

The purpose of this plan is to protect employees against exposure and disease during an airborne infectious disease outbreak. This plan goes into effect when an airborne infectious disease is designated by the New York State Commissioner of Health as a highly contagious communicable disease that presents a serious risk of harm to the public health. This plan is subject to any additional or greater requirements arising from a declaration of a state of emergency due to an airborne infectious disease, as well as any applicable federal standards.

Employees should report any questions or concerns with the implementation this plan to the designated contact.

This plan applies to all “employees” as defined by the New York State HERO Act, which means any person providing labor or services for remuneration for a private entity or business within the state, without regard to an individual’s immigration status, and shall include part-time workers, independent contractors, domestic workers, home care and personal care workers, day laborers, farmworkers and other temporary and seasonal workers. The term also includes individuals working for digital applications or platforms, staffing agencies, contractors or subcontractors on behalf of the employer at any individual work site, as well as any individual delivering goods or transporting people at, to or from the work site on behalf of the employer, regardless of whether delivery or transport is conducted by an individual or entity that would otherwise be deemed an employer under this chapter. The term does not include employees or independent contractors of the state, any political subdivision of the state, a public authority, or any other governmental agency or instrumentality.

As of the date of the publication of this document, while the State continues to deal with COVID-19 and a risk still exists, no designation is in effect at this time. Please check the websites of Departments of Health and Labor for up to date information on whether a designation has been put into effect, as any such designation will be prominently displayed. No employer is required to put a plan into effect absent such a designation by the Commissioner of Health.

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I. RESPONSIBILITIES

This plan applies to all employees of _____, and [all]/[the following work sites]:

This plan requires commitment to ensure compliance with all plan elements aimed at preventing the spread of infectious disease. The following supervisory employee(s) are designated to enforce compliance with the plan. Additionally, these supervisory employees will act as the designated contacts unless otherwise noted in this plan:

Name	Title	Location	Phone

II. EXPOSURE CONTROLS DURING A DESIGNATED OUTBREAK

A. MINIMUM CONTROLS DURING AN OUTBREAK

During an airborne infectious disease outbreak, the following minimum controls will be used in all areas of the worksite:

- General Awareness:** Individuals may not be aware that they have the infectious disease and can spread it to others. Employees should remember to:
 - Maintain physical distancing;
 - Exercise coughing/sneezing etiquette;
 - Wear face coverings, gloves, and personal protective equipment (PPE), as appropriate;
 - Individuals limit what they touch;
 - Stop social etiquette behaviors such as hugging and hand shaking, and
 - Wash hands properly and often.
- “Stay at Home Policy”:** If an employee develops symptoms of the infectious disease, the employee should not be in the workplace. The employee should inform the designated contact and follow New York State Department of Health (NYSDOH) and Centers for Disease Control and Prevention (CDC) guidance regarding obtaining medical care and isolating.
- Health Screening:** Employees will be screened for symptoms of the infectious disease at the beginning of their shift. Employees are to self-monitor throughout their shift and report any new or emerging signs or symptoms of the infectious disease to the designated contact. An employee showing signs or symptoms of the infectious disease should be removed from the workplace and should contact a healthcare professional for instructions. The health screening elements will follow guidance from NYSDOH and CDC guidance, if available.

4. **Face Coverings:** To protect your coworkers, employees will wear face coverings throughout the workday to the greatest extent possible. Face coverings and physical distancing should be used together whenever possible. The face covering must cover the nose and mouth, and fit snugly, but comfortably, against the face. The face covering itself must not create a hazard, e.g. have features could get caught in machinery or cause severe fogging of eyewear. The face coverings must be kept clean and sanitary and changed when soiled, contaminated, or damaged.
5. **Physical Distancing:** Physical distancing will be followed as much as feasible. Avoid unnecessary gatherings and maintain a distance of at least six feet (or as recommended by the NYSDOH/CDC for the infectious agent) from each other. Use a face covering when physical distance cannot be maintained.

In situations where prolonged close contact with other individuals is likely, use the following control methods: (Note to employer: Check off the controls you intend to use and add any additional controls not listed here.)

- restricting or limiting customer or visitor entry;
- limiting occupancy;
- allowing only one person at a time inside small enclosed spaces with poor ventilation;
- reconfiguring workspaces;
- physical barriers;
- signage;
- floor markings;
- telecommuting;
- remote meetings;
- preventing gatherings;
- restricting travel;
- creating new work shifts and/or staggering work hours;
- adjusting break times and lunch periods;
- delivering services remotely or through curbside pickup;
- _____
- _____
- _____

6. **Hand Hygiene:** To prevent the spread of infection, employees should wash hands with soap and water for at least 20 seconds or use a hand sanitizer with at least 60% alcohol to clean hands BEFORE and AFTER:
 - Touching your eyes, nose, or mouth;
 - Touching your mask;
 - Entering and leaving a public place; and
 - Touching an item or surface that may be frequently touched by other people, such as door handles, tables, gas pumps, shopping carts, or electronic cashier registers/screens.

Because hand sanitizers are less effective on soiled hands, wash hands rather than using hand sanitizer when your hands are soiled.

7. **Cleaning and Disinfection:** See Section V of this plan.
8. **“Respiratory Etiquette”:** Because infectious diseases can be spread by droplets expelled from the mouth and nose, employees should exercise appropriate respiratory etiquette by covering nose and mouth when sneezing, coughing or yawning.
9. **Special Accommodations for Individuals with Added Risk Factors:** Some employees, due to age, underlying health condition, or other factors, may be at increased risk of severe illness if infected. Please inform your supervisor or the HR department if you fall within this group and need an accommodation.

B. ADVANCED CONTROLS DURING AN OUTBREAK

For activities where the Minimum Controls alone will not provide sufficient protection for employees, additional controls from the following hierarchy may be necessary. Employers should determine if the following are necessary:

1. Elimination: Employers should consider the temporary suspension or elimination of risky activities where adequate controls could not provide sufficient protection for employees.
2. Engineering Controls: Employers should consider appropriate controls to contain and/or remove the infectious agent, prevent the agent from being spread, or isolate the worker from the infectious agent. Examples of engineering controls include:
 - i. Mechanical Ventilation:
 - a. Local Exhaust Ventilation, for example:
 - Ventilated booths (lab hoods);
 - Kitchen Vents; and
 - Vented biosafety cabinets.
 - b. General Ventilation, for example:
 - Dedicated ventilation systems for cooking areas, malls, atriums, surgical suites, manufacturing, welding, indoor painting, laboratories, negative pressure isolation rooms;
 - Increasing the percentage of fresh air introduced into air handling systems;
 - Avoiding air recirculation;
 - Using higher-efficiency air filters in the air handling system;
 - If fans are used in the facility, arrange them so that air does not blow directly from one worker to another; and
 - ii. Natural Ventilation, for example:
 - Opening outside windows and doors to create natural ventilation; and
 - Opening windows on one side of the room to let fresh air in and installing window exhaust fans on the opposite side of the room so that they exhaust air outdoors. *(Note: This method is appropriate only if air will not blow from one person to another.)*
 - iii. Install automatic disinfection systems (e.g., ultraviolet light disinfection systems).
 - iv. Install cleanable barriers such as partitions and/or clear plastic sneeze/cough guards.
 - v. Change layout to avoid points or areas where employees may congregate (e.g., install additional timeclocks).

Subject to changes based on operations and circumstances surrounding the infectious disease, engineering controls that are anticipated to be used are listed in the following table:

Engineering Controls Utilized/Location:

Note to Employer: One of the best ways to reduce exposure to infectious agents is to improve ventilation. The aim is to deliver more “clean air” into an occupied area and exhaust the contaminated air to a safe location. In some cases, the air may have to be filtered before it enters the work area and/or before it is exhausted. Direct the contaminated air away from other individuals and from the building’s fresh air intake ports. Consult your ventilation system’s manufacturer or service company to determine if improvements are possible for your system.

3. “Administrative Controls” are policies and work rules used to prevent exposure. Examples include:

- Increasing the space between workers;
- Slowing production speed to accommodate fewer workers at a time;
- Disinfecting procedures for specific operations;
- Not shaking out soiled laundry;
- Employee training;
- Identify and prioritize job functions that are essential for continuous operations;
- Cross-train employees to ensure critical operations can continue during worker absence;
- Limit the use of shared workstations;
- Post signs reminding employees of respiratory etiquette, masks, handwashing;
- Rearrange traffic flow to allow for one-way walking paths;
- Provide clearly designated entrance and exits;
- Provide additional short breaks for handwashing and cleaning;
- Establishing pods or cohorts working on same shift;

Subject to changes based on operations and circumstances surrounding the infectious disease, the following specific administrative controls are anticipated to be used:

Administrative Controls Utilized/Location:

4. 10. Personal Protective Equipment (PPE) are devices like eye protection, face shields, respirators , , and gloves that protect the wearer from infection. PPE will be provided, used and maintained in a sanitary and reliable condition at no cost to the employee. The PPE provided to an employee will be based on a hazard assessment for the workplace.

PPE Required - Activity Involved/Location:

1 The use of respiratory protection, e.g. an N95 filtering facepiece respirator, requires compliance with the OSHA Respiratory Protection Standard 29 CFR 1910.134 or temporary respiratory protection requirements OSHA allows for during the infectious disease outbreak.

2 Respirators with exhalation valves will release exhaled droplets from the respirators. Respirators are designed to protect the wearer. Surgical masks and face coverings, which are not respirators, are designed to protect others, not the wearer.

C. EXPOSURE CONTROL READINESS, MAINTENANCE AND STORAGE:

The controls we have selected will be obtained, properly stored, and maintained so that they are ready for immediate use in the event of an infectious disease outbreak and any applicable expiration dates will be properly considered.

III. HOUSEKEEPING DURING A DESIGNATED OUTBREAK

A. Disinfection Methods and Schedules

Objects that are touched repeatedly by multiple individuals, such as door handles, light switches, control buttons/levers, dials, levers, water faucet handles, computers, phones, or handrails must be cleaned frequently with an appropriate disinfectant. Surfaces that are handled less often, or by fewer individuals, may require less frequent disinfection.

The disinfection methods and schedules selected are based on specific workplace conditions.

The New York State Department of Environmental Conservation (NYSDEC) and the Environmental Protection Agency (EPA) have compiled lists of approved disinfectants that are effective against many infectious agents (see dec.ny.gov and epa.gov/pesticide-registration/selected-epa-registered-disinfectants). Select disinfectants based on NYSDOH and CDC guidance and follow manufacturer guidance for methods, dilution, use, and contact time.

B. Adjustments to Normal Housekeeping Procedures

Normal housekeeping duties and schedules should continue to be followed during an infectious disease outbreak, to the extent practicable and appropriate consistent with NYSDOH and/or CDC guidance in effect at the time. However, routine procedures may need to be adjusted and additional cleaning and disinfecting may be required.

Housekeeping staff may be at increased risk because they may be cleaning many potentially contaminated surfaces. Some housekeeping activities, like dry sweeping, vacuuming, and dusting, can resuspend into the air particles that are contaminated with the infectious agent. For that reason, alternative methods and/or increased levels of protection may be needed.

Rather than dusting, for example, the CDC recommends cleaning surfaces with soap and water before disinfecting them. Conducting housekeeping during “off” hours may also reduce other workers’ exposures to the infectious agent. Best practice dictates that housekeepers should wear respiratory protection. See cdc.gov for more guidance.

C. If an employee develops symptoms of the infectious disease at work, it is ideal to isolate the area in accordance with guidance issued by NYSDOH or the CDC, before cleaning and disinfecting the sick employee’s work area. This delay will allow contaminated droplets to settle out of the air and the space to be ventilated.

D. As feasible, liners should be used in trash containers. Empty the containers often enough to prevent overfilling. Do not forcefully squeeze the air out of the trash bags before tying them closed. Trash containers may contain soiled tissue or face coverings.

IV. INFECTION RESPONSE DURING A DESIGNATED OUTBREAK

If an actual, or suspected, infectious disease case occurs at work, take the following actions:

- Instruct the sick individual to wear a face covering and leave the worksite and follow NYSDOH/CDC guidance.
- Follow local and state authority guidance to inform impacted individuals.

V. TRAINING AND INFORMATION DURING A DESIGNATED OUTBREAK

A. _____ will verbally inform all employees of the existence and location of this Plan, the circumstances it can be activated, the infectious disease standard, employer policies, and employee rights under the HERO Act. (Note: training need not be provided to the following individuals: any individuals working for staffing agencies, contractors or subcontractors on behalf of the employer at any individual work site, as well as any individual delivering goods or transporting people at, to or from the work site on behalf of the employer, where delivery or transport is conducted by an individual or entity that would otherwise be deemed an employer under this chapter)

VII. RETALIATION PROTECTIONS AND REPORTING OF ANY VIOLATIONS

No employer, or his or her agent, or person, , acting as or on behalf of a hiring entity, or the officer or agent of any entity, business, corporation, partnership, or limited liability company, shall discriminate, threaten, retaliate against, or take adverse action against any employee for exercising their rights under this plan, including reporting conduct the employee reasonably believes in good faith violates the plan or airborne infectious disease concerns to their employer, government agencies or officials or for refusing to work where an employee reasonably believes in good faith that such work exposes him or her, other workers, or the public to an unreasonable risk of exposure, provided the employee, another employee, or representative has notified the employer verbally or in writing, including electronic communication, of the inconsistent working conditions and the employer's failure to cure or if the employer knew or should have known of the consistent working conditions.

Notification of a violation by an employee may be made verbally or in writing, and without limitation to format including electronic communications. To the extent that communications between the employer and employee regarding a potential risk of exposure are in writing, they shall be maintained by the employer for two years after the conclusion of the designation of a high risk disease from the Commissioner of Health, or two years after the conclusion of the Governor's emergency declaration of a high risk disease. Employer should include contact information to report violations of this plan and retaliation during regular business hours and for weekends/other non-regular business hours when employees may be working.

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New York University Airborne Infections Disease Exposure Prevention Plan Appendix A Property List			
#	Property Designation/Address	Secondary Designation/Address	Owned OR Leased
1	3-5-WASH PL	3-5 WASHINGTON PLACE	OWNED
2	715-BROADWAY	715 BROADWAY	OWNED
3	719-BROADWAY	719 BROADWAY	OWNED
4	721-BROADWAY	721 BROADWAY	OWNED
5	725-BROADWAY	725 BROADWAY	OWNED
6	726-BROADWAY	726-BROADWAY	OWNED
7	CENTRAL PLAZA	107-113 2ND AVE	OWNED
8	19-WASH SQ N	19 WASHINGTON SQ NORTH	OWNED
9	238 Thompson Street	GLOBAL CENTER FOR ACADEMIC AND SPIRITUAL LIFE	OWNED
10	BOBST LIBRARY	70 WASHINGTON SQ SOUTH	OWNED
11	KEVORKIAN CTR	50 WASHINGTON SQ SOUTH	OWNED
12	KIMMEL CENTER	60-WASH SQ S	OWNED
13	KING JN CARLOS	51-53 WASH SQ S	OWNED
14	561 LGA PL (AKA 1 WSV 1ST FL)	561 LGA PL-1ST FL DEPARTMENT OF PUBLIC SAFETY (AKA 1 WSV 1ST FL)	OWNED
15	100-BLEECKER ST	100 BLEECKER STREET (SILVER TOWERS2)	OWNED
16	10-WASH MEWS	10 WASHINGTON MEWS	OWNED
17	110-BLEECKER ST	110 BLEECKER STREET (SILVER TOWERS1)	OWNED
18	11-WASH MEWS	11 WASHINGTON MEWS	OWNED
19	120-W 15TH ST	120 WEST 15TH STREET (ARMORY)	OWNED
20	12-14-EAST 8TH	12-14 EAST 8TH STREET	OWNED
21	12-WASH MEWS	12 WASHINGTON MEWS	OWNED
22	14-WASH MEWS	14 WASHINGTON MEWS	OWNED
23	14-WASH PL	14 WASHINGTON PLACE	OWNED
24	15-WASH PL	15 WASHINGTON PLACE	OWNED
25	16-E 8TH ST	16 EAST 8TH STREET	OWNED

#	Property Designation/Address	Secondary Designation/Address	Owned OR Leased
26	18-E 8TH ST	18 EAST 8TH STREET	OWNED
27	19 MACDOUGAL ALLEY	19 MACDOUGAL ALLEY	OWNED
28	1-WASH SQ V	1 WASHINGTON SQ VILLAGE	OWNED
29	21 MACDOUGAL ALLEY	21 MACDOUGAL ALLEY	OWNED
30	21-WASH SQ N	21 WASHINGTON SQ NORTH	OWNED
31	22-E 8TH ST	22 EAST 8TH STREET	OWNED
32	269 GREENE ST	269 GREENE ST (APARTMENTS ONLY)	OWNED
33	29 WSQW	29 WASHINGTON SQUARE WEST	OWNED
34	2-WASH SQ V	2 WASHINGTON SQ VILLAGE	OWNED
35	37-WASH SQ W	37 WASHINGTON SQ WEST	OWNED
36	3-WASH MEWS	3 WASHINGTON MEWS	OWNED
37	3-WASH SQ V (APTS)	3 WASHINGTON SQ VILLAGE (APTS)	OWNED
38	46-WASH MEWS	46 WASHINGTON MEWS	OWNED
39	48-WASH MEWS	48 WASHINGTON MEWS	OWNED
40	4-WASH MEWS	4-4A WASHINGTON MEWS	OWNED
41	4-WASH SQ V	4 WASHINGTON SQ VILLAGE	OWNED
42	50-WASH MEWS	50 WASHINGTON MEWS	OWNED
43	52-WASH MEWS	52 WASHINGTON MEWS	OWNED
44	54-WASH MEWS	54 WASHINGTON MEWS	OWNED
45	55A-WASH MEWS	5-5A WASHINGTON MEWS	OWNED
46	56-WASH MEWS	56 WASHINGTON MEWS	OWNED
47	58-WASH MEWS	58 WASHINGTON MEWS	OWNED
48	60-WASH MEWS	60 WASHINGTON MEWS	OWNED
49	62-WASH MEWS	62 WASHINGTON MEWS	OWNED
50	6-E 8TH ST	6 EAST 8TH STREET	OWNED
51	6-WASH MEWS	6 WASHINGTON MEWS	OWNED
52	7-WASH SQ N	7-13 WASHINGTON SQ NORTH	OWNED

#	Property Designation/Address	Secondary Designation/Address	Owned OR Leased
53	9-WASH MEWS	9 WASHINGTON MEWS	OWNED
54	ALCOTT HOUSE	130-132 MACDOUGAL STREET	OWNED
55	2 River Road	2 River Road	OWNED
56	ROGERS HALL	6 Metrotech Center - Brooklyn, NY 11201	OWNED
57	JACOBS ACADEMIC	6 Metrotech Center - Brooklyn, NY 11201	OWNED
58	JACOBS ADMIN	6 Metrotech Center - Brooklyn, NY 11201	OWNED
59	DIBNER LIBRARY	5 Metrotech Center - Brooklyn, NY 11201	OWNED
60	WUNSCH HALL	311 Bridge Street - Brooklyn, NY 11201	OWNED
61	OTHMER HALL	101 Johnson Street - Brooklyn, NY 11201	OWNED
62	CIVIL ENGINEERING	6 Metrotech Center - Brooklyn, NY 11201	OWNED
63	370 JAY Street	370 JAY Street	OWNED
64	1-METROTECH	1 Metrotech Center - Brooklyn, NY 11201	LEASED
65	2-METROTECH	2 Metrotech Center - Brooklyn, NY 11201	LEASED
66	12-METROTECH	12 Metrotech Center - Brooklyn, NY 11201	LEASED
67	15-METROTECH	15 Metrotech Center - Brooklyn, NY 11201	LEASED
68	137 VARICK STREET	137 VARICK STREET, NYC	LEASED
69	20 JAY STREET	20 JAY STREET, Brooklyn, NY	LEASED
70	325 GOLD St.	325 GOLD ST., Brooklyn, NY	LEASED
71	55 BROAD STREET	55 BROAD STREET, NYC	LEASED
72	1 Pierrepont Plaza	1 Pierrepont Plaza (aka 300 Cadman Plaza West), Bklyn, NY	LEASED
73	14A-WASH MEWS	14A WASHINGTON MEWS	OWNED
74	14-E 4TH ST	SILK BUILDING (14 EAST 4TH STREET)	LEASED
75	15-WASH MEWS	15 WASHINGTON MEWS (FRENCH INSTITUTE)	OWNED
76	41-51 EAST 11TH ST (AKA 95 UNIVERSITY	41-51 EAST 11TH ST (AKA 95 UNIVERSITY PLACE)	LEASED
77	4-WASH SQ N	4 WASHINGTON SQ NORTH	OWNED
78	5-WASH SQ N	5 WASHINGTON SQ NORTH	OWNED

#	Property Designation/Address	Secondary Designation/Address	Owned OR Leased
79	6-WASH SQ N	6 WASHINGTON SQ NORTH	OWNED
80	740-BROADWAY	740 BROADWAY	LEASED
81	7-WASH MEWS	7-7A WASHINGTON MEWS	OWNED
82	836-BROADWAY	836-838 BROADWAY	LEASED
83	8-WASH MEWS	8 WASHINGTON MEWS	OWNED
84	10 ASTOR PLACE	10 ASTOR PLACE	LEASED
85	AFRICA HOUSE	44 WASH MEWS	OWNED
86	BARNEY	34-35 STUYVESANT STREET	OWNED
87	BRONFMAN CTR	7 EAST 10TH STREET	OWNED
88	CASA ITALIANA	24 WEST 12TH STREET	OWNED
89	DEUTSCHES HOUSE	42 WASH MEWS (AKA 12 UNIVERSITY PLACE)	OWNED
90	FAIRCHILD	7 E 12TH ST	OWNED
91	HALF 5 AVE	HALF 5 AVE (7-13 Washington Sq North)	OWNED
92	IRELAND HOUSE	1-2 WASHINGTON MEWS	OWNED
93	LA MAISON	16 WASHINGTON MEWS	OWNED
94	LILLIAN VERNON	58 WEST 10TH STREET	OWNED
95	FORBES	60 5TH AVE.	OWNED
96	ALUMNI HALL	33 3RD AVE	OWNED
97	RUBIN HALL	35 5TH AVENUE	OWNED
98	40 EAST 7TH STREET	40 EAST 7TH STREET	OWNED
99	GRAMERCY GREEN	310 THIRD AVENUE	OWNED
100	STUYVESANT TOWN	STUYVESANT TOWN (BETWEEN EAST 14TH AND 20TH STREET - FIRST AVENUE AND FDR)	LEASED
101	THIRD AVE DORM	75 3RD AVENUE	OWNED
102	10-WASH PL	CARTER HALL	OWNED
103	16-WASH PL - 1ST FL/BASEMENT	16 WASHINGTON PLACE - 1ST FL/BASEMENT	OWNED
104	19-W 4TH ST	15-19 WEST 4TH STREET(269 MERCER)	OWNED
105	25-W 4TH ST	25 WEST 4TH STREET	OWNED

#	Property Designation/Address	Secondary Designation/Address	Owned OR Leased
106	283-MERCER ST	PUBLIC SAFETY COMMAND CENTER	OWNED
107	285-MERCER ST	285 MERCER STREET	OWNED
108	31-W 4TH ST	31 WEST 4TH STREET	OWNED
109	7-WASH PL	PUBLIC SAFETY BUILDING	OWNED
110	MEYER	2-4-6-WASH PL	OWNED
111	15-WASH PL/1ST FL OFFICES	15-WASH PL/1ST FL OFFICES	OWNED
112	44-W 4TH ST	44 WEST 4TH STREET (KMEC)	OWNED
113	50-W 4TH ST	50 WEST 4TH STREET (SHIMKIN)	OWNED
114	TISCH HALL	40 WEST 4TH STREET	OWNED
115	WARREN WVR (EXCLUDING CENTRAL PLANT)	251-MERCER ST (EXCLUDING CENTRAL PLANT)	OWNED
116	122 GREENWICH AVE	122 GREENWICH AVE	OWNED
117	151 W.17TH STREET	151 W.17TH STREET, (APT. #9G)	LEASED
118	166 PERRY ST	166 PERRY	OWNED
119	175 PACIFIC STREET	175 PACIFIC STREET	OWNED
120	22-WASH SQ N	22 WASHINGTON SQ NORTH (ADMISSIONS)	OWNED
121	25 CENTRAL PARK WEST	25 CENTRAL PARK WEST	OWNED
122	236 WEST 27TH STREET	236 W. 27TH ST. (8TH FLR. FRONT WEST ARTIST STUDIO)	LEASED
123	237 THOMPSON STREET	237 THOMPSON STREET (9 UNITS)	LEASED
124	242 WEST 12TH	242 WEST 12TH	OWNED
125	260 PARK AVE	260 PARK AVE	OWNED
126	28 BETHUNE STREET	28 BETHUNE STREET	OWNED
127	305 E 85TH ST	305 E 85TH ST	OWNED
128	455 CENTRAL PARK WEST	455 CENTRAL PARK WEST (APT. # 5L)	OWNED
129	505 GREENWICH STREET	505 GREENWICH STREET (APT 5H)	LEASED
130	534 HUDSON STREET	534 HUDSON STREET, (APT. #6E)	LEASED
131	63 CHARLES	63 CHARLES	OWNED

#	Property Designation/Address	Secondary Designation/Address	Owned OR Leased
132	65 CHARLES	65 CHARLES	OWNED
133	845 WEST END AVE	845 WEST END AVE	OWNED
134	99 JANE STREET (APTS. 6D, 7E, 8F, & 9A)	99 JANE STREET	LEASED
135	FURMAN HALL	245-SULLIVAN ST	OWNED
136	JUDSON CONDO	239 THOMPSON STREET	OWNED
137	ONE MORTON SQUARE	ONE MORTON SQUARE (PENTHOUSE AW)	LEASED
138	VANDERBILT	40 WASHINGTON SQ SOUTH	OWNED
139	Wilf Hall	139 MACDOUGAL STREET	OWNED
140	18-WASH PL	18 WASHINGTON PLACE (BOOKSTORE)	OWNED
141	194-MERCER ST	194 MERCER STREET (627 BROADWAY) (LEASED)	LEASED
142	383-LAF ST	383 LAFAYETTE STREET	OWNED
143	FORMERLY COLES	181 MERCER STREET	OWNED
144	404 LAFAYETTE STREET	404 LAFAYETTE STREET	OWNED
145	EAST BUILDING	239-GREENE ST	OWNED
146	EDUCATION BLDG	35-WEST 4TH ST	OWNED
147	PLESS ANNEXE	26-28 WASHINGTON PLACE	OWNED
148	PLESS HALL	32-36 WASHINGTON PLACE (AKA 82 Washington Square East)	OWNED
149	Provincetown Theater	133-MACDOUGAL STREET	OWNED
150	PUCK BUILDING	295-LAFAYETTE	LEASED
151	105 East 17th Street	105 East 17th Street (LEASED)	LEASED
152	47-W 13TH ST	47 WEST 13TH STREET (LEASED)	LEASED
153	PALLADIUM	140 EAST 14TH STREET	OWNED
154	UNIVERSITY HALL	110 EAST 14TH STREET	OWNED
155	120-E 12TH ST	120 EAST 12TH STREET	OWNED
156	32 AVE OF AMERICAS, 12TH FL	32 AVE OF AMERICAS, 12TH FL	LEASED
157	14-E 78TH ST	14 EAST 78TH STREET (CHAN HOUSE)	OWNED
158	345-E 24TH ST	SCHWARTZ HALL	OWNED

#	Property Designation/Address	Secondary Designation/Address	Owned OR Leased
159	3-E 78TH ST	3 EAST 78TH STREET	OWNED
160	School of Nursing, College of Dentistry and Bio Engineering	433 1ST AVENUE	OWNED
161	DUKE HOUSE	1 EAST 78TH STREET	OWNED
162	380-2ND AVE	380 SECOND AVE (LEASED)	LEASED
163	WEISSMAN HALL	421 1ST AVENUE	OWNED
164	137 E 25th Street	137 E 25th Street	LEASED
165	113-UNIV PL	113 UNIVERSITY PLACE (Leased)	LEASED
166	11-W 42ND ST	11 WEST 42ND STREET (MIDTOWN CENTER - LEASED)	LEASED
167	155-6th AVE	155-6th AVE	LEASED
168	20-COOPER SQ	20 COOPER SQ	OWNED
169	1-E 2ND ST	1 EAST 2ND STREET (LEASED)	LEASED
170	400-BROOME ST	400 BROOME STREET (LEASED)	LEASED
171	509-LGA PL	509 LAGUARDIA PLACE 124-138 BLEECKER STREET	OWNED
172	411-LAFAYETTE	411 LAFAYETTE STREET (LEASED)	LEASED
173	55 FIFTH AVENUE, 16TH FL	55 FIFTH AVENUE, 16TH FL (LEASED)	LEASED
174	636-GREENWICH	636 GREENWICH STREET (LEASED)	LEASED
175	665-BROADWAY	665-BROADWAY (Leased)	LEASED
176	80-LAF ST	80 LAFAYETTE STREET (LEASED)	LEASED
177	CORAL TOWERS	129-3RD AVE (LEASED)	LEASED
178	WOOLWORTH BLDG	233-BROADWAY (Leased)	LEASED
179	12-16-WAV PL Genomics	12-16 WAVERLY PLACE	OWNED
180	14-UNIVERSITY PL	14 UNIVERSITY PLACE	OWNED
181	19-UNIV PL	13-19 UNIVERSITY PLACE	OWNED
182	21-WASH PL	21 WASHINGTON PLACE (AKA 244 Greene Street)	OWNED
183	25-WAV PL	25 WAVERLY PLACE (SMITH)	OWNED
184	BROWN	29 WASHINGTON PLACE	OWNED

#	Property Designation/Address	Secondary Designation/Address	Owned OR Leased
185	KIMBALL HALL	246 GREENE STREET	OWNED
186	MAIN	100 WASHINGTON SQ EAST (SILVER MAIN)	OWNED
187	TORCH CLUB	18-WAVERLY PL	OWNED
188	WAVERLY	24-WAVERLY PL	OWNED
189	14-UNIV PL (1ST FL ONLY)	14 UNIVERSITY PLACE (1ST FL ONLY)	OWNED
190	269 GREENE ST BLDG ENVELOPE (Edgar Temp)	269 GREENE ST - BLDG ENVELOPE	OWNED
191	CANTOR FILM CENTER	36-42 EAST 8TH STREET	OWNED
192	BRITTANY	55 EAST 10TH STREET	OWNED
193	535-555 LGA PLACE	RETAIL STORES	OWNED
194	NYU MAIL SVS	547-551 LGA PLACE	OWNED
195	20-E 15TH ST	CARLYLE GARAGE	OWNED
196	CARLYLE I	20 EAST 16TH STREET (CARLYLE 1)	OWNED
197	CARLYLE II	21 EAST 15TH STREET (CARLYLE 2)	OWNED
198	CARLYLE III	25-UNION SQ WEST (CARLYLE 3)	OWNED
199	GODDARD HALL	79 WASHINGTON SQ EAST	OWNED
200	WEINSTEIN HALL	5 - 11 UNIVERSITY PLACE	OWNED
201	LIPTON HALL	33 WASHINGTON SQ WEST	OWNED
202	Washington Sq. Village SH Apts.	Washington Sq. Village SH Apts.	OWNED
203	130 MACDOUGAL STREET	130 MACDOUGAL STREET	OWNED
204	D AGOSTINO HALL	110 W 3RD ST	OWNED
205	HAYDEN	240 MERCER STREET	OWNED
206	15 E. 84th St	Institute for the Study of the Ancient World	OWNED

 NEW YORK UNIVERSITY	<h2 style="margin: 0;">Job Task Hazard Analysis</h2>
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COMPANY/ PROJECT NAME NYU Operations Staff	DATE PREPARED: August 14, 2020	<input checked="" type="checkbox"/> NEW <input type="checkbox"/> REVISED
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JTHA WORK ACTIVITY (Description): Air Handling Unit Preventive Maintenance Only major tasks are addressed: <ul style="list-style-type: none"> - Cleaning coils/changing filters - Condensate drain check - Pulleys, belts, & bearings check - Valve & electrical equipment check 	List of Contractor(s)/Staff: Technical Services Department Refrigeration Engineers
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JTHA AUTHOR	POSITION / TITLE	SIGNATURE
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	Antonio DeMartino	Field Safety Supervisor/ASP	
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NYU HEALTH AND SAFETY MANAGEMENT	POSITION / TITLE	APPROVAL DATE
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	Asst. Director, EHS	08/14/2020
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Required PPE (indicate with "R") vs. Must Have Available On-site (indicate "A") vs COVID requirement (Indicated with CR)

REFLECTIVE VEST <input type="checkbox"/> REFLECTIVE VEST <input type="checkbox"/> BUMP CAP <input type="checkbox"/> GLOVES <input type="checkbox"/> SAFETY GLASSES <input type="checkbox"/> GOGGLES <input type="checkbox"/> FACE SHIELD	<input type="checkbox"/> HEARING PROTECTION <input type="checkbox"/> SAFETY SHOES: Boots PPE CLOTHING: <input type="checkbox"/> Long sleeve & pants <input type="checkbox"/> Other: Arcflash resistive shirt <input type="checkbox"/> Apron	RESPIRATORY PROTECTION: <input type="checkbox"/> NA <input type="checkbox"/> N95 Dust Mask <input type="checkbox"/> 1/2 face Air Purifying Respirator (APR) <input type="checkbox"/> Cartridge: <input checked="" type="checkbox"/> P100-Multigas <input type="checkbox"/> <input type="checkbox"/> Full face ARP; specify cartridge type: <input type="checkbox"/> Air Supplied Respirator <input type="checkbox"/> SCBA <input type="checkbox"/> Air-line	Other precautions: CR - Disinfectant appropriate for SARS-CoV-2
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Always perform a Safety Assessment: 1) prior to starting work; 2) when changing tasks; and 3) throughout the day. Focus on each new task, procedures, and skill sets to be used.

JOB TASKS	POTENTIAL HAZARDS	HAZARD CONTROLS (beyond wearing "Required" PPE)
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1) NYU administrative controls for entering NYU	a) Returning to work	a) -All employees must be tested for COVID-19 and submit their results prior to work -Every employee must complete a daily self-assessment symptom screening on the NYU Mobile app to be allowed on campus -Employees that can work remotely should work remotely -Wear a face covering at all times and social distance -NYU is following all regulatory guidance for reopening, including NYS guidance, OSHA, & CDC -Additional information about NYU's reopening can be found here: https://www.nyu.edu/life/safety-health-wellness/coronavirus-information.html
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2) Prep for work order	a) Lifting/loading cart b) Missing/broken tools c) Improper PPE	a) -Use buddy system if needed for heavier equipment -Use proper lifting techniques b) -Review Building Management System (BMS) and work order location to ensure correct tools are selected -Inspect tools as you are gathering them. Use plugs at staging area to test electrical equipment -Do a radio check before going to work location c) -Review BMS and work order location to ensure all needed PPE is gathered -PPE minimum should include the following: a. Bump cap b. Cut resistant gloves c. Boots d. Arc flash resistive clothing (long sleeve) e. Hearing protection (if needed) f. Eye protection (type depends on unit/task)
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3) Prep for work order (cont'd)	a) SARS-CoV-2	<p>a) -SARS-CoV-2 related PPE to have on hand should include N95 or better respiratory protection, exam style or other protective disposable gloves, apron and chemical splash goggles.</p> <p>-Additional equipment including:</p> <ul style="list-style-type: none"> a. Spray bottle for detergent in water solution, b. Disinfectant and clean cloths for wiping surfaces, c. Duct tape for sealing waste bags / containers closed.
4) Setting up work area	<p>a) Confined space</p> <p>b) Electrical</p> <p>c) Ceiling mounted AHU's</p> <p>d) SARS-CoV-2</p>	<p>a) -Confined space training</p> <ul style="list-style-type: none"> -Perform radio check -Clean area of trip hazards or debris <p>b) -Electrical Safety Awareness and Lockout/Tagout (LOTO) training</p> <ul style="list-style-type: none"> -Follow proper LOTO procedure: <ul style="list-style-type: none"> a. Call front end control center to shut down unit b. Confirm unit is fully shut down c. Shut off service switch and LOTO d. Shut off breaker and LOTO -Use multimeter to check if any wires or specific equipment is live <p>c) -When removing ceiling tiles wear eye protection</p> <ul style="list-style-type: none"> -Look over work area for any other object protruding out of the ceiling -Practice proper ladder safety <ul style="list-style-type: none"> a. Ladder safety training b. Inspect ladder for any damage or defects prior to use c. Maintain 3 points of contact while ascending/descending. Do not carry tools or equipment in hands while climbing. d. Belt buckle rule while working off ladders (do not lean or turn body so that belt buckle extends past the ladder rails) e. Use non-conductive ladders only <p>d) -Don N95 or higher mask, gloves, & goggle eye protection</p> <ul style="list-style-type: none"> -Have contractor bags or a box that is to be sealed for air filters or other debris
5) Filter changing/coil maintenance	<p>a) Dust</p> <p>b) Cuts/sharp edges</p> <p>c) Ladder</p> <p>d) Head impacts in ceiling plenums and mechanical rooms</p> <p>e) SARS-CoV-2</p>	<p>a) -Shut down air handling unit first</p> <ul style="list-style-type: none"> -If filters are heavily soiled/loaded, use dust control procedures such as covering or spraying with water to prevent dust/debris becoming airborne before removing. -Dust mask and eye protection (post SARS-CoV-2) -Package used HVAC filters in closed container before leaving work area <p>b) -Wear cut resistant gloves</p> <ul style="list-style-type: none"> -Look over work area to note any areas that have sharp edges <p>c) -Ladder safety training</p> <ul style="list-style-type: none"> - Inspect ladder for any damage or defects prior to use - Maintain 3 points of contact while ascending/descending. Do not carry tools or equipment in hands while climbing. -Belt buckle rule while working off ladders (do not lean or turn body so that belt buckle extends past the ladder rails) -Use non-conductive ladders only <p>d) -Always wear bump cap</p> <p>e) -Use contractor bags or a box that will be sealed to dispose of old filters</p> <ul style="list-style-type: none"> -Don SARS-CoV-2 related PPE for task, including: <ul style="list-style-type: none"> a. Exam style gloves over cut resistant gloves <ul style="list-style-type: none"> -If exam style gloves become damaged, stop work and replace the affected glove(s) b. N95 mask or higher c. Goggle eye protection



<p>Filter changing/coil maintenance (continued)</p>		<p>d. Apron (optional as needed)</p> <ul style="list-style-type: none"> -When vacuuming, only use HEPA rated vacuum. Dispose of dust/debris into a contractor bag before leaving work area -Substitute disinfectant for water to control dust, and spray all filters before disturbing -Place used HVAC filters and waste materials in heavy duty waste bags or boxes, which are then sealed closed, before transporting out of the work area -Isolate coils and protect system if coil washing is needed. Contain any mist created by either closing doors or hanging tarp to prevent potentially impacting the downstream air handling system (e.g. fan chamber, supply air ducts)
<p>6) Check condensate drain</p>	<p>a) Trip & slip hazards</p> <p>b) Low light condition</p> <p>c) SARS-CoV-2</p>	<p>a) -Look over area before entering. Make note of any small steps, lips, and wet areas.</p> <ul style="list-style-type: none"> -If needed dry wet areas or lay a non-slip material over wet area -Wear slip resistance boots -Avoid stepping in wet areas if possible <p>b) -Use headlamps or flashlights when walking into the coil area</p> <ul style="list-style-type: none"> -Set up a GFCI protected light stand or hang light prior to entering <p>c) -Condensate pan may potentially contain biological contaminants, including SARS-CoV-2 related coronavirus. Clean wet areas if needed and disinfectant with employer approved disinfectants (refer to the Safety Data Sheets for all chemicals used).</p>
<p>7) Check belts/pulleys/bearings</p>	<p>a) Release of hazardous energy (Electrical and moving parts)</p> <p>b) Lifting/ergonomics</p> <p>c) Low light condition</p> <p>d) Cuts/sharp edges</p> <p>e) Low headroom</p>	<p>a) -Follow proper LOTO procedure</p> <ul style="list-style-type: none"> -Use multimeter to check if any wires or specific equipment is live -Unit must be shut down and all parts completely stopped before inspection -Look over area before working to make note of high-risk areas <p>b) -Use proper tools if belt/pulleys/bearings need to be replaced</p> <ul style="list-style-type: none"> -If component is stuck or difficult to remove, call supervisor for help -If component is heavy, call supervisor for help lifting -Areas are often not ergonomic or comfortable to work in. Always review area before beginning work. If difficulty arises, call your supervisor for help. <p>c) -Use headlamps or flashlights when walking into the coil area</p> <ul style="list-style-type: none"> -Set up a GFCI protected light stand or hang light prior to entering, if needed <p>d) -Wear cut resistant gloves</p> <ul style="list-style-type: none"> -Look over work area to note any areas that have sharp edges -Wear eye protection <p>e) -Wear bump cap to protect your head</p> <ul style="list-style-type: none"> -Look over work area to note any problem areas
<p>8) Check valve controls & electrical equipment</p>	<p>a) Ladders</p> <p>b) Ergonomical</p> <p>c) Electrical</p>	<p>a) -Ladder safety training</p> <ul style="list-style-type: none"> - Inspect ladder for any damage or defects prior to use - Maintain 3 points of contact while ascending/descending. Do not carry tools or equipment in hands while climbing. -Belt buckle rule while working off of ladders (do not lean or turn body so that belt buckle extends past the ladder rails) -Use non-conductive ladders only <p>b) -Review work area before beginning work to find best approach</p> <ul style="list-style-type: none"> -If component is stuck, call supervisor <p>c) -Follow proper LOTO procedure</p> <ul style="list-style-type: none"> -Use multimeter to check if any wires or specific equipment is live



<p>9) Clean-up work area</p>	<p>a) Ergonomical/lifting b) Dust c) Electrical d) SARS-CoV-2</p>	<p>a) -Ask for help when lifting large/heavy equipment or debris -Load cart in a careful & organized manner</p> <p>b) -Ensure all boxes and contractor bags are completely sealed -Vacuum area if needed with a HEPA vacuum</p> <p>c) -Electrical Safety Awareness and LOTO training -Do not power the system up until all other tasks have been completed. -Ensure electrical components are dry -When removing LOTO follow the procedure: a. Look over all electrical equipment to ensure there is no damage. Look for any tools left in the work area b. Close and lock all doors to equipment c. Flip the breaker on d. Flip the service switch on e. Call front end control center to turn unit on</p> <p>d) -Ensure all boxes and waste bags are completely sealed -Wipe waste containers (boxes and waste bags) with with employer approved disinfectants (refer to the Safety Data Sheets for all chemicals used) -Vacuum area with a HEPA vacuum, as needed -Wipe down all equipment door handles and high touch surfaces or surfaces that may have been contaminated by dust from filters in the work area with employer approved disinfectant</p>
<p>10) Post-Job hygiene</p>	<p>a) SARS-CoV-2</p>	<p>a) -PPE</p> <p>a. Dispose of any used exam style gloves in a sealed bag</p> <p>b. Dispose the sealed bag in a waste receptacle designated for engineering staff as part of the unregulated waste stream. DO NOT DISPOSE in receptacles designated for others.</p> <p>c. Any reusable PPE (bump cap, safety glasses, safety goggles, elastomeric respirators if used) should be washed with soap and water and disinfected with employer approved disinfectant appropriate for the material</p> <p>-Tools & equipment</p> <p>a. Wash contact surfaces of tools and equipment. with soap and water and disinfect with employer approved disinfectant appropriate for the material</p> <p>b. Take care not to wet electrical components. If protective greases or oils are removed, retreat as needed.</p> <p>-Wash hands, forearms, and face with soap and water -Dry using a clean fresh towel or paper towels -When dealing with any potential SARS-CoV-2 related exposure, refer to the CDC or OSHA for guidelines and practice proper hygiene</p>
<p>11) Other notes</p>	<p>a) Various</p>	<p>a) Different units may require special tasks or equipment. Ensure all employees have the needed training.</p> <p>b) All tools and equipment should be inspected regularly. Do not use any damaged tools, and always use the correct tool for the job.</p> <p>c) JTHA should be reviewed and updated regularly as needed</p> <p>d) Any time an injury, incident or near-miss occurs, the JTHA should be reviewed and possibly updated</p> <p>e) Always follow PPE manufacturers guidelines on cleaning and maintenance</p> <p>f) This JTHA is not intended for health care setting treating SARS-CoV-2 infected patients</p> <p>g) Surgical masks are not intended to protect against inhaling contaminants, a N95 or higher respirator will provide a higher level of protection and should be used when working with potentially SARS-CoV-2 contaminated materials. Always check latest OSHA & CDC recommendations.</p>

 NEW YORK UNIVERSITY	<h2 style="margin: 0;">Job Task Hazard Analysis</h2>
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COMPANY/ PROJECT NAME NYU Operations Staff		DATE PREPARED: August 31, 2020	<input checked="" type="checkbox"/> NEW <input type="checkbox"/> REVISED
JTHA WORK ACTIVITY (Description): Routine Plumbing Repairs -Unclogging sink -Unclog waste line -Repair leak/drip		List of Contractor(s)/Staff: Technical Services Department Plumbers and Building operators	
JTHA AUTHOR		POSITION / TITLE	SIGNATURE
 Antonio DeMartino		Field Safety Supervisor/ASP	
NYU HEALTH AND SAFETY MANAGEMENT		POSITION / TITLE	APPROVAL DATE
		Asst. Director, EHS	09-01-2020
Required PPE (indicate with "R") vs. Must Have Available On-site (indicate "A") vs SARS-CoV-2 requirement (Indicated with CR)			
_____ REFLECTIVE VEST R _____ HARD HAT (OR BUMP CAP) R _____ EXAM STYLE GLOVES A _____ CUT RESISTANT GLOVES R _____ SAFETY GLASSES R _____ GOGGLES A _____ FACE SHIELD	A _____ HEARING PROTECTION R _____ SAFETY SHOES: Boots PPE CLOTHING: R _____ Long sleeve & pants R _____ Rubber boots / boot covers R _____ Apron or impermeable coveralls (for use with potential sewage contamination)	RESPIRATORY PROTECTION: <input type="checkbox"/> NA R _____ N95 Dust Mask (for use with potential sewage contamination) A _____ 1/2 face Air Purifying Respirator (APR) A _____ Cartridge: <input checked="" type="checkbox"/> P100-Multigas <input type="checkbox"/> _____ Full face ARP; specify cartridge type: _____ Air Supplied Respirator _____ SCBA _____ Air-line	Other precautions: R - Disinfectant for wastewater back flow. CR - Disinfectant appropriate for SARS-CoV-2
Always perform a Safety Assessment: 1) prior to starting work; 2) when changing tasks; and 3) throughout the day. Focus on each new task, procedures, and skill sets to be used.			
JOB TASKS	POTENTIAL HAZARDS	HAZARD CONTROLS (beyond wearing "Required" PPE)	
1) NYU administrative controls for entering NYU	a) Returning to work	a) -All employees must be tested for COVID-19 and submit their results prior to work -Every employee must complete a daily self-assessment symptom screening on the NYU Mobile app to be allowed on campus -Employees that can work remotely should work remotely -Wear a face covering at all times and social distance -NYU is following all regulatory guidance for reopening, including NYS guidance, OSHA, & CDC -Additional information about NYU's reopening can be found here: https://www.nyu.edu/life/safety-health-wellness/coronavirus-information.html	
2) Prep for work order	a) Lifting/loading cart b) Missing/broken tools	a) -Use buddy system if needed for heavier equipment -Use proper lifting techniques b) -Review work order location and details to ensure correct tools are selected -Inspect tools as you are gathering them. -Do a radio check before going to work location	



<p>3) Setting up work area</p>	<p>a) Non-permit required confined space</p> <p>b) Shock hazards</p> <p>c) Slips and Unauthorized Access by Non-Operations Staff</p> <p>d) Laboratory</p> <p>e) Ladders</p> <p>f) SARS-CoV-2</p>	<p>a) -Confined space training -Perform radio check -Clean area of trip hazards or debris</p> <p>b) -Evaluate extent of leak and identify potential for shock hazards caused by existing electrical systems. -Ensure electrical services to the work area are locked out if potential shock hazards exist. -Use GFCI to protect any electrical equipment and cords needed.</p> <p>c) -Place "Wet Floor" caution signs and barricade work area to prevent unintentional access by non-operations staff. -Use a bucket or other container to catch dripping or leaking water. Prevent splashing out of container. -Place container under any plumbing component before disassembling to capture residual water contained inside. -Dike spills and mop up any water that may have leaked out prior to arriving, as needed. -Disinfect surfaces that have been wetted by Category 2 or Category 3 water before beginning work. -Dispose of waste water properly.</p> <p>d) -Coordinate with lab manager and identify if water may contain laboratory hazardous materials (biological or chemical contaminants). -Maintain awareness for potential unrecognized hazardous materials in drain traps. -Stop work and Contact EHS & supervisor if waste water contains hazardous or an unknown material.</p> <p>e) -Ladder safety training -Inspect ladder for any damage or defects prior to use. -Maintain 3 points of contact while ascending/descending. Do not carry tools or equipment in hands while climbing. -Belt buckle rule while working off of ladders (do not lean or turn body so that belt buckle extends past the ladder rails) -Use non-conductive ladders only</p> <p>f) -All surfaces within bathroom facilities should be considered potentially SARS-CoV-2 contaminated. -All drinking water outlets (kitchen/pantry sinks or drinking water fountains and bubblers) and sinks should be considered high contact surfaces and potentially SARS-CoV-2 contaminated. -Don PPE including exam style gloves, and safety goggles. Wear apron as needed. Have N95 on hand and available. -Disinfect work area potential contact surfaces for the task with employer approved disinfectant (refer to the Safety Data Sheets for all chemicals used)</p>
<p>4) Unclogging Drain</p>	<p>a) Ergonomics and Strains</p>	<p>a) -Use proper tools when disassembling/reassembling plumbing components - Do not overexert or force a component that may lead to muscle strains or damage to the affected system. If component is stuck, and all troubleshooting methods have been exhausted, contact supervisor for assistance.</p>



<p>4) Unclogging Drain (cont'd)</p>	<p>b) Various water categories</p> <p>c) Cuts/sharp edges</p> <p>d) Handling waste materials</p> <p>e) SARS-CoV-2</p>	<p>b) -Identify the category of water leaking and don appropriate PPE (see Section 2):</p> <p>a. Minimum for waste line clog is Category 2. Any drain water that has not yet tied into the sewage waste line (post-toilet trap), mechanical or fire suppression system water, wind-driven rain infiltration is considered Category 2.</p> <p>b. Any toilet overflow with fecal matter, post-toilet trap sewage drain line, surface flooding from outdoors or floor drain back-ups, are considered Category 3.</p> <p>c. If the source is unknown, take precautions for Category 3 water</p> <p>c) -Wear cut resistant gloves -Look over work area to note any areas that have sharp edges -Protect sharp edges with soft buffers (e.g. carboard / foam) where possible.</p> <p>d) -Don exam style gloves, and replace if they become damaged. -Clean up spills with mop or clean cloths & disinfect area with employer approved disinfectant. -Wash with soap and water after. - Use contractor bags to dispose of all waste materials and debris and seal closed.</p> <p>e) -Don gloves for all work activity. -Don N95 mask or higher and goggle eye protection for all work activities that may agitate or aerosolize water or surface dusts.</p>
<p>5) Repair leak/drip</p>	<p>a) Strains</p> <p>b) Various water categories</p> <p>c) Cuts/sharp edges</p> <p>d) High water pressure</p> <p>e) Hot work</p> <p>f) SARS-CoV-2</p>	<p>a) -Use proper tools when disassembling/reassembling sink plumbing components - Do not overexert or force a component that may lead to muscle strains or damage to the affected system. If component is stuck, and all troubleshooting methods have been exhausted, contact supervisor for assistance.</p> <p>b) -Identify the category of water leaking and don appropriate PPE (see Section 2):</p> <p>a. Potable/domestic hot or cold water supply is Category 1</p> <p>b. Any drain water that has not yet tied into the sewage waste line (post-toilet trap), mechanical or fire suppression system water, wind-driven rain infiltration is considered Category 2.</p> <p>c. Any post-toilet trap sewage drain line, surface flooding from outdoors or floor drain back-ups, are considered Category 3.</p> <p>d. If the source is unknown, take precautions for Category 3 water</p> <p>c) -Wear cut resistant gloves -Look over work area to note any areas that have sharp edges -Protect sharp edges with soft buffers (e.g. carboard / foam) where possible.</p> <p>d) -Turn off all water supplies to the work area -LOTO high pressure lines if needed -Disconnect pressurized water lines slowly to allow the line to depressurize and ensure that the water supply has been shut off.</p> <p>e) -Fill out appropriate hot work permit with the respective office. -Bring a fully charged and inspected fire extinguisher to area of hot work. -Remove all flammable & combustible material from the work area. -Maintain a fire watch during the entirety of the work.</p> <p>f) -Use contractor bags to dispose of all debris and seal. -Don exam style gloves for all work activity. -Don N95 mask or higher and goggle eye protection for all work activities that may agitate or aerosolize water or surface dusts.</p>



<p>6) Clean work area</p>	<p>a) Ergonomics / lifting</p> <p>b) Waste water</p> <p>c) Lab setting</p> <p>d) SARS-CoV-2</p>	<p>a) -Ask for help when lifting large/heavy equipment or debris -Load cart in a careful & organized manner</p> <p>b) -When handling containers of wastewater, be careful not to spill. Clean up any spills that occur immediately. Disinfect with employer approved disinfectant -Dispose of wastewater correctly. Coordinate with lab manager if waste water may contain hazardous chemicals, if wastewater contains hazardous materials from a lab, contact EHS -If any hazardous material is spilled doing work, contact EHS</p> <p>c) Contact lab manager after work area is cleaned so that they may do any additional cleaning required to bring lab back up to its specific standard.</p> <p>d) -Ensure all contractor bags are completely sealed -Wipe down all equipment, door handles and surfaces in the work area with employer approved disinfectant</p>
<p>7) Post-Job hygiene</p>	<p>a) Residual Contamination from Category 2 or Category 3 water sources</p> <p>b) SARS-CoV-2</p>	<p>a) -Remove PPE and wash in the following order (as appropriate):</p> <ul style="list-style-type: none"> a. Apron or coveralls b. Boots or boot covers c. Gloves (dispose of gloves), followed by washing hands d. Bump cap or hard hat e. Goggles or face shield f. Respirator <p>-After all PPE has been removed, wash any reusable PPE with detergent in water solution, and disinfect with employer approved disinfectant appropriate for the material.</p> <p>-Dispose of N95 in a sealed bag if it was used for Cat 3 water.</p> <p>-Place all other disposable PPE (e.g. exam style gloves) in sealed bag in a waste receptacle designated for engineering staff as part of the unregulated waste stream, unless determined to be contaminated with hazardous materials. Any hazardous materials contaminated wastes should be disposed of according to laboratory manager directions.</p> <p>-Tools & Equipment:</p> <ul style="list-style-type: none"> a. Wash contact surfaces of tools and equipment. with soap and water and disinfect with employer approved disinfectant appropriate for the material b. Take care not to wet electrical components. If protective greases or oils are removed, retreat as needed. <p>-Wash hands, forearms, and face with soap and water -Dry using a clean fresh towel or paper towels.</p> <p>b) -Include the above procedures for post-job hygiene regardless of water category, and follow CDC guidelines for reuse if N95 respirators used for Category 2 water related work orders. -When dealing with any potential SARS-CoV-2 related exposure, refer to the CDC or OSHA for guidelines and practice proper hygiene.</p>



8) Other Notes	a) Various b) SARS-CoV-2	a) -Different repairs may require special tasks or equipment. Ensure all employees have the needed training. -All tools and equipment should be inspected regularly. Do not use any damaged tools, and always use the correct tool for the job. -JTHA should be reviewed and updated regularly as needed. -Any time an injury, incident or near-miss occurs, the JTHA should be reviewed and possibly updated. -Always follow PPE manufacturers guidelines on cleaning and maintenance. b) -This JTHA is not intended for health care setting treating SARS-CoV-2 infected patients. -Surgical masks are not intended to protect against inhaling contaminants, a N95 or higher respirator will provide a higher level of protection and should be used when working with potentially SARS-CoV-2 contaminated materials. Always check latest OSHA & CDC recommendations.
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