

COVID-19 Workplace Social Distancing Policy Guide

This guide provides a framework to help business owners create a basic social/physical distancing policy. Verbiage and implementation may be different for different industries and states. Please go the federal and your state CDC websites for more information.

1. Morning Meeting

- a. Each workplace will have a pre-shift meeting with employees each **before performing any work and include the following topics:**
- b. Debrief workers on new pandemic information, questions, news, etc.
- c. Review daily tasks--who will use which tools & equipment, be in which areas, how will we work the floor & stock shelves while maintaining social distancing, etc.
- d. Define specific roles for tasks that would cause workers NOT to maintain proper social distance.
- e. Sanitizing discussion--who will clean what, how often, with what, PPE, and any new ideas or thoughts. If a large tool or equipment is to be used (i.e., fork trucks, pallet jacks, hand carts etc.), discuss how it will be transported and disinfected after use.
- f. What subcontractors or vendors are expected for the day, what deliveries are expected, who will interact/deal with these, and what steps will be taken to minimize exposure, risk, and maintain social distance.
- g. Personal check-in about how people are doing, how healthy they feel, concerns they have, etc.
- h. Record the Morning Meeting with the Workplace Social Distancing Job Safety Analysis form, file with job-related safety documents.

2. Cleaning Stations

- a. Each workplace will have a station (or stations), accessible by all workers, set up with cleaning/disinfecting products, including but not limited to:
 - i. disposable wipes
 - ii. bleach spray ([mixed daily, proper dilution 1/3rd cup : 1Gal bleach](#)) or other disinfecting spray
 - iii. paper towels
 - iv. hand sanitizer
 - v. tissues
 - vi. disposable latex gloves
 - vii. a digital thermometer, if possible
- b. Frequency and specific procedures for cleaning public restrooms and common break/lunchrooms must be established and documented. (Work with your cleaning supply vendor for the appropriate products and instructions for use)

COVID-19 Workplace Social Distancing Policy Guide

3. Signage

- a. A large sign will be posted at the entrance(s) to the store that says “STOP! We are taking the spread of Covid-19 very seriously. Please observe social distancing practices while in this facility”.
- b. A second sign will be posted that lists:
 - i. basic hygiene rules and expectations for anyone in the facility (workers/customers/contractors)
 - ii. sanitization practices that we are following (i.e. disinfecting restrooms, doorknobs/light switches xx/day).
 - iii. Who to contact with questions or concerns.

4. Worker Responsibilities

- a. Employees are expected to practice social distancing at work and outside of work:
 - i. limit physical contact with others,
 - ii. increase personal space to at least 6 feet, and
 - iii. avoid any outings that aren't essential.
- b. If employees have symptoms of acute respiratory illness (fever, cough, shortness of breath), they must stay at home and not come to work until (72 hours) have passed since resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); and at least 7 days have passed since symptoms first appeared.
- c. Employees must notify their supervisors and stay home if they are sick in any way, since compromised immune systems will have more trouble fighting off Covid-19. Employees should consult medical professionals with any questions about their personal health.
- d. If an employee is well but a family member at home exhibits symptoms of Covid-19, they should notify their supervisor and ask to work for home or take leave per CDC guidelines for controlling the spread of Novel Coronavirus COVID19.

5. Sanitation and Cleanliness Expectations

- a. Wash your hands frequently with soap and running water, or use hand sanitizer if necessary, especially before eating or drinking and after blowing your nose, coughing, or sneezing.
- b. Avoid touching your face.
- c. Disinfect frequently touched surfaces within the workplace multiple times each day (i.e. light switches, doorknobs, cash registers, hand tools/equipment).
- d. Disinfectant wipes should be available to wipe down any tools or materials used by multiple people.

COVID-19 Workplace Social Distancing Policy Guide

6. Personal Protective Equipment (PPE)

- a. All workers are to be trained on the proper type, use, care, and disposal of the PPE they will use.
- b. Dispose of all single-use PPE in an approved trash container.
- c. If task requires non-disposable protective gloves (leather, chemical resistant etc.) they should be disinfected at the end of the shift or be stored in a personal container.
- d. Non-disposable PPE such as protective/chemical gloves, face shields, goggles, etc., must be disinfected prior to and after each use. Employees must wash hands before and after each use.

7. Tools & Equipment

- a. Employees should handle their own hand tools (scissors, safety knives etc.).
- b. Tools should be wiped down with disinfectant at the end of each shift.
- c. Where possible, power tools should not be shared between users during their shift. If impossible, wash hands and sanitize tool handle with a disinfectant wipe before and after use.
- d. When using company tools, a single user should operate during each task, and a defined sanitization process must be implemented and followed--discuss this in morning meeting.

Some sections adapted from AGC Houston Chapters Covid-19 document

(<https://www.agc.org/sites/default/files/3.17%20COVID19%20Recommended%20Practices%20%282%29.pdf>)

Workplace Social Distancing Daily Review

Company: _____ Date: _____
Work Activity: _____
Supervisor: _____ Sup. Signature: _____

1. BREAKING PANDEMIC NEWS AND INFORMATION: <i>Insert information here.</i>
2. WORK ASSIGNMENTS: <i>Insert information here.</i>
3. SANITIZING DISCUSSION (WHO, WHAT, WHEN AND HOW): <i>Insert information here.</i>
4. SUBCONTRACTORS/VENDORS: <i>Insert information here.</i>
5. EMPLOYEE SAFETY CONCERNS: <i>Insert information here.</i>

Print Names	_____	_____
	_____	_____
	_____	_____
	_____	_____