

TOOL-BOX TALK

COVID-19 Safety Training

The information contained herein for COVID-19 safety training was provided by Warner, Norcross, + Judd. Completion of this tool-box talk requires review of the associated video, and a complete understanding of the information contained herein.

PPE

The PPE associated with COVID-19 DOES NOT take the place of previously mandated PPE. You must wear all personal protective equipment required to perform your job. In addition, you must wear a non-medical grade face covering when you cannot consistently maintain six feet from other individuals. You should also wear a non-medical grade face covering (and use hand sanitizer with 60% alcohol) on public transportation.

Face Coverings

To put on face covering:

- Wash your hands or use hand sanitizer immediately before putting on PPE, including face coverings;
- Don't touch the part of the mask that will touch your face; handle it by the loops;
- Place the ear loops around the ears;
- Pull the mask from the top and bottom to ensure full coverage; and
- If the mask has a nose piece, gently form the nose wire over the bridge of the nose.

Face coverings should:

- Fit snugly but comfortably against the side of the face;

- Be secured with ties or ear loops;
- Include multiple layers of fabric;
- Allow for breathing without restriction; and
- Be able to be laundered and machine dried without damage or change to shape.

To remove and care for a face covering:

- Do not touch the front of the mask;
- Wash your hand or use hand sanitizer immediately after removing the covering; and
- A washing machine should suffice in properly washing a face covering

Symptoms and Spread

Common symptoms of COVID-19

- People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness.
- Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- > Fever (of at least 100 F)
- > New or worsening cough
- > Shortness of breath or difficulty breathing

- > Chills (with or without repeated shaking)
- > Muscle pain or persistent chest pain or pressure

- > New confusion or inability to arouse
- > Headache
- > New loss of taste or smell



The spread of COVID-19

Occurs mainly from person to person;

- Early studies conducted by the CDC suggest the virus can travel up to 13 feet through the air, and it can remain in the air for up to 3 hours.
- In person transmission mainly occurs between people who are in close contact with one another (within 6 feet).
- Infected individuals may spread the virus without displaying any symptoms.



When individuals are within close contact to one another, the virus can spread through respiratory droplets produced when an infected person coughs, sneezes or talks. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into their lungs. The virus can also spread through shared use of contaminated surfaces or tools. *The virus can survive on certain types of surfaces, such as plastic and stainless steel for two or three days.*



When You Shouldn't Come to Work!

Common Signs

The days of coming into work with the common cold seem to be over. It is important for you to be able to recognize your own body and symptoms that are going on, and self-assess if you are a possible carrier of COVID-19. Following are some common sense rules for not coming into work.

- If you are diagnosed with COVID-19, stay home and alert your supervisor and HR.
- If you exhibit any symptoms of COVID-19, and those symptoms are unrelated to any known health condition you may have, please stay home and alert your supervisor and/or HR by telephone.
- If, within the last 14 days, you have had close contact with someone displaying symptoms of or diagnosed with COVID-19, stay home. Close contact is a term defined by the CDC. See the CDC website or the LDD COVID-19 policy and preparedness plan for further determination.
- If you test positive, you must remain home until:
 - > You receive a negative test
 - > Seven days have passed since symptoms first appeared
 - > Three days have passed without a fever without medication
 - > Respiratory symptoms have improved
- If you have had close contact with someone suspected or diagnosed with COVID-19, you must remain home until 14 days have passed since your last date of close contact with the suspected or confirmed COVID-19 patient.

STAY HOME. STAY SAFE.

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Health Screening Questionnaire

Employees will be required to **truthfully** answer questions regarding their symptoms and suspected or confirmed exposure to people with possible COVID-19 before they enter the workplace. Depending upon applicable state/local order, employees may also have their temperatures checked using a no-touch thermometer before they enter the workplace. Stay home or go home if you feel sick, or if you have been exposed to a potentially infectious individual.

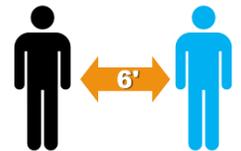
What do I do if I feel sick while at work?

If you feel sick at work, please contact your manager and/or HR by telephone and remain at your workstation. Once contacted by your manager or HR, follow the instructions of your manager or HR regarding PPE and leaving the workplace.

Workplace Infection-Control Practices

When in the Workplace

- Wash your hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing or sneezing. Do NOT use hand dryers after washing your hands.
- Use hand sanitizer with at least 60% alcohol if soap and water are not readily available.
- Avoid sharing tools and other work equipment unless it's required. Where shared use of tools and equipment is required, wipe them down with sanitary wipes after each use.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid shaking hands with anyone.
- Place at least six feet between yourself and others whenever possible, before, during, and after working time.
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow; throw used tissues in the trash and immediately wash your hands.
- Avoid non-essential business-related travel.



Reporting Unsafe Working Conditions

If you observe an unsafe working condition in the workplace, or if you witness someone engaging in an unsafe work practice, please alert your manager and/or HR. LDD will promptly and thoroughly investigate your complaint and take appropriate corrective action. LDD will not retaliate against employees who, in good faith, report unsafe working conditions and/or work practices.

Your safety is the most important to L.D. Docsa! If you feel unsafe, please report so we can address and remedy the situation!

