



## Safe Work Practices:

# COVID-19 Safety for Trades Staff

<b>ID#</b> CSF-S003 <b>Revised</b> 6/17/20
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**Note: The current COVID-19 pandemic is evolving rapidly. This document is based on current conditions and is subject to frequent change.**

## Trades Staff

The following safe work practices are to be followed by all CSUF trades staff employees. Trade staff may include electricians, plumbers, HVAC technicians, carpenters, landscape workers, painters, moving services as well as other CSUF trades.

The following document serves as department specific general safe work practice (SWP) document for CSUF trades staff and should be used in conjunction with the CSUF General Safe Work Practice document.

### Practices to Protect Trades Staff

#### 1. Physical Distancing

- a. Staggering of shifts/breaks: Staggering of shifts, breaks and lunch times will be implemented to reduce the number of employees unnecessarily congregating in work areas.
- b. Working in groups: In instances where the task being performed is a two-person job and physical distancing (>6ft.) is not possible due to the nature of the work operations, appropriate PPE, as outlined below, will be donned prior to the work beginning.
- c. Pre-Shift Meetings: Pre-shift meetings will be held in small groups (<10) to allow for physical distancing (>6ft.). The meeting will be held in a location that will allow for this to occur. In instances where this is not feasible (e.g., more than 10 employees start a shift at similar times), walkie talkie devices will be utilized to allow for appropriate communication between the shift lead/manager/supervisor and staff.
- d. Locker Change Out Area: Employees will maintain social distancing while occupying the locker change out area. CSUF recommends staff arrive to work in their clean CSUF provided work uniforms.
- e. Lunch/Breaks: Employees will maintain social distancing during all lunch and break times. No congregation of employees in common areas will be allowed.
- f. Restricted Access Signage: Plastic reusable signage or temporary perimeter (e.g., traffic cones) will be placed in locations in which work is being performed to prevent unauthorized individuals from entering the space to ensure the maintenance of physical distancing.
- g. Equipment and Supply Pickup and Return: It is recommended that rotating schedules be set such that employees will pick up and return equipment (e.g., landscaping lawn mowers) from shared/joint storage space using a staggered schedule in order to maintain physical distancing.
- h. On Campus/Field Site Travel:
  - i. Staff shall travel individually in CSUF provided vehicle and not carpool to job sites. If a CSUF vehicle is used, and if feasible, it is recommended that staff use the same CSUF vehicle throughout their shift.

- ii. All university vehicles will be cleaned by staff prior to and after use in accordance with general environmental cleaning and disinfecting protocols as outlined below, giving priority to high-touch, frequently used areas both inside and outside the vehicle using CSUF approved EPA registered disinfectants.

## 2. Personal Hygiene

- a. When wearing gloves, the gloves should be removed and discarded as follows:
  - i. During lunch and break times
  - ii. When gloves appear ripped or damaged
  - iii. When a contaminated surface is touched and before touching other “clean” areas
  - iv. When leaving a location
  - v. Once the work shift is over
- b. Hands should be cleaned (hand washing or hand sanitizing) before putting on gloves, and after taking them off, at a minimum
- c. Only necessary personal items (e.g., cellphones, wallets, water bottles) should be brought to work as deemed necessary. If items are used during the work shift, such items should be properly cleaned and disinfected.

## 3. Personal Protective Equipment (PPE):

- a. Masks. Trades staff will be provided surgical or cloth masks by EHS. The masks must cover the nose and mouth and be worn when any other staff or person is in the immediate area. It is important to remember that risk of transmission increases not only with proximity but also with time. Therefore, in instances where physical distancing cannot be maintained and teamwork is required due to the work tasks involved, a respirator will be used (e.g., KN95) and a project specific safe work practice will need to be created.
- b. Gloves. Trades staff employees will be provided with disposable gloves by EHS. Gloves must be impermeable to body fluids. Generally, nitrile disposable gloves are adequate for COVID-19. Reusable gloves are acceptable and must be cleaned/disinfected after use.
- c. Safety Glasses/Goggles/Face Shields. Safety glasses/goggles are adequate for limited close contact with people (<6 ft.). Face shields are better for more frequent close contact. Safety glasses/goggles and face shields must be cleaned/disinfected after use.
- d. Work Uniforms. Trades staff will be provided a weeks’ worth of CSUF approved work uniforms on a weekly basis. Staff must have work uniforms on before beginning their shift. The uniforms must be removed upon leaving the site and before entering personal vehicles. Work uniforms must be removed and placed in a designated laundry bag/container for subsequent laundering off site by a 3<sup>rd</sup> party vendor on a weekly basis.

## 4. Environmental Cleaning/Disinfection

- a. Sharing of equipment or tools is discouraged during a single work shift. However, if deemed necessary, appropriate cleaning and disinfection of the tools must be performed prior to and after use.

- b. Equipment located in the shared equipment rooms (e.g., landscaping lawn mowers) must be cleaned and disinfected prior to use and after each use before storing the equipment back in the shared space.
- c. All cleaning and disinfecting products utilized on site will be provided by EHS and must be CSUF approved EPA registered disinfectants. The product safety data sheets (SDS) must be referred to regarding product information, how to use properly, and important safety precautions (e.g., PPE).

5. Communication and Training

- a. During the pre-shift meeting, all parties will meet to discuss daily project specifics, work tasks and safety topics. The pre-shift meeting will include a review of project specific safety hazards as well as trades safe work practice procedures with regard to COVID-19.
- b. Prior to re-instatement of work activities, all employees must complete required COVID-19 health and safety training.