

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.



Continue to wear your long-sleeved uniform in order to limit exposed skin.

AT WORK



Wear a mask if it is required PPE. Even when it is not required, you may choose to wear one whether it is provided by the company or a professional-looking one that you bring from home. Never share your facial mask with others. [Watch how to make your own mask.](#)



Wear the Personal Protective Equipment (PPE) that is provided by ASI or the client 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.](#)



Even when wearing a mask or bandana, stay six feet (about two arms lengths) away from others. Don't gather in groups of any size anywhere you cannot maintain a 6-foot distance from each another, including on breaks. Keep conversations short and wipe down surfaces after the conversation.



When patrolling stairwells, wait to see if others go into the stairwell to limit close quarter situations. Even when wearing a mask or bandana, only one person can be in an elevator at a time.



Disinfect all equipment before and after use if shared with other people. This includes flashlights, clipboards, phones, radios, and procedure folders. Wipe down patrol vehicles before and after use.



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.