Atlantic City Municipal Utilities Authority
Standard Operating Procedures for Covid-19

It is always important to be safe in the workplace. Protecting yourself and your coworkers from spreading a virus is a responsibility of each employee. Management of the ACMUA wants all employees to follow guidelines set by the Centers for Disease Control and Prevention (CDC) and the Occupational Safety and Health Administration (OSHA).

Know when to allow an employee to return to work

If any employee is suspected or confirmed to have Covid-19 they can only return to work when certain conditions are met. These employees should not return to work until they meet the CDC's most recent criteria to discontinue home isolation. This is possible when the employee has met the following three criteria:

- The employee has had no fever for at least 72 hours (without the use of fever reducing medicine)
- Respiratory symptoms have improved (i.e. cough and shortness of breath have improved)
- The employee receives two negative tests in a row, at least 24 hours apart

Use the proper cleaning products

The CDC advises the use of proper cleaning products can kill the Covid-19 virus. The U.S. Environmental Protection Agency (EPA) has compiled a list of disinfectant products that can be used against Covid-19. The products include ready to use sprays, concentrates and wipes. The list is 62 pages long but some of the commonly known active ingredients found in various products are:

- Sodium Hypochlorite (bleach)
- Hydrogen Peroxide
- Citric Acid
- Chlorine Dioxide
- Quaternary Ammonium

Again, these active ingredients, and others, can be purchased in various forms which include sprays, concentrates and wipes. Please note the CDC suggests that the use of soap and water on surfaces will decrease the amount of virus on surfaces and objects, however, using EPA approved disinfectants to clean surfaces offers more assurance the workplace will be properly disinfected. This practice will also show that the ACMUA takes employee and customer safety seriously and will minimize the amount of illness.

Disinfect/clean common areas and items

Each work area/item must be evaluated separately regarding the amount of cleaning required and the frequency. Some areas/items will need to be cleaned several times per day depending on the amount of usage. The CDC's examples of frequently touched surfaces and objects that will need routine disinfection on a frequent basis include:

- Tables
- Doorknobs
- Light switches
- Countertops
- Handles
- Desks
- Phones
- Keyboards
- Toilets
- Faucets and sinks
- Gas pump handles
- Touch screens

Common areas such as break rooms and lunch rooms should also be properly cleaned at least daily, with multiple cleanings encouraged.

Implement safe workplace practices and policies

The ACMUA encourages all safe workplace practices. Among the practices suggested are the following:

- Social distancing (keep employees and customers six feet apart)
- Limit in-person meetings
- Minimize physical contact
- Limit gatherings in lunch and break rooms
- Intensify sanitation efforts
- Educate employees about best practices regarding hygiene

A work poster has been designed as part of this standard operating procedure to be posted conspicuously around the workplace. Copies can be made to enable multiple posting in highly visible areas.

⚠️ ATTENTION: ⚠️

In an attempt to keep employees safe and reduce the spread of the COVID-19 virus the ACMUA is recommending that all employees follow the guidelines listed below.

- Frequently wash your hands with soap and 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.
- Cover your cough or sneezes with your elbow to avoid the spreading of germs
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Clean your workspace and/or eating area before and after each use.
- Maintain social distancing, at least 6 feet from anyone who is coughing or sneezing.
- Avoid congregating in break rooms or other common areas.
- Avoid close contact with people who are sick.
- Stay home if you are feeling sick to prevent the spread of illness to your co-workers.
- If you have any question regarding policy implementation, please contact HR.

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