



# COVID-19

## BEST PRACTICES DURING CORONAVIRUS PANDEMIC

It is critical that individuals NOT report to work while they are experiencing illness symptoms such as fever, cough, shortness of breath, sore throat, runny/stuffy nose, body aches, chills, or fatigue. Individuals should seek medical attention if they develop these symptoms.



### Meetings

Avoid meetings in person if possible and keep a 6 foot distance between people for social distancing. Perform meetings online or via conference call whenever possible.



### Work From Home

To limit the number of people on a jobsite, allow non-essential personnel to work from home when possible.



### Follow The CDC

Discourage hand-shaking and other contact greetings and follow CDC guidelines. Carry hand sanitizer and wash hands regularly.

## Your Safety Is Our Top Priority

Please communicate key CDC recommendations (and post signage where appropriate) to your staff and tradespeople.



# Jobsite Guidance

- Jobsite visits should be limited to critical pour assistance, job-site safety concerns, or QC/Service issues.
- Whenever in person contact is required, use all social distancing CDC guidelines, DO NOT shake hands, and use proper hygiene protocols and wash hands. Avoid stack trades. Do not congregate in lunch areas.
- Do not use a common water cooler. Provide individual water bottles or instruct workers to bring their own.
- Drivers & Operators should stay in their truck as much as possible. Sign tickets yourself, minimize contact as much as possible and leave at the pump and/or permit box. Do not share pens or other writing tools. Use electronic communication whenever possible.
- Utilize disposable gloves at all time when handling chutes, and/or any other tool or equipment someone may have used, and also any FDOT paperwork and/or jobsite documentation and wash hands after removing gloves.
- Do not share PPE, Tools, Food, or other items that could risk exposure and sanitize what you can ahead of use, at the end of every shift and also if anyone touches your things such as tablets and keys or anything else during the day. Ensure used PPE is disposed of properly.
- Do not operate equipment that is not assigned to you without properly sanitizing. Clean surfaces of service/fleet vehicles, steering wheel, gear shift, instrument panels, etc.; use aerosol sanitizers inside closed cabs.
- Carry hand sanitizer to use after touching shared objects and wash your hands regularly. Avoid cleaning techniques, such as using pressurized air or water sprays that may result in the generation of bioaerosols.
- Request additional/increased sanitation (disinfecting) of portable toilets.
- Utilize shoe sanitation tubs (non-bleach sanitizer solution) prior to entering/leaving jobsite).
- Instruct workers to change work clothes prior to arriving home; and to wash clothes in hot water with laundry sanitizer.



# Workplace

- Follow social distancing and CDC guidelines. Do not share tools or any multi-user devices and accessories such as iPads, laptops, hand-held radios, computer stations, etc.
- Provide routine environmental cleaning (doorknobs, keyboards, counters, and other surfaces).
- Limit the exchange/sharing of paper documents by encouraging use of electronic communication.
- Identify specific locations and practices for daily trash such as: paper, hand towels, food containers, etc.
- Carry hand sanitizer and use regularly, utilize disposable hand towels and no-touch trash receptacles.
- Request additional/increased sanitation (disinfecting) of toilets.
- Provide soap and water and alcohol-based hand rubs in the workplace. Ensure that adequate supplies are maintained. Place hand rubs in multiple locations to encourage hand hygiene.



# Questions to Ask

- Have you, or anyone in your family, been in contact with a person that has tested positive or is in the process of being tested for COVID- 19?
- Have you, or anyone in your family traveled outside of the U.S. within the last two weeks?
- Have you been medically directed to self-quarantine due to possible exposure to COVID-19?
- Are you having trouble breathing or have you had flu-like symptoms within the past 48 hours, including: fever, cough, shortness of breath, sore throat, runny/stuffy nose, body aches, chills, or fatigue?