

Think about all the "public" surfaces that you may come into contact with on your way to work; gas pump handle, coffee pot, credit card reader, doors and hand rails. Reality is that we literally come into contact with dozens of surfaces, and if we power up before we clean up, we could be transferring viruses, germs and bacteria to our workstation or other common surfaces at the office.

To help prevent the spread of the Coronavirus, and other germs and bacteria, we are asking you to implement the following best practices:

1. **USE THE HAND SANITIZER AS YOU ENTER THE OFFICE**
2. **PROCEED DIRECTLY TO YOUR WORK STATION (OFFICE) AND DROP YOUR ITEMS OFF.**
3. **CLEAN WORK STATION AND COMMONLY USED ITEMS**
 - a. Clean your desk, chair / armrest, computers, phone, etc. with provided cleaning and disinfecting equipment. Consult the following documents to ensure you are using approved chemicals:
 - i. [S-019-GD-004 Coronavirus - COVID-19 - Disinfecting Sanitizing Products](#)
 - ii. [S-019-GD-005 Mixing Bleach And Water For Disinfecting](#)
 - b. Copy machines, printers, computer equipment, and office phones should not be cleaned with products containing bleach or ammonia. These products can damage the screens, keypads and circuitry.
 - i. Ensure all electronics are powered off before wiping with any solvents.
 - ii. These surfaces shall be cleaned and disinfected through the use of products containing 70% minimum isopropyl alcohol or Clorox disinfecting wipes.
 - c. Clean commonly used areas frequently. Wipe common areas that you contacted when you are done.
4. **IMMEDIATELY WASH HANDS** once cleaning is complete.
5. **TRASH MANAGEMENT**
 - a. In regional offices where cleaning crews clean daily, place your office trash can outside your office door at the end of your shift, when you need it emptied.
 - b. In offices where cleaning crews do not provide daily services, please empty your own trash can daily (followed by immediate hand washing).
6. **CLEAN YOUR WORKSTATION PRIOR TO LEAVING.** If you or another team member begins to show symptoms of illness, the office area will be better prepared for prompt cleaning and disinfecting.
 - a. Remove unnecessary items from your desk. The less you have on your desk top surface, the easier it will be to clean.
7. **"DO NOT CLEAN" COMMUNICATION TO CLEANING SERVICE.** Position your office chair so that the back rest is against the desk if you are working remotely. This will alert cleaning crews that there is no need to clean your respective work station.
8. **WASH HANDS PRIOR TO LEAVING THE BUILDING.** Wash your hands after cleaning your work area and use the hand sanitizer upon exiting the building.
9. **OFFICE CLEANING BEST PRACTICES** - Have cleaning supplies available
 - a. Supervisors are responsible for ensuring the proper cleaning and disinfection of common areas with the use of cleaning and disinfecting chemicals that are 99.9% effective at killing viruses and bacteria. See [S-019-GD-004-100 Coronavirus COVID-19 Disinfecting and Sanitizing Products](#).



HOW WILL MY WORK AREA, OR COMMON AREA BE CLEANED AND DISINFECTED IF A TEAM MEMBER REPORTS THAT THEY HAVE A FEVER, FLU LIKE SYMPTOMS, OR LEAVES OR DID NOT REPORT TO WORK?**Scenario 1**

1. If the workstation (office) is not shared, is not in an open office environment (i.e., a cubical office area), and has a door:
 - a. Shut the Office Door, place signage on the door to notify others [Danger - Disinfect Before Use \(S-019-GD-006-100\)](#) (or similar) and wait 24-hours prior to cleaning (longer if possible up to three (3) days).
 - b. Clean with [Coronavirus \(COVID-19\) Disinfecting and Sanitizing Products \(S-019-GD-004-100\)](#) and follow guidance for [Mixing Bleach And Water For Disinfecting \(S-019-GD-005-100\)](#)
 - c. PPE – Long pants, long sleeve shirt, closed toed shoes, safety glasses, and rubber gloves.
 - d. Remove [Danger - Disinfect Before Use \(S-019-GD-006-100\)](#) signage and return to normal operations.

**Scenario 2**

1. If the workstation (office) is shared, or is an open office environment (i.e., a cubical office area), but the affected area(s) can be segregated and prevent team members from entering the area for 24-hours, take the following actions:
 - a. Cordon off the impacted area install Danger Tape (RED), a and place signage in the area to notify others [Danger - Disinfect Before Use \(S-019-GD-006-100\)](#) (or similar) and wait 24-hours prior to cleaning (longer if possible up to three (3) days).
 - b. Clean with [Coronavirus \(COVID-19\) Disinfecting and Sanitizing Products \(S-019-GD-004-100\)](#) and follow guidance for [Mixing Bleach And Water For Disinfecting \(S-019-GD-005-100\)](#).
 - c. PPE – Long pants, long sleeve shirt, closed toed shoes, safety glasses, and rubber gloves.
 - d. Remove Danger Tape and Signage - [Danger - Disinfect Before Use \(S-019-GD-006-100\)](#) and return to normal operations.

Scenario 3

1. The workstation (office), or common area needs to remain operational and has to be cleaned immediately in order to do so.
 - a. Cordon off the impacted area install Danger Tape (RED), or close the office, and place signage in the area to notify others [Danger - Disinfect Before Use \(S-019-GD-006-100\)](#) (or similar) and contact your Company President and HR Representative for discussion and direction.

We ask each team member report if they believe that they have, or a loved one has been infected with or been in contact with another person who has been confirmed to be infected with the Coronavirus (COVID-19) disease to their Human Resources Representative. This allows the Company to promptly respond by implementing the specified cleaning instructions. Each team member must take personal responsibility to prevent the spread of the Coronavirus.

SAFETY TALK SIGN-IN SHEET

Company Name:		Company Number:		Date:	
Project Name:		Project Number:			
Supervisor Name:		Supervisor Number:			

Name (Type or Please Print Neatly)		Team Member #
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		