



# COVID-19 Workplace Safety

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# Workplace Configuration



Prior to opening the workplace, perform a detailed review of the configuration of your workspaces.



Eliminating reception seating areas and require clients, visitors and guests to phone ahead for a specific time to enter the workplace.



Installing a plastic partition at the reception area and in spaces where one-on-one meetings are conducted to provide a barrier between the public and office staff.



Reviewing floorplans and removing or reconfiguring seats, furniture and workstations to achieve physical distancing in accordance with guidelines (generally six feet).



Reconfiguring workstations so that employees do not face each other or installing partitions (plastic or other material) if facing each other cannot be avoided.



Streamlining building and office space entry and exit points, in accordance with local building codes, to limit and monitor clients, visitors and guests in the building and to ensure that building capacity levels are not exceeded.



# Meeting Rooms

- If in-person meetings are essential, consider limiting the size of the meetings in accordance with local, state and federal guidelines.
- In-person meetings should only take place if physical distancing can be achieved.
- Meeting rooms that are used should be disinfected regularly and after each use. Disinfectant wipes or spray should be left in each conference room, and employees should be encouraged to wipe down all surfaces and equipment (e.g., mouse, keyboard, phone) touched during conference room meetings.
- Lingering and socializing before and after meetings should be discouraged, and employees should be encouraged to use virtual meeting tools, including phone and virtual teleconference, in lieu of in-person meetings, whenever possible.

## Lobby and Common Areas



Common areas (e.g., lobby, security check-in, delivery receiving areas) should be cleaned and disinfected at least daily.

Occupancy limits should be established for passenger and freight elevators (generally no more than two individuals in the elevator cab at once) to achieve physical distancing.

Signage should be prominently displayed encouraging staff and visitors to:

- Follow physical distancing measures (at least six feet).
- Practice good personal and environmental hygiene (e.g., handwashing, respiratory etiquette, cleaning frequently touched objects).
- Respect occupancy limits.
- Not linger or socialize in common areas and around building entrances and exits or loading docks.



## Breakrooms

- Breakroom areas should be cleaned and disinfected at least twice daily. A special emphasis on cleaning should take place after typical break times (coffee and lunch hours).
- Congregating in kitchen areas should be discouraged.
- Kitchen equipment and utensils should also be cleaned on a routine basis, including coffee machines, refrigerator handles, dishwashers, microwaves, toasters, water and beverage faucets and ice machine handles.
- All silverware, dinnerware, utensils and coffee pots should be cleaned in the dishwasher.
- Ice machines that require a handheld scoop should be disconnected and taken out of service.
- If vending machines are available for employee use, disinfecting should be required after each use. Eliminate public access to vending machines.

## Restrooms

- Place a trash can and disposable towels by the door if the door cannot be opened without touching the handle.
- Place signs indicating that toilet lids (if present) should be closed before flushing. SARS-COV-2 may be aerosolized when flushing the toilet.
- Place signs asking employees and the public to wash hands before and after using the restroom.
- Clean and disinfect restrooms available for public use on an hourly basis.
- Vent separately where possible (e.g., turn exhaust fan on if vented directly outdoors and run fan continuously).
- Keep bathroom windows closed if open windows could lead to re-entrainment of air into other parts of the building (i.e., if the exhausted air could re-enter the building through air intakes or other openings).
- Have an ample supply of hand soap and sanitizer available for use.



## Ventilation, Temperature and Humidity

- Ensuring restrooms are under negative pressure.
- Cleaning and disinfecting all HVAC intakes and returns daily.
- Making certain that the proper filtration to control SARS-CoV-2 transmission (minimum efficiency reporting value  $\geq 13$ ) is being used, instead of less effective filtration that might otherwise be recommended for normal office use.
- When feasible, disinfecting filters with a 10% bleach solution or another appropriate disinfectant, approved for use against SARS-CoV-2, before removal. Filters (disinfected or not) can be bagged and disposed of in regular trash.
- Maintaining temperature at 68.5-75°F in the winter, and from 75-80.5°F in the summer.
- Maintaining relative humidity at 40-60% throughout the year.



# Cleaning Chemicals

Do you ship or receive these chemicals ?

- Hydrogen Peroxide
- Sodium hypochlorite
- Peroxyacetic acid
- Isopropanol
- Sodium chlorite



The products listed here have two things in common.

First they are all listed on the Environmental Protection Agencies List N: Disinfectants for Use Against SARS-CoV-2.

Additionally, the Department of Transportation considers materials that contain these ingredients hazardous materials and therefore individuals must be trained on the safe loading, unloading, handling, storing, and transporting of hazardous material and emergency preparedness for responding to an accident or incident involving the transportation of hazardous material.

In other words, you are considered a hazmat employee if you are working with these materials.

Products on EPA's List N are qualified for use on the infectious substance SARS-COV-2, the virus that causes COVID-19 disease.

Not all of the products on the EPA List N fall under the DOT regulations, that's why its important to read the labels, shipping papers and the SDS to fully understand the

ingredients in products in your workplace.

### **How does EPA know that the products on List N work on SARS-CoV-2?**

While surface disinfectant products on List N have not been tested specifically against SARS-CoV-2, the cause of COVID-19, EPA expects them to kill the virus because they:

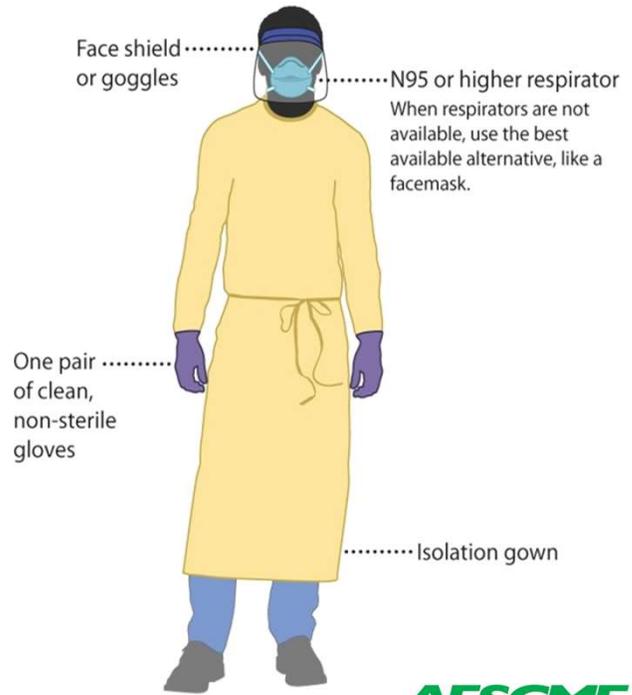
- Demonstrate an effectiveness against a harder-to-kill virus; or
- Demonstrate efficacy against another type of human coronavirus similar to SARS-CoV-2.

All surface disinfectants on List N can be used to kill viruses on surfaces such as counters and doorknobs.

Because SARS-CoV-2 is a new virus, this pathogen is not readily available for use in commercial laboratory testing to see if a certain disinfectant product is effective at killing the virus.



# Personal Protective Equipment



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Workers must wear (PPE) that will protect workers against SARS-CoV-2 and other hazards associated with chemicals which they may be exposed during cleaning and decontamination of surfaces and objects.

Examples of PPE that may be needed while caring for a COVID-19 patient or during cleaning and decontamination include:

- Nitrile gloves.
- Goggles or face shields.
- Fluid-resistant or fluid-impermeable gowns, coveralls and aprons.
- Dedicated work clothing and washable shoes with shoe or boot covers.

# Communication

- Workers and employers should collaborate and designate an effective means of communicating information on new workplace policies and changes prior to reopening and upon resuming operations.
- A communication policy that establishes formal and informal routes of communication for staff to express concerns, questions, comments and feedback is a necessity.



# Training

Education and training opportunities provide employers, managers, supervisors and workers with:

- Knowledge and skills needed to do their work safely and avoid exposure to SARS-Cov-2 that could place themselves or others at risk.
- Awareness and understanding of policies and procedures and how to identify, report and control exposure to SARS-Cov-2.
- Specialized training when their work involves unique hazards.

Knowledge  
is  
power!



# Flexible Work Policies



Employers should adopt flexible work policies that minimize exposure to and transmission of the SARS-Cov-2 virus by reducing the number of workers in a workspace at the same time.



This includes continuing the use of telework, either full time or at regular intervals (e.g., every other day).



Flexible work policies also consist of staggered work schedules that have workers in an office at different times during a day.



Consideration also should be given to changes in transportation options available to workers and CDC guidance encouraging the use of forms of transportation that minimize close contact with others.