**COVID-19 Safety Guidelines**

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| **Project Number:** |  | **Project Name:** |  | |
| **Site Specific Work Activity:** |  | **Date:** |  |  |

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| **Steps** | **Hazard** |  | **Control** |  |
| 1 - Monitor your Personal Health every morning  2 - Clean and sanitize all PPE prior to your work shift | Reporting to work not feeling well/sick  PPE can contain contaminated surfaces, frequently touched/handled by our hands and the hands of others. |  | If you are exhibiting flu-like (normal body temp is 98.6 degrees) symptoms such as fever, coughing or congestion:  • **do not** come to work;  • contact Heather Winters - 407-948-9472 to let her know that you are exhibiting the symptoms; and  • consult with a healthcare professional on next steps before returning to work.  **Note: If you report to work feeling ill, you will be asked to go home and self-isolate for 14 days.**  Keep your personal protective equipment in a clean and sanitary condition. Before work starts and at each break, wipe down head wear, safety eye wear and ear muffs and at end of day wipe down surface areas where these devices will be stored. Do not allow others to touch your personal equipment. |  |
| 3 - Taking Breaks, and during Lunch time  4 - Washroom/toilet breaks | Touching unsanitary surfaces such as tables, chairs coffee machines, microwaves, water coolers and salt and pepper shakers with hands can spread viruses. Sitting too close to others is not practicing social distancing.  contact with contaminated/unsanitary surfaces spreads the virus |  | Wipe your seating area, table top and chair with approved cleaners prior to handling food and drink.  Wash your hands prior to handling foods, avoid sharing food or drinks, especially chips etc where hands need to enter bags or food wrapping. Sit a safe distance from others 6 Feet minimum and try and stagger breaks and lunch schedules to minimize the number of people taking breaks at the same time.  Once your break is over, clean up the eating surface, wipe down the area and throw out wrappers into waste bins.  Wash hands again prior to going back to work.  Practice good personal hygiene, wash your hands before entry, clean the toilet seat or if possible, use a disposable seat tissue/cover.  Wash your hands after each toilet break, and most important, keep all toilet and washroom facilities in a clean and sanitary condition.   * hand-washing stations must have instructions posted at each location; * paper towel dispensers and barrier-free garbage cans should be available at every handwashing location.   NOTE: Portable washrooms will be cleaned as much as possible by the supplier. If the supplier cannot make clean on a daily basis someone on site will be assigned to disinfect the washrooms daily by wiping down the seating area and all dispensing areas and door handles. |  |
| 5 - Individual personal hygiene | Poor personal hygiene practices can unnecessarily expose yourself and others to the Covid-19 virus and infection. |  | Stay on top of good personal hygiene practices, for your safety:   * avoid touching your eyes, nose and mouth with your hands; * cover your cough with your arm or sneeze with a tissue, then throw the tissue in the trash; * do not share personal items or supplies such as phones, pens, notebooks, PPE, etc.; * refrain from shaking hands with others; * wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing or sneezing. * The following handwashing best practices should be used:   + wet your hands with clean, running water (warm or cold) turn off the tap and apply soap;   + lather your hands by rubbing them together with the soap. Be sure to lather the backs of your hands, between your fingers and under your nails;   + scrub your hands for at least 20 seconds;   + rinse hands well under clean, running water;   + dry hands using a clean towel or preferably air drying them |  |
| 6 – Applying hand Sanitizer  7 - Visiting site trailers, wash cars, and touching basins, surfaces, tools, site vehicles, lap tops, office supplies  8 – Shared tools, shared radios, mobile equipment  9 – Vehicle cleaning | Many surfaces throughout the project site may be contaminated and expose you to the virus.  Potential to spread viruses, exposure to contaminated surfaces and possible, infections  Spreading viruses, contamination, infections  Clean/disinfect all frequent touched areas in personal and company vehicles |  | **Utilize** hand sanitizers where possible to guard against virus spreading. Hand sanitizers will be available at or near entry points to the project and at various high-traffic locations throughout the project such as doorways, field plan tables, tool cribs, hoists, water containers, etc.;  Each day or shift, high traffic surfaces (in terms of hand contact) within offices, meeting rooms, orientation rooms, coffee and kitchen areas, work stations, portable and permanent washrooms, and common work spaces will be cleaned.   * individuals working in an office setting are responsible for cleaning their workstation area. The focus is on reducing the risk of transmission through an individual touching an infected surface. Therefore, priority should be given to the high traffic surfaces (in terms of hand contact). * hard surfaces and buttons your hands will touch such as refrigerators, microwaves, water cooler handles, taps and faucets, light switches and other high traffic objects will be cleaned after each use;   Hand tools such as hammers, snips, pliers, etc. must not be shared person-to-person without a thorough cleaning with a disinfectant containing more than 70% alcohol;   * mobile and desktop phones must not be shared with others; * two-way radios must be cleaned at the end of each shift, or between users; * door and ladder handles, hand holds and rails, steering wheels, switches, buttons, knobs and fueling caps on powered mobile equipment must be cleaned at the end of each shift, or between users/operators. * Wipe down all office tools regularly and when ensure all pens are cleaned before and after use.   Use gloves when entering the vehicle and start cleaning from entry point to the farthest you can reach without having to leave the vehicle to go through opposite door if applicable.   * door handles, hand holds and rails, steering wheels, switches, buttons, knobs and fueling caps on vehicles should be cleaned at the end of each shift, or between users/operators. |  |
| 10 - Transportation  11 – Job site meetings, HSE Field Meetings and orientations.  12 – Work task Social distancing 6 Feet separation | Not complying with social distancing of 6 Feet apart, contamination  Not complying with social distancing of 6 Feet apart exposes everyone  Working too close with others can expose you to person to person virus transmission. |  | Transportation of individuals to or on project sites (using busses, vans, company trucks etc.) must follow the recommended social distancing requirements,  All previously scheduled G&R social and nonessential events will be canceled or postponed   * HSE field meetings will be held in the area where an individual works, instead of a large gathering point; * All meetings must be held in small groups with all workers practicing safe social distancing * No employee signatures will be required, but what is important is that all employees are encouraged to ask questions for clarity and for validation of understanding.   Workers on sites should avoid working less than six feet from others for prolonged  periods unless their task requires otherwise. Where social distancing cannot occur for a specific task or activity, workers are encouraged to look at other methods to protect their health and/or discuss alternate methods with their immediate supervisor. |  |