

During the COVID-19 pandemic, employers are faced with a unique set of concerns; keeping business operations running while balancing the health and safety of employees and the general public.

To help with these concerns, the actions below can be deployed to assist in the prevention, transmission and spread of the current COVID-19 virus.

EMPLOYER INITIATED ACTIONS

Fit for Duty Screening

- ▶ It is important to screen employees prior to reporting for work to ensure employees are in good health. Several questions can be asked to help screen employees upon returning for work.
 - » Does the employee currently have, or have they recently had, a fever?
 - » Has the employee been advised to self-quarantine due to exposure to, or contact with, anyone diagnosed with, or being tested for, the virus?
 - » Does the employee currently have, or have they recently had, any of the following symptoms?
 - Fever, cough, shortness of breath, runny/stuff nose, body aches, chills or fatigue
- ▶ Employees who answer “yes” to any of the above questions should be considered “unfit” for duty and instructed to:
 - » Immediately leave the worksite
 - » Seek medical attention
 - » Remain offsite until 24 hours after they are free of symptoms and fever, without fever-reducing medications and/or regulatory quarantine times have been completed

Travel and/or Quarantine Screening

- ▶ Has the employee or any of their family members traveled internationally in the past two weeks?
- ▶ Has the employee or any of their family members been requested to self-quarantine due to possible exposure to the COVID-19 virus?
- ▶ Employees who answer “yes” to any of the above questions should follow the recommended regulatory quarantine measures.

Limit Numbers of People at the Worksite

- ▶ Encourage and support remote work if possible
- ▶ Limit the number of people onsite to essential employees/trades
- ▶ Avoid stacking trades/functions when possible

Reinforcing Information

- ▶ Place posters/notices/bulletins in highly visible locations that reinforce appropriate practices and guidelines for:
 - » Handwashing
 - Frequent washing with soap and water for at least 20 seconds
 - Disposable wipes that can be placed in a touch-free disposal receptacle after use
 - » Hand sanitizing
 - Frequent hand sanitizing with sanitizer that contains between 60 to 95 percent alcohol
 - » Coughing
 - Cough into elbow, away from others
 - Do not cough into hands

- » Personal protective equipment (PPE)
 - Wear recommended PPE at all times

Common Areas

- ▶ Increase the cleaning and sanitization of commonly touched areas such as:
 - » Doorknobs, counters, surfaces, keyboards, handles, printers, equipment controls, elevator buttons, etc.
- ▶ Increase the cleaning and sanitization of restroom areas with increased attention to handwashing/drying areas
 - » Continuously ensure disposable towels and touch-free disposal receptacles are available

Communication

- ▶ Increase levels of communication throughout the organization about the following topics:
 - » Company human resources practices for sick time related to COVID-19
 - » Where and how to obtain COVID-19 information
 - » How to stay in contact with the organization in the event of quarantine and/or illness
 - » Importance of following regulatory guidelines

ENCOURAGE EMPLOYEES' ACTIONS

Social Distancing

- ▶ Encourage employees to stay 6 feet apart from other people

Large Gatherings

- ▶ Encourage employees to avoid situations that require people to congregate in groups of 10 or more
 - » Lunchrooms, break areas, jobsite trailers, confined spaces, enclosed rooms, etc.

Handshaking

- ▶ Discourage handshaking or any other type of social greeting that requires touching

Tools/PPE

- ▶ Discourage sharing tools and/or PPE whenever possible
- ▶ Encourage employees to properly disinfect all shared/common tools/PPE before and after every use

Trash

- ▶ Encourage employees to properly discard trash in the appropriate bins and to use appropriate PPE when handling trash bins/removal

Hydration

- ▶ Encourage employees to avoid common stations and supply personal hydration supplies

These are unusual times and we must all adjust our behaviors to help ensure our own safety, as well as our fellow workers'. These actions, while not all-inclusive, may help keep employees safe and productive.

This document is for general information only and is not intended to provide, and should not be relied upon for, medical or other advice in any particular circumstance or fact situation.