

## A New Way to Tackle Summer Maintenance During the Pandemic

When staff and students start summer break, maintenance and custodial teams tackle the hard work of getting your facilities in top shape. As always, your employees need to follow safety procedures when doing physical work in soaring heat and suffocating humidity. This year, you also need to prepare them to protect themselves against the coronavirus. We hope this tip sheet jump-starts your creative juices.

Tools, equipment	
	Avoid sharing tools and work gloves if possible:
	✓ Bring extras so everyone has their own.
	✓ Assign each crew a specific job for an entire shift to limit tool use.
	✓ Mark tools with duct tape and employees' initials.
	If tools must be shared, <a href="#">clean and disinfect</a> them between uses:
	✓ Cleaning refers to the removal of dirt, germs, and other impurities from surfaces. It does not destroy germs.
	✓ Disinfecting kills germs on surfaces and reduces the risk of infection.
	Limit interactions when picking up or delivering equipment or materials.
	Organize the placement of materials to minimize movement on the work site.
	If possible, assign each employee their own lawn care equipment such as leaf blowers, mowers, and edgers
	Do not share personal protective equipment such as hats, sunscreen, gloves, goggles, face shields, and respirators.
	Disinfect leather work gloves with aerosol spray at the end of the workday.
Breaks, lunches	
	Add satellite eating areas such as tents if necessary so employees can maintain six feet of separation.
	Stagger breaks and lunches to reduce crowding.
	Prohibit community food such as lunch trucks, buffets, and donuts.
	Eliminate coffee pots and microwaves from breakrooms.
	Do not use a common water cooler. Provide individual water bottles, or instruct employees to bring their own.
	If employees have to sit at the same table, remind them to sit adjacent to, not directly across from, each other.

<b>Vehicles</b>	
	If practical, limit work vehicles to one person.
	Rotate tasks so employees do not have to share vehicles.
	Instruct occupants to wear masks, limit talking, and roll windows down. If they use the air conditioner and they want to keep the windows closed, they should select the mode that brings in fresh outdoor air.
	Disinfect vehicles every day, focusing on commonly touched surfaces such as door handles, steering wheels, keys, seats, and radio knobs.
	Require nitrile gloves when fueling vehicles.
<b>Handwashing</b>	
	Remind employees to wash their hands often with soap and water for at least 20 seconds, especially after blowing their nose, coughing, sneezing, and touching common surfaces.
	Prepare handwashing stations if employees do not have access to restrooms. Stations should include:
	✓ A water jug with a spout
	✓ Hand soap in a bottle
	✓ Paper towels
	✓ A sealable wastewater bucket for wastewater
	✓ Hand sanitizer
	✓ Disinfectant (spray, wipes)
	✓ Signage
	Supply hand sanitizer that contains at least 60 percent alcohol in areas where you cannot provide hand-washing stations.
	Consider purchasing a 55-gallon drum of hand sanitizer and adding a pump so employees can refill individual bottles.
	Avoid touching your eyes, nose, and mouth with unwashed hands.
<b>Crews, shifts</b>	
	Assign employees to work individually when possible.
	Limit the jobsite to essential employees.
	Assign split shifts to reduce the number of employees onsite.
	Separate contractors from employees as much as possible. Consider providing separate entrances, restrooms, and break areas, as well as confining contractors to the areas of your facilities they need to access as part of their job.
	If employees must work in groups, keep team members consistent if possible, and stress the importance of maintaining six feet of separation when possible.

	Where practical, mark workspaces with tape to indicate adequate separation.
	Provide walkie talkies so employees can communicate when they are not within earshot.
	Maintain social distancing during safety meetings:
	✓ Hold meetings outside or by telephone.
	✓ Break crews into smaller groups for meetings.
	✓ Don't pass a sign-in sheet. Take photos to document attendance, or have the supervisor sign everyone in.
<b>Portable restrooms</b>	
	Make sure leasing companies clean and disinfect portable jobsite restrooms regularly, including door pulls and toilet seats.
	Ensure hand sanitizer dispensers are never empty.