

COVID-19 PRACTICES

AT THE OFFICE AND ON THE JOBSITE

EMPLOYERS

- **Social Distancing: Plan work for 6 feet of separation between workers**
- **Designate a Social Distancing Officer (SDO)**
- **Plan gatherings and breaks for groups of 10 or less**
- **Clean and disinfect surfaces**
- **Ensure you have adequate hand washing stations**
- **Provide PPE to prevent transmission**
- **Restrict the number of visitors to the office and/or jobsite**
- **Screen visitors prior to arrival**

EMPLOYEES

- **Prevent transmission: Stay home if you're sick or have symptoms**
- **Cover your cough**
- **Wash your hands often**
- **Avoid touching your face**
- **Avoid sharing transportation to and from the jobsite**
- **Wear PPE at all times to prevent transmission**
- **Inform your employer of symptoms or possible exposure to COVID-19**
- **Maintain 6 feet of separation between yourself and your coworkers**