



CBJ COVID-19 General Workplace Guidelines

May 22, 2020

Please note that you may have more specific guidelines for your work area

Practice social distancing at work.

The intent behind social distancing is avoid close contact with others. Close contact is defined as being within 6-feet of someone for longer than 10 minutes. Passing someone in the hallway with less than 6-feet of space wouldn't be considered close contact. Meeting with someone at your desk might to discuss a project might. As you go about your day, please keep the following measures in mind:

- CBJ employees should maintain 6-feet between themselves and any coworker or member of the public when possible.
 - Measure distances of typically traveled areas and place markings on the floor to guide people on where to stand to practice social distancing.
 - Explore whether physical barriers are necessary and work with your Director and Building Maintenance to install physical barriers.
- If you are unable to perform your job duties while maintaining a 6-foot distance from another person, then you must wear a cloth facemask. If you do not have a cloth face mask, request one from your supervisor.
- If an in-person group meeting is necessary, and individuals in the meeting can't maintain a physical distance of 6-feet, then make sure to utilize a cloth facemask during the meeting.
- Keep a log of all individuals who you have close contact with. In the unlikely event you, or someone around you tests positive for COVID-19, that information will assist the Division of Public Health in their contact tracing efforts.

If you are sick, stay home or go home.

- If you have [symptoms](#), you should notify your supervisor and stay home. Discuss with your supervisor and HR whether you are well enough to temporarily telecommute, take personal leave, or take emergency sick leave.
- There is a wide range of symptoms of COVID-19 that have been reported that range from mild to severe. Below are the symptoms you should watch for:
 - Cough
 - Shortness of breath or difficulty breathing
 - Fever
 - Chills
 - Muscle pain
 - Sore throat
 - Loss of taste or smell

- If you are sick, you should follow [CDC-recommended steps](#). Employees should not return to work until the criteria to [discontinue home isolation](#) are met, in consultation with a healthcare provider .
- If you are well but have a sick family member at home with COVID-19, you should notify your supervisor and follow [CDC recommended precautions](#).
- If you become symptomatic at work, notify your supervisor and go home immediately.
- At this time, the CBJ is relying on our employees to protect other employees and the public by assessing their personal symptoms prior to coming to the workplace to verify that you have no present symptoms exist.

Wash your hands regularly.

- You should wash your hands with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer with at least 60% alcohol.
- If your hands are visibly dirty, you should use soap and water over hand sanitizer.
- Key times for employees to clean your hands include:
 - Before and after work shifts
 - Before and after work breaks
 - After blowing your nose, coughing, or sneezing
 - After using the restroom
 - Before eating or preparing food
- After putting on, touching, or removing cloth face coverings

Avoid touching your eyes, nose, and mouth with unwashed hands.

- Cover your mouth and nose with a tissue when you cough or sneeze, or use the inside of your elbow.
- Throw used tissues into no-touch trash cans and immediately wash hands with soap and water for at least 20 seconds.
- If soap and water are not available, use hand sanitizer containing at least 60% alcohol.
- Learn more about [coughing and sneezing](#) etiquette on the CDC website.

Have a plan to clean common areas in your work area.

- Practice routine cleaning and disinfection of frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, light switches, handles, buttons and doorknobs.
- Consider making a daily checklist so that your team can document when the cleaning was done.
- Your Director can request cleaning supplies through the Logistics Section of the EOC for your work area if you don't have supplies.
- Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. Clean and disinfect them before and after use.