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| **JOB HAZARD ANALYSIS (JHA)**  **ACTIVITY: MOCC Training - Local Area with COVID-19 or Assumed COVID-19 Exposure Heavy/Moderate/Low in Area (Certification of Hazard Assessment – 29 CFR 1910.132)** | | | **STATION:**    **DATE PREPARED: 5/13/2020**    **PREPARED BY: JAO Safety Operations**    **CERTIFIED BY:**  **JHA can and should be revised to meet station and/or facility needs. Please contact your** [**Responsible Safety Manager/Specialist**](https://doimspp.sharepoint.com/sites/fws-FF10G24000/SitePages/Responsible-Safety-Managers-Specialists.aspx) **if you have questions or need additional guidance.** |
| **PERSONAL PROTECTIVE EQUIPMENT REQUIRED:**   * **Head/Face:** Safety glasses/Goggles/Face shield (as applicable) * (CDC Face Covering optional – per State/Local Guidance and consistent with safe communications) * **Hearing:** N/A * **Respiratory**: N95 respirator use is determined by hazard exposure. Contact responsible Safety Manager for guidance) * **Hands:** Leather or Cloth and Nitrile Gloves – avoid latex glove use due to allergen concerns * **Feet:** N/A * **Body/Other:** N/A | | **QUALIFICATIONS, EXPERIENCE, OR TRAINING REQUIRED:**  **Review:**  [CDC Environmental Cleaning and Disinfection Recommendations](https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html)  [DOI Risk Assessment and Decision Matrix for Mangers](https://doimspp.sharepoint.com/sites/fws-portal/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2Ffws%2Dportal%2FShared%20Documents%2FCOVID%2D19%2FDOI%5FCOVID19%5FDecision%5FMatrix%5FVersion%5FApr10%2Epdf&parent=%2Fsites%2Ffws%2Dportal%2FShared%20Documents%2FCOVID%2D19)  [Risk Management Guide](https://doimspp-my.sharepoint.com/:b:/g/personal/shannon_taylor_fws_gov/EWRnv-wkjNpItTdotonKI_EBHx0fFHNSoQVHSuj-gXWcVg?e=IIZjS1)  Public Health Level of Transmission of COVID-19 in surrounding community  **Follow/Review**: Safety Data Sheet (SDS) precautions and product labels for disinfectant wipes.  **Training: (Contact Responsible Safety Manager/Specialist if training guidance is needed)**  Bloodborne Pathogen standard,  Hazard Communication standards,  PPE selection, Donning, Doffing, cleaning – Gloves, Goggles/Face shield, face covering | |
| **BASIC JOB STEPS** | **Recognized Job Hazards** | **SAFE JOB PROCEDURE** | |
| **Break work down to basic elements (such as remove, lift, carry, stop, start, apply, return, squeeze, weld, saw, walk, hold, grind, place, etc.). Describe what is done, not how it is done.** | **For each job step, state what accident could occur and/or what hazard is present. To determine this, ask yourself, “Can the person fall; overexert; be exposed to burns, fumes, rays, gas, etc.; hit against; be struck by; in contact with; be caught in, on, or between?”** | **State how each element of work should be performed to prevent the accident or avoid the hazard. What should the person do or not do? Be specific. What precautions should be taken? Ask yourself, “What can I do to eliminate, modify, guard, identify, or protect against the potential hazard or accident, including such things as how the worker stands, holds, uses, carries, dresses, etc.?”** | |
| Evaluate Local Area for COVID-19 | COVID-19 | Consult with Regional Leadership to determine Return to Onsite Operations status (consider state/local/county “stay-at-home” or “shelter-in-place orders and Departmental guidance) in accordance with the “[Opening Up America Again](https://www.whitehouse.gov/openingamerica/)” guidelines. | |
| Assess Value of Conducting MOCC Training Now | Potential for exposure to COVID-19 may change over time (increase or decrease). | * Is there any significant harm(s) from postponing the training? Y/N; If no postpone. * Do you have Regional approval (RD, DRD, or ARD for Program) of explicit detail of the training to be performed and value of this training to be completed? (Y/N). If no, postpone. | |
| Any Activities in the Field | Exposure to Human Borne Virus (COVID-19) represents a significant human health hazard through exposure to infected individuals as well as contact with infected surfaces. | * Until such time as the CDC or other health agency determines risk of exposure to the virus has been significantly reduced or eliminated the following measures must be applied:   Adhere to all current\* CDC guidance in regards to human behavior and health safety practices.  At a minimum, you should:   * Maintain a social distance of at least 6 feet between you and other individuals. * Wash your hands frequently and for a period of no less than 20 seconds or use a hand sanitizer that contains at least 60% alcohol. * Cover any cough or sneeze with the inside of your elbow or a tissue which you then discard. * Refrain from touching your face, mouth, and eyes until you have thoroughly cleaned your hands. * Clean and sanitize surfaces frequently. * Use paper or cloth face coverings when other individuals are present and avoid touching the cloth face covering except when needed to don or doff it.  *Note: Face covering is not a substitute for proper social distancing. This is not to protect the employee but to reduce the potential spread of COVID-19 from sneeze or cough of our employee/volunteer.*   \*Note date of this JHA and consider confirming CDC guidance, e.g. at <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html> | |
| Evaluation of Instructor(s) To Perform MOCC Training | Potential for exposure to COVID-19 may change over time (increase or decrease). | * Does Instructor(s) meet criteria for high risk per CDC Guideline (e.g. age (>65) and/or anyone with underlying condition i.e. lung issue, heart issue, diabetic)? If yes, are there other staff in the low risk category that can perform this duty?   + If low risk staff are available, continue.   + If low risk staff are not available, postpone work until level of transmission is low to none in the community.   + Utilize risk assessment form for determination. | |
| FWS Policy and Watercraft Specific Training | Exposure to Human Borne Virus (COVID-19) represents a significant human health hazard through exposure to infected individuals as well as contact with infected surfaces. | * Conduct classroom training using webex or teams to provide FWS Policy and watercraft specific training on equipment, or * Training location can be set up to ensure a minimum of 6 feet distance between students and instructors to ensure proper social distancing at all time. All students and staff shall be trained on proper social distancing of a minimum of 6 feet. * Follow guidance on size of gatherings allowed per state and local guidance.   Options: Smaller class size or larger class room area (auditorium) | |
| Instructor(s)/Student(s) attending Training | Exposure to Human Borne Virus (COVID-19) represents a significant human health hazard through exposure to infected individuals as well as contact with infected surfaces. | * Lead Instructor shall send e-mail to other Instructor(s)/   Student(s) to have them conduct a self-evaluation of health prior to attending training for signs and symptoms of COVID-19:   * (Fever, felt feverish, or had chills? Repeated shaking with chills? Note: fever is defined as subjective fever (feeling feverish) or a measured temperature of 100.4° F or higher or, as per the CDC, “a fever may be considered to be present if a person . . . feels warm to the touch.” (Take Temperature each day) * Cough? Shortness of breath or difficulty breathing? * Muscle pain? Headache? Sore throat? * New loss of taste and/or smell? * Please check [CDC Guideline for Symptoms of COVID-19](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) periodically.   Employees with any symptoms of illness that cannot be explained (example – muscle pain from lifting heavy object) will not be allowed to attend training. Monitor to determine if illness is related to COVID-19.   * Have you had any known exposures (or likely exposures) to individuals positive for COVID-19 in the past 14 days? Y/N, if yes, inform your supervisor and you must postpone attending MOCC training until at least 14 days post-exposure. No data collected or shared (PII) | |
| Driving Vehicle to Training Location | Exposures to COVID through touching contaminated surfaces | * Employees shall review SDS for disinfectant wipes or sprays. * Employee shall wear nitrile gloves to prevent skin exposure to chemical in wipes or sprays. * Employees shall wipe down all high touch point areas in vehicle with disinfecting wipes or sprays at the beginning of day. Employee(s)/volunteer(s) shall read instructions on packaging to ensure areas remain wet per contact time listed on label. **Ensure areas that are cleaned are dry prior to operating.** ([Vehicle Cleaning Guide](https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/disinfecting-transport-vehicles.html)) * After cleaning is complete, employee shall dispose of wipes in trash. Employee shall remove gloves and dispose of gloves in trash. Train employee on proper technique in removing gloves. * Employee shall clean hands with 60% or greater alcohol content hand sanitizer or with soap and water for 20 seconds. * Limit the number of occupants in vehicle to 1 employees if possible/driving short distances and 2 employees if driving long distances. * Employees are encouraged to wear cloth mask per CDC Guideline if more than one person in the vehicle. *\* Note: Face covering is not a substitute for proper social distancing. This is not to protect the employee but to reduce the potential spread of COVID-19 from sneeze or cough of our employee/volunteer.* * Driver and passenger are reminded to not touch their face, mouth and eyes with hands and are encouraged to wash hands frequently * Drivers are encourage to open windows when applicable and shall not use the recirculation feature for air in the vehicle. * If drivers need to switch drivers, drivers and passenger shall clean steering wheel and other high touch points before driving vehicle and if drivers switch drivers. * Employee shall clean hands with 60% or greater alcohol content hand sanitizer or alcohol wipe. | |
| Preparing AV/Sound System/Teaching Aids/ Equipment for training conducted with social distancing implemented between students and trainers | COVID-19 Exposure  Exposure to cleaning chemical | * Instructor(s) shall review SDS for disinfectant wipe and/or spray. * Instructor(s) shall wear nitrile gloves to prevent skin exposure to chemical in wipes. * Instructor(s) shall be trained not to touch their face, mouth, and eyes while wearing nitrile gloves. * Instructor shall read instructions on packaging to ensure area remains wet per contact time listed on label. * Instructor shall wipe down all applicable teaching aids/equipment surfaces with disinfecting wipes or spray at the beginning of class and between use of each instructors and students use. **Ensure disinfected surfaces are dry prior to using.** * After cleaning is complete, Instructor(s) shall dispose of wipe(s) in trash.  Instructor(s) shall remove gloves and dispose of gloves in trash.  Train Instructor(s) on proper technique in removing gloves. * Instructor(s) shall clean hands with 60% or greater alcohol content hand sanitizer or with soap and water for 20 seconds. | |
| Preparing Watercraft, Trailer, and Vehicle | COVID-19 Exposure  Exposure to cleaning chemical | * Instructor(s) shall review SDS for disinfectant wipes or sprays. * Instructor(s) shall wear nitrile gloves to prevent skin exposure to chemical in wipes or sprays. * Instructor shall read instructions on packaging to ensure area remains wet per contact time listed on label. * Instructor(s) shall wipe down all high touch point in/on boat, trailer, vehicle (such as door, shifters, controllers, mirror, etc.) **Ensure areas that are cleaned are dry prior to using.** ([Vehicle Cleaning Guide](https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/disinfecting-transport-vehicles.html)) * After cleaning is complete, Instructor(s) shall dispose of wipes in trash. Instructor(s) shall remove gloves and dispose of gloves in trash. Train Instructor(s) on proper technique in removing gloves. * Instructor(s) shall clean hands with 60% or greater alcohol content hand sanitizer or with soap and water for 20 seconds. | |
| Practical Training in watercraft | Exposures to COVID through touching contaminated surfaces | * Limit to one student and one Instructor, as necessary to maintain social distancing of a minimum of 6 feet at all times as much as possible. (Examples: Boat length less than 18’ one student one instructor, 18’ – 24’ two students and 1 instructor.) * Instructor(s) and student(s) are encouraged to wear cloth face covering per CDC Guidance. * *\* Note: Face covering is not a substitute for proper social distancing. This is not to protect the employee but to reduce the potential spread of COVID-19 from sneeze or cough of our employee/volunteer.* | |
| Cleaning of Equipment between use | COVID-19 Exposure  Exposure to cleaning chemical | * Recommended one piece of equipment per student. * If equipment must be shared with enclosed cab, operate equipment with window open to reduce the airborne level of virus in cab. Allow cab to vent for 30 minutes prior to cleaning. * Personal equipment such as life jackets or float suits shall not be share unless they can be disinfected and dried between uses. * Instructor(s) shall review SDS for disinfectant wipes or sprays. * Instructor(s) shall wear nitrile gloves to prevent skin exposure to chemical in wipes or sprays. * Instructor shall read instructions on packaging to ensure area remains wet per contact time listed on label. * Instructor(s) shall wipe down all high touch point in/on boat, trailer, vehicle (such as door, shifters, controllers, mirror, etc.) **Ensure areas that are cleaned are dry prior to using.** ([Vehicle Cleaning Guide](https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/disinfecting-transport-vehicles.html)) * After cleaning is complete, Instructor(s) shall dispose of wipes in trash. Instructor(s) shall remove gloves and dispose of gloves in trash. Train Instructor(s) on proper technique in removing gloves.   Instructor(s) shall clean hands with 60% or greater alcohol | |
| Practical Training – Backing Trailer with vehicle | Exposures to COVID 19 through touching contaminated surfaces | * Student and instructor will wear nitrile gloves at all times during on-hands training session and be instructed not to touch face with gloves. * Student and Instructor will use Radio or Cell phone in speaker mode (limited exception to Cell Phone Policy for training use only) if necessary to provide instructions to student and maintain social distancing of 6 feet at all times. | |
| Cleaning of Equipment between use | COVID-19 Exposure  Exposure to cleaning chemical | * Recommend employee use their own vehicle to attach to trailer for trailering practice. Note: Cleaning would not be required on truck. Cleaning of high touch points on trailer would need to be conducted. * If equipment must be shared. Operate equipment with window open to reduce the airborne level of virus in cab. Allow cab to vent for 30 minutes prior to cleaning. * Instructor(s) shall review SDS for disinfectant wipes or sprays. * Instructor(s) shall wear nitrile gloves to prevent skin exposure to chemical in wipes or sprays. * Instructor shall read instructions on packaging to ensure area remains wet per contact time listed on label. * Instructor(s) shall wipe down all high touch point in/on boat, trailer, vehicle (such as door, shifters, controllers, mirror, etc.) **Ensure areas that are cleaned are dry prior to using.** ([Vehicle Cleaning Guide](https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/disinfecting-transport-vehicles.html)) * After cleaning is complete, Instructor(s) shall dispose of wipes in trash. Instructor(s) shall remove gloves and dispose of gloves in trash. Train Instructor(s) on proper technique in removing gloves. * Instructor(s) shall clean hands with 60% or greater alcohol Instructor and students shall wash hands at the end of the day for at least 20 seconds. * Note: Employees shall be encouraged to wash/sanitize hands frequently throughout the day. | |
| Refueling vehicle | Exposures to COVID 19 through touching contaminated surfaces | * Ensure vehicle fuel tank is full before traveling; if it can be done safely do not refuel until you return to the local area of the office to reduce the risk of spreading COVID-19 to other localities. * Wash hands prior to leaving vehicle. Wear disposable glove(s). Gloves are to be removed before re-entering vehicle and disposed of. * Avoid entering station/store if possible; if you must enter a store, wear a cloth face covering per CDC guidelines. * If not gloved, sanitize fuel pump and keypad prior to use and after. * Sanitize fuel card prior to and after use. * Absent gloves, use paper towel to grab fuel dispenser handle; use paper towel to use keypad if possible. * Do not touch eyes, nose and mouth * Avoid other members of the public. Comply with CDC social distancing guidance of a minimum of 6 feet separation. * Employee shall clean hands with 60% or greater alcohol content hand sanitizer or with soap and water for 20 seconds. | |
| Meals, snacks, and beverages | Exposures to COVID 19 through touching contaminated surfaces | * Lead instructor shall sent message about food and water. * Bring adequate water and food from home to ensure that there will be no need for stopping at store or restaurant while traveling to/from or at field work site. Consider possibility of delays or other unanticipated scenarios to ensure adequate food and water is brought from home. * If home food not available recommend ready to eat meals/single served/pre-packaged | |
| Use of public restrooms, rest areas, or other public facilities. | Exposures to COVID 19 through touching contaminated surfaces | * Wash hands prior to leaving vehicle. * When you must enter a facility, wear a cloth face covering per CDC and gloves/use paper towel to grab door handles. * Do not touch eyes, nose and mouth. * Avoid other members of the public. Comply with CDC social distancing guidance of a minimum of 6 feet of separation. * Wash hands thoroughly after using restroom and after leaving facility. | |
| Hazards identified, Unmitigated – Unabated | High risk and/or Imminent danger Hazard | * Instructors and students have an obligation to ensure their personal safety and the safety of those they work with (follow risk assessment guidance). If during the course of training, you believe an imminent danger develops; you shall immediately stop work, notify your instructor, responsible contact, and when necessary your supervisor, and do not resume work until corrective actions or a review is conducted. | |
| Cleaning of Equipment at end of day. | Covid-19 Exposure  Exposure to cleaning chemical | * Instructor(s)/Student(s) shall review SDS for disinfectant wipes or sprays. * Instructor(s)/Student(s) shall wear nitrile gloves to prevent skin exposure to chemical in wipes or sprays. * Instructor(s)/Student(s) shall wipe down all high touch point areas in vehicle and boat with disinfecting wipes or sprays at the beginning of day. Instructor(s)/Student(s) shall read instructions on packaging to ensure areas remain wet per contact time listed on label. **Ensure areas that are cleaned are dry prior to using.** Instructor(s) shall review SDS for disinfectant wipes or sprays. * Instructor(s) shall wear nitrile gloves to prevent skin exposure to chemical in wipes or sprays. * Instructor shall read instructions on packaging to ensure area remains wet per contact time listed on label. * Instructor(s) shall wipe down all high touch point in/on boat, trailer, vehicle (such as door, shifters, controllers, mirror, etc.) **Ensure areas that are cleaned are dry prior to using.** ([Vehicle Cleaning Guide](https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/disinfecting-transport-vehicles.html)) * After cleaning is complete, Instructor(s) shall dispose of wipes in trash. Instructor(s) shall remove gloves and dispose of gloves in trash. Train Instructor(s) on proper technique in removing gloves. * Instructor(s) shall clean hands with 60% or greater alcohol * After cleaning is complete, Instructor(s)/Student(s) shall dispose of wipes in trash. Instructor(s)/Student(s) shall remove gloves and dispose of gloves in trash. Train Instructor(s)/Student(s) on proper technique in removing gloves. * Employee shall clean hands with 60% or greater alcohol content hand sanitizer or with soap and water for 20 seconds.   Note: Instructor(s)/Student(s) shall be encouraged to wash/sanitize hands frequently throughout the day. | |
| Removing PPE at End of Day | COVID-19 Exposure | * Instructor(s)/Student(s) shall use proper technique to remove gloves to protect against potential exposure to COVID-19 on outside of gloves and dispose of gloves in trash. * Instructor(s)/Student(s) shall clean hands with 60% or greater alcohol content hand sanitizer or with soap and water for 20 seconds. * Instructor(s)/Student(s) will remove cloth face covering by using proper technique in removing cloth face covering by the straps and avoid touching the front of cloth face covering. * Instructor(s)/Student(s) shall place face covering in plastic bag to be washed prior to re-use per CDC Guidance. * Instructors/students are encouraged to bring an extra uniform and change clothing prior to getting in their POV to return home. Used clothing shall be placed in plastic bag to be transported home. * Instructors/students shall wash clothing per [CDC Guidelines for washing uniforms](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html). * **Wash hands with soap and water for at least 20 seconds after disposal.**   Add clothes removal | |

[\*\*CDC and DOI All Employee Resources](https://doimspp.sharepoint.com/sites/fws-portal/SitePages/Update-and-Change-in-Operations-at-Facilities-as-a-Result-of-Coronavirus-(COVID-19).aspx?CT=1584644485469&OR=OWA-NT&CID=cc188278-2ca5-7821-9c06-97614042236b)

[Donning and Doffing Gloves Video](https://www.youtube.com/watch?v=KHR5do-b7zY)