

Company Name:

Supervisor :

Date :

i Containing the Spread of Coronavirus Company-Wide

1. Keep crews small and separate at all times.
 - Crews not to exceed 4 people.
 - No interacting with other crews. No exceptions.
 2. Keep 6.5ft (2m) from other crew members.
 3. Absolutely no changing members between crews. No swapping.
 4. While driving to sites, keep windows open an inch or two for better air circulation.
 5. Those who have cars should drive solo and directly to sites if they can.
 6. When possible, have crew leaders pick up crew members who would otherwise be taking public transportation.
 7. Stagger crew start times from the shop.
 - Depending on your shop size, allow 2 crews in at a time at 6.5ft (2m) apart.
 - Do not let other crews enter the shop until the previous two have left.
 - Keep meetings to less than 15 minutes.
 - Crew leaders keep 16.5ft (5m) away from the crews as they enter the shop.
 8. Do your part to contain the spread both at work and at home. What you do off the job will have an impact on your crews and company.
 - Use social distancing 6.5ft (2m).
 - Wash and sanitize surfaces frequently.
 - Wash your hands regularly for a minimum of 20 seconds.
 - Self-isolate and avoid group events.
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i While at the Shop

1. Do not interact with anyone other than your crew.
2. You should not be within 16.5ft (5m) of anyone who is not in your crew.
 - This applies to supervisors, managers, office staff and anyone not on your crew too.
3. Do not share tools with anyone.
 - Label or number your common hand tools to identify them throughout the day.
 - Sanitize tools at the beginning and end of all shifts.

i Using the Washrooms at Work

1. One person at a time in the washroom area, No one goes in until someone comes outside.
2. Open the door with a covered hand.
3. Wash hands 20 seconds thoroughly with soap.
4. If you need to sit on the toilet spray and wipe with disinfectant.
5. Shut off the tap and open the door with a paper towel.
6. Dispose of paper towel outside of the washroom, then sanitize with an alcohol-based hand sanitizer.
7. Use these same habits in other public washrooms.

i Crew Leaders and Managers

1. Do not be closer than 5m to any other crew member.
 - Crew managers especially need to distance themselves as they will be interacting with all levels of the company and will carry a greater risk of exposure.
2. Minimize in-person meetings. Email, text, video chat or call.
3. Eliminate the use of all paper documents.
 - Scan and digitally send documents instead of passing along physical documents. Tip: Use a phone camera to scan and easily send documents.
4. Do not submit physical receipts to accounting.
 - Photograph or scan receipts to submit when required.

i Jobsite/workplace Standards

1. Bring your own water Bottles and lunch to work.
2. Shared coffee and other breakroom amenities are closed.
3. Drivers must disinfect at the beginning and end of trips - handles, armrests, and all interior surfaces.
4. Drive-thru restaurants are permitted.
 - Minimizing touching other's food/coffee if sharing.
 - Sanitize before and after receiving your food or beverage.
5. Keep 5m from all clients and the public.
6. Do daily Tailgate Talk reminders with each crew for the first 1-2 weeks, then once a week ongoing.

i In Case You Have Symptoms

If you have symptoms or have been around someone who does, inform your manager or crew leader immediately.

1. Do not go to work. Do not go to the shop. Stay home.
 2. Crew leader is to contact all other crew members to stay home and quarantine.
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Employee Sign-Off Sheet



Employee Signatures

▲ My signature assures and verifies my understanding of and agreement to comply with, all company safety policies and regulations, and that I have not suffered, experienced, or sustained any recent job-related injury or illness.

NAME	SIGNATURE	DATE
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FOREMAN/SUPERVISOR	SIGNATURE	DATE
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