

OSPR Drills & Exercises COVID-19 Guidance

Due to the COVID-19 pandemic and statewide guidance being issued by California Governor Gavin Newsom, the CDFW-OSPR Drills & Exercises Unit has developed guidance to be implemented at any in-person drills and exercises, being held to comply with OSPR requirements where credit will be sought, until further notice. These Guidelines were generated with statewide use in mind, utilizing information from the Centers for Disease Control and Prevention ([CDC](#)) and the California Department of Public Health ([CDPH](#)). Where agency guidance differs, state guidance is controlling.

About COVID-19

According to the [CDC](#), COVID-19 is mainly spread from person-to-person via respiratory droplets from someone who is infected. It is also possible to get COVID-19 by touching a surface or object that has the virus on it and then touching your eyes, nose, or mouth.

Generally, to minimize this risk, everyone should maintain a minimum distance of 6 feet apart, wear a face mask that covers your nose and mouth, wash your hands often with soap and water for at least 20 seconds, use an alcohol-based hand sanitizer (at least 60% alcohol) when soap and water are not available, and routinely clean and disinfect frequently touched surfaces. Further details are provided below.

OSPR

OSPR's Drills and Exercises Unit is continuing to provide Best Achievable Protection of California's natural resources by preparing for spills while making *responder health and safety and public health our top priority*. We plan on achieving this through diligent use of personal protective equipment (PPE), maximizing physical distancing, and reducing on-scene staffing for drills and exercises.

Semi-annual Equipment Deployments (SEDs)

- People that are participating in or observing an SED should complete COVID-19 symptom screening using [CDC guidelines](#) upon arrival
 - Anyone experiencing symptoms or who has a temperature $\geq 100.4^{\circ}\text{F}$ should be encouraged to stay home
- A SOFR should be assigned to monitor for and facilitate adherence to COVID-19 guidance (released by [CDC](#), [CDPH](#), and local health agencies) during the drill including, but not limited to, symptom screening and briefing COVID-19 safety procedures during safety brief
- Everyone should maintain at least a 6-foot distance from others as safety permits
- Face coverings which cover the nose and mouth **must** be worn at all times, per [CDPH guidelines](#) (valid exemptions are included in these guidelines), in addition to any other appropriate PPE for the task being performed
- If soap and water are not available for hand washing, then hand sanitizer should be provided, per [CDC guidelines](#)

Tabletop Exercises (TTXs)

ICP set-up and considerations

- ICP setup should be limited to **only essential personnel whose duties cannot be performed remotely**; any participants able to work off-site or not critical to the exercise should be working remotely
- People that are participating in or observing a TTX should complete COVID-19 symptom screening using [CDC guidelines](#) upon arrival and prior to entering the ICP
 - Anyone experiencing symptoms or who has a temperature $\geq 100.4^{\circ}\text{F}$ should be encouraged to stay home
- Face masks, gloves, hand sanitizer, and disinfectant should be available
- ICP should be cleaned and disinfected before and after the exercise, as noted in [CDPH & CalOSHA Industry Guidelines](#) and [General Checklist](#) for Office Workspaces
- The sharing of equipment and workstations should be as limited as possible and be disinfected before and after use when shared
- Workstations in and movement around the ICP should allow for 6-foot boundaries, as noted in [CDPH & CalOSHA Industry Guidelines](#) and [General Checklist](#) for Office Workspaces
 - Separate entrances/exits and labeled one-way aisles/hallways wherever possible to minimize passing closely by one another
 - 6-foot boundary equivalent to about 113 square-feet per person
 - Preferable to have multiple rooms to accommodate smaller numbers of staff
 - Distance may need to exceed 6 feet if workstations have workers back-to-back
 - If indoor space does not allow for adequate physical distancing, consideration should be made in utilizing available outdoor space or another venue, heeding CalOSHA regulations for heat illness prevention ([8 CCR § 3395](#)) and CA [statewide industry guidance](#), as appropriate
 - CA Department of Industrial Relations has a [Heat Illness Prevention eTool](#) to help employers comply with heat illness prevention regulations
- Meetings, e.g. 'Planning P' meetings, should be held in compliance with all safety standards and held virtually when any safety standards cannot be met
- Verify that the ICP building HVAC system has high efficiency filters and look at all feasible options to increase the amount of outside air circulated in the building

Staff health and safety

- A SOFR or Assistant SOFR should be assigned to monitor for and facilitate adherence to COVID-19 guidance (released by [CDC](#), [CDPH](#), and local health agencies) during the exercise including, but not limited to, symptom screening, briefing COVID-19 safety procedures to the ICP, ensuring cleaning and disinfecting of shared equipment and frequently-touched objects, and staggering breaks
- Face coverings which cover the nose and mouth **must** be worn at all times, per [CDPH guidelines](#) (valid exemptions are included in these guidelines)
- Participants and Observers should wash their hands frequently with soap and water for at least 20 seconds, or use hand sanitizer that's at least 60% alcohol when soap and water are not available, per [CDC guidelines](#)
- If food is being provided it should be packaged per individual, no communal sharing or buffet style catering