

U.S. Department of Agriculture Forest Service		1. WORK PROJECT/ACTIVITY COVID-19	2. LOCATION FNST	3. UNIT Trail-wide
JOB HAZARD ANALYSIS (JHA) References-FSH 6709.11 and -12 (Instructions on Reverse)		4. NAME OF ANALYST Philip Marley	5. JOB TITLE Deputy Administrator FT	6. DATE PREPARED 6/15/2020
7. TASKS/PROCEDURES	8. HAZARDS	9. ABATEMENT ACTIONS Engineering Controls * Substitution * Administrative Controls * Personal Protective Equipment (PPE)		
<p><b>General Trail and Office Work, Overnight Events</b></p> <p>Follow General Office Work, General Trail Maintenance, and Foot Travel JHAs for other hazards and abatement actions</p>	<p>COVID-19 Exposure: Reported illnesses have ranged from mild symptoms to severe illness and death for confirmed coronavirus disease 2019 (COVID-19) cases.</p> <p>The following may appear 2-14 days after exposure:</p> <ul style="list-style-type: none"> <li>• Fever</li> <li>• Cough</li> <li>• Shortness of breath or difficulty breathing</li> <li>• Chills</li> <li>• Repeated shaking with chills</li> <li>• Muscle or body aches</li> <li>• Headache</li> <li>• Sore throat</li> <li>• New loss of taste or smell</li> <li>• Congestion or runny nose</li> <li>• Nausea or vomiting</li> <li>• Diarrhea</li> </ul>	<p><b>The best way to prevent illness is to avoid being exposed to this virus.</b></p> <p><b>Stay home if you have any symptoms or have tested positive for COVID-19.</b></p> <ul style="list-style-type: none"> <li>• Stay home or go home if you develop any of the mentioned symptoms or have tested positive for COVID-19.</li> <li>• Notify your crew leader or point of contact immediately if you have conducted volunteer activities on the FNST, tool caches, touched or maintained equipment, or attended a meeting and then have any symptoms of or tested positive for COVID-19.</li> </ul> <p><b>Avoid close contact with non-household members.</b></p> <ul style="list-style-type: none"> <li>• Limit crew size to 5 people for all field work activities.</li> <li>• Avoid close contact with people who are showing any symptoms or have tested positive for COVID-19, including people you may encounter on the trail.</li> <li>• Practice social distancing (i.e., minimum of six feet distance between individuals) to the extent practicable.</li> <li>• Avoid sharing food and water.</li> </ul> <p><b>Wash hands often.</b></p> <ul style="list-style-type: none"> <li>• Wash your hands often with soap and water for at least 20 seconds, especially after having been in a public place, blowing your nose, coughing, or sneezing.</li> <li>• If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.</li> </ul> <p><b>Cover coughs and sneezes.</b></p> <ul style="list-style-type: none"> <li>• Cover your mouth and nose when coughing and sneezing using the inside of your elbow or a tissue.</li> <li>• Throw used tissues in the trash.</li> <li>• Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.</li> </ul> <p><b>PPE.</b></p> <ul style="list-style-type: none"> <li>• Disposable surgical type masks or other available cloth face coverings <ul style="list-style-type: none"> <li>○ Should be worn at a minimum during potential close contact, such as but not limited to safety or tailgate briefings.</li> <li>○ N-95/N-100 type masks are <u>not</u> to be worn as they are only to be worn as part of a formal respiratory program that has training and fittings and this type of work does not call for that kind of mask. Voluntary usage of this type of mask is also not allowed.</li> </ul> </li> <li>• The CDC is recommending the voluntary use of the cloth face coverings in public settings where other social distancing measures are difficult to maintain. Face coverings should be maintained in a sanitary manner and should not be distracting or offensive to others. The CDC recommends that face coverings should: <ul style="list-style-type: none"> <li>○ Fit snugly but comfortably against the side of the face;</li> <li>○ Be secured with ties or ear loops;</li> <li>○ Include multiple layers of fabric;</li> <li>○ Allow for breathing without restriction;</li> <li>○ And be able to be laundered and machine dried without damage or change to shape</li> </ul> </li> </ul>		

- Safety glasses or eye protection.
- Hand sanitizer that contains at least 60% alcohol.
- Volunteers and staff should wear protective gloves, protective clothing, face protection, and eye protection (such as safety glasses) for all tasks in the cleaning and disinfecting process, including handling trash.
  - Protective gloves and clothing should be compatible with the cleaner and disinfectant products being used.
  - Additional PPE might be required based on the cleaning and disinfectant products being used and whether there is a risk of splash (goggles).
- Protective gloves and clothing, if worn, should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to wash hands after removing gloves with soap and water for 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.

#### **Equipment**


- Ensure nitrile gloves, face masks/facial coverings, and alcohol-based hand sanitizer containing at least 60% alcohol are included in all first-aid kits. If not, these items need to be included.
- Avoid sharing of equipment to the extent practical.
- Ensure equipment is cleaned and disinfected prior to and post use.
- Clean and disinfect frequently-touched surfaces and equipment daily.
- Ensure adequate ventilation based on cleaner or disinfectant being used.
- Wear protective gloves while handling used equipment and be sure to wash hands after removing gloves with soap and water for 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer contains at least 60% alcohol may be used.

#### **Food Prep, Handling, Cooking, & Serving**

- Ensure all food prep, cooking, and serving surfaces are cleaned and disinfected prior to and post use.
- Ensure all food prep, cooking, and serving equipment are cleaned with soap and water prior to and post use.
- Minimize the number of people prepping, cooking, serving, or in close contact with food and equipment to the extent practicable.
- Do not use self serve or buffet style serving method, rather have a dedicated person to plate food.
- Do not have a common cooler for drinks that people can take drinks from – have one person dedicated to distributing drinks using gloves.
- All people prepping, cooking, serving or handling food/cooking equipment must wash hands with soap and water for at least 20 seconds prior to beginning any food/cooking activities and should rewash frequently during the activity. All persons must wear nitrile protective gloves, face mask or facial covering, and clean protective clothing.
  - If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.

#### **Office**

- Frequently wash and disinfect work surfaces and frequently-touched items.
- Ensure adequate ventilation based on cleaner or disinfectant being used.
- Avoid sharing of workspaces to the extent practicable.
- Utilize video conferencing and other remote technologies to reduce in-person interactions to the extent practicable.
- Avoid crowded offices or workspaces, particularly those with poor ventilation, to the extent practicable.

<p><b>Driving</b></p> <p>Follow Vehicular Travel JHA for other hazards and abatement actions.</p>	<p>COVID-19 Exposure</p>	<p><b>Avoid close contact with non-household members.</b></p> <ul style="list-style-type: none"> <li>• Stay home if you are showing any symptoms or have tested positive for COVID-19.</li> <li>• Avoid close contact with people who show any symptoms or have tested positive for COVID-19, including people you may encounter on the trail, to the extent practicable.</li> <li>• Practice social distancing while traveling by reducing carpooling/ride sharing to the extent practicable.</li> <li>• When sharing vehicles with non-household members, try to be spaced apart as much as possible. Crack windows to allow for some fresh air flow and ventilation. Everyone in a vehicle should wear a mask/facial covering if not travelling with a household member.</li> </ul> <p><b>Clean and disinfect</b></p> <ul style="list-style-type: none"> <li>• Clean and disinfect frequently-touched surfaces in vehicles after use.</li> <li>• If surfaces are dirty, clean them: use detergent or soap and water prior to disinfection to the extent practicable.</li> <li>• Ensure adequate ventilation based on cleaner or disinfectant being used.</li> <li>• Wear protective gloves while handling used equipment and be sure to wash hands after removing gloves with soap and water for 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer containing at least 60% alcohol may be used.</li> <li>• Avoid touching eyes, nose, and mouth with unwashed hands.</li> <li>• Follow the CDC recommendations found at <a href="http://www.cdc.gov">www.cdc.gov</a>.</li> </ul> <p><b>PPE</b></p> <ul style="list-style-type: none"> <li>• Volunteers and staff should wear protective gloves, protective clothing, face protection, and eye protection (such as safety glasses) for all tasks in the cleaning and disinfecting process, including handling trash. <ul style="list-style-type: none"> <li>○ Protective gloves and clothing should be compatible with the cleaner and disinfectant products being used.</li> <li>○ Additional PPE might be required based on the cleaning and disinfectant products being used and whether there is a risk of splash (goggles).</li> <li>○ Protective gloves and clothing, if worn, should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to wash hands after removing gloves with soap and water for 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.</li> </ul> </li> </ul>	
<p><b>Stay Informed</b></p>		<p>Note: Pandemic information changes rapidly. Refer to the USDA Be Prepared site for the latest specific guidance: <a href="https://www.dm.usda.gov/beprepared/Covid19.htm">https://www.dm.usda.gov/beprepared/Covid19.htm</a></p> <p>Forest Service will reference national and international guidelines as published by the CDC (<a href="http://www.cdc.gov">www.cdc.gov</a>) and the WHO: (<a href="https://www.who.int/influenza/preparedness/pandemic/en">https://www.who.int/influenza/preparedness/pandemic/en</a>.</p> <p><a href="https://apps.who.int/iris/bitstream/handle/10665/311184/9789241515320-eng.pdf?ua=1">https://apps.who.int/iris/bitstream/handle/10665/311184/9789241515320-eng.pdf?ua=1</a></p> <p>The Forest Service will provide its employees and volunteers with information on the pandemic through normal supervisory/partnership channels, special messaging, and web services.</p>	
<p><b>10. LINE OFFICER SIGNATURE</b></p> 	<p><b>11. TITLE</b></p> <p><b>Forest Supervisor</b></p> <p>(over)</p>	<p><b>12. DATE</b></p> <p><b>6 /30/2020</b></p>	

JHA Instructions (References-FSH 6709.11 and .12)

The JHA shall identify the location of the work project or activity, the name of employee(s) involved in the process, the date(s) of acknowledgment, and the name of the appropriate line officer approving the JHA. The line officer acknowledges that employees have read and understand the contents, have received the required training, and are qualified to perform the work project or activity.

Blocks 1, 2, 3, 4, 5, and 6: Self-explanatory.

Block 7: Identify all tasks and procedures associated with the work project or activity that have potential to cause injury or illness to personnel and damage to property or material. Include emergency evacuation procedures (EEP).

Block 8: Identify all known or suspect hazards associated with each respective task/procedure listed in block 7. For example:

- a. Research past accidents/incidents.
- b. Research the Health and Safety Code, FSH 6709.11 or other appropriate literature.
- c. Discuss the work project/activity with participants.
- d. Observe the work project/activity.
- e. A combination of the above.

Block 9: Identify appropriate actions to reduce or eliminate the hazards identified in block 8. Abatement measures listed below are in the order of the preferred abatement method:

- a. Engineering Controls (the most desirable method of abatement). For example, ergonomically designed tools, equipment, and furniture.
- b. Substitution. For example, switching to high flash point, non-toxic solvents. Work Leader
- c. Administrative Controls. For example, limiting exposure by reducing the work schedule; establishing appropriate procedures and practices.
- d. PPE (least desirable method of abatement). For example, using hearing protection when working with or close to portable machines (chain saws, rock drills, and portable water pumps).
- e. A combination of the above.

Block 10: The JHA must be reviewed and approved by a line officer. Attach a copy of the JHA as justification for purchase orders when procuring PPE.

Blocks 11 and 12: Self-explanatory.

Emergency Evacuation Instructions (Reference FSH 6709.11)

Work supervisors and crew members are responsible for developing and discussing field emergency evacuation procedures (EEP) and alternatives in the event a person(s) becomes seriously ill or injured at the worksite.

Be prepared to provide the following information:

- a. Nature of the accident or injury (avoid using victim's name).
- b. Type of assistance needed, if any (ground, air, or water evacuation).
- c. Location of accident or injury, best access route into the worksite (road name/number), identifiable ground/air landmarks.
- d. Radio frequencies.
- e. Contact person.
- f. Local hazards to ground vehicles or aviation.
- g. Weather conditions (wind speed & direction, visibility, temperature).
- h. Topography.
- i. Number of individuals to be transported.
- j. Estimated weight of individuals for air/water evacuation.

The items listed above serve only as guidelines for the development of emergency evacuation procedures.

**JHA and Emergency Evacuation Procedures Acknowledgment**

We, the undersigned work leader and crew members, acknowledge participation in the development of this JHA (as applicable) and accompanying emergency evacuation procedures. We have thoroughly discussed and understand the provisions of each of these documents:

SIGNATURE      DATE

SIGNATURE      DATE

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