



Loss Control Division

of the Alabama Municipal Insurance Corporation
and the Municipal Workers Compensation Fund



With the current COVID-19 Pandemic, AMIC/MWCF Members are facing the potential for workforce reductions and increased expenses while they maintain essential operations and their essential support functions. Even the most prepared are finding some area that may have been overlooked.

There are no easy answers other than going back to fundamental risk management applications: the 'what' and the 'why' and then developing the best 'how'. The 'how', under COVID-19 circumstances, may require several changes and/or adjustments as conditions change or we receive better information.

While this bulletin gives guidance directed toward our public works and other related personnel concerning the hygiene of employees, vehicles, and work areas, they are applicable to all local government employees, including administration, law enforcement, and others.

Some of the principles we are trying to incorporate are:

- Enhanced personal hygiene. Touching exposed surfaces and then touching eyes, nose, or mouth may be more of a risk than just being in the same airspace. Regular handwashing, using hand sanitizer, and breaking years of 'face touching' habits is a primary defense.
- Frequently wash your hands with soap and warm/hot water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol. Always wash hands that are visibly soiled.
- Use of face masks in public areas are now considered a proper protocol. Cloth masks that are washable are adequate for this purpose.
- Avoid close contact with people who are sick.
- If you feel sick (even 'just not feeling very well'), stay home until you feel better. (This is still cold and flu season, as well.)
- Reduce employees' circle of contacts. Schedule the same 'smallest' teams of people to work together and keep the teams consistent. Have employees and teams use the same vehicles each time where possible.
- Reduce exposure to our most vulnerable employees. That includes anyone over 60 years old and those with the more susceptible underlying conditions (heart disease, diabetes, respiratory issues, and compromised or suppressed immune systems). Look for options for these employees to reduce work-related contact with others where practicable.
- If possible, work vehicles should be assigned to the same work group or crew throughout the COVID-19 timeframe.
- Develop an equipment and site cleaning protocol that sanitizes all touchable surfaces. If this is not practical on some equipment, make sure personnel are using gloves and other necessary PPE when operating.

- Develop a vehicle cleaning protocol that sanitizes touchable surfaces with approved anti-viral cleaning products, inside and out. Door handles, grab bars, and other frequently touched surfaces.
- Limit access to and number of personnel per vehicle. It will minimize the potential of exposure and if exposed will hopefully limit those in contact. Reduce number of personnel in vehicles at one time, if possible. Members may have some employees who can drive separately to the work location.

Members still need to address all the management, supervisory, safety functions and goals. Pre-job briefings should still contain information that is important to overall job safety.

Members may have employees who gather in a group for work assignments and other discussions. **Maintain social distancing as much as is possible.** They then go straight to their work vehicles.

Additional resources are available at the following links:

https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fspecific-groups%2Fguidance-business-response.html

https://www.apwa.net/MyApwa/Apwa_Public/Coronavirus_and_the_Public_Works_Community.aspx?utm_source=Informz&utm_medium=Email&utm_campaign=Informz%20Emails&_zs=QuBAE1&_zl=rFwf5

NOTE: This document is not intended to be legal advice. It does not identify all the issues surrounding the particular topic. Public agencies are encouraged to review their procedures with an expert or an attorney who is knowledgeable about the topic. Reliance on this information is at the sole risk of the user.