**ANS COVID-19 Procedures**

**Inspectors**

* If you are sick do not come into work
* Each person needs to use their own tablet when entering inspections
  + Disinfect after use and before storing it in the safe
* Each person needs to have their own receipt books, seals, wire cutters, and vests (disinfect these regularly)
  + We will wash the vest regularly at the park or you may take them home and wash them
* Don’t share jackets, keep them in your lockers for your use.
  + We will wash them regularly as well

**Shack**

* Disinfect everything in the shack every hour (door handles, light switches, lockers etc)
  + Use the yellow disinfectant-if running out we have more at the office
* If someone uses the computer to enter inspections, disinfect it after use
* Try to keep the social distance by staying out of the shack if another inspector is in there. You may sit in your cars or outside at the picnic table
  + Can all be outside together just remember to keep some space between you
* During colder weather: 2 inspectors may be in the shack if they stay on opposite sides of the shack from each other. (We measured it and it is 6 feet, we are also moving a desk out to make more room)
  + If both in there make sure to not cross paths and have the person closest from the door exit first.
  + If switching stations makes sure to disinfect everything before doing so.

**Inspections**

* If a boater appears to be sick keep as much distance as possible, if you don’t feel comfortable doing the inspection ask the boater to wait in their vehicle and call an FTE for assistance
* Wear gloves when inspecting boats and entering receipts (blue gloves or decon safety gloves in garage)
  + When you take off your gloves wash your hands or use hand sanitizer
* Only have 1 inspector inspecting the boats at a time
* Have boaters stay in their cars during seal removals (if possible)
  + Can have the boater place the receipt on the ground or on the boat if they need to get out to get the receipt to keep a good social distance
  + Still have them **turn off** vehicles for safety
* Keep a good social distance from boaters when performing incoming and outgoing inspections
  + Have boaters lower the motors/ open the interior compartments and ask them to step away
  + Try to stay on the opposite side of the boat of the boaters
* We still want to do high quality inspections, we just need to keep ourselves and the boaters safe in the process and try to mitigate the spread of the virus

**Decontaminations**

* Disinfect all equipment that is being used
* Only 1 inspector decontaminating a boat at a time
* If more than 1 boater have the rest of the group stay in the vehicle
* If doing interior compartments have the boater open all of the compartments and then exit the boat and wait in vehicle
* Have boater remain in the boat while doing a motor flush so they keep that good social distance

**Schedule**

* I may have to change the schedule as we get updates
* Check it regularly so you know when you are working
  + I will try to communicate with you when there are changes