# 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

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*ABC Empire State*

Associated Builders and Contractors