



**LOS ANGELES
DEPARTMENT OF WATER AND POWER
(LADWP)**

COVID-19 EXPOSURE CONTROL PLAN

A handwritten signature in blue ink, appearing to read "Martin L. Adams", written over a horizontal line.

MARTIN L. ADAMS
General Manager and Chief Engineer

A handwritten date "5/23/2020" in blue ink, written over a horizontal line.

DATE

MAY 18, 2020

WATER, POWER AND JOINT SYSTEMS

This document provides guidance for LADWP Divisions to prevent the spread of the COVID-19 virus. This includes the basics of staying home if you are sick, social distancing, personal hygiene, and surface disinfection.

Minimizing the risk of becoming ill with, and ultimately stopping the spread of, the COVID-19 virus requires implementation of multiple controls to prevent employees from contracting COVID 19.

Each individual control has inherent potential failure points that limit its effectiveness. But, implemented together, the collective effectiveness of these controls can significantly reduce the likelihood of viral transmission and the risk of infection.

Purpose

The purpose of this COVID-19 Exposure Control Plan is to protect the health and safety of LADWP employees and to inform them of the prevention methods of spreading respiratory diseases like COVID-19.

Scope and Application

This document provides guidance and recommended practices for LADWP Systems, Divisions, Offices, and associated employees.

Definitions

COVID-19: Common name for the disease associated with the SARS-CoV-2 virus. This virus, also commonly referred to as the “coronavirus”, is a new coronavirus not previously seen in humans that can cause upper respiratory illness with fever, cough, and difficulty breathing.

Face Covering: A device covering the nose and mouth, worn to prevent the wearer from dispersing into the environment their upper respiratory tract fluids during sneezing, coughing, talking, and breathing. Face coverings offer the wearer no protection from inhalation of harmful airborne contaminants.

Pandemic: Refers to an epidemic that has spread over several countries or continents, usually impacting a large number of people.

Respirator: A device covering the nose and mouth (sometimes, the entire face or head), worn to protect the wearer from inhaling harmful airborne contaminants. Respirators must be National Institute for Occupational Safety and Health (NIOSH) approved. Respirator users must be:

- Medically evaluated and approved to wear the designated respirator;
- Fit tested to ensure the respirator will afford the required protection; and,
- Trained in the proper use, limitations, care, and storage of their assigned respirator.

Responsibilities

Leadership (Managers, Supervisors, and Leads):

- Advise employees under their direction of the content of this program and Department Bulletins. Ensure that the guidance and recommended practices are clearly understood.
- Establish, and hold employees accountable to, the expectation of strict compliance with the provisions of this program.
- Be a consistent good example of the expected behavior.

Employees:

- Understand and comply with the provisions of this program.
- Encourage fellow employees to comply with the provisions of this program. (See something – say something – save someone!)
- Provide feedback on the effectiveness of this program to Supervision, Safety Training Supervisor, or Management.

Note: Supervisors and employees have important roles in reducing the risk of exposure in the workplace. Reference the attachment entitled “COVID-19 Guidelines for Employees and Supervisors” to review operational planning and training responsibilities.

Classifying Worker Exposure to Coronavirus

Each Division is responsible for conducting an assessment of worker risk for occupational exposure to coronavirus, the virus that causes COVID-19. Standard Operating Procedures (SOPs) shall be modified commensurate with the level(s) of risk associated with various worksites and job tasks workers perform at those sites. Considerations may include:

- Where, how, and to what sources of coronavirus might workers be exposed, including: the general public, customers, and coworkers;
- Non-occupational risks at home and in community settings;
- Workers’ individual risk factors (e.g., age, presence of chronic medical conditions, etc.); and,
- Controls necessary to address those risks.

Worker risk of occupational exposure to the virus that causes COVID-19 during an outbreak may vary from very high to high, medium, or lower (caution) risk. The level of risk depends in part on the industry type and need for contact within six (6) feet of people known to be, or suspected of having COVID-19. To help employers determine appropriate precautions, the Occupational Safety and Health Administration (OSHA) has divided job tasks into four risk exposure levels: very high, high, medium, and lower risk. As indicated by the following pyramid, most workers fall in the lower exposure risk or medium exposure risk levels.



OSHA’s definitions of risk indicate that LADWP operations are either medium risk or low risk.

Very High Exposure Risk Jobs: are those with high potential for exposure to known or suspected sources of COVID-19 during specific medical, postmortem, or laboratory procedures. Workers in the category include:

- Healthcare workers performing aerosol-generating procedures on known or suspected COVID-19 patients.
- Healthcare or laboratory personnel collecting or handling specimens from known or suspected COVID-19 patients.
- Morgue Workers.

High Exposure Risk Jobs: are those with high potential for exposure to known or suspected sources of COVID-19. Workers in this category include:

- Healthcare delivery and support staff (e.g., doctors, nurses, and other hospital staff who must enter patients’ rooms) exposed to known or suspected COVID-19 patients.
- Medical transport workers (e.g., ambulance vehicle operators) moving known or suspected COVID-19 patients in enclosed vehicles.

Medium Exposure Risk Jobs: include those that require frequent and/or close contact with (i.e., within 6 feet of) people who may be infected with coronavirus, but who are not known or suspected COVID-19 patients. In areas where there is *ongoing community transmission*, workers in this category may have *contact with the general public*.

In workplaces where workers have medium exposure risk, to the extent feasible, the following control measures shall be adopted:

- Engineering Controls: Install physical barriers, such as clear plastic sneeze guards, where feasible.

- Administrative Controls:
 - Consider offering face coverings to employees that require contact with the public to contain respiratory secretions.
 - Where appropriate, limit public access to the worksite or restrict access to only certain workplace areas.
 - Consider strategies to minimize face-to-face contact with the public.
- Personal Protective Equipment (PPE): Workers with medium exposure risk may need to wear some combination of gloves, a gown (or coverall), a face covering, and/or a face shield or goggles. PPE ensembles 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.

Low Exposure Risk Jobs: are those that do not require contact with people known to be, or suspected of being, infected with coronavirus, nor frequent close contact with (i.e., within 6 feet of) the general public.

In workplaces where workers have low exposure risk, monitor public health communications about COVID-19 recommendations and ensure that workers have access to that information. Frequently check public health advisories such as the U. S. Centers for Disease Control (CDC) COVID-19 website.

The following guidelines to help stop the spread of COVID-19 apply to all Department Operations.

- **If you are sick – with any illness – STAY AT HOME**
 - Contact your supervisor.
 - Call your personal doctor for instructions.
- If you develop symptoms of any illness during the workday:
 - Immediately stop work and call your supervisor.
 - Separate yourself from the crew or public.
 - Await instructions from your supervisor.
- **If you are sick and ONE OR MORE of the following applies to you, you are to call the COVID-19 Resource Office at (213) 367-4444:**
 - You have been tested for COVID-19.
 - You have been exposed to someone with COVID-19 (confirmed positive case).
 - You have an upper respiratory tract illness or other flu-like symptoms.
 - You recently returned from travel to a region or country with widespread or ongoing community transmission.

NOTE: Under the above conditions, you do not need to contact your supervisory chain to make the initial report. The Resource Office will take all necessary actions to protect the LADWP workforce, including notifying your Division Director and System Head.

- Cover Your Cough and Sneeze

Use a tissue or something similar to cover your nose and mouth when you cough or sneeze to prevent dispersion of upper respiratory tract fluids into the air where other people may be exposed to them.

If a tissue is not available or if you don't have time to get one, simply cough or sneeze into your elbow (bury your nose and mouth in the crook of your arm). Be sure to turn away from nearby people

If you use your hands to cover your cough or sneeze, wash them with soap and water before you touch anything else. Hand sanitizers with a minimum of 60% ethanol alcohol or 70% isopropanol alcohol can be used in the event soap and water are not readily available.

- Practice Social Distancing

Maintaining a distance of about six (6) feet from others minimizes the likelihood of transmission of bodily fluids (from the nose, mouth, or hands) between people.

The CDC defines "close contact" as being within six (6) feet of a positive case for a prolonged period of time (10 minutes or more). Simply passing someone or being within six (6) feet for a few seconds, by itself, does not constitute "close contact."

- Maintain six (6) feet of space from others as much as possible.
- Politely avoid contact, such as shaking hands.

- Practice Good Personal Hygiene

- Frequently wash your hands with soap and water, scrubbing for approximately 20 seconds. This breaks down and removes the oils and dead cells on the surface of your skin, taking any viral contamination with it. When soap and water are not immediately available, hand sanitizers with a minimum of 60% ethanol alcohol or 70% isopropanol alcohol may be used as a substitute.
- Avoid touching your face, specifically your eyes, nose, and mouth. Touching of the face is a common mode of transmission between a contaminated surface and your mouth, nose, or eyes.
- Before eating: 1) Wash your hands with soap and water, and 2) Wipe down the area where you will set your food, napkin, and utensils.

- Clean Surfaces Within The Workspace

Minimizing surface contamination reduces the likelihood that you will pick up the virus on your hands from something you touch and transfer it to your face.

This is especially true of surfaces that are commonly touched by multiple people, such as, but not necessarily limited to:

- Door handles
- Desk and counter surfaces
- Coffee makers and pots
- Copier machines
- Elevator controls
- Community vehicles (door handle, steering wheel, gear selector, parking brake release handle, heater and a/c controls, rearview mirror, side view mirror controls, etc.)

While cleaning surfaces with disinfectant wipes is encouraged, the best control is frequent hand washing and avoiding touching your face.

- Face Coverings and Respirators

LADWP is requiring employees to use face coverings when they are in common areas of buildings. While alone in personal workspaces, face coverings are not required.

Face coverings prevent the wearer from dispersing his/her upper respiratory tract fluids into the air during coughing, sneezing, talking, and breathing. Minimizing these fluids in the environment reduces the likelihood of coming into contact with infectious material. Face coverings do not prevent the wearer from inhaling harmful airborne contaminants.

Refer to the attached document entitled **Guidelines for Proper Use and Care of Face Coverings** for recommended donning and removal procedures associated with the use of face coverings.

Respirators, such as the N95 filtering facepiece, differ from face coverings in that they prevent the wearer from inhaling harmful airborne contaminants. LADWP requires use of appropriate respirators for specified tasks and permits voluntary use of filtering facepiece respirators to minimize inhalation of nuisance level contaminants, but does not recommend use of such respirators to prevent the wearer from emitting upper respiratory tract fluids.

- Latex or Nitrile Gloves

Wearing latex or nitrile gloves is not a substitute for handwashing and good personal hygiene.

LADWP encourages (and in some cases requires) use of task appropriate protective gloves but, in general, does not endorse widespread use of latex or nitrile type gloves solely to prevent contact with surfaces commonly touched by multiple people. Any question regarding exception to this general recommendation should be directed to Corporate Health and Safety. Otherwise, frequent hand washing and refraining from touching your face is a more effective control.

- Telecommuting

Consistent with General Manager directives, those employees who are able to perform their core work away from the office are allowed to work from home through a simple agreement process. Under the plan, in addition to performing their regular work from home, employees typically will have assigned days to come to the office and must be available to report to their work locations if called in. Reducing the number of employees in the office settings greatly reduces the risk of exposure to those whose jobs require that they be at work as usual.

- Group Gatherings

Requests for group gatherings, such as retirement celebrations, will not be accepted throughout the period of outbreak conditions. To the extent possible, in-person attendance at meetings and training sessions shall be limited to no more than allowed by current LADWP policy.

- Travel

Avoid all non-essential travel. Cancel all air and ground travel to external conferences, training sessions, or meetings. Teleconference where possible.

- Non-Employee Visitors

All non-employees of LADWP and/or the City of Los Angeles will be restricted from entering LADWP facilities without an employee escort. If entry is to be permitted, an LADWP employee must meet and greet the visitor(s) at the applicable facility point of entry or Security Officer station and escort the visitor(s) to their destination. Visitors should also be escorted off LADWP premises or back go the Security Officer's station once their visit is completed. If possible, all efforts shall be made to handle visitor business directly at the guard station or point of entry to the relevant LADWP facility.

While on LADWP property, visitors are subject to the same employee relevant social distancing and face covering practices in place at the time of visitor's presence.

Attachments:

- Guidelines for Proper Use and Care of Face Coverings
- COVID-19 Post-Exposure Cleaning and Disinfecting Procedures for Custodial Services
- COVID-19 Guidelines for Employees and Supervisors