



## **Division of Vocational Rehabilitation**

### **Workplace Controls**

Alaska Division of Vocational Rehabilitation (ADVR) will use a hierarchy of controls to regulate workplace hazards. Each office will adhere at minimum to the identified controls. ADVR will continue to coordinate with state and local health officials and State of Alaska officials to obtain timely and accurate information to inform of appropriate responses. Local conditions will influence the decisions that public health officials make regarding community-level strategies.

ADVR employees are critical state government positions and with that are classified as at medium exposure risk.

### **Mandatory Prevention Measures**

- Promote frequent and thorough hand washing, including by providing workers, clients, and worksite visitors with a place to wash their hands. If soap and running water are not immediately available, provide alcohol-based hand rubs containing at least 60% alcohol. Provide non-touch soap options when available.
- Workers must stay home if they are sick.
- Enforce policies on respiratory hygiene and etiquette, including covering coughs and sneezes.
- Provide clients and the public with tissues and non-touch trash receptacles.
- As needed and approved flexible worksites (e.g., telecommuting) and flexible work hours (e.g., staggered shifts), to increase the physical distance among employees and between employees and others if state and local health authorities recommend the use of social distancing strategies.
- No other employee should use other worker's phones, desks, offices, or other work tools and equipment. If office equipment must be shared, such as copier and printer, the equipment must be disinfected after each use.
- Maintain regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment.

## **Before Resuming Normal and/or Phased Activities**

**Engineering Controls** - isolating employees from work-related hazards.

- Install physical barriers, such as clear plastic sneeze guards, clear sheeting or Plexiglas barriers to all exposed employees within each office and where feasible. For example, VRA open desk or reception area.
- Reduce traffic in offices to align with current standards.
- Each office resource and testing area must offer entry access, but computers and seating must be spaced based on social distancing mandates of 6 feet.
- Waiting areas will be eliminated initially, until which time fabric seating can be replaced with plastic washable surfaces.
- Office chairs should be replaced with plastic washable surfaces.
- Work stations must be configured to ensure a distance of 6 feet between employees.
- Floor signage marking 6 feet intervals will be used as appropriate.
- Printer/scanner devices made available for client services staff and admin/fiscal support to alleviate bottlenecks at printers.

**Administrative Controls** - require action by the worker or employer.

- Sick workers are to remain at home and not return until symptom free. Sick staff should inform the manager to determine the appropriate regimen to follow.
- Minimize contact among staff, clients, and customers by replacing face-to-face meetings with virtual communications and implementing telework if feasible.
- Establish alternating days or extra shifts that reduce the total number of employees in each office at a given time, allowing them to maintain distance from one another while maintaining a full onsite workweek.
- No non-essential travel until approved by administration. ADVR will follow all current State of Alaska Travel mandates regarding self-quarantine.
- Each office will update their emergency communications plan, including a forum for answering workers' concerns and internet-based communications, if feasible.
- All employees will receive training on COVID-19 risk factors and protective behaviors (e.g., cough etiquette and care of PPE). This will also include the appropriate use of masks and gloves, how to wear it; remove it, and necessity of use.
- All work surfaces will be wiped down upon entering and leaving (offices, cubicles); resource work stations, classroom tables, equipment, bathrooms, handles and all common areas will be wiped down daily.

**Safe Work Practices** - types of administrative controls that include procedures for safe and proper work used to reduce the duration, frequency, or intensity of exposure to a hazard.

- Work resources that promote personal hygiene
  1. Lysol/Clorox disposable wipes to wipe down all work surfaces and common areas.
  2. No-touch trash cans.
  3. No-touch hand soap dispensers.
  4. No-touch hand sanitizer stations (must contain 60% alcohol).

- Employees will wash their hands regularly using of alcohol-based hand rubs. Workers should always wash hands when they are visibly soiled and after removing any PPE.
- Employees will institute safe distancing of a minimum of 6 feet.
- Masks will be worn in all common areas to include conference rooms, resource rooms, hallways, kitchens, file rooms, copier/printer, etc. No mask is required in offices if staff sit behind barrier.
- COVID-19 Posters are to be posted strategically for both employees and clients (see attached). Hand washing signs will be above or by all sinks.
- Clients or visitors will be asked to wash hands using non-touch sanitizer stations upon entering and leaving.
- Clients or visitors will be asked to wear a mask upon entering. If they do not have a mask a disposable one will be provided.
- Employees will meet with clients or visitors in the most secure area available. Offices must offer a 6-foot gap. Use conference, resource or training rooms that offer larger space.
- DVR will have no walk-in traffic upon opening. Clients need to have scheduled appointments to enter and must call upon arrival for entry.
- Paperwork Drop Off will be maintained outside of the office.
- Doors will remain locked until otherwise instructed by administration.
- Kitchen – restricted use by staff only. Disposable cups, plates, and cutlery will be provided for clients. Staff can use their own kitchen items if desired however it should be stored in their perspective spaces.
- There will be no public canteen area (coffee, sugar, snacks, etc.) provided for clients.
- Create separation for public and staff restrooms.
- System created for clean and dirty pens and pencils that are used by more than one person. Used (dirty) pens and pencils will be sanitized daily.
- The use of paper files should be restricted to the staff working the case. Gloves should be donned each time the file is used.
- No-contact infrared thermometer (1 per office).

### **Monitoring Requirements**

- Any client visitor must sign in and out.
- All staff/visitors who enter office will complete a self-screening upon entry to include taking temperature and completing form.
- Daily cleaning log will be maintained by all staff to ensure all surfaces are clean.
- In-Office staffing schedules will be posted in SharePoint calendars for each office/region to respect the time that people have in the office.

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

- Masks consistently and properly worn when required in common areas.
- Gloves (donned after use in common areas)
- Designated PPE no-touch trash can for disposal.

# Important Information to Protect You, Your Co-workers, and Clients

## Posters for offices (lamine and hang)

- How to protect yourself and others  
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/2019-ncov-factsheet.pdf>  
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention-H.pdf>
- Stop the Spread of Germs  
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs.pdf>
- Stay at home if you are sick  
[https://www.cdc.gov/coronavirus/2019-ncov/downloads/316129-B-StayHomeFromWork\\_Poster.pdf](https://www.cdc.gov/coronavirus/2019-ncov/downloads/316129-B-StayHomeFromWork_Poster.pdf)
- Please read before entering  
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/Please-Read.pdf>
- Wash your hands  
<https://www.cdc.gov/handwashing/pdf/wash-your-hands-poster-english-508.pdf>  
<https://www.cdc.gov/handwashing/pdf/18-294906-germs-are-everywhere-p.pdf>

## Videos

- YouTube COVID-19 Update (series of videos)  
<https://www.youtube.com/playlist?list=PLvrp9iOILTQaJa78zFQ0QgvShQ2HEwHxP>
- YouTube COVID-19 Update (American Sign Language series of videos)  
<https://www.youtube.com/playlist?list=PLvrp9iOILTQatwnqm61jqFrfsUB4RK6J>
- CDC protocols can be found online at:  
<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>  
<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

## State of Alaska COVID-10 Information/Reopen Alaska

- <https://covid19.alaska.gov/>
- <https://covid19.alaska.gov/reopen/>
- <https://covid19.alaska.gov/wp-content/uploads/2020/05/05072020-Phase-II-016-Attachment-D-Non-Essential-Public-Facing-Businesses-Generally-Not-Including-Retail.pdf>

