

Management Directive

CPCC-MD-SH-54505

COVID-19 Briefing and Implementation of Social Distancing Guidelines

Revision 0, Change 3

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Program: Occupational Safety and Industrial Hygiene

Topic: Occupational Safety and Industrial Health

Technical Authority: Zane, Robert

Functional Manager: Hughey, Markis

Use Type: Administrative



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Rev. 0, Chg. 3

Change Summary

Description of Change

Update duration of management directive to March 31, 2021.

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1.0 INTRODUCTION**1.1 Purpose**

The purpose of this management directive is to provide specific direction to CH2M HILL Plateau Remediation Company (CHPRC) management to ensure all CHPRC and subcontractor personnel have received a documented briefing on COVID-19 prior to resuming normal operations. Additionally, this management directive provides the requirement to implement the recommended social distancing guidelines, performance of employee health checks, requirement to wear face coverings, utilization of a pre-job brief addendum, and designation of a COVID-19 Coordinator.

1.2 Scope

This management directive establishes the requirements to implement CHPRC COVID-19 specific protocols.

1.3 Applicability

This management directive applies to all CHPRC and subcontractor personnel.

1.4 Implementation

This management directive is effective upon publication.

2.0 DIRECTION**COVID-19 Briefing:**

All CHPRC and subcontractor personnel shall receive a documented briefing on COVID-19 Guidance, Social Distancing, Notification Process, Disinfection Protocol, and Contact Tracing prior to resuming routine operations, which is available on the CHPRC Training main intranet page (<http://prc.chprc.rl.gov/rapidweb/TRAINING/index.cfm?pagenum=1>). Documentation of completion shall be sent in hard copy format to **CHPRC Training, MSIN A6-04** or by email to **^CHPRC Authentication**.

Managers may bring employees back to the site for short duration, non-routine operations assignments, such as HPMC appointments, Dosimetry, HAMMER Training, etc., without completion of the documented briefing. To do so, managers must provide the employee with a verbal briefing, which will at a minimum cover:

- Requirements for wearing a face covering and social distancing, as described below
- Requirement to self-check for COVID infection symptoms and stay home if unwell
- Any other site-specific information required at that time

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Social Distancing Guidelines:

In our workplace, guidelines for social distancing and group sizes must be balanced with executing our critical work and maintaining the safety of the nuclear facility to protect the public and the environment. Social distancing guidelines are found in PRC-MP-SH-54517, *CHPRC Social Distancing Plan*, and have been integrated into the CHPRC General Hazard Analysis (GHA). The guidelines shall be implemented utilizing a graded approach.

Face Coverings:

All employees shall wear face coverings at all times. Exceptions include:

- Eating/drinking
- Smoking
- Underlying health conditions (as accommodated by HR)
- When other respiratory protection is required
- Transition work activities (e.g., donning and doffing area)
- Working alone (e.g., in an office or cubicle, vehicle, fabrication tent, in remote locations)
- Managers may authorize the use of a face shield as an alternative to a face covering, based on the following considerations:
 - 1) Face covering interferes with vision, glasses, or eye protection.
 - 2) Straps, strings, or other parts of the face covering could get caught in equipment.
 - 3) Other work hazards associated with wearing the face covering are identified and cannot be addressed without removal of the face covering.
 - 4) Required to accommodate a medical work restriction.
 - 5) Face shield will cover the entire front and sides of the face and extend below the chin.

Pre-Job Briefings:

When conducting informal and formal pre-job briefings, the *CHPRC COVID-19 Pre-Job Briefing Checklist Addendum* (Site Form A-6007-861) shall be used to provide ongoing communication of COVID-19 social distancing guidelines.

COVID-19 Coordinator:

Project & Functional Organization Vice Presidents shall designate COVID-19 Coordinators for their respective organizations. The role of the COVID-19 Coordinators is to ensure COVID-19 specific controls are being implemented by providing general oversight and coaching to their respective organizations. An additional responsibility of the COVID-19 Coordinator is to perform periodic wellness checks of the employees in their organization. The designated COVID-19 Coordinators shall be knowledgeable of CHPRC implemented COVID-19 requirements.

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Guidelines**

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Employee Health Checks:

All CHPRC and subcontractor personnel are expected to perform a health check prior to leaving their residence and arriving at their work location. Appendix A - Employee Temperature/Health Checks provides the instructions for performing health checks. Additional guidance is provided to management in PRC-MD-HR-54592, *COVID-19 Time Recording and Reporting to Work*, if an employee becomes ill and is exhibiting COVID-19 symptoms in the work place.

3.0 DURATION

This management directive will remain in effect until March 31, 2021.

4.0 RECORD IDENTIFICATION

None

5.0 SOURCES**5.1 Requirements**

None

5.2 References

PRC-MD-HR-54531, *Temporary Use of COV Attendance Code*
PRC-MD-HR-54592, *COVID-19 Time Recording and Reporting to Work*
PRC-MP-SH-54517, *CHPRC Social Distancing Plan*

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Appendix A - Employee Temperature/Health Checks

1. Employees shall perform a health check by obtaining their temperature and asking themselves the following questions daily prior to leaving for work:
 - Have you experienced a fever (100.4°F or higher), or a sense of having a fever?
 - Have you experienced a cough that you cannot attribute to another health condition?
 - Have you experienced shortness of breath that you cannot attribute to another health condition?
 - Have you experienced fatigue?
 - Have you experienced muscle aches that you cannot attribute to another health condition, or that may have been caused by a specific activity (such as physical exercise)?
 - Have you experienced a new loss of taste or smell?
 - Have you experienced a sore throat that you cannot attribute to another health condition?
 - Have you experienced chills?
 - Have you experienced congestion or a runny nose that you cannot attribute to another health condition?
 - Have you experienced nausea or vomiting that you cannot attribute to another health condition?
 - Have you experienced diarrhea that you cannot attribute to another health condition?
2. If the health check results in a temperature of 100.4° F or greater or the employee answered YES to any of the questions, the employee shall stay home, notify their supervisor, and shall contact their medical provider. Additional guidance is provided to management in PRC-MD-HR-54592, *COVID-19 Time Recording and Reporting to Work*.
3. If the employee was unable to take their temperature prior to reporting for work, they need to inform their supervisor, upon reporting to work.
 - a. Supervisor will inform employee of health check location(s) where the employee can access a thermometer to take their temperature.
 - b. If the employee's temperature is $\geq 100.4^{\circ}\text{F}$, the employee shall notify their supervisor, who will then direct the employee to isolate themselves from other employees and immediately contact HPMC at 376-TEST for evaluation/direction.
4. Employees should continue to monitor their health, recognizing COVID-19 symptoms, throughout the work shift. If symptoms develop, supervision shall be notified.
5. Supervision/Management will perform periodic wellness checks of their employees throughout the day. If symptoms are observed, the supervisor/manager shall direct the employee to isolate themselves from other employees and immediately contact HPMC at 376-TEST for evaluation/direction. Additional guidance is provided to management in PRC-MD-HR-54592, *COVID-19 Time Recording and Reporting to Work*.