



## COVID-19 Preparedness Plan for EnviroBate's Job Sites

This plan was updated on 7-24-20 for Face Covering Requirements and Recommendations under Executive Order 20-81.

EnviroBate is serious about safety and health and protecting all our employees as well as our clients, partners and guests. To ensure we have a safe and healthy workplace, EnviroBate has developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Every EnviroBate employee is responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among all employees. Only through this cooperative effort can we establish and maintain the safety and health of all persons in our workplaces.

The COVID-19 Preparedness Plan is administered by Mark Zoia, who maintains the overall authority and responsibility for the plan. However, each individual employee is equally responsible for supporting, implementing, complying with and providing recommendations to further improve all aspects of this COVID-19 Preparedness Plan.

EnviroBate's COVID-19 Preparedness Plan follows the industry guidance developed by the state of Minnesota, which is based upon Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines for COVID-19, Minnesota Occupational Safety and Health Administration (MNOSHA) statutes, rules and standards, and Minnesota's relevant and current executive orders.

Employee involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process by updating them regularly on our changing protocols, discussing individual questions or concerns on 1:1 basis, and soliciting both office and field employee feedback on this plan. EnviroBate's executive team meets at least weekly to monitor and adapt our company protocols based on the evolving guidance issued by the aforementioned state and federal agencies. Given the fast-developing nature of the COVID-19 outbreak, EnviroBate will continue to modify this Plan based on guidance from these third parties and on a case-by-case basis as needed.

This Plan addresses:

- Ensuring sick workers stay home and prompt identification and isolation of sick persons;
- Social (physical) distancing;
- Employee hygiene and source controls;
- Protections for clients, partners and guests;
- Workplace building and ventilation protocol;
- Workplace cleaning and disinfection protocol;
- Drop-off, pick-up and delivery practices and protocol;
- Communications and training practices and protocol.

### Ensure sick employees stay home and promptly identify and isolate sick persons

EnviroBate employees have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess employees' health status prior to entering the workplace and for employees to report when they are sick or experiencing symptoms:

- Be familiar with the symptoms of COVID-19, such as: coughing; fever; shortness of breath; difficulty breathing; chills; body aches; sore throat; loss of taste/smell; headache; diarrhea; nausea/vomiting; and runny nose.
- If you develop a fever and symptoms of respiratory illness, such as cough or shortness of breath, DO NOT GO TO WORK and call your manager and healthcare provider right away.
- If you experience signs or symptoms of COVID-19 while at work, report it to your supervisor immediately. You will be sent home.
- Likewise, if you come into close contact with someone showing these symptoms, report it to your supervisor and healthcare provider right away.
- No EnviroBate employee – nor client, partner or guest – will be able to enter the EnviroBate office if they feel sick and/or are experiencing at least one symptom of COVID-19.
- EnviroBate will document each person on the job site on the “Daily Log” along with a confirmation that they answer NO to all the following COVID questions administered by the Supervisor:

**Are you ill, or caring for someone who is ill?**

**Do you have any of the following?**

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

**In the past two weeks have you:**

- Had contact with someone diagnosed with COVID-19?
- Lived in or visited a place where COVID-19 is spreading?

**WORKPLACE EXPOSURE RESPONSE**

If an employee has a COVID exposure they will notify their supervisor, who will work with Mark Zoia and the employee to assess the exposure using the CDC COVID-19 App with the most current instructions followed by the MDH COVID “Should I get tested for COVID 19?” decision tree and all resources on the CDC and MDH web sites and all resources on the CDC and MDH web sites.

EnviroBate workers will notify their supervisor if they believe they’ve had a potential exposure to COVID-19. Potential scenarios include, but are not limited to:

- Contact with an individual who has been diagnosed with COVID-19
- Travel outside of Minnesota
- Exposure to large crowd anywhere

**Employee Feels Sick or Exhibits COVID-19 Symptoms**

If an employee exhibits COVID-19 symptoms, they must not come to the job site. If an employee feels sick during the work day, they will be sent home. In either case, the employee must notify their manager, who will work with the

employee to assess the exposure using the CDC COVID-19 App with the most current instructions followed by the MDH COVID “Should I get tested for COVID 19?” decision tree and all resources on the CDC and MDH web sites.

### **Employee Tests Positive for COVID-19**

An employee who tests positive for COVID-19 will be directed to self-quarantine away from work. We will assess the quarantine period and procedures using the CDC COVID-19 App with the most current instructions followed by the MDH COVID “Should I get tested for COVID 19?” decision tree and all resources on the CDC and MDH web sites.

If EnviroBate learns that an employee has tested positive, EnviroBate will conduct an investigation to determine co-workers who may have had close contact with the confirmed-positive employee in the prior 14 days and direct those individuals who have had close contact with the confirmed-positive. We’ll assess the exposure based on the CDC COVID-19 App with the most current instructions followed by the MDH COVID “Should I get tested for COVID 19?” decision tree and all resources on the CDC and MDH web sites.

In addition, a policy has been implemented to protect the privacy of workers’ health status and health information. Except for circumstances in which EnviroBate is legally required to report workplace occurrences of communicable disease, the confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent practical under the circumstances. When it is required, the number of persons who will be informed that an unnamed employee has tested positive will be kept to the minimum needed to comply with reporting requirements and to limit the potential for transmission to others. EnviroBate reserves the right to inform other employees that an unnamed co-worker has been diagnosed with COVID-19 if the other employees might have been exposed to the disease so the employees may take measures to protect their own health. EnviroBate also reserves the right to inform sub-contractors, vendors/suppliers or visitors that an unnamed employee has been diagnosed with COVID-19 if they might have been exposed to the disease so those individuals may take measures to protect their own health.

If a worker is quarantined they will be allowed the time to quarantine then they will be eligible to work when the quarantine period is over.

### **OSHA RECORDKEEPING**

If a confirmed case of COVID-19 is reported, EnviroBate will determine if it meets the criteria for recordability and reportability under OSHA’s recordkeeping rule.

## **Social distancing: Keeping at least six (6) feet apart**

Social distancing of at least six feet will be implemented and maintained between EnviroBate co-workers, clients, partners and guests at all job sites through the following engineering and administrative controls:

- Field employees, clients, partners and guests are only permitted to enter EnviroBate’s main office if there is a critical need and no other alternative method than face-to-face is sufficient.
- If EnviroBate workers cannot maintain at least six (6) feet apart from others for prolonged periods on a job site, or a barrier will be placed between them or they must wear face masks.
- All personnel on an EnviroBate job site must avoid physical contact with others and shall direct others (field personnel, clients, partners and guests) to increase personal space to at least six (6) feet, whenever possible.
- On job sites where work trailers are used, only necessary personnel should enter the trailers, the number of occupants in the trailers must be limited, and social distancing must be practiced inside the trailers.
- Meetings will be conducted by telephone as much as possible. All in-person meetings will be limited to necessary personnel only and will adhere to social-distancing guidelines.

- If safety meetings must be conducted in-person, attendance will be collected verbally and the foreman/supervisor will sign-in each attendee. Attendance will not be tracked through passed-around sign-in sheets nor mobile devices. During any in-person safety meetings, avoid gathering in groups of more than 10 people and participants must remain at least six (6) feet apart.
- Personnel will be encouraged to stagger breaks and lunches, if feasible, to reduce the size of any group at any one time to less than ten (10) people and maintain social distancing guidelines.
- EnviroBate will segregate and stagger subcontractor crews/staff where possible so that projects can continue working effectively while maintaining proper social distancing requirements.
- Each truck in EnviroBate's fleet should only carry one person – the driver. If a second person must ride in the truck, they must be able to be 6' apart or both parties must wear a mask.
- Carpooling and ride-sharing in personal vehicles to and from job sites is discouraged at this time. If it becomes necessary for two employees to ride in the same vehicle together, they should be spaced apart 6' in the vehicle (ideally front seat and back seat) and the windows should remain open and masks worn.

EnviroBate's work in the field requires supervisors and workers to be at job sites; teleworking isn't an option for these employees. EnviroBate is keeping our field employees working with the same group as much as possible as they move from job site to job site, to reduce the number people they interact with from day-to-day and week-to-week.

## Worker hygiene and source controls

Basic infection prevention measures are being implemented at our EnviroBate job sites at all times. EnviroBate employees (and clients, subcontractors, partners and guests) are instructed to:

- Frequently wash your hands with soap and water for at least 20 seconds, and especially at the beginning and end of the work day, prior to any mealtimes and after using the restroom.
- While we prefer that employees use restroom facilities to wash their hands with soap and water, hand sanitizers with at least 60% alcohol are placed in locations throughout job sites as an alternative to handwashing when necessary.
- If soap and water are not available at a job site due to temporary conditions (i.e., building is being decommissioned and water is temporary turned off), use an alcohol-based hand rub with at least 60% alcohol.
- After washing hands in the restrooms, use a paper towel on the door handle when exiting.
- Avoid touching your face -- and particularly your mouth, nose and eyes -- with your hands.
- Cover your mouth and nose cover your sleeve or a tissue when coughing or sneezing.
- Dispose of tissues in provided no-touch trash receptacles and wash or sanitize your hands immediately afterward.
- Food should not be shared communally at job sites.
- If they exist at a job site, community drinking stations and water-fountains should not be used and will be closed off. (If a touchless water-filling station exists, it may still be used.)
- COVID-19 in construction: Personal protective equipment and face-coverings  
[https://www.dli.mn.gov/sites/default/files/pdf/COVID-19\\_construction\\_ppe\\_face\\_coverings.pdf](https://www.dli.mn.gov/sites/default/files/pdf/COVID-19_construction_ppe_face_coverings.pdf)

**Stop the Spread of Germs**

Help prevent the spread of respiratory diseases like COVID-19.

- Stay at least 6 feet (about 2 arms' length) from other people.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash and wash your hands.
- When in public, wear a cloth face covering over your nose and mouth.
- Do not touch your eyes, nose, and mouth.
- Clean and disinfect frequently touched objects and surfaces.
- Stay home when you are sick, except to get medical care.
- Wash your hands often with soap and water for at least 20 seconds.

cdc.gov/coronavirus

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**When it is required to wear a face covering:**

- In all public indoor spaces and businesses, including when waiting outside to enter the public indoor space or business
- When riding on public transportation such as buses or trains, or in a taxi, ride-sharing vehicle, or vehicle that is being used for a business purpose.
- When working outdoors in situations where social distancing (i.e., maintaining physical distance of at least six feet from other individuals who are not in the same household) cannot be maintained.
- Temporary Removal: Face coverings may be temporarily removed when alone, such as when working in an office or cubicle with walls higher than face level, while eating or drinking, or while communicating with someone who is deaf or hard of hearing, or who has a medical condition, disability, or mental health condition that makes communication with that individual while wearing a mask difficult, provided physical distancing in observed in each situation. Individuals may also temporarily remove their face coverings to verify identity for legal purposes, such as when ordering an alcoholic beverage or entering certain events, or to receive a service – including a dental examination or procedure, medical examination or procedure, or personal care service – that cannot be performed or would be difficult to perform when the individual receiving the service is wearing a face covering.
- This Executive Order includes exemptions for people who are unable to wear or tolerate a face covering due to medical or mental health condition or other reasons—such as when wearing a face covering would create a job hazard.

- More information about face covering requirements and exemptions is available on the MDH website at Facemasks and Personal Protective Equipment (PPE) Webpage (<https://www.health.state.mn.us/diseases/coronavirus/prevention.html#masks>). You can also visit these webpages: Face Covering Requirements and Recommendations under Executive Order 20-81 (<https://www.health.state.mn.us/diseases/coronavirus/facecover.html>)
- Everyone at EnviroBate should keep a mask (face covering) with them at all times.

Source controls are being implemented at our workplaces at all times:

- If portable toilets are in use at a job site, supervisors will ensure they are monitored regularly to ensure handwashing/sanitizing stations are continuously stocked.
- Personal hygiene and respiratory etiquette protocols are posted at our job sites in common spaces (i.e., entrances, gang boxes, restrooms) in English and Spanish.
- Supervisors and workers are responsible for laundering their company-issued safety apparel (i.e., vests, t-shirts, sweatshirts, etc.) and must launder these items daily.
- The same employee should drive the same EnviroBate truck or operate the same equipment every shift to the extent possible.
- Personnel are discouraged from using co-workers' tools and equipment. To the extent tools must be shared, tools and equipment should be cleaned and disinfected. When cleaning tools and equipment, consult manufacturing recommendations for proper cleaning techniques and restrictions.

## Job Site cleaning and disinfection protocol

The following procedures will help ensure a safe work site for everyone.

- EnviroBate workers will disinfect tools and equipment after they are done using them (Foster® First Defense™ 40-80 Disinfectant). Ideally, enable a person to use one piece of equipment all day.
- Disinfect (Foster® First Defense™ 40-80 Disinfectant) equipment before a new person uses it.
- Avoid sharing phones, pens, and other items.
- If a worker becomes ill, immediately clean the areas that they touched.
- Truck cab areas will be cleaned before a new person uses the truck.

Appropriate and effective cleaning and disinfecting supplies (Foster® First Defense™ 40-80 Disinfectant), have been purchased and are available for use in accordance with product labels, safety data sheets and manufacturer specifications, and are being used with required personal protective equipment for the product.

## Workplace building and ventilation protocol

EnviroBate is a subcontractor that usually will not be in control of the building we are working in, however, whenever possible we will:

- Increase the outdoor air-percentage to increase dilution of contaminants, and eliminate recirculating, whenever possible, while maintaining indoor-air conditions.
- Continuously maximize fresh air into work areas and eliminate air recirculation.

- Supplement the ventilation system with the use of portable HEPA-filter units whenever possible.
- Keep systems running longer hours (24/7 if possible) to enhance the ability to filter contaminants out of the air.
- Minimize air-flow blowing across people.

## Drop-off, pick-up and delivery practices and protocol

1. Workers must maintain a distance of six (6) feet during drop-offs, pick-ups and deliveries.
2. Workers must minimize the unnecessary exchanging or sharing of scanners, pens or other tools with delivery personnel.
3. Receive deliveries via a contactless method, when possible, including delivery at the gate or location where persons can maintain a distance of at least six feet from each other. When possible, conduct communications and transactions electronically to eliminate the need for close contact between workers and delivery personnel.
4. To facilitate social distancing, equipment, materials, products and items being delivered should be dropped off or picked up, when possible, at prescheduled times and coordinated with other deliveries. Perform deliveries, drop-offs or pick-ups in one load, carrier or vehicle at a time, and avoid, where possible, multiple deliveries, drop-offs or pick-ups at one time. Have delivery personnel wait in their vehicles if another delivery, drop-off or pick-up is being performed.

## Communications and training practices and protocol

EnviroBate's COVID-19 Preparedness Plan protocols have been communicated to all field supervisors and workers via phone calls, texts and Toolbox Talks. In addition, many 1:1 meetings have been conducted between managers and individual supervisors and workers to discuss implications, questions and concerns for that individual.

In addition, EnviroBate communicates reminders about our COVID-19 protocols via emails and texts to employees, as well as during daily Toolbox Talks at job sites (see Appendix B). Our official communications with all supervisors and workers have included:

- March 18: Five-part text outlining EnviroBate's COVID safety protocols sent to all field employees, including link to the CDC's Stop the Spread of Germs guidelines.
- March 25: Four-part text outlining Governor Walz's Stay-At-Home order and additional safety protocols for EnviroBate.
- March 27: Five-part text sent to all field employees with reminders about COVID safety protocols and a link to the screening tool app developed by Apple in partnership with the CDC.
- April 5: Seven-part text sent to all field employees detailing EnviroBate's COVID protocols involving social wearing cloth masks, surgical masks, dust masks, N95 masks, P100 filters and PAPR.
- April 8: Text sent to all field employees noting extension of Minnesota's Stay-At-Home order until May 4, and request for feedback on our COVID-19 Plan and continued protocols.
- April 23: Text sent to all field employees announcing bonus pay from EnviroBate for their successful efforts adhering to our COVID-19 Plan and safety protocols.

- May 28: Safety training held via Zoom conference call for all EnviroBate employees (office and field), which included reminders from EnviroBate’s COVID-19 Safety Plan.
- June 29: Text reminder to all field employees regarding COVID-19 Safety Procedures and link to see our current COVID-19 Safety Plan so all people will have access to the plan at all times.
- July 10: Text reminder to all field employees regarding COVID-19 Safety Procedures and link to see our current COVID-19 Safety Plan so all people will have access to the plan at all times.
- July 23: Communicated Face Covering Requirements and Recommendations under Executive Order 20-81

EnviroBate will post this plan electronically via our web site so all field and office employees have access to it at all times from their phones. They can also call the main number to have it sent to them 612-729-1080.

Since early March 2020, EnviroBate’s four-person executive team has been meeting weekly since to develop our initial COVID-19 Preparedness Plan and update it regularly based on state and federal guidance as well as ongoing feedback from our office and field employees.

Additionally, EnviroBate has been counseled on COVID-19 best practices via regular industry meetings hosted by MECA (Minnesota Environmental Contractors Association) and more than a dozen COVID-19 webinars hosted by entities including: Barnes Thornburg, CDC, Holmes Murphy, Kraus-Anderson Insurance, Mayo Clinic, and MDH.

EnviroBate does not currently employ any temporary workers, independent contractors or vendors at our office. If this should change and we introduce any new individuals or employees to our office during the pandemic, we will train that person on this COVID-19 Preparedness Plan.

This COVID-19 Preparedness Plan has been certified by EnviroBate’s four-person executive team, and the plan was distributed to employees on June 28. It will be updated as necessary by Mark Zoia.

## Additional protections and protocol for managing access and occupancy on construction worksites

1. Control access to the worksite to required contractors and their workers, delivery workers and government officials, and to visitors who have appointments.
  - Ensure perimeters for worksites are established by means that will allow for the ingress into the worksite to be effectively monitored and controlled.
  - Ensure all worksites maintain established and well-defined boundaries to promote well-controlled access, ingress and occupancy.
2. Communicate to officials, visitors and delivery workers performing drop-off, pick-up or delivery the practices and protocols required by this guidance that are applicable to them while on the worksite.
3. Request that all visitors wear face coverings and conduct a health assessment and self-check of their body temperature prior to visiting the worksite.
4. Post instructions at entrances advising persons:
  - not to enter if they are experiencing symptoms of COVID-19;
  - they are required to adhere to hygiene and social-distancing instructions, signage and markings; and



- they should wear source-control face-coverings, whenever possible, in addition to the standard personal protective equipment that is required.

## Additional protocols for use of face coverings where social distancing cannot be consistently maintained

1. Evaluate work activities that involve a breach of social distancing to determine if they can be done in an alternative way. Work activities should not be performed if adequate protective measures cannot be implemented. See above recommendations on the use of barriers, partitions, screens and curtains to provide for separation between workers and work crews.
2. Workers must always use a face covering when social distancing cannot be maintained. See CDC Use of Cloth Face Coverings to Help Slow the Spread of COVID-19 ([www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html)). If workers are unable to use a face covering due to health or physical ability reasons, then the worker must use a face shield.
  - Instruct workers to launder reusable face coverings after each daily use.
  - CDC also has additional information about the use of face coverings at [www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html), including washing instructions.

## Additional protections and protocol for in-home services

1. Have all occupants present within the residence respond to the screening survey questions upon arrival and verify they have read the screening survey and can respond “no” to all questions. Decline to enter the residence and proceed with the services if there is any suspicion that occupants are sick or symptomatic and leave the worksite.
2. Encourage that services be postponed for residences where “high risk” and vulnerable populations are residing. See CDC’s People Who are at Higher Risk for Severe Illness ([www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html](http://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html)).
3. Encourage occupants to minimize the number of persons present while workers are entering and working inside the residence.
4. Ensure proper social distancing is maintained between all workers and occupants of the residence at the worksite. Physical contact between workers and occupants must be avoided at all times (e.g. handshakes).
5. Workers must always use a face covering when social distancing cannot be maintained. See CDC Use of Cloth Face Coverings to Help Slow the Spread of COVID-19 ([www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html)).
6. Strongly encourage occupants of the residence, who are present while workers are inside of the home, to wear face coverings unless not recommended for health or physical ability reasons.
7. Ensure workers regularly wash and/or sanitize their hands. Workers should wash their hands upon entering the worksite, before and after eating and meal periods, before and after restroom breaks, upon exiting the worksite and prior to entering their vehicle.
8. Frequently clean and disinfect all high-touch items, such as doorknobs, countertops, railings, handles and other surfaces.

Certified by:

A handwritten signature in cursive script, appearing to read "Mark Zoia", followed by a horizontal line.

Mark Zoia, COO

July 24, 2020

# Appendix A – Guidance for developing a COVID-19 Preparedness Plan

## General

Centers for Disease Control and Prevention (CDC): Coronavirus (COVID-19) – [www.cdc.gov/coronavirus/2019-nCoV](http://www.cdc.gov/coronavirus/2019-nCoV)

Minnesota Department of Health (MDH): Coronavirus – [www.health.state.mn.us/diseases/coronavirus](http://www.health.state.mn.us/diseases/coronavirus)

State of Minnesota: COVID-19 response – <https://mn.gov/covid19>

## Businesses

Stay Safe MN: guidance for construction industry -- <https://staysafe.mn.gov/industry-guidance/construction.jsp>

CDC: Resources for businesses and employers – [www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html](http://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html)

CDC: General business frequently asked questions – [www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html](http://www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html)

CDC: Building/business ventilation – [www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html)

MDH: Businesses and employers: COVID-19 – [www.health.state.mn.us/diseases/coronavirus/businesses.html](http://www.health.state.mn.us/diseases/coronavirus/businesses.html)

MDH: Health screening checklist – [www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf](http://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf)

MDH: Materials for businesses and employers – [www.health.state.mn.us/diseases/coronavirus/materials](http://www.health.state.mn.us/diseases/coronavirus/materials)

Minnesota Department of Employment and Economic Development (DEED): COVID-19 information and resources – <https://mn.gov/deed/newscenter/covid/>

Minnesota Department of Labor and Industry (DLI): Updates related to COVID-19 – [www.dli.mn.gov/updates](http://www.dli.mn.gov/updates)

Federal OSHA – [www.osha.gov](http://www.osha.gov)

## Handwashing

MDH: Handwashing video translated into multiple languages – [www.youtube.com/watch?v=LdQuPGVcceg](http://www.youtube.com/watch?v=LdQuPGVcceg)

## Respiratory etiquette: Cover your cough or sneeze

CDC: [www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html)

CDC: [www.cdc.gov/healthywater/hygiene/etiquette/coughing\\_sneezing.html](http://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html)

MDH: [www.health.state.mn.us/diseases/coronavirus/prevention.html](http://www.health.state.mn.us/diseases/coronavirus/prevention.html)

## Social distancing

CDC: [www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html)

MDH: [www.health.state.mn.us/diseases/coronavirus/businesses.html](http://www.health.state.mn.us/diseases/coronavirus/businesses.html)

## Housekeeping

CDC: [www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html](http://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html)

CDC: [www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html)

CDC: [www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html](http://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html)

Environmental Protection Agency (EPA): [www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2](http://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2)

## Employees exhibiting signs and symptoms of COVID-19

CDC: [www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html](http://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html)

MDH: [www.health.state.mn.us/diseases/coronavirus/basics.html](http://www.health.state.mn.us/diseases/coronavirus/basics.html)

MDH: [www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf](http://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf)

MDH: [www.health.state.mn.us/diseases/coronavirus/returntowork.pdf](http://www.health.state.mn.us/diseases/coronavirus/returntowork.pdf)

State of Minnesota: <https://mn.gov/covid19/for-minnesotans/if-sick/get-tested/index.jsp>

## Training

CDC: [www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html)

Federal OSHA: [www.osha.gov/Publications/OSHA3990.pdf](http://www.osha.gov/Publications/OSHA3990.pdf)

MDH: [www.health.state.mn.us/diseases/coronavirus/about.pdf](http://www.health.state.mn.us/diseases/coronavirus/about.pdf)

## APPENDIX B COVID-19 TOOLBOX TALK

### WHAT IS COVID-19?

The novel coronavirus, COVID-19 is one of seven types of known human coronaviruses. COVID-19, like the MERS and SARS coronaviruses, likely evolved from a virus previously found in animals. The remaining known coronaviruses cause a significant percentage of colds in adults and children, and these are not a serious threat for otherwise healthy adults.

### HOW IS COVID-19 SPREAD?

COVID-19, like other viruses, can spread between people. Infected people can spread COVID-19 through their respiratory secretions, especially when they cough or sneeze. According to the CDC, spread from person-to-person is most likely among close contacts (about 6 feet). Person-to-person spread is thought to occur mainly *via* respiratory droplets produced when an infected person coughs or sneezes, like influenza and other respiratory pathogens. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. It is currently unclear if a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes.

In assessing potential hazards, employers should consider whether their workers may encounter someone infected with COVID-19 in the course of their duties. Employers should also determine if workers could be exposed to environments (e.g., worksites) or materials (e.g., laboratory samples, waste) contaminated with the virus.

Depending on the work setting, employers may also rely on identification of sick individuals who have signs, symptoms, and/or a history of travel to COVID-19-affected areas that indicate potential infection with the virus, in order to help identify exposure risks for workers and implement appropriate control measures.

There is much more to learn about the transmissibility, severity, and other features associated with COVID-19, and investigations are ongoing.

### COVID-19 PREVENTION AND WORK PRACTICE CONTROLS

#### Worker Responsibilities

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol. Always wash hands that are visibly soiled.
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Avoid touching your eyes, nose, or mouth with unwashed hands. Avoid close contact with people who are sick.
- Employees who have symptoms (i.e., fever, cough, or shortness of breath) should notify their supervisor and stay home—DO NOT GO TO WORK.
- Sick employees should follow CDC recommended steps. Employees should not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers and state and local health departments.

#### General Job Site / Office Practices

- Clean AND disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs. Dirty surfaces can be cleaned with soap and water prior to disinfection. To disinfect, use products that meet EPA's criteria for use against SARS-CoV-2, the cause of COVID-19, and are appropriate for the surface.
- Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
- Clean and disinfect frequently used tools and equipment on a regular basis.
- This includes other elements of the jobsite where possible.
- Employees should regularly do the same in their assigned work areas.

- Clean shared spaces such as trailers and break/lunchrooms at least once per day.
- Disinfect shared surfaces (door handles, machinery controls, etc.) on a regular basis.
- Avoid sharing tools with co-workers if it can be avoided. If not, disinfect before and after each use.
- Arrange for any portable job site toilets to be cleaned by the leasing company at least twice per week and disinfected on the inside.
- Any trash collected from the jobsite must be changed frequently by someone wearing gloves.
- In addition to regular PPE for workers engaged in various tasks (fall protection, hard hats, hearing protection), employers will also provide:
  - o Gloves: Gloves should be worn at all times while on-site. The type of glove worn should be appropriate to the task. If gloves are not typically required for the task, then any type of glove is acceptable, including latex gloves. Gloves should not be shared if at all possible.
- Eye protection: Eye protection should be worn at all times while on-site.