

MEMORANDUM

Date: May 13, 2020
To: SoCalREN Staff and Sub Consultants
From: Los Angeles County on behalf of SoCalREN
RE: SoCalREN COVID-19 On-Site Safety Guidelines

In an effort to prioritize both safety and public agency project goals, the Southern California Regional Energy Network Public Agency Programs (SoCalREN) now requires SoCalREN contractors and subcontractors to acknowledge the following COVID-19 On-Site Safety Guidelines prior to conducting SoCalREN related in-person activities. The guidelines include applicable best practices and protocols for COVID-19 as recommended by the Center for Disease Control. For additional information regarding COVID-19 please refer to <https://www.cdc.gov/coronavirus/2019-ncov/index.html>.

Key Requirements

1. Any individual scheduled to attend a SoCalREN related in-person activity who is feeling sick should stay home.
2. Staff that are sick should stay home at least 3 days (72 hours) after recovery, which means their fever has resolved without the use of fever-reducing medications and there is improvement in their respiratory symptoms (e.g., cough, shortness of breath), AND at least 7 days have passed since symptoms first appeared.
3. Inform your SoCalREN Program Manager if you have a sick family member at home with COVID-19 or have been in contact with someone outside of work with suspected COVID-19. Workers who have been exposed should remain at home in quarantine for 14 days from their last contact with the ill individual.
4. Do not shake hands with others upon arrival or departure at an on-site activity.
5. Preclude gatherings of any size. Any time two or more people must meet, ensure a minimum 6- foot separation.
6. Ensure that individuals maintain a distance of at least 6 feet apart unless specific work assignments or areas being inspected/audited require less distancing; in situations where 6 feet distance cannot be maintained, strategies should be implemented to allow for maximum distancing and personal protection.
7. When meeting in-person or on-site you should, at minimum, wear a protective face covering whenever interacting with others.

8. Personal Protective Equipment (PPE) such as gloves, goggles, face shields, and protective face coverings should be worn as appropriate for the activity being performed.
9. SoCalREN will provide Personal Protective Equipment (PPE) on request.
10. Where possible, tape-off “choke points” and “high-risk areas” as to reduce the amount of interaction with individuals non-essential to the on-site activity. Or make sure to identify when you are in “choke points” and “high-risk areas” where individuals are forced to stand together or pass each other, such as hallways, elevators, and break areas; maintain social distancing in those areas.
11. Avoid using other individuals’ phones, desks, offices, work tools and equipment. If any equipment must be shared, be sure that it is cleaned and disinfected before and after use.
12. Cover your coughs and sneezes with a tissue, and then dispose of the tissue and clean your hands immediately. If you do not have a tissue, use your elbow (do not use your hands).
13. When an on-site activity is complete, you should wash your hands with soap and water for at least 20 seconds, or use an alcohol-based sanitizer that contains at least 60% alcohol.

Personal prevention actions include:

- Stay home when you are sick. Stay home for at least 3 days (72 hours) after recovery, which means your fever has resolved without the use of fever-reducing medications and there is improvement in your respiratory symptoms (e.g., cough, shortness of breath), AND at least 7 days have passed since your symptoms first appeared.
- Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use alcohol-based hand sanitizer that contains at least 60% alcohol. Wash your hands before meals, after using the restroom and after coughing and sneezing.
- Do not touch your mouth, eyes, nose with unwashed hands
- Avoid contact with people who are sick or are displaying COVID-19 symptoms.
- Bring your own food and drinks from home in order to avoid busy or congested food trucks. Do not share food or drinks.
- Drive to worksites or parking areas by yourself—no passengers or carpooling unless they are individuals who live in your home.
- Avoid sharing items such as phones or tools. If tools have to be shared be sure to wipe them down with a disinfectant wipe before and after sharing.
- Constantly observe your work distances in relation to other staff. Maintain the recommended minimum 6 feet separation from one another at all times unless specific work assignments require less distancing, and wear a protective face covering when working with others
- Disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, machines, shared tools, elevator control buttons, and doorknobs.