



SAFETY PAGES

April 2020
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Remember if you have any safety suggestions, questions or concerns please let us know. In addition, if you have a safety topic that you would like covered in a Safety Page for training purposes let us know and we will develop one. Topics to our inventory of monthly Safety Pages are continually being added.



The OHBA/SAIF Safety Pages are an ongoing series of pages, designed to provide a selection of safety topics each month to OHBA members. Please use these pages to add to (or start) either a Safety Committee file or manual for your company. Some of the Safety Pages will be on general topics and others will be for Owner/Supervisors. The Owner/Supervisor Safety Pages will be on topics based more on compliance or suggested management safety practices.

IMPORTANT NOTICE OF RESPONSIBILITY

The Oregon Home Builders Association Safety Committee's purpose is to provide safety guidelines, information and resources to help our members work more safely and reduce jobsite accidents. Full and active monthly participation in safety meetings using the OHBA Safety Committee's agendas, topics and checklists will only meet safety committee requirements. It remains your responsibility to comply with all aspects of safety rules and regulations.

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OHBA Safety Pages: COVID-19

Social Distancing Officer (SDO) Responsibilities

Under Governor Brown's Executive Order 20-12, businesses are prohibited from operation unless they designate an employee or officer to establish, implement, and enforce social distancing policies, consistent with guidance from the Oregon Health Authority.



The primary responsibilities of the SDO are to establish, implement, and enforce social distancing policies for the protection of employees, suppliers, visitors, and other personnel.

The SDO should consider the following when establishing a social distancing policy:

- Ensure workers are traveling to and from the job site separately. No more than one employee per vehicle.
- Ensure all workers are maintaining six feet of separation at all times.
- If a task requires workers to be closer than six feet, refer to site management for a task-specific job hazard analysis (JHA). Must include additional personal protective equipment (PPE).
- Ensure all gatherings are no more than 10 people when required to meet, even when conducted outside.
- Do not allow workers to share a pen or tablet device to sign for attendance. The meeting leader can sign on the workers' behalf.
- Do not allow the use of a common water cooler.
- Ensure all doors are propped open when safe to do so.
- Do not allow trade stacking in the same space.
- Ensure adequate hand wash stations are installed/maintained at building entrances, break areas, food truck areas, offices, trailers, and job site egress areas.
- Encourage and direct workers to wash hands at breaks and as frequently as possible.
- Ensure gloves and safety glasses are worn at all times. Do not allow sharing of any PPE.
- Encourage employees to bring their own lunch and consider eliminating food truck where possible.
- Ensure Social Distancing requirements and gatherings of no more than 10 people are being observed in food truck lines and while eating and on breaks.

If the SDO observes a violation of the social distancing policy, then the worker may be subject to the company's progressive discipline policy.



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Source: AGC

SAFETY PAGE MEETING GUIDE

Topic: COVID-19 Social Distancing Officer

Employer: _____ Project: _____

Date: _____ Time: _____ Shift: _____

Number in crew: _____ Number attending: _____

Safety or Health issues discussed. Include recent accident investigations and hazards involving tools, equipment, the work environment, work practices and any Safety or Health recommendations:

Follow up on recommendations from last safety meeting:

Record of those attending:

Name: (please print)	Signature:	Company:
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Supervisor's remarks: _____

Supervisor: _____ (Print) _____ (Signature)

OHBA Safety Pages: Trailer Towing Safety

Before driving, make sure your vehicle maintenance and trailer maintenance are current. This is very important because towing puts additional stress on the tow vehicle. Ensure pre-travel inspections are completed. Don't risk your life, the lives of everyone out on the road with you, or damage to your equipment because of an issue that could have been avoided. Don't risk it, inspect it!



- ✓ Check and correct tire pressure on the tow vehicle and trailer.
- ✓ Make sure the wheel lug nuts/bolts on the tow vehicle and trailer are tightened to the correct torque.
- ✓ Be sure the hitch, coupler, draw bar, and other equipment that connect the trailer and the tow vehicle are properly secured and adjusted.
- ✓ Verify the hitch ball and coupler or ball mount are of the same size; i.e. 1 7/8", 2", 2 5/8", etc.
- ✓ Check that the trailer safety chains are properly secured to the tow vehicle.
- ✓ Check that the wiring is properly connected— not touching the road, but loose enough to make turns without disconnecting or damaging the wires.
- ✓ Make sure all running lights, brake lights, turn signals, and hazard lights are working.
- ✓ Verify that the brakes on the tow vehicle and trailer (if equipped) are operating correctly.
- ✓ Check that all items are securely fastened on and in the trailer. Be sure the trailer jack, tongue support, and any attached stabilizers are raised and locked in place.
- ✓ Check load distribution to make sure the tow vehicle and trailer are properly balanced front to back and side to side.
- ✓ Adjust side and rear-view mirrors as needed to make sure you have good visibility.
- ✓ Check routes and restrictions on bridges and tunnels including clearance height of your load.



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SAFETY PAGE MEETING GUIDE

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Supervisor's remarks: _____

Supervisor: _____
(Print) (Signature)

OHBA Safety Pages: Do Not Obstruct

DO NOT OBSTRUCT

- Emergency Showers!
- Emergency Eye Wash Stations!
- Electrical Panels!
- Emergency Stop Controls!
- Exit Paths!
- Exit Doors!
- Fire Hoses!
- Fire Extinguishers!
- Fire Alarm Pull Stations!



YOUR life may depend on it!



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SAFETY PAGE MEETING GUIDE

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Supervisor: _____ (Print) _____ (Signature)

OHBA Safety Pages: UFOs:

Unsafe falling/flying objects

Bet you didn't know that UFOs can be workplace hazards. They can when they're "unsafe falling/flying objects"—and they cause injuries at a surprising number of worksites across pretty much all industries, from factories to offices.

In construction, for example, you're at risk from falling objects when you're beneath equipment, scaffolds, structures, etc., or where overhead work is being performed.

Preventing "UFO" encounters

Preventing injuries from unsafe falling or flying objects isn't rocket science. Try these tips:

Tools

- Secure tools when working under equipment or over people.
- Use toeboards and screens when working over people.
- Inspect tools. Don't use tools with loose, cracked, or splintered handles.
- Inspect guards on grinder and make sure to wear eye and face protection: a face shield, plus safety glasses under the shield.

Equipment

- Wear hard hats when working under equipment.
- Use safety glasses, goggles, or shields where tools or machines may cause flying particles or debris.
- Machines should be set up so the object being machined is properly secured and will not fly out when the machine is turning. Check all guards to see if they are in place and working properly.
- With older equipment, some guards may be missing or lost. Check to ensure all rotating and

moving parts are protected and contact cannot be made. This may require working with leadership to install or retrofit new devices on older machines.

- Cleaning with compressed air can be dangerous. If used for cleaning, it should be reduced to less than 30 psi, and should only be used when effective chip guarding is in place and PPE is worn. Never clean clothing with CDA.

Storage

Objects should be stored safely to prevent them from falling. If shelves or storage racks are used, check them for defects so they will not collapse and cause their contents to fall. Store heavy and bulky objects close to the floor.

Lighter and smaller objects should be stored higher. Position objects securely on shelves or racks. Watch for vibrating equipment in the area that may cause objects to fall from storage containers. Securing racks and shelves to the floor, ceiling, or wall is a best practice to prevent tip overs.

Employees

Prevent injuries from falling or flying objects by looking out for:

- New employees not familiar with tools, equipment, or processes
- Employees new to the workforce with little experience and knowledge of work practices
- Employees unfamiliar with equipment requirements, use, limitations, and protections
- Employees who work with special behavior plans requiring limited access to portable objects
- Stressors, such as: - Untidiness - Noise - Fatigue, shiftwork, etc.

Courtesy: SAIF



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COVID-19: Job health, safety resources for Oregon contractors

Oregon Gov. Kate Brown's "Stay Home, Save Lives" [executive order](#) – issued in light of the coronavirus (COVID-19) outbreak – does not include construction among the businesses that must close.

However, the order requires all businesses that continue to operate to follow [social-distancing guidelines](#) and to designate an employee or officer to enforce social-distancing policies consistent with guidance from the Oregon Health Authority (OHA).

Construction contractors that continue to operate are encouraged to work closely with their safety specialists and, as appropriate, their legal counsels to ensure they operate in compliance with these requirements.

The following information serves as a resource for contractors. Do not consider it legal advice. Do not rely on it to prevent a health or safety violation from being issued by an authority with jurisdiction.

Construction worksite safety

As construction projects continue, contractors are encouraged to incorporate COVID-19 safety planning and worksite-specific safety practices into their projects. Contractors should continually evaluate specific risks associated with a particular job site in light of guidance from the Centers for Disease Control and Prevention (CDC), OHA, and the federal Occupational Safety and Health Administration (OSHA).

Here are links to relevant web pages and documents:

- [OHA - COVID-19 Updates](#)
- [CDC Guidance for Workplaces and Employers](#)
- [CDC Guidance - What to Do If You Are Sick](#)
- [OSHA Guidance on Preparing Workplaces for COVID-19](#)
- [OSHA COVID-19](#) (includes overview and information about hazard recognition and standards)

Worker responsibilities

- Employees need to take steps to protect themselves. Consult the CDC's [How to Protect Yourself](#).

- If employees have symptoms of acute respiratory illness (i.e., fever, cough, shortness of breath), they must stay home and not come to work until free of symptoms for at least 72 hours, without the use of medicine, or as recommended by the CDC's [What To Do if You Are Sick](#).
- If employees are sick, they must notify their supervisors and stay home. If they develop symptoms of acute respiratory illness, they must seek medical attention.

Social distancing

- Limit work in occupied areas to only those tasks that are strictly necessary.
- Limit physical contact with others. Direct employees to increase personal space to at least six feet where possible.
- When possible, limit out-of-office meetings and replace them with phone or online meetings.
- Take breaks and lunch in shifts to reduce the size of the group in the lunch area at any one time to fewer than 10 people.
- Subcontractor foremen and project managers should communicate with their general contractors about prohibiting large gatherings (currently no more than 10 people) on the job site, such as the all-hands meeting and all-hands lunches.

Personal protective equipment (PPE)

- **Gloves:** Gloves should be worn at all times while on site. The type of glove worn should be appropriate to the task. If gloves are not typically required for the task, then any type of glove is acceptable, including latex gloves.
- **Eye protection:** Eye protection should be worn all times while on site.
- **Face masks:** The CDC is currently not recommending that healthy people wear face masks. On March 17, 2020, the federal government asked all construction companies to donate N95 masks to local hospitals and forego future orders. Contractors should continue to provide – and direct employees to wear – face masks if the work requires it.

Sanitation and cleanliness

- Promote frequent and thorough hand washing with soap and running water for at least 20 seconds. Employers should also provide hand sanitizer when hand-washing facilities are not available. Consult the CDC's [When and How to Wash Your Hands](#).
- All workers should wash their hands often, especially before eating, smoking, or drinking, and after blowing their noses, coughing, or sneezing. They should refrain from touching their faces.
- All sites should have hand-washing stations readily available to all workers. If you have a large site, get a hand-washing station from your portable job site toilet provider.

- Providing hand sanitizer is acceptable in the interim between the availability of hand-washing facilities.
- All workers should wash their hands before and after entering any workspace, as well as regularly and periodically throughout the day.
- Some job sites may have access to hot water for hand washing. If this is an option, please get permission from the facility owner to use their sink and disinfect frequently.
- If on a remote project, fill an Igloo-type water cooler with water (hot water, if available) and label it “hand washing only.” This is a good option for vehicles, too. The CDC has [posters](#) and [fact sheets](#) available for posting.
- Subcontractor foremen and project managers should communicate with their general contractor about what steps the general contractor is taking to provide adequate sanitary/handwashing facilities on the project.
- Disinfect frequently touched surfaces within the workplace multiple times each day. Consult the CDC’s [Clean & Disinfect](#).
- Disinfectant wipes should be available and used to periodically wipe down each day any surfaces (doorknobs, keyboards, remote controls, desks, etc.) that are commonly touched.
- Portable job site toilets should be cleaned by the leasing company at least twice per week (disinfected on the inside). Double check that hand sanitizer dispensers are filled – if they are not, fill them. Frequently touched items (door pulls and toilet seats) should be disinfected frequently, ideally after each use.
- Job site offices/trailers and break/lunchrooms should be cleaned at least twice per day.
- Employees performing cleaning must be issued proper PPE, such as nitrile gloves and eye or face protection as needed.
- Maintain Safety Data Sheets (SDS) for all disinfectants on site.
- Employers should provide tissues and encourage employees to cover their noses and mouths with a tissue (or elbow or shoulder if a tissue is not available) when coughing or sneezing. Wash your hands after each time you cough, sneeze, or blow your nose, and any time before touching your face or food. Consult the CDC’s [Coughing & Sneezing](#).
- Any trash from the trailers or the job site should be changed frequently by someone wearing gloves. After changing the trash, employees should throw the gloves away and wash their hands.

Workers entering occupied buildings and homes

Many contractors and service technicians perform construction and maintenance activities within occupied homes, office buildings, and other establishments. Although these are not large job sites, they present their own unique hazards involving potential COVID-19 exposures. Plumbers, electricians, and heating, ventilation, and air-conditioning technicians are examples of workers who perform work at such locations. All such workers should evaluate the specific hazards when determining best practices.

- Require the customer to clean and sanitize the work area before workers arrive on site.
- Technicians should sanitize the work areas themselves when they arrive, throughout the workday, and immediately before they leave. Consult the CDC's [Clean & Disinfect](#).
- Require customers to keep household pets away from the work area.
- Ask that occupants keep a personal distance of at least 10 feet.
- Do not accept payments on site (no cash or checks exchanged). Require electronic payments over the phone or online.
- Workers should immediately wash hands before starting and after completing the work. Consult the CDC's [When and How to Wash Your Hands](#).

Job site visitors

- Restrict the number of visitors to the job site, including the trailer or office.
- All visitors should be screened in advance. If the visitor can answer "yes" to any of the following questions (without identifying which question applies), the visitor will not be permitted to access the facility.
 - Have you been asked to self-quarantine since December 2019?
 - Have you been in close contact with anyone who has been asked to self-quarantine since December 2019?
 - Have you experienced a recent onset of any illness-related symptoms, such as fever, cough, or shortness of breath?
 - Have you traveled outside of North America in the past 14 days?
 - Have you been in close contact with anyone who has traveled outside of North America in the past 14 days?
 - Have you been in close contact with anyone who has been diagnosed with COVID-19?

General job site/office practices

- Employers should refer to the CDC's [Interim Guidance for Businesses and Employers](#). Employers should frequently check CDC recommendations and update their Job Hazard Analyses (JHAs) and safety plans accordingly.
- Employers should consider designating a representative to monitor for signs of illness in the workplace, and, if someone is showing symptoms, ask them to leave. The person showing symptoms should NOT be allowed to enter any occupied area before leaving.
- Employers should consider designating a representative to take employees' temperatures with a digital forehead thermometer that is disinfected appropriately between applications. NOTE: Some people with COVID-19 may not have a fever, so this should not be the only means of detection.

- If an employee is well, but has a family member at home with COVID-19, the employee should notify his or her supervisor. Consult the CDC's guidance on [how to conduct a risk assessment](#).
- If an employee is confirmed to have COVID-19, inform fellow employees of possible exposure to the virus in the workplace. However, maintain confidentiality as required by the Americans With Disabilities Act (ADA). Ask the affected employee to identify other employees whom she or he came into contact with before the employee leaves. Employees who worked in close proximity (three to six feet) to a co-worker with confirmed COVID-19 should also be sent home and referred to the CDC's guidance on [how to conduct a risk assessment](#).
- Attendance at safety meetings should be communicated verbally and the foreman/superintendent will sign in each attendee. Contractors should not pass around a sign-in sheet or mobile device (iPad, tablet, or mobile phone) to confirm attendance.
- Mobile device and iPad use should be limited to a single user.

Additional State of Oregon resources

Oregon OSHA

- [Infectious disease page](#)

Oregon Construction Contractors Board

- [COVID-19 health and safety resources for contractors](#)
- [Governor's request for donations of surplus PPE](#)

Construction industry resources

Any guidelines obtained through the following links must be read in the context of official guidance, and the specific circumstances of a job site.

Associated General Contractors – Oregon Columbia Chapter: [COVID-19 Safety and Health](#)

Oregon Homebuilders Association (OHBA): [COVID-19 Job Site Practices](#)

International Brotherhood of Electrical Workers (IBEW): [COVID-19 Prevention Guidelines for Construction Trades](#)

NECA (electrical contracting industry): [Managing COVID-19 In the Workplace](#).

COVID-19 Checklist for Employers and Employees

Know the Symptoms of COVID-19

- Coughing, fever, shortness of breath, and difficulty breathing.
- Early symptoms may include chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose. If you develop a fever and symptoms of respiratory illness, **DO NOT GO TO WORK** and call your health-care provider immediately. Do the same thing if you come into close contact with someone showing these symptoms.

Employer Responsibilities

- Develop a COVID-19 Exposure Action Plan.
- Conduct safety meetings (toolbox talks) by phone if possible. If not, instruct employees to maintain 6-feet between each other. The foreman/supervisor will track attendance verbally rather than having employees sign an attendance sheet.
- Access to the job site and work trailer will be limited to only those necessary for the work.
- All visitors will be pre-screened to ensure they are not exhibiting symptoms.
- Employees, contractors, and visitors will be asked to leave the jobsite and return home if they are showing symptoms.
- Provide hand sanitizer and maintain Safety Data Sheets of all disinfectants used on site.
- Provide protective equipment (PPE) to any employees assigned cleaning/disinfecting tasks.
- Talk with business partners about your response plans. Share best practices with other businesses in your communities (especially those in your supply chain), chambers of commerce, and associations to improve community response efforts.

Employee Responsibilities

- Become familiar with the Exposure Action Plan and follow all elements of the Plan.
- Practice good hygiene: wash hands with soap and water for at least 20 seconds. If these are not available, use alcohol-based hand rub with at least 60% alcohol. Avoid touching your face, eyes, food, etc. with unwashed hands.

Cleaning/Disinfecting Job Sites and Other Protective Measures

- Clean and disinfect frequently used tools and equipment on a regular basis. This includes other elements of the jobsite where possible. Employees should regularly do the same in their assigned work areas.
- Clean shared spaces such as trailers and break/lunchrooms at least once per day.
- Disinfect shared surfaces (door handles, machinery controls, etc.) on a regular basis.
- Avoid sharing tools with co-workers. If not, disinfect before and after each use.
- Arrange for any portable job site toilets be cleaned by the leasing company at least twice per week and disinfected on the inside.
- Trash collected from the jobsite must be changed frequently by someone wearing gloves.

Personal Protective Equipment and Alternate Work Practice Controls

- Provide and wear the proper PPE.
- Keep the dust down by using engineering and work practice controls, specifically through the use of water delivery and dust collection systems.

COVID-19 Toolbox Talk

What is COVID-19?

The novel coronavirus, COVID-19 is one of seven types of known human coronaviruses. COVID-19, like the MERS and SARS coronaviruses, likely evolved from a virus previously found in animals. The remaining known coronaviruses cause a significant percentage of colds in adults and children, and these are not a serious threat for otherwise healthy adults.

Patients with confirmed COVID-19 infection have reportedly had mild to severe respiratory illness with symptoms such as fever, cough, and shortness of breath.

According to the U.S. Department of Health and Human Services/Centers for Disease Control and Prevention (“CDC”), Chinese authorities identified an outbreak caused by a novel—or new—coronavirus. The virus can cause mild to severe respiratory illness. The outbreak began in Wuhan, Hubei Province, China, and has spread to a growing number of other countries—including the United States.

How is COVID-19 Spread?

COVID-19, like other viruses, can spread between people. Infected people can spread COVID-19 through their respiratory secretions, especially when they cough or sneeze. According to the CDC, spread from person-to-person is most likely among close contacts (about 6 feet). Person-to-person spread is thought to occur mainly *via* respiratory droplets produced when an infected person coughs or sneezes, like how influenza and other respiratory pathogens spread. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. It is currently unclear if a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes.

In assessing potential hazards, employers should consider whether their workers may encounter someone infected with COVID-19 in the course of their duties. Employers should also determine if workers could be exposed to environments (e.g., worksites) or materials (e.g., laboratory samples, waste) contaminated with the virus.

Depending on the work setting, employers may also rely on identification of sick individuals who have signs, symptoms, and/or a history of travel to COVID-19-affected areas that indicate potential infection with the virus, in order to help identify exposure risks for workers and implement appropriate control measures.

There is much more to learn about the transmissibility, severity, and other features associated with COVID-19, and investigations are ongoing.

COVID-19 Prevention and Work Practice Controls:

Worker Responsibilities

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol. Always wash hands that are visibly soiled.
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Employees who have symptoms (i.e., fever, cough, or shortness of breath) should notify their supervisor and stay home—DO NOT GO TO WORK.
- Sick employees should follow [CDC-recommended steps](#). Employees should not return to work until the criteria to [discontinue home isolation](#) are met, in consultation with healthcare providers and state and local health departments.

General Job Site / Office Practices

- Clean AND disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs. Dirty surfaces can be cleaned with soap and water prior to disinfection. To disinfect, use [products that meet EPA's criteria for use against SARS-CoV-2](#)[external icon](#), the cause of COVID-19, and are appropriate for the surface.
- Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
- Clean and disinfect frequently used tools and equipment on a regular basis.
 - This includes other elements of the jobsite where possible.
 - Employees should regularly do the same in their assigned work areas.
- Clean shared spaces such as trailers and break/lunchrooms at least once per day.
- Disinfect shared surfaces (door handles, machinery controls, etc.) on a regular basis.
- Avoid sharing tools with co-workers if it can be avoided. If not, disinfect before and after each use.
- Arrange for any portable job site toilets to be cleaned by the leasing company at least twice per week and disinfected on the inside.
- Any trash collected from the jobsite must be changed frequently by someone wearing gloves.
- In addition to regular PPE for workers engaged in various tasks (fall protection, hard hats, hearing protection), employers will also provide:
 - Gloves: Gloves should be worn at all times while on-site. The type of glove worn should be appropriate to the task. If gloves are not typically required for the task, then any type of glove is acceptable, including latex gloves. Gloves should not be shared if at all possible.
 - Eye protection: Eye protection should be worn at all times while on-site.