



APPENDIX A: COVID-19 WORKPLACE PLAN

Business Name and Location: Milwaukee-Jones Island and South Shore

Project Manager Signature:

Scott Royer

Date:

May 18, 2020

Approved by EHS:

Shane A Calvert

Shane A Calvert (May 22, 2020 09:21 EDT)

This Workplace Plan describes the measures implemented to help prevent the spread of COVID-19, and to maintain a safe and healthful work environment and protect employee health. The Workplace Plan is intended to outline the site-specific steps each Veolia site shall take to implement COVID-19 spread prevention practices.

This plan will be reviewed and updated as necessary based on current health conditions. Any questions regarding this plan should be directed to the site COVID-19 Workplace Plan Coordinator, Mchelle Helm.

Site Organization and Engineering Controls:

- ☒ A site map has been prepared to show approved entry points for Employees / contractors/ visitors. A copy has been included in the site Emergency/Contingency Plan as appropriate. (Attach to this document).
- ☒ Workspaces have been re-organized to promote social distancing:
 - The physical distance of at least 6 feet (2 meters)
 - Barriers and/or shielding between workspaces as appropriate
 - For customer interaction operations (e.g., Billing office), describe what measures are in place to protect Veolia workers:

See attachment A

- ☒ HVAC systems have been evaluated and modified in accordance with ASHRAE guidance. Explain modifications made (e.g., replaced with higher efficiency filter):

We are evaluating which units will accept MERV 13 filters. Many of the units for office areas such as JI Ops Building, SS Upper and Lower Admin Buildings are obsolete and won't allow adjustment of outside air

We intend to purchase portable air cleaners with hepa filters for control rooms and offices without the ability to adjust outside air.

- ☒ Procedures for deliveries evaluated (e.g., sanitizing of packages)
- ☒ Periodically perform site inspections to verify the plan has been effectively implemented

Communication Plan:

- ☒ Employees provided access to the COVID-19 Workplace Policy and site Workplace Plan
- ☒ Visitors and contractors are made aware of written site procedures to be followed, whether by signage or written documentation
- ☒ Signed acknowledgement from contractor/visitor that they understand Covid-19 site practices and work rules. If yes, describe how this is done:

See attachment B

- ☒ Sites using pre-entry video briefings for contractors/visitors shall edit video materials accordingly
- ☒ Employees who may be at higher risk for severe illness and that may require accommodations have been made aware that they can raise this to their manager/HR

Signage:

- ☒ Post signage at facility entrances and common areas in buildings, including:
- ☒ Prohibiting symptomatic employees, contractors and visitors from entering
- ☒ Requirement to maintain social distancing while on site
- ☒ Need to follow good hygiene practices
- ☒ Rules to follow in common areas (open space, meeting rooms, lunch room)
- ☒ Mandatory use of a face covering while in common areas
- ☒ Other communications: See attachment C

Awareness and Training:

- ☒ Site has and will continue to make available COVID-19 education and training materials regarding:
- COVID-19 symptoms and exposure risks
 - Daily self-monitoring
 - Hygienic measures
 - Use of face-coverings
 - Social distancing
 - PPE
 - Contractor and visitor policy

Conformance with Local Government Restrictions:

- ☒ Describe any local, state or provincial social distancing or hygiene requirements that are more stringent than Veolia policy:
- None at this time
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Arrival and Pre-work Procedures:

- ☒ Employees, contractors and visitors complete daily COVID-19 symptom self-monitoring form. Describe how forms are being collected and verified:
- See attachment D
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- ☒ Contractors and visitors have body temperature screenings performed
- What style thermometer is being used: ihealth and Forehead thermometer Model: FC-IR200
 - Does the thermometer require calibration: No-a QC Pass is indicated on the box
If so, verify it was completed (when/who): _____
 - Who is screening visitors and how is information being recorded: Our contracted security company will provide screening.
The information is being captured via a google form in a database available to review.
We do not screen client employees.
- ☒ Personnel administering temperature screenings have been properly trained and equipped to perform this task:
Y/N: Yes When: 03.24.20
- ☒ Work schedules arranged to reduce congregations of employees at workplace entries
- ☒ Visitor restrictions in place (e.g. stoppage of site tours)
- ☒ Project work site is following host client screening and access procedures (specify or attach):
Project work site is adhering to the current Covid-19 Work Safety Plan
- ☒ Describe other arrival procedures:
All visitors and contractors are tracked via our sign-in process including the screening.
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Case and Exposure Incident Management:

- ☒ Procedure in place to remove personnel from work for those having had direct COVID-19 exposures or exhibiting symptoms in accordance with CDC and local public health guidance.

Sanitation and Hygiene Measures:

- ☒ Non-contact/infrared thermometers available for screening
- ☒ PPE available for those conducting screenings
- ☒ Hand sanitizer available to all employees
- ☒ Soap and water are available to all employees, including mobile employees
- ☒ Break rooms, bathrooms, and other common areas disinfected daily
- ☒ Disposable wipes, disinfectants, cleaning supplies available to all employees
- ☒ Face coverings provided to employees (specify type and quantity)
- ☒ Face coverings worn at times when employees working w/in 6' of each other, including in vehicles
- ☒ Employees are instructed to perform daily cleaning of their individual work stations and areas as appropriate and are given cleaning materials to do so

Social Distancing Practices for Offices:

- ☒ Evaluate and reconfigure workplaces as needed to provide for 6' (2 m) social distancing.
- ☒ Evaluate and reconfigure reception areas to maintain social distancing with visitors
- ☒ Limit number of employees in meeting rooms, break rooms, lunch rooms to a maximum of 50% of the capacity.
- ☒ Meeting room use restrictions posted
- ☒ Method to limit office occupancy - flexible work hours, staggered shifts, work remotely (specify):
Staggered shifts and working remotely

- ☒ Limit or restrict use of elevators
- ☒ Other measures: Signs were placed at each control room (No more than 3 people inside control room).

Describe some of the actions taken to increase social distancing: Social distancing will be enforced in the following areas,

Common areas- Jones Island break rooms (Ops and Maint bldg), Ops bldg lobby and outside of Shift Supervisor Office.

South Shore Ops lobby using virtual meetings exclusively; provided cleaning kits in meeting rooms

Social Distancing Practices for Operations:

- ☒ Evaluate and reconfigure workplaces as needed to provide for 6' (2 m) social distancing
- ☒ Evaluate control rooms, maintenance work activities, to provide social distancing
- ☒ Review of customer restrictions for site work during project planning
- ☒ Evaluate procedures for interaction with public to minimize direct contact
- ☒ Evaluate procedures for deliveries to minimize direct contact
- ☒ Review JSAs and work procedures for social distancing considerations
- ☐ Other measures:

Measures To Prevent Unnecessary Contact:

- ☒ Lunchroom procedures for cleanliness
- ☒ Prohibition on buffet-style food, shared condiment containers, and common-use dishware and silverware and other items (e.g., coffee pot)
- ☒ Restrooms/washrooms access and use
- ☒ Evaluate common work area procedures such as mail handling and document printing
- ☒ Other measures: Vending machine and community coffee has been discontinued until further notice.

Describe any other measures the site has undertaken to reduce protect workers and reduce transmission of Covid 19:

Contractor access to common areas and restrooms has been restricted. Porta johns have been made available at Jones Island and South Shore. Hand washing stations are located near the porta johns. Hand sanitizing stations are available at time clocks and at highly trafficked buildings.

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- Signage has been placed at all elevators (no more than 2 people in a freight elevator and no more than 1 person in a passenger elevator. All contractors and visitors are required to wear a mask if they cannot socially distance. Employees have been equipped with masks to prevent the spread of COVID-19
- Prior to the video, each contractor will be required to review and sign acknowledging they received them. The site coordinator will keep track of each contractor who has acknowledged they received the rules.
- Signage has been placed on all elevators (1 person in passenger elevator, no more than 2 people in freight elevator). Signage has been placed on all control rooms (no more than 3 people in control room at a time). Additional signage has been placed at entry doors on ways to prevent the spread of COVID-19.
- Employees will complete the COVID-19 Self check via the Veolia app prior to the start of their shift. Supervisor will indicate each employee has completed the self-check via an internal smartsheet.
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