

Subject:	Sanitary survey procedures during COVID-19 pandemic	Orig Date:	6/9/2020
Unit + init:	Tech Services CW/PH/NA/AW/KS	Revised date:	8/17/20
Purpose & Scope: Guidance for DWS staff and partners on conducting water system surveys during a pandemic.			

Procedure/Process: Field work can be considered if both the county the staff person works in and the county in which the PWS is located are reopened in Phase 1 status or higher. Check [coronavirus.oregon.gov](https://www.oregon.gov/coronavirus) to see which counties are open. Staff should use the current survey procedure (<https://www.oregon.gov/oha/PH/HEALTHYENVIRONMENTS/DRINKINGWATER/PARTNERS/Documents/survey-procedure.pdf>) when preparing survey materials, conducting the survey and completing survey paperwork.

[OSHA Interim Guidance for Workers and Employers of Workers at Lower Risk of Exposure](#) states that: *“For most types of workers, the risk of infection with SARS-CoV-2 is similar to that of the general American public. Workers whose jobs do not require contact with people known to be, or suspected of being, infected with SARS-CoV-2, nor frequent close contact with (i.e., within 6 feet of) the general public are at lower risk of occupational exposure.”* The procedures below are intended to align with guidelines for the general public while minimizing the risk of COVID-19 transmission to DWS, partners, and water system staff.

1. Pre-survey:

- a. Prioritize conducting surveys at water systems where facilities are located outdoors and in less confined areas to maintain social distancing. Surveys requiring overnight travel should be avoided if possible.
- b. Confirm the water system is operational and providing water to customers.
- c. Discuss limiting the number of operators and DWS staff needed during the survey with the operator.
- d. Discuss with the water system which documents need to be reviewed and how that will be accomplished with physical distancing. This can be done electronically in some cases (though emergency response plans or any sensitive information should not be emailed due to public record laws). Alternatively, have the water system set aside documents or place them in a box that will not be handled for a week so that the regulator can retrieve and review documents at a safe location in case a large enough room is not available.

- e. The regulator should communicate with the water system via phone/email to get survey information such as inventory updates, reservoir photos, review of facilities used, monitoring information, etc. to minimize contact with other people. In person discussions should be kept to a minimum.
 - f. Ask whether the water system is implementing procedures or practices to provide for physical distancing and use of facial coverings, at minimum. If not, discuss with your manager whether to proceed with the survey.
 - g. Ask about the availability of restrooms or sinks for handwashing and avoid public restrooms if possible.
 - h. DWS staff are encouraged to self-screen for any symptoms prior to a survey by using CDC guidelines here: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>.
2. During the survey:
- a. Always practice physical distancing. Keep at least a 6 ft distance from others, do not shake hands, avoid sharing equipment and enter small areas alone.
 - b. Take separate cars when traveling to the site, visiting reservoirs, intakes, treatment plants, etc. Do not ride in the same car with the operator. If training other staff, take two vehicles to the survey and consider stops you may need to make to and from the visit for fuel, restroom breaks, etc. Choose locations where physical distancing can be maintained.
 - c. Wash hands before and after the survey and, if practical, after touching any frequently touched surfaces such as door handles and counters. Use hand sanitizer as necessary. Avoid touching your face during the survey.
 - d. Masks should always be worn in the presence of another person or inside a building. Gloves can be worn during the survey or inside buildings but are not necessary. For more information on basic precautions and PPE, visit the CDC website here: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/index.html>
 - e. Do not enter small buildings or tight spaces with anyone unless necessary. To inspect tight spaces such as wellhouses, discuss details of the facility outside. After the operator unlocks and opens the door only one person should enter. Discussions should occur outside whenever possible, at least 6 ft apart.
 - f. Consider using videos, photos and video calls in areas where social distancing may be difficult.

- g. The names of surveyors and operators involved should be documented in case contact tracing becomes necessary.

Version Log:

Version	Description / Updates	Author(s)	Date
0.1	Draft	CW, NA, AW, PH, KS	5/18/20
1.0	Final		6/9/20
2.0	Revisions summary:	AW	8/17/20