

# PLEASE READ

**PROTECTING YOURSELF WILL PROTECT YOUR FAMILIES, OUR CLIENTS, YOUR CO-WORKERS AND OUR COMMUNITY.**

- **It is critical to NOT report to work or enter this job site if you are experiencing illness symptoms such as fever, cough, shortness of breath, sore throat, runny/stuffy nose, body aches, chills, or fatigue.**
- **Seek medical attention if you develop these symptoms & call your manager ASAP.**

## **JOB SITE SAFETY RULES • EFFECTIVE IMMEDIATELY:**

- **Routine cleaning using appropriate cleaning agents and directions shall be performed of all frequently touched surfaces on the jobsite. This includes all workstations, countertops, handles, doorknobs, gang boxes, shared tools and equipment.**
- **Clean surfaces of fleet vehicles, steering wheel, gear shift, instrument panels, etc.; use aerosol sanitizers inside closed cabs.**
- **Portable bathrooms will be serviced at a minimum of three (3) times a week where we are responsible for the portable bathrooms.**
- **Hand sanitizer shall be provided in/or around all portable bathrooms.**
- **Do not share tools. Disinfect reusable supplies and equipment.**
- **Project trailers/offices need to be cleaned daily.**
- **All common break areas, lunch and break rooms will be cleaned multiple times throughout the workday.**
- **Do not congregate in lunch areas.**
- **No communal food shall be permitted on the jobsite until further notice, i.e., donuts, pizza, buffets, etc.**
- **All jobsite employees are required to clean their hands often with an alcohol-based hand sanitizer that contains at least 60-95% alcohol, or wash their**

## **JOB SITE SAFETY RULES • CONTINUED....**

hands with soap and water for at least 20 seconds. Soap and water should be used preferentially if hands are visibly dirty.

- **Soap and water and alcohol-based hand rubs shall be provided in the workplace and placed in multiple locations or in conference rooms to encourage hand hygiene.**
- **Do not share personal protection equipment (PPE). Ensure used PPE is disposed of properly.**
- **Utilize disposable gloves where appropriate; wash hands after removing gloves.**
- **Identify specific locations and practices for daily trash such as: paper, hand towels, food containers, etc. Instruct workers responsible for trash removal in proper PPE/ hand washing practices.**
- **Do not use a common water cooler. Bring your own water.**
- **Utilize shoe sanitation tubs (non-bleach sanitizer solution) prior to entering/leaving jobsite.**
- **Change work clothes prior to arriving home; and wash clothes in hot water with laundry sanitizer.**
- **Don't stack trades if possible.**
- **Utilize disposable hand towels and no-touch trash receptacles.**
- **Avoid cleaning techniques, such as using pressurized air or water sprays that may result in the generation of bioaerosols.**

**IF YOU HAVE ANY QUESTIONS OR CONCERNS, PLEASE CALL: John Gordon, Production Dept. Manager: 707.495.4573**



# **Be Safe**