

FIELD LEADERS  
CONTINUATION WORK PLAN  
FOR COVID-19  
SAFE PRACTICES





## TOOLS AND SUPPLIES

- Do not share office supplies with other people such as computers, iPads or pens.
- Keep disinfecting wipes near office equipment that must be used by multiple people such as printers, copiers, shredders and mailing equipment. Must be personally wiped down before and after each use.
- Tools should be kept with individuals using them for the day. Disinfect them at the beginning and end of each shift.
- If tools cannot be kept with individuals, each crew must be assigned a color. Tools must be color-coded (i.e. blue electrical tape on a set of tools). If the tools need to switch crews, they must be disinfected before they are assigned to new color/crew.
- PPE sharing is not allowed.
- Employees are encouraged to limit the need for N95 respirator (use until supplies return to normal), by using engineering and work practice controls to minimize dust. Such controls include the use of water delivery and dust collection systems, as well as limiting exposure time, especially when social distancing cannot be achieved.



# EQUIPMENT AND VEHICLES

- Limit the number of people riding in a vehicle together. If you are uncomfortable with carpooling in a company vehicle, you may drive yourself to the jobsite in your personal vehicle.
- If necessary, two people per vehicle is allowed if the following precautions are taken:
  - Face coverings may be worn if preferred
  - The vehicle is disinfected before and after the ride
  - When possible, the passenger sits in a different row and not right behind the driver.
  - When possible, each employee should use/drive the same company truck or piece of equipment every shift and clean before and after each use.
- For equipment – all controls, seats and other areas that will be touched must be disinfected before and after each use.



## OFFICE MEETINGS, TRAININGS AND PRE-TASK MEETINGS

All meeting participants must remain at least 6 feet apart and personally sanitize all surfaces before and after the meeting. If preferred an approved CDC mask or facial covering may be worn.

**If meetings require attendance to be taken (ex. pre-tasks and toolbox talk) it will be collected verbally, and the host will sign-in each attendee. Attendance will not be tracked through passed-around sign-in sheets or tablets.**



# PERSONAL REMINDERS

- Contact your supervisor and Safety/HR and do not come to work if:
  - You or anyone you are in close contact with is experiencing any COVID-19 type symptoms (per the CDC website) – keep in contact with your supervisor.
  - Send employees showing any COVID-19 type symptoms home immediately – inform their supervisor.
- Frequently wash your hands with soap and water for at least 20 seconds or use approved hand sanitizer.
- Avoid touching your eyes, nose, or mouth.
- Do not congregate during lunch or breaks. Practice social distancing and staggered lunch breaks to eliminate group gatherings.

# SOCIAL DISTANCING

- Follow local and customer guidelines on face coverings. It is your choice if you want to wear a face covering outside these areas.
- Avoid physical contact with others and maintain social distancing of 6 feet as much as possible.
- Where work trailers are used, only necessary employees should enter the trailers and all employees should maintain social distancing while inside the trailers.
- If possible, have only necessary employees start at the show ups/yards and others go straight to the job sites.
- Limit crew sizes if possible.

# BREAK AREAS



Recommend to bring your own coffee. If using communal coffee supplies, use disinfecting practices after each use on coffee dispensing pots/handles. Wash hands before & after preparing a new batch of coffee.



Keeping food in break room fridges is not recommended – bring your food in a cooler.



Using the break room microwave is not recommended.



Using water fountains is not recommended – employees should use individual water bottles.



Break room capacity must be limited to allow for 6-foot social distance spacing.



Recommend having a hand washing station in or near the break room.

# RESTROOMS – PERMANENT AND TEMPORARY



Must be thoroughly disinfected every night.



Soap/hand sanitizer, water and paper supplies must be refilled every night.



Trash cans should be placed near doors to encourage using paper towel to open doors when exiting.



Recommend not using water fountains.





# JOBSITE

---

All commonly touched surfaces like doorknobs and handrails must be thoroughly disinfected every night.

---

All garbage and recycling must be emptied every night.

---

When possible, management shall maintain crew consistency and refrain from moving employees around.



# LEAVING THE JOBSITE

- If PPE (gloves, respirators, coveralls, etc.) were used during the day, safely remove these items in a designated area and place or dispose in an approved receptacle before leaving the jobsite.
- Wash hands with soap and water or use an appropriate hand sanitizer immediately before leaving the jobsite.
- Only touch surfaces necessary to safely leave the jobsite. Try to avoid touching doors, gates, doorknobs or handles if possible.
- Follow social distancing guidelines as you exit the jobsite.
- To provide the best protection when leaving the jobsite, the worker can use one of these options:
  - Use hand sanitizer after gloves have been removed.
  - Carry a disinfectant wipe – if you need to open a door or gate or touch other surfaces, use the wipe as a barrier – when you get to your car, dispose in a garbage bag. Immediately use hand sanitizer.
- If you were wearing a washable face covering, when you get to your car, place it in a paper bag or baggie to keep separate and bring home to wash.