INTRODUCTION

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SARS-CoV-2

Guidelines for Protection in the Office Environment

• Engineering Controls
• Administrative Controls
• Personal Hygiene

Surface Disinfection and PPE
• Employer Obligations
  • Employers must provide employees with a safe and healthy workplace
  • Must promote/enforce the health and safety policies that are in place
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• Employee Obligations
  • Requires workers to participate in the development and implementation of the employers Health and Safety Plans
  • Employees have the right to call AKOSH if they feel unsafe
  • Whistleblower
WHAT IS SARS-COV-2?

• Severe Acute Respiratory Distress Syndrome
• Causes Coronavirus Disease 2019 – COVID-19
• Little, if any, Immunity in Humans
TRANSMISSION

PERSON TO PERSON
DROPLETS/AEROSOLS
FOMITES
POSSIBLY FECAL
MATTER
INCUBATION PERIOD

Time of exposure to onset of symptoms

2 to 14 days

Most contagious when symptomatic

• Some spread it during incubation or carrying it asymptomatically
SYMPTOMS

• Most Common
  • Fever
  • Cough
  • Shortness of Breath
  • Sore throat
  • Runny nose
  • Body aches
  • Headache
  • Chills
  • Fatigue
RISK FACTORS FOR SEVERE ILLNESS/DEATH

• Increased Risk
  • Heart Disease
  • Lung Disease
  • Diabetes
  • Suppressed Immune System
  • Elderly

• Lower Risk
  • Children
  • Younger Adults
  • No Underlying Health Conditions
VIRUS SURVIVAL OUTSIDE OF THE BODY

AEROSOLS – 3 HOURS
COPPER SURFACE – 4 HOURS
CARDBOARD – 24 HOURS
HARD PLASTIC OR OTHER METAL SURFACES – 2 TO 3 DAYS
• EPA-Registered Household Disinfectants
  • Comet Disinfecting Bathroom Cleaner
  • Lysol Disinfecting Wipes
  • Clorox Disinfecting Wipes
  • Clorox Multi-surface Cleaner with Bleach

• EPA-Registered Household Disinfectant
  • https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2
PROTECTING WORKERS IN AN OFFICE ENVIRONMENT

• Assess and Define Exposure Risks
  • Lower Exposure Risk (Caution)
    • Sanitizing and use PPE as normally required
  • Medium Exposure Risk
    • Increased Engineering Controls
    • Added Administrative Controls
    • Heightened Personal Protective Equipment
Engineering Controls

- Install physical barriers
  - Clear plastic sneeze guards

Administrative Controls

- Encourage people who are ill to stay home with no consequence
- Establish Teleworking
- Minimize contact between workers and public
- Discontinue non-essential travel
- Offer face masks to ill employees and customers
  - Reusable face shields
SAFE WORK PRACTICES

• Promote Personal Hygiene
  • Avoid touching eyes, nose, mouth
  • Provide tissues
  • No touch trash cans
  • Hand soap
  • Alcohol-based hand rubs (at least 70%)
  • Frequent use of surface disinfectants
• Disposable towels
  • Cleaning and sanitizing work surfaces
  • Hand washing station
HAND HYGIENE

Avoid shaking hands!
Bump-a-fist, Save-a-life
Take-a-bow, Save-a-life
Nod-your-head, Save-a-life

Require Regular Handwashing
Alcohol based hand-sanitizers

Post Handwashing signs in restrooms
HOW DO WE WASH OUR HANDS?

- Wet hands with warm or cold running water
  - Warm is best
- Lather and scrub hands with soap for 20 seconds
  - Hum or sing “Happy Birthday” twice
- Rinse hands with clean running water
- Dry hands with single-use paper towel or air dryer
- Where possible/applicable, after drying hands turn off water with paper towel
WHEN DO WE WASH OUR HANDS

- After blowing nose, coughing, sneezing
- After using the restroom
- After handling customer money/credit cards
- Before eating or preparing food
- Before and after contact with animals/pets
- Before and after caring for another person who needs assistance
- After touching frequently touched/hand contact surfaces
FREQUENT SURFACE DISINFECTION

• Focus on Hand-Contact Surfaces
  • Include, but are not limited to doorknobs, faucet handles, light switches, coffee makers, telephones, toilet handles, locks on doors and equipment, pens, clipboards, etc

• Electronics
  • Follow manufacturer guidelines for cleaning/disinfecting
  • If no guidelines, use alcohol-based wipes or sprays containing at least 70% alcohol
• Use EPA-Registered Household Disinfectants as recommended on the manufacturer labels
  • https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2
• Use Personal Protective Equipment
DONNING PERSONAL PROTECTIVE EQUIPMENT

Sequence
1. Mask or Respirator
2. Goggles or Face shield
3. Gloves
DONNING PERSONAL PROTECTIVE EQUIPMENT

Mask/Respirator

• Secure ties or elastic bands at the middle or back of head and/or neck
• Fit to nose bridge
• Fit snug to face and below chin

Goggles/Face shield

• Place over face and eyes and adjust to fit
DONNING PERSONAL PROTECTIVE EQUIPMENT

Gloves

1. Remove 1 glove from package and inspect
2. Align fingers and thumb to the fit of the glove
3. Insert five fingers into the cuff and pull cuff over wrist
4. Check for secure fit around fingers, palm, and wrist
5. Repeat for other hand
HOW TO DON GLOVES

1. Remove one glove from the package and inspect it to be sure no pinholes or tears are present.

2. If gloves are ambidextrous, they can be worn on either hand. If not, align the glove’s fingers and thumb with the proper hand before donning.

3. Insert five fingers into the cuff and pull the cuff over the wrist.

4. Check for a secure fit around the fingers and palm. The cuff should fit snugly around the wrist.
DOFFING PERSONAL PROTECTIVE EQUIPMENT

- Gloves
- Goggles or Face shield
- Mask or Respirator
- Immediately Wash hands
  - Or use alcohol-based hand sanitizer
DOFFING DISPOSABLE GLOVES

- **Grab**: Grab the outside edge of the glove near the wrist.
- **Peel**: Peel the glove away from the hand, turning it inside out. Hold it in the opposite hand.
- **Slide**: Slide an ungloved finger under the wrist of the remaining glove, being careful not to touch the outside of the glove.
- **Peel**: Peel the remaining glove off from the inside, creating a “bag” of contained gloves. Discard.
HOW TO DOFF GLOVES

1. Grasp the outside edge of the glove near the wrist.

2. Peel the glove away from the hand, turning it inside out. Hold it in the opposite gloved hand.

3. Slide an ungloved finger under the wrist of the remaining glove, being careful not to touch the outside of the glove.

4. Peel the remaining glove off from the inside, creating a “bag” containing both gloves. Discard.
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SARS-CoV-2

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Surface Disinfection and PPE

Please call AKOSH Consultation and Training if you need any assistance:
Anchorage: (907) 269-4955
Toll Free: (800)656-4972
REFERENCES

- OSHA
  - [https://www.osha.gov/Publications/OSHA3990.pdf](https://www.osha.gov/Publications/OSHA3990.pdf)

- EPA
  - [https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2](https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2)

- National Institute of Environmental Health Sciences

- Ansell