

Elevator Industry COVID-19 Response Planning Responsibilities Guide

Location Responsibilities	PPE Inventory
<ul style="list-style-type: none"> <input type="checkbox"/> Pre-plan for site work <input type="checkbox"/> Provide copy of safety protocols before visit <input type="checkbox"/> Document potential exposure area sanitization prior to contractor arrival <input type="checkbox"/> Escort workers to job site <input type="checkbox"/> Restrict site access and visitors <input type="checkbox"/> Provide access to wash up facilities <input type="checkbox"/> Sanitize the work area after work completion 	<ul style="list-style-type: none"> <input type="checkbox"/> Masks/Face shield <input type="checkbox"/> Gloves <input type="checkbox"/> Eye protection <input type="checkbox"/> Sanitizer and personal water bottles <input type="checkbox"/> Higher risk areas (ex. healthcare) <ul style="list-style-type: none"> <input type="checkbox"/> N95 respirators <input type="checkbox"/> Tyvek suit <input type="checkbox"/> Shoe protection
Contractor Onsite Actions	Contractor Post Job Completion Actions
<ul style="list-style-type: none"> <input type="checkbox"/> Understand client protocols and confirm work area sanitization <input type="checkbox"/> Social distancing and avoidance of potentially contaminated surfaces <input type="checkbox"/> Use assigned tools, don't share <input type="checkbox"/> Sanitize the work site once complete <input type="checkbox"/> Higher risk areas - Infection Control Risk Assessment Practices 	<ul style="list-style-type: none"> <input type="checkbox"/> Wash hands (or sanitize) <input type="checkbox"/> Safe disposal of single use PPE <input type="checkbox"/> Sanitize tools <input type="checkbox"/> Wash clothes and sanitize shoes <input type="checkbox"/> Clean vehicle daily
Management Responsibilities	Employee Responsibilities
<ul style="list-style-type: none"> <input type="checkbox"/> Develop and communicate COVID19 Safety Plan <input type="checkbox"/> Assign a COVID-19 safety coordinator <input type="checkbox"/> Train employees on plan; tele-meetings <input type="checkbox"/> Validate job site safety requirements <input type="checkbox"/> Conduct pre-job safety review <input type="checkbox"/> Minimize shared transportation <input type="checkbox"/> Employee symptom check <input type="checkbox"/> Exposure/illness action plan for employees diagnosed or with infected person contact 	<ul style="list-style-type: none"> <input type="checkbox"/> Understand the COVID-19 Safety Plan <input type="checkbox"/> Awareness of COVID-19 symptoms; report illness or infected person contact <input type="checkbox"/> Meet safety requirements of customer and employer <input type="checkbox"/> Use prescribed PPE and sanitizer <input type="checkbox"/> Maintain job site cleanliness, social distancing, and controls - report problems right away <input type="checkbox"/> Complete any necessary job related sanitization



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