

Hazard Assessment and Controls to Reduce Potential Exposure to SARS-CoV-2 (COVID-19)

This document has been created to help you: (1) identify base-level work practices and controls to follow, (2) identify additional controls when social distancing cannot be maintained, and (3) document that a hazard assessment was performed. It can be used to brief workers on the additional COVID-19 controls required for the work task and, as applicable, be attached to a work control document or equivalent as supplemental requirements. The briefing must be documented using this document or another method using the content of this document. All onsite work, other than office work, must be re-authorized.

<p>Base-Level Requirements: These are applicable to all work (even office work) at Argonne. Additional safe work practices listed on page 2 may be required based on the task performed.</p>
<p>Base-level requirements use social distancing combined with administrative controls and personal protective equipment (PPE) as the primary control methods to reduce the spread of COVID-19.</p>
<p>If you are sick or possibly sick – Stay home</p>
<ol style="list-style-type: none"> 1. Vigilantly self-monitor for symptoms of illness. If for any reason you don't feel well, stay at home, contact your supervisor and Health and Employee Wellness (HEW), and call your doctor if your symptoms worsen. Do not come to Argonne.
<ol style="list-style-type: none"> 2. If you have come in close contact with a potential COVID-19 infected person, please contact your supervisor and HEW, and self-quarantine for 14 days, or as directed by HEW.
<p>Social Distancing</p>
<ol style="list-style-type: none"> 3. Maintain social distancing¹: <ol style="list-style-type: none"> a. Avoid Close Contact. Close Contact is defined as less than 6 feet (other than "incidental" contact, such as passing in a hallway) away from people for longer than approximately 10 minutes (cumulative total per day). b. Rethink work plans to prioritize social distancing or utilize barriers between workers (see page 2).
<ol style="list-style-type: none"> 4. Telework to the fullest extent possible. Use Microsoft Teams, BlueJeans, email, phone, etc., to collaborate even while on site. Avoid using conference rooms for gatherings and meetings if at all possible. See Custodial and Building Manager section.
<ol style="list-style-type: none"> 5. Do not share snacks with coworkers. Everyone should provide their own food. Remove common snack dishes from your work area.
<ol style="list-style-type: none"> 6. As much as possible, avoid the use of shared spaces for food storage (refrigerators, break area counters) or preparation (microwave ovens, coffee makers, etc.). If you use these spaces and/or items, clean them with disinfectant wipes before and after use and then wash your hands. Choose food that does not require preparation or storage in a community space (instead, consider storing it in an office, cubicle, locker, designated shelf, etc.).
<ol style="list-style-type: none"> 7. Sharing vehicles: Social distancing applies to vehicles as well. Wear nitrile or other disposable gloves while operating any vehicle on-site (personal or government) that is shared between workers. Remove the gloves and dispose of the gloves in regular trash, then wash your hands.
<p>Good Hygiene Practices</p>
<ol style="list-style-type: none"> 8. Hand Washing: Frequently wash your hands with soap and water for 20+ seconds. When soap and water are not readily available, use an appropriate alcohol-based hand sanitizer² until you have access to a hand-washing facility.
<ol style="list-style-type: none"> 9. Practice Respiratory Etiquette: Cough or sneeze into your sleeve, a tissue, or a cloth. Step away from others if possible, and cover your mouth regardless of your location. Immediately dispose of used tissue, in the regular trash.
<ol style="list-style-type: none"> 10. Avoid touching your nose, eyes, mouth, and face with your hands. If you do, wash your hands before and after doing so.
<ol style="list-style-type: none"> 11. Adopt touchless greetings (don't shake hands, bump fists, etc.).
<ol style="list-style-type: none"> 12. Clean and disinfect³ frequently touched objects and surfaces in your personal workspace.
<ol style="list-style-type: none"> 13. Contact your Building Manager or submit a Vector request to arrange for the cleaning and disinfecting of a community space BEFORE you use the space (e.g., conference room, kitchen). There may be times when these areas cannot be used due to cleaning supply limitations.
<ol style="list-style-type: none"> 14. Glove removal: When removing gloves used as PPE, use proper techniques to keep from touching the outer surface the gloves. Watch this short video for a demonstration of the technique.

In addition to the Base Level Controls, when applicable, work with your ESH Coordinator, check all that apply.

- 1. Tape floors to ensure proper spacing is maintained between workers
- 2. Stagger work via shifts or alternate work schedules
- 3. When using disposable PPE, dispose of used PPE in regular trash, and then immediately wash hands.
- 4. No sharing lab coats. Store assigned lab coats so that they do not contact other lab coats (e.g., use cubbies or ensure adequate spacing between hooks). Launder coats at least monthly—or sooner, if they are visibly soiled, have been sneezed/coughed on, etc. Place lab coats in a marked plastic bags for such purposes before submitting for laundering. If it is not feasible to have more than one lab coat to accommodate laundering needs, consider using disposable lab coats.
- 5. Avoid sharing PPE.
 - a. If you must share PPE, follow the guidelines to disinfect shared PPE.⁴
 - b. Clean and disinfect³ personally assigned PPE after use and then store in a clean and sanitary location.
- 6. Wear nitrile gloves if you touch/work with commonly shared items, such as: equipment, tools, phone, workstations, pipette, keyboards, etc.
 - a. Keep gloves on to clean and disinfect³ these items, then remove the gloves, dispose of them in the regular trash, and wash hands.
 - b. If a tool is left out, assume it has not been cleaned and disinfected. Clean and disinfect³ before using.
- 7. Other approved controls: (Add to Summary Section as needed)

When Close Contact CANNOT be avoided (less than 6 feet for more than approximately 10 minutes (cumulative total per day), other than “incidental” contact, such as passing in a hallway), then implement the following additional controls. Check all that apply. ESH COORDINATOR MUST APPROVE

- 1. Install a barrier (e.g., partition barrier, plastic shield, cubicle divider, tent, or plexiglass sheeting) to stop the path of respiratory droplets potentially generated when a worker sneezes or coughs.
NOTE: If an approved barrier is installed, face shield or face covering is not needed.
- 2. Wear a face shield to act as a temporary barrier
- 3. Other approved controls: (Add to Summary Section as needed)

Signatures:

Person completing the review: _____
Print name Sign name Date

ESH Coordinator (if required): _____
Print name Sign name Date

Use the following Summary Section to summarize your additional controls, PPE and supplies needed to perform the task evaluated, and/or the number of workers performing the task, if needed. Attach separate sheet if needed.

1. SARS-CoV-2 is the name of the virus that causes COVID-19. The virus is currently thought to spread between people who are in close contact with one another (within about 6 feet for at least 10 minutes) via respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the main way the virus spreads. Sources: CDC, [How Coronavirus Spreads](#), [Public Health Recommendations for Community-Related Exposure](#).

2. Hand sanitizers are typically 62–71% ethanol but may be up to 80% ethanol or 75% isopropanol if they state that they are following the [World Health Organization handrub formulations](#) for hand sanitizer.

3. Clean visible soiling first and then disinfect with an [EPA-registered antimicrobial agent approved for use against COVID-19 and follow the labeling instructions](#). Immediately dispose of wipes in the regular trash. Alternatively, use a disinfectant with 0.1% sodium hypochlorite or 62–71% ethanol.

4. There has always been a need for some level of cleaning and/or disinfecting PPE shared between employees and visitors as a matter of good personal hygiene and to prevent the transfer of infectious agents. The best way to prevent the spread of infectious agents transferred onto PPE from the wearer is to not share PPE. If this is not feasible, use this [flow chart](#) to determine how and when to have shared PPE cleaned and/or disinfected with an EPA-registered antimicrobial agent approved for use against COVID-19 and other infectious microbial agents. The focus of the guidance is on PPE worn about the head and hands and the greater need to disinfect this type of PPE, because it is more likely to have contact with and transfer infectious microbial agents. Here is a list of [EPA-registered antimicrobial agents approved for use against COVID-19](#).