



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.

It is important to start with an essential safety framework 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
- » Ensure that 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 to enclosed and common areas
- » Increase ventilation rates in the work environment
- » Install physical barriers, such as clear plastic, closed doors or walls, where feasible, to separate employees

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