

# COVID-19 Employee Briefing

- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Stay home if sick.
- Recognize personal risk factors. [According to U.S. Centers for Disease Control and Prevention \(CDC\)](#), certain people, including older adults and those with underlying conditions such as heart or lung disease or diabetes, are at higher risk for developing more serious complications from COVID-19.
- Potential sources of exposure include having close contact with a coworker or member of the public who is ill with COVID-19 and touching your nose, mouth, or eyes after touching surfaces contaminated with the virus or handling items that others infected with COVID-19 have touched. Actions you can take include the following:
  - Notify your supervisor and stay home if you have [symptoms](#).
  - Follow [CDC-recommended steps](#) if you are sick. You should not return to work until the [criteria to discontinue home isolation](#) are met, in consultation with healthcare providers, your employer, and state and local health departments.
  - Follow [CDC-recommended precautions](#) and notify your supervisor if you are well but have a sick family member at home with COVID-19.
  - Limit close contact with others by maintaining a distance of at least 6 feet, when possible.
  - Limit the number of workers in small workspace areas such as job site elevators, trailers and vehicles, and spaces under construction if possible.
  - CDC recommends [wearing cloth face coverings](#) in public settings where other social distancing measures are difficult to maintain, especially in areas where there is significant community-based transmission of COVID-19.
  - Cloth face coverings may prevent people who don't know they have the virus from transmitting it to others.
  - Cloth face coverings are NOT surgical masks or respirators and are not appropriate substitutes for them in workplaces where masks or respirators are recommended or required.
  - [Clean and disinfect](#) frequently touched surfaces such as shared tools, machines, vehicles and other equipment, handrails, ladders, doorknobs, and portable toilets. Clean and disinfect frequently touched surfaces periodically throughout the shift but also:
    - At the beginning and end of every shift
    - After anyone uses your vehicle, tools, or workstation
  - Limit tool sharing if possible.
  - Practice proper [hand hygiene](#). This is an important infection control measure. With appropriate hand hygiene, you do not need gloves to protect you from COVID-19. When possible, wash your hands regularly with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer containing at least 60% alcohol.
    - Key times to clean hands include:
      - Before and after work shifts and breaks
      - After blowing your nose, coughing, or sneezing
      - After using the restroom
      - Before eating and before and after preparing food
      - After touching objects which have been handled by coworkers, such as tools and equipment
      - Before putting on and after taking off work gloves
      - After putting on, touching, or removing cloth face coverings
      - Before donning or doffing eye or face protection (safety glasses, goggles, etc.)
  - Use tissues when you cough, sneeze, or touch your face. Throw used tissues in the trash and wash your hands or use hand sanitizer containing 60% alcohol if a sink to wash your hands is not available.