COVID-19 Guidance

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. Patients with confirmed COVID-19 infection have reportedly had mild to severe respiratory illness with symptoms such as fever, cough, and shortness of breath.

How does 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 within 6 ft. Person-to-person spread is thought to occur mainly via respiratory droplets produced when an infected person coughs or sneezes, like how influenza and other respiratory pathogens spread. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. It may be possible that 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, but this is not thought to be the main way the virus spreads. It is clear that the virus can survive for varying periods of time on material surfaces

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.

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Additionally, one must remember that this is an unprecedented, evolving situation and that there is more to learn about the transmissibility, severity, and other features associated with COVID-19.



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.
- If you are sick with COVID-19 or think you might have COVID-19, follow CDC recommendations.
- Consult the Department of Labor's Employee Rights to learn more about two weeks of mandatory paid sick leave. .



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 the EPA criteria.
- 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.
 - o 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 all portable job site toilets to be cleaned by the leasing company at least twice per week and disinfected on the inside.
- All 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:
 - 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
- Consider staggering lunch breaks to stagger close contact amongst employees
- Check with your state, city, or local municipality for regulations around essential personnel.
 Consider providing essential employee letters for your workers to keep in their car.
- Consider adding this checklist to your daily jobsite practices:

Please Answer Yes or No (Por favor responda Sí o No)

1. Have you or any members of your household come into contact with a person that has tested positive for COVID-19, or is in the process of being tested within the past two weeks? (¿Usted o algún miembro de su hogar ha entrado en contacto con una persona que haya resultado positiva para COVID-19, o esté en proceso de hacerse la prueba en las últimas dos semanas?)



- 2. Have you or anyone in your family traveled outside the United States within the past two weeks? (¿Usted o alguien de su familia ha viajado fuera de los Estados Unidos en las últimas dos semanas)Have you been medically directed to self-quarantine due to possible exposure to COVID-19? (¿Ha sido médicamente dirigido a la auto-cuarentena debido a una posible exposición al COVID- 19?)
- 3. Have you had any of the following symptoms within the last 48 hours: flu-like symptoms, fever, dry cough, shortness of breath, sore throat, body aches, chills, or fatigue? (¿Ha tenido alguno de los siguientes síntomas en las últimas 48 horas: síntomas similares a la gripe, fiebre, tos seca, falta de aliento, dolor de garganta, dolor de cuerpo, escalofríos o fatiga?)

If you answered **YES** to any of the above questions **YOU MUST IMMEDIATELY LEAVE THE JOBSITE** and not re-enter for a minimum of 2 weeks, unless you have a signed doctor's note indicating you may safely be around others. (Si respondió SÍ a cualquiera de las preguntas anteriores, debe abandonar inmediatamente el lugar de trabajo y no volver a ingresar durante un mínimo de 2 semanas, a menos que tenga una nota médica firmada que indique que puede estar cerca de otras personas de manera segura.)

Signature	(Firma)	
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Please remember the following to keep EVERYONE safe:

- Wear gloves, glasses, and masks whenever possible;
- Wash your hands whenever possible;
- Do not touch your face;
- Maintain social distancing recommendations of 6 ft or greater;
- Do not share food or drinks.



TOPIC: COVID-19

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