



THE SAFE WATER AUTHORITY®

## Meter Replacement and CCC Inspection PPE Policy

May 1<sup>st</sup>, 2020





### **PPE Policy**

HydroCorp takes the health and safety of our employees very seriously. With the spread of the coronavirus, HydroCorp and its' employees must remain vigilant in mitigating the outbreak. In order to keep our employees safe and to maintain operations, we are emphasizing basic infection prevention control measures. As appropriate, all employees should implement good hygiene and infection control practices.

### **Preparation for Meter/CCC Site Visit Day**

- Before the start of the workday, take your temperature. If you feel sick and/or have an elevated temperature (100.4 or above), please stay home and contact your immediate supervisor.
  - Keep a daily log of your temperature.
- Ensure you have adequate supply of gloves, masks, sanitizer, and other provided PPE and safety materials for the day.
- Wash exposed hands with soap/water for at least 20 seconds.

### **Ongoing Best Practices-Hygiene**

- Wash exposed hands often with soap/water for at least 20 seconds or use hand sanitizer with an alcohol level of at least 60%.
- Cover coughs and sneezes into your elbow or upper sleeve if possible (not your hands). When using a tissue:
  1. Wash hands prior to utilizing tissue.
  2. Throw used tissues in the trash.
  3. Immediately wash your hands.
- Maintain regular housekeeping practices on equipment, including routine cleaning and disinfecting of work surfaces, vehicle, computer equipment, and other elements of the work environment. At a minimum, clean and disinfect commonly touched surfaces in the vehicle at the beginning and end of each day. When cleaning and disinfecting, individuals should wear disposable gloves compatible with the products being used as well as any other PPE required according to the product manufacturer's instructions. Hand sanitizer should not be used on electrical equipment (i.e. tablets, cell phones, laptops, etc.) Please only use alcohol wipes on this equipment.
- Practice social distancing of at least 6 feet at all times.
- Avoid touching surfaces with your hands to the extent possible.
- Wear/maintain appropriate PPE.



### **PPE Guidance and Procedures**

- Wear the mask and face shield provided by HydroCorp to cover your mouth and nose at all times when around others and/or prior to and during inspections. Wearing masks should always be performed in conjunction with strict social distancing measures (i.e., maintain at least 6 foot separation).
  - Ensure hands are clean/washed or protected prior to donning and removing mask.
  - Maintain mask and face shield as per included manufacturer instructions.
- Wear gloves provided by HydroCorp while conducting cross connection inspections. After wearing your gloves during an onsite location visit, the outside of gloves may be contaminated. Proper handling/removal of gloves are as follows:
  - Using a gloved hand, grasp the palm area of the other gloved hand and peel off first glove.
  - Hold removed glove in gloved hand.
  - Slide fingers of ungloved hand under remaining glove at wrist and peel off second glove over first glove.
  - Discard gloves in a waste container (i.e., zip lock bag provided).
  - Immediately wash your hands or use an alcohol-based hand sanitizer after removing gloves and prior to removing any masks.
- Wear fresh gloves for every new facility/site and as often as needed.

### **Inspection Procedure**

- Don all appropriate PPE prior to approaching the building/site.
- Obtain permission to enter the building.
- Sites may have their own infection prevention control measures (e.g., take temperature, specific PPE) to complete prior to building entry. Please follow site control measures, unless you feel such measures put you at risk. Contact immediate supervisor if you have any questions regarding such measures. Enter and exit the building (1) as required by site and (2) to maintain 6 foot physical separation from building individuals.
- If you feel you are unable to maintain a 6 foot separation between yourselves and individuals at the building/site, or if you feel you are at risk, do not proceed with inspection and document reason(s) you were unable to perform the inspection. Reschedule the inspection and process as appropriate in database.
- Minimize touching all surfaces within the building to the extent possible.
- In an effort to better minimize potential exposure HydroCorp is not going to schedule site visits at the following types of facilities until further notice:
  - Day Care Centers
  - Dental Offices
  - Doctor Offices
  - Funeral Homes
  - Hospitals
  - Medical Complex
  - Nursing Homes
  - Pharmaceutical Plants
  - Retirement Homes
- At any point in time if you are in a situation that you do not feel comfortable, please remove yourself from said situation and contact your direct supervisor to inform him/her.

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