General Safety Protocols for all MWRA employees: Updated 4/6/2020

The MWRA is committed to providing a safe and healthful work environment. Therefore, in accordance with guidance provided by the Center for Disease Control, we are implementing new or enhanced protocols for all employees, effective immediately and until further notice.

DO NOT REPORT TO WORK SICK! IF YOU ARE SICK, STAY HOME! IF YOU FEEL SICK, GO HOME! IF YOU SEE SOMEONE SICK, SEND THEM HOME!
If you are displaying symptoms consistent with the Covid-19 Virus (fever, cough, sore throat, shortness of breath) call, text or email your manager as soon as possible and do not to return to a MWRA site until authorized by MWRA management. If you develop symptoms during your work shift, but do not require emergency assistance, self-isolate immediately (i.e., in your automobile or a locked office) and call, text or email your supervisor immediately for direction. It is also strongly advised that you consult with your physician. Again, you are not to return to a MWRA site until Authorized by MWRA management.

Safety Rules for all MWRA employees and contractors working on MWRA property:

- Wear a light duty dust mask at all times while at work (this is not an N95 mask and, consistent with CDC guidance, is intended to reduce the spread of COVID-19 by individuals who may unknowingly be positive for COVID-19, but symptom free)
- Wear an N95 mask when performing tasks such as handling wastewater or performing tasks that require working within 6-feet of others
- Maintain a minimum distance of 6’ from others at all times
- Only 1 person in a vehicle at all times
- All workspaces including offices, common areas, vehicles, shared work areas etc. should be disinfected at least at the end of the day but preferably after each use by wiping the area down with disinfectant wipes or disinfecting spray and paper towels including surfaces, door handles, laptops, steering wheels, elevator buttons, snack machine buttons etc.

Additional reminders

- No handshaking or physical contact
- Wash hands often with soap and warm water for at least 20 seconds or use an alcohol-based hand sanitizer with at least 60% ethanol or 70% isopropanol
- Wear clean nitrile gloves when touching items previously handled or contacting commonly touched areas such as mail, common office electronics, pool vehicles and keys etc.
- A “No Congregation” policy is in effect, individuals must implement social distancing by maintaining a minimum distance of 6-feet from other individuals at all times including breaks and lunch
- Avoid face to face meetings – critical situations requiring in-person discussion must follow social distancing
- Conduct all meetings via conference calls, if possible. Do not convene meetings of more than 10 people. Recommend use of cell phones, texting, web meeting sites and conference calls for project discussion
- All field crews must wear the appropriate gloves for all field work including construction and maintenance
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- All work crew meetings/toolbox talks should be held outside and follow social distancing (maintain a distance of at least 6 feet at all times)
- Cover coughing or sneezing with a tissue, then throw the tissue in the trash and wash hands, if no tissue is available then cough into your elbow
- Avoid touching eyes, nose, and mouth with your hands
- To avoid sharing germs, please clean up after yourself. DO NOT make others responsible for moving, unpacking and packing up your items
- If you or a family member is feeling ill, you must stay home! If you display flu-like symptoms while at your work, your supervisor will send you home.
- There will be circumstances in which certain tasks cannot be done while also exercising social distancing. There is additional, related guidance below:

**Exception to the above if approved by your Supervisor:** Most Maintenance, Operations and Inspection tasks can be done while maintaining at least six feet of separation. However, sometimes it may be necessary for more than one person to work together. If you **MUST** ride with someone in a vehicle, work in a room that does not allow physical distancing, or perform a task that requires more than 1 person, you must wear personal protective equipment. PPE includes MWRA issued nitrile gloves, N-95 face mask, and a face shield. All PPE must be properly donned before entering the vehicle or workspace.

**Hygiene:**

Frequent hand washing with warm soapy water or an alcohol based hand sanitizer after every time you doff PPE is required.