I. PURPOSE

The purpose of this policy is to establish guidance for managing employee activities when outdoor air quality diminishes.

II. REVISION HISTORY

None

III. REFERENCES

OSH Act 1970, Section 5(a)(1); NRS 618.375: General Duty Clause
40 CFR, Part 50: Clean Air Act

IV. PERSONS AFFECTED

All City of Reno officers, employees (full-time, part-time, seasonal), temporary workers, volunteers, and interns.

V. POLICY

The City of Reno is committed to ensuring a safe and healthful working environment for all employees. It is recognized that poor air quality, as defined by the EPA air quality index, may aggravate underlying health conditions within the workforce. The City of Reno leadership will manage employee exposure when air quality diminishes in a manner to protect the health of its workforce.

VI. DEFINITIONS

AQI – Air Quality Index, created by the Environmental Protection Agency (EPA) for quantifying airborne pollution and contamination.
PM – Particulate matter, which is a mixture of solid and liquid particles suspended in air. PM2.5, meaning particulates with a diameter less than 2.5 micrometers, and PM10 (10 micrometers), are considered in AQI measurements.

Pollutants – Includes for the purposes of this policy, but is not limited to: Ground-level ozone, particle pollution, carbon monoxide, sulfur dioxide, and nitrogen dioxide.

Sensitive Groups – Includes the elderly, children, people with lung and heart disease, and persons with other conditions which are aggravated by diminished air quality.

VII. RESPONSIBILITIES

Risk Management Division is responsible for:

Providing specific guidance to managers, supervisors, and employees regarding exposure controls proactively and when requested.

Facilities Maintenance is responsible for:

Making appropriate adjustments to ventilation systems to minimize the introduction of outdoor pollutants into occupied, city-owned buildings during periods of diminished air quality (AQI ≥ 100).

Department Heads are responsible for:

Ensuring departmental compliance with this policy, providing managers and supervisors with training on the requirements of this policy, and taking appropriate action if necessary.

Managers and Supervisors are responsible for:

Implementing this policy and communicating the requirements of the below procedures to their subordinates, Managers and Supervisors shall regularly communicate real time AQI >150 information to their subordinates.

Employees are responsible for:

Monitoring themselves for fatigue, mental alertness, or difficulty breathing when working outdoors during times where poor air quality is present. Employees shall report these symptoms to their supervision immediately. Employees are not required to specifically state the nature of a
pre-existing or underlying health condition, or any other condition confidentially protected by law (e.g. HIPAA, ADA).

VIII. PROCEDURES

Managers and supervisors shall consider current and forecasted AQI levels when planning outdoor work activities, especially when values meet or exceed unhealthy ranges (AQI ≥ 150).

Supervisors and team leads shall monitor outdoor work crews for increased signs of fatigue and mental alertness when AQI levels exceed 100 units.

Management and supervisors shall attempt to find alternative work for employees who report adverse symptoms when working outdoors in AQI levels above 100 units. This includes, but is not limited to, less strenuous outdoor work, or indoor work as available.

When alternative work is not available, managers and supervisors shall allow employees to utilize suitable leave banks in accordance with City Policy and applicable collective bargaining agreements.

When AQI levels exceed 200 units, supervisors shall coordinate outdoor work activities with approval from management personnel. The same considerations for alternative work shall apply in this situation.

Where AQI levels exceed levels above 300, no outdoor work shall be performed unless it is deemed essential services, critical in nature, or is an emergency response where public health, safety, the environment, or infrastructure is at immediate risk. In these cases, all appropriate controls shall be provided and implemented by the affected department, with assistance from Risk Management.

Use of Filtering Facepieces

Where AQI levels meet or exceed 150, the City of Reno shall make available NIOSH N95 particulate respirators for employees working outdoors. Use is voluntary.

In cases where departments have outdoor operations occurring during periods of diminished air quality (AQI ≥ 150), department designated employees shall contact the City of Reno Emergency Manager for bulk mask requests.

All employees who wish to voluntarily wear a N95 mask must be given a copy of Appendix B of this policy.
City of Reno leadership shall utilize the published EPA AQI chart when determining potential risks to employees performing outdoor work activities.

<table>
<thead>
<tr>
<th>AQI Category and Color</th>
<th>Index Value</th>
<th>Description of Air Quality</th>
</tr>
</thead>
<tbody>
<tr>
<td>Good</td>
<td>0 to 50</td>
<td>Air quality is satisfactory, and air pollution poses little or no risk.</td>
</tr>
<tr>
<td>Moderate</td>
<td>51 to 100</td>
<td>Air quality is acceptable. However, there may be a risk for some people, particularly those who are unusually sensitive to air pollution.</td>
</tr>
<tr>
<td>Unhealthy for Sensitive Groups</td>
<td>101 to 150</td>
<td>Members of sensitive groups may experience health effects. The general public is less likely to be affected.</td>
</tr>
<tr>
<td>Unhealthy</td>
<td>151 to 200</td>
<td>Some members of the general public may experience health effects; members of sensitive groups may experience more serious health effects.</td>
</tr>
<tr>
<td>Very Unhealthy</td>
<td>201 to 300</td>
<td>Health alert: The risk of health effects is increased for everyone.</td>
</tr>
<tr>
<td>Hazardous</td>
<td>301 and higher</td>
<td>Health warning of emergency conditions: everyone is more likely to be affected.</td>
</tr>
</tbody>
</table>
Appendix B

Information for Employees Using Respirators When Not Required Under the Standard

Respirators are an effective method of protection against designated hazards when properly selected and worn. Respirator use is encouraged, even when exposures are below the exposure limit, to provide an additional level of comfort and protection for workers. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the worker. Sometimes, workers may wear respirators to avoid exposures to hazards, even if the amount of hazardous substance does not exceed the limits set by OSHA standards. If your employer provides respirators for your voluntary use, or if you provide your own respirator, you need to take certain precautions to be sure that the respirator itself does not present a hazard.

You should do the following:

1. Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirator's limitations.

2. Choose respirators certified for use to protect against the contaminant of concern. NIOSH, the National Institute for Occupational Safety and Health of the U.S. Department of Health and Human Services, certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will tell you what the respirator is designed for and how much it will protect you.

3. Do not wear your respirator into atmospheres containing contaminants for which your respirator is not designed to protect against. For example, a respirator designed to filter dust particles will not protect you against gasses, vapors, or very small solid particles of fumes or smoke.

4. Keep track of your respirator so that you do not mistakenly use someone else's respirator.