

SOCIAL DISTANCING GUIDELINES AT WORK

1



Avoid in-person meetings. Use online conferencing, email, or the phone when possible, even when people are in the same building.

- CREWS**
- Limit homeowner and public interaction.
 - Follow customer prohibitions or protocols for home entry.
 - Use precautions around commonly touched surfaces outside of the home too (garbage cans, flower pots, kid's toys, gates to yards, etc.).

2



Unavoidable in-person meetings should be short, in a large meeting room where people can sit at least six feet from each other; avoid shaking hands.

- CREWS**
- JHA should take place in location where crew members can spread out.
 - JHA signing is being waived for now. Foreman should sign his own name, type in the crew's names, and leave their signature blocks blank. Do the same for any visitors or auditors.
 - Limit the handling of paperwork by multiple people. Transfer documents electronically when possible (flux, photo, scan, email); keep documents covered in a folder, envelope, or similar clean location.

3



Eliminate unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops, and training sessions.

- CREWS**
- All-hands meetings should be suspended.
 - Foreman and superintendent meetings should be via phone.
 - Customer meetings and industry conferences should be avoided.
 - Safety committee meetings should be suspended or held via phone.

4



Do not congregate in work rooms, pantries, copier rooms, or other areas where people socialize. Keep six feet apart when possible.

- CREWS**
- Should spread out when not engaged in tasks on site.
 - When using hearing protection, avoid leaning in close to hear communication; move to a quieter location, use hand signals, or power down the source of the noise.
 - Controls should be increased for work that requires tool sharing and close teamwork (ex: pipe wrapping, 2-person lifts)— disposable gloves, body/face positioning for space.

5



Bring lunch and eat at your desk or away from others; avoid lunchrooms and crowded restaurants.

- CREWS**
- Frequently clean hands throughout the day; especially before & after taking rest/lunch breaks.
 - Enact a cleaning regime for tools, equipment, shared surfaces, truck cabs, iPads, and phones.

6



Avoid public transportation (walk, cycle, drive a car) or go early or late to avoid rush-hour crowding on public transportation.

- CREWS**
- Some locations are allowing crew members to report directly to the worksite in their personal vehicles rather than riding together from the shop to the worksite in a crew truck. This is dependent upon parking availability and customer policy/perception of personal vehicles near the worksite.
 - Unavoidable carpooling should limit the number of occupants, increase ventilation, and clean the cab of the vehicle daily.

7



Avoid recreational or other leisure classes, meetings, activities, etc. where close contact with others is likely.