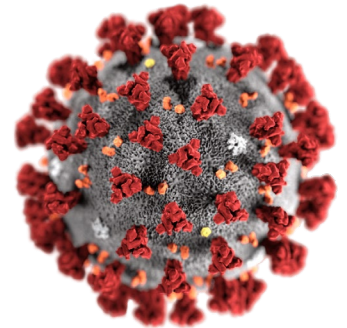




SAFETY MANAGEMENT
GROUP

COVID-19 Field Measures Safety Bulletin

Two of our Core Values are *Do What You Say You are Going To* and *Commitment to Associates*. Taking care of our associates is at the center of everything we do, and as the novel coronavirus (COVID-19) continues to impact our communities, we want to share this recommended information to help keep our teammates, our clients, and our communities safe.



- **HANDS** - Before heading to a client's location/project, hands shall be disinfected either through washing (practice 20 seconds) or use of alcohol hand sanitizer - **Repeat prior to leaving client location**. Associates should carry pocket sized alcohol hand rub containers as washroom facilities may not be readily available.
- **SOCIAL DISTANCING** - Maintain six (6) feet distance between yourself and anyone on the jobsite. When someone coughs or sneezes, they spray small liquid droplets from their nose or mouth which may contain virus. If you are too close, you can breathe in the droplets, including the COVID-19 virus if the person coughing has the disease.
- **LUNCH** - Lunch should be eaten in an isolated area (vehicle, office, etc.) to practice social distancing. Eating lunch in an isolated area limits your exposure to other individuals who may not practice respiratory hygiene (covering your mouth and nose with your bent elbow or tissue when you cough or sneeze) and touching surfaces contaminated with the virus. Hands touch many surfaces and can pick up viruses. Once contaminated, hands can transfer the virus to your eyes, nose or mouth. From there, the virus can enter your body and can make you sick.
- **SPACE** - Prevent yourself from entering jobsite trailers or other areas where other people may congregate. The CDC is now recommending limiting group settings to less than 10 people. You don't want to have people in close proximity to each other, but you can be on a jobsite and not be within six feet of each other.
- **EXPOSED or DIAGNOSED** - If an Associate is diagnosed with COVID-19 or potentially exposed to someone diagnosed with COVID-19, contact Jessica Bowden immediately. 317-979-3443 or jessicabowden@safetymanagementgroup.com.
- **GLOVES** - The CDC indicates regularly washing your bare hands offers more protection against catching COVID-19 than wearing rubber gloves. You can still pick up COVID-19 contamination on rubber gloves. If you then touch your face, the contamination goes from your glove to your face and can infect you.
- **CULTURE** - Continue to share wins, recognitions, and stories regarding our Core Values in Paylocity. This is super important!

DO THE FIVE

HANDS - Wash them often | **ELBOW** - Cough into it | **FACE** - Don't touch it |
FEET - Stay more than 6ft apart | **FEEL** - Sick? Stay home