March 12, 2020

**PROTECTING YOURSELF DURING A PANDEMIC**

**COVID – 9 (Coronavirus) – TOOLBOX TALK**

A pandemic is a global disease outbreak and can be caused by a variety of agents, including influenza and coronaviruses. During a pandemic, transmission can be anticipated in the workplace not only from patients to workers in healthcare settings, but also among co-workers and between members of the general public and workers in other types of workplaces.

Principles of employee protection:

* Consistently practice social awareness, and avoid close physical contact (e.g. shaking hands).
* Cover your mouth when you cough and your mouth and nose when you sneeze, doing such into your arm rather than your hands.
* Maintain personal hygiene; washing hands often, using hand sanitizer, paying attention to cleaning under your fingernails.
* Keep your hands out of your mouth and off of your face.
* Clean work spaces and other surfaces frequently.
* Do not share food or beverages; do not use the same straws and utensils someone else has already used.
* Proper PPE should be worn when necessary; surgical mask, gloves, goggles, etc.
* Surgical masks can be used to protect oneself against splashes and sprays containing infectious agents.
* Sick individuals can use surgical masks to prevent respiratory infections that spread by large droplets; however, may not protect against some airborne-transmissible infectious agents due to loose fit and lack of seal.
* Surgical masks are not to be used more than once and need to be disposed of properly.

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| Very High &  High Exposure Risk | Medium  Exposure Risk | Lower Exposure Risk  (Caution) |
| Healthcare workers, particularly those working with known or suspected pandemic patients. | Workers with high-frequency interaction with the general public (e.g., those working in schools, restaurants and retail establishments, travel and mass transit, or other crowded environments). | Workers who have minimal contact with the general public and other coworkers (e.g., office workers). |

Workers who believe their employer provides a safe and healthy workplace are more likely to report to work during a pandemic. It is our priority to ensure our employees are safe and protected.

* We do not have the option to work from home as our work is done on multiple job sites, so keep in mind situational awareness, be aware of others and avoid close physical contact as much as possible.
* According to the Federal, State, and local government, low income residential (multi-family) construction is considered an “essential business”
* Wear gloves if they do not affect production.
* We will provide disposable surgical masks, if necessary
* Make sure to wash your hands often, keep your hands out of your mouths and off of your face
* Sneeze and cough into your arm or a handkerchief.
* Carry a towel, handkerchief, or tissues for your personal use.
* Do not share drinks or food, do not drink from the same water bottle or cups.

For more information, please refer to the CDC, Center for Disease Control and Prevention, [www.cdc.org](http://www.cdc.org) or call (800)232-4636.