



MONTHLY SAFETY BRIEF: COVID-19 – CORONAVIRUS AWARENESS

Introduction

Every day in the last few weeks, the situation regarding the existence and spread of the coronavirus disease 2019 or coronavirus (referred hereafter as COVID-19) has increased public concern and anxiety. Yesterday, the World Health Organization (WHO) declared the situation a Pandemic. This global situation will continue to evolve as we learn more about the spread of this virus. This safety brief focusses on providing you the current common-sense guidance to protect yourself and others and how this may affect your work activities.

Reference Documents

To start with, the following are updated links with information and guidance on COVID-19 from recognized organizations like the CDC and OSHA.

The U.S. Department of Health and Human Services' Centers for Disease Control and Prevention (CDC) provides the latest information about COVID-19 and the global outbreak:

www.cdc.gov/coronavirus/2019-ncov/index.html

The OSHA COVID-19 webpage offers information specifically for workers and employers:

<https://www.osha.gov/SLTC/covid-19/>

Hygieneering Risk Mitigation Measures

In line with direction from global health authorities, we are taking the following precautionary measures:

- Increased levels of cleaning and disinfection in our building.
- Providing hand sanitizer up at the front desk
- Continual monitoring of reputable government sources for the most up to date information that may affect our operations
- Providing our staff with guidance on this issue

You can also help support a healthy work environment by:

- Frequently washing your hands by using alcohol-based hand sanitizers or soap and water
- Avoiding touching your eyes, mouth, or nose
- Cover your cough or sneeze with a tissue and throw your tissue in the trash.
- Avoid handshakes. Use alternatives to a handshake, such as:
 - courteous nod
 - elbow touch/bump
 - phantom fist bump (not touching hands)
- If you have any flu like symptoms (including a fever of 100.4° F or higher, cough, or trouble breathing), do not report to the office. Stay home and call your Project Manager to discuss your situation.
- If you are traveling on an airplane or other mode of public transportation, consider wiping down all surfaces with a disinfectant wipe (arm rest, table, seat belt connector, etc.)



When visiting client locations, you may be asked to fill out paperwork regarding your current health status and recent travel outside the country. Please comply with these client requests.

Some of us may be involved with fieldwork regarding COVID-19 response actions in commercial office buildings or schools. As always, a risk assessment of your activities will be conducted and appropriate PPE will be selected to address your project.

As always, your health and well being are our main concern. Please contact your Project Manager if you have any questions or concerns.



Coronavirus Awareness Quiz

No Quiz! – Just please sign below that you acknowledge and will adhere to the guidance set forth in this awareness document. Please send back to Jeanine as soon as possible.

Instructor(s) – John Feller, CIH, CSP

Employee Signature



Supervisor Signature

Date