

MEMORANDUM

CITY OF GRAND RAPIDS

DATE: April 3, 2020

TO: Top Management

FROM: Mark Washington, City Manager

SUBJECT: **City Manager Administrative Order 2020 – 0X: Personal Protective Equipment (PPE)**

The safety of our staff and their families remains paramount to our work through this COVID-19 response, as is maintaining our ability to provide essential services to our community. This requires a focused effort to ensure that our workers can adequately protect themselves and the public from any potential exposure while carrying out these essential services.

This Administrative Order provides guidelines on the use of personal protective equipment (PPE) in the workplace. PPE provided may include latex or nitrile gloves, surgical or dust masks, safety glasses or goggles, face shields, coveralls/gowns and plastic garbage bags (for disposal) as required based on the guidance below.

Levels of Risk and Selecting PPE

1. Jobs with a lower risk of exposure

- a. These are jobs that do not require contact with people known or suspected to be infected with COVID-19, and do not experience extended close contact (>15 minutes, within six feet) with the general public and/or other co-workers.
- b. For workers in this classification, additional PPE is not generally mandated, but may be required if:
 - i. Additional PPE is ordinarily required for completion of job tasks
 - ii. If an employee is working within six feet of the general public
 1. In such cases an employee should wear a surgical or dust mask
 - iii. An employee is cleaning or in contact with surfaces that could potentially be contaminated

1. In such cases an employee should wear latex or nitrile gloves
- c. There may be additional cases where risk of exposure exists. In such cases an employee should work with their supervisor and Risk Management to determine the level of risk and reasonable protective measures.

2. Jobs with a moderate risk of exposure

- a. These are jobs that may not require contact with people known or suspected to be infected with COVID-19, but do require frequent and/or extended close contact (>15 minutes, within six feet) with the general public and/or other co-workers.
- b. For workers in this classification, certain PPE may be required based on the circumstances of the working environment.
 - i. If the employee is in close proximity with others (for example, inside a home or business for repair or inspection) a surgical or dust mask should be worn.
 - ii. If the employee is in close proximity with others who may have been exposed or infected with COVID-19, additional protective measures should be taken, including latex or nitrile gloves and safety glasses.
- c. Supervisors should select the combination of PPE that protects workers specific to their working conditions.
 - i. When selecting PPE, factors such as function, fit, decontamination ability, disposal, cost and availability should be considered.
 - ii. Where PPE is used repeatedly over an extended period of time, a more expensive and durable type may be more cost-effective than disposable PPE.
- d. In the rare circumstance that workers at moderate risk require a respirator to conduct their work, please refer to the PPE section of OSHA's "Guidance on Preparing Workplaces for COVID-19" (OSHA 3990-03 2020) for details and guidance.

3. Jobs with a high/very high risk of exposure

- a. In the City of Grand Rapids, these jobs will not be performed by employees outside of the Police and Fire Departments.
- b. Use of PPE by these department will be regulated by departmental guidance and protocol.

General Guidance for Use and Disposal of PPE

1. The employee will wear the appropriate PPE when handling contaminated items or touching contaminated surfaces.
2. Replace gloves if torn, punctured, contaminated, or if their ability to function as a barrier is compromised.
3. Wear appropriate face protection when splashes, sprays, spatters, etc. pose a hazard to the eyes, nose or mouth.
4. Remove PPE after it is in contact with contaminated surfaces, and before leaving the work area.
 - a. If entering a home or building, determine if an external trash can is present at the home/building or if one can be left outside for the disposal of PPE. PPE should be ideally removed outside of the building and discarded by placing in external trash before departing the location.
 - b. If possible, PPE should not be taken from the location in a City vehicle.
 - c. If no other means of disposal is available on-site, place used PPE in a plastic garbage bag, seal it, and transport outside of the vehicle's passenger cabin (truck bed or trunk).
5. Remove immediately (or as soon as possible) any garment potentially contaminated in such a way to avoid contact with the outer surfaces. Dispose of before leaving the work area as noted above.
6. Wash hands immediately after removal of gloves or other PPE.

Process for Acquiring PPE

1. Equipment will be provided by Central Stores in the Facilities and Fleet Management Department.
2. Any additional PPE or related supplies indentified by a particular department will require the submission of a "Job Hazard Analysis and PPE Checklist" to Risk Management for review and approval.

Guidance and Resources on Appropriate Use of PPE

3. Putting on (donning) and Removing (doffing) PPE
 - a. [Donning and Doffing PPE: Gown, Gloves, Mask, Respirator, Goggles](#) (9:02)
 - b. [Proper doffing - Gloves](#) (1:48)
 - c. [Proper doffing of PPE \(CDC Guide 1\)](#) (2:27)

4. [Types of PPE and Appropriate Use \(UC-Merced\)](#)
5. [Strategies to Optimize the Supply of PPE \(CDC\)](#)
6. [Guidelines for PPE when demand exceeds supply \(AVMA\)](#)

The Logistics Section of our Emergency Operations Center has already initiated the process for implementation of this policy. Please work with your Deputy City Manager, Assistant City Manager or Director to resolve any questions or concerns.

cc: Eric DeLong
Doug Matthews
Molly Clarin