



# SAFE EMPLOYEE PRACTICES

As businesses continue to reopen, keeping employees safe from exposures to COVID-19 is paramount. Start with an essential safety framework using combinations of engineering and administrative controls, safe work practices and personal protective equipment (PPE) to prevent COVID-19 exposures.

## Safe Work Practices:

- Provide resources and a work environment that promotes personal hygiene such as hand soap or hand sanitizers containing at least 60% alcohol
- Clean frequently touched surfaces like tools, handles, handrails, doorknobs, locks, control panels and machines
- Remind employees to keep noses and mouths covered when coughing or sneezing and to avoid touching their faces

## Administrative Controls:

- Develop and implement an Infectious Disease Preparedness and Response Plan (refer to OSHA guidelines: <https://www.osha.gov/Publications/OSHA3990.pdf>)
- Complete a task-based risk assessment of project site to determine best strategies for social distancing
- Develop, implement, and communicate workplace flexibilities and protections
- Reduce the number of on-site personnel to essential staff only
- Install fencing, no-contact card readers, modular turnstiles and guard stations to help control site access and interactions
- Ensure that site deliveries are carefully planned with structured contact and cleaning protocols
- Actively encourage sick employees to stay home
- Restrict access to reduce the number of workers in enclosed and confined areas at one time

## Engineering Controls:

- Install high-efficiency air filters
- Increase ventilation rates in the work environment
- Install physical barriers, such as clear plastic, closed doors or walls, where feasible, to separate employees

To stay up to date on the latest COVID-19 information, frequently check the [OSHA](#) and [CDC](#) COVID-19 websites for updates. Check the Alliant [COVID-19 Resources page](#) for checklists, the latest webinars and COVID-19 briefings and updates.

It is important to start with an essential safety framework to prevent COVID-19 exposures.



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