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	Production Procedures Safety	Effective Date: March 31, 2020
	VI - 460	Reviewed by: Dave Whitcomb
	Title: Social Distancing	Approved by: Gina Facca

**Purpose**

This policy is to provide direction to all personnel on Vigor premises on maintaining business focus while controlling the potential of an illness outbreak to move through the Vigor business units. This is a part of the business continuity plan which will allow Vigor to continue to provide services to our customers while providing protection to our employees and their families.

**These requirements apply to all personnel entering Vigor Controlled Facilities or Locations**

**Discussion**

As required under Executive, Local or other regulatory Orders or instructions – Vigor, as an essential business, shall implement social distancing and sanitation measures which are enforced as described in local, State and Federal regulations related to COVID-19 and the work place.

Each site Safety Manager in partnership with Production Leadership shall communicate and implement the requirements to maintain Social Distancing. In alignment with other existing policies, Company Executive Orders and Executive Orders by the States of OR, WA, AK and/or HI this will include: work shift modifications, distributed lunch and break areas, staggered lunches, cleaning protocols and other actions taken to mitigate spread within our workplace, the following immediate additional actions taken to mitigate the potential spread of the virus in our work areas.

As we do our work, take breaks, eat lunch, clock in and out and many other aspects of our days, we must maintain active social distancing. Your innovative co-workers have developed many ingenious ways to define and describe the six (6) foot distance rule. Many of these include putting visual cues in and around the work places. For instance, putting “X” on the floor with tape six (6) feet apart ensures that personnel maintain appropriate distances while standing in line. Placing “X” with tape on a table top ensures personnel are eating six (6) feet apart. Additional signage and reminders about good hygiene when getting water from a cooler etc. These create visual cues and reminders which will keep each of us focused while going about our daily tasks whether at the yard, home or grocery store. This social distancing practice is a requirement under the statutory orders under which we are working. Not doing so puts your own health at risk as well as that of your co-workers. It also puts jobs at Vigor at risk.

**Actions**

There are certain work situations where you will not be able to maintain a six (6) foot distance or reduce the time that you are spending with another person’s in the work area. While Vigor will seek to limit these situations there are instances where it is necessary to perform work safely. In those instances, you can wear your half face respirator (you need to shave and be fit tested) with P100 pancake cartridges, or you can wear a face shield (one that attaches to your hard hat is available in the vending machines or warehouse) or you can wear an N95 mask (we have limited supply of these). These face covers will help protect you if there someone coughs or sneezes in the work area.

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Supervisors are responsible to ensure personnel maintain social distance while at the workplace. Compliance with social distancing guidelines is mandatory (no different than any other key safety requirement) – social distancing applies to all personnel on Vigor properties at all times. Our Safety Team will proactively engage with monitoring compliance with these requirements and provide immediate corrective coaching and notification to supervision immediately.

The work at Vigor is defined by OSHA as Medium Exposure Risk work. OSHA outlines several control measures for Medium Risk type of work:

- Physical barriers, where feasible (face shields)
- Face masks/respirators
- Limiting access to work areas by customers
- Minimize face to face contact

Here are some of scenarios that you may encounter where you can use a respirator, a face shield or a mask to help you reduce your exposure:

#1 – You are working with a co-worker in an articulated basket at height. You will be spending the next two hours in the basket working on your assignment. In this instance you must wear your respirator and/or a face shield to control potential exposure. When you come down, wash your hands with soap and water before touching your face, eating, or going to the bathroom.

#2 – You are working in a ship and the passageways are narrow. When you look down the ladder you see several people at the bottom waiting to come up. Signal them to come up and then move away from the stairs so they can come up and pass by you with minimal contact. The same applies when you look down a passageway and seeing someone else walking toward you. Wait to enter the passageway in a side passage so that contact is kept to a minimum. If you are working in close quarters, your respirator or a face shield must be worn to limit your exposure.

#3 – Your craft is closely following another craft working in an enclosed space. Since all spaces can't be cleaned following each person who leaves it, you must wear your respirator, or a face shield plus gloves to limit your potential exposure to frequently touched surfaces.

#4 – You are part of a team packing shipping boxes with customer parts. The parts are heavy and it takes two of you to move the parts into place. Wearing a face shield and/or a mask is required to limit your exposure.

If your task assignment requires the use of a respirator to protect your health (hot work, blasting, painting, etc.) then you can wear that respirator with confidence that your health will be protected from the coronavirus as well.

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If your task requires you to be in a close work area with multiple people in order to accomplish the assignment AND you are not painting, blasting or doing hot work, choosing a face shield or a mask would be good options.

**Care of your Respirator and/or Face Shield:**

If you have been fit tested and issued a respirator, you will need to wash it following use. A mild detergent such as *Dawn* or *Dial* hand soap can be used. Remove the cartridges, wet the body of the mask and use a small amount of soap in water to wash all surfaces of the mask. Dry the mask with a soft dry cloth prior to use.

IF you are using a face shield, you will need to wash it following use. A mild detergent such as *Dawn* or *Dial* hand soap can be used. Wet the shield and use a small amount of soap in water to wash all surfaces of it. Dry the shield with a soft clean dry cloth prior to use, such as the ones in the bags of colored cloths that are in the warehouses.

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**Direction**

The following shall apply until the order for Social Distancing has been lifted in the applicable jurisdiction:

- Include Social Distancing in all Job Hazard Safety Analysis
- Failure to follow Social Distancing will result in corrective action up to and including immediate removal from Vigor controlled property or work area (applies to all facility entrants)
- Report all infractions of Social Distancing requirements in Daily Safety Audits
- Communicate these expectations to any and all visitors, contractors, customers that attend the yard.