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SAFE OPERATING PROCEDURES

Pandemic Response

SOP 10-24

Hazard Review		
Illness		
Coronavirus		
Influenza		
Required Personal Protective Equipment (PPE) (Based on job specific hazard review)		
Mask/Face Covering		
Gloves		

1. During a Pandemic minimize close contact with others, to include healthy individuals by using Social Distancing.
2. Review your Divisions' pandemic plan for appropriate operations levels.
3. Minimize close contact exposure by following recommended CDC guidelines.
4. Encourage employees that are sick to minimize contact with others when ill, stay home and seek medical attention if symptoms worsen.
5. For confirmed cases of Pandemic illness, quarantine per CDC guidelines.
6. Avoid Handshaking as a customary greeting which enables virus transmission through skin-to-skin contact. Substitute something else; smile, wave, or bump elbows.
7. Communal plumbed and bottled water fountains should not be used unless provisions can be provided to disinfect surfaces touched to activate and water dispenser spout prior and after use.
8. Communal spaces such as the conference rooms and kitchen seating areas should not be used unless social distancing requirements can be met.
9. Avoid sharing use of pens or other equipment unless disinfected.
10. Avoid unnecessary travel.
11. Follow CDC prescribed standards when advised to wear a mask/face covering, when in the workplace.
12. Regularly disinfect work surfaces, particularly those that are touched often or used by many individuals (i.e., telephones, computer equipment, desks).
13. Utilize disinfectants recommended by CDC and EPA.
14. Wash hands frequently with soap and water or with hand sanitizer if soap and water are not readily available. Avoid touching eyes, nose, and mouth.
15. Limit social gatherings per CDC guidelines.
16. Utilize virtual meetings (i.e. Teams Meetings) in place of in-person meetings. When training, reduce number of employees or duration of face-to-face meetings to limiting the opportunity for virus transmission.
17. Utilize administrative controls as alternative work hours and telework when possible.
18. Avoid travel in vehicles in groups.

Related SOP's	
General SOP's.....Chapter 10	