

## COVID-19 Health and Safety Plan (HASP)

**First Issued:** May 7, 2020

**Revised:** June 27, 2020

### **1. Purpose and Objective**

This plan outlines the minimum requirements for Bowman's Hill Wildflower Preserve (Preserve) to operate safely during the COVID-19 pandemic. This plan is intended to help protect the health and safety of employees, volunteers, visitors and the community while COVID-19 restrictions are in place.

#### Responsibilities:

- Executive Director is responsible for maintaining and implementing this plan.
- Building and Grounds Manager is responsible for the cleaning and disinfection procedures described in this plan as well as ensuring an appropriate level of supplies.
- Employees/Staff are responsible reading and understand this plan, and following the instructions and guidelines contained within.

Note: This plan will be incorporated into the Preserve's Disaster Management Plan (DMP)

### **2. General Information About Viruses**

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 safety guidance is intended to help DCNR Bureaus of Parks and Forestry staff and contractors minimize the risk of contracting and spreading infectious diseases while performing work functions. These guidelines supplement, but do not supersede, the guidance and direction of state and local health authorities.

#### How infections transfer

The virus that causes COVID-19 may be present in many places. 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:

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

### **3. Health Monitoring**

It is expected that employees and volunteers monitor their own health status per the requirements below.

- **Personnel should inform their supervisor or volunteer contact if** they feel that they are in a situation that places them at risk of either contracting the virus OR they have underlying

### COVID-19 Health and Safety Plan (HASP)

conditions that magnify the effects COVID-19 (vulnerable immune systems, diabetes, heart or lung conditions, etc.).

- **Personnel should NOT report to work if** they experience: fever, cough, or shortness of breath. They should consult with a medical provider for advice, then consult their supervisor for appropriate use of leave.
- **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 should contact their supervisor for additional guidance.
- **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. *This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning.*
- **After work,** employees should avoid contact with family members at home until they take the following precautions:
  - Take off work 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.
- A person may have been exposed if they are a “close contact” of someone who is infected, which is defined as being within approximately 6 feet (2 meters) of a person with COVID-19 for a prolonged period of time:
  - Potentially exposed employees/volunteers who **have** symptoms of COVID-19 should self-isolate and follow CDC recommendations (See Appendix 2)
  - Potentially exposed employees/volunteers who **do not have** symptoms should remain at home or in a comparable setting and practice social distancing for 14 days.
- Any person who has had a suspected or confirmed case of COVID-19, must have medical approval and/or local health department approval to return to the Preserve.

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

In order to minimize personal contact, the Preserve Visitor Center is closed to the public. Employees are working remotely. If they need to come into the office to retrieve information, they maintain separation and no employees are in the same office space.

Most Preserve work is done outside. Employees and volunteers frequently work apart. They must wear appropriate personal protective equipment (PPE) if in close proximity.

The Native Plant Nursery has instituted online plant sales and curbside pickup. Nursery staff and

### **COVID-19 Health and Safety Plan (HASP)**

volunteers must wear appropriate PPE and practice social distancing when loading plants for customers. Customers are asked to remain in their vehicles and wear face masks as additional protection.

The Preserve is not currently giving tours, holding education events, nor scheduling other events, particularly where social distancing is not feasible, pending further guidance from the State of Pennsylvania.

Approximately 50% of the picnic tables at the Pavilion have been moved out of the area to increase social distances.

#### **Additional Guidance**

- 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 (i.e. Auditorium), even if alone in the facility. Eat lunch outside if possible, or at your workstation/in your vehicle. No one should share a picnic table.
- When riding in work vehicles, practice social distancing by having no more than one person per vehicle. If there are two people in a vehicle the interior air circulator should be turned off and both occupants must be wearing their Face Covering.
- Avoid using other employees' phones, desks, offices, work tools, and equipment that have not been properly cleaned.
- Consider rearrangement or reassignment of workspace to maintain social distancing.
- Avoid physical contact such as handshaking, fist bumps and other contact greetings.
- Do not lay electronic devices directly on frequently touched surfaces and clean your devices regularly.

#### **5. Personal Hygiene Best Practices**

Proper hygiene and regular cleaning and disinfection are important parts of the Preserve's COVID-19 control plan. Restrooms are equipped with soap, water, and paper towels. Only the restrooms located adjacent to the Visitor Center will be open. The Lower Restrooms remain closed.

All employees and volunteers are expected to wash their hands regularly, after using the restroom and before eating.

#### **Additional Guidance**

- **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. Avoid touching commonly handled surfaces such as

### **COVID-19 Health and Safety Plan (HASP)**

restroom doors, tables, and equipment. 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 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 Appendix 1).
- **Disinfect reusable supplies.** Clean with EPA recommended cleaners and disinfectants (See Appendix 1).
- **Utilize disposable gloves where appropriate.** Wash hands before putting on the gloves and after removing the gloves.
- **Do not drink directly from water fountains.** Instead, use personal water containers and do not share with others. The Preserve does not have a water fountain.
- **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.

#### **6. Workplace Cleaning Best Practices**

In addition to good personal hygiene practices, cleaning and disinfecting of commonly touched surfaces, equipment, doors, etc. is integral to maintaining a safe and healthful workplace.

Restrooms are cleaned on a daily basis using appropriate disinfectants. When visitors are allowed back into the Preserve, a mid-day surface wipe-down of frequently touched surfaces and disinfection will be instituted.

The Visitor Center remains closed to the public and staff are working remotely most of the time. However, common areas/surfaces have received an initial cleaning and disinfection and are being regularly cleaned. Appropriate PPE is worn by cleaning staff.

#### **Examples of common surfaces that are regularly cleaned**

### **COVID-19 Health and Safety Plan (HASP)**

- Handles on doors, toilets, faucets, microwaves, refrigerators, etc.
- Gates, keypads, telephones
- Light switches, hand railings, tables, work surfaces
- Chairs and desks, filing cabinets, common office equipment, radios
- Outdoor benches and railings
- Golf carts, tools

#### **7. Personal Protective Equipment (PPE)**

Personal protective equipment is an added layer of protection for employees, volunteers, and visitors. It is not a replacement for poor hygiene or sloppy personal behavior.

Face masks and gloves will be worn when there is any possibility of contact with other people (i.e. less than 6-10 feet away). Pulling invasives in the woods alone for example, would not require a face mask. But entry into the Visitor Center, Nursery, or Propagation House would require one.

As a rule, PPE cannot be shared between people. Always follow manufacturers instructions when using PPE. All used PPE is to be disposed of in Preserve trash containers.

The Preserve generally has on hand the following supplies:

- Hand soap, hand sanitizer, paper towels
- Disposable gloves
- Sanitizing wipes (currently limited)
- Trash bags
- Face coverings (currently limited)

## COVID-19 Health and Safety Plan (HASP)

### Additional Face 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 surgical masks; surgical 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 19<sup>th</sup>**, 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 I (Dr. Levine) 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 -- Wearing a mask 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.

### **8. Work Practices**

The Preserve has worked to minimize or eliminate personal contact between staff and staff and visitors as much as possible. IT changes have been made to allow staff to work remotely. Office employees are only on site on a limited basis and are physically separated when present. Staff do not share offices.

Native plant sales are done via an online ordering system and controlled curbside pickup with appropriate protections. No person-person sales are currently being done.

If/when the Nursery Sales Floor is open to the public, changes in customer traffic flow, social distancing, and payment operations will be instituted. Public contact barriers will also be installed for payment stations. This activity is still shut down due to PA COVID-19 restrictions.

### Additional Work Practice Guidance

- **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

### COVID-19 Health and Safety Plan (HASP)

their families and maintaining the maximum operational efficiency possible for the work unit.

- **Require all visitors to wear masks** while on premises, and deny entry to individuals not wearing masks, unless the business is providing medication, medical supplies, or food, in which 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.
- **No more than 50% of max occupancy permitted:** 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.
- **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 to eliminate them. For instance, a common act is to document cleaning schedules, or refrigeration temperatures. 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. employee entrances to buildings, phones, restrooms, cash registers, clipboards etc.
- **Provide masks for employees who need them:** When inside buildings and other indoor facilities, staff shall wear masks (i.e. face coverings) that are in accordance to Pennsylvania Department of Health recommendations. If staff do not possess an approved personal/homemade mask, the operator will provide them a mask for use at work.
- **Schedule handwashing breaks:** for employees at least every hour.

#### **9. Training**

Preserve staff and volunteers will be provided training on this COVID-19 safety plan.

Signage covering Preserve policies, expected safety practices, and CED recommendations will be posted appropriate locations. See Appendix 3 for examples.



**COVID-19 Health and Safety Plan (HASP)**  
**Appendix 1 – Technical Disinfection Information**

**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>

- a. **Below is a list of a few common cleaners** that the EPA has determined are strong enough to ward off COVID-19. Reference SDS sheets and utilize appropriate PPE when handling 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®
- b. **If disinfecting wipes are not available, a 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 or
  - 1 cup bleach per 3 gallons of water

**Disinfecting Procedures for Common Items**

Surface/ Object	Procedure	Special Consideration	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 (no period)	At least twice a day and when known to be contaminated (period)	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





**COVID-19 Health and Safety Plan (HASP)**

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/ Upholstery	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
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	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	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

## COVID-19 Health and Safety Plan (HASP)

### Appendix 2 – Resources

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>

CDC 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](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](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>

Department of Labor OSHA Guidance on Preparing Workplaces for COVID-19: <https://www.osha.gov/Publications/OSHA3990.pdf>

OSHA Issues New COVID-19 Preparedness Guidance for Employers: <https://www.osha.gov/pls/publications/publication.searchresults?pSearch=3990>

OSHA reminds employers COVID-19 is a recordable illness: <https://www.businessinsurance.com/article/20200311/NEWS06/912333495/OSHA-reminds-employers-COVID-19-is-a-recordable-illness-coronavirus>

OSHA Issues Guidance to Employers on Preventing Worker Exposure to Coronavirus <https://www.osha.gov/pls/publications/publication.searchresults?pSearch=3989>

Pennsylvania Department of Health website, [www.health.pa.gov](http://www.health.pa.gov) or call 1-877-PA-HEALTH (1-877-724-3258).

CDC How to protect yourself - [https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html?CDC\\_AA\\_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprepare%2Fprevention.html](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprepare%2Fprevention.html)

CDC If you are sick - <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/index.html>

CDC COVID-19 Frequently Asked Questions <https://www.cdc.gov/coronavirus/2019-ncov/faq.html>

**COVID-19 Health and Safety Plan (HASP)**

CDC Place posters that encourage *staying home when sick, cough and sneeze etiquette, and hand hygiene* <https://www.cdc.gov/nonpharmaceutical-interventions/workplace/workplace-administrators.html>

**COVID-19 Health and Safety Plan (HASP)**

**Appendix 3 – Signage**



Mask sign  
13" h x 15" w  
Qty (6)



restroom-2  
12" w x 10" h  
Qty (2)



bhwp online res-1  
32" x 40"  
Qty (2)



C-19 protocols public LG  
36" h x 27" w  
Qty (2)



social distance  
10" h x 24" w  
Qty (6)