



WHAT IS S.A. BARCIA DOING?

Team COVID-19 prevention protocols

PROTOCOLS

- Closely monitoring CDC and WHO guidance and recommendations.
- Educating team members about the coronavirus (referred to as COVID-19).
- Encouraging team members to use good hygiene practices, including frequent handwashing.
- Reinforcing education and hygiene with regular workplace communications and reminders.
- Regularly disinfecting our equipment with disinfectant wipes.
- Encouraging team members to closely monitor their health and seek medical attention if they develop flu-like symptoms.
- Any team member who reports or displays flu-like symptoms will be asked to stay home and not report to work.

COVID-19

Control and Prevention

- **Perform routine environmental cleaning:**
 - Routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs. Use the cleaning agents that are usually used in these areas and follow the directions on the label.
 - No additional disinfection beyond routine cleaning is recommended at this time.
 - Provide disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks) can be wiped down by employees before each use.

- **Emphasize staying home when sick, respiratory etiquette and hand hygiene by all employees:**
 - Place posters that encourage [staying home when sick](#), [cough and sneeze etiquette](#), and [hand hygiene](#) at the entrance to your workplace and in other workplace areas where they are likely to be seen.
 - Provide tissues and no-touch disposal receptacles for use by employees.
 - Instruct employees to clean their hands often with an alcohol-based hand sanitizer that contains at least 60-95% alcohol, or wash their hands with soap and water for at least 20 seconds. Soap and water should be used preferentially if hands are visibly dirty.
 - Provide soap and water and alcohol-based hand rubs in the workplace. Ensure that adequate supplies are maintained. Place hand rubs in multiple locations or in conference rooms to encourage hand hygiene.

- **Separate sick employees:**

- CDC recommends that employees who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or become sick during the day should be separated from other employees and be sent home immediately. Sick employees should cover their noses and mouths with a tissue when coughing or sneezing (or an elbow or shoulder if no tissue is available).

- **Personal Protective Equipment (PPE)**

- Select PPE that properly fits each affected employee (booties, latex gloves and face masks)
- *Training*
- The employer shall provide training to each employee who is required by this section to use PPE. Each such employee shall be trained to know at least the following:
 - When PPE is necessary;
 - What PPE is necessary;
 - How to properly don, doff, adjust, and wear PPE;
 - The proper care, maintenance, useful life and disposal of the PPE