

SOCIAL DISTANCING PLAN

Effective Date: April 20, 2020

I. PURPOSE OF PLAN

This plan outlines the social distancing measures that will be taken during a contagious disease event in order to decrease the spread of disease and increase health and safety in the workplace. The purpose of this plan is to:

- reduce transmission of contagious disease among employees;
- maintain a healthy work environment; and
- maintain healthy business operations.

Social distancing is defined as deliberately increasing the physical space between people to at least 6 feet, to avoid spreading illness.

In addition to identifying the social distancing measures that should be followed, this plan also outlines the methods used to ensure they are being followed, documents the rare situations where social distancing cannot be followed, and provides alternative protective measures that may be taken in lieu of social distancing.

II. ROLES AND RESPONSIBILITIES

A. Safety Officer

The Safety Officer ensures social distancing measures are being followed and is responsible for the overall management and implementation of the social distancing plan. The responsibilities of the Safety Officer include:

1. Acting as the main point of contact for the Facility Point Persons and Supervisors for social distancing issues.
2. Assisting in completing **Social Distancing Assessment Form** and assisting with implementation of the social distancing guidance recommendations.
3. Where social distancing is not possible, reviewing and approving social distancing exceptions on a case-by-case basis with the Workforce Committee. The exceptions must be documented on **Social Distancing Assessment Form**.
4. Reviewing incidents of non-compliance and tracking to resolution.
5. Preparing and distributing training materials to employees on social distancing guidelines.
6. Reviewing and updating this plan as necessary.

B. Facility Point Persons

Facility Point Persons have been assigned to each facility. They are the “point person” at their designated facility for social distancing measures and have the authority to implement social distancing measures and correct employees who are not following the measures.

The responsibilities of the designated Point Persons include:

1. Reviewing the **Social Distancing Assessment Form** to identify what social distancing measures can be implemented at their designated facility and making recommendations for additional measures.
2. Conducting daily walkthroughs of their designated facility and/or interviewing employees to ensure the recommended social distancing guidelines are being maintained, making immediate corrections if possible.
3. Documenting incidents of non-compliance.
4. Disseminating related information and speaking to employees about the importance of social distancing. Posting social distancing awareness and related signs at designated facilities.

C. Supervisors

The responsibilities of Supervisors include:

1. Assisting in completing **Social Distancing Assessment Form** and reviewing the form with affected employees.
2. Implementing social distancing measures in accordance with this plan and the Social Distancing Assessment Form.
3. Reviewing social distancing exceptions with employees.
4. Reviewing incidents of non-compliance records and correcting employees who are not following the measures.
5. Identifying and approving social distancing exceptions on a case-by-case basis.

D. Employees

Employees are expected to follow the social distancing guidelines set forth in this plan and as implemented by their Supervisors, Facility Point Persons, and the Safety Officer.

III. SOCIAL DISTANCING GUIDELINES

Work Task	Social Distancing Guidelines
Driving to a job site	<p>Provide each employee with their own vehicle, using Flex Fleet or Zip Car vehicles if available.</p> <p>Allow employees to use their personal vehicle.</p> <p>Two employees may ride together if they are able to keep a distance of at least 6 feet apart and keep the windows open. Vehicle ventilation should be on non-recirculated mode.</p> <p>Social Distancing Guideline Exceptions - Must Be Approved by Supervisor and Safety Officer:</p> <p>Two employees may ride together in a vehicle while sitting closer than 6 feet if they keep the windows open for air circulation and wear cloth face coverings. Vehicle ventilation should be on non-recirculated mode.</p>

Work Task	Social Distancing Guidelines
Working in close proximity to another employee (less than 6 feet apart)	<p>Increase physical space between employees at the worksite (>6 feet).</p> <p>Use tape as floor markings to delineate 6 feet where appropriate.</p> <p>Social Distancing Guideline Exceptions - Must Be Approved by Supervisor and Safety Officer:</p> <p>Two employees may work within 6 feet of each other for short periods of time (<10 minutes) if they wear cloth face coverings and increase the ventilation in the area by opening windows and using fans.</p> <p>Two employees may work within 6 feet of each other for longer periods of time (>10 minutes) if they wear cloth face coverings and are assigned to be “cohorts” where the only person they work closely with is their “buddy”. They should still practice social distancing with each other to the extent possible to limit exposure.</p>
Exposure to general public or customers	<p>Limit customers’ and the public’s access to the worksite or restrict access to only certain workplace areas. Post instructional signs. Place hand sanitizers in multiple locations to encourage hand hygiene.</p> <p>Use tape as floor markings to delineate 6 feet where appropriate.</p> <p>Have customers complete any forms or wait in an area > 6 feet away before re-approaching for service.</p> <p>Social Distancing Guideline Exceptions - Must Be Approved by Supervisor and Safety Officer:</p> <p>Install physical barriers such as clear plastic sneeze guards.</p>
High-congregate areas	<p>Limit how many employees can be in a given area at a time based on the size of the room (Employees should be able to be at least 6 feet apart from one another.) Post signs at the entrances to notify employees.</p> <p>Space table and chairs at least 6 feet apart. Stack extra tables and chairs against a wall to avoid use.</p> <p>At locations where employees line up, use tape as floor markings to delineate 6 feet.</p> <p>Cancel, adjust, or postpone work-related meetings or gatherings that can only occur in-person where employees cannot be at least 6 feet from each other.</p>

Work Task	Social Distancing Guidelines
Work in office setting	<p>Allow employees to telework when feasible.</p> <p>Relocate employees sitting <6 ft from each other to increase physical space between them.</p> <p>Implement flexible meeting and travel options (e.g., postpone non-essential meetings or events)</p> <p>Minimize contact among workers, clients, and customers by replacing face-to-face meetings with videoconferencing or teleconferencing.</p> <p>If videoconferencing or teleconferencing is not possible, hold meetings in open, well-ventilated spaces and increase the physical space between people as much as possible (> 6 feet).</p> <p>Cancel, adjust, or postpone work-related meetings or gatherings that can only occur in-person where employees cannot be at least 6 feet from each other.</p> <p>Clean and disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs. Dirty surfaces can be cleaned with soap and water prior to disinfection.</p>

IV. EMPLOYEE TRAINING

Employees will be provided with up-to-date education and training on risk factors and protective behaviors (e.g., cough etiquette and care of PPE).

Employees will be provided training on the social distancing guidelines set forth in this plan and as documented in **Social Distancing Assessment Form** for the facilities in which they work. Specifically, training will be completed by Supervisors by reviewing the guidelines outlined in the form, and by conducting safety talks.

Posters recommended by the Centers for Disease Control and Prevention will be hung at all facilities to communicate the hazards and safe work practices of COVID-19.

V. INSPECTIONS

Facility Point Persons will conduct daily walkthroughs of their designated facility and/or interviewing employees to ensure the recommended social distancing guidelines are being maintained by employees, making immediate corrections if possible. Incidents of non-compliance will be documented. Inspections and walkthroughs shall be conducted for each shift.

The Safety Officer and Supervisors will review incidents of non-compliance and track the issue to resolution. Supervisors will take appropriate action to correct employees who are not following the measures

