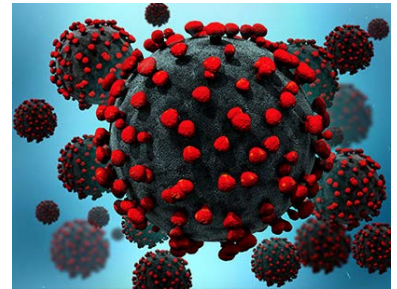




SUPERVISOR INSTRUCTIONS:

- Use toolbox trainings to encourage safety/environmental discussions during monthly meetings with employees.
- Campus Services' employees should maintain the employee sign-in sheet in their department's safety/environmental compliance binder as a record of training. All other groups should maintain a record of training in accordance with their Division's training procedures.

Coronavirus disease 2019 (COVID-19) has caused us to make changes in our everyday work practices so that we keep ourselves and our co-workers safe. Some of the biggest changes are the need to physically distance from others, wearing face coverings for everyday job tasks, avoiding shaking hands, and increasing how often we wash our hands. If we follow work practices and precautions while using the correct personal protective equipment (PPE), we will minimize the risk of transmitting the virus that causes COVID-19. The information below is intended as guidance for conducting maintenance work during the COVID-19 pandemic.



Plan the Task

If a task must be completed in an area where individuals are suspected to have or confirmed to have COVID-19, taking the following steps will minimize your risk of exposure:

- **Ask screening questions.** Screening questions will allow you to determine if the work needed is urgent/emergency work versus routine/preventative maintenance work.
 - If the task is deemed urgent, conduct a hazard assessment to determine how to proceed with the proper engineering controls, administrative controls and PPE in place. Contact EHSO for assistance with the hazard assessment and proper PPE to use for the task.
 - If the task is determined to be routine, determine if it can be postponed until the affected individual can leave the space, and the space has been disinfected by the appropriately trained staff.
- **Establish protocols for services provided to patient care areas at hospitals or clinics.** If you receive a service request to pick up items from the hospital or clinic, determine if the area in question treats COVID-19 patients. If the answer is yes, implement additional protocols, such as:
 - Request and review the Emory Healthcare (EHC) site policy.
 - Ensure disinfection protocols have been established and carried out for items that were in contact with COVID-19 patients.
 - Instruct EHC to move the disinfected items that are to be picked up to a location outside of the patient area.
 - If required to enter an area where COVID-19 patients are treated, request the necessary PPE from EHC.

SAFETY/ENVIRONMENTAL TOOLBOX TALKS – COVID-19 GUIDANCE FOR MAINTENANCE WORK

Implement Engineering and Administrative Controls

- **Utilize walls and closed doors.** Walls and doors can act as physical barriers to separate you from any individuals who are under voluntary or required quarantine/isolation or those experiencing signs and/or symptoms of COVID-19. Ask the individual to stay in another room of the apartment or dorm while you are in the space working.
- **Use plastic sheeting.** If you need to occupy a space for an extended period and it does not have a door, use plastic sheeting as a barrier to isolate your work area from the potentially infectious individual.
- **Clean and disinfect tools and surfaces with an EPA List N-approved disinfectant.** Disinfect surfaces and equipment that you touch. Also, disinfect surfaces and your tools once the job is finished.
- **Wash your hands.** It is important to wash your hands after performing work in an area where individuals are suspected or known to have COVID-19. Wash your hands with soap and water for 20 seconds. If soap and water are not readily available, use an alcohol-based hand sanitizer containing at least 60% alcohol. Other key times to wash and sanitize your hands include:
 - After pumping gas;
 - After handling phones, radios, keys, clipboards, etc.;
 - Before putting on PPE;
 - After removing PPE;
 - When changing gloves;
 - After coming into contact with compost, recycling, or municipal landfill waste;
 - After contact with any respiratory secretions (for example, after sneezing or coughing);
 - Before eating;
 - After using the restroom.

Wear Your Personal Protective Equipment (PPE)

Wear face coverings for routine tasks. In general, the same PPE (such as gloves and eye protection) required for routine maintenance, cleaning, and waste activities prior to the COVID-19 pandemic will be the same PPE that you need to wear during the pandemic. The one addition is that face coverings must be worn while on campus and inside of Emory Buildings. This includes wearing cloth face coverings in common spaces, even if you are the only person in the space. Guidance on selecting and wearing face coverings, include:



- Masks that do not meet N-95 requirements may be used as a face cover. Generally, these masks loop behind the ears and are not labeled with the manufacturer's name.
- Ensure face coverings fit snugly but comfortably against the face and cover the nose, mouth and chin.
- Launder cloth face coverings on the warmest appropriate setting and dry them completely after each day of use.

SAFETY/ENVIRONMENTAL TOOLBOX TALKS – COVID-19 GUIDANCE FOR MAINTENANCE WORK

Wear eye protection and a medical grade mask (e.g. procedure/isolation/surgical) instead of a face covering when working in spaces occupied by COVID Patients Under Investigation (PUI). If the COVID PUI is present, they must wear a face covering. They should be asked to remain in their private room with the door closed during maintenance activities.

Additional PPE that employees should wear, include:

- A face shield if there is another person in the room closer than 6 ft.
- Disposable gloves if there is the potential to contact high touch/potentially contaminated surfaces.
- A disposable gown or disposable coveralls should be worn if the worker must lie down on a potentially contaminated surface, such as lying down on the bathroom floor to repair plumbing.

For additional information on the minimum PPE required, refer to the Personal Protective Equipment (PPE) and Disinfection Matrix for Emory University Employees located on the EHSO website at www.ehso.emory.edu.

Removing and Disposing of PPE

- Remove disposable PPE (e.g., gloves, gowns, etc.), place items in a trash bag, close the bag and discard into trash bins outside of the student/occupant area.
- Disinfect any reusable PPE (e.g., face shields, eye protection, etc.) and tools.
- Wash hands with soap and water upon exiting. If soap and water are not readily available, use an alcohol-based hand sanitizer containing at least 60% alcohol and then wash with soap and water at the first availability.

Questions for Discussion

1. True or False. When it is necessary to work in a space that is occupied by an individual who has or is suspected of having COVID-19, you should utilize physical barriers such as walls and doors and ask the individual to stay in another room while you are in the space working.
Answer: True
2. True or False. A face covering must be worn while on campus, including when performing routine maintenance and cleaning activities in an unoccupied area.
Answer: True – Face coverings must be worn while on campus and inside of Emory Buildings. This includes wearing face coverings while performing routine cleaning and maintenance tasks, even if you are the only person in the space.
3. True or False. A cloth face covering should be worn when performing emergency maintenance in a COVID PUI room.
Answer: False – If entering a COVID PUI room to perform emergency maintenance, the minimum PPE required is a medical grade mask (e.g. surgical/procedure/isolation) and eye protection.