and in the field.
 - Create a mechanism for high-risk employees to self-identify (family, personal health...).
- Increase pandemic awareness and education of staff on all matters of the event.
- Increase in-house environmental cleaning.
- Communicate and support social distancing.
 - Evaluate Telework
 - Virtual Meetings / reduce non-critical travel

CUSTOMERS:

- Consider alternative delivering of customer support.
- Minimize close contact.
- Educate and increase awareness of customers with telephone messaging and signage.
- Prepare customer service staff to deal with fear/anxiety, misinformation and community disruption.

COMMUNITY:

- Consider cancellation of sponsored public & community gatherings or special events.
- Increase outreach to Public Health and Emergency Management officials within state and local agencies.
- Assure your dealing with trusted sources of information.
- Coordinate and review all applicable plans both internal and external.

Although portions of the Plan are good practice for day-to-day health care, what will drive its activation in part or whole will primarily be notifications from State and Local Health Officials. Potential activation triggers include:

- National and State restrictions (travel, social activities...)
- State declared health crisis or event
- County declared health crisis in any county within our service area
- City of Lansing restrictions and policy updates related to the event
- Executive directives

Prior to an actual pandemic being declared the World Health Organization and the Center for Disease Control will declare a health event of some concern. During this time, leading up to an actual event, the BWL leadership encourages good health and sanitary practices. The BWL will also provide the necessities to maintain that standard (e.g. hand sanitizer, cleaning of touch areas...) BWL Leadership will decide on individual and group restrictions (travel, meetings (see work force) ...) as the situation progresses.

The Office of Emergency Management and Business Continuity will be responsible for this plan and monitor its activities. This plan will be part of the yearly exercise and training calendar and it's critical that each department reviews their continuity plans, essential tasks and essential personnel for all potential hazards including infectious disease or pandemic. Review all related plans and be prepared.

PREPARED BY: Greg Babcock
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Lansing Board of Water & Light

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Annex B: BWL Self-assessment screening

REVISED 10-07-20: Coronavirus Disease (COVID-19) BWL Health Screening



Company Name: _____

Employee/Visitor Name: _____ Date: _____

Time In: _____

In the past 24 hours, have you experienced:

Fever, chills, or muscle aches:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
a new uncontrolled cough that causes difficulty breathing:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
diarrhea, vomiting, or abdominal pain:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
new onset of a severe headache:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
new loss of taste or smell:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Current temperature:	<div style="border: 2px solid black; width: 150px; height: 30px;"></div>	

If you answered **"yes"** to any of the symptoms listed above or have a temperature of **100.0°F or higher**, you are not permitted on BWL premises and must contact Dan Barnes, Interim Human Resources Manager at 517-243-6168 for further direction.

In the past 14 days, have you:

Been contacted by a local health department as having close contact with an individual diagnosed with COVID-19?

☐ Yes ☐ No

Had close contact with an individual suspected of having or diagnosed with COVID-19?

☐ Yes ☐ No

Traveled internationally?

Yes ☐ No ☐

Anyone who answered "yes" to any of these questions should self-isolate at home, contact your primary care physician for direction and call Dan Barnes at 517-243-6168 for a determination on how to proceed and submit in hard copy or electronically as directed below. If you answered "no" to all of these questions and are submitting hard copy, put in the drop box. If submitting electronically, please click Submit to Human Resources button below or email to healthscreenforms@lbwl.com.



BWL Visitor Health Pre-Screening Questionnaire

The safety of our employees, customers, families and visitors remains BWL's overriding priority. As the coronavirus disease 2019 (COVID-19) outbreak continues to evolve, the BWL will periodically update company guidance based on current recommendations from the Center for Disease Control and the Michigan Department of Health and Human Services.

To prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees and visitors, we are conducting a simple screening questionnaire. Your participation is important to help protect you and everyone in this building or at this event. Thank you for your time.

Visitor Name:	Visitor Mobile/Home Phone Number:
Visitor Company/Organization:	BWL Host:
Facility Name:	

If you answer "yes" to any of these questions, please contact Dan Barnes, Interim Human Resources Manager at 517-243-6168 for a determination on how to proceed.

Self-Declaration by Visitor	
1	Have you traveled domestically or internationally within the last 14 days? Yes No
2	Have you had close contact with or cared for someone suspected of having or diagnosed with COVID-19 within the last 14 days or been contacted by a local health department as having close contact with someone diagnosed with COVID-19? Yes No
3	Have you experienced any of the following symptoms in the last 14 days: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea? Yes No

Visitor Signature:

Date:

Note: Please immediately advise your BWL host if any of your responses change. The information collected on this form will be used to determine your access rights to BWL facilities.

Access to facility (select one):

APPROVED

DENIED

Approver Signature:

Date:

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Annex C: BWL COVID-19 Protocol Reminder



BWL COVID-19 PROTOCOL

The BWL follows the guidelines set forth by CDC, Michigan OSHA and local health department to create the safest possible workplace.

- **Daily completion and submittal of the Health Screening form**
 - Write legibly and complete all items in form, including taking temperature.
 - Submit forms online or at the health screening stations.
 - If you answer **YES** to any question in the form, please do not report to work. Contact Human Resources (Dan Barnes Daniel.Barnes@LBWL.COM or 517-243-6168).
- **Maintaining social distance and wear your mask**
 - Maintain at least 6 feet (two arms' length) of physical separation.
 - Always wear a mask except when sitting at your desk or sitting for a meal while social distancing.
- **Guidelines & Rules**
 - Occupancy Restrictions
 - Bathrooms – limited to 2 persons
 - Kitchenettes – one person at a time
 - Gyms – limited to 2 persons (REO); 4 persons (HACO)
 - Elevators – limited to 3 persons
 - Breakrooms / locker rooms – ensure social distancing.
 - No group or department gatherings/events that include sharing of food
 - When possible no sharing of desk, phone, computer station or tools & equipment. If unavoidable practice sanitary and good health practices.
- **Indoor group meetings**
 - No more than 10 individuals or 20 per 1,000 square feet.
 - Employees must wear a mask and maintain 6 feet of separation.
- **Maintaining Sanitary Conditions**
 - Wash hands often and avoid touching face, eyes, nose, mouth with dirty hands.
 - Use a hand sanitizer with at least 60% alcohol content.
 - Before and after shift ensure cleaning and disinfection of work area as well as tools, equipment, vehicles, etc.
- **Good health practices**
 - Minimize personal interactions to reduce the potential to transmit or receive pathogens.
 - Sneeze and/or cough into forearm or use a tissue and immediately discard it.
 - Wear a mask and gloves when handling the scoop of an ice machine.
 - Refrain from sharing food, beverages, dishware or utensils.
 - Limit the use of the refrigerator. Place items in personal lunch bags.
- **Enforcement**
 - Continue to report hazards, near misses, and unsafe conditions to your Employee-in-Charge.
 - Never miss an opportunity to be a good example.

Reference: BWL Emergency Management Dashboard (COVID 19) SharePoint page.

10 November 2020

The Health and Safety of Our Employees is Paramount

Mask Up BWL



November 12, 2020

Annex D: BWL COVID-19 Face Covering/Mask Standard Operating Procedures



COVID-19 Face Covering/Mask SOP

BWL ALL

Standard Operating Procedure

5/5/2020

May 5, 2020

Certification

I certify the procedures and guidelines contained within this document are approved actions of the Lansing Board of Water & Light departments mentioned herein. The statements contained in the document are true and correct, to the best of my knowledge and belief.

Oscar Rodriguez-
Franco

Digitally signed by Oscar Rodriguez-Franco
DN: cn=Oscar Rodriguez-Franco, o=Lansing
Board of Water and Light, ou=Manager
Industrial Health and Safety,
email=olr@lbwl.com, c=US
Date: 2020.05.06 13:35:44 -04'00'

5/6/2020

Oscar Rodriguez-Franco, Manager, Industrial Health and Safety Department
(Document Owner)

Date

This document was created in partnership between Purchasing & Warehouse, Industrial Health & Safety, Legal, and the Office of Emergency Management. This document was reviewed and submitted for approval by the Workforce Recovery Transition Team.

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Purpose

The purpose of the Lansing Board of Water and Light (BWL) COVID-19 Face Covering/Mask Standard Operating Procedure (SOP) is to provide guidance and procedures during the COVID-19 pandemic. It will address who should wear face covering/masks, types and purposes of masks, and how to obtain, wear, remove, maintain, and dispose of masks. It should be noted that BWL highly encourages the use of telecommunications whenever possible and practical rather than on-site interaction.

BWL will provide up to three (3) cloth masks for each employee. BWL will also provide masks to contractors, if necessary. Masks are a form of personal protective equipment (PPE). The type of mask worn, in addition to all other forms of PPE required, depends on the tasks/job assignment(s). If at any time, social distancing of 6 feet can not be maintained between individuals, a mask should be worn. Such as, two or more employees riding in a truck, in elevator, tailgate meetings, working on a job site, etc.

This SOP applies to all BWL employees, contractors, vendors and visitors during the period of a declared pandemic. They are in addition to the day-to-day procedures for PPE as set forth in the BWL Safety Manual Section 200, Personal Protection Equipment.

Employees can contact their direct manager/supervisor or BWL Industrial Health & Safety Department with any questions.

Authorities and Resources

The SOP was developed to support and or meet the requirements and guidelines set forth by;

- BWL Guidance / Plan on Preparing and Responding to COVID-19
- BWL Infectious Disease / Pandemic Plan
- BWL Infectious Disease Exposure Control Guidance
- BWL Social Distancing Guidelines
- BWL Respiratory Protection Program
- MIOSHA Occupational Health Standard Part 451 – Respiratory Protection Appendix D
- BWL Safety Programs
- BWL Business Continuity Base Plan
- BWL All Hazards Emergency Operation Base Plan
- State of Michigan Governor’s Executive Order 2020-59
- Local, State, and Federal health department guidance

Management has authority to deny on-site access to employees, contractors, vendors and visitors who fail to follow established policies and guidance, i.e. failure to complete daily health screening questionnaires; failure to adhere to social distancing guidance.

Who needs to wear a Mask

All BWL employees, contractors, vendors and visitors engaged in the following:

- On BWL premises indoors or outdoors and interacting with others where social distance can not be maintained,
- In any non-BWL enclosed public facility while conducting BWL business,
- Completing tasks in accordance with the Respirator Protection Program, or
- Any time or place where social distancing of 6 feet can not be maintained between individuals. Examples: two or more employees riding in a truck, in elevator, tailgate meetings, working on a job site, etc.

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Contractors and vendors should also follow their company's guidance for face coverings/masks, but at the very minimum follow BWL guidance when performing work for the BWL.

An employee, contractor, vendor or visitor may choose to wear a mask at any other time.

Mask types and intended purposes

It should be noted that BWL highly encourages the use of telecommunications whenever possible and practical rather than on-site interaction.

- **Cloth masks** are the standard masks to be utilized by BWL employees, contractors, vendors and visitors when on BWL premises or conducting BWL business in other public facilities where social distancing can not be maintained. The primary function of this type of mask is to reduce the risk of others from any potential transmission from you.
- **Respirators/cartridges masks** are to be utilized only by employees in the Respirator Protection Program. Due to the current situation and limited supply of these masks, employees should only utilize these masks for job assignments that meet the Program's requirements. While using these masks, employees shall follow the Program's guidelines and should only wear their own assigned respirators and cartridges. BWL Respirator Protection Program utilizes both a P100 and a combination cartridge.
- **P95/N95 disposable masks (N95)** are to be utilized only by employees who regularly interact with the public and or can not maintain distancing either through engineered or natural means. Such as, meter readers, field crews entering homes, and Customer Service lobby staff. The primary function of this type of mask is to reduce the risk of others from any potential transmission from you. Due to the current situation and limited supply of these masks, employees should only utilize these masks for job assignments that require them.
- **Paper masks** are intended for unexpected or temporary situations when a cloth mask is unavailable. Such as, an event that requires the disposal of an employee's cloth mask, or a face-to-face interaction with someone who does not have a cloth mask.
Paper masks can also be requested for the one-time use of a contractor, vendor or visitor who must be on-site and does not have their own mask.

Process for Obtaining Masks

Cloth and Paper masks

BWL will provide up to three (3) cloth reusable masks for each employee and full-time on-site contractor, upon request.

1. Individuals need to contact their Manager/Supervisor or BWL Point of Contact to get approval to be on-site.
2. Manager/Supervisor will submit a material reservation to the Warehouse using SAP or by calling Stores at x6287
3. Warehouse staff will fill the requisition and deliver the mask(s) to the employee's established mail/package drop off point.
4. Employee obtains mask(s) from mail/package drop off point.

N95 and Respirator/cartridges masks

1. Individuals need to contact their Manager/Supervisor or BWL Point of Contact to get approval to

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be on-site and to perform job assignments requiring the use of a respirator.

Management and or the Industrial Health and Safety Department have the authority to decline a request for a N95, respirator and or cartridges if the job assignment does not meet the necessary criteria.

2. Manager/Supervisor will submit a material reservation to the Warehouse using SAP or by calling Stores at x6287
3. Warehouse staff will fill the requisition and deliver the mask(s) to the employee's established mail/package drop off point.
4. Employee obtains mask(s) from mail/package drop off point.

Managers/Supervisors and employees should plan appropriately to ensure the availability of masks at their respective locations when needed.

Mail drop off locations

- Haco: in the back near the mail room
- Hazel Building: Second floor, near the north stairway
- REO: First floor, near the security desk
- Other facilities: Near the normal package/mail locations

How to Put On and Take Off a Mask

Employees should perform hand hygiene with soap and water or an alcohol-based hand sanitizer before and after touching or adjusting the mask to reduce the risk of potential viral transmission from mask to person. When donning or removing a mask, employees should be careful not to touch their eyes, nose, and mouth.

Cloth, N95 and Paper masks

How to Put On the mask

1. Clean your hands with soap and water or an alcohol-based hand sanitizer before touching the mask.
2. Remove a mask from its container and make sure there are no obvious tears or holes in the mask or straps.
3. Identify the top edge of the mask. This edge is typically stiff and bendable in order to mold to the shape of your nose.
4. Determine which side of the mask is the front. The front is typically colored and will face away from you when it is on.
5. Follow the instructions below for the type of mask you are using.
 - a. *Face Mask with Ear loops*: Hold the mask by the ear loops. Place a loop around each ear.
 - b. *Face Mask with Ties*: Bring the mask to your nose level and place the ties over your head and secure by the straps; one at the crown of your head and one at the nape of your neck.
 - c. *Face Mask with Bands*: Hold the mask in the palm of your hand with the nosepiece or top of the mask at your fingertips, allowing the headbands to hang freely below your hand. Bring the mask to your nose level and pull the top strap over your head so that it rests over the crown of your head. Pull the bottom strap over your head so that it rests at the nape of your neck.
6. Mold or pinch the top edge of the mask to the shape of your nose.
7. Adjust the mask to ensure a snug fit over your nose, mouth and chin.
8. Clean your hands with soap and water or an alcohol-based hand sanitizer.

How to Take Off the mask

1. Clean your hands with soap and water or an alcohol-based hand sanitizer before touching the mask. Avoid touching the front of the mask as it may be contaminated. Only touch the ear

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- loops/ties/bands.
2. Follow the instructions below for the type of mask you are using.
 - a. *Face Mask with Ear loops*: Hold both of the ear loops and gently lift and remove the mask.
 - b. *Face Mask with Ties*: Untie the bottom straps first, then untie the top straps. Pull the mask away from you as the ties are loosened.
 - c. *Face Mask with Bands*: Lift the bottom strap over your head first then pull the top strap over your head.
 3. Properly dispose of, store, wash or maintain masks. Refer to Mask Maintenance and Disposal below.
 4. Clean your hands with soap and water or an alcohol-based hand sanitizer

Respirator/cartridges masks

Respirators and cartridges shall be donned and removed in accordance with the Respiratory Protection Program.

Mask Maintenance and Disposal

Cloth masks

Cloth masks shall be washed with soap and water and allowed to dry. Washing can be done either by hand or in a washing machine. Cloth masks can be line dried or placed in a dryer.

N95 masks, Respirators and cartridges

Due to the current situation and limited supply of these masks, employees may extend the use of the mask, per CDC recommendations, up to 8 hours of continuous or intermittent use (For instance, 3 hours Wednesday, 2 hours Friday, and 3 hours the following Monday), provided that the mask is properly saved in a bag. Employees wearing N95 masks must read MIOSHA Occupational Health Standard Part 451 – Respiratory Protection Appendix D (Annex B of this document).

Paper masks

Paper masks are for one use and or up to eight hours. There is no additional maintenance for this type of mask.

Paper masks should be properly disposed of in a trash can.

Mask disposal criteria

All masks and cartridges shall be disposed of, regardless of type and hours of use, if:

- Visibly damaged.
- Contaminated with blood, respiratory or nasal secretions, or other bodily fluids from self or other persons.

All masks should be properly disposed of in a trash can.

Summary & SOP Maintenance

This SOP is a living document. The Industrial Health and Safety Department is responsible to maintain, review, and approve this SOP on an annual basis. The SOP will also be subject to modification following an exercise, response, or other evaluation as needed. Changes may also be made to stay current with changes in the Company's organization, policies, safety regulations, best management practices, or information received from state, federal, or other partners. All revision and/or additions shall detail a revision date and number on the document.

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Comments are welcomed and should be documented and addressed to the Industrial Health and Safety Department. All documented comments shall be retained in a separate file and reviewed each time this plan is revised. These comments will keep the contents of the SOP current and enhance its usefulness.

SOP Annexes

- A. Images of mask types
- B. MIOSHA Occupational Health Standard Part 451 – Respiratory Protection Appendix D

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Annex A: Images of Mask Types

Note, these images are standard/typical images and may not look exactly like BWL supplied masks



Cloth mask



Respirator mask and cartridge



N95 mask

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Annex B: MIOSHA Occupational Health Standard Part 451 – Respiratory Protection Appendix D
Information for Employees Using Respirators When Not Required Under the Standard (Mandatory)

Respirators are an effective method of protection against designated hazards when properly selected and worn. Respirator use is encouraged, even when exposures are below the exposure limit, to provide an additional level of comfort and protection for workers. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the worker. Sometimes, workers may wear respirators to avoid exposures to hazards, even if the amount of hazardous substance does not exceed the limits set by OSHA standards. If your employer provides respirators for your voluntary use, or if you provide your own respirator, you need to take certain precautions to be sure that the respirator itself does not present a hazard.

You should do the following:

1. Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirators limitations.
2. Choose respirators certified for use to protect against the contaminant of concern. NIOSH, the National Institute for Occupational Safety and Health of the U.S. Department of Health and Human Services, certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will tell you what the respirator is designed for and how much it will protect you.
3. Do not wear your respirator into atmospheres containing contaminants for which your respirator is not designed to protect against. For example, a respirator designed to filter dust particles will not protect you against gases, vapors, or very small solid particles of fumes or smoke.
4. Keep track of your respirator so that you do not mistakenly use someone else's respirator.

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Annex E: BWL Guidance for Face Mask Use Maintenance and Disposal

GUIDANCE FOR FACE MASK USE, MAINTENANCE, AND DISPOSAL

Instructions:

- Ensure you wear a face mask when working or sharing area within 6 feet from another person (examples: two or more employees riding in a truck, in elevator, tailgate meetings, working on a job site, etc.)
- Follow the BWL Social Distance Guidelines
- Consult with your supervisor regarding mask use
- Masks are obtained by Material Reservation (ZMB21) with the Purchasing and Warehousing Department



- **Type:** Disposable Cloth Face Masks
- **Inventory Number:** 97-07147
- **Application:** To be used in BWL premises or when conducting business in public places and unable to maintain social distance
- **Function:** To prevent contaminating others
- **Sanitation:** Cannot be cleaned or disinfected
- **Disposal:** Discard if broken or contaminated. Throw in regular trash



- **Type:** Reusable / Washable Cloth Masks
- **Inventory Number:** 97-07190
- **Application:** To be used in BWL premises or when conducting business in public places and unable to maintain social distance
- **Function:** To prevent contaminating others
- **Sanitation:** Wash with soap and water by hand or washing machine. Can be air dry or machine dried.
- **Disposal:** Discard if broken. Throw in regular trash
- **Note:** Homemade cloth masks covering nose and mouth are acceptable



- **Type:** P95 Disposable Respirator
- **Inventory Number:** 97-01252
- **Application:** To be utilized by employees who regularly interact with the public and unable to maintain social distance
- **Function:** Filters 95% of a monodispersed aerosol 0.3 micrometers of particle size. Protects (P) from oil aerosols. Used to reduce the risk of contamination from other persons.
- **Sanitation:** Cannot be cleaned or disinfected
- **Extended use:** Up to 8 hours of intermittent use provided it is kept in a bag.
- **Disposal:** Discard if broken or contaminated with bodily fluids. Throw in regular trash

GUIDANCE FOR FACE MASK USE, MAINTENANCE, AND DISPOSAL



- **Type:** N95 Disposable Respirator
- **Inventory Number:** 97-07151
- **Application:** To be utilized by employees who regularly interact with the public and unable to maintain social distance
- **Function:** Filters 95% of a monodispersed aerosol 0.3 micrometers of particle size. Does not protect (N) from oil aerosols. Used to reduce the risk of contamination from other persons.
- **Sanitation:** Cannot be cleaned or disinfected
- **Extended use:** Up to 8 hours of intermittent use provided it is kept in a bag.
- **Disposal:** Discard if broken or contaminated with bodily fluids. Throw in regular trash



- **Type:** KN95 Disposable Respirator
- **Inventory Number:** 97-07148
- **Application:** To be utilized by employees who regularly interact with the public and unable to maintain social distance
- **Function:** Filters 95% of a monodispersed aerosol 0.3 micrometers of particle size. Does not protect (N) from oil aerosols. Used to reduce the risk of contamination from other persons.
- **Sanitation:** Cannot be cleaned or disinfected
- **Extended use:** Up to 8 hours of intermittent use provided mask is kept in a bag.
- **Disposal:** Discard if broken or contaminated with bodily fluids. Throw in regular trash



- **Type:** MSA half-mask elastomeric air-purifying respirator with P-100 cartridges
- **Inventory Number:** 48-29386 and others depending on size
- **Application:** To be used only by employees in the BWL Respiratory Protection Program to prevent exposures to particulates and other toxic air contaminants. Needs proper grooming, medical clearance, annual fit-testing, and proper training for use.
- **Function:** P-100 cartridge (shown in picture) filters 100% of a monodispersed aerosol 0.3 micrometers of particle size. Protects (P) from oil aerosols. GME-P100 cartridges (not shown) protect against particulates as above and up to ten (10) times the PEL of acid gases, ammonia, chlorine and other gases and vapors.
- **Sanitation:** Wash with soap and water by hand. Let air dry and maintain in a plastic bag until next use.
- **Extended use:** Cartridges can be used up to 8 hours of intermittent use. Replace cartridges if breathing becomes laborious. ALWAYS replace cartridges outside the toxic atmosphere.
- **Disposal:** Dispose spent cartridges in trash.

References

- BWL Face Covering Mask SOP
- BWL Social Distance Guidelines

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Annex F: BWL Vehicle Disinfection Procedure & Ride Share Protocol



VEHICLE DISINFECTION PROCEDURE

Personal Protective Equipment

- Goggles
- Half mask respirator with GME-P100 cartridges (Only for employees in the BWL Respiratory Protection Program)
- Disposable nitrile or latex gloves

Equipment:

- Graco TC Pro Cordless Paint Sprayer
- **Transform** Disinfectant Jug

Product preparation:

- Pour 2.5 gallons of water slowly into the **Transform** Disinfectant Jug
- Close cap and shake for 1 minute
- Let jug sit for 1 hour
- Fill sprayer and use as needed

DISINFECTION PROCEDURE

- **Spraying:**
 - Spray door handle of driver door with a thin layer of product
 - Open driver door and spray vehicle interior (driver side)
 - Close door
 - Spray door handle of passenger door
 - Open passenger door and spray vehicle interior (passenger side)
 - Close door
 - **NOTE: A light “dusting” of the product is all that is needed. Surfaces should not be wet.**
- **Product Circulation:**
 - Open driver door
 - Start vehicle
 - Set air conditioning/heater blower at maximum speed
 - Close door
- **Contact Time:**
 - Wait 5 minutes for contact time with air recirculation and vehicle doors closed
 - Open all doors with vehicle running and let unit air out for another 5 minutes
 - Vehicle is ready for use after 10 minutes.
- **Sprayer and Product Conservation:**
 - Save unused **Transform** product for next day
 - **Transform** solution is good for two weeks
 - Ensure Cordless Sprayer battery is charged every week

Appropriate PPE must be worn during product preparation and application

COVID-19 RIDE SHARE PROTOCOL

At this time, the 6-foot social distancing is still applicable therefore riding 2 persons per vehicle is **not authorized unless it is required to provide**

- Regularly scheduled preventative maintenance;
- Checks and services necessary to maintain the viability, performance, and operation of the BWL's electric and water infrastructure; or
- Emergency work or other essential critical infrastructure work that cannot be delayed without threatening the BWL's ability to serve its customers or posing a risk to public safety.

The protocol for riding 2 or more persons in a BWL vehicle is:

- Driver should wipe down commonly touched vehicle surfaces before use. At a minimum, clean and disinfect frequently touched surfaces in the vehicle at the beginning and end of each shift, and before transporting passengers.
- Driver must ensure hand sanitizer, tissue, paper towel, cleaning and disinfectant spray or disposable wipes, and disposal trash bags are in the vehicle and available to driver and passenger at all times.
- Avoid multiple passengers who would not otherwise be riding together. Be consistent with driver / passenger personnel.
- When in use, the driver will avoid using the recirculated air option for the vehicle's ventilation during passenger transport. Instead, either use the vents to bring in fresh outside air and/or lower the vehicle windows.
- Passenger will assist driver in keeping the interior of the vehicle wiped down and clean, especially the passenger side.
- Avoid contact with surfaces frequently touched by passengers or other drivers, such as door frame/handles, windows, seatbelt buckles, steering wheel, gearshift, signaling levers, and other vehicle parts before asking if cleaning and disinfection has taken place. Always keep tools and other equipment separated and wiped down.
- Driver and passenger should practice every day preventative measures, including:
 - Wear a cloth mask to ensure social distancing protocol while in the vehicle
 - Avoiding direct contact with each other
 - Maintaining proper hygiene
 - Clean hands before and after riding in the vehicle
 - Use hand sanitizer or disposable gloves when refueling of vehicle
 - Use tissue to cover sneezes and coughs, even when in a vehicle.
 - Driver and passenger should throw away their own trash when exiting the vehicle.

In addition to the above, all drivers shall follow all Fleet Services and Safety Guidelines for sanitizing and using an BWL vehicle.

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Annex G: BWL Infectious Disease Exposure Control Guidance



INFECTIOUS DISEASE EXPOSURE CONTROL GUIDANCE

Controlling COVID-19 exposure for yourself and your co-workers

Purpose: *To reduce the impact of COVID-19 outbreak conditions on BWL employees, their families, customers, and the public.*

- **Frequently clean and disinfect common touch point areas such as countertops, light switches, doorknobs, railings, etc.**
- **Wear gloves when handling shared equipment at work.**
- **Attend meetings conducted via conferencing rather than in person.**
- **Minimize personal interactions to reduce exposure to transmit or receive pathogens.**
- **Maintain 6 feet of separation whenever possible.**
- **Use alternatives to shaking hands such as forearm or elbow bump.**
- **Have hand disinfectant readily available and use it frequently.**
- **Avoid touching eyes, nose, and mouth with unwashed hands.**
- **Frequently wash hands with soap and warm water for at least 20 seconds.**
- **Sneeze and/or cough into forearm or use a tissue and immediately discard it.**
- **Stay at home if sick.**
- **Self-quarantine for precaution and protection of others if exposure to COVID19 is suspected.**
- **Carefully read the daily COVID19 updates sent by BWL General Manager Dick Peffley.**
- **Continue to report hazards, near misses, and unsafe conditions to the Employee-in-Charge.**
- **Provide positive feedback when co-workers comply with these guidelines.**

Reference: OSHA 3990

The Health and Safety of our employees is paramount