

# APPENDIX A:

COVID-19 Prevention at OWASA Facilities



## Orange Water and Sewer Authority

OWASA is Carrboro-Chapel Hill's not-for-profit public service agency delivering high quality water, wastewater, and reclaimed water services.

### COVID-19 Prevention at OWASA facilities and job sites

May 20, 2020

*The term 'contractor' below includes all contractors, technicians, consultants, vendors and other hired visitors (as distinguished from OWASA staff or members of the public). Contractors are responsible for communicating safety requirements to their subcontractors.*

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#### 1) Minimum requirements for OWASA facilities and work sites:

- **Stay away if sick:** contractors must stay away from OWASA staff and facilities if exhibiting COVID-19 symptoms;
- **Do not enter buildings:** contractors must not enter an OWASA building, including for use of restrooms, unless explicitly authorized by the appropriate OWASA Department manager;
- **Social distancing:** must maintain personal space of at least 6 feet wherever possible;
  - Plan work activities at the jobsite to minimize the density of people in a given area. Minimize on-site personnel such as subcontractors, work crews, QC personnel, and inspection staff to those required for that day's activities. If work is postponed or cancelled, immediately notify appropriate parties.
  - Do not congregate at lunch or breaks. No communal coolers or drink stations are allowed. Bring your own lunch, water bottle, etc.
- **Face covering:** must use masks per OWASA guidelines whenever inside buildings or vehicles, and whenever social distancing is not possible; and
- **Communication:** must be in regular communication with designated OWASA staff as to locations and activities of work. Ensure you have a way of daily tracking job-related personnel should there be a need for contact tracing.
- **Do not approach OWASA personnel.** Use phones as the first line of communication.
- Contractors for longer term projects (generally longer than three weeks) must submit a health and safety plan to address job-specific hazards, including measures to prevent spread of COVID-19. The plan must be reviewed by the OWASA staff responsible for hiring and the appropriate Department manager for compliance with this Return to Normal Operations Plan and any additional requirements warranted.

#### 2) Additional job specific requirements, if applicable:

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All OWASA staff have the authority and responsibility to call a "Safety Timeout" and report violations of safety protocols by contractors to their supervisor.

OWASA reserves the right to stop a project if safety precautions are not being followed. Depending on the situation, negligence in following these safety protocols could result in termination of the contract.

Thank you for your attention to these guidelines as we all work to protect each other and the public while maintaining critical services.

