

Returning to Work

We must all do our part to keep our workplaces healthy and safe. All employees should follow these guidelines, as well as any guidelines provided by their supervisor, to prevent the spread of COVID-19.

PERSONAL RESPONSIBILITIES:

- ✓ DO... Cover your mouth and nose with a tissue or your elbow when coughing or sneezing.
- ✓ DO... Discard used items properly in proper receptacles.
- ✓ DO... Avoid touching your face, especially your eyes, nose, and mouth.
- ✓ DO... Monitor your health daily for signs and symptoms of COVID 19 which include (fever, cough, shortness of breath or diarrhea).
- ✓ DO... Check your temperature, if it is measured above 100.4° Fahrenheit, contact your supervisor immediately and do not report to work.
- ✓ DO... When sick, if you feel worse or the symptoms are more severe, call your health care provider.
- ✓ DO... Follow the instructions from the medical professionals, report information directly to your supervisor, as soon as possible, and only return to work after being cleared by a medical professional.

SOCIAL DISTANCING:

- ✓ DO... Maintain ideally six feet of social distancing when possible.
- ✓ DO... Drive alone, if possible, when traveling for work. In vehicles, utilize fresh air circulation system; avoid using internal re-circulation.
- ✓ DO... Greet others with a smile, hello or a hand wave from a distance; avoid handshakes and physical contact.
- ✓ DO... Maintain ideally six feet of social distancing from others when in a break or work area.
- ✓ DO... Limit stopping at public places prior to going to work and during lunch to ensure social distancing.

PERSONAL PROTECTIVE EQUIPMENT (PPE)-MASKS:

- ✓ DO... Clean hands with soap and water or alcohol-based hand rub prior to putting on a mask.
- ✓ DO... Clean reusable cloth masks after each use.
- ✓ DO... Ensure the mask is properly fitted.
- ✓ DO... Wear masks in the presence of others at the worksite (even if social distancing can be maintained) or when in a vehicle with another individual or when using drive through services.
- ✓ DO... Clean hands immediately after removing the mask.
- ✓ DO... Require all customers to also wear a mask.

- ✓ MAY... Remove masks when driving alone in an enclosed vehicle/equipment/ or alone in a closed office until such time as you come in contact with another individual.
- ✓ MAY... Remove masks if it impedes vision or if a medical condition would create an unsafe condition in which to operate equipment or execute a task. Must consult supervisor.

PERSONAL PROTECTIVE EQUIPMENT-DISPOSABLE GLOVES:

- ✓ DO... Utilize appropriate PPE based on operations and request replacements when needed.
- ✓ DO... Wear gloves when cleaning and/or disinfecting items, trash collection, and cleaning vehicles. May let mail/packages set for 24 hours or more and not be required to wear gloves.
- ✓ DO... Remove disposable gloves properly to prevent the spread of contagious diseases/viruses.
 - Grasp the outside of one glove at the wrist. Do not touch your bare skin.
 - Peel the glove away from your body, pulling it inside out.
 - Hold the glove you just removed in your gloved hand.
 - Peel off second glove by putting your fingers inside the glove at top of your wrist.
 - Turn the second glove inside out while pulling it away from your body, leaving the first glove inside the second.
 - Dispose of the gloves safely. Do not reuse the gloves.
 - Clean your hands immediately after removing gloves.
- ✓ DO... Discard disposable gloves properly in proper trash receptacles and sealed bag.
- ✓ DO... Wash hands before and after using any gloves.

HANDWASHING FACILITY/SUPPLIES:

- ✓ DO... Wash hands with soap and water for at least 20 seconds or use alcohol based hand sanitizer upon arrival at the worksite and prior to departing.
- ✓ DO... Properly clean the handwashing station/area such as handles, fixtures, and door handle before and after each use.
- ✓ DO... Discard disposable items properly in sealed bags.
- ✓ DO... Monitor trash receptacles to make sure they are emptied daily.

COMMON WORK AREAS AND FREQUENTLY TOUCHED SURFACES:

- ✓ DO... Follow all directions and signs in work areas regarding COVID-19.
- ✓ DO... Provide routine cleaning on frequently touched surfaces (such as: doorknobs, keyboards, counters, first aid kits, interior cab of vehicles/equipment, door handles and other surfaces).
- ✓ DO... Drink from water coolers and/or own bottles of water and avoid drinking directly from water fountains. Wipe down commonly touched areas with paper towels after use.
- ✓ DO... Disinfect reusable supplies/equipment with a disinfectant solution.
- ✓ DO... Wash hands prior to and after using common work areas.
- ✓ DO... Identify specific locations and practices for daily trash such as: paper, hand towels, food containers, and hand rubs.
- ✓ DO... When available, utilize disposable hand towels and no-touch trash receptacles.

CLEANING MATERIALS AND CLEANING SUPPLIES:

- ✓ DO... Use adequate and correct cleaning materials.
- ✓ DO... Use proper disinfecting methods between staff if work/office tools are shared.
- ✓ DO... Wash/clean all heavy-duty chemical gloves or other reusable PPE after use.
- ✓ DO... Discard disposable items used for cleaning and disinfecting properly in sealed bags.
- ✓ DO... Discard all disposable materials at the end of the day such as disposable towels and disposable PPE, including disposable gloves.

- ✓ DO... Visit the CDC website at <https://www.cdc.gov/> or Department of Health website at <https://www.health.pa.gov/> for additional information on COVID-19.