City of Stoughton
Department of Public Works
Covid-19 Protocol

April 2, 2020

Introduction

The safety of our Public Works staff and the general public is of the utmost importance to the department. Public Works serves a vital role in keeping public infrastructure maintained and in good condition through even the most trying of times. The department also serves a vital role in providing services to the community that help our citizens through these difficult times.

As of now, the Public Works Department will operate at full strength and continue to provide quality service to our residents. With that being said, due to the coronavirus pandemic, The Public Works Department will follow OSHA and CDC workplace safety recommendations to keep our employees safe and healthy throughout the extent of the emergency declaration by the State of WI. Our goal is to drastically reduce the risk of exposure to the coronavirus. The protocols within this document may be extended beyond the declarations of emergency as we see fit to protect our employees.

Staff will be assigned tasks that at a low risk for exposure to the general public, co-workers or within areas of high risk for spread, such as public gathering places. If at any time, management feels that we cannot reasonably protect our employees, through social distancing, disinfection of hard surfaces, and the protocols within this document, we may send employees home and they will be put on stand-by status until conditions improve.

In or to keep the workplace safe, the following protocols shall be followed when reporting to work:

Social Distancing

According to the CDC, social distancing is the number one way to prevent the spread of COVID-19 from one person to the next. All Public Works employees shall make every effort to avoid all in person contact with other employees, contractors and the public during this time, unless required to work closer than 6' due to safe work practices during emergency situations. Immediately leave any area when distancing is not being practiced by others. The following protocols shall be followed at all times:

a. Public Works Department staff SHALL follow the CDC recommended social distancing of a minimum of 6' of separation between other, except in emergency situations.

b. Staff shall make every effort to not be present in the same interior area at any given time, except as a result of an emergency.

c. Employees shall notify citizens, contractors, etc. of the required social distancing requirements via phone or email prior to any site visit.

d. When working together for emergency or non-emergency work, such as partner activities (confined space, safety sensitive work requiring a second person, fleet maintenance, etc) staff must make every effort to maintain a minimum of 6' of distance from each other whenever possible.

e. Utilize technology whenever possible to communicate with team members and the general public, including phone, email, text messaging, radio etc.

Shift Scheduling and Work Tasks

In order to reduce contact with others, Public Works employees will be reporting to work in two different shifts. Your supervisor will tell you which shift you will be working depending on the task you are assigned.

Early Shift:

Start time	6:30 am
Lunch Break	11:30 am

Late Shift

Start time	7:00 am
Lunch Break	12:15 pm

Work tasks will be assigned that allow you to work independently or in your own piece of equipment whenever possible. In the event you need to work with another employee, you shall follow the following protocol:

- Maintain social distancing of at least 6' whenever possible
- Wash or disinfect your hands as soon as possible

Public Works Facility

The Public Works Facility will be closed to the general public until the "Safer at Home" orders have been lifted and may be extended at the discretion of the Director of Public Works and the Mayor.

During the workday, all interior doors will be propped open to avoid potential points of contact within the Public Works Facility. Door handles will be regularly disinfected to help limit the risk of contamination.

Field staff shall spend a minimal amount of time at the Public Works Facility. Employees shall go directly to their assigned piece of equipment and leave the facility to complete their daily tasks in the field as soon as possible after properly performing their pre-trip inspections.

Office Staff

Office staff shall practice proper social distancing of a minimum of 6' from one another at all times. Staff shall avoid congregating in the same work space. Staff shall frequently wash their hands, disinfect work spaces, and work outside of the office in the field or from home whenever feasible. Interaction with other staff and the public shall be done using electronic communication whenever possible. Social distancing shall be adhered in the event that face to face interaction is the only means of communicating critical information.

Bathroom Facility Use

Employees shall come back to the Public Works Facility to use the bathroom. Due to the risk of infection in places where the general public may gather such as at gas stations or big box stores, employees shall not use commercial facilities to use the bathroom at this time.

Doors will be propped open to the bathroom facilities to reduce contact points. Disinfectant wipes or spray will be made available at the entrance to the bathroom facilities for employees to wipe down any hard surfaces that you may come in contact with. Exit the facility when finished.

Lunch Breaks

To reduce any potential contamination, lunch breaks shall be taken outside of the breakroom. Employees are encouraged to come back to the Public Works Facility to exercise proper hygiene before eating lunch, but their lunch should be taken in a location away from other employees.

Equipment Disinfection

All door handles and hard surfaces in, and around the cab of the piece of equipment that you are using, which are exposed to human contact, either by touch or airborne, must be disinfected after use. If you are assigned to that piece of equipment for multiple days, and you are sole person using that piece of equipment, you can disinfect after you have completed your assignment in that piece of equipment. Otherwise, after every use, you must disinfect the piece of equipment that you were using.

Equipment Maintenance

For the protection of the fleet staff, employees, other than the fleet maintenance staff, shall not enter the fleet maintenance area during this time unless directed to do so by the Fleet Manager or Mechanic. The fluid tappers are exempt from this protocol. However, you must disinfect any tapper handle that you may come in contact with.

If a vehicle maintenance need should arise, call either your supervisor or the Fleet Manager for further instruction. All door handles and hard surfaces in the cab of the piece of equipment that you are using, which are exposed to human contact, either by touch or airborne, must be disinfected prior to turning it over to fleet services for repair.

Fueling Equipment

When fueling equipment, disposable latex or neoprene protective gloves must be worn while fueling. After fueling, the disposable gloves must be discarded.

Hygiene

Hand Washing

a. Wash your hands often with soap and water for a minimum of 20 seconds, including after you have been in a public place or have touched any surface that may have shared contact, or after blowing your nose, coughing, or sneezing.

b. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.

c. DO NOT TOUCH your face, eyes, nose, and mouth except after thoroughly washing your hands. Immediately wash your hands following any touching of your face, eyes, nose, or mouth.

Disinfection

Disinfect all surfaces, both before and after touching. Do not touch surfaces that have not been disinfected, disinfect surfaces for others that may have future contact.

a. Disinfect all areas where you are working, or may have been working, including but not limited to truck surfaces (handles, steering wheels, gear levers, radio knobs, etc.), building door handles, bathroom handles and fixtures, inventory and boxes, tools and equipment, and all other surfaces touched through work activities.

b. Disinfect all surfaces while entering and exiting shared work spaces – referred to as 'disinfect in – disinfect out.' This procedure must occur for not only your protection, but also to protect the next person to access the same area.

   Methods of disinfection:

   1. Prepackaged consumer disinfectant wipes

   2. A paper towel saturated with a disinfection solution, held to cover your hands and/or fingers, creating a disinfected barrier between you and potentially contaminated surfaces.

   3. Spray a disinfection solution on work surfaces or objects, letting sit for up to three minutes before wiping off.

Suspected Employee Illness

If an employee is not feeling well, they are strongly encouraged to stay home. Reporting policies remain the same, and employees shall notify their supervisor of their planned absence by phone prior to their scheduled starting time.

Employees that report to work and show signs of illness, including fever or a persistent cough, may be sent home and not allowed to return until cleared by a doctor.

If COVID-19 illness is suspected, Public Works management will respond based on the latest Wisconsin Department of Health Services guidance and/or requirements.

What to do if You or Someone in Your Household Contracts COVID-19?

If you or someone in your household contracts or exhibits symptoms of COVID-19, you must notify the Director of Public Works immediately. Stay home and do not come to work. Contact your medical provider. Follow all provider instructions and do not return to work until your provider clears you to return to work. If you have an illness, that does not have the same symptoms as COVID-19, the current sick time policy.

COVID-19 Symptom (source: CDC)

- Fever
- Cough
- Shortness of Breath

Emergency Paid Sick Leave Act (EPSLA)-QUALIFIERS

- The employee is subject to a federal, state or local quarantine or isolation order related to COVID-19;
- The employee has been advised by a healthcare provider to self-quarantine due to concerns related to COVID-19;
- The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis;
- The employee is caring for a family member who is subject to a federal, state or local quarantine or isolation order, or advised by a healthcare provider to self-quarantine, due to COVID-19;
- The employee is caring for their child due to a COVID-19-related school/childcare provider closure; or
- The employee is "experiencing any other substantially similar condition" specified by the Secretaries of the Department of Health and Human Services, Treasury Department and Department of Labor.

Emergency Family Medical Leave Act (EFMLA)-Qualifications

The new public health emergency leave is available for employees that have been employed for a minimum of 30 calendar days. If an employee is unable to work (or telework-approved by Director) due to a need to care for a "son or daughter under 14 years of age" because of a school or child care provider closure. If the child needs care beyond fourteen years of age, there must be substituting documentation. Therefore, if an employee can still work remotely or is not caring for a qualifying child, they are not eligible for public health emergency leave. Under the FMLA, "son or daughter" is defined as "a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis who is either under 18 years of age or is 18 years of age or older and incapable of self-care because of a mental or physical disability."

Contact the Director of Public Works if you meet any of the following criteria:

- If you need to be off work due to child care as their school or day care is not open. Emergency Responders do not qualify.
- If you are ill or a qualifying family member is ill.
    - The Director of Public Works will then:
        - Contact the HR Director
        - HR Director will review, with the employee, the qualifiers for the benefit and provide the paperwork that must be completed.
        - HR Director will contact the Director and discuss the qualifications. The Director will then contact the employee with the next steps.