

MassDEP

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| Massachusetts Department of Environmental Protection  Bureau of Water Resources  Watershed Planning Program |

**Safety Guidance for WPP Field & Laboratory Operations**

**During the COVID-19 Pandemic (2021)**

CN 535.2

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**List of Revisions**

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# Objective

This guidance is intended to protect against the spread of the COVID-19 virus during environmental monitoring activities conducted by the Watershed Planning Program (WPP). **All WPP staff (including seasonal workers) are required to follow these procedures until further guidance is provided and approved by DEP. All procedures herein are consistent with (or more stringent than) current MA EEA COVID-19 safety protocols.** As MA official guidance and requirements related to COVID-19 change, this SOP will be revised and re-approved as appropriate, and staff will be notified immediately. Because the guidance cannot cover every specific situation encountered, staff are expected to apply these procedures using sound judgement and with “**safety first**” in mind. Any modifications or deviations from these guidelines needed and requested by individual staff persons shall be pre-approved prior to implementation. Please see your immediate supervisor if you have any questions regarding the interpretation of the guidelines and for any specific situations not covered herein.

# General Precautions for COVID-19

WPP Staff shall adhere to the following safety precautions, regardless of testing or vaccination status:

* **STAFF SHALL NOT ENGAGE IN ANY FIELD, LAB, OR OFFICE ACTIVITIES IF THEY HAVE A FEVER OR OTHER SYMPTOMS OF COVID-19, HAVE BEEN IN RECENT CONTACT WITH SOMEONE THAT EXHIBITED SYMPTOMS OF COVID-19 OR TESTED POSITIVE FOR COVID 19, HAVE TESTED POSITIVE FOR COVID-19, ARE IN VOLUNTARY QUARANTINE, HAVE A MEDICAL CONDITION WHICH PREVENTS WEARING A FACE MASK, OR ARE UNCOMFORTABLE PERFORMING THE ACTIVITY DUE TO HEALTH CONCERNS.**
* **Stay home when you are sick.**Regardless of whether your plans for the day involve office work or field work - if you are sick, stay home to prevent spreading any potential illness to others.
* **Avoid close contact (practice social distancing).** Please observe social distancing, meaning maintaining at least six feet of physical separation from others.
* **Wear a face mask** at all times. When needed, face masks can be pulled down off the nose and mouth but need to remain in a position that allows it to be easily and quickly pulled back up in place properly and securely over the nose and mouth as the needs arise.
* **Use gloves** where appropriate and feasible. Glove users should be aware that gloves may get contaminated during activities, and that gloves cannot be washed or sanitized as frequently, or as effectively as bare hands can be. Gloves must be taken off correctly and stored or disposed of properly to avoid contaminating other surfaces (e.g., skin). Avoiding contact with surfaces and frequent hand washing are the best preventative measures.
* **Avoid touching your eyes, nose, or mouth.** Germs are often spread when a person touches a contaminated surface and then touches his or her eyes, nose, or mouth.
* **Cover your mouth and nose.** Cover your mouth and nose with your elbow or tissues (and discard properly) when coughing or sneezing to prevent the spread of germs.
* **Clean your hands.**Wash your hands frequently and for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer with at least 62% Ethyl Alcohol.
* **When available, always carry alcohol-based (≥ 62% alcohol) hand sanitizer** with you for use as needed.
* **Practice other good health habits.**Use household cleaning spray or wipes to clean and disinfect frequently touched objects and surfaces.

# Central Regional Office (CERO) Building Access & Use (as of 03/01/21)

* Access to the CERO building (8 New Bond Street, Worcester) by WPP staff shall adhere strictly to all current CERO building access requirements AND the **Building Access SOP for WPP Field and Laboratory Operations during the COVID-19 Pandemic (CN 535.1**; incorporated herein as Appendix C).
* **Building access must be scheduled and approved in advance.**
* **All staff must enter/exit the building via the main entrance wearing face masks (required). Always maintain a safe distance of a minimum of 6’ if accessing the building with other staff.**
* **BUILDING ENTRY & SIGN-IN**: When entering the building at the main entrance, the alarm will deactivate with a valid card swipe so there is no need to turn OFF the alarm. Once inside the building, there is a sign-in/out sheet in the main lobby for staff to use (use your own pen to sign in). ALL STAFF MUST SIGN-IN.
* **BUILDING EGRESS & SIGN-OUT:** When work for the day is completed, exit the building at the main entrance to sign out. If exiting with other staff, always ensure safe spacing and wear face masks (required). ALL STAFF MUST SIGN-OUT.
* **ALARM ACTIVATION**: If you know you are the last person to leave the building, you must reset the alarm by pressing #2 (pound sign, then 2) on the keypad that is located directly next to the main entrance.
* **If the alarm is accidently triggered,** turn off the ringing alarm by pressing “06271”, then call Andrea Briggs directly on her cell (978-430-1550) to inform her of the incident.
* If anything goes wrong with the building entry or exit, call your immediate supervisor and Andrea Briggs (978-430-1550).
* For WPP monitoring teams, contact Art Johnson (cell: 508-934-6465) to report each building departure (2X/day). For the lab team, contact Richard Chase (cell: 978-939-4356 or via email) to report each departure.
* In general, if you feel any anxiety or discomfort while inside the building at any time, you can leave immediately following the egress protocol.
* Minimize touching random surfaces inside the building as much as possible.
* Do not use the kitchen facilities.
* As appropriate and reasonable, conduct disinfection cleaning of all the surfaces that you feel could be contaminated and that you are likely to touch during work (e.g., vehicle interiors, computer mouse, keyboards, equipment, etc.).

# Vehicle Use

* **The use of state vehicles (only) with one person per vehicle is required for field work.** Use of personal vehicles for field work is allowed when state vehicles are not available. If a personal vehicle is allowed for WPP field work, only one staff member is allowed to occupy that vehicle during that time.
* **Two persons are allowed in the same vehicle, only if approval is given by the program director, and in the event of an emergency or other extenuating circumstance. Both persons should be wearing a mask (double masked if possible) and talking conversation should be avoided as much as possible. This incident should be reported to your immediate supervisor and the WPP Safety Officer.**
* All vehicles must be signed out at least one week in advance. Individual vehicles are NOT assigned to individual staff.
* **Only the vehicle operator is allowed in the vehicle on the day of the reservation.** Staff should wash their hands or use an approved hand sanitizer before and after they disinfect, operate, or ride in a vehicle. Upon entering, the operator must determine that sufficient hand sanitizer and sanitizing spray/wipes are available for the day’s use. All vehicles should be equipped with a bottle of hand sanitizer AND a bottle of sanitizing fluid (see PPE details above) or wipes to clean common touch points. If there are not enough supplies, then additional supplies must be obtained prior to commencing travel.
* **Vehicle Disinfection**. Clean and disinfect vehicle **before** and **after** field day/trip. Keep vehicle doors open while disinfecting. Disposable gloves should be worn during the disinfecting process. Wipe down all vehicle contact surfaces with an approved disinfecting product. Contact surfaces include door handles, steering wheel, turn signal levers, gear mechanism, control panel knobs and buttons, mirrors, etc. Fleet vehicle mileage sheet binders and car keys should also be disinfected. Once disinfecting is completed, wash hands with soap and water or use an alcohol-based hand sanitizer. Wait until surfaces have dried before riding in the vehicle. Avoid using bleach, hydrogen peroxide or ammonia-based cleaning products because of their potential to damage car interiors. In addition, vehicle fabric and upholstery such as seats, seatbelt, trunk, etc. can be cleaned with a spray disinfectant (e.g., Lysol®).
* Carry your own pen or pencil for completing the logbook for fleet vehicles.
* Follow manufacturer’s directions for using cleaning/disinfecting products provided (e.g., leave Lysol products on surface for 2 minutes before rubbing dry)
* DO NOT USE BLEACH SOLUTION ON VEHICLE INTERIOR
* **Pumping Gas.** Minimize your exposure to the public as much as possible. Pay at the pump. Use PPE while pumping gas, using proper technique for removing gloves. Sanitize hands and vehicle credit card after transaction.

# Field Work-Related Procedures

The following are general guidance procedures to be followed by field and support staff. Since each field survey has specific activities and associated risks, crew leads are responsible to plan and communicate effectively to complete surveys successfully, implement “safety first” principles and minimize risks related to COVID-19.

Pre-Survey Preparation

* **Field crews shall consist of a minimum of two individuals.**
* **Two-person crews shall consist of the same individuals assigned to each team throughout the 2021 monitoring season, until otherwise pre-approved by the WPP Director. No changes to assigned teams will occur without prior approval of the WPP Director.**
* **The maximum number of crews in the field on any day shall be three, with minor exception for specific surveys and contingent on pre-approval by the WPP Director.**
* **Individuals shall travel alone in separate State vehicles (see also Vehicle Use). Use of personal vehicles for field work is allowed when state vehicles are not available.** Where the number of WPP vehicles becomes limiting, check with the CERO for potential availability and reserve.
* **Minimum PPE NEEDED: Minimum of 2 face masks per person (disposable or reusable multi-layer cloth masks; one worn on face and the other stored as a spare) and 2 pairs of gloves per day per person required, paper towels, disinfecting spray.** Complete the WPP Covid-19 PPE survey checklist prior to each survey to ensure that the minimum PPE is taken on each survey.
* **Face masks (or similar cloth face coverings) are required during any work activity, regardless of the minimum distance between individuals involved in the work activity**. Face masks may be pulled down off the nose and mouth if needed,but need to remain in a position that allows it to be easily and quickly pulled back up in place properly and securely over the nose and mouth as the needs arise.
* **Social distancing should always be practiced, whether outdoors or indoors.** Communicate with colleagues in advance how you will implement social distancing preparing to leave for, traveling to, and performing duties while at sampling stations. Prior to departure, the crew lead will ensure that the other crew members and other crews understand what is expected for an efficient and safe field survey.
* **To minimize exposure between field staff, equipment and tasks should be assigned to each individual before field work begins to the maximum extent practicable**. Unless equipment is disinfected between uses or duplicated (e.g., bringing multiple macroinvertebrate kick nets with one assigned to each crew member), staff should maintain consistent use of that equipment and performance of specified tasks to prevent cross contamination between coworkers. These decisions should be clearly defined and communicated at the beginning of each day and before leaving.
* Plan for additional time needed for disinfection and other required precautions.
* Bringing bag lunches from home is recommended to minimize contact with the public.
* Pre-plan trips with as few stops as possible. If one or more stops are needed, make them at locations that are less busy or populated to minimize public contact.
* Same-day crews must avoid congregation and congestion in the survey prep area, and other parts of the building.
* Clean and disinfect all equipment following use, as feasible (see PPE details below).
* **Communicate with labs before deliveries to ascertain any lab-specific protocols that they require.**

PPE and COVID-19-related Equipment: See also Appendix 1

* **Primary (1) and spare (1) face masks**. The wearing of a face mask or multi-layer cloth face covering is required during field work and for related activities.. Disposable masks should be replaced daily. Even while wearing a face mask or cloth face covering, social distancing measures should still be followed (≥6ft) as much as possible. Wearing two masks, subject to personal preference and comfort, may offer additional protection. Cloth face coverings should be secured with ties or ear loops, fit snugly but comfortably against the side of the face, include multiple layers of fabric, allow for breathing without restriction, and be able to be laundered and machine dried without damage or change to shape. If respiratory issues (e.g., from heat exhaustion, over-exertion) arise when wearing a face mask or cloth face covering, you should remove it, maintain social distancing, rest until recovered and return to using the face mask (and seek immediate medical attention if needed). When removed temporarily during work, face masks need to remain in a position that allows it to be easily and quickly pulled back up in place properly and securely over the nose and mouth as needed.
* **Concentrated soap dispenser and tap water carboy (jug of water for use to mix with soap product)**
* **Spray disinfectant.** Use [EPA-registered household disinfectant](https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2)s, dilute household bleach solution (1/3 cup per gallon water; leave on the surface for at least 1 minute; bleach solutions will be effective for disinfection up to 24 hours) and/or alcohol solutions with at least 62% alcohol. Multiple sprayers in appropriate locations as needed (e.g., loading dock, labs, vehicles, etc.) <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>
* **Hand sanitizer (**alcohol-based with at least 62% Ethyl Alcohol). Maximize contact time to ensure effectiveness.
* **Gloves**. Where feasible and appropriate, gloves are recommended during all normal field work activities such as collecting samples, packaging shipments, and cleaning equipment. A clean, separate pair of gloves should be used when transitioning to new tasks. When changing gloves, wash hands or use hand sanitizer before putting on the new pair if possible. Make sure that the types and lengths of gloves taken are suitable for intended uses (e.g., disposable vs. multi-use; elbow vs. shoulder length).
* **Waste bag(s)**
* **Paper towel roll(s).**
* **Safety glasses.** Recommended for providing protection when handling sample preservatives, using disinfecting products, etc.
* **Insect repellent.** As always, protect against insect bites (generally not considered a vector for COVID-19 spread)

Public Interaction during field activity:

* **Always maintain social distancing and wear a face mask/PPE when appropriate in public spaces.** Field work often requires visitation of public areas and businesses. These high use areas can be contact points for transmission of COVID-19. When visiting highway rest areas, gas stations, shipping centers such as USPS, UPS, or FedEx, convenience stores, restaurants, etc. park away from other vehicles. Avoid direct skin contact with common touch surfaces such as door handles, paper towel dispensers, restroom doors, faucet handles, counters, tables, etc. Either wear gloves or use a barrier such as a paper towel, which should then be disposed prior to re-entering your vehicle. Consider carrying your own pen for signing paperwork at shipping centers, completing field paperwork, etc. Use a disinfecting wipe to clean your credit card if it was handled by someone other than yourself while completing a transaction.

On-site survey activity:

* As always, use common sense, good judgement, and do not rush field activities.
* Field equipment items that can be operated or used by a single individual, such as field meters or nets will be used or operated by the same individual during the entire field trip. If multiple pieces of the same equipment item (e.g. nets, sampling poles) are available, individuals will use the same piece of equipment during the entire trip. For other equipment items that require multiple users, divide tasks to maximize physical distance and keep the same tasks throughout day.
* Always keep social distancing in mind. If there are field tasks that require close proximity, all individuals performing the task must wear face masks and talking should be minimized as much as possible.
* For tasks where close or shared placement of hands is unavoidable, gloves are recommended where possible.
* If Nitrile gloves are used for long periods of time, you should wash or sanitize gloved hands frequently to reduce the possibility of transferring surface droplets on the gloves to other surfaces.
* **Use of gloves for ambient sampling immediately downstream of known wastewater point discharges is required**. At all other times, the use of appropriate gloves for sampling is recommended. **Avoid sampling any wastewater effluents during the pandemic.**
* Keep personal gear in backpacks. Do not share garments, hats, sunglasses, sunscreen, bug spray, etc.
* Do not share phones or other personal use items.
* In between sampling locations during the survey, take any appropriate safety measures required based on this guidance to maintain cleanliness.
* Clean hands immediately following activities involving contact with potentially contaminated surfaces.

Post-Survey Activities

* When you return to the office following field work, be sure to wash your hands thoroughly and then clean equipment with soap and water and/or disinfecting solution prior to returning it to where it is stored (DO NOT USE ALCOHOL OR AMMONIA-BASED CLEANERS ON SENSITIVE INSTRUMENTATION). Limit the number of staff, preferably to one at a time, returning equipment to storage areas.
* Since staff should not be congregating back at the office at the end of the day, confirm that everyone returns safely from the field and report in. Make sure you have the necessary communication tools (e.g., locator device, portable cell phone charger). If you are working in the field, let your supervisor know where you will be and when you expect to return. **For crew leads, when you return, notify your supervisor that you and your partner are back safe and have exited the building safely.** If field staff did not check in, reach out to them. You and your supervisor should confirm your plan and make good use of the tools available to you.
* Follow building egress protocols when leaving for the day (see above).
* Complete a WPP Incident Report form for any significant contact with others (e.g., less than 6 feet with someone not wearing a face mask).

# Boat Use

* **A maximum of two WPP staff (or other) persons at a time are allowed in all watercraft.**
* **Minimum PPE NEEDED: Minimum of 2 face masks per person and 2 pairs of gloves per day per person required, paper towels, disinfecting spray.**
* **Practice required social distancing and wear a face mask** (or similar cloth face coverings) over the nose and mouth at all times.
* Discuss with your crew partner, prior to departure, how the work will be specifically performed in order to maintain social distancing and perform work efficiently.
* Once onboard, keep your personal belongings as distant as possible and well contained. Always bring sanitizer onboard and use it when necessary.
* Disinfecting of all hard, non-porous surfaces and equipment will be performed at the end of the day utilizing disposable paper towels and disinfecting spray, such as Lysol or soapy water (depending on the item). Never spray liquids directly onto electronics. Gloves and facemasks should be worn while disinfecting surfaces.
* Garbage generated onboard will be placed in the dumpster at the end of each day.

# Waste Disposal

* Used PPE and other waste generated during field work should be collected throughout the day in a garbage bag that has been placed inside a waste receptacle container at the start of field work each day. At the end of the day, the garbage bag should be securely closed and disposed in an outdoor trash receptacle at the lab/office. The waste receptacle container should then be washed or disinfected.

# Sample Delivery to WES/Contract Labs

* Follow all lab-specific requirements for sample deliveries during COVID-19 mitigation period. If/when lab requirements or practices related to COVID-19 conflict with this guidance, use good judgement and follow this guidance as a default.

# Overnight Lodging (reserved)

* Overnight stays for the purposes of fieldwork are NOT allowed during the COVID-19 pandemic.

# WPP Laboratory Work

* **Where feasible, stagger scheduled work times** in required lab areas to minimize the number of staff in the same area at the same time.
* Upon first re-entry into the lab area(s), the Field & Lab Operations Coordinator (**OC; Mr. Shervon DeLeon**) will conduct a general disinfection cleaning of all the surfaces that may be touched during work to the maximum extent practicable.
* The OC shall provide calibrated probes for field use the day before they are needed. These will be kept in the Instrumentation Lab for pickup (as usual). Maintain safe spacing when picking probes up and delivering them back to the lab for post-checks.
* **Face masks are required in each lab area if/when more than one person is working in that lab.** Facemasks can be removed (pulled down) when alone in the lab but must be pulled back up covering the mouth and nose if others enter the lab. Likewise, staff entering lab areas should have facemasks in place, but may pull down the facemask when working alone.
* Wash your hands with soap and hot water upon entering and leaving.
* On a daily basis, the OC will coordinate with field and lab staff to ensure that protocols are being followed and that laboratory work surfaces are being cleaned.
* **Lab instrument operation:** Lab instruments refer to benchtop meters, filtration devices, spectrophotometer, turbidimeter, etc. Lab instrument operation will be assigned in advance per the weekly schedule. Prior to operation, the assigned staff shall sanitize the meter and surrounding area with an alcohol-based sanitizer (70% or higher). This includes instrument touch points, lab bench area, etc. **Instrument operation requires the individual to wear lab gloves, mask, and lab glasses at all times.** Portable lab instruments shall be moved as needed to maintain physical distancing if others are also using the lab space. Plan your movements to avoid close proximity to others in the lab. When you are done operating an instrument, take care to sanitize all common touch points, lab bench area, and any associated shields. Dispose of your gloves in the garbage and check to see if you filled out the staff log for the respective instrument.
* **Microscope use: Before and after use,** commonly touched surfaces in the work area and on the instruments shall be cleaned using an alcohol-based sanitizer. Avoid contact with optical parts to avoid damage to the scopes.

# COVID-19 Related References

**MA Guidance:**

<https://www.mass.gov/info-details/covid-19-updates-and-information>

<https://www.mass.gov/info-details/covid-19-guidance-and-directives>

**Occupational Health and Safety Administration**: [Coronavirus Disease 2019 web page](https://www.osha.gov/SLTC/covid-19/)

**CDC face coverings:**

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

**Gloves:**  [donning and doffing techniques](https://www.cdc.gov/niosh/npptl/pdfs/PPE-Sequence-508.pdf)

**CDC guidance regarding hand washing and hand sanitizer:**

<https://www.cdc.gov/handwashing/when-how-handwashing.html>

**CDC videos for demonstrations on proper hand washing technique:**

<https://www.cdc.gov/handwashing/videos.html>

**CDC guidance for cleaning and disinfecting procedures:**

<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

**How to properly put on and remove PPE:**

<https://www.cdc.gov/niosh/npptl/pdfs/PPE-Sequence-508.pdf>

**Guidance on vehicle disinfection:**

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/disinfecting-transport-vehicles.html>

[GSA Guidance for Cleaning and Disinfecting Vehicles](https://doimspp.sharepoint.com/sites/GS-NEWENG-Safety/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2FGS%2DNEWENG%2DSafety%2FShared%20Documents%2FGeneral%2FHome%2FGSA%20Vehicle%20Cleaning%20%20Disinfecting%20Guidance%20for%20COVID%2D19%2Epdf&parent=%2Fsites%2FGS%2DNEWENG%2DSafety%2FShared%20Documents%2FGeneral%2FHome)

**Public spaces:** Follow [CDC](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html) and [DOI/USGS](https://doimspp.sharepoint.com/sites/doicov) recommended guidelines when in public spaces

# **APPENDIX 1: COVID-19-related PPE and Cleaning Supplies** \*

* **Primary (1) and spare (min. 1) face masks (**reusable multi-layer cloth (personal) and/or disposable). Cloth face coverings or disposable face masks should be secured with ties or ear loops, fit snugly but comfortably against the side of the face, include multiple layers of fabric, and allow for breathing without restriction. Wearing two masks, subject to personal preference and comfort, may offer additional protection. Cloth masks must be able to be laundered and machine dried without damage or change to shape. Avoid use of surgical masks or N-95 masks since these are critical supplies that must continue to be reserved for healthcare workers. Always carry at least one spare mask in case the primary is compromised, lost or damaged.
* **Concentrated soap dispenser(s) and tap water carboy(s).**
* **Spray disinfectant(s).** Use [EPA-registered household disinfectant](https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2)s, dilute household bleach solution (1/3 cup per gallon water; leave on the surface for at least 1 minute; bleach solutions will be effective for disinfection up to 24 hours) and/or alcohol solutions with at least 62% alcohol. <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>
* **Hand sanitizer(s).** Both large volume (general use) and small bottle for carrying are recommended; alcohol-based with at least 62% Ethyl Alcohol.
* **Gloves**. Recommended during all normal field work activities, and required under more risky situations (e.g., DS of wastewater discharges). Types, numbers and lengths of gloves must be suitable for intended uses for specific surveys (e.g., disposable vs. multi-use; elbow vs. shoulder length).
* **Waste bag(s).** In sufficient number to meet survey needs and anticipated wastes (used tissues, paper towels, gloves, trash, etc.)
* **Safety glasses/goggles.** Recommended for providing protection when handling sample preservatives, using disinfecting products, etc.
* **Paper towel roll(s).**

*\* These items are required inventory in addition to existing PPE requirements for “normal” field and lab activities and are required to be “on-hand” for use in the field and laboratory as appropriate and consistent with this guidance.*

# **APPENDIX 2: Intent to Implement Safe Field and Laboratory Practices (2021)**

I, the undersigned, have read the ‘Safety Guidance for WPP Field & Laboratory Operations During the COVID-19 Pandemic’ and related guidance provided by MassDEP. I have received the training to fully understand the policies and procedures for field and laboratory work during the COVID-19 response and will implement them to the best of my abilities.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date (mm/dd/yyyy)

# **APPENDIX 3: Building Access SOP for WPP Field & Laboratory Operations During the COVID-19 Pandemic (CN 535.1)**

**List of Revisions**

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| **Revision Date** | **Revision Description** | **Rev.#** |
| 6/18/20 | Original draft/final | 1.0 |
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# Objective

This guidance was developed to protect against the spread of the COVID-19 virus, specifically when WPP staff enter, use and exit the MassDEP Central Regional Office (CERO) office/lab facility (Worcester, MA). Building access and use is needed to prepare for and conduct surface water monitoring surveys to collect chemical and biological water quality data throughout the Commonwealth. The guidance contains a standard set of procedures to be followed by WPP staff when they enter the building, work in and around the building, and exit the building.

**All WPP staff (including seasonal workers) are required to follow these procedures until further guidance is provided and approved by DEP.** As building access requirements related to COVID-19 evolve, this SOP will be revised and re-approved as appropriate, and staff will be notified immediately. Because the guidance cannot cover every specific situation encountered, staff are expected to apply these procedures using sound judgement, with “**safety first**” in mind, and consistent with COVID-19 safety guidance for WPP field & lab operations (see: Safety Guidance for WPP Field & Laboratory Operations During the COVID-19 Pandemic (2021) (CN 535.2)).

# CERO Building Ingress

* **Building access must be scheduled and approved in advance.** While all monitoring staff listed in the approved 2021 plan are approved to access the building, building access must be scheduled in advance. This schedule will be developed on a month-by-month basis. Any needed changes must be communicated to the WPP Director in advance and reflected in the Excel WPP Office Access tracking file (this file will be posted on WPP’s One Drive).
* **All staff must enter the building at the main entrance safely spaced a minimum of 6’ apart AND must wear a face mask (required).** **Always maintain a safe distance of a minimum of 6’ if accessing the building with other staff.**
* Personal vehicles must be parked outside of the front of the building.
* **BUILDING ENTRY & SIGN-IN**: When entering the building at the main entrance, the alarm will deactivate with a valid card swipe so there is no need to turn OFF the alarm. Once inside the building, there is a sign-in/out sheet in the main lobby for staff to use (use your own pen to sign in). ALL STAFF MUST SIGN-IN/OUT. For field teams, this will occur twice per day (sign in/out at the start of the day prior to leaving for the field day; and sign in/out at the end of the day upon return from the field). When returning from the field, each person must stop at the front of the building to sign in, and then proceed to drive to the back of the building for unloading.
* If anything goes wrong with the building entry, call your immediate supervisor and Andrea Briggs (978-430-1550).

# Working inside the CERO Building

* **Avoid close contact (practice social distancing).** Observe social distancing, meaning maintaining at least six feet of physical separation from others.
* Wear face masks at all times.
* Do not use the kitchen.
* Minimize touching random surfaces inside the building as much as possible.
* Conduct disinfection cleaning of all the surfaces that you feel could be contaminated and that you are likely to touch during work.
* On a daily basis, the WPP Operations Coordinator will coordinate with field and lab staff to ensure that protocols are being followed.

# CERO Building Egress

* **BUILDING EGRESS & SIGN-OUT:** When work for the day is completed, exit the building at the main entrance to sign out. Always ensure safe spacing if exiting with other staff and wear face masks (required). ALL STAFF MUST SIGN-OUT. For field teams, this will occur twice per day (sign in/out at the start of the day prior to leaving for the field day; and sign in/out at the end of the day upon return from the field). When returning from the field, each person must stop at the front of the building to sign in, and then proceed to drive to the back of the building for unloading.
* **ALARM ACTIVATION**: If you know you are the last person to leave the building, you must reset the alarm by pressing **“#2**” (pound sign, then 2) on the keypad that is located directly next to the main entrance, and then leave right away (within 10 seconds).
* **If the alarm is accidently triggered,** call Andrea Briggs directly on her cell (978-430-1550), and follow the directions that Andrea or MaryJude give, but they likely will instruct you to disarm the alarm by hitting “**06271**”. Notify Laura and Art after the fact once all is resolved.
* **REPORTING:** For WPP monitoring teams, contact Art Johnson (cell: 508-934-6465) to report each building departure (2X/day). For the lab team, contact Richard Chase (cell: 978-939-4356 or via email) to report each departure.
* If anything goes wrong with the building exit, call your immediate supervisor and Andrea Briggs (978-430-1550).