

SAFE WORK PROTOCOLS FOR THOSE PERFORMING ESSENTIAL WORK IN THE FIELD IN RESPONSE TO THE COVID-19 CRISIS

April 10, 2020 (Rev 4/27/20)

Dear Brother,

We thank you for being willing to assist with essential work* addressing the needs of our brothers and sisters in this special time of need. As you are aware, we suggest that everyone shelter in place, remaining at home.

Since your assignment might require that you temporarily leave the shelter of your residence to accomplish an essential task, please do so while following the precautions listed here. In addition, see the general principles outlined at: <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/essential-goods-services.html>

** In our theocratic and congregational setting, "essential work" is defined as that critical to the care and welfare of your family and brothers. The use of the term in this document is intended to assist those who have accepted an assignment associated with the humanitarian phase of this disaster relief effort.*

- Consider all effective alternatives to leaving your home even it is at an additional reasonable financial cost.
- Develop a work plan that includes a *Job Hazard Analysis (DC-83)* or *Congregation Job Hazard Analysis (DC-85)*. The plan should outline routing and timing that will reduce the number of stops and number of people you must come in contact with. Consider calling ahead to work out protocols with suppliers or other entities.
- Do not leave your property without all appropriate PPE, including an effective hand and surface disinfectant and appropriate disposable towels or cloths.
- Wear a face covering and care for it as described in the following articles:
 - <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover.html>
 - <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>
- Face coverings and masks are **not** a substitute for proper distancing.
- If using a washable cloth face covering, wash and dry it often.
- Do not touch the front of the masks or face coverings during or after use.
- Avoid touching your eyes, nose, and mouth with your hands.
- Maintain social distancing (6 ft or more), even when standing in a line.
- Wear disposable gloves if the task includes touching public surfaces or packages. Sanitize your gloved hands before entering your car and home.
- Do not use public transportation.
- Avoid entering buildings; instead use outdoor kiosks, drive-thrus, and ATMs. Use proper PPE and procedures even when using outdoor facilities.

- To the extent possible, avoid public restrooms.
- Sanitize packaging if the task includes transporting supplies. Sanitize packaging at the point of receipt and before taking it indoors. If possible, remove plastic wrapping before bringing the package indoors to reduce the amount of sanitizing needed.
- If transporting collected items inside of a passenger vehicle, consider using a tote, box, or another method to keep possibly contaminated items from coming into contact with passenger surfaces.
- Be conscious of items that have been touched by others and treat them as “contaminated” until they are properly disinfected. When returning home, sanitize your car, dispose of gloves and masks, set apart clothing for separate laundering and shower thoroughly before interacting with your family.
- Do not use the essential task as an excuse to perform non-essential activities while away from your shelter location.

PROTOCOL FOR REMOVAL AND DISPOSAL OF GLOVES

- A. Remove one glove carefully without touching the inside of the glove.
- B. Fold removed glove and place it in the hand that still has the glove on.
- C. Carefully place the clean hand inside of the second glove and carefully remove the second glove by folding it over the first glove in your hand.
- D. Do not touch the outside of either glove with the clean hand, now throw them away.
- E. After discarding the gloves sanitize your hands again.

ADDITIONAL PROTOCOL FOR FUELING YOUR VEHICLE

- A. Use discernment when choosing the location. If the area is safe, it may be beneficial to avoid heavily occupied gas stations.
- B. Wear all appropriate PPE including disposable gloves and a face covering.
- C. If possible, conduct all of your business at the gas pump, do not enter the store.
- D. Maintain 6 ft distancing.
- E. If the fuel must be purchased with cash, try to pay the attendant the exact amount so there is no need to receive change.
- F. If it is an “attended” pump, ask the attendant to step back and watch from 6ft or more.
- G. If a credit card must be handed to the attendant, be sure to sanitize it after the attendant hands it back.
- H. Use towels or cloths and disinfectant to sanitize the gas pump handle and any other surfaces (buttons, fuel grade selector, etc.) you will have to touch.
- I. After refueling and placing the gas nozzle into its cradle, use the disinfectant to sanitize your gloved hands.

ADDITIONAL PROTOCOL FOR SHOPPING

Before you go

- Consider whether you really need to go shopping. Delivery may be an option.
- If you can't get delivery, try shopping at off-peak hours.
- Buy as many items as possible from one store to avoid visiting multiple stores.
- Do not bring others with you unless they are essential personnel.
- Bring disinfecting wipes and hand sanitizer.
- Make a list of items needed so you can efficiently move through the store.

At the store

- Sanitize your hands often; especially before entering the store and after leaving.
- Use disinfecting wipes on carts, basket handles, and card readers.
- Touch only what you intend to buy.
- If possible, use a touchless payment method.
- If you must handle money, a card, or touch a keypad, sanitize your hands right after paying.

When you get home

- Wash your hands thoroughly for at least 20 seconds.
- Wipe down all packages before taking them into the residence and putting them away.
- Rinse your produce with clean water.
- Disinfect the surfaces where you placed the items as you were cleaning them.
- If you use reusable bags, wash them after a trip to the store, either by putting them in the laundry (for cloth bags) or using soap or other disinfectants for plastic bags.

PROTOCOL FOR RECEIVING OUTSIDE DELIVERIES

- A. The greatest risk associated with receiving outside deliveries is the interaction with the delivery person.
- B. The surface of all containers and packages delivered by common carriers and delivery services are to be considered contaminated.
- C. Delineate vendor areas:
 - i. To the degree possible, keep drivers outside of receiving areas.
 - ii. Physically mark out an area where drivers should remain that is as far from the "clean zone" as possible.
- D. Delineate a "contaminated zone" and a "clean zone" in the receiving work area(s).
 - i. Identify separate crews for each zone.
 - ii. Workers are to remain within their designated zone.
 - iii. Those assigned to the contaminated zone are to wear N-95 masks and eye-protection. Tyvek suits are preferred if available.
 - iv. All should wear disposable gloves and manufactured face coverings.
- E. Maintain a regular schedule for sanitizing all high-touch surfaces in each zone.
 - i. Sanitize work station, common areas, and receiving tables at least every two hours.
- F. Sanitize gloved hands frequently.
- G. Work gloves are to be worn over sanitary disposable gloves when needed.
- H. Social distancing:
 - i. Receiving personnel must maintain at least 6 ft distance between drivers.
 - ii. Designate a location for the driver to leave and pick up paperwork, tablets, and forms to sign.
- I. Limit traffic:
 - i. Keep non-essential personnel away from receiving area(s) throughout the day.
 - ii. No one without an N-95 mask should be present in the driver area when outside drivers are present and for 30 minutes after the drivers leave.
- J. Package Decontamination: (to be done in the "contaminated zone")
 - i. To the degree possible, large and small packages wrapped with non-waterproof paper and cardboard should be allowed to rest in a location for 24 hours before further handling or unpacking.
 - ii. Large and small packages wrapped in plastic and other smooth non-absorbent materials should be wiped thoroughly with an appropriate disinfectant and then moved to the clean zone.
 - iii. If a pallet comes wrapped in plastic, the plastic should be sanitized upon receipt and then moved to the clean zone.
 - iv. Wipe down all receiving table surfaces with germicidal solution before use.
 - v. Urgent cardboard packages can be sanitized and delivered within the same day.
- K. Receiving area restrooms:
 - i. Restrooms should be closed to all vendors. They should use the temporary toilet available outside.