

BEST PRACTICES TO PREVENT THE SPREAD OF COVID-19 ON THE JOB SITE



Please use the following guidelines as best practices. The purpose is for every employee and the public to be safe and healthy as possible. It's going to take every person to do their part and to look out for each other.

1. **Illness** – If you feel sick, **STAY HOME**. Contact your Supervisor, Human Resources or safety. Do not return until cleared by a medical provider and/or symptom and fever free for 24 hours.
2. **Social Distancing** – Maintain a distance of 6 ft. between individuals including during pre-tasks, toolbox talks, tailgates, bend and stretch, etc.. Do not congregate in groups where 6 ft. distance between individuals cannot be maintained. Avoid the public whenever possible and set up traffic and pedestrian controls to protect the work site. Avoid in-person meetings using technology when possible.
3. **Start Times / Break Times** – If possible, have only necessary employees start at the show ups/yards and others go straight to the job sites. Stagger break times if possible. This is to minimize social interaction and maintain social distancing. When taking a break, take 20 seconds to wash hands.
4. **Hand Sanitizer** – If available, use hand sanitizer frequently with the recommended amount of disinfectant / alcohol (follow CDC guidelines regarding products).
5. **Bottled Water** – Do not share water bottles or containers.
6. **Tool Sharing** – Limit sharing of hand tools. Where feasible, use disinfecting wipes on handles before sharing tools.
7. **Keep the Jobsite Clean** - Ensure you are properly using PPE. Wipe down common areas including areas in jobsite trailers, office desks, tables, tools, doorknobs, truck door handles, seats, steering wheels, dashboards, etc. Sanitize all tools, equipment and reusable PPE.
8. **PPE and Best Practices** – Wear your work gloves and safety glasses. Do not touch your eyes, nose or mouth. Cover all coughs and sneezes. Limit physical contact with others (i.e handshaking)
9. **Screen Sharing** – Clean and disinfect cell phones and iPads frequently. Do not pass devices around amongst the crew.
10. **Vehicle Sharing** – If you are uncomfortable with carpooling in a company vehicle, you may drive yourself to the jobsite in your personal vehicle.
11. **Follow** – Follow our company protocol and the protocol of the customer.
12. **Communications** – Do not text, I.M., send emails, or post on social media about yourself or a crew member having symptoms or testing positive for COVID-19.

IF YOU OR ANYONE YOU KNOW HAS BEEN OR POTENTIALLY BEEN EXPOSED TO COVID-19, STAY HOME AND DO NOT EXPOSE OTHERS. CALL YOUR SUPERVISOR, SAFETY AND HUMAN RESOURCES FOR GUIDANCE.