

Texas Department of Public Safety

Life Safety and Risk Management

Bulletin #20200303.00

March 03, 2020

Coronavirus Bulletin

Statement: This Bulletin is to share information about workplace practices that may help reduce the risk of transmission of respiratory viruses, including the Coronavirus. The current public health environment has identified workplace practices that can reduce the risk of transmission for our employees and the citizens we serve.

Each workplace will have their own unique characteristics; however, the practices listed below can enhance current hygiene and cleaning practices at every workplace environment. **Handwashing and hand sanitizer should be considered consistent practice** in the workplace along with:

1. Sneeze Etiquette
 - a. Sneeze into the curve of your elbow
 - b. Sneeze into a tissue, while covering your nose and mouth
 - c. Sneeze into the inside of your jacket or shirt
 - d. Wash your hands
2. Coughing Etiquette
 - a. Coughing into the curve of your elbow
 - b. Coughing into a tissue, while covering your nose and mouth
 - c. Coughing into the inside of your jacket or shirt
 - d. Wash your hands
3. Handwashing – should be done frequently
 - a. Wet hands
 - b. Apply Soap
 - c. Wash hands for 20 seconds
 - d. Rinse well
 - e. Dry hands
 - f. Turn off sink with a towel
4. Hand sanitizer
 - a. Make available in common areas
 - b. Make available in shared workspaces
 - c. Use after touching common areas and after interactions that transmit germs, such as shaking hands or sharing workspaces

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5. Workstations
 - a. All devices (keyboards, mice, keypads, telephones, etc.) should be cleaned each day
 - b. If the workstation is shared, then each of the devices mentioned in (a) should be cleaned each time the workstation receives a different user
6. Facility features (common and high traffic areas)
 - a. Entrance and Exit Doors
 - i. Facility entry and exit doors should have their inside and outside handles wiped with sanitary cleaning supplies
 - ii. These handles should be cleaned numerous times a day
 - b. Kiosk
 - i. Kiosk surfaces should be wiped with sanitary cleaning supplies
 - ii. These surfaces should be cleaned numerous times a day
 - c. Bathrooms
 - i. Sink handles and surfaces should be cleaned numerous times a day with sanitary cleaning supplies
 - ii. Toilet handles and surfaces should be cleaned numerous times a day with sanitary cleaning supplies
 - iii. Urinal handles and surfaces should be cleaned numerous times a day with sanitary cleaning supplies
 - iv. Stall handles and surfaces should be cleaned numerous times a day with sanitary cleaning supplies
 - v. Entrance/Exit Door handles should be cleaned numerous times a day with sanitary cleaning supplies
 - d. Customer service devices and equipment
 - i. Customer service devices and equipment used by citizens in our daily business should be cleaned after each customer
 - ii. These surfaces should be wiped with sanitary cleaning supplies
 - e. Lobby chairs and waiting areas
 - i. Surfaces should be wiped with sanitary cleaning supplies
 - ii. Surfaces should be cleaned multiple times per day

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7. Hygiene Posters
 - a. Posters promoting proper precautions and hygiene will be displayed under the direction of DPS Facilities or their representatives
 - b. These posters reference current best practices from the CDC
8. Meeting interaction
 - a. Internal meetings should take the opportunity to cease habits such as handshaking and other types of physical contact greetings
 - b. Meeting rooms door handles and surfaces should be cleaned numerous times a day with sanitary cleaning supplies
9. Employees servicing areas where there may be a higher risk of contaminated refuse or waste should consider additional precautions such as double gloving and extra personal hygiene care

Additional Information: The Agency has been keeping situational awareness on the current coronavirus situation, reviewing plans, contacting state and federal partners, and assessing internal programs and processes to better serve and protect our employees and the citizens we serve.

Agency Leadership has initiated measures to enhance current business practices that will allow the Agency and its employees to better prevent, protect, mitigate, respond and recover from respiratory viruses.

Multi-Divisional Coordination sessions have been underway to discuss, identify, develop and implement additional programs, projects, processes, procedures, guidelines, and rules that can enhance current capabilities and capacities.

Research, best practices, and lessons learned leads the Agency to implement a phased approach towards preparedness, response and recovery. These phases will work with other state and federal planning efforts. It will allow the Agency to use a hybrid process that best supports our Agency's model.

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The Agency has chosen to work some phased aspects simultaneously. While preparedness activities are in progress, immediate and additional preventative response resources have been identified and procurement processes are already underway to acquire and distribute the resources as needed.

The Agency's Multi-Divisional Coordination sessions has identified high traffic customer service areas as the priority for additional measures to enhance current business practices.

The coordination meetings have also identified the need for all Agency areas to be reminded of the additional hygiene safety practices already mentioned above.

DPS Facilities will be implementing a signage campaign within buildings to provide visual reminders about preventative measures. At the end of this Bulletin you will find approved posters to use within and around your facility to include bathrooms, break rooms, entrances, and common areas.

The Agency will continue to provide situational awareness to the employees and additional bulletins and information will be distributed throughout the phased process.

As a reminder, please review Continuity of Operations Plans and send any updates or changes to dps.coop@dps.texas.gov

These recommendations are not inclusive and should be used with common sense practices.

Please let us know if you have questions or need additional information.

DPS Life Safety and Risk Management Team

Stop Germs! Wash Your Hands.

When?

- After using the bathroom
- Before, during, and after preparing food
- Before eating food
- Before and after caring for someone at home who is sick with vomiting or diarrhea
- After changing diapers or cleaning up a child who has used the toilet
- After blowing your nose, coughing, or sneezing
- After touching an animal, animal feed, or animal waste
- After handling pet food or pet treats
- After touching garbage



How?



Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.



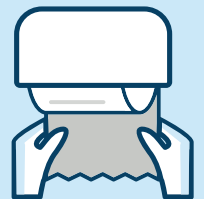
Lather your hands by rubbing them together with the soap. Be sure to lather the backs of your hands, between your fingers, and under your nails.



Scrub your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.



Rinse hands well under clean, running water.



Dry hands using a clean towel or air dry them.

Keeping hands clean is one of the most important things we can do to stop the spread of germs and stay healthy.

LIFE IS BETTER WITH

CLEAN HANDS



www.cdc.gov/handwashing

This material was developed by CDC. The Life is Better with Clean Hands Campaign is made possible by a partnership between the CDC Foundation, GOJO, and Staples. HHS/CDC does not endorse commercial products, services, or companies.



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STOP THE SPREAD OF GERMS

Help prevent the spread of respiratory diseases like COVID-19.

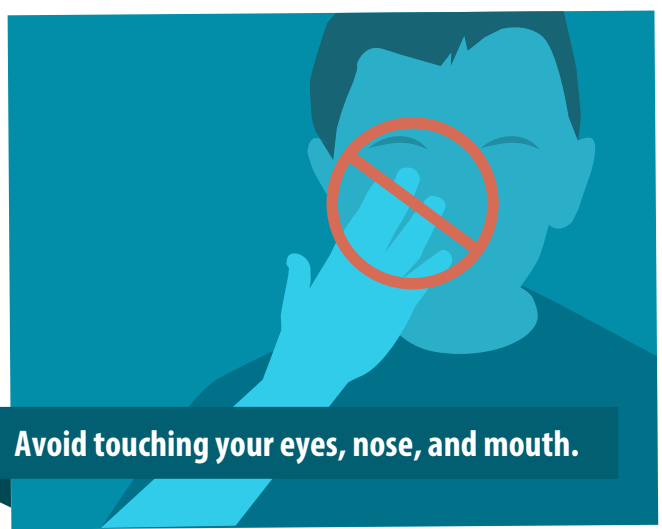
Avoid close contact with people who are sick.



Cover your cough or sneeze with a tissue, then throw the tissue in the trash.



Avoid touching your eyes, nose, and mouth.



Clean and disinfect frequently touched objects and surfaces.



Stay home when you are sick, except to get medical care.



Wash your hands often with soap and water for at least 20 seconds.



For more information: dshs.texas.gov/coronavirus

Handwashing: Keeping Your Family Healthy

Handwashing is an easy, cheap, and effective way to prevent the spread of germs and keep kids and adults healthy. When your family is healthy, you don't have to worry about missing school, work, or other activities.

Help your child develop handwashing skills

Parents and caretakers play an important role in teaching children to wash their hands. Handwashing can become a lifelong healthy habit if you start teaching it at an early age. Teach kids the [five easy steps for handwashing](#)—wet, lather, scrub, rinse, and dry—and the key times to wash hands, such as after using the bathroom or before eating. You can find ways to make it fun, like making up your own handwashing song or turning it into a game.



Lead by example

Young children learn by imitating the behaviors of adults in their lives. When you make handwashing part of your routine, you're setting an example for your children to follow.



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**CLEAN
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Handwashing can prevent

1 in 3
cases of diarrhea



1 in 5
respiratory infections,
such as a cold or the flu



Give frequent reminders

Building handwashing skills takes time. At first, your child will need regular reminders of how and when to wash hands. It is especially important to remind children to wash their hands after using the bathroom, before eating, after touching pets, after playing outside, and after coughing, sneezing, or blowing their nose. But once handwashing becomes a habit and a regular part of your child's day, they will practice it throughout their lives.

What if soap and water aren't available?

Washing hands with soap and water is the best way to get rid of germs. If soap and water are not readily available, use an alcohol-based hand sanitizer that has at least 60% alcohol.

Did you know?

Baby wipes may make your hands look clean, but they're not designed to remove germs from your hands. CDC recommends washing hands with soap and water when possible.



Remember to make handwashing a healthy habit at home, school, and at play!