

## **SUMMER Maintenance Standard Operating Guidelines or SOGs 2020**

### 1. ADMINISTRATIVE OVERVIEW

- When employees are onboarded, especially under the designation of “essential” they must be educated as to the hazards and how to avoid getting sick. This needs to be specific to the job that they will conduct.
- ***Worker Training***
  - Train all workers with reasonably anticipated occupational exposure to COVID-19 (as described in this document) about the sources of exposure to the virus, the hazards associated with that exposure, and appropriate workplace protocols in place to prevent or reduce the likelihood of exposure. Training should include information about how to isolate individuals with suspected or confirmed COVID-19 or other infectious diseases, and how to report possible cases, including Verbal Screening pursuant to the following:
    - **Verbal screening for symptoms of COVID-19 and contact with COVID-19 cases should include the following questions:**
      - *Today or in the past 24 hours, have you had any of the following symptoms?*
        - *Fever, felt feverish, or had chills?*
        - *Cough?*
        - *Difficulty breathing?*
      - *In the past 14 days, have you had contact with a person known to be infected with the novel coronavirus (COVID-19)*
  - Training must be offered during scheduled work times and at no cost to the employee.
  - Required PPE must be identified by Supervisor and requested pursuant to Administrative guidelines. Workers required to use PPE must be trained by Supervisor. This training includes when to use PPE; what PPE is necessary; how to properly don (put on), use, and doff (take off) PPE; how to properly dispose of or disinfect, inspect for damage, and maintain PPE; and the limitations of PPE. Applicable standards include the PPE ([29 CFR 1910.132](#)), Eye and Face Protection ([29 CFR 1910.133](#)), Hand Protection ([29 CFR 1910.138](#)), and Respiratory Protection ([29 CFR 1910.134](#)) standards. The OSHA website offers a variety of [training videos](#) about respiratory protection.
- Employees will be required to adhere to any Executive Order from the Governor of the State of New York and/or the Mayor of the Village of Saltire, and the guidelines will be automatically updated to properly reflect adherence to those directives.

- Employees will be briefed on sick leave and concerns as it relates to the Covid Virus at the work place by the Village Safety Personnel
- Employees will be encouraged to voice any COVID concerns directly to their supervisor.
- Requests for proper PPE will be submitted to the Village Inventory Manager at least two weeks in advance of when needed.
- Uniforms and proper work clothing has been identified as important, and will be supplied and worn consistent with the CDC Guidelines for the type of work with the Maintenance Department: <https://www.osha.gov/SLTC/covid-19/solid-waste-wastewater-mgmt.html>,
  - Wicking Shirts – Summer Length
    - (Long Sleeve will be provided and encouraged for those who want additional UV and splash protection)
  - Closed-toed Work Shoes.
  - Puncture Resistant Gloves
- Supervisors will be given notice of any known house that has a member that has been tested positive so extra precaution can be taken.

## 2. OPERATIONAL OVERVIEW

- Every Staff must comply with the Department’s General Safety Standard Operating Guidelines
- Supervisors will make every effort to make sure staff cleans and disinfects public and work areas, bathrooms and shops as part of their routine, and minimally as described herein.
- Supervisors will make every effort to have employees work alone, or put on tasks with maximum separation from other employees.
- Employees are to avoid any interaction with the public and will not handle or help the residents of the Village with any transportation or lifting of personal belongings.
- Social distancing must be followed on and off duty by all employees, and they will be expected to maintain a six to ten-foot distance from all other employees. A face covering must be available and put to use if another person is within 6-10 feet.
- Face coverings will be issued to all employees, two reusable face shields (mandated by executive order until May 15) will be issued to each employee with instructions to launder daily.

- In the few instances when employees are in close proximity appropriate Coverings and PPEs will be worn as dictated by the job at hand.
- Maintain 6 feet Social Distancing wearing a face covering while in the company of multiple individuals is a must. Hand washing for 20 seconds following CDC guidelines posted at sink will be performed at the beginning of every shift. Hands will be washed frequently during the shift and in any of the following situations:
  - After blowing one's nose, coughing, or sneezing.
  - After using the restroom.
  - Before eating or preparing food.
  - After contact with animals
- Hand Washing, hand sanitizing and disinfecting is required at every break and when changing jobs. The use of hand sanitizers when running water is not available will be encouraged. Signage reminding employees of this practice will be displayed prominently. All high touch areas in the Maintenance Area will be wiped down with approved disinfectant at the end of every day and throughout the day as needed.
- Vehicles and tools used will be sanitized after each use when returned to central supply, when transferred to others for use, or minimally at the end of each day.

### 3. REFUSE COLLECTION

- Village Administration to institute a Public Education campaign to reduce employee risk and lessen collection time, emphasizing the following: *I cannot emphasize how much safer and faster properly tied garbage will make our job!*
  - The garbage schedule will be strained, all residents should have their garbage out by 6am.
  - We wish to keep the handling of material down to a minimum. Bottles and cans only in wrap!!
  - Bottle and cans only in WRAP
  - Tied bags and flattened cardboard regulations MUST be emphasized and enforced. .
- Gloves will need to be changed frequently, disposable gloves should be worn under the work gloves and discarded when on break.
- Garbage collection will be spread out over multiple trucks. No more than two people will be assigned to a truck. (front and back).

- All staff shall use face coverings when handling trash. KN95 masks will be offered and provided to those who request extra protection.
  
- Saltaire Market Collection Procedures
  - Eye Protection must be worn during collection
  - Efforts will be made to not throw the garbage to reduce risk of airborne transmission
  - Garbage will be collected every day from commercial establishments
  - Hands should be washed after collecting from commercial establishments
  
- Yacht Club Collection Procedures
  - Eye Protection must be worn during collection
  - Efforts will be made not to throw garbage to reduce risk of airborne transmission
  - Garbage will be collected every day from commercial establishments
  - Hands should be washed after collecting from commercial establishments.

#### 4. LANDSCAPE MAINTENANCE

- Eye Protection should be worn during all landscaping activities
- Leg protection must be worn when operating chain saws and open blade trimmers

#### 5. BUILDING MAINTENANCE

- All workers must wash hands or hand-sanitize before entering any public building.
- All workers must disinfect all areas touched while in the building when the task is complete.
- Eye Protection must be used whenever a power tool which creates any dust is in operation.

#### 6. WATER OPERATIONS

- All workers must wash hands or hand-sanitize before entering any Water Facility
- All workers must disinfect all areas touched while in any Water Facility when the task is complete.
- When staff are operating in confined space (below ground, trench work), they shall be supplied and use N95 masks.

#### 7. BEACH/MARINA/PARKS OPERATIONS

- All workers must practice safe social distancing and safe mask wearing pursuant to the Operational Guidelines herein.
- Face Masks **MUST** be worn at ALL times on the Docks.
- Face Masks must be deployed in Parks and on Beaches within 20 feet of the public (i.e. Doubling the normal social distancing requirements.)

#### 8. SHIFT CHANGES

- Whenever possible, look for employees already living on Fire Island to minimize transport issues
- Request permission to park a village vehicle in Field 5 to have available two Transport vehicles for shift changes.
- When employees are in a Transport Vehicle, there can only be one person per row, and all employees **MUST** wear face masks while in the vehicle.

### **Procedures for Calling in Sick and Reporting Illness**

- If you develop **any** symptoms of illness at home **DO NOT REPORT TO WORK**, notify supervisor **ASAP** and report your symptoms and wait for further instruction.
- If a close contact or family member has symptoms that warrants testing please, **DO NOT REPORT TO WORK** call supervisor and await further instruction.
- If you develop **any** symptoms of illness during your shift please isolate yourself, notify your supervisor immediately for further instruction. (Severe symptoms like shortness of breath, **Call 911 DO NOT DELAY!**) Familiarize yourself with the symptoms associated with COVID -19. CDC info here: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- The Village has investigated and tested a telemedicine company HeyDoctor: <https://www.heydoctor.com/> Hey Doctor provides expert medical advice remotely. Right now during the COVID epidemic they will provide free advice based upon your symptoms and medical history. It is as good way to determine if symptoms warrant

further medical care or when they require you to stay at home. You will need to provide photo and to upload ID (driver's license)