



I.A.T.S.E. LOCAL 44 AFFILIATED PROPERTY CRAFTSPERSONS

SUPPLEMENTAL CRAFT SPECIFIC COVID-19 RETURN-TO-WORK PROTOCOLS **FOR THE FIXED FACILITIES DEPARTMENT**

This document is a supplement to the Labor/Management Task Force White Paper and Phase 2, prepared by Local 44, with Craft Specific protocols and best practice recommendations to assist Fixed Facilities Department employees in implementing the Employer's COVID-19 workplace policies and practices to protect employee health during the COVID-19 pandemic.

The health and safety of employees should always be a Company priority but especially during this crisis. Together, all employees will individually and collectively benefit from following these guidelines. Therefore, please read these instructions carefully and ask questions if you do not completely understand what is being asked of you.

I. SAFETY COMMUNICATION

Prior to commencing work, the Employer should provide employees information and training regarding the company's safety protocols as well as having these protocols posted throughout the facility. An employer's health and safety protocols should reflect current and evolving CDC, OSHA, and Public Health Departments requirements. In addition, the following protocols should be considered:

- A.** A procedure for notifying the employer if an employee witnesses a co-worker exhibiting symptoms of COVID-19.
- B.** Locations of hand sanitizer.
- C.** Location of PPE.
- D.** Location of washrooms or freestanding hand washing sites.
- E.** Location of appropriate waste receptacles.
- F.** Identify the designated health and safety representative per each work shift.
- G.** Designation of the employees responsible for disinfecting tools, shared equipment, inventory and high touch surfaces.
- H.** Protocols for physical distancing and working with clients and customers.
- I.** Mealtime physical distancing and hygiene protocols.
- J.** Employer's policy for symptom screening and testing.
- K.** Posting of CDC approved posters and signage throughout the facility to encourage compliance with safety protocols.



II. USE OF APPROPRIATE PERSONAL PROTECTIVE EQUIPMENT (PPE), OBSERVATION OF RECOMMENDED SOCIAL DISTANCING PRACTICES AND SANITIZING PROTOCOLS

- A.** The Company must provide all necessary, and appropriate Personal Protective Equipment (PPE) as required by Federal, State and Local government agencies, including face masks, face shields, sanitizing wipes, and sanitizing spray.
- B.** Proper training for the donning, doffing and disposing of PPE, and the sanitization of face shields should be provided for employees.
- C.** All PPE should be labeled with the individual employee's name. PPE SHOULD NOT BE SHARED UNDER ANY CIRCUMSTANCES.
- D.** Cleaning and washing of face coverings and face shields shall be the sole responsibility of each employee.
- E.** All PPE must be maintained in good working order and accounted for at all times. If the employee's PPE is broken or needs to be replaced, seek a replacement immediately.
- F.** Requirements for safe sanitization shall be determined by the employer, using EPA criteria for appropriate disinfection products. <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>. Employees should avoid using high touch areas of other workers. Tools, landline phone receivers, computer keyboards, and other chronic high touch areas, should be sanitized with regularity.
- G.** Ventilation is a critical component in preventing the spread of COVID -19 and other diseases. Companies should endeavor to provide proper ventilation with HVAC systems inspected regularly, filters replaced and upgraded with state-of-the-art technology whenever possible. Opening of windows and doors with industrial fans and the use of portable air filtration systems can assist in a cleaner air quality.
- H.** Distancing is one of the fundamental guiding principles in all workplaces. Creating physical space and barriers should be implemented whenever feasible. Those that can effectively work from home should do so. Virtual meetings with employees, customers and clients should be utilized whenever possible.

III. HYGIENE – PERSONAL AND PROFESSIONAL RESPONSIBILITY

Maintain exceptional personal and professional hygiene practices, including:

- A.** Washing hands with soap and water frequently throughout the day for the recommended 20 seconds and after each visit to the restroom.
- B.** Use the Company provided hand sanitizing/hand washing stations throughout the premises.
- C.** Avoid touching one's face, especially when using gloves or adjusting nose and mouth coverings or face shields.
- D.** Remove gloves correctly when used per the attached graphic:



IV. MAINTAIN THE COMMITMENT TO THE SAFETY OF THE INDIVIDUAL, THE CREW AND THE GENERAL PUBLIC

All employees are expected to work together to maintain a clean, professional and safe working environment. To that end, employees are requested to do the following:

- A. If you do not feel well, PLEASE STAY HOME. If you feel sick at any time once the workday has begun, alert your employer immediately. The employer should provide a Leave Policy that is flexible and non-punitive.
- B. Should you fall ill at the workplace, WITHOUT DIGRESSION, observe the employer mandated protocols for this circumstance.
- C. An employee having concerns with another employee who may not be abiding by safety protocols or who might be exhibiting symptoms of COVID-19, should report to the employer or designated Human Resource Department immediately. These reports must be handled anonymously and confidentially whenever possible.
- D. Any employee found not to be in compliance with companies' policies and safety protocols could be subject to the employer's disciplinary policies including but limited to warnings and termination.
- E. The employer should stay alert to evolving CDC recommendations, public health guidance, restrictions, and notifications of outbreaks and trends.

V. CUSTOMER / VISITOR SAFETY PROTOCOLS

When customers visit your facility, it is important to offer an environment that ensures safety and comfort for both the facility employees and customers at all times. The following practices are recommended:



- A. Consider limiting customer entrances into the facility and maintain clear signage at all entrances stating that face coverings must be worn at the facility.
- B. Establish a designated reception/check-in station where all customers must stop upon arrival. Ensure that the customers and employees maintain physical distancing of six feet at all times.
- C. Provide well defined customer areas that are safely distanced from employees and other customers.
- D. Provide ample signage and implement physical barriers where necessary so that the customer understands where they are permitted to go.
- E. Consider limiting or eliminating customer access to amenities such as coffee stations, lunchrooms and refrigerators.
- F. Maintain a customer sign-in sheet that will be updated by facility personnel to record name, the time and date of arrival, and their email or phone number.
- G. Consider establishing a remote communication method (such as texting or calling from the customer's own mobile phone) for customers to communicate issues, additions, and exchanges without having to seek out personnel.
- H. Establish a policy that crew owned equipment, tools and carts will not be handled by other facility employees. All personal crew items must be handled only by that crew member.
- I. Provide customers with an outline of your facility procedures as well as guidelines and protocols to allow them to become familiar with proper protocols upon arrival.
- J. Advise clients that more time may be needed for their production needs than usual, due to the necessity to follow safe practices.
- K. Consider scheduling customer visits/work hours to prevent overcrowding.
- L. If possible, create digital paperwork and signatures.

VI. EQUIPMENT, PICK-UP/ RETURNS

- A. If your facility is implementing temperature checks, have customer and outside crews go through the thermal scanner/temperature check station upon arrival.
- B. Make sure your customers/crews are wearing a face covering and offer them one if they are not.
- C. Advise the customer that all personnel who will be picking up equipment must wear appropriate PPE and that they will be expected to maintain safe distancing with facility personnel during the exchange.
- D. If possible, provide an option to enable the customer to sign the rental contract and receipt of equipment digitally.
- E. Staff-owned equipment, tools, and carts must be properly sanitized prior to arriving at the facility and will not be handled by other facility employees.
- F. Personal tools must not be shared unless disinfected prior to exchange.



- G. Equipment added during the prep will be scanned and brought to the neutral area for the client to pick up.
- H. Employees should follow the defined sanitization guidelines.
- I. Consider scheduling pickups, to reduce congestion in the facility/loading dock. Advise the customer to arrive within time window of the scheduled time or to call if they may arrive outside of that window.
- J. All handles of hand trucks/transport carts should be sanitized regularly and after each use. Consider assigning and clearly marking moving equipment to be used only by assigned staff.

VII. CLEANING EQUIPMENT/ DISINFECTING SURFACES

Current evidence suggests that COVID-19 can remain on surfaces consisting of a variety of different materials for hours/days. Although not common, a person can potentially contract COVID-19 by touching a surface or object that has the virus on it and then touching their face. Taking these proper precautions can reduce risk:

- A. If an object/surface in question has not been in contact with someone infected with COVID-19 and not accessible to employees/customers, they do not pose risk of infection.
- B. If an object/surface is potentially contaminated and can be cleaned, follow the CDC cleaning and disinfection recommendations.
 - 1. Clean the object/surface with soap and water and use an EPA-registered household disinfectant.
- C. If an object/surface is potentially contaminated and **cannot** be cleaned, they can be isolated.
 - 1. Isolate papers/soft (porous) surfaces for a minimum of 24 hours.
 - 2. Isolate hard (non-porous) surfaces that cannot be cleaned and disinfected for a minimum of 7 days.

VIII. SANITIZING FACILITIES

- A. The products on the below list meet EPA's criteria for use against COVID-19:
<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>
<https://www.epa.gov/coronavirus/disinfectant-use-and-coronavirus-covid-19>.
- B. More information from the CDC on disinfecting procedures for COVID-19 can be found here:
<https://www.cdc.gov/coronavirus/2019-ncov/community/home/cleaning-disinfection>