



MWRA COVID-19 Safety Protocol

General Safety Protocols for all MWRA employees: Updated 6/19/2020

The MWRA is committed to providing a safe and healthful work environment. Therefore, in accordance with guidance provided by the Center for Disease Control and following all requirements outlined by the State of Massachusetts we are implementing the following safety protocols for all employees, effective immediately and until further notice.

Safety Rules for all MWRA employees and contractors working on MWRA property:

Employee Health

Health evaluations start at home before you come to work. Keeping Covid-19 out of the workplace is extremely important for the continued health of MWRA employees and the continued operation of critical public utilities.

- If you are displaying symptoms consistent with the Covid-19 Virus (fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting,) call, text or email your manager as soon as possible. Do not to return to a MWRA site until authorized by MWRA management.
- If you develop symptoms during your work shift, but do not require emergency assistance, self-isolate immediately (i.e., in your automobile or a locked office) and call, text or email your supervisor immediately for direction. It is also strongly advised that you consult with your physician. Again, you are not to return to a MWRA site until Authorized by MWRA management.
- Contact HR if anyone in your household has COVID-19 symptoms, or has been diagnosed with COVID-19 or is suspected to have COVID-19
- If you or a family member is feeling ill, you must stay home! If you display flu-like symptoms while at you work, your supervisor will send you home.

Social and Physical Distancing

Keeping a physical distance of 6 feet from others is critical in stopping the spread of the virus. It is important to think about your daily tasks and plan them in a way that is consistent with the rules. Tasks may take longer when thinking through the steps. Division of work between co-workers may seem awkward. Work with your Supervisor to discuss any issues you are having.

- Maintain a physical distance of 6 feet from others at all times where possible, it may take longer to perform some tasks (Incidental brief passing others while wearing a cloth mask covering your mouth and nose is not considered contact)
- Follow all posted signs in the workplace, including hallway traffic patterns to avoid others
- Only 1 person in a vehicle at all times. If there are not enough vehicles, work with your Manager for a solution. Personal vehicles can be used and mileage can be submitted for reimbursement
- A "No Congregation" policy is in effect, individuals must implement physical distancing by maintaining a minimum distance of 6 feet from other individuals at all times including breaks and lunch. Discussions should be held over the phone, in large spaces, or outdoors, not in the aisles.
- Avoid face to face meetings – critical situations requiring in-person discussion must follow social distancing



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- Conduct all meetings via conference calls when possible. Do not convene meetings of more than 10 people. Recommend use of cell phones, texting, web meeting sites and conference calls for project discussion
- Do not walk into anyone's office or cubicle without being invited and assuring all safety procedures are being followed including social distancing and the proper use of a face mask
- All work crew meetings/toolbox talks should be held outside whenever possible maintaining 6 feet of physical distance at all times. Only one person is allowed in the elevator at a time and disinfect touch surfaces immediately after use. While waiting for the elevator, keep back 6 feet until the area is cleared of other riders.
- There will be circumstances in which certain tasks cannot be done while also exercising social/physical distancing. Management approval should be given and these applicable rules should be discussed with the team members.

Hygiene

Covid-19 is transmitted primarily through respiratory droplets. High touch surfaces that are contaminated with the virus could be transmitted to you when you touch an object then touch your face. Practicing good hygiene through hand washing and wiping down areas can destroy the virus before you contact them and then touch your face. Follow the hygiene rules to protect yourself and your co-workers.

- Wash hands often with soap and warm water for at least 20 seconds or use an alcohol-based hand sanitizer
- Cover coughing or sneezing with a tissue, then throw the tissue in the trash and wash hands, if no tissue is available then cough into your elbow
- Avoid touching eyes, nose, and mouth with your hands
- To avoid sharing germs, please clean up after yourself. DO NOT make others responsible for moving, unpacking and packing up your items
- All workspaces including offices, cubicles, desks and storage areas should be cleared of clutter such as paperwork, books, files
- All workspaces including offices, common areas, break rooms, lunch rooms, vehicles, shared work areas etc. should be disinfected at least at the end of the day but preferably after each use by wiping the area down with disinfectant wipes or disinfecting spray and paper towels including surfaces, door handles, laptops, steering wheels, elevator buttons, snack machine buttons etc.
- No handshaking or physical contact
- Frequent hand washing with warm soapy water or an alcohol based hand sanitizer after every time you doff PPE is required.

Face covering/PPE

Cloth face coverings may slow the spread of the virus and help people who may have the virus and do not know it. Cloth face coverings provide an extra layer to help prevent the respiratory droplets from traveling in the air and onto other people. This does not take the place of PPE required for certain tasks.

- Wear a surgical style mask, light duty dust mask, or CDC compliant cloth covering at all times while at work (this is not an N95 mask which should only be used for certain tasks)



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- Wear an N95 mask and face shield when contacting, handling wastewater or performing tasks in areas of the plant or collection system that wastewater aerosols are likely, If you are using an N95 with an exhaust valve, the N95 cannot be used when working near other employees that are not wearing an N95 mask. The exhaust valve exposes others to your unfiltered respiratory particles.
- Wear a cloth covering or surgical mask and face shield when performing tasks that require people working within 6 feet of others. This should not be an N95 mask and must never be an N95 mask with an exhaust valve. (this does not include incidental passing by someone)
- Wear clean nitrile gloves when touching items previously handled or contacting commonly touched areas such as mail, common office electronics, pool vehicles and keys etc.
- All field crews must wear the appropriate gloves for all field work including construction and maintenance
- HVAC Technicians must wear an N95 mask and Tyvek suit when working on office ventilation systems