

F.M. Harvey Response to Covid-19

3/16/2020



**F.M. HARVEY
CONSTRUCTION**



Covid-19 Symptoms

- ▶ From OSHA and CDC: if you have any of the following symptoms you should **STAY HOME AND SELF ISOLATE:**
 - ▶ Fever, cough, shortness of breath, or GI issues (for many this is the first symptom). Other people, referred to as *asymptomatic cases*, have experienced no symptoms at all. According to the CDC, symptoms of COVID-19 may appear in as few as 2 days or as long as 14 days after exposure.
 - ▶ If you have had direct exposure to someone who has tested positive for Covid-19.
- ▶ If any of the above pertains to you, please notify Frank immediately.



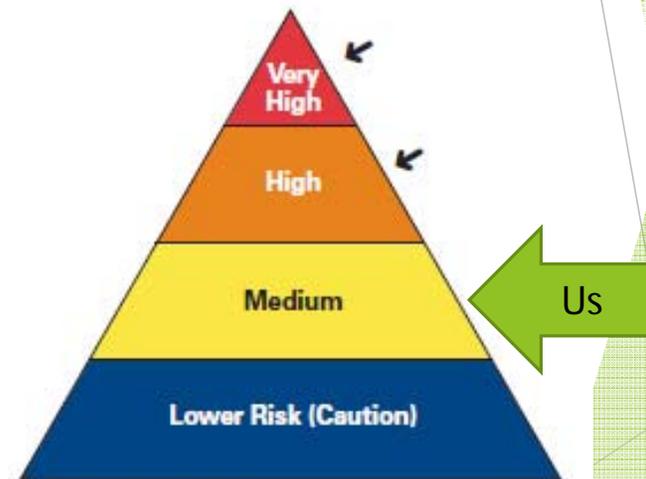
How Covid-19 Spreads within the Workplace

- ▶ Person to person contact:
 - ▶ Air Droplets: Between people who are in close contact with one another (within about 6 feet).
 - ▶ Contact Surfaces: Covid-19 is able to live on metal, plastic, and other hard surfaces for up to 9 days. I.E. An infected employee touches an object and then a co-worker touches the same object. Although covid-19 is most contagious when an individual is showing symptoms, it can also be effectively spread by asymptomatic individuals.
 - ▶ In an office such as ours many objects are shared: door handles, light switches, water cooler, microwave, Keurig, fridge handle, bathrooms, printer/copier etc.



OSHA's Classification of Workplaces:

- ▶ OSHA currently classifies our office as a “medium risk exposure”:
 - ▶ Includes jobs which require frequent and close contact who may be infected with covid-19, but who are not confirmed to carry the disease (most small to medium offices).
 - ▶ Workers in this category have contact with the general public (I.E. community members at job sites, potential clients, subcontractors etc.).



Preventative Measures for F.M. Harvey

- ▶ Increased Adherence to Hygiene and Respiratory Etiquette:
 - ▶ HANDWASHING:
 - ▶ Although covid-19 is spread easily, it is also a relatively easy virus to kill. The most effective method for stopping spread of the disease is washing hands for **AT LEAST 20 SECONDS WITH SOAP PRIOR TO RINSING HANDS UNDER HOT WATER** (this is the amount of time it takes to sing “Happy Birthday” twice or “Twinkle twinkle little star”).
 - ▶ When out on job sites carry an alcohol-based hand sanitizer and use frequently: this prevents disease from coming back to the office and protects our clients.
 - ▶ Avoid touching your face.
 - ▶ Also increasing cleaning of items that come into contact with your face and hands: CELLPHONES, ear buds, water bottles etc.
 - ▶ Covering coughs and sneezes with an ELBOW or tissue. Do not cover with your hand-it defeats the purpose.



Preventative Measures for F.M. Harvey

- ▶ Change in social etiquette:
 - ▶ In our line of work, handshakes are a frequent social gesture we partake in. Johns Hopkins and the CDC are suggesting the following alternatives to handshaking:
 - ▶ Elbow bumping, waving, or a nod and polite greeting.
- ▶ Social Distancing:
 - ▶ When in conversation stand at least 3-6 feet away from another individual.
 - ▶ OSHA recommends increasing distance between shared desk spaces.
 - ▶ Avoid utilizing other's workspaces unless absolutely necessary: phones, computers, etc. Be extra cautious when handling items in the office others will come into contact with.
- ▶ Do not bring shared food into the workplace (i.e. boxes of donuts, cookies, chips etc).
- ▶ Clean and disinfect your personal workspace DAILY.



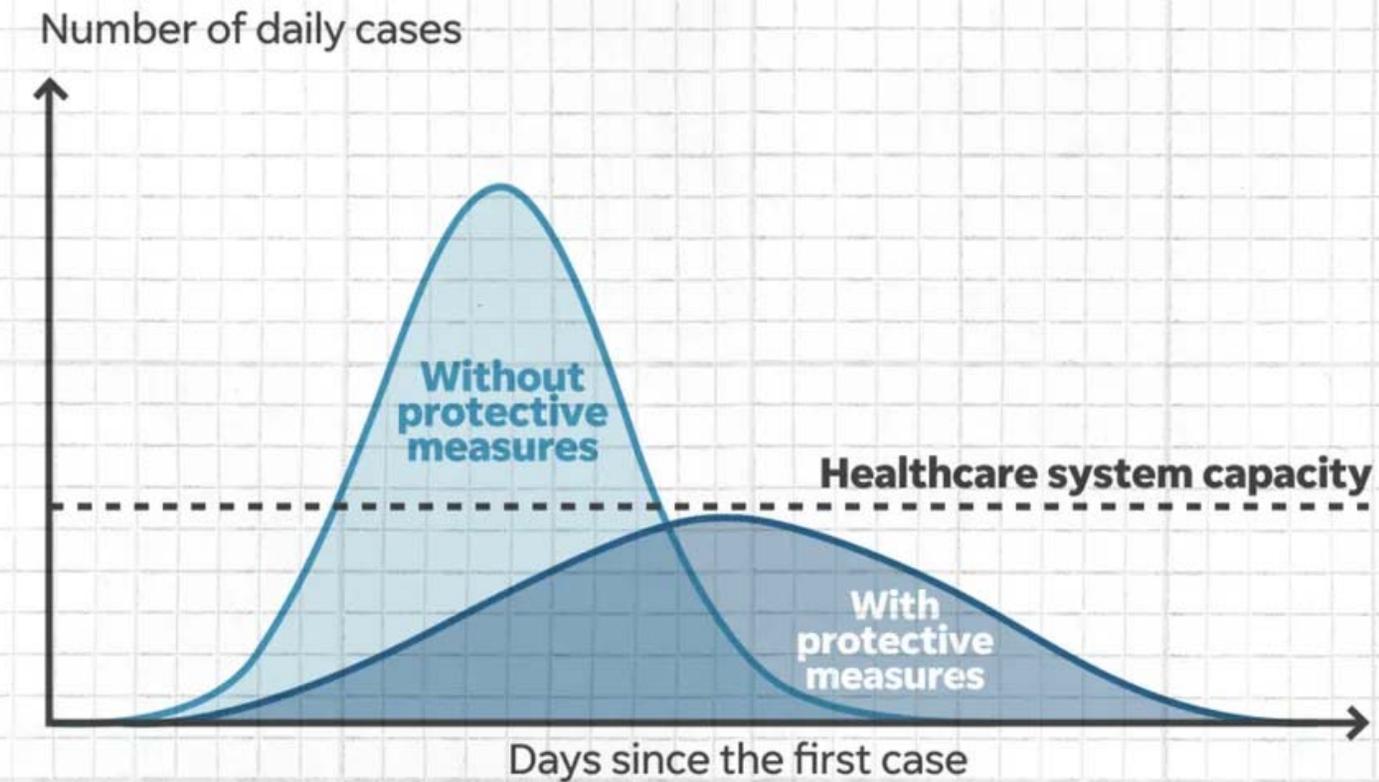
Tips to Ensure our Team Stays Healthy at Home

- ▶ Avoid personal travel unless absolutely necessary.
- ▶ Maintain social distancing: interacting with only those in your “inner circle”.
 - ▶ Go to stores infrequently and at non-peak times.
- ▶ Take care of yourself!
 - ▶ Get plenty of rest, focus on nutritious food, drink lots of fluids, get outside and enjoy the sunlight etc. (Note: this virus cannot survive the sun).



SOCIAL DISTANCING

FAQs



SOURCE: CDC

Helpful References/Resources for Staff

- ▶ OSHA: <https://www.osha.gov/Publications/OSHA3989.pdf>
- ▶ CDC: <https://www.cdc.gov/coronavirus/2019-ncov/prepare/prevention.html>
- ▶ Hopkins: <https://coronavirus.jhu.edu/>
- ▶ Baltimore County Covid-19 Hotline: 410-887-3816.
 - ▶ It will be open from 8:30 a.m. to 5 p.m. Baltimore County Health Director Gregory Wm. Branch encouraged people to inquire with their questions and concerns about the illness
 - ▶ Other counties have similar hotlines: *look up this information and store it as a contact in your phone!*



In this information age, fear and concern around health issues like the coronavirus can be amplified. It is more important than ever to check in with yourself and assess how you are doing—not only physically, but also mentally.

To conclude:

- ▶ We have a small office and interact with each other frequently (i.e. handling of invoices, conversations, and shared spaces).
- ▶ Please be respectful/considerate to your coworkers. It is each of our responsibilities to take the utmost precaution at work and home to protect each other.
 - ▶ *Food for thought: even if your coworker is not "high risk" you don't know who they are trying to protect at home.*
- ▶ This will allow our office to approach this pandemic without a decrease in daily operations, interruption to our worksites or clients, and a seamless transition into this uncharted territory.

