



Port Safety and Wellness COVID-19 Safe Office Practices



PORT OF OAKLAND

SAFETY IS EVERYONE'S RESPONSIBILITY

Introduction

The COVID-19 pandemic has created a “new normal” for all of us. These guidelines will establish the general protocols and practices for all Port of Oakland offices during the COVID-19 pandemic recovery phases.

It is strongly encouraged that each division and/or departments develop specific procedures or practices that will relate to their individual staff and workspaces. The Port H&S Office will assist in developing these plans.

Risk Assessment

A risk assessment is an established method for evaluating the workspace or area to determine potential and actual risks as they relate to COVID-19. Each workspace must conduct a Risk Assessment. This evaluation must focus on the key areas within a Port office space to identify:

1. All areas where physical distancing cannot safely be accomplished. Such as “choke” points in narrow hallways, shared cubicles or common printer locations.
2. High touch surface areas such as copiers, printers, computers or similar and shared kitchen areas, and equipment.
3. Conference room capacities within department.

Depending on the evaluation outcome, some basic steps will need to be considered and implemented, such as:

1. Reduced capacity in conference rooms for in-person meetings

2. Developing safe paths of travel to reduce “choke” points.
3. Restricting or reducing printer and copier use.
4. Restricted or reduced kitchen and equipment use.
5. Moving staff to temporary locations to increase physical distance.

Once the initial evaluation is complete, the Port H&S Office working with the specific department will create a Site-Specific Safety Plan with the following elements:

- Staff assignments in an A/B grouping.
- Conference room capacities (if applicable)
- General cleaning protocols
- Personal protective equipment availability
- Physical distancing guidelines
- Self Health screening requirements
- Additional specific elements pertinent to that department.

Once complete this plan will be required to be shared with all affected employees. It is strongly advised that all employees watch the COVID-19 Safe Office Practices video as well to ensure complete compliance with the Alameda County Health Order.

If there are questions about this document please contact the Port Health and Safety Officer at ddemoss@portoakland.com or (510) 627-1469

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FACE COVERINGS



Face Coverings

Face coverings are required when working within the Port offices. Please ensure you have an acceptable face covering, when you arrive. Additional details on (page 2)

STOP THE SPREAD OF GERMS

Help prevent the spread of respiratory diseases like COVID-19.

Stay at least 6 feet (about 2 arms' length) from other people.



Physical Distancing Guidelines

To prevent the spread of COVID-19 we must practice physical distancing which means maintaining at least 6 feet distance from one another. (Page 2)



Face Coverings

The Alameda County Health Order generally requires the use of acceptable face coverings when outside the home or personal vehicle in settings where interaction with others outside the immediate family unit are occurring. This includes conducting essential business (such as shopping and visiting the doctor) however it also is required when coming to the Port of Oakland offices.

Required Use

All employees (including visitors, supplies/vendors) coming to the Port of Oakland offices must wear an acceptable face covering for the following situations:

1. In parking garages/lots (when not alone) and prior to entering any Port facility or office.
2. When moving around the office or facility, in common hallways, kitchens, copy rooms, file rooms, elevators, lobby areas, stairwells, meeting rooms and when you are interacting with other employee or the general public.
3. Any other situation (not mentioned above) where physical distancing cannot be achieved or accomplished.

Exceptions: when alone working at your office or workstation or driving a vehicle.

Acceptable Face Covering

Acceptable face coverings must be made of cloth material and cover the nose and mouth of the wearer completely, they must be comfortable to wear to prevent constant adjustments. They can be homemade or purchased, they must not violate any Port of Oakland uniform policies and be presentable and not offensive any an manner. Please consult your immediate supervisor for

specific direction on Port policies.



If you do not have an acceptable face covering, contact your immediate supervisor or the Port Health and Safety Office, a disposable face mask can be obtained for your use.



Physical Distancing

and in common shared spaces such as stairwells, elevators, meeting rooms and other spaces where there is a high probability of interacting with other employees.

Work Space Assignments

Employee workspace assignments may be modified to accommodate physical distancing. In these situations, employees will be reassigned to another temporary location within the office to create physical distance from another employee who may be working within 6 feet.

Meeting Rooms

Each Conference/Meeting room must have reduced capacities to allow for in person meetings to take place and still allow for physical distancing to occur. If the size of the space does not allow for physical distancing to occur with all participants, then you must choose another space. Also **DO NOT**

schedule meetings back to back. Schedule meetings with at least 30 minutes between meetings to allow for participants to exit the meeting room without direct interaction with another meeting and properly clean the room (see cleaning below).

Barriers

Physical barriers may be installed to create a physical protection is situations where distancing is not possible, if you feel a barrier needs to be installed in your workspace please contact your immediate supervisor or Port H&S Office.



At the Port of Oakland each employee is required to practice physical distancing from each other when working in the office environment to minimize the spread of COVID-19 virus. Physical distancing is vital in preventing the spread of COVID-19 and is everyone's responsibility.

While in the office each employee must practice physical distancing (unless unsafe to do so) while travelling around Port offices

Cleaning and Sanitization

General Office Cleaning

All Port of Oakland offices have services that conduct cleaning of common areas within the office environment and this occurs nightly in most cases. These services include sanitization of common surfaces such as door handles, stair rails, elevator buttons and similar common touch surfaces, which occurs multiple times throughout the day.

Deeper cleaning and sanitization/disinfection will occur at least weekly in most areas.

Personal Workspace

All employees are responsible for their immediate workstation and space. Supplies will be provided in general areas of the office to enable you to clean your space periodically to help prevent the spread of COVID-19. In addition it may be necessary for employees to clean commonly used spaces like tables or countertop surfaces, if they are a part of the employees workspace and area, these may include service desks or places where you interact with the general public



Common Use Meeting Rooms

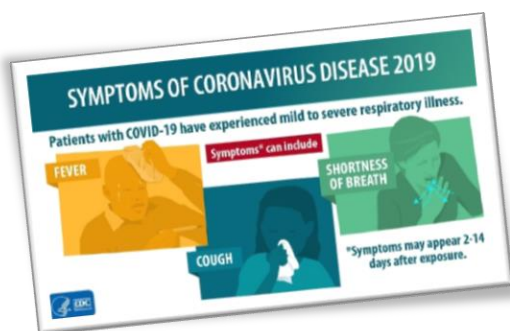
The host employee will be responsible for wiping down the meeting or conference room after each use, cleaning supplies will be made available for meeting spaces for this purpose. The host employee must wipe down all places where participants were sitting to include table surfaces, and chair handles at a minimum.

- Copier machines
- Kiosk computers
- Printers
- Common use file cabinets
- Paper shredders/cutters
- Other common use office equipment not already identified

Each user must wipe down (at a minimum) any place that they touched while operating the tool or equipment.

Common Use Tools or Equipment

All common use tools or equipment must be cleaned after each use by the last employee that used the tool or device. Common use tools and equipment may include:



At the Port of Oakland each employee is required to conduct a self-health screening prior to coming to work. By entering the office space you are attesting to have conducted a self-test and do not have any symptoms relating to COVID-19.

COVID-19 Symptoms

The CDC has identified primary symptoms that are related to COVID-19, which are:

- Fever in excess of 100 degrees
- Shortness of breath
- Difficulty breathing

Self-Health Screening

- Persistent cough or sneezing
- Muscle or body aches

If you have any of the above symptoms in combination, it is recommended you consult with your medical provider or contact CarivaCare at (510) 626-9910 they can assist in directing you where you can receive a test. Notify your immediate supervisor.

Wellness Stations

The Port Health and Safety Office has established wellness stations at key locations serving our offices to assist in self-health screening. These stations will be located near common entry points to Port offices and can be accessed by Port employees.

At the station you will find the following tools and supplies:

- (1) Non-contact medical grade thermometer.
- Box of disposable gloves

- Bottle of hand sanitizer
- Container of disinfectant wipes

Note: These supplies are meant for the wellness station only.

Self-Health Screen - Using Wellness Station

Steps for taking your self-health test:

- 1) Put on a pair of disposable gloves prior to handling any devices.
- 2) Measure your temperature without touching your skin. (**<100 degrees OK**)
- 3) Clean the thermometer and common touch surfaces with the provide disinfectant wipes.
- 4) Remove and dispose of the gloves.
- 5) Clean hands with provided hand sanitizer.

If you have symptoms; Please STAY HOME for the safety for your fellow co-workers!

General FAQ

Q: What about the HVAC or air conditioning at 530 Water St?

A: Since the beginning of the COVID-19 pandemic, the building engineers have been operating the HVAC according to ASRAE and CDC guidelines and have operated at 100% outside air, no recirculated air. They have also changed the filters to high efficiency air filter, which is maintained and changed regularly. All other guidelines are being followed.

Q: What about riding in elevators?

A: We are expecting that you maintain a social distance while travelling inside the Port building, for more confined spaces such as elevators or stairs you must use sound judgement. If you cannot maintain a 6 foot distance then it is advised that you wait for another elevator to come or use the stairs. In stairs allow for other employees to pass by waiting at the landings and try to avoid close contact. Please remember you must wear a face covering when travelling around the Port building. Also note that all elevators are cleaned multiple times throughout the work day, by cleaning staff.

Q: What about visitors to the Port building?

A: We are asking that general visitors are limited to business purposes only (no family or friends). Port Safety has developed a site visitor acknowledgment form that all site visitors must read, sign and return to the Port (specifically the host employee and Port Safety) prior to their arrival to the Port building.

Q: How will I know if my area is safe?

A: Each department is tasked with working with Port Safety to develop a safe risk assessment of their immediate department spaces and work areas, which will include identifying areas where social distancing is challenging

and making modifications, addressing proper staggering of employees (A/B groups) and work station assignments to prevent unnecessary grouping.

Q: Does my workspace get cleaned by cleaning staff?

A: The cleaning staff are assigned to clean common spaces and areas daily; however, you will be responsible for your immediate space which will include sanitization of desk surface, mouse and keyboard. For office spaces you must place your trash receptacle outside the office for nightly cleaning staff to access and dispose of.

Contacts

Port Safety: For specific safety concerns or questions and PPE

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