



# COVID-19 — General Industry

The Next Three Seconds Protects Your Life, Your Loved Ones, Your Livelihood®

## The N3L3 philosophy:

our approach to protecting workers from fatal and life-changing events.

*Eastern Alliance is here to help. To learn more about Eastern's N3L3 program and access other safety resources, sign in and visit the Safety Tools on [www.easternalliance.com](http://www.easternalliance.com), or contact your Risk Management Consultant for assistance*

**1.855.533.3444**

Eastern Alliance continues to actively monitor COVID-19 and implementing practices to promote the health and safety for our customers, employees and the local communities. As we all venture through this time, we are dedicated to helping our valued policyholders effectively manage their risks as they adapt to changing environments.

Every industry faces their own unique challenges during this coronavirus pandemic. While some industries, such as healthcare, grocery store, and essential retail have greater risk exposure, it is important to recognize that due to the rapid spread of COVID-19, no job is without exposure. The CDC and other health organizations have released numerous guidelines to protect people and prevent the spread of the virus. Employers must carefully consider how they can integrate these protections into their operations and workplaces for the safety of their employees.

- Management should actively monitor the evolving situation and heed the warnings and restrictions imposed by local, state, and federal regulations. Additionally, companies must continuously monitor the effectiveness of any measures established and modify these when necessary.
- Evaluate if work is essential to continue or if work should temporarily be halted. Only continue work, as permitted, if safe work practices are effectively protecting everyone.
- Share knowledge with employees on coronavirus—which includes but is not limited to: how the virus is spread, symptoms, and ways to protect themselves such as, limiting face touching, practicing social distancing, and increasing handwashing.
- Remind employees to stay home if they are sick.
- Screen employees daily before starting work. Screenings should include medical grade no-touch infrared thermometers, and an evaluation to determine if symptoms of COVID-19 are present.

Symptoms include:

- Fever over 100.4°F
  - New onset of dry cough
  - Shortness of breath
  - Breathing difficulties
- In addition to evaluating physical symptoms, screeners should advise employees that if they have been exposed to anyone who has tested positive for COVID-19 that they should not come to work.
  - If employees are designated for completing the screenings, they should wear an appropriate protective facemask, disposable gloves and utilize hand sanitizer before and after each screening. Provide additional education on protective measures during this process.
  - Inform employees that if they begin to feel unwell during the shift or symptoms arise, immediately notify their supervisor and leave. The employee should not return to work until cleared by a doctor.
  - Plan for increased absenteeism. Be proactive with employee cross training so you are prepared with knowledgeable and competent personnel when the time comes. Be certain to train these workers as if they were new to the organization, and make sure they can demonstrate competence prior to starting their new job task.



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- If your general operations shift to new ventures in order to adapt to the current situation, make certain to thoroughly evaluate new job processes to make sure you're prepared to move forward in a safe manner. Establish effective procedures for identifying and assessing your workplace hazards, with a special emphasis on severity or fatal and life-changing precursors (driving, work at heights, electricity, confined spaces, mobile equipment, unusual/non-routine tasks, etc.) Please reach out to your Eastern Alliance Risk Management Consultant for assistance on evaluating hazards or preparing your workforce for non-routine work.
- Increase availability of handwashing facilities, washrooms, and hand sanitizers throughout your workplace.
- Don't share tools unless they have been disinfected. Implement policies that provide guidance on how to and the frequency in which this should be completed. Ensure you provide time for disinfecting tools.
- Sanitize items that are frequent touch-points in your workplace, some examples are machinery operating controls, touchscreens, door handles, light switches, time clocks, etc.
- Sanitize each piece of mobile equipment multiple times during the day, including prior to and after use. Include all areas commonly touched such as handholds, door and window handles, steering wheels, seatbelt buckles, operating controls, etc.
- Don't forget about office sanitation. Items to consider are workstations, desks, keyboards, phones, pens and pencils, copy machines, staplers, etc. If possible, don't share workstations.
- Make certain to disinfect two-way radio gear between users and shifts. The microphone / speaker unit may contain residue from talking into the mic that could transfer from person to person; the controls – on/ off, squelch, band, and gain knobs or key pads should be disinfected as well.
- Implement handwashing and sanitation break times to make certain that it's happening frequently.
- Implement social distancing practices in the workplace
  - Designate workspaces to assist with maintaining social distancing. Continue to enforce social distancing throughout work, lunch, and breaks.
  - Disinfectants and disposable disinfecting wipes should be readily available to employees. Encourage employees to wipe down their workspaces at the end of each day.
  - Limit the number of employees on site. Consider opportunities to modify shifts to achieve social distancing such as increasing hours and adding shifts, and / or staggering work shifts to limit the number of people on site.
  - Do not crossover shifts. Have one shift leave the building prior to the next shift coming in. Time wise, space shifts apart so the workers are not passing each other in the entryway, parking lot, or similar.
  - Restrict meetings, safety meetings or huddles, and gatherings to no more than 10 people.
  - Establish effective social distancing protocols to ensure that staff maintain a 6-foot personal separation from other staff during meetings, discussions, or other gatherings where 10 people or fewer are present.
  - Daily pre-job meetings can be held using social distancing or via phone and video.
  - Limit the number of people traveling together in a vehicle to maintain a social distance.



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- Post signage throughout the workplace to remind of social distancing.
- Hire or assign an additional employee to monitor and remind all employees about social distancing. This employee can also ensure employees are only using their assigned tools.
- Close breakrooms or designate multiple break areas to promote social distancing. Frequent disinfection should occur in break areas.
- Limit restrooms to one employee at a time. Signage should be posted as a reminder. Frequent disinfection should occur in all restrooms.
- Remind employees not to share food, drinks, or other items.
- Increase ventilation rates in the work environment. Per the CDC, increase the amount of outdoor air that circulates into the system, and if possible do not recirculate ventilation air.
- Consider installing physical barriers between work stations (office and plant), checkout lines, etc.
- To assist with social distancing, change pedestrian traffic patterns inside the building to a one way aisle format for retail, warehousing, or goods in process flow.
- Setup online / mobile payments and encourage no-touch transactions and curbside pickup.
- For locations with only one common entry or exit way - these areas should be disinfected frequently throughout the day.
- When possible, minimize swapping out operators of mobile equipment during the shift.
- Increase the availability and use of PPE to ensure all employees have their own. Do not allow employees to share PPE.
  - PPE that could contain contamination from close contact with the mouth and nose should not be shared. This includes helmets or hoods for welding and cutting, as well as respirators.
- Provide no-touch trash cans. All trash should be put into garbage bags, not open containers. Trash bags should be tied tight and disposed of prior to being completely filled.
- Ensure that any employees identified as first responders to provide first aid or medical services are provided with and use needed personal protective equipment (PPE) and equipment for protection from communicable or infectious diseases.
- Tips for employees:
  - Refrain from shaking hands
  - Cough into elbow
  - Avoid touching your face and eyes
  - Wash your hands often!
- Wear clean clothing each day, and wash clothing daily to limit exposures at both work and home. Change clothes or wear layers so removal can occur before getting in the car and going home.
- Do not share cell phones. Clean and disinfect cell phones daily.
- Avoid stopping for gas, coffee, breakfast, etc. on the way to work.
- Per CDC guidelines, proper handwashing should include: Wet hands with clean running water, apply soap, lather all sides of hands, between fingers, and under your fingernails,



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scrub hands for at least 20 seconds, rinse hands under clean running water, then dry hands using a clean towel or air dry hands.

- Use hand sanitizer when washing with soap and water is not possible. Be sure to use an alcohol based hand sanitizer that contains at least 60% alcohol. To use hand sanitizers, apply the gel product to the palm of one hand, rub hands together, rub the gel all over the surfaces of your hands and fingers until hands are dry. This should take about 20 seconds.

It is important to recognize this is an evolving situation and that guidelines can and will change. For this reason, we encourage you to stay up to date with latest information. For additional guidance and updated information, visit:

Centers for Disease Control and Prevention (CDC) [www.cdc.gov](http://www.cdc.gov)

Occupational Safety and Health Administration (OSHA) [www.osha.gov](http://www.osha.gov)

National Institute of Allergy and Infectious Disease (NIH) [www.niaid.nih.gov](http://www.niaid.nih.gov)

The Center for Construction Research and Training [www.cpwr.com/covid-19](http://www.cpwr.com/covid-19)

CDC Guidance on Cleaning & Disinfecting

[https://www.cdc.gov/coronavirus/2019-ncov/prepare/cleaning-disinfection.html?CDC\\_AA\\_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fcommunity%2Fhome%2Fcleaning-disinfection.html](https://www.cdc.gov/coronavirus/2019-ncov/prepare/cleaning-disinfection.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fcommunity%2Fhome%2Fcleaning-disinfection.html)

Eastern Alliance Coronavirus Information Page [https://www.easternalliance.com/Coronavirus\\_and\\_Workers\\_Comp/](https://www.easternalliance.com/Coronavirus_and_Workers_Comp/)