

Jr's Plumbing & Drain's Employee Training



Covid-19 has changed work for us all and how we accomplish our workflow, we want to make sure you are fully trained to complete your jobs in an efficient and safe manner. We will provide training and inform you of all the guidelines and ensure that you are aware of the CAL/OSHA requirements. Every employee will receive the same training regardless of whether they are a field technician or not.

The topics we will cover are: Masks, Procedures Before and After Customer Visits, Vehicle and other Fomite Cleaning

Avoid Touching Your Face

- Avoid Touching Your Face, Nose, Eyes, Mouth At All Times Even If You Have Disposable Gloves On

Washing or Sanitizing Hands

- Proper washing is essential to stopping the spread of COVID-19.
- If you are unable to wash your hands, sanitize them using an alcohol-based hand sanitizer that contains at least 60% alcohol.

The infographic is divided into two columns. The left column is titled 'Soap and water' and features an icon of hands being washed with soap suds. The right column is titled 'Hand sanitizer' and features an icon of hands being treated with a pump dispenser. Both columns list numbered steps for each method.

Soap and water	Hand sanitizer
1 Turn on water	1 Apply to palm of one hand
2 Wet hands	2 Rub over both hands
3 Apply soap to palm of one hand	3 Let dry
4 Scrub for 20 seconds	
5 Rinse	
6 Dry with paper towel	
7 Turn off water with a clean towel	

***Use an alcohol-based hand sanitizer that contains at least 60% alcohol**

Masks

- When and How To Wear: Mask should be properly worn at all times—covering both your mouth and nose. Do not share your mask.



How to Wear

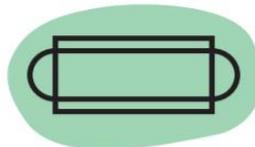
Remember: masks are only effective if they cover your mouth AND nose. It's a common misconception that masks impair breathing or oxygen levels, this is not true! Don't be afraid to ask people to wear their masks correctly to protect them, yourself, and others.

- **Type of Mask:** The company will provide you with masks. If you choose not to use them, please make sure you wear either an N95/KN95 or greater, surgical mask, or layered cloth mask.



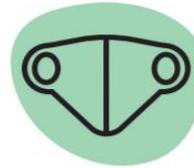
N95 / KN95

Filters 95% of 0.3 & 0.1 micron particles
N95s are reusable and the most effective widely produced masks available. Due to the material they are made of, these masks are able to filter particles less than 0.1 microns in diameter. SARS-COV-2 is reported as 0.12 microns.



SURGICAL MASK

Filters 95% of 0.3 & 0.1 micron particles
Most surgical masks that are found in stores are rated at US Level 1 meaning they are highly effective. These masks are available to purchase in large packs but it is important to only use each mask once. They cannot be cleaned like N95 or cloth masks because of the type of plastic used to make them.



LAYERED CLOTH MASK

Filters 60% of 0.02 micron particles*
When choosing a cloth mask, there is a balance between breathability and efficiency. If making your own, the best material for both is actually high thread count antimicrobial pillowcases*. If purchasing cotton masks, look for masks that are made of multiple layers of a cotton blend.

NOT EFFECTIVE AT PROTECTING AGAINST COVID-19



BANDANAS

They are not effective at air filtration for users and people around you. Certain materials, most notably fleece, actually helps create more droplets and increase the spread of pathogens in the air.



GAITERS



SCARVES



FACE SHIELDS

Doesn't stop aerosols or filter them at all. Only protects against droplets.



MASKS WITH VALVES/VENTS

- **When To Clean and When to Toss:** Depending on the type, masks should be either washed, disinfected, or tossed after use.



When to Clean and When to Toss

N95's: Spray them thoroughly with rubbing alcohol or hydrogen peroxide and let them air dry for at least 24 hours.

Cloth Masks: Wash either by hand or in a washing machine with detergent or soap and dried in a machine or in the air depending on the strap. If the straps are glued on, make sure not to expose them to too much heat.

Surgical Masks: Trash after each wear.

- **How to Put On and Take Off Your Mask:** If you need to adjust it or take it off, only touch the ear loops. Also, sanitize or wash your hands before and after taking off your mask.

PUTTING ON YOUR MASK



TAKING OFF YOUR MASK



Customer Visits

- Employees should wash or sanitizer their hands often throughout the day, especially before and after contact with customers and high-contact areas such as toilet flush handles, doorknobs, light switches and plates, railings, computers and phones, kitchen sink faucets, handles, counters, stove, microwave, tables and chairs, pens, clipboards, electronic signature pads, etc. These areas should also be cleaned especially after a visit from a customer to the company office. If surfaces are dirty, clean first with soap and water prior to disinfecting them.

- With pens, make sure to provide unused and/or disinfected pens to customers. Also, you can let them keep the pen. We are plenty of new, unused company pens and we can provide them to field technicians and customers that visit the office.
- Use EPA-registered products to kill COVID-19 such as Clorox Disinfecting Wipes and Lysol Disinfecting Spray. Read the label and make sure it states that it kills viruses and that it kills specifically COVID-19.
- Disposable gloves are provided to all field technicians. Technicians should use new gloves with each new customer. Office employees can also use gloves. It is important for technicians to remember to not touch their face even when wearing gloves. Once you touch a customer's doorknob, your glove could be contaminated immediately. This also means you have to more mindful of what you touch when wearing gloves as to not become complacent.

CLEANING FOR COVID-19

COVID-19 (novel coronavirus 2019) is a respiratory illness that primarily spreads through the air and through personal contact with surfaces and infected people. COVID-19 is an enveloped virus, meaning it is easily compromised by proper cleaning and sanitizing. It is unknown how long COVID-19 can survive on surfaces, but it is recommended to clean and sanitize high contact surfaces at home, school, and the work place.



Remove visible soil and dirt from surfaces using soap and water.



Apply an EPA registered disinfectant to kill pathogens, including COVID-19. Common cleaners include:

- Clorox Disinfecting Wipes
- Lysol Brand Bleach Multi-Purpose Cleaner
- Purell Multi Surface Disinfectant



For effective sanitizing, wait the proper contact time as indicated on the product label.



**CLEAN
SANITIZE
WAIT**

Vehicle Cleaning and Other Pertinent Information

- Vehicles should be wiped down using EPA-registered disinfectants often throughout the day, especially at the beginning and end of each shift.
- Plumbing technicians can contract COVID-19 through feces and exhaust vents. When in these situations field technicians shall wear not only a mask but also a face shield. Similar to all PPEs, the company will provide these for you and if you don't have any more, it is your responsibility to contact the management team to get more.



- The office air-purifiers must be on at all times. Moreover, while in the office, the door must be open, including the main garage door and back door to increase the quantity of outside air and ventilation in all working areas.

Proper Use of EPA-Registered Disinfectants

- Each disinfectant has a different time frame and instructions. Employees shall read the instructions on the product prior to using it. Always follow directions on product labels.
- General Instructions Include:
 1. Put on disposable gloves.
 2. First clean the area, then use the disinfectants.
 3. Disinfectant high-contact areas and soft areas such as carpet, floors, drapes. Depending on the surface, if its porous, hard, or soft, use either the spray or the wipe. Areas such as the carpet and drapes can be disinfected using a spray.
 4. Wet the surface with the disinfectant. Completely cover the area thoroughly. It must stay wet to work and put on more if it dries too quickly.
 5. Leave it for 10 minutes or more depending on the product label.
 6. After the warranted timeframe as indicated on the product label, if the surface is still wet, wipe it with a dry paper towel. Do Not Wipe Area With Soap And Water.

Short Quiz

1. Are you sanitizing all high traffic areas such as steering wheel handles and phones?
2. Do you dispose of your mask after every shift or wash it?
3. If you adjust or touch your mask, what do you do next?
4. Do you take your temperature every morning?
5. Do you self-screen for covid-19?