

Texas Department of Public Safety

Life Safety and Risk Management

Bulletin #20200312.00

March 12, 2020

Coronavirus Bulletin

Statement: This Bulletin is a continued reminder 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. 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
8. 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

The Agency will continue to conduct business as usual, and we will notify employees with specific direction if this changes. This is a fluid situation that the agency will continue to monitor.

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