

DCNR - Parks and Forestry COVID-19 Safety Guidance

Updated 5/8/20 at 1600

The safety guidance herein is intended to help DCNR Bureaus of Parks and Forestry (BOF) staff and contractors minimize the risk of contracting and spreading infectious diseases while performing certain essential functions. These guidelines supplement, but do not supersede, the guidance and direction of 1) state and local health authorities, 2) the plan to reopen the commonwealth presented by Governor Tom Wolf on April 22, 2020, or 3) the guidance documents *Returning To Work Guide For Supervisors* or *Returning To Work Guide For Employees* from the commonwealth's Office of Administration.

As the commonwealth moves through the phases of the reopening plan, it is important to follow these basic tenets:

Safety First: *Follow all guidance from the Centers for Disease Control and Prevention (CDC) and Department of Health (DOH); use the provided check lists and guidance to ensure compliance with the Secretary of Health's Worker Safety Order.*

Telework First: *All employees that are able to telework should continue to do so unless told otherwise by their agency (all employees reporting to a work site should continue to so do unless told otherwise by their agency).*

Personal Responsibility: *We are all in this together, and everyone plays a role by following the CDC and DOH guidelines for handwashing, social distancing, wearing masks, and staying home if you are sick.*

Many Parks and Forestry functions can be done while maintaining the guidelines recommended in this publication, and we ask that all employees follow the above tenets. Notify your supervisor if you have any questions pertaining to this information, concerns over your safety, or are feeling unwell. Staff exhibiting any symptoms or pursuing medical advice should seek assistance from a healthcare professional.

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DCNR - Parks and Forestry COVID-19 Safety Guidance

Updated 5/8/20 at 1600

DOCUMENT CONTENTS (with hyperlinks)

[DCNR COVID-19 Safety Fact Sheets](#)

[How Infections Transfer](#)

[When There Is A Case of COVID-19 at the Work Site](#)

- [A. Categories of COVID-19 Cases](#)
- [B. Probable, Presumptive, or Confirmed Cases Shall Not Report to Work](#)
- [C. Close-off, Clean and Disinfect Areas Visited by an Infected Person](#)
- [D. Identify Employees Who Were in Close Contact with the Infected Person](#)
- [E. Implement Health Screenings When the Worksite is Exposed](#)

[COVID-19 Safety Guideline](#)

- [A. Personal Responsibilities and Self-Monitoring](#)
- [B. Social Distancing](#)
- [C. Personal Protective Equipment \(PPE\)](#)
 - [Mask Guidance](#)
 - [Purpose for Wearing a Mask or Face Covering](#)
 - [Face Coverings, Face Shields, and/or Facemasks are to be worn when COPA-N95/KN95 Mask Guidance for BOF Staff](#)
 - [How to Put on a Face Mask](#)
 - [How to Remove a Face Mask](#)
 - [Additional Important Mask Information](#)
- [D. COVID19 Hygiene and Cleaning Best Practices](#)
- [E. Workplace Cleaning and Disinfection](#)
- [F. Workplace/Office Practices](#)
 - [Some suggested practices for building](#)
 - [Practices for employees](#)
- [G. Material Deliveries and Anyone Entering the Workplace](#)
- [H. Post-Exposure Health Screenings](#)
- [I. Addition Information and Support](#)

[Resources](#)

DCNR - Parks and Forestry COVID-19 Safety Guidance

Updated 5/8/20 at 1600

DCNR COVID-19 Safety Fact Sheets

To accompany this overarching COVID-19 Safety Guidance we will produce a series of COVID-19 Safety Fact Sheets. These fact sheets will provide more specific safety guidance for our essential work functions.

How Infections Transfer

Viruses are a part of everyday life and can be found anywhere people are present. Most viruses do not cause us harm, or cause mild, non-life-threatening symptoms. Only a small portion of viruses are known to cause severe symptoms such as the 2019 novel coronavirus that causes the disease COVID-19. This virus can be spread by people that appear sick (symptomatic people) as well as those who do not (i.e., asymptomatic people).

The virus that causes COVID-19 can be spread by:

1. **Direct contact:** Directly touching an infected person.
2. **Indirect contact:** Touching an object or surface contaminated with the virus.
3. **Respiratory droplets:** Coming in contact with airborne particles propelled from an infected person via coughing, sneezing, or speaking.

When There Is A Case of COVID-19 at the Work Site

Work sites exposed to a person with a presumptive, confirmed, or probable case of COVID-19 are required to **i) close-off, clean and disinfect areas** visited by the person, **ii) identify employees** that were in close contact with them, and **iii) implement health screenings** for employees that enter the work site.

A. Categories of COVID-19 Cases

Probable Case if they have:

- Symptoms (i.e., fever, cough, shortness of breath, chills, repeated shaking, muscle pain, headache, sore throat, new loss of taste or smell) AND Exposure to a high-risk situation

OR

- Positive antibody test AND
i) Symptoms OR ii) Exposure to a high-risk situation.

Presumptive Case if they received a positive test result for the virus (NOT a test for the antibodies) at a local/state level.

Confirmed Case if they received a positive test result for the virus from the Centers for Disease Control and Prevention (CDC).

DCNR - Parks and Forestry COVID-19 Safety Guidance

Updated 5/8/20 at 1600

B. Probable, Presumptive, or Confirmed Cases Shall Not Report to Work

Employees with probable, presumptive or confirmed cases shall be

- Sent home (if at work)
- Told to contact their health care provider
- Provided with a copy of the *Referral to Medical Services Notice – Employees and Return to Work Status Form*
- Advised by their supervisor on the type of leave to use. Refer to the COVID-19 Leave Information website or contact the HR Service Center – FMLA Services at 866-377-2672 or ra-spfabsence@pa.gov

They shall not report back until they have done **ALL** the following

- Met the CDC guidelines for discontinuing (ending) self-isolation
- Submitted their *Return to Work Status Form*
- Spoken to their supervisor about returning to work

CDC guidelines for discontinuing self-isolation depend on whether the employee has been tested to determine if they are contagious:

- **If they do not get tested**, they can return to work after they meet ALL the following:
 - No fever for at least 72 hours without the use of medicine to reduce fevers
 - Respiratory symptoms have improved (e.g., cough, shortness of breath)
 - At least 10 days have passed since your symptoms first appeared.
- **If they do get tested**, they can return to work after they meet ALL the following:
 - No fever (without the use of medicine that reduces fevers)
 - Respiratory symptoms have improved (e.g., cough, shortness of breath)
 - They received TWO negative molecular assay tests in a row, 24 hours apart

C. Close-off, Clean and Disinfect Areas Visited by an Infected Person

- An infected person is anyone with a probable, presumptive, or confirmed case.
- Determine areas where the infected person had been working. Ask the person directly, check their Employee Contact Log (See *DCNR COVID-19 Safety Fact Sheet #11 Employee Logs*), and check any building entry logs.
- Close off the areas used and visited by the infected person.
- Open outside doors and windows, if possible, and use ventilating fans to increase air circulation to those areas.
- Wait 24 hours (or as long as practical) before beginning cleaning and disinfection.
- DGS or contracted cleaning staff shall be responsible for cleaning office areas, restrooms, and common areas.
- Agency staff shall be responsible for cleaning other areas like desk surfaces, electronic equipment, and soft surfaces not cleaned by DGS or the contracted

DCNR - Parks and Forestry COVID-19 Safety Guidance

Updated 5/8/20 at 1600

cleaning staff (See *DCNR COVID-19 Safety Fact Sheet #3 Cleaning and Disinfecting*).

- Clean and disinfect vehicles (See *DCNR COVID-19 Safety Fact Sheet #7 Vehicle Cleaning*) or common equipment used by the infected person.
- **If more than 7 days** since the infected person visited or used the facility, additional cleaning and disinfection is not necessary.
- Continue routine cleaning and disinfection of the work site.

D. Identify Employees Who Were in Close Contact with the Infected Person

- Identify employees that were in close contact (within about 6 feet for about 10 minutes) with the infected person from the period of 48 hours before symptom onset, to the time at which the infected person last left the work site.
- Check logs of employees who were likely to interact with the infected employee.
- Check building logs to see if anyone was in the building after the infected person.
- Let the employees in close contact know: “Someone in our workplace has a probable or confirmed case of COVID-19, and they have identified you as a close contact according to the CDC definition and you are considered exposed.” Do not disclose the employee’s identity to maintain confidentiality.
- Inform the employees in close contact they should quarantine at home for 14 days and contact their health care provider immediately.
- Provide employees in close contact with a copy of the Referral to Medical Services Notice – Employees and Return to Work Status Form.
- If they become sick during the work day, send them home immediately and follow procedures as if they are a probable case of COVID-19 (see above).

E. Implement Health Screenings When the Worksite is Exposed

- Implement screenings when it is first learned the work site has been exposed to person with a probable, presumptive, or confirmed case of COVID-19
- Implement screening before an employee enters the building, prior to the start of each shift or before the employee starts work.
- Individuals that do not pass the health screening may not enter the worksite.
- If an employee is sent home, consult with supervisors on appropriate use of leave.
- Ensure employees practice social distancing while waiting to be screened.
- Screenings should be conducted for at least 14 days after an exposure.
- For more details, see [section H. Post-Exposure Health Screenings](#)

Note: *Having not passed a health screening does not equate to a probable or confirmed COVID-19 diagnosis. Management should not follow the Worksite Exposure protocol outlined above unless: 1. The individual receives a diagnosis of COVID-19, or 2. The individual is a probable case of COVID-19 (i.e., fever, cough, shortness of breath, sore throat, headache, muscle pain, or new loss of taste or smell) and exposure to a high-risk situation (e.g., sharing a household with a COVID-19 diagnosed person), or if the person has a positive antibody test and either symptoms or high-risk exposure.*

DCNR - Parks and Forestry COVID-19 Safety Guidance

Updated 5/8/20 at 1600

COVID-19 Safety Guideline

As the Commonwealth responds to the unprecedented disruptions being caused by the COVID-19 outbreak, the following information represents the guidance for employees performing essential work. DCNR's first priority is the health and safety of its employees and taking personal responsibility for one's health and actions are keys to minimizing the chances of developing COVID-19.

A. Personal Responsibilities and Self-Monitoring

- **Personnel should IMMEDIATELY seek medical attention if they develop *emergency warning signs**** for COVID-19. These include:
 - Trouble breathing; Persistent pain or pressure in the chest; New onset confusion or inability to arouse; Bluish lips or face.

**List is not all inclusive. Consult your medical provider for other severe or concerning symptoms.*
- **Personnel should NOT report to work if they experience:** fever, cough, shortness of breath, chills, new loss of taste or smell, repeated shaking, muscle pain, headache, or sore throat or if they have a positive antibody test and the aforementioned symptoms and/or high-risk exposure. These conditions indicate a probable case of COVID-19, so they should consult with a medical provider for advice, then consult their supervisor for appropriate use of leave.
- **Personnel should inform their supervisor if** they feel that they are in a high-risk exposure situation, they have underlying conditions that magnify the effects COVID-19 (vulnerable immune systems, diabetes, heart or lung conditions, etc.), OR they experience: fever, cough, shortness of breath, chills, new loss of taste or smell, repeated shaking, muscle pain, headache, or sore throat.
- **Self-health monitoring:** employees should monitor their own health. For example, if personnel have a fever above 100.4 Fahrenheit, they should consult with their healthcare provider as soon as possible and contact their supervisor for additional guidance.
- **After work,** employees should avoid contact with family members at home until they take the following precautions:
 - Take off duty clothes and launder them as soon as possible. Handle, transport, and wash them in a way that limits exposure to skin, eyes, environment, and other clean clothes (e.g., avoid shaking).
 - Take a shower or wash exposed skin with soap and water as soon as possible.

B. Social Distancing

- Social distancing is the practice of increasing the space between individuals and decreasing the frequency of contact to reduce the risk of spreading a disease. It is ideal to maintain at least 6 feet between all individuals, even those who are asymptomatic (i.e. not showing symptoms). Whether it is with the public or co-workers, it is recommended that everyone maintain distancing of 6 feet or more

DCNR - Parks and Forestry COVID-19 Safety Guidance

Updated 5/8/20 at 1600

from others unless there is an emergency and there is no other choice.

- The Centers for Disease Control (CDC) recommends avoiding gatherings of more than 10 people. Bureau of State Parks and Bureau of Forestry guidance is that no gatherings of multiple people should take place unless there is an emergency with no other option, or personnel are required to perform an essential job function that can't be safely completed by one person. Cases like these should be approved by a supervisor and infrequent.
- Staff should avoid close interaction with other staff as much as possible.
- Staff should not take breaks together and should not eat lunch together.
- Staff should not utilize common break areas, even if alone in the facility. Eat lunch outside if possible, or at your work station/in your vehicle. No one should share a picnic table. Staff should not face one another when eating.
- When riding in work vehicles, practice social distancing by having no more than one person per vehicle. Only in emergency situations or when a manager deems necessary, may multiple people be in the same vehicle.. If there are two people in a vehicle the interior air circulator should be turned off and all occupants must wear a face covering, mask or shield.
- Avoid using other employees' phones, desks, offices, work tools, and equipment that have not been properly cleaned and disinfected.
- Consider rearrangement or reassignment of office locations to keep practicing social distancing.
- Stagger employee start and end times, as well as break times.
Recommended examples include:
 - Have employees enter and exit through designated areas.
 - Schedule group start times so they do not overlap (e.g, Group 1 – 7:00 to 7:15; Group 2 – 7:30 to 7:45; Group 3 – 8:00 to 8:15)
 - End of shift times to release the employees in the order they arrived.
- Avoid physical contact such as hand-shaking, fist bumps and other contact greetings.
- Personnel should avoid going into any building even storage sheds unless it's deemed absolutely necessary. If certain staff must enter a building, stagger their entry into buildings. Management should limit the number of individuals permitted to be in a building at one time. A building entry schedule is one way to limit unnecessary entry, upon entry and exit, staff shall disinfect all surfaces they come into contact with. The majority of work should be done from an outdoor space or vehicle. Please see **Workplace/Office Practices**

DCNR - Parks and Forestry COVID-19 Safety Guidance

Updated 5/8/20 at 1600

for more specific building entry guidance.

- Ensure electronic devices are charged every night and have a car charger available for each device. Do not lay devices directly on frequently touched surfaces and clean your devices regularly.
- The documents, *Returning to Work Guide for Employees* and *Returning to Work Guide for Supervisors* by the Commonwealth of Pennsylvania Office of Administration offer practical recommendations for social distancing:
 - Through telework
 - At shift changes
 - When moving between floors
 - In meetings
 - At your workstation
 - During restroom breaks
 - When working with the public

C. Personal Protective Equipment (PPE)

- One of the first steps to prevent an infectious disease from occurring is to encourage the prevention of illnesses by using common-sense practices and personal protective equipment (PPE) by all personnel every day.
- Use Personal Protection Equipment (PPE) properly:
 - Do not share PPE.
 - Put on and remove PPE according to recommended instructions to avoid contamination.
 - Sanitize reusable PPE per manufacturer's recommendation prior to each use.
 - Throw away disposable PPE after its recommended number of uses.
- PPE and Other Supplies to consider using:
 - Disposable gloves
 - Hand soap
 - Hand sanitizer
 - Sanitizing solution
 - Paper towels
 - Sanitizing wipes
 - Trash bags
 - Face Coverings
 - Safety Goggles
 - Face Shields
- Utilize PPE in accordance with manufacturer's and CDC recommendations.
- Some PPE, such as N95/KN95 masks, can be re-used if properly stored.

DCNR - Parks and Forestry COVID-19 Safety Guidance

Updated 5/8/20 at 1600

- PPE worn for a prolonged time period can become contaminated and should be discarded or disinfected, if possible.
- PPE is not a replacement for prevention behavior.
- Track PPE inventory daily. Contact district safety coordinator or Recreation section when PPE inventory will be forecasted to run low.

Mask Guidance

On **April 3**, Governor Wolf recommended that all Pennsylvanians wear a mask if they must leave their homes. Members of the general public do not need medical masks; medical masks are needed for health care workers and first responders. Instead, the public are encouraged to wear a face covering (homemade fabric cloth masks or paper masks). Face coverings limit the spread of infectious droplets in the air by containing coughs and sneezes. When a homemade mask can't be acquired, a scarf or bandana can be utilized. By implementing community use of these face coverings, everyone will have a higher degree of protection from this virus.

On **April 19th**, the Pennsylvania Department of Health ordered:

A business that is authorized to maintain in-person operations, other than health care providers, pursuant to the Orders that the Governor and issued on March 19, 2020, as subsequently amended, shall implement, as applicable, the following social distancing, mitigation, and cleaning protocols:

10) provide masks for employees to wear during their time at the business and make it a mandatory requirement to wear masks while on the work site, except to the extent an employee is using break time to eat or drink, in accordance with the guidance from the Department of Health and the CDC. Employers may approve masks obtained or made by employees in accordance with Department of Health guidance

Purpose for Wearing a Mask or Face Covering

Wearing a mask or face covering helps prevent those who may be infectious but are only mildly symptomatic or not symptomatic from spreading the virus to others in the community. Everyone should remember the phrase: "My mask protects you, your mask protects me." By increasing the overall number of people who are containing their coughs, sneezes, and other droplets, it will help us control the overall spread of the virus. Supervisors can require an employee to remove an inappropriate mask and direct them to use an alternative mask.

DCNR - Parks and Forestry COVID-19 Safety Guidance

Updated 5/8/20 at 1600

Face Coverings, Face Shields, and/or Facemasks are to be worn when*:

- Reporting to, and entering, a work site or job site.
- When working near or around the public (i.e. safety or fire patrols), even while practicing social distance.
- When it is necessary to work with others. Some tasks, such as operating a chainsaw or being on a fire line in active suppression, require employees to work in tandem or more to alleviate the risk of and response to personal injury in performing the task.
- Employees should talk to their supervisor if a mask, covering, or shield would significantly impair their vision, compromise job safety, or compromise their physical or mental well-being.

** Employees are not required to wear a mask, covering, or shield when they are alone in a vehicle or work in a closed personal office space (i.e., walls and a closed door)*

COPA-N95/KN95 Mask Guidance for BOF Staff

- Rangers:
 - Rangers should only use the N-95/KN95 mask if it is apparent, they will be engaging the public directly; avoid this situation by using the loudspeaker on vehicles as much as possible.
 - Any mask used during the shift should be placed in a paper bag labeled with the following: **Name; Date used; Approx. hours in use.** Staple the bag shut.
 - Masks should be stored in a secure location.
 - Rangers should use a new mask every day until their supply of masks are exhausted. At that point, they should begin to re-use masks, starting with those that offer the greatest period of time between the last use.
 - Use the guidance regarding retaining and storing “2nd use” masks – use the same bag, add the 2nd **Date used, Approx. hours in use**, etc.
 - Masks should only be reused 5 times unless the manufacturer recommends more times and a mask needs to be checked for leaks.
 - Unless damaged, soiled or not functioning correctly (poor seal, etc.) N95/KN95 masks should NOT be thrown away.
- EMTs:
 - EMT's should use N95/KN95 mask every time first aid is applied to someone. In these rare cases the N95/KN95 mask worn should be placed in a paper bag labeled with the following: **Name; Date used; Approx. hours in use.** Staple the bag shut.
 - Masks should be stored in a secure location.
 - A used mask should not be used again for a minimum of 9 Days
- Other Staff:
 - N95/KN95 masks can be worn if staff will be engaging with the public directly and cannot practice social distancing, or anyone working in an emergency medical, law enforcement situation, or performing other duties than cannot be safely done while using a basic face covering.

DCNR - Parks and Forestry COVID-19 Safety Guidance

Updated 5/8/20 at 1600

How to Put on a Face Mask

1. Clean your hands with soap and water or hand sanitizer.
2. Remove a mask from the box and make sure there are no obvious tears or holes in either side of the mask. Throw the mask away if there are.
3. Determine which side of the mask is the top. The top side has a stiff bendable edge that is meant to mold to the shape of your nose.
4. Determine which side of the mask is the front. The colored side of the mask is usually the front and should face away from you, while the white side touches your face.
5. Follow the instructions below for the type of mask you are using.
 - **Mask with Ear loops:** Hold the mask by the ear loops. Place a loop around each ear.
 - **Mask with Ties:** Bring the mask to your nose level and place the ties over the crown of your head and secure with a bow.
 - **Mask with Bands:** Hold the mask in your hand with the nosepiece or top of the mask at fingertips, allowing the headbands to hang freely below hands. Bring the mask to your nose level and pull the top strap over your head so that it rests over the crown of your head. Pull the bottom strap over your head so that it rests at the nape of your neck.
6. Mold or pinch the stiff edge to the shape of your nose.
 - If using a face mask with ties: Then take the bottom ties, one in each hand, and secure with a bow at the nape of your neck.
7. Pull the bottom of the mask over your mouth and chin.

How to Remove a Face Mask

1. Clean your hands with soap and water or hand sanitizer before touching the mask. Avoid touching the front of the mask which could be contaminated. Only touch the ear loops/ties/band.
2. Follow the instructions below for the type of mask you are using.
 - **Mask with Ear loops:** Hold both ear loops and gently lift and remove the mask.
 - **Mask with Ties:** Untie the bottom bow first then untie the top bow and pull the mask away from you as the ties are loosened.
 - **Mask with Bands:** Lift the bottom strap over your head first then pull the top strap over your head.
3. Throw the mask in the trash, or bag if reusing. Clean your hands with soap and water or hand sanitizer.

Additional Important Mask Information

- Making a homemade mask and cleaning a mask can be found at:
Returning to Work Guide for Employees and Returning to Work Guide for Supervisors by the Commonwealth of Pennsylvania Office of Administration
- Mask use and care can be found at:
<https://www.cdc.gov/coronavirus/2019-ncov/hcp/ppe->

DCNR - Parks and Forestry COVID-19 Safety Guidance

Updated 5/8/20 at 1600

[strategy/decontamination-reuse-respirators.html](https://www.3m.com/3M/en_US/safety-centers-of-expertise-us/respiratory-protection/fit-testing/strategy/decontamination-reuse-respirators.html)

- N95 masks fit testing information found at:
https://www.3m.com/3M/en_US/safety-centers-of-expertise-us/respiratory-protection/fit-testing/
- N95 facial hair guidance can be found at:
<https://www.cdc.gov/niosh/npptl/pdfs/FacialHairWmask11282017-508.pdf>

D. COVID19 Hygiene and Cleaning Best Practices:

- **Perform proper hand hygiene.** When soap and water are available all personnel should wash their hands often for at least 20 seconds, especially after coughing, sneezing, or touching commonly touched surfaces. Staff should avoid touching commonly handled surfaces such as restroom doors, tables, and equipment. It is essential for employees to wash their hands after using the toilet and before eating. If they must touch common surfaces without gloves on, they should wash their hands with soap before and after touching the surface. If soap and water are not available, alcohol-based hand sanitizers with at least 60% ethanol or 70% isopropanol (isopropyl alcohol) should be used.
- **Cover your mouth and nose with a tissue or your elbow when coughing or sneezing.** This may prevent those around you from getting sick. The Centers for Disease Control and Prevention (CDC) recommends the routine use of face covers and barrier masks in the community. Most often, the spread of germs from person-to-person happens among close contacts (within 6 feet).
- **Avoid touching your face.** Covid-19 is commonly spread when a person touches something that is contaminated with the virus and then touches their eyes, nose, or mouth.
- **Wash or disinfect hands upon arrival at the worksite, and prior to leaving it.** All employees should clean their hands often with an alcohol-based hand sanitizer that contains at least 60% ethanol, or 70% isopropanol. Should hands become visibly dirty, it is then recommended to use soap and water for a minimum of 20 seconds. PA Department of Health recommends employees wash hands at least every hour.
- **Use proper disinfecting methods between staff if work/office tools are shared.** Clean with EPA recommended cleaners and disinfectants (see those sections below).

DCNR - Parks and Forestry COVID-19 Safety Guidance

Updated 5/8/20 at 1600

- **Utilize disposable gloves where appropriate.** Gloves should only be provided to employees who require them to perform certain job functions, such as handling mail, custodial work, certain trades, and grounds keeping. Gloves are not recommended for general protective because:
 - Touching your face with contaminated gloves poses a significant risk of infection.
 - Gloves often create a false sense of security and people are more likely to touch contaminated surfaces because they feel protected from the virus.
 - When wearing gloves, people are less inclined to wash their hands.
 - If contaminated gloves are not removed properly, employees are exposed to greater risk. Instruct workers to wash hands before putting on the gloves and after removing the gloves.
- **Disinfect reusable supplies.** Clean with EPA recommended cleaners and disinfectants (see those sections below).
- **Do not drink directly from water fountains.** Instead, use personal water containers and do not share with others.
- **Identify specific locations and practices for daily trash** such as: paper, hand towels, food containers, etc. Instruct workers responsible for trash removal in proper PPE/hand washing practices.
- **Utilize disposable hand towels** and dispose in no-touch trash receptacles.
- **Avoid stops** at public places (i.e. convenience stores, take out, fueling stations) during work shift.

E. Workplace Cleaning and Disinfection

- **Cleaning vs Disinfecting:** Cleaning is the process of removing foreign material (dirt, grease, etc.) sticking to surfaces. Disinfecting works by using chemicals to kill pathogens (bacteria, fungi, viruses, etc.) that remain on surfaces. If surfaces are not adequately cleaned, then disinfectants are less effective at killing pathogens. ***So.....Clean thoroughly, then kill with disinfectants!***
- **Cleaning and disinfecting the environment appropriately.** Districts should implement policies and procedures where frequently touched surfaces in the workplace are routinely cleaned and disinfected. Policies should include that:
 - Employees should disinfect their workspace multiple times a day.
 - Shared workspaces and communal areas should be cleaned twice per shift as the minimum.
 - Doors, doorknobs, chairs, tools, countertops, and other high touch surfaces should be cleaned at least once per shift; hourly if the workplace serves the public.

DCNR - Parks and Forestry COVID-19 Safety Guidance

Updated 5/8/20 at 1600

- **Wear Proper PPE** while disinfecting and follow the safety recommendations provided in the Commonwealth of Pennsylvania Office of Administration worksheet titled *COVID-19 Sanitation and Chemical Exposure Safety*
- **List of possible hot spots for indirect virus transmission** to be cleaned and disinfected frequently:
 - Handles on doors, toilets, faucets, microwaves, refrigerators, etc.
 - Gates
 - Landline and cell phones
 - Breakroom tables
 - Light switches
 - Hand railings
 - Chairs and desks
 - Filing cabinets
 - Radios
- **Below is a list of a few common cleaners and disinfectants** that meet EPA's criteria for use against COVID-19. Reference SDS sheets and utilize appropriate PPE when mixing chemicals:
 - Clorox Multi Surface Cleaner + Bleach®
 - Clorox Disinfecting Wipes®
 - Clorox Commercial Solutions® and Disinfecting Spray
 - Lysol Brand Heavy-Duty Cleaner Disinfectant Concentrate®
 - Lysol Disinfectant Max Cover Mist®
 - Lysol Brand Clean & Fresh Multi-Surface Cleaner®
 - Purell Professional Surface Disinfectant Wipes®
 - Sani-Prime Germicidal Spray®
- **If disinfecting wipes are not available, a 1000 parts-per-million (PPM) bleach water mixture can be sprayed and wiped down to clean all flat surfaces.** The CDC recommends preparing a bleach solution by mixing (use appropriate PPE):
 - 5 tablespoons (1/3rd cup) bleach per gallon of water or
 - 4 teaspoons bleach per quart of water
 - 1 cup bleach per 3 gallons of water
 - Bleach dilution calculators are available online to ensure that solutions are prepared with effective concentrations
<https://www.publichealthontario.ca/en/health-topics/environmental-occupational-health/water-quality/chlorine-dilution-calculator>
- **When you mix bleach solutions:**
 - Thoroughly rinse containers before mixing the solution because bleach can make dangerous fumes with other chemicals, especially ammonia-based products

DCNR - Parks and Forestry COVID-19 Safety Guidance

Updated 5/8/20 at 1600

- Do not mix the bleach solution in an enclosed or unventilated space
- Label the bottle of bleach with an "Opened date:"
- Label containers for bleach water mixtures with a "Prepared date:"
- **Bleach solutions lose their effectiveness over time, so:**
 - Dispose of diluted bleach solutions after 7 days
 - Dispose of opened bleach bottles after 1 month

EPA recommended disinfectants

The EPA maintains an up to date list of recommended disinfectants used for coronavirus prevention. The entire list is very large and rapidly evolving. Some disinfectants work better than others. Please consult the list at <https://www.epa.gov/newsreleases/epa-expands-covid-19-disinfectant-list>

Disinfecting Procedures for Common Items

Surface/ Object	Procedure	Special Consideration	Recommended Frequency	Cleaner Type
Horizontal Surfaces	Clean surfaces touched by hands at least daily Clean when soiled	Use soap and water or a detergent/ disinfectant depending on the nature of the surface and the type and degree of contamination	At least twice a day and when known to be contaminated.	Surface Disinfectant Spray or Hard Surface wipes
Wall, Blinds, Curtains	Should be cleaned regularly with a detergent especially when visibly soiled.		Clean when visibly soiled.	Surface Disinfectant Spray
Floors	Thorough regular cleaning Clean when soiled	Use double bucket mopping method (e.g. one bucket clean and one to rinse)	Clean daily	Hot Water with 50:1 Bleach mixture
Carpets	Should be vacuumed regularly and shampooed as necessary		Vacuum daily	Regular filtered vacuum sweeper
Tools	Should be regularly cleaned, disinfected with low level disinfectant, thoroughly rinsed and dried	Consider implementation of limited tool sharing.	Clean after every use	Surface Disinfectant Spray or Hard Surface wipes

DCNR - Parks and Forestry COVID-19 Safety Guidance

Updated 5/8/20 at 1600

Toilets	Thorough regular cleaning Clean when soiled	Special cleaning procedures are not necessary.	Clean daily	Surface Disinfectant Spray
Vehicles / Equipment (Fact Sheet will be distributed)	Clean after each use of a vehicle. Concentrate on steering wheel, hand brake, gear shift lever, door handles etc.	Air conditioner/ heater should be turned off during cleaning.	Clean daily or each time someone new uses vehicle	Surface Disinfectant Spray or Hard Surface wipes
Electronic Devices	Thoroughly wipe all surfaces paying particular attention to knobs, buttons, microphones and surfaces that are touched frequently	Consider implementation procedure to limit sharing of radios and other electronic devices.	Clean after each use or between use if passed between employees	Hard Surface wipes

F. Workplace/Office Practices

- **Buildings:** Entry into state forest buildings represents one of the more likely threats of employee-to-employee transmission within current guidance. Building entry should be limited to only those that absolutely need to be within the building; and even in those circumstances for as brief a time as possible. This will limit risk to those who do need to enter facilities as much as possible, conserve scarce cleaning supplies by lessening the need to sanitize surfaces and represent the maximum implementation for work-related social distancing.

Some suggested practices for building:

- **Limit entry to only those necessary:** Rather than allow staff to enter the building to retrieve needed materials, an employee should be designated to gather it, disinfect it, and set it outside the building for other employees to access.
- **Keep a daily roster of who was in the building, for how long and where:** In the event a member of staff does become ill with COVID, understanding what facilities they were in and the timing of when they were in the building will be critical for protecting other employees and their families and maintaining the maximum operational efficiency possible for the work unit.
- **Require all visitors to wear masks or face coverings** while on premises, and provide them one if they lack one. Deny entry to individuals not wearing masks, unless the business is providing medication, medical supplies, or food, in which

DCNR - Parks and Forestry COVID-19 Safety Guidance

Updated 5/8/20 at 1600

case the business must provide alternative methods of pick-up or delivery of such goods; however, individuals who cannot wear a mask due to a medical condition (including children under the age of 2 years per CDC guidance) may enter the premises and are not required to provide documentation of such medical condition.

- **Strive to keep the daily number of those in district buildings as close to zero:** The risk of transmission from employee to employee rises considerably with each person that enters the building.
- **No more than 50% of max occupancy permit:** where feasible, businesses should conduct business with the public by appointment only and to the extent that this is not feasible, businesses must limit occupancy to no greater than 50% of the number stated on the applicable certificate of occupancy at any given time, as necessary to reduce crowding in the business, and must maintain a social distance of 6 feet at check-out and counter lines, and must place signage throughout each site to mandate social distancing for both customers and employees
- **Stagger shifts and lunch times:** Work shift start/end times, and lunch times shall be staggered when possible to prevent staff from entering office or shop facilities at the same time.
- **Signage:** Install COVID-19 Safety signs at building entrance and other high traffic site locations. Also install signs throughout common work areas that remind staff of safety practices during the pandemic. To help maintain employee mindfulness about proper COVID-19 safety precautions, the Department of General Services (DGS) has the following worksite posters:
 - Employee Reminder for Masking
 - Visitor Reminder for Masking
 - Building Closed to Public
 - Building Opened for Limited Access; Visitor Masks Required
 - Secretary Levine's Daily Tips
 - COVID-19 Symptoms
 - Reminder for Employees to Disinfect Personal Items/Surfaces
 - Social Distancing (conference rooms, breakrooms, etc.)
 - Take the Stairs
 - Handwashing
 - Elevator Capacity of 3
- **Public signage:** Because some DCNR facilities are closed to the public, make sure the most up to date information is available outside the building on poster

DCNR - Parks and Forestry COVID-19 Safety Guidance

Updated 5/8/20 at 1600

boards, kiosks, and web-based platforms. Encourage the public to call into the office with specific questions.

- **Clean work areas:** All shared work areas, common areas, restrooms and vehicles shall be cleaned and disinfected, at the very least, between each shift.
- **Eliminate “common touch” administrative tasks:** Consider circumstances where multiple employees are continuing to use the same area and make it a priority eliminate them. For instance, a common act in districts is to fill out the fuel sheet when filling the vehicle at the district pumps. This could be eliminated by having the employee record the necessary information on a separate sheet, keep it with them and report it to an assigned individual who would compile the daily and weekly reports.
- **Provide disinfection supply stations:** Provide PPE and disinfection supplies at strategic locations where personnel are more likely to transmit the virus through indirect contact, i.e. district gas pumps, employee entrances to buildings, near landline phones, restrooms, etc. Ensure there is adequate inventory of PPE available for employee use for the duration the mitigation measures are in effect.

Practices for employees:

- **Double up when necessary for safety:** Some tasks, such as operating a chainsaw or being on a fire line in active suppression, require employees to work in tandem to alleviate the risk of and response to personal injury in performing the task.
 1. Any non-emergency performance of heightened-risk activities where the safety of the staff or public is not directly involved should be deferred.
 2. Where employees do need to be present in numbers more than one, they should arrive separately, maintain social distance and be very aware of not touching the same surfaces.
 3. As much as possible, do not swap employees in and out as these situations arise; establish “safety buddies” and keep the same two employees together for these purposes.
- **Provide face coverings, shields, or masks for employees who need them:** When at a work site, staff shall wear masks (i.e. face coverings, shields, or masks) that are in accordance to Pennsylvania Department of Health recommendations. If staff do not possess an approved personal/homemade mask, their work station will provide them a mask for use at work.
- **Schedule handwashing breaks:** for employees at least every hour.

DCNR - Parks and Forestry COVID-19 Safety Guidance

Updated 5/8/20 at 1600

- **Cell phone and radio communication:** Field staff should use radio or cell phones whenever possible. Maintaining line communication contact with office and emergency services or supervisor. Standard check-in times with supervisor should be established.
- **Equipment assignments and maintenance:** When possible, staff should be assigned equipment instead of sharing on separate shifts, such as vehicles, heavy equipment, tools, etc.
- **Communicate key CDC recommendations:** Post signage where appropriate, and inform your staff of potential safety talks such as:
 - Recommended Coronavirus Graphics – Department of Health
 - <https://www.health.pa.gov/topics/disease/coronavirus/Pages/Social-Media.aspx>
 - [How to protect yourself](#)
 - [If you are sick](#)
 - [COVID-19 Frequently Asked Questions](#)
 - Place posters that encourage [staying home when sick](#), [cough and sneeze etiquette](#), and [hand hygiene](#) at the entrance to your workplace, lobbies, restrooms and in other workplace areas where employees and the public will likely view.

G. Material Deliveries and Anyone Entering the Workplace

- **Use of online or phone ordering:** Purchase supplies from web-based sites or over the phone instead of face to face in store purchasing when possible.
- **Receiving and distribution of supplies:** Identify drop-off locations for regular deliveries outside when possible. Weather proof drop boxes could be used for smaller items. Create specific instructions for drop-off deliveries. Provide the location and all procedures needed at the drop-off point. Create signage to easily identify drop-off points. List all point of contacts with contact information to assist with questions leading up to delivery and upon arrival. Practice social distancing with delivery drivers
- **Non-DCNR delivery persons should not be permitted into facilities unless absolutely necessary:** In the event they need to, all areas involved should be sanitized promptly”
- **Deliveries should be left in an entry or foyer untouched for 24 hrs:** Deliveries should then be opened with gloves to check contents and packing slips, then left for another 24 hrs. before further processing.

DCNR - Parks and Forestry COVID-19 Safety Guidance

Updated 5/8/20 at 1600

H. Post-Exposure Health Screenings (as written in *Returning To Work Guide for Supervisors* by Commonwealth of Pennsylvania's Office of Administration)

Health screening is to be implemented for all employees and contracted staff (not visitors) entering the worksite upon discovery that the worksite has been exposed to a probable or confirmed case of COVID-19. Health screening is intended to help prevent the spread of COVID-19 and lower the risk of further exposure for the worksite. Health screening is only required after a person with a probable or confirmed case of COVID-19 has been in the worksite. Health screenings should continue for at least 14 days after an exposure. DOH recommends that health screenings continue as a matter of routine for worksites located in areas with high positive case numbers.

General Considerations:

- Worksites should review entrances to determine the most appropriate location(s) to conduct health screenings and inform individuals which entrances to use.
- Health screenings should occur prior to entering the worksite.
- Social distancing is required as individuals wait to be tested and they should be wearing masks.
- Health screening stations should be staffed by supervisors or managers, or other designated staff.
- Staff assigned to screening stations should consult with their HR Office on the disposition of completed screening forms. **Forms and their content are to be kept strictly confidential.**
- For individuals that pass the screening, worksites should consider instituting a day of the week/color dot or wristband, which can be handed to the individual and affixed to their badge or around their wrist. These individuals will then be allowed to enter and re-enter the building for the remainder of that day.
- Individuals that do not pass the health screening may not enter the worksite.
- Individuals should not return to work until they have submitted their **Return to Work Status Form** and spoken with their supervisor about a return to work date.
- Employees who had their health screened at one worksite at the start of their shift are not required to have their health screened again if they travel to another location.
- If health screening does not occur during all hours of operation, supervisors need to maintain awareness of their employees' schedules and inform health screening staff if an employee is arriving at a later time of day so that arrangements can be made for the employee's health to be screened before entering the worksite.
- Health screening stations should be staffed, equipped and ready for operation prior to employees starting their shifts.

Note: *Having not passed a health screening does not equate to a probable or confirmed COVID-19 diagnosis. Management should not follow the Worksite Exposure protocol outlined above unless: 1. The individual receives a diagnosis of COVID-19, or 2. The individual is a probable case of COVID-19 (i.e., fever, cough, shortness of breath, sore throat, headache, muscle pain, or new loss of taste or smell) and exposure to a high-risk situation (e.g., sharing a household with a COVID-19 diagnosed person), or if the person has a positive antibody test and either symptoms or high-risk exposure.*

DCNR - Parks and Forestry COVID-19 Safety Guidance

Updated 5/8/20 at 1600

Process:

- Every individual that intends to enter the worksite will undergo a health screening.
- Ensure individuals are wearing masks and practicing social distancing while waiting for health screening.
- Health screening staff should not have direct contact with the employee, and social distancing measures should be in place (e.g., standing six feet apart, wearing a face covering, etc.).
 - Individuals that pass the health screening are permitted to enter the worksite and given the day of the week/color dot or wristband to be affixed to their badge or around their wrist.
 - In those instances where an individual does not pass the health screening:
 - Screening staff should complete a **COVID-19 Screening Form**.
 - Commonwealth employees should be provided a copy of the **Referral to Medical Services Notice – Commonwealth Employee** and a **Return to Work Status Form**. (Contractors should be provided a copy of the **Referral to Medical Services Notice – Contractor** and a **Return to Work Status Form**.)
 - The individual should be directed to return home and contact their health care provider for further assistance. They should also contact their supervisor as soon as possible to report their absence from work and obtain guidance on the appropriate leave to use. (Questions about leave may be directed to the HR Service Center – FMLA Services at 866-377-2672. See **COVID-19 Leave Information website**.) (If they do not have a medical provider, they should be referred to their local health department or 1-877-PA-HEALTH.)
 - Screening staff forward the **COVID-19 Screening Forms** to the appropriate parties based on the direction established with the local HR Office. **COVID-19 Screening Forms** completed for contractors should be forwarded to the contractor's agency contact.
- When an employee does not pass the health screening and they refuse to leave the worksite, a fitness for duty evaluation should be completed by a previously designated supervisor or manager and established procedures followed to remove the employee from the premises. (See M505.3 Amended, State Employee Assistance Program)
- An employee that does not pass the health screening may not return to work until they have been cleared by their health care provider (who has completed the **Return to Work Status Form**) and spoken with their supervisor about a return to work date. Completed forms should be returned to the HR Service Center – FMLA Services (Fax: 717-425-5389 or email: ra-spfabsence@pa.gov).

I. Addition Information and Support

- Should you need additional support services during this self-monitoring and social distancing period, visit the Pennsylvania Department of Health website, www.health.pa.gov or call 1-877-PA-HEALTH (1-877-724-3258).

DCNR - Parks and Forestry COVID-19 Safety Guidance

Updated 5/8/20 at 1600

- Additional support services are available from State Employees Assistance Program (SEAP) Counselors are available 24/7 at **1-800-692-7459**. Visit <https://www.liveandworkwell.com/content/en/member.html> (Browse as a guest, access code: Pennsylvania) for more information.

Resources

- Pennsylvania Department of Health
<https://www.health.pa.gov>
- Hand washing:
<https://www.youtube.com/watch?v=d914EnpU4Fo&feature=youtu.be>
- CDC Handout: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs.pdf>
- If sick: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/sick-with-2019-nCoV-fact-sheet.pdf>
- Full List of EPA disinfectants: https://www.epa.gov/sites/production/files/2020-03/documents/sars-cov-2-list_03-03-2020.pdf
- CDC: Cleaning and Disinfecting Surfaces:
https://www.cdc.gov/coronavirus/2019-ncov/prepare/cleaning-disinfection.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fcommunity%2Fhome%2Fcleaning-disinfection.html
- Coronavirus Q&A from the World Health Organization (WHO):
<https://www.who.int/news-room/q-a-detail/q-a-coronaviruses>