



## **JOINT INDUSTRY BOARD OF THE ELECTRICAL INDUSTRY EMPLOYEE HEALTH, SAFETY AND COMPLIANCE – COVID-19**

---

The Joint Industry Board of the Electrical Industry is committed to providing a safe and healthy workplace for all of its employees while we carry out our mission to serve the Electrical Industry. In light of the current COVID-19 crisis, we have implemented new health and safety guidelines in the workplace in accordance with the Occupational Safety and Health Administration and the Centers for Disease Control and Prevention. We will continue to evaluate, monitor, and implement Administrative Controls, Engineering Controls and Safety Practices in the workplace.

All employees are expected to promote and adhere to safety measures in the building. Strict adherence is required to maintain a safe and healthy environment for all. The failure to comply will result in immediate removal from the workplace. Workplace safety success involves all employees.

### **WORKPLACE INFECTION PREVENTION MEASURES**

All employees are required to maintain good hygiene and infection control practices at all times in the workplace, including:

- Frequent and thorough hand and glove washing with soap for at least 20 seconds, if not immediately available, use alcohol-based hand rubs containing at least 60% alcohol.
- Employees are required to stay home if they are sick, and notify Human Resources immediately.
- Respiratory etiquette is required, wear mask and gloves at all times while in the workplace, and cover coughs and sneezes. Discard used tissues in the trash receptacles.
- Face mask or face covering is required for entry into the building, individuals without face covering will be turned away at the entrance. Employees were issued KN95 and surgical face masks.
- Maintain a minimum of six feet physical distance among employees and between employees and others at all times.
- Do not gather and socialize around cubicles. Use technology when feasible –use phone, email, fax, and scan documents, in order to reduce traveling throughout the building.
- No face-to-face meetings or conferences.
- Do not use other workers' phones, computers, desks, offices, or other work tools and equipment, when possible.
- Maintain regular housekeeping practices, including routine cleaning and disinfecting of high touch surfaces, equipment, and other elements of the work environment.
- Do not purchase your own cleaning chemicals – please contact Human Resources and/or Facilities for authorized supplies. We follow the manufacturer's instructions for use of all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).
- Daily medical screening upon entry into the building, including temperature check and COVID-19 medical screening questions administered by JIB Medical Nursing staff. If after screening, you are found to be unwell or unfit for entry, you will be instructed to go home immediately and notify Human Resources. Medical Screeners will ensure that employees who are waiting to be screened remain at least six feet apart before entering the workplace. Information obtained during screening will be kept confidential and shared only with authorized staff.
- If an employee becomes sick while at work, he/she will be asked to leave immediately as a precautionary measure. Sick employees must remain home until cleared to return to work by Human Resources.

### **HIGH TRAFFIC AREAS**

- Elevators will be limited to two individuals per trip – do not crowd the elevators.
- Water cooler area will be restricted to one person at a time; do not discard waste in the water basin.
- Use all available breakrooms and lunchrooms, do not crowd breakrooms – use balcony lounge.
- Utilize all available restrooms to maintain social distance – we have several restrooms throughout the building.
- Do not congregate and block hallways and stairwells.
- Reduce foot traffic throughout the building, instead use phone, email, and authorized web-based communication.