

!!SAFETY BULLETIN!!

Special Alert

Protecting yourself and your teammates from COVID-19

On March 13, 2020, the President of the United States of America declared the SARS-CoV-2 / COVID-19 (commonly known as the “*Corona Virus*”) global pandemic a matter of National Emergency. The goal of the President’s declaration is the elimination of the virus which can only be accomplished by actively controlling and mitigating the transmission of the virus.

COVID-19 is a virus that attacks the respiratory system of the infected host, leading to mild symptoms like fever and difficulty breathing to extreme cases of respiratory failure and/or death. The virus is transmitted, *via close contact*, from person to person when bodily fluid secretions from the mouth and/or nose of an infected carrier are transmitted to an entry point (most commonly the mouth, nose, and/or eyes) of a non-infected recipient. For up to date information on the COVID-19 pandemic, please visit link below for more information.

www.cdc.gov/coronavirus/2019-ncov/cases-updates/summary.

Unfortunately, there are no current vaccines or medications capable of eliminating the COVID-19 threat. Fortunately, several personal/professional measures can be enacted to flatten the curve of infection and protect both yourself and your teammates.

The following recommendations can help stop the spread of COVID-19.

A. Social Distancing:

1. Maintain a minimum working distance of **at least six (6) feet** between you and all others whenever feasibly possible.
 - a. The *CDC* recommends, where possible, a working distance of **no less than** six (6) feet between all individuals to reduce the transmittal rate and effectiveness of infected fluids.
 - b. Avoid any unnecessary physical contact and if unavoidable, engage in personal/professional hygiene. *See Below.*
 - c. When minimum distancing is not an option, utilize engineering controls (*e.g. temporary partitions between workspaces; workspace arrangement*) to mitigate the hazard of working within the recommended contact zone.
 - d. Utilize effective communication protocols, personal/professional hygiene and Personal Protective Equipment to augment engineering controls. *See Below.*
 - e. Employees should utilize drink and food containers with lids and avoid eating around others whenever possible. **At least six (6) feet of separation should be maintained at breaks and lunch times as well.**
 - f. Avoid discretionary travel, both during work hours and after. Plan accordingly when possible (*e.g. bring your lunch, pay bills online, use ATM's*).

- g. Stay home when you are sick. Familiarize yourself with COVID-19 symptoms (www.cdc.gov/coronavirus/2019-ncov/symptoms-testing) and if you think you are possibly infected, seek medical treatment. This will help prevent spread the spread of illness to others.

B. Communication:

1. Communicate in a quick, yet effective, manner **only when absolutely necessary**.
 - a. Try to **avoid or limit unnecessary personal conversations** or conduct these conversations with **at least six (6) feet of separation**.
 - b. Utilize communication technology and software when possible (*e.g. Phones, Email, Messenger Aps*). **Note: Remain situationally aware and vigilant regarding confidential information and cyber-security.**

C. Personal Hygiene:

1. Wash your hands.
 - a. Hand washing should be conducted frequently (*e.g. once an hour*) and thoroughly with soap and warm water. The *CDC* recommends that hand washing last **at least 20 seconds**.



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- b. If soap and water are not available, the CDC recommends the use of a hand sanitizer composed of **at least 60% alcohol**.
 - c. Wash your hands immediately after blowing your nose, coughing, sneezing and/or touching any exposed parts of your face.
 - d. Wash your hands after coming into unavoidable physical contact with another individual, or space, or item recently touched by someone other than yourself.
 - e. Keep fingernails trimmed and clean. Avoid creating a space for contaminated fluid to hide or infect.
2. Avoid touching your eyes, nose or mouth.
- a. COVID-19 is transmitted, *via close contact*, from person to person when bodily fluid secretions from the mouth and/or nose of an infected carrier are transmitted to an entry point (*most commonly the mouth, nose, and/or eyes*) of a non-infected recipient.
 - b. The CDC does not yet fully understand the mechanisms of transmittal and warns that the virus may be capable of spreading from person - to object - to person. It is paramount that individuals avoid touching any point of entry (*mouth, nose, and/or eyes*) during this pandemic.

D. Professional Hygiene

1. Clean and disinfect frequently touched surfaces.
 - a. Clean and disinfect frequently touched surfaces and common areas (*e.g. tables, chairs, doorknobs, light switches, phones, tablets, touch screens, remote controls, keyboards, handles, desks, toilets, sinks, etc.*).
 - b. The EPA provides a comprehensive list of approved cleaning agents for use against COVID-19. That list can be found here:

www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2

c. Should one of these cleaners not be readily available, the CDC recommends a diluted bleach solution of either:

- i 1/3 cup of bleach per 1 gallon of water
- ii 4 teaspoons of bleach per 1 quart of water

2. Maintain normal housekeeping procedures.

- a. Per OSHA guidance, general housekeeping is an effective step towards reducing any type of workplace incident; however, during this pandemic it is important to remain especially vigilant in maintaining efficient housekeeping procedures. Even trash serves as a potential host for this virus.
- b. All food trash and other biological waste products (*e.g. used tissues, napkins, etc.*) need to be placed in a receptacle with some form of plastic liner and disposed of daily. Any employee disposing of a trash liner containing food and/or biological waste products should either utilize disposable gloves or wash their hands immediately after disposal.
- c. All trash receptacles, especially those containing food and/or biological waste products should be cleaned and disinfected on a regular basis.

E. Personal Protective Equipment

1. Face Coverings.

- a. The CDC recommends the use of face coverings any time you leave your home. Note: Though it is commonly reported that **the N95**

respirator face mask offers the best protection, these masks **must be reserved for Health Care Professionals only.**

- b. According to the CDC, the purpose of the face coverings is not to protect the wearer from infection, but instead to prevent asymptomatic carriers from further spreading the virus. Therefore, face coverings can be fashioned out of most fabrics.
 - i. Face coverings cannot be fashioned from any fabric that is sheer, knitted, or in disrepair (*e.g. extremely worn or containing holes*). The purpose of the face covering is to collect any of the wearers potentially contaminated bodily fluid from potentially contaminating others.
 - ii. See the below video for directions on creating your own, personalized face covering.



Please visit the following websites for more information on protecting yourself
and your teammates from COVID-19 threat.

www.cdc.gov/coronavirus/2019-ncov

www.epa.gov/coronavirus

www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2

npic.orst.edu/ingred/ptype/amicrob/covid19



***Stay Safe, Stay Healthy, and Stay Informed – That’s the only way
we’re going to beat this.***