

STAY SAFE AT WORK

The Center for Disease Control (CDC) has guidelines for workplaces during the COVID-19 pandemic: <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>.

The company's practices are based on the CDC's recommendations and intended to meet OSHA requirements. This timeline shows how to apply CDC guidelines throughout the workday.

BEFORE WORK



Check your temperature two hours before reporting to work. Tell your manager if you have a fever or if you feel sick with cold or flu-like symptoms and stay home.



Immediately tell your manager if someone close to you or living in your home is sick with cold or flu-like symptoms.



Cover your exposed skin, wear long-sleeves (under your company t-shirt is okay), long pants, and your slip-resistant shoes.

AT WORK



Wear a mask if you are required to do so as part of your PPE. Even when it is not required, you may choose to wear one whether it is provided by the company or one that you bring from home. If you have a surgical or dust mask or bandana you want to wear at work, even if not required for your work, you may do so. Never share your facial mask with others. [Watch how to make your own mask.](#)



Wear the Personal Protective Equipment (PPE) that is provided by the company and required by the CDC or OSHA for the work you're doing.



Don't touch your face.



Wash your hands when you get to work and again as the last thing before you go home. Wash your hands before and after using gloves. Wash your hands often (wash for 20 seconds and rinse for 10 seconds). Use hand sanitizer as added protection if it is available. [Watch how to wash your hands properly.](#)



If you are working with others, stay six feet (about two arms lengths) away from everyone, including on breaks. If the task requires you to work closely with someone else (such as lifting something) or ride with them in a vehicle, be sure you are wearing a mask and gloves in addition to your other PPE.



Even when wearing a mask or bandana, only one person can be in an elevator at a time.



Maintain the 6-foot distance when clocking in and out and disinfect the phone before each use if shared with other people. Use a speaker phone when possible to keep the phone away from your face.



Do not share your food. Do not share walkie-talkies, phones, headsets, eating utensils, or any other devices or tools that are used near your eyes, nose, or mouth unless they are disinfected before and after each use. Never share your facial mask.



Cover your coughs and sneezes: use the bend of your arm and elbow or a facial tissue and immediately throw it in the trash.



Do not shake hands. Please maintain the 6-foot distance between yourself and others at all times, even if you are wearing a mask or bandana.



If you think you've been exposed to COVID-19 at work or if you hear of a suspected or confirmed case of COVID-19 in the building, find a private place away from others to call your manager and/or the COVID-19 Employee Helpline at 866-216-3782. Step outside to make your call if you can.

AFTER WORK



Remove and leave your shoes outside. Remove any optional PPE and discard disposable PPE in your outside trash.



Wash your hands immediately when you enter your home. Disinfect any PPE that you will wear to work again. Wash your work clothes and cloth masks and take a shower.

THINK SAFE. WORK SAFE. BE SAFE. REPORT ANY CONCERNS.