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|  | Revision: 0         | Effective Date: 04/30/2020 |

### Process:

Responsible Line Managers (RLMs) will work with their deployed IH/S professionals to perform an assessment to evaluate work activities and determine the appropriate control strategy, listed below. Based on the selected control strategy, RLMs will fill out the *Distribution of High Demand PPE and Equipment Form* (when either Scenario A or B is appropriate) to obtain the face mask and/or glove requirements. Tier 1 face masks can be obtained through your DESH managers or the OSH division office. Tier 2 face masks can be obtained at the TA60 warehouse.

### Required General Controls

- Practice social distancing offsite and onsite.
- Utilize the buddy system to hold each other accountable for healthy habits.
- Do not touch your face.
- Wash your hands often.
- Use hand sanitizer where / when you cannot wash hands. Wash hands as soon as possible.
- Clean / disinfect surfaces frequently. Include break areas, lunchrooms, and conference rooms.
- Do not share tools.
- You may bring your own face masks / coverings.
- Tape X's 6-ft. apart to assist employees in maintaining social distancing.
- Wash hands before donning and after doffing PPE and face masks / coverings.
- Do not share PPE. If PPE is shared, see OSH-ISH-QTG-028 *Cleaning and Disinfection of Work Areas, PPE, Face Masks/Coverings, and Respirators*.

### Scenario A: Required Controls, in addition to general controls, for areas where social distancing cannot consistently be maintained (less than 6 ft.) and work is not performed face to face

- Perform health checks (OSH-ISH-QTG-030 *Verbal Screening and Temperature Checks Protocol*).
- Minimize time closer than 6-ft through work pre-planning.
- Tier 2 face masks (i.e., cloth face covering or equivalent disposable). Respiratory protection that is required by the work control document takes precedent over face masks / coverings.
- Work side-by-side vs face-to-face.
- If possible, use a shield (e.g., Plexiglass) between workers.

### Scenario B: Required Controls in addition to general controls, where social distancing cannot be maintained (less than 6 ft.) and work is performed face to face.

- Perform health checks (OSH-ISH-QTG-030 *Verbal Screening and Temperature Checks Protocol*).
- Tier 1 face masks (i.e., surgical mask or N95 or similar). Respiratory protection that is required by the work control document takes precedent over face masks / coverings.
- Wear face and / or eye protection.
- Wear nitrile or latex gloves when interaction with customers or public is necessary, or when touching multiple shared surfaces without ability to wash hands or use hand sanitizer.

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**NOTE: when analyzing the COVID-19 hazard for work steps, pay particular attention to work steps that include:**

- Brief periods of distances of 3 - 6 ft. between two workers.
- Any periods of distances of less than 3-ft. between workers.
- Face-to-face work.
- Direct exchange of material (e.g., paper, badge).
- Implemented controls for safety or health hazards associated with the activity that may conflict with distancing guidelines (e.g., two-person lifting, confined spaces or small enclosed areas).
- Less than adequate general ventilation.
- Areas where customers or other outside personnel may be present (e.g., conference rooms, waiting areas, admin. counters).
- Location and availability of hand washing facilities.

### **Donning and Doffing Face Masks/Coverings**

#### **1. To don a face mask/covering:**

- a. Wash hands for at least 20 seconds, or use hand sanitizer.
- b. Grasp the face mask by the ear loops, upper ties, or front (if double elastic).
- c. Place the face mask over the face.
- d. **For ear-loop face mask:** secure the ear loops behind the ears. Secure the mask.
- e. **For tie-back face mask:** secure the upper ties behind the head. Secure the lower ties behind the head.
- f. **For double elastic band face mask:** cup the mask in your dominate hand, allowing the straps to dangle freely. Take the bottom strap and place it at the base of the neck. Place the mask over the nose and mouth by firmly pressing the nose clip (if present) over the nose and tucking the bottom of the mask securely over the chin. Take the top strap and place it at the top crown of the head.

#### **2. To remove a face mask/covering with intent to reuse:**

- a. Wash hands for at least 20 seconds, or use hand sanitizer.
- b. **For ear-loop face mask:** remove the face mask by holding the ear loops or elastic. Remove the mask slowly and carefully.
- c. **For tie-back mask:** remove the face mask by untying lower ties first. Untie the upper ties last. Remove the face mask slowly and carefully. Ensure that ties do not fall into the clean interior side of the face mask.
- d. **For double elastic band face mask:** without touching the face mask, slowly lift the bottom strap from around your neck up and over your head. Lift off the top strap. Do not touch the face mask.
- e. After removing the face mask, visually inspect the face mask. Discard face mask if crushed, damaged, wet, or difficult to breathe through. Hang used masks in a designated storage area or keep them in a clean, breathable container such as a paper bag between uses. To minimize potential cross-contamination, store masks so that they do not touch each other and ensure the name of the person using the mask is clearly identified. Storage containers should be disposed of or cleaned regularly.
- f. Wash hands again for at least 20 seconds, or use hand sanitizer. If hand sanitizer is used, wash hands as soon as possible.