



Workplace Guidance for City Employees

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Contents

OBJECTIVE	2
DAILY MONITORING and CONTACT TRACING.....	3
SAFE WORK PRACTICES.....	5
FACIAL COVERINGS	8
PROCEDURES FOR WEARING FACIAL COVERINGS	8
FACIAL COVERINGS DO AND DON'TS.....	8
EXCEPTIONS TO FACE COVERINGS.....	8
CITY HALL TRAFFIC FLOW.....	9
EXPOSURE	9
Worker's Compensation injury/exposure filing due to COVID-19.....	11
PERSONAL PROTECTIVE EQUIPMENT (PPE).....	12
ISSUANCE OF PPE.....	13
REQUESTING REPLACEMENT OR ADDITIONAL PPE	13
WHEN TO WEAR PPE.....	13
PROPER USE OF PPE.....	13

OBJECTIVE

The objective of this guideline is to reduce the spread of infection by implementing safe work practices that will help reduce transmission by decreasing contact between sick and uninfected persons in accordance with the Contagious Disease Outbreak Policy distributed by the Director of Human Resources on March 13, 2020 and the most recent version of the Department of Human Resources FAQs.

Please note – this is a quickly-evolving pandemic, and recommendations in work practices are subject to change quickly if recommendations from Centers for Disease Control (CDC) or Ohio Department of Health (ODH) change. This guidance will be updated accordingly.

Because of the nature of any respiratory illnesses, the objective is to focus on educating and protecting employees as well as minimizing the spread of the disease. Employee protection and service delivery can be achieved through a combination of infection control methods and the use of personal preventive measures and protective equipment.

This document is a best management practice designed to supplement, NOT REPLACE, any policies, procedures, or guidance. This document applies to City of Gahanna employees. The Gahanna Division of Police will maintain a separate policy.

DAILY MONITORING and CONTACT TRACING

Required daily self-monitoring will consist of checking your temperature and completing a COVID – 19 screening. This applies to all City of Gahanna employees who will be reporting to work. Upon entering your assigned work location, employees are required to follow the steps below:

1. Complete form “COVID-19: Screening for Employees” (see page 4)
 - a. Follow all instructions on form
 - b. Use City provided thermometer to take your temperature
 - c. Complete all required steps, including print name, sign, and date
 - d. When complete, fold form in half and place in designated area
2. If you have questions, consult with your supervisor or contact HR.

Supervisor Responsibility

1. Ensure all employees complete the screening form and temperature check
2. Collect all forms
3. Review forms to ensure no “yes” answers were circled
 - a. If any “yes” answers are circled, immediately direct the employee to leave the work location and go home. Then, call HR for guidance and sanitize all touch points.
4. Supervisors are required to keep a list of all employees working each day. In the event of an outbreak, this information will be provided to the Franklin County Health Department to assist with contact tracing.
5. Weekly lists and forms must be turned into HR each Friday by noon. Lists should be emailed to hr@gahanna.gov and forms turned in to the designated area on the HR counter.

COVID-19: Screening for Employees

ALL employees entering a City facility or reporting to work must complete the checklist below, sign and date prior to beginning work.

1. Immediately use alcohol-based hand sanitizer or wash hands upon entry to a City facility.
2. You must take your temperature at the beginning of your work day.

For Questions 3-6:

If **YES** to **ANY**, you cannot work. Return to your vehicle, call HR at 614-342-4455 and follow instructions. **DO NOT continue to work or remain in a city facility.**

- | | | |
|---|-------|----|
| 3. Do you currently have a fever of 100.4 or higher? | Yes | No |
| 4. Have you traveled outside of the State of Ohio within the last 14 days? | Yes | No |
| 5. Have you been in close contact with someone who has a laboratory-confirmed case of COVID-19 within the last 14 days? | Yes | No |
| 6. Have you experienced any of the following symptoms within the past 72 hours? | | |
| Fever over 100.4 degrees | Yes | No |
| Sore Throat | Yes | No |
| Cough | Yes | No |
| Shortness of Breath | Yes | No |
| 7. Employee Name Printed : | _____ | |
| 8. Employee Signature: | _____ | |
| 9. Date: | _____ | |
| 10. Fold form in half and return form to designated area. | | |

If **YES** to **ANY** of the above questions (3-6), you are prohibited from working today. Return to your vehicle, call HR at 614-342-4455 and follow instructions. **DO NOT continue to work or remain in a city facility.**

If you answered **NO** to questions (3-6), proceed to work.

As a reminder:

- Be sure to wash your hands or use alcohol-based hand sanitizer frequently.
- Wear face covering as instructed and provided in the guidance.
- Wear all required PPE as assigned and provided.
- Do not shake hands with, touch or hug individuals unless required to do so to provide care.
- Maintain social distance, at least 6 feet from others.

SAFE WORK PRACTICES

This section provides guidance on safe work practices. Contact HR with questions.

Control Method	Safe Work Practices
Distance (Initiate Social Distancing Behaviors)	<p>Keep a safe distance away (6 feet) from people as much as possible. Increasing the distance significantly reduces the likelihood of exposure.</p> <p>Limit personal face to face interactions. Eliminate in-person or face to face meetings and utilize virtual options whenever possible.</p> <p>Avoid gatherings of more than 10 people.</p> <p>If necessary, choose a large room for meetings and sit at least 6 feet away from each other.</p> <p>Apply department approved staggered work shifts and lunch times.</p> <p>Draft flexible work schedules and telecommuting arrangements to reduce contact and allow for social distancing.</p> <p>Use pick-up or delivery systems where clients and customers can pick up or deliver without face to face contact. And/or request information via telephone/email/fax.</p>
Hygiene Practices	<p>Frequently disinfect potential contaminated work surfaces, and other regularly touched surfaces (e.g., door knobs, keyboards, door handles).</p> <p>Disinfect shared work surfaces between uses and other frequently touched surfaces at least between shifts. (e.g., microwave buttons/handle, refrigerator door handle, front desk counters).</p> <p>Wash hands frequently with soap and water for at least 20 seconds or alcohol-based hand cleaners (with at least 60% alcohol), especially after coughing or sneezing and before smoking or eating.</p> <p>Avoid touching your face, mouth, nose, or eyes.</p> <p>Hand sanitizer: Should be at least 60% or greater alcohol content.</p> <p>Use cough and sneeze etiquette: cough and sneeze into your inner elbow or arm to reduce droplets. If you contaminate your hands with a cough or sneeze, immediately wash your hands with soap and water for at least 20 seconds, or use alcohol-based hand sanitizer (with at least 60% alcohol) if hand washing is not available.</p> <p>Reduce sharing work surfaces, telephones, computers, etc.</p> <p>Avoid hand shaking.</p> <p>Separate a sick employee presenting respiratory illness symptoms and contact Human Resources to implement work release procedures.</p>
Notification Guidelines	<p>Stay home when you are sick. Do not report to work if experiencing a fever, respiratory illness, or flu like symptoms. After entry screening, if you answered “yes” to any questions, leave your work location and return to your vehicle.</p> <p>Continue to follow the Contagious Disease Outbreak Policy and Exposure Plan.</p>

Additional Guidance for Field Employees	<p>Whenever possible, limit or eliminate City business inside anyone’s home or business.</p> <p>Any job function that will occur within someone’s home or business should first be triaged by phone to determine:</p> <ul style="list-style-type: none"> • If the site visit is necessary. • If anyone in the home is experiencing any symptoms of illness (fever, or other flu-like symptoms) <ul style="list-style-type: none"> ○ If they answer no to illness symptoms, let the citizen know that the City of Gahanna employee will ask those questions again upon arrival and if anyone in the home is experiencing those symptoms the need for the home visit will be re-evaluated. <p>If a City employee must perform an in-home or business visit:</p> <ul style="list-style-type: none"> • First, contact Police Dispatch Radio Room at 614-342-4240, identify yourself and explain that you are conducting a home visit for City purposes and provide them with the address. Dispatch will let you know if the address has a required quarantine by the Health Department. <ul style="list-style-type: none"> ○ If no quarantine required, proceed with the visit. ○ If quarantine is required, contact your supervisor before proceeding. • Upon arrival and before entering the home or business – ask again if anyone in the home is experiencing any symptoms of illness. If they are – reach out to your supervisor to determine if the visit will move forward. • If you continue with the visit – let the homeowner or client know that as a precautionary measure you will be asking them to maintain a 6’ distance. • <u>Hand Hygiene</u>: Hand sanitizer or hand wipes should be used prior to entering the home or business. Gloves are required, particularly if you will be touching anything in the home or business. <ul style="list-style-type: none"> ○ As much as possible, do not touch anything. ○ Do not touch your face, mouth, nose, or eyes while in the home or business. ○ Do not shake hands with the resident or client and do not share pens or other equipment. ○ Remove gloves upon exiting in a manner that does not contaminate the hands. ○ Perform hand hygiene with hand sanitizer or wipes upon exiting. Wash hands with soap and water for at least 20 seconds or use alcohol-based hand sanitizer (with at least 60% alcohol) as soon as possible. • If an in-home or in-business inspection MUST be conducted at a location of someone who is exhibiting flu-like symptoms or other similar symptoms of illness – PLEASE SEEK THE GUIDANCE FROM YOUR DEPARTMENT DIRECTOR OR HUMAN RESOURCES PRIOR TO CONDUCTING THE IN-HOME OR IN-BUSINESS VISIT. <ul style="list-style-type: none"> ○ Human Resources is available for guidance in determining appropriate measures, if requested.
Additional Guidelines for Return to Work	<ul style="list-style-type: none"> • Be resourceful and innovative in finding solutions to continue to perform City functions while creating and maintaining a safe work environment. Consider these guidelines to determine what works best for your workplace. <ul style="list-style-type: none"> ○ Examine each task that is performed by City employees and determine how the task can be performed using distancing, technology, barriers, or other means to prevent or limit employees from being within 6 feet of another employee or member of the public for more than 5 minutes. ○ Stagger work shifts, allow flexible work hours, and continue to allow telework, when possible, to decrease the amount of people working in the same workspace at the same time. ○ Move workstations, wherever possible, to increase distance between people. ○ Create drop off availability for documents when electronic submittal is not possible. ○ Consider installing physical barriers, such as clear plastic sneeze guards, in areas where social distancing is not possible.

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| | <ul style="list-style-type: none"> • Consider limiting entrances into buildings to one entrance and posting signage that directs visitors NOT to enter if they are experiencing COVID-19 symptoms. Consider posting these signs in multiple languages, where needed. • Be aware that some employees may be at higher risk for serious illness, such as older adults and those with chronic medical conditions. Consider minimizing face-to-face contact between these employees or assign work tasks that allow them to maintain a distance of six feet from other workers, customers and visitors, or to telework if possible. • Consider placing posters that encourage hand hygiene to help stop the spread at the entrance to your workplace and in other workplace areas where they are likely to be seen. • Conference rooms should have a reduced maximum capacity. To allow for 6 feet distancing, we recommend the following: <ul style="list-style-type: none"> ○ Allow 60 square feet per person in the room to determine maximum capacity. ○ Continue to ensure 6' distancing between each person. ○ Post the new maximum capacity outside of the conference room. • Consider cross-training employees to perform essential functions so the workplace can operate even if key employees are absent. • Discourage workers from using other workers' phones, desks, offices, or other work tools and equipment, when possible. • Consider improving the engineering controls using the building ventilation system. This may include some or all of the following activities: <ul style="list-style-type: none"> ○ Increase ventilation rates in the work environment. ○ Increase the percentage of outdoor air that circulates into the system. • Establish a cleaning schedule in your workstation/area if you don't already have one. Work areas should be cleaned/sanitized often with EPA approved sanitizer that kills COVID-19. |
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FACIAL COVERINGS

In accord with Dr. Acton's April 30, 2020 Order, **facial coverings are required as provided in this guidance**. The City will issue facial coverings to all employees, when they become available. Employees are expected to care for the facial coverings in accord with this guidance and as indicated by the manufacturer of the coverings. Facial coverings are not considered personal protective equipment (PPE). Employees must have a facial covering ready to wear at all times.

PROCEDURES FOR WEARING FACIAL COVERINGS

- Face coverings are required for all employees while at work unless any of the following apply:
 - An employee is sitting alone in an enclosed work space (such as an office, vehicle)
 - An employee is working alone or at least 6 feet apart from a co-worker inside or outside
 - Wearing a face covering compromises safety on the work site
 - An employee has a waiver from HR due to medical reasons
 - Coverings may be removed at any time when wearing one unduly compromises the ability to communicate
- When facial coverings are not being worn, the covering must always be readily available for use in the instance of an unplanned contact with another person.
- Face coverings are required in the following circumstances:
 - Within any business or establishment which has a posted requirement or request for customers
 - When interacting with members of the public either inside or outside
 - Moving around the office building
 - Working within 6 feet of another person outside or traveling in a vehicle with another person
 - If a potential for an interaction with the public exists in the field

In addition to facial coverings distributed by the City, the following items may be worn as the required facial covering: Balaclava, scarf, bandana, home-made mask or similar article that covers the mouth, nose and chin that follow CDC guidelines. The following restrictions apply to such articles:

- May not display any mottos or acronyms
- May not display any pronounced logos, symbols, images, graphics, etc.
- May not display any inappropriate, religious, political or offensive logo, symbol, image, or graphic, etc.

Reference: Workplace Safety Handout

FACIAL COVERINGS DO AND DON'TS

Do	Do not
<ul style="list-style-type: none">• Ensure your nose, mouth and chin are covered at all times• Ensure the fit is snug but comfortable against the side of your face• Do wash your hands or use hand sanitizer before putting on and immediately removing• Launder coverings after each day. Be sure to follow the recommended cleaning.	<ul style="list-style-type: none">• Touch the covering while wearing it• Allow the covering to slip under your nose• Touch your eyes, nose, or mouth when removing the covering• Wear when wet from laundering

EXCEPTIONS TO FACE COVERINGS

If you have a medical reason that does not allow you to wear a face covering, or cannot wear it for an extended period of time, contact HR at 614-345-4450 or hr@gahanna.gov.

CITY HALL TRAFFIC FLOW

There will be modifications made to the current flow of traffic throughout city buildings. Employees must follow the posted signs for entry and exit routes. In the event of an emergency and the building needs to be evacuated, use the nearest exit.

EXPOSURE

The Department of Human Resources is responsible to notify employees, when necessary, due to an exposure or potential exposure of COVID 19. If an exposure occurs, HR will complete the following:

- Immediately isolate and seek medical care for any individual who develops symptoms while at work
- Provide all affected employees contact information to the Franklin County Department of Public Health. This information will assist Public Health in contact tracing.
- Shutdown work location for deep sanitation, if possible
- Once testing is readily available, test all suspected infections or exposures
- Following testing, contact local health department to initiate appropriate care and tracing

The chart on the next page contains the City's exposure and notification plan. This chart includes the type of contact, what the employee must do and who to notify. Employees are required to make notification as indicated below. Notifications will ensure the safety of the City's work environment and employee safety/well-being.

Type of Contact	What to do	Report interaction with:
<p>First Degree: An individual who is exposed to a positive test individual and has spent a great deal of time with them.</p> <p>Example: your significant other tests positive, a co-worker that you spend most of your day with tests positive, or anyone you spent a significant amount of time with that was symptomatic and tested positive for the COVID-19.</p>	<p>Stay at home. Do NOT come to work. Call your health care provider or Expressmed Wellness Center and follow instructions. Contact HR Director and inform of doctor's recommendations.</p> <p>Returning to Work: You cannot return to work without a doctor's certification.</p>	HR Director
<p>Second Degree: An individual who has spent a great deal of time with a First Degree person (spouse, co-worker, significant other, etc). This person did not have direct contact with a positive test person, or a person declared by the health department to be infected with COVID-19, but did have contact with someone else who did for a significant amount of time.</p> <p>Example: Your daughter, who lives with you, finds out that her boyfriend has tested positive for COVID-19, and she has been around him a significant amount of time. She is a First Degree Contact, and you will be a Second Degree Contact.</p>	<p>Report to work as long as asymptomatic. Due to the potential exposure, you will keep supervision informed if you begin to have symptoms or have a temperature. Temperature should be checked at least once every four hours. The Division has thermometers.</p> <p>You will be sent home if symptoms present. Then follow chart below.</p>	Department Director –HR Director
<p>Third Degree: Anyone who has been in contact with a Second Degree Person. It is believed most of our society is considered Third Degree Contact.</p> <p>Example: Everyone at this point. Person making claim of symptoms or positive test with no visible symptoms</p>	<p>Operate as normal. No significant exposure risk exists beyond that which the entire public is already at risk for. Continue to wash your hands, practice social distancing and be mindful of your health.</p>	NA
Person with symptoms	<p>Keep social distance and contact your supervisor. Follow instructions. Self-monitoring through Mifflin Fire may be required for you. Self-monitoring will occur for 14 days after interaction.</p>	Immediate supervisor – Department Director - HR Director
You test positive for COVID 19	<p>Stay at home. Do NOT come to work. Follow doctor's instructions.</p> <p>Returning to Work: You cannot return to work without a doctor's certification.</p>	HR Director

Your family/close associates test positive for COVID 19 or has symptoms	<p>Stay at home. Do NOT come to work. Call your health care provider or Expressmed Wellness Center and follow instructions. Contact HR Director and inform of doctor's recommendations.</p> <p>Returning to Work: You cannot return to work without a doctor's certification or letter from health department.</p>	HR Director
Facility contamination	<p>Notify on-duty supervisor and inform of contamination due to exposure. If facility cannot be decontaminated, then notify Support Services Lieutenant and close the area.</p> <p>If an employee in your facility tests positive, a decontamination company clean facility.</p>	Grant Crawford, Director of Public Service & Engineering
Vehicle contamination	<p>Notify on-duty supervisor and inform of contamination due to exposure. If vehicle cannot be decontaminated, then notify Support Services Lieutenant and take out of service.</p> <p>Vehicle must be decontaminated before sending to Fleet.</p>	Grant Crawford, Director of Public Service & Engineering

Worker's Compensation injury/exposure filing due to COVID-19

If an employee has a reasonable belief that they contracted COVID-19 while performing work related tasks, an employee may file an injury/exposure packet. In addition to the normal process for filing injury/exposure packets, employees/supervisors must follow the steps below:

- Make notifications as indicated in the chart below
- A supervisor must sign the paperwork
- SUPERVISORS: provide details about type of exposure or attach incident report
- Send to HR

PERSONAL PROTECTIVE EQUIPMENT (PPE)

This section contains information related to recommend PPE for employees due to the COVID 19 pandemic. This section is not intended to conflict with City and/or Department policies on PPE. PPE that is worn in the normal course of business operations for job tasks must continue to be used. The Human Resources Administrator will be responsible for coordinating the City's PPE inventory and issuance of PPE. Department Directors or their designee will be responsible for managing the requests for PPE and face coverings, in conjunction with the Department of Human Resources. A face covering is not considered PPE. An N95 mask is considered PPE. Use of an N95 mask requires a medical examination. Medical examinations, if needed, will be coordinated through the HR Administrator and ExpressMed Wellness Center.

OSHA has classified an employee's occupational risk into four categories (Lower Risk (Caution), Medium, High, Very High). After review, the Department of Human Resources has identified City employees to be in the lower (caution) to medium risk categories as defined below.

Risk Category	Definition	PPE Type	Employees
Lower Risk (Caution)	Jobs are those that do not require contact with people known to be, or suspected of being, infected with SARS-CoV-2 nor frequent close contact with (i.e., within 6 feet of) the general public. Workers in this category have minimal occupational contact with the public and other coworkers.	Additional PPE is not recommended for workers in the lower exposure risk group. Workers should continue to use the PPE, if any, that they would ordinarily use for other job tasks.	HR, IT, Finance, Communications, Mayor's Office, Development, Engineering, Department Directors, Public Service employees working in City Hall, Utility Billing, Court, City Council, Law, Fleet, Planning, Recreation office employees, Parks office employees
Medium	Jobs include those that require frequent and/or close contact with (i.e., within 6 feet of) people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients. In areas without ongoing community transmission, workers in this risk group may have frequent contact with travelers who may return from international locations with widespread COVID-19 transmission. In areas where there is ongoing community transmission, workers in this category may have contact with the general public (e.g., schools, high-population-density work environments, some high-volume retail settings).	Consider offering face masks to <i>ill employees and customers</i> to contain respiratory secretions until they are able leave the workplace (i.e., for medical evaluation/care or to return home). In the event of a shortage of masks, a reusable face shield that can be decontaminated may be an acceptable method of protecting against droplet transmission. Members of the public (customers) visiting any city facility will be required to wear a face covering at all times.	Field Employees in the following areas: Streets, Utilities, Code Enforcement, Building and Zoning Inspectors, Project Inspectors, Engineering personnel when in the field, Parks, Recreation when in the field.

ISSUANCE OF PPE

At this time, the City will not be issuing N95 masks to employees in any category. N95 masks are being reserved for medical professionals and police officers. Employees in the medium risk category may request PPE such as a face shield, gown, N95 mask and goggles using the process outlined in this guidance.

REQUESTING REPLACEMENT OR ADDITIONAL PPE

To request replacement or additional PPE, employees will contact their supervisor. Supervisors will complete form 213RR then route to Human Resources for review and approval. If the request is denied, the HR Administrator will provide in writing why the request was denied. This process is being used to conserve and manage the City's PPE inventory.

WHEN TO WEAR PPE

In addition to other examples and resources provided in this document, please review some common work tasks below and what you should be wearing while completing those tasks.

Work Task (can be similar to)	What to wear
Working alongside other employees (unable to social distance)	Face covering
Working directly with a resident (unable to social distance)	Face covering
Exchanging items with a resident (forms of payment, snacks, paperwork, etc.)	Face covering, nitrile gloves
Entering a resident's home (see Safe Work Practices table above for more detail)	Face covering and nitrile gloves
Riding in a vehicle with another employee (unable to social distance)	Face covering

*nitrile gloves **should not** be worn in the regular course of your workday. Gloves can create a false sense of security and require proper donning and doffing procedures

PROPER USE OF PPE

Donning and doffing – To don means to put on, and to doff means to take off. There specific proper procedures for putting on (donning) and taking off (doffing) PPE. Reference Materials: Annex 43 Donning and Doffing PPE 3.30.2020

Employees will receive training on the proper use of PPE, the information below is for reference.

Donning mask/face covering:

1. Touch mask/face covering with only clean hands
2. Cup the front part of the mask in your hand (with the nosepiece at your fingertips)
3. Position the mask under your chin with the piece that covers your nose up
4. If there are two straps, pull the top strap over your head resting it at the back of the head, then pull the bottom straps over your head and rest around your neck below ears.
5. Using two hands, mold the metal/wire piece around your nose (if applicable)
6. Exhale sharply to check for a tight fit, adjust as needed

Doffing mask/face covering:

1. Grasp the sides of the mask with both hands
2. Gently pull off over face; discard if disposable, or place in a bag and seal for washing if reusable
3. Wash/sanitize hands immediately

Workplace Guidance for City Employees



DAILY MONITORING

Required daily self-monitoring will consist of checking your temperature and completing a COVID-19 screening.

HYGIENE PRACTICES:

- Frequently disinfect work and common surfaces (door knobs, handles, keyboards).
- When cleaning technology equipment, spray sanitizer on towel first then wipe. Do not spray directly on technology.
- Disinfect shared work surfaces between shifts (microwave, refrigerator door handle, front desk counters)
- Wash hands often with soap + water (20+ seconds) or alcohol-based hand cleaners (with 60%+ alcohol)
- Avoid touching your face, mouth, nose + eyes
- Reduce sharing work surfaces, phones, computers, etc.

SAFE WORK PRACTICES:

- Maintain distance (6 feet) from people
- Limit face-to-face interactions
- Avoid in-person meetings, using virtual options when possible



Stay home
when you
are sick

Face coverings are required for all employees while at work unless:

- An employee is alone in an enclosed work space
- An employee is working alone or 6+ feet apart from a co-worker
- Wearing a face covering compromises safety at work
- An employee has a waiver from HR due to medical reasons

Coverings may be removed when wearing one compromises the ability to communicate

- When coverings are not being worn, they must be available in case of an unplanned contact with another person.

Face coverings are required:

- In a business that has a posted requirement or request for customers
- When interacting with members of the public either inside or outside
- Moving around the office building
- Working within 6 feet of someone outside or traveling with another person
- If a potential for an interaction with the public exists



RESOURCE REQUEST MESSAGE (ICS 213 RR)

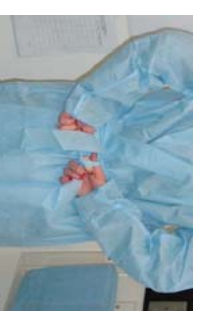
1. Incident Name:		2. Date/Time		3. Resource Request Number:	
4. Order (Use additional forms when requesting different resource sources of supply.):					
Qty.	Kind	Type	Detailed Item Description: (Vital characteristics, brand, specs, experience, size, etc.)	Arrival Date and Time Requested	Estimated Cost
5. Requested Delivery/Reporting Location:					
6. Suitable Substitutes and/or Suggested Sources:					
7. Requested by Name/Position:			8. Priority: <input type="checkbox"/> Urgent <input type="checkbox"/> Routine <input type="checkbox"/> Low		
10. Logistics Order Number:			9. Section Chief Approval:		
12. Name of Supplier/POC:			11. Supplier Phone/Fax/Email:		
13. Notes:					
14. Approval Signature of Auth Logistics Rep:				15. Date/Time:	
16. Order placed by (check box): <input type="checkbox"/> SPUL <input type="checkbox"/> PROC					
17. Reply/Comments from Finance:					
18. Finance Section Signature:				19. Date/Time:	
ICS 213 RR, Page 1					

SEQUENCE FOR **DONNING** PERSONAL PROTECTIVE EQUIPMENT (PPE)

The type of PPE will vary based on the level of protection required.

STEP 1: GOWN

- Fully cover torso from neck to knees, arms to end of wrists, and wrap around back
- Fasten in back of neck and waist



STEP 2: SHOE COVERS

- Pull shoe covers over shoes



STEP 3: GLOVES

- Apply first layer of gloves (check for tears)
- Cut hole in lab coat for thumb
- Pull lab coat over hand putting thumb through hole
- Apply second layer of gloves (extend to cover wrist)



STEP 4: MASK OR RESPIRATOR

- Cup the respirator in your hand; nosepiece at fingertips
- Position the respirator under your chin with nosepiece up
- Pull top strap over head resting it at back of head
- Pull bottom strap over head resting around neck below ears
- Using two hands; mold nose
- Place both hands over mask and exhale sharply
- If air leaks out adjust mask

STEP 5: GOGGLES OR FACE SHIELD (IF NEEDED)

- Place over face and eyes; adjust to fit



USE **SAFE WORK PRACTICES** TO PROTECT YOURSELF AND LIMIT THE SPREAD OF CONTAMINATION

- Keep hands away from face
- Change outer gloves before removing hands from BSC
- Disinfect surfaces frequently

SEQUENCE FOR **DOFFING** PERSONAL PROTECTIVE EQUIPMENT (PPE)

STEP 1: GLOVES

- Grasp outside of glove with opposite gloved hand; peel off
- Hold removed glove in gloved hand; peel glove off over first glove; discard in waste container
- Leave inner layer of gloves on



STEP 2: GOGGLES OR FACE SHIELD (IF USED)

- Handle by head band or ear pieces and place in designated receptacle

STEP 3: GOWN

- Unfasten ties
- Pull away from neck and shoulders, turning gown inside out
- Fold or roll into a bundle and discard in waste container



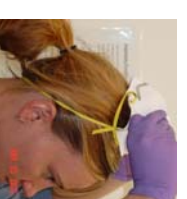
STEP 4: SHOE COVERS

- Touch highest part of shoe cover behind ankle only
- Pull shoe cover off of first shoe; place foot in clean area
- Pull shoe cover off of second shoe; place foot in clean area



STEP 5: MASK OR RESPIRATOR

- Front of mask may be contaminated; touch only with gloved hands
- Grasp side of mask with both hands
- Gently pull off over face; discard in waste container



STEP 6: INNER GLOVES

- Grasp outside of glove with opposite hand; peel off
- Hold removed glove in opposite gloved hand
- Slide fingers of ungloved hand under remaining glove at wrist
- Peel glove off over first glove and discard



STEP 7: WASH HANDS

- Wash hands thoroughly