

# Staff Safety Protocols to Minimize Coronavirus Exposure City of Pearland, Texas - May 1, 2020

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**Personal Hygiene and Cleanliness.** Promote awareness of and compliance with CDC guidelines, set expectations for employee hygiene and workplace cleanliness.

**Signage.** Post signage to promote personal hygiene and workplace cleanliness.

**Employee Screening.** Screen employees for body temperature and Coronavirus symptoms prior to start of work.

- Employees with a body temperature of 100.4 F or below are authorized to enter City facilities and commence their work.
- Employees with a body temperature greater than 100.4 F will be advised to return home and refrain from returning to their workplace until they are free of fever for 72 hours without aid of fever-reducing medications.

**Social-Distancing.** Consistently adhere to social-distancing protocols and maintain a minimum of 6-foot distance among staff, to the maximum extent practical.

- **Telework.** Permit telework when advantageous to the City or City staff (e.g. to facilitate childcare, etc.). Maximize telework for vulnerable staff members or staff members with vulnerable household members.
- **Special Accommodations.** Determine special accommodations that can be implemented to minimize the risk to vulnerable staff who work on-site in City facilities.
- **Online Service.** Utilize online service delivery to the maximum extent practical.
- **Elevators.** Reserve elevators for physically-challenged individuals and maximize use of stairs to satisfy social-distancing standards. Signage will be added to elevator doors that limits access to one person per trip.
- **Common Spaces.** Ensure social-distancing in common spaces (e.g. break rooms, locker rooms, conference rooms, etc.).
- **Visitors.** Minimize access of visitors, contractors and public customers to non-public areas of City facilities. Schedule meetings with visitors in first floor conference rooms to avoid issues with the “one person per elevator” limitation.
- **Travel.** Restrict non-essential travel.

**Employee Monitoring.** Monitor the condition of employees reporting illness and those with exposure to Coronavirus.

- Monitor all employees who report their absence due to illness or exposure and direct them to refrain from returning to their workplace until it is determined by the City safety officer that it is safe for them to rejoin the City workforce.

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- Direct employees who experience a low-level exposure while at work to self-monitor for Coronavirus symptoms and body temperature in excess of 100.4 F.
- Direct employees who experience high-level exposure at work to isolate themselves for a 14-day period and ensure they are tested for Coronavirus no less than 5 days following exposure.

**Hand-Sanitizer.** Ensure hand-sanitizer is readily available for City staff to promote personal hygiene.

- Use of hand-sanitizer is not a substitute for hand-washing. Hand-sanitizer should be used when hand-washing is impractical or as a supplement to hand-washing.

**Workplace Sanitation.** Ensure disinfectant and cleaning supplies are readily available to City staff to maintain their workspace.

- **Work Spaces.** Employees shall clean and disinfect their workspace frequently throughout the workday.
- **Common Areas.** Ensure thorough cleaning and disinfection of common areas (e.g. disinfectant misting, etc.) and ensure that common equipment used by multiple staff (vehicles, copiers, printers, telephones, etc.) are routinely and frequently cleaned and disinfected.
- **Water Fountains.** Secure water fountains to impede virus spread and eliminate a high-potential exposure point.

### **Safety Protocols to Minimize Coronavirus Exposure - Public Interactions**

**Signage.** Post signage (English and Spanish) to encourage public customers, contractors and visitors to comply with social-distancing standards, utilize hand-sanitizer, practice cough/sneeze etiquette and similar virus prevention measures.

**Social-Distancing.** Consistently adhere to social-distancing protocols and maintain a minimum of 6-feet distance between City staff and public customers, to the maximum extent practical.

- **Online Service.** Utilize online service delivery to the maximum extent practical.
- **In-Person Meetings.** When unavoidable, conduct in-person City business with customers in small groups, on an appointment basis.
- **Business Hours.** Consider expanding business hours and staggering work schedules to accommodate public customers while reducing staff interaction.
- **Vulnerable Public Customers.** Consider established dedicated service hours for vulnerable individuals.

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**Hand-Sanitizer.** Ensure hand-sanitizer is readily available to public customers, contractors and visitors to promote personal hygiene prior to their interaction with City staff.

**Gloves.** Ensure latex gloves are available to City staff while interacting with public customers in public-service areas or elsewhere, as appropriate.

- Gloves should be cleaned with hand-sanitizer after each transaction rather than disposed of after each transaction, to conserve limited supplies.
- Staff must avoid touching their face with gloves, particularly gloves that have not been sanitized.

**Face-Coverings.** Face-coverings will be provided to each employee working in customer-service areas.

- Employees will be provided with one (1) surgical mask per week for their use.
- Masks must be worn when working directly with public customers and when exchanging documents, cash or similar items with public clients.
- Masks must be worn affixed to the face, in a manner concealing both nose and mouth.
- When not in use masks must be stored in a clean, dry location. At the conclusion of work, employees must spray their surgical mask with Lysol and store it in a brown paper bag provided by the City.

**Physical Protection.** In the event public service areas are not already equipped, install a partition between City staff and public customers where practical.

**Cleaning Supplies.** Ensure disinfectant and cleaning supplies are readily available to City staff to disinfect public contact points.

- Public contact points should be cleaned and disinfected frequently to minimize the risk of exposure to City staff and public customers.

**Social-Distance Markings.** Social-distancing markings should be clearly indicated on floors in areas where public customers congregate while awaiting service (e.g. utility billing, municipal court, police records, etc.) to accommodate social-distancing standards (ensure 6 ft. circumference).

- Remove/space chairs in public waiting areas to accommodate social-distancing standards.