

Gilbert COVID-19 Exposure Prevention Guidance Overview

COVID-19 has become a global pandemic. To help prevent exposure to the virus it is important to understand how the virus is transmitted. This [video](#) can help supplement the information for your employees.

WHAT ARE THE ROUTES OF EXPOSURE?

Inhalation

According to the [World Health Organization](#) the disease can spread from person to person through small droplets from the nose or mouth, which are spread when a person with COVID-19 coughs, sneezes, or exhales.

- [See "Respirator Use During the COVID-19 Pandemic"](#)

Surface Contact

The droplets emitted when a person with COVID-19 coughs, sneezes or exhales, can land on objects and surfaces around the person. If someone then touches these objects or surfaces and then touches their eyes, nose, or mouth the person may become infected.

Current evidence suggests that the virus may remain viable for hours to days on surfaces made from a variety of materials, such as plastic, stainless steel, cardboard, etc.

- [See "Reducing the Risk of Surface Contact with the COVID-19 Virus"](#)

HOW DO WE PROTECT OURSELVES?

The best way to prevent and slow down transmission of COVID-19 is to avoid being exposed to and keeping informed on how it spreads. Social and physical distancing can help flatten the curve of COVID-19. Follow these guidelines by the [CDC](#):



When in public keep at least 6 feet between yourself and other people



Wash your hands with soap and water for at least 20 seconds



Stay home if you or anyone in your household is sick



Avoid social gatherings where more than 10 people are present



Postpone non-essential outings



Avoid touching your face.



Cover your mouth when coughing or sneezing



Clean and disinfect.

Please contact your supervisor if you have any questions or need additional information regarding this guidance.

Gilbert Respirator Use During the COVID-19 Pandemic

There is no higher priority than the protection of the health and safety of our workers. Due to the shortage of PPE the town is adopting a uniform protocol for the use of respiratory protection. These measures will serve to protect all of our employees while preserving resources for those at highest risk. The Town is adhering to OSHA guidance on the use of respiratory protection (see OSHA chart included).

HIGH RISK EMPLOYEES

Personnel who physically touch other humans.



> N-95 RESPIRATOR RECOMMENDED

- Only Employees actively engaged in very high, and high-risk job functions will be required to wear N-95 respirators. Police and Fire have identified these positions and job functions.
- There are no changes for employees already wearing respiratory protection for their job functions in accordance with the Towns' respiratory protection program
- Medical clearance and a fit test are required.

MEDIUM RISK EMPLOYEES

Personnel who interact with public but do not touch them.

> SURGICAL MASK RECOMMENDED

- For employees working in a high population density work environment.
- All other employees should practice social distancing (maintain 6 feet of separation from others).
- No medical screening or fit testing is required for this type of respiratory protection.



LOW RISK EMPLOYEES

Personnel who do not interact with public.



> NO RESPIRATORY PROTECTION RECOMMENDED

(SURGICAL MASK MAY BE PROVIDED AT THE DISCRETION OF SUPERVISOR)

- Low risk employees should practice social distancing (maintain 6 feet of separation from others).
- No medical screening or fit testing is required.

VOLUNTARY N-95 MASK

Employees choosing to provide their own N-95 respirators on a voluntary basis will be required to:

- Complete a medical screening to ensure they can safely wear a respirator.
- Complete a respirator fit test.
- Complete an Appendix D form. These can be obtained from the Safety department safety@gilbertaz.gov

To coordinate medical clearance exams and fit testing contact
Terry Petko at 480-503-6746 or safety@gilbertaz.gov.

OSHA ‘Guidance on Preparing Workplaces for COVID-19’ Risk Levels and Recommendations

Risk Level	Examples of Workers in this Risk Level Category	OSHA Recommended Precautions
Very High	- Healthcare workers that perform aerosol-generating procedures (e.g., intubation, cough induction, and dental procedures and exams) - Healthcare or laboratory workers collecting specimens - Morgue workers performing autopsies	Recommended Engineering Controls: - Air-handling systems - Airborne infection isolation rooms - Special precautions to handle specimens Recommended Administrative Controls: - Exposure prevention procedures - Posted signs requesting reporting on symptoms - Enhanced medical screen offerings to employees - Job-specific education and training on prevention of transmission of COVID-19 - Provide employees with gloves, a gown, a face shield or goggles, and either a face mask or a respirator, depending on their job tasks and exposure risks
High	- Healthcare workers and support staff - Medical transport workers - Mortuary workers involved in preparing bodies for burial or cremation	Recommended Engineering Controls: - Air-handling systems - Airborne infection isolation rooms - Special precautions to handle specimens Recommended Administrative Controls: - Exposure prevention procedures - Posted signs requesting reporting on symptoms - Enhanced medical screen offerings to employees - Job-specific education and training on prevention of transmission of COVID-19 - Provide employees with gloves, a gown, a face shield or goggles, and either a face mask or a respirator, depending on their job tasks and exposure risks
Medium	Workers having direct contact with the general public (e.g., schools, retailers, and high-population density work environments)	Recommended Engineering Controls: Use physical barriers where feasible Recommended Administrative Controls: - Consider making face masks available (note: while OSHA recommends employers consider masks, we recommend eliminating public interaction and/or social distancing is preferable due to the shortage of N-95 masks for the healthcare industry, unless employees in this exposure group are interacting with known or confirmed individuals with COVID-19 in accordance with CDC guidelines)

		- o Post signs about symptoms of COVID-19 and precautions - o Limit contact with individuals known or suspected of being COVID-19 infected to certain areas - o Communicate medical screening and worker resources
Lower Risk (Caution)	▪ Workers who do not have contact with the general public	▪ Recommended Engineering Controls: None ▪ Recommended Administrative Controls: - o Monitor public health communications on COVID-19 and ensure workers can access information

Surface Contact Precautions During the COVID-19 Pandemic

It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it. The virus may remain viable for hours to days on surfaces made from a variety of materials, such as plastic, stainless steel, cardboard, etc.

This rapidly spreading virus is leaving many people asking about effective ways to sanitize the surfaces around them. While there isn't yet a vaccine for COVID-19 in people, the good news is that it is possible to disinfect and kill the virus on external surfaces

ALL EMPLOYEES SHOULD FOLLOW PROPER HYGIENE PROTOCOLS



Reducing the risk of the coronavirus in your vehicle.

There are several ways to prepare your vehicle to be especially clean during the outbreak.

- Most common household disinfectants will work. Be sure to read the labels to make sure the cleaner is safe to use on the different surfaces in your vehicle.
- Daily vehicle disinfecting is adequate for employees who are not in direct contact with other humans.
- Focus on common vehicle touch points:
 - Dashboard
 - Door Handle
 - Key fob and steering wheel
 - Control knobs
 - Shifter
 - Inside door buttons
 - Seatbelts
 - Touchscreens



Reducing the risk of coronavirus from the handling of documents, packages, and common touch surfaces.

Good hygiene remains the best defense against COVID-19. We ask that you re-double your hygiene efforts to ensure the mitigation of virus transfer in our workplace.

Follow the CDC guidelines to protect yourself:

- Clean your hands often and wash your hands with soap and water for at least 20 seconds.
- Use a hand sanitizer with an alcohol content of at least 60%
- Avoid touching eyes, nose, and mouth with unwashed hands.
- Limit the use of paper documents. Use electronic communication options when you can.
- Clean and disinfect frequently touched surfaces daily. This includes:
 - Tables
 - Doorknobs
 - Light switches
 - Counter Tops
 - Handles
 - Desks
 - Phones
 - Keyboards
 - Mouse

Please contact your supervisor if you have any questions or need additional information regarding this guidance.