


Guidance on Returning to Work and Safety and Health of Workers

Brett Beall

Compliance Assistance Specialist

Baltimore / Washington Area Office
Occupational Safety and Health Administration



**Where Do
You Turn**

Start With

JHA

HA

JSA

Job Hazard Analysis

- Performing a job hazard analysis is one of the best methods to develop safe work.
- The JHA can also be used to train employees in the hazards associated with task and what control measures should be practiced.

Plan for Worksite Analysis



- Comprehensive Facility Surveys
- Change Analysis
- Routine Job Hazard Analysis (JHA)
- Periodic and Daily Inspections

Tools

alliance **COVID-19 Resources**
Last updated 07/2/2020

This document includes listings of COVID-19 resources on workplace safety and health and related topics. It is intended as a resource and is not comprehensive.

Contents

I. General Resources by Agency	2
A. Department of Labor	2
B. Centers for Disease Control and Prevention (CDC)	3
II. Resources on Reopening Workplaces	3
A. White House/CDC Guidelines	4
B. OSHA/State Plan	4
C. NIOSH/CDC	4
D. American Industrial Hygiene Association	4
III. Additional Resources by Industry Sector	5
A. Healthcare Industry Resources	5
B. Transportation Industry Resources	6
C. Retail, Service, and Manufacturing Industry Resources	7
D. Construction Industry Resources	7
E. Agriculture	8
F. Meatpacking and Food Processing	8
G. Other Industry Resources	8
IV. Other Organization Resources	8

OSHA Occupational Safety and Health Administration
www.osha.gov

Guidance on Returning to Work

OSHA 4045-06 2020

Job Hazard Analysis

OSHA 3071
2002 (Revised)



OSHA Occupational Safety and Health Administration
U.S. Department of Labor

JOB SAFETY ANALYSIS

Safety Information for the University of California, Berkeley

NAME OF DEPARTMENT

TITLE OF JOB OR TASK

TASK	HAZARDS	CONTROLS
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

Required Training:

Required Personal Protective Equipment (PPE)

Other Information: See (insert link) for more information on (insert titles of linked documents)

Contributors: Department: Working Job Title, Individual's Name; Working Job Title, Individual's Name

Created: Month Year

JSA Library Number: (EH&S will insert number here, if applicable)

For more information about this JSA, contact the *Office of Environment, Health and Safety* at UC Berkeley, 317 University Hall #1150, Berkeley, CA 94720-1150
(510)642-3073 #http://www.ehs.berkeley.edu

Guidance on Returning to Work

- OSHA 4045 (27 pages)
- Planning for Reopening
 - Applicable OSHA Standards and Required Protections in the Workplace
 - Employer Frequently Asked Questions
 - Appendix A — Applicable OSHA Standards and Requirements

<https://www.osha.gov/Publications/OSHA4045.pdf>



Guidelines for All Phases: Employers

Develop and implement appropriate policies, in accordance with Federal, State, and local regulations and guidance, and informed by industry best practices, regarding:

- ✓ Social distancing and protective equipment
- ✓ Temperature checks
- ✓ Testing, isolating, and contact tracing
- ✓ Sanitation
- ✓ Use and disinfection of common and high-traffic areas
- ✓ Business travel

Monitor workforce for indicative symptoms. Do not allow symptomatic people to physically return to work until cleared by a medical provider.

Develop and implement policies and procedures for workforce contact tracing following employee COVID+ test.

<https://www.whitehouse.gov/openingamerica/>

<https://www.whitehouse.gov/wp-content/uploads/2020/04/M-20-23.pdf>

Appendix i



OSHA FAQ page

- If workers wear cloth face coverings, do employers *still need to ensure social distancing measures* in the workplace?
- Yes. Cloth face coverings are not a substitute for social distancing measures.

<https://www.osha.gov/SLTC/covid-19/covid-19-faq.html#cloth-face-coverings>

Wear your Masks when you are in Motion

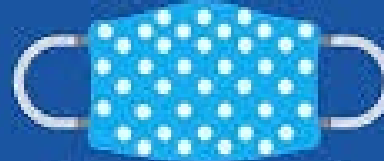
How Can Influenza Spread?



Do Your Part:
WEAR A MASK



**MY Mask
Protects YOU**



**YOUR Mask
Protects ME**





Cloth or Paper Face Mask

Testing & Approval

Not tested or approved, but currently recommended by CDC

Intended Use & Purpose

To prevent transmission of the virus between people in close proximity

Who Should Wear?

Everyone in public settings where social distancing is infeasible e.g. grocery store or pharmacy

Face Seal Fit

Loose-Fitting

Fit Test Required

No*

User Seal Check Required

No

Filtration

Not classified as a filtering face-piece respirator to protect against inhaling smaller airborne particles

Leakage

Leakage occurs around the edge of the mask when user inhales

Use Limitations

Reusable. Launder routinely in a washing machine, depending on frequency of use. Discard if mask becomes misshapen or damaged



Surgical Face Mask

Testing & Approval

Cleared by the U.S Food and Drug Administration per 21 CFR 878.4040

Intended Use & Purpose

A fluid resistant barrier designed to protect the wearer from large droplets, splashes or sprays of bodily or other hazardous fluids

Who Should Wear?

Healthcare workers when N95 respirators are not available and patients who are suspected or confirmed to have COVID-19

Face Seal Fit

Loose-Fitting

Fit Test Required

No*

User Seal Check Required

No

Filtration

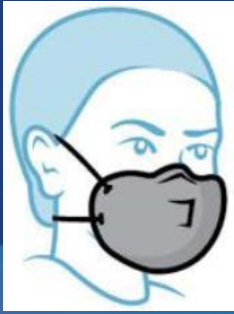
Not classified as a filtering face-piece respirator to protect against inhaling smaller airborne particles

Leakage

Leakage occurs around the edge of the mask when user inhales

Use Limitations

Not designed for reuse. Discard after each patient encounter



Filtering Facepiece Respirator (e.g. N95)

Testing & Approval

Evaluated, tested, and approved by NIOSH per 42CFR Part 84

Intended Use & Purpose

Reduces the wearer's exposure to small particle aerosols and large droplets

Who Should Wear?

Healthcare workers providing care to suspected or confirmed COVID-19 cases

Face Seal Fit

Tight-Fitting

Fit Test Required

Yes**

User Seal Check Required

Yes, each time the respirator is donned

Filtration

Not classified as a filtering face-piece respirator to protect against inhaling smaller airborne particles

Leakage

Leakage occurs around the edge of the mask when user inhales

Use Limitations

Not designed for reuse. Discard after each patient encounter

Temporary Enforcement Guidance

OSHA has issued temporary enforcement guidance regarding filtering facepiece respirators and OSHA requirements. Additional information regarding fit testing during the COVID-19 outbreak can be found under the [March 14, 2020](#) memo and the [April 8, 2020](#) memo.

Source: <https://www.fda.gov/medical-devices/personal-protective-equipment-infection-control/n95-respirators-and-surgical-masks-face-masks>

PREVENT ILLNESS BY WASHING YOUR HANDS!



1 Wet your hands



2 Apply soap



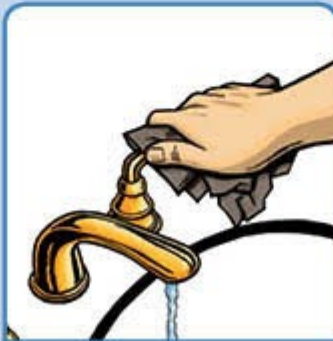
3 Lather & scrub (20 secs)

DONT FORGET TO WASH:

- between your fingers
- under your nails
- tops of your hands



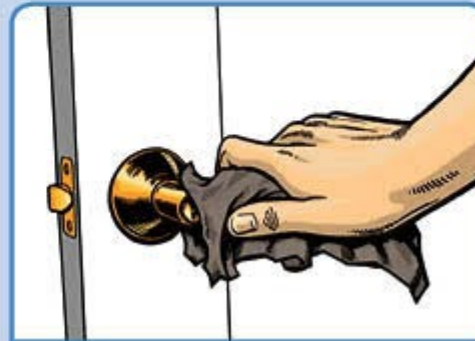
4 Rinse (10 secs)



5 Turn off tap



6 Dry your hands



7 Open door with paper towel

– Hand washing is the single most important procedure for preventing infections/transmission



® Not a product endorsement



COVID-19



WHAT SURFACES SHOULD YOU BE REGULARLY CLEANING?



TOILET FLUSH HANDLES



BATHROOM & KITCHEN FAUCETS



BATHROOM & KITCHEN SINKS



COUNTERS & TABLES



LIGHT SWITCHES & PLATES



DOORKNOBS & RAILINGS



STOVE/MICROWAVE CONTROLS



COMPUTERS



PHONES



REMOTE CONTROLS

Housekeeping

- [How should I clean and disinfect my workplace?](#)
- The Centers for Disease Control and Prevention provides updated [information about cleaning and disinfecting](#) public spaces, workplaces, businesses, schools, and homes.
<https://www.cdc.gov/coronavirus/2019-ncov/community/clean-disinfect/index.html>

Maintain a clean and sanitary workplace

- **Written** cleaning and **decontamination** schedule
 - What are your frequently touched surfaces?
 - How can you limit that?

Cleaning and Disinfecting Your Facility

Clean

- **Wear disposable gloves** to clean and disinfect.
- **Clean surfaces using soap and water, then use disinfectant.**
- Cleaning with soap and water **reduces number of germs, dirt and impurities** on the surface. **Disinfecting kills germs** on surfaces.
- **Practice routine cleaning** of frequently touched surfaces.
 - More frequent cleaning and disinfection may be required based on level of use.
 - Surfaces and objects in public places, such as *DOOR KNOBS* and *elevator keypads/buttons* should be cleaned and disinfected before each use.
- **High touch surfaces include:**
 - Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

<https://www.opm.gov/policy-data-oversight/covid-19/opm-frequently-asked-questions-regarding-the-resumption-of-normal-workforce-operations/>

Disinfectants Example:

- Clorox® Disinfecting Wipes and **leave wet for 4 minutes** (List N EPA REG #5813-40)
- Spray with Clorox® Healthcare Germicidal, **leave wet for 3 minute**, then wipe with a clean, damp cloth. (List N EPA Reg# 67619-12)

® Not a product endorsement



6 Steps for Safe & Effective Disinfectant Use



Step 1: Check that your product is EPA-approved

Find the EPA registration number on the product. Then, check to see if it is on EPA's list of approved disinfectants at: [epa.gov/12etn](https://www.epa.gov/12etn)



Step 2: Read the directions

Follow the product's directions. Check "use sites" and "surface types" to see where you can use the product. Read the "precautionary statements."

Step 3: Pre-clean the surface

Make sure to wash the surface with soap and water if the directions mention pre-cleaning or if the surface is visibly dirty.



Step 4: Follow the contact time

You can find the contact time in the directions. The surface should remain wet the whole time to ensure the product is effective.

Step 5: Wear gloves and wash your hands

For disposable gloves, discard them after each cleaning. For reusable gloves, dedicate a pair to disinfecting COVID-19. Wash your hands after removing the gloves.



Step 6: Lock it up

Keep lids tightly closed and store out of reach of children.

[coronavirus.gov](https://www.coronavirus.gov)

Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.



Stay at least 6 feet (about 2 arms' length) from other people.



Cover your cough or sneeze with a tissue, then throw the tissue in the trash and wash your hands.



When in public, wear a cloth face covering over your nose and mouth.



Do not touch your eyes, nose, and mouth.



Clean and disinfect frequently touched objects and surfaces.



Stay home when you are sick, except to get medical care.



Wash your hands often with soap and water for at least 20 seconds.

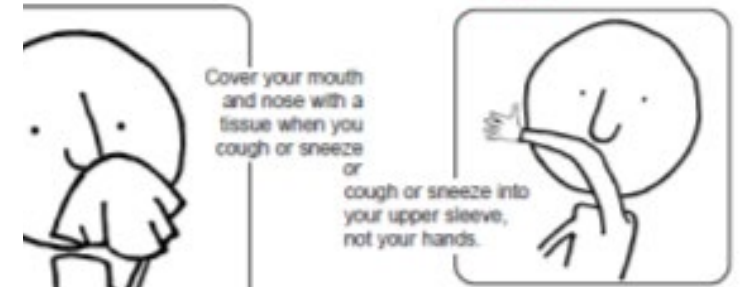


[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

3/8/20 4 May 13, 2020 11:00 AM

the spread of germs that make you and others sick!

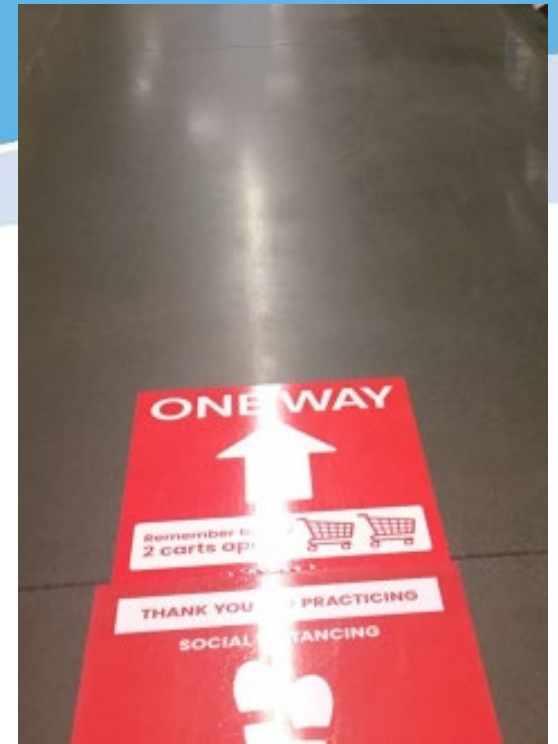
Cover your Cough



Wash your Hands

after coughing or sneezing.





© Not a product endorsement



Create a single lane flow of travel in a Community Hallway



TIP
6

Do wash your hands immediately after each trip

TIP
1

Do take the stairs, if you are able

TIP
3

Don't be impolite but ask others to wait if they try to get on a crowded elevator

TIP
2

Do maintain social distancing
Don't ride a crowded elevator, wait for the next one

TIP
5

Do cover fingers with a cloth or glove
Don't directly touch the buttons or handrails

TIP
4

Don't lean against the walls

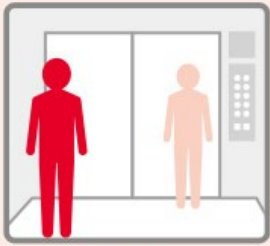
Elevator sizes vary. It is important to assess the number of riders before you enter. Don't touch surfaces and clean your hands immediately after exit.

For more tips on protecting yourself around others, see [CDC](#) guidelines.

Prevention Measures against the Novel Coronavirus Infection.

For those who use elevators.

Since many people use the elevator,
Please take measures against infection and use it safely.



01

Practice social distancing.



02

Wash your hands and use disinfectant alcohol after contacting with elevator buttons or handrails.



03

Avoid overcrowding elevator.



04

Refrain from talking.



05

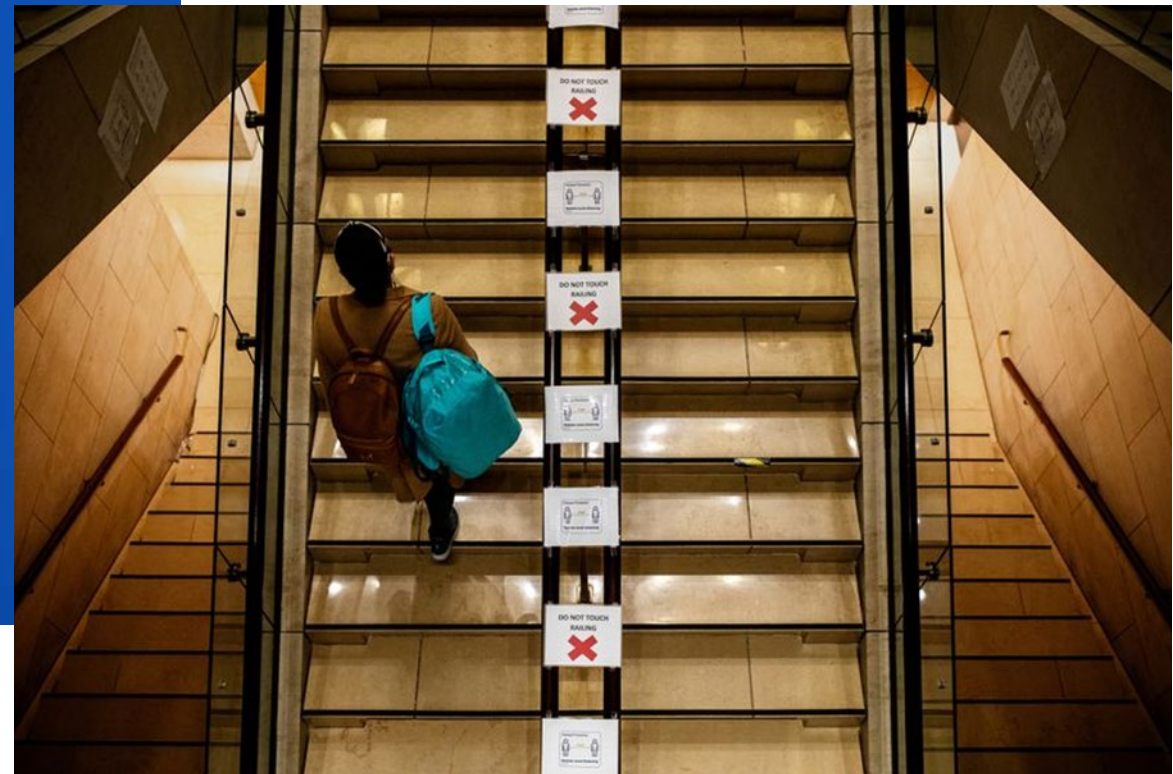
Do not lean on walls.





Stairs

SAFE!





Worker Rights

- All workers have the right to:
 - Raise a safety or health concern with their employer or OSHA, request personal protective equipment, or report a work-related injury or illness, including COVID-19.

[1-800-321-OSHA](tel:1-800-321-OSHA)

www.whistleblowers.gov

Questions?

Brett Beall

Compliance Assistance Specialist
USDOL/OSHA – Balt/Wash Area Office
1099 Winterson Rd., Suite 140
Linthicum, MD 21090-2218
Office Phone: (410) 865-2055
Cell Phone: (443) 492-7696
Office Fax: (410) 865-2068
beall.brett@dol.gov

Questions?

