

## JPL Contractor Safe at Work (SAW) Protocols

JPL is committed to keeping service and construction contractors at JPL as safe as possible from COVID-19 exposure while conducting work. For this reason, the following Safe at Work protocols are being implemented to protect all personnel from transmitting the spread of COVID-19. JPL Safe at Work information is based on [the Center for Disease Control's \(CDC\) guidance on how to protect yourself and others](#). Service and construction contractors are to adhere to the COVID Safe at Work protocols listed below while onsite.

### **General COVID-19 Safety Procedures (Applies to BOTH Service and Construction Contractors)**

1. Prior to coming to JPL, all contract personnel that will be onsite must view [the COVID-19 Safe at Work Video](#). The video describes the safety measures in place that all employees must follow at JPL during this COVID-19 Pandemic. Access to the video is on the JPL Acquisitions Supplier Page. It is on the Terms and Conditions under Supporting Documents under Safety Videos <https://acquisition.jpl.nasa.gov/terms-conditions/>.
2. Do not come to JPL for work if you are sick or have recently been in close proximity to someone who shows flu-like or cold-like symptoms or has been laboratory confirmed with COVID -19. As many as half the people with COVID-19 are asymptomatic and can potentially spread disease.
3. While on JPL property, employees must wear a mask when indoors, when sharing common work areas or work surfaces, or when working within six (6) feet of another employee. The mask can be a commercially-made or homemade cloth mask or a disposable ear-looped mask that meets the specifications of the Centers for Disease Control and Prevention. *Masks* reduce the spray of droplets when worn over the nose and mouth, therefore potentially reducing the transmission of the COVID-19 virus.
  - a. Any *face covering* or *mask* that incorporates an exhalation valve, mesh fabrics, is loose-fitting, or has holes/visible gaps in the design or material are NOT approved for use at JPL.
  - b. Scarves, bandannas, and neck gaiters are NOT acceptable forms of *face coverings* when working at JPL due to the porous materials used in fabricating them and their inability to prevent smaller droplets from being emitted.
4. *Face coverings* or *masks* are not required to be worn if (1) outside of buildings, in an unenclosed area, and when equal to or greater than 10 feet from others or; (2) while eating or drinking, if you can maintain 10 feet of physical distance from others or you're separated by a Plexiglas barrier. For more information, visit CDC's site on the [Use of Cloth Face Coverings to Help Slow the Spread of COVID-19](#).
5. Practice physical distancing at all times by maintaining a minimum 6 feet of separation between yourself and others. Utilize physical barriers when feasible, including but not limited to "sneeze guard" type barriers, stanchions, barrier tape, etc. Utilize teleconferencing for meetings or hold meetings outdoors with appropriate social distancing. For more information, please visit the CDC's Social Distancing, Isolation, and Quarantine site. Social distancing is required even when wearing a proper microporous *Face Covering* or a *Mask*.
6. Repeated and diligent hand washing, especially when in contact with any equipment or public, frequently touched surfaces such as door handles, elevator buttons, handrails, drinking fountains, etc. Soap and water are effective along with alcohol-based (>70%) sanitizer or wipes. For more information, visit the [CDC's Handwashing: Clean Hands Save Lives website](#).
7. Avoid touching eyes, nose, or mouth. See [the Association for Professionals in Infection Control and Epidemiology COVID-19 Resources Page](#) for specific details.
8. When entering a work or communal area, take the precaution of using the nearest hand sanitizer station, if available.
9. During this period, access may be restricted to certain facilities, please heed all posted signs. Clean surfaces frequently touched work areas such as keyboards, door handles and desktops. Do not forget to disinfect mobile electronic equipment and plastic covers (e.g. phone, tablet, smart watch etc.). For more information, visit the [CDC's Cleaning and Disinfecting Guidance](#).
10. Do not share or use other workers' phones, desks, offices, work tools and equipment. If necessary, clean and disinfect them before and after use.
11. If working in an area where an employee appears to be ill, leave the area, and notify your supervisor and JPL contact.

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12. If you start to feel symptoms while at work:

- a. Notify your direct JPL Supervisor, your company's Human Resource contact and leave the Lab immediately
- b. Follow the JPL return to work protocol.

### **COVID-19 Exposure Control Plan (ECP) Requirements (Construction Contractors ONLY)**

To minimize the spread of COVID-19, effective immediately, all construction contractors working at JPL shall compete a site-specific comprehensive COVID-19 exposure control plan (ECP) based on the [L.A. Building & Safety Announcement No. 5, CDC's Interim Guidance for Businesses and Employers, to Plan and Respond to Coronavirus Disease 2019 \(COVID-19\), OSHA's Guidance on Preparing, Workplaces for COVID-19](#), and other safety and health publications. The following practices are minimum actions an ECP should include:

1. The designation of a site-specific COVID-19 Supervisor that is present on the construction site or workspace at all times during work activities to enforce the COVID-19 ECP. The designee may be an on-site worker assigned with COVID-19 Supervisor role.
2. Failure to comply with these requirements is deemed as creating unsafe conditions and may result in JPL suspending activities at the construction site until corrected.
3. Site control measures such as social distancing; symptom checking; hygiene; decontamination procedures.
4. Posting information in areas visible to all workers that contains: 1) Required personal protective equipment, 2) Required hygienic practices including not touching face with unwashed hands or with gloves, 3) washing hands often with soap and water for at least 20 seconds, 4) Use of hand sanitizer with >70% alcohol, 5) Cleaning AND disinfecting frequently touched objects and surfaces such as shared tools, elevator control buttons, and doorknobs; 6) covering the mouth and nose when coughing or sneezing. Visit the CDC website for a hygienic recommendations and printable information resources.
5. Wearing personal protective equipment (PPE) such as gloves, goggles, face shields and tightly woven cloth or commercially manufactured paper/fabric disposable face coverings and/or commercially manufactured masks.
6. Practicing social distancing by maintaining a minimum 6-foot distance from others, even when wearing a tightly woven cloth or commercially manufactured paper/fabric disposable face coverings and/or commercially manufactured masks.
7. Staggering the trades to reduce density and maintain minimum 6-foot separation social distancing.
8. Precluding gatherings of any size with the exception of safety meetings where 1) appropriate face coverings/masks will be worn by all in attendance and 2) a minimum 6-foot will be maintained throughout the safety briefing.
9. Minimizing interactions when picking up or delivering equipment or materials ensuring minimum 6-foot separation between employees.
10. Identification of "choke points" and "high-risk areas" where workers are forced to stand together, such as hallways, hoists and elevators, break areas, and buses, and control them to ensure appropriate social distancing is maintained.
11. Discouraging workers from using other workers' phones, desks, offices, work tools and equipment. If necessary, clean and disinfect them before and after use.
12. Providing wash stations and/or hand sanitizers in multiple locations to encourage hand hygiene.
13. Measures to ensure site personnel are trained in proper execution of the site COVID-19 ECP and JPL COVID-19 Safety Requirements.
14. Requiring anyone on the project to stay home if they are sick, except to get medical care.
15. Requiring employees to inform supervisors if a sick family member exists at home with COVID-19.
16. Maintaining a daily attendance log of all workers and visitors.

The JPL Occupational Safety Program Office will verify compliance with these guidelines during unannounced site inspections. For any concerns, please contact David Larriva at 818-354-4433 or 626-375-4729.