



DALE
AND AFFILIATES, INC

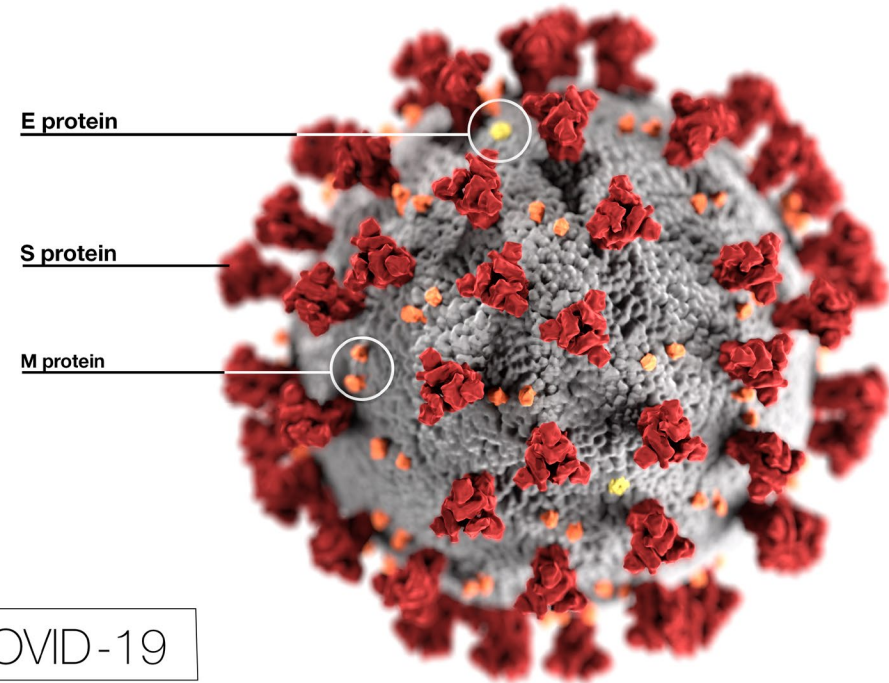
COVID-19 Awareness

General Awareness and Office Protocols Program

Updated May 22, 2020

COVID-19 Awareness Presentation

- What is COVID-19
- How does it spread
- Lowering exposure risk
- Office in-person protocols
- Office Pandemic Officer
- Other resources



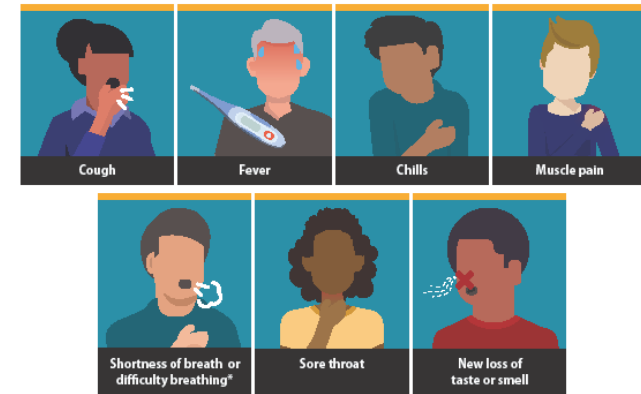
COVID-19

The Coronavirus Pandemic

- COVID-19 is a respiratory disease
- May be mild to severe, or none
- May appear 2-14 days after exposure
- Primary presenting [symptoms](#)
 - Dry cough
 - Difficulty Breathing
 - Fever
- Other symptoms may be present
- Does not always require hospitalization

Symptoms of Coronavirus (COVID-19)

Know the symptoms of COVID-19, which can include the following:



Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.

***Seek medical care immediately if someone has emergency warning signs of COVID-19.**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.



cdc.gov/coronavirus

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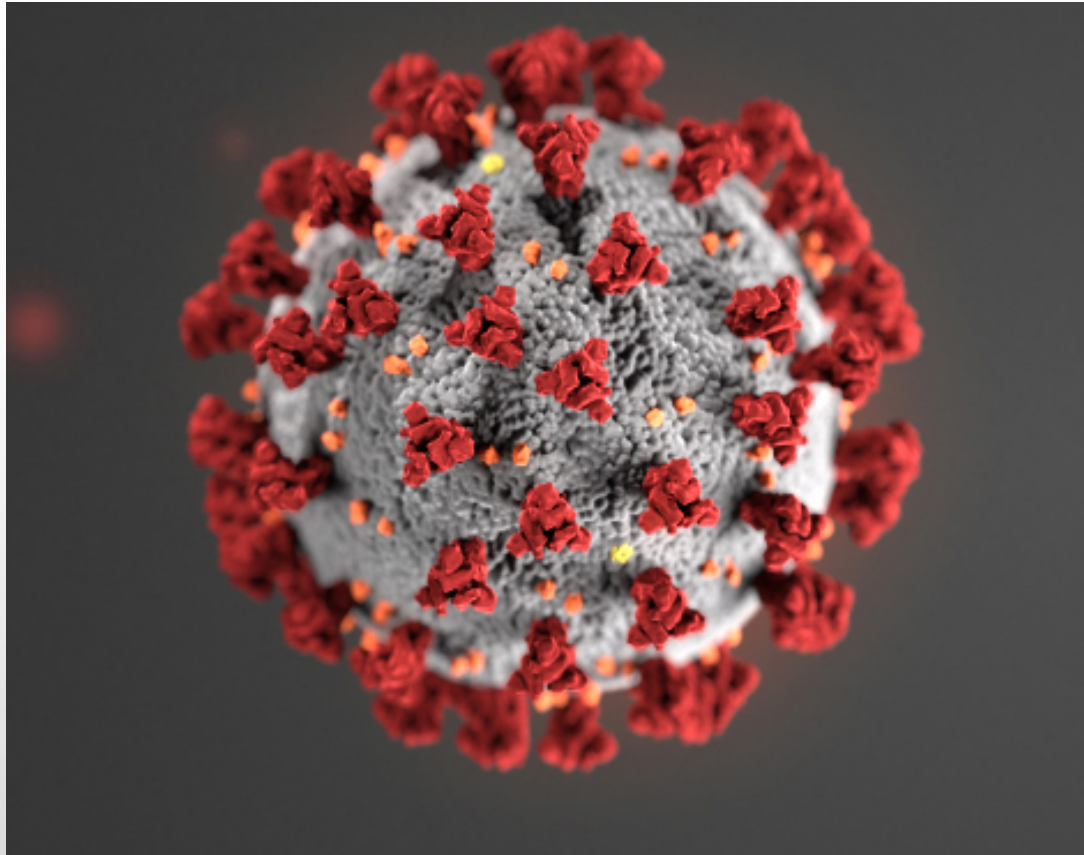
Public Health Terms

- **Isolation** separates sick people from others who are not sick.
- **Quarantine** separates people who were exposed to contagious disease to see if they become sick.
- **Containment** is a plan to stop the rapid spread of a disease
- **Mitigation** is a strategy to lessen the impact when containment is no longer effective
- **Community spread** is being infected through person-to-person contact in an specific area or community.
- **Contact tracing** is the identification and notification of potentially exposed persons

[PA DOH Public Health Terminology](#)



How COVID-19 Spreads



- COVID-19 is thought to spread mainly through close contact from person-to-person.
- May spread by touching a surface that has the virus on it **and then touching mouth, nose, or possibly eyes.**
- Low risk of spread from animals to people



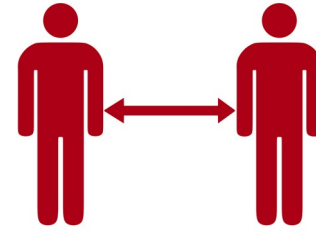
Person-to-Person – Main Way Spread

- Community Spread
- **May be spread by people who are not showing symptoms**
- Through droplets produced when infected person coughs, sneezes, or **talks**
- Droplets can land in mouth or noses of nearby people
- Close contact defined as being **within 6 feet of a COVID-19** case for a prolonged period of time or having direct contact with infectious secretions of a COVID-19 case



How to Protect Yourself and Others

The best way to prevent illness is to avoid being exposed to this virus.

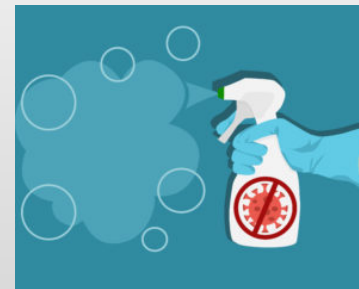


- Maintain good social distancing

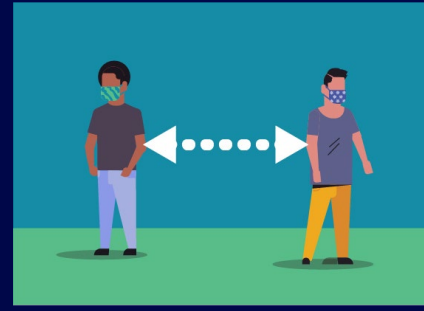
- Wash your hands



- Routinely clean and disinfect



Social Distancing



- Limit physical contact with others
- No shaking hands, or any other type of physical contact greeting
- Replace in-person meetings with phone or online meetings as much as possible (even if in the same building or area)
- Do not share cellphones, desk areas or any personal items
- Look out for office chokepoints/bottlenecking; ingress/egress, stairs, break areas, kitchen, etc. Maintain distancing.
- Avoid crowded places and mass gatherings



Social Distancing

- Avoid Close Contact
 - Stay at least 6 feet (about 2 arms' lengths) from other people
- Keep track of people with whom you have Close Contact
 - Keep a log of people with whom you were within 6 feet for longer than 10 minutes of or those who coughed/sneezed in your direction (or you in their direction)
- Avoid communal food sharing
- Limit any gathering to the fewest necessary people



Personal Hygiene – wash your hands

DO NOT TOUCH YOUR EYES, NOSE, OR MOUTH WITH UNWASHED HANDS

Wash your hands **OFTEN**, especially during these key times:

- Before and after eating, drinking, smoking or using restrooms
- After receiving packages or any exchange with others
- After touching any surface or area commonly touched by others
- After coughing or sneezing (covered by your elbow)
- Before and after removing any face covering
- **BEFORE touching your face, mouth, nose, or eyes!**
- If soap and water are not available, use Hand Sanitizer with at least 60% alcohol



Clean and Disinfect

- Disinfecting spray is available in all three buildings
- **Practice routine cleaning** of frequently touched surfaces
 - More frequent cleaning and disinfection may be required based on level of use
 - Surfaces and objects in public places, such as copiers and printers, should be cleaned and disinfected after each use
- **High touch surfaces include:**
 - Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.
- Keep your area clean



Protecting Others



Required use of face coverings

- CDC recommends wearing cloth face covering “whenever social distancing is difficult to maintain”
- PA requires “wearing masks at all times except when isolated from others in a private space or when it adversely effects their health,” vision or safety.



Face Coverings (aka Masks)



My mask protects you.
your mask protects me!

- Required by PA for in-person business operations
- Washable, reusable cloth face coverings will be provided
- Always worn when in common areas
- Always worn when within 6 feet of another person
- Only considered PPE during the COVID-19 Pandemic



General PPE

Personal Protective Equipment (PPE) generally should be used based on requirements of the task performed



PPE that is necessary when caring for a person known to have COVID-19 or if required to safely complete tasks:

- Goggles or Safety Glasses
- Full face shields
- NIOSH-approved N95 respirators
- Protective suits
- Boots or boot covers
- Gloves



Gloves

According to the CDC, “The best way to protect yourself from germs is to regularly wash your hands with soap and water for 20 seconds or use hand sanitizer with at least 60% alcohol.”

- In most situations wearing gloves is not necessary
- Wear gloves when cleaning with disinfectant according to the product label
- Wear gloves when caring for someone who is sick
- Wash hands after removing
- NEVER touch face until gloves are removed and hands washed



General Office Protocols

COVID-19 Safety Procedures for Businesses NOTICE

All businesses in the Commonwealth that elect to maintain in-person operations, if permitted to operate under the Orders of the Governor and Secretary of Health, must strictly adhere to the guidance published by the Pennsylvania Department of Health, and must prominently display this notice and the foregoing COVID-19 SAFETY PROCEDURES FOR BUSINESSES at each work location (building or worksite).

In addition, each business must, for each work location (building or worksite), identify a Pandemic Safety Officer to respond to employee and subcontractor questions regarding these requirements. This business's or work site's Pandemic Safety Officer is:

Name _____ Number _____ Email _____

As business owner/operator/site foreperson/manager, I acknowledge and understand the foregoing, and confirm that my business/worksites will adhere to these requirements, as may be amended by orders of the Governor or Secretary of Health.

Signature _____ Date _____



Remember These Important Steps to Stop the Spread of COVID-19

- Maintain a distance of at least 6 feet from other individuals.
- Wash hands with soap and water for at least 20 seconds as frequently as possible, or use hand sanitizer if soap and water are not available.
- Cover coughs or sneezes with a sleeve or elbow.
- Do not shake hands.
- Regularly clean high-contact surface areas.
- When sick, stay at home.
- Do not gather in groups larger than 10 people.



- Only authorized people allowed entry
- Keep outside doors locked
- Limit visitors
- Plan to work remotely
- Coordinate in-office time to limit contact
- Maintain social distancing
- Wash hands often
- Wear face covering
- Avoid touching your face
- Clean and disinfect high-touch areas
- Report all illnesses to HR & Supervisor
- Stay home if you are sick!



Designated Pandemic Safety Officer



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Site Pandemic Officer Training

COVID-19 Awareness Training Program for all Employees (click here)

Home COVID-19 Resources ^

- Job Protocols COVID-19
- COVID-19 Resource Links
- DSPO Training
- DWCA Training
- Employee Contact Form

Other Links v



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Dale Office Protocol Levels

PA Phase	Dale Protocol Levels		Description
GREEN	Level 0	Standard	Normal Office Conditions
GREEN	Level 1	Guarded	Office Open with limitations
YELLOW	Level 2	Elevated	Limited office open
RED	Level 3	Restricted	Office closed restricted access
RED	Level 4	Closed	Complete lock down



DALE AND AFFILIATES MAIN OFFICE PROTOCOL MATRIX					
5/29/2020	Level 4	Level 3	Level 2	Level 1	Level 0
	Closed Office Protocols	Restricted Office Protocols	Elevated Office Protocols	Guarded Office Protocols	Standard Office Protocols
General Description	Complete lock down	Office closed	Limited office open	Office Open with limitations	Normal Office Conditions
Social Distancing / Building Space	Everyone working from home	Recommended to work from home unless necessary to enter office	Staggered scheduling (days/hours) to increase social distancing	Staggered in person scheduling (days/hours) to increase social distancing	Legal maximum occupancy
	Only if absolutely necessary is entry to office allowed	Essential personnel and activities only			
		Individuals remain in Offices/Rooms with very limited personal exposure to others	Limit in person meetings to no more than 10 or 50% of the room space maximum with at least 6 feet of social distancing maintained (25 person limit outside)	Limit size and frequency of in person meeting	
		Employees required to stay in their buildings/area unless no other reasonable alternative	Employees required to stay in their buildings/area unless no other reasonable alternative	Recommended that Employees limit exposure to common areas are much as resonable.	
		Maximum occupancy in any area restricted to 900 SF per person	Maximum occupancy in buildings restricted to 450 SF per person	Goal to limit maximum occupancy in building to 250 SF per person	
Visitors, Outside people, General Public	Strictly prohibited except emergency situations	Strictly prohibited except emergency situations	Non-essential visitors are prohibited from entering the buildings	Limited visitors allowed with approval/appointment	Visitors allowed
Cleaning	Sanitation measures consistent with CDC recommendations	Sanitation measures consistent with CDC recommendations	Sanitation measures consistent with CDC recommendations	Sanitation measures consistent with CDC recommendations	Normal Office Conditions
	Each person should limit areas entered and touched	Each person should limit areas entered and touched	Clean/Disinfect common areas regularly throughout the day	Clean/Disinfect common areas regularly throughout the day	
	Any common area touched should clean/disinfect before leaving area using the disinfecting spray provided	Any common area touched should clean/disinfect before leaving area using the disinfecting spray provided	Each building/area should designate a responsible person to ensure regular spraying/disinfecting	Each building/area should designate a responsible person to ensure regular spraying/disinfecting	
	Clean/disinfect all surfaces touched as you go				
Meals, Drinks, Snacks	Maintain distancing while eating	Maintain distancing while eating	Maintain distancing while eating	Maintain distancing while eating	Eat what you like with whom you like
	Only individual meals, no community shared items/ buffets	Only individual meals, no community shared items/ buffets	Only individual meals, no community shared items/ buffets	Only individual meals, no community shared items/ buffets	
Face Coverings	Required when around others or in common areas	Required when around others or in common areas	Required when around others or in common areas	Required when appropriate social distancing is difficult to maintain	Only as a fashion statement
Health Screening	Self-screening for temperature and other symptoms, stay home if sick, notify supervisor	Self-screening for temperature and other symptoms, stay home if sick, notify supervisor	Self-screening for temperature and other symptoms, stay home if sick, notify supervisor	Self-screening for temperature and other symptoms, stay home if sick, notify supervisor	Self-screening for temperature and other symptoms, stay home if sick, notify supervisor
	Online questionnaire/confirmation of screening before coming to office	Online questionnaire/confirmation of screening before coming to office	Online questionnaire/confirmation of screening before coming to office	Online questionnaire/confirmation of screening before coming to office	
	Temperature screening upon arrival may be required	Temperature screening upon arrival may be required	Temperature screening upon arrival may be required	Temperature screening upon arrival may be required	
Occupancy Levels	N/A	22	44	78	130
55 Limekiln Offices	N/A	6	11	20	33
70 Limekiln Offices	N/A	8	18	31	52
76 Limekiln Offices	N/A	6	11	20	33
76 Limekiln Warehouse	N/A	2	4	7	12
	N/A	Occupancy with restrictions above	Occupancy with restrictions above	Occupancy with restrictions above	
PA State Phases	RED PHASE	RED PHASE	YELLOW PHASE	GREEN PHASE	GREEN PHASE



Level 2 – Elevated Office Protocols

- Limited in office personnel to no more than 50% occupancy
- Coordinated staggered scheduling to promote social distancing
- Avoid going to other buildings to reduce potential cross infection
- Regular cleaning/disinfecting of all common & high-touch areas
- Designated responsible person for spraying/disinfecting each day
- Non-essential visitors prohibited
- Required use of face coverings when in common areas
- Home/self screening each day for symptoms – Stay Home if Sick!



Personnel Screening

Pre-shift questionnaire

CDC Guidelines on

[What To Do If You Are Sick](#)

- Every employee must be screened everyday before starting work
 - Online questionnaire and certification
- If you are sick, **STAY HOME!**
- If you have any of the symptoms, **STAY HOME!**
- If you have been around anyone that is positive for COVID-19, **STAY HOME!**



<https://daleaff.com/self-screen>



Everybody's Responsibility

- Maintain a distance of at least 6 feet from others
- Wash hands with soap and water for at least 20 seconds as frequently as possible
- Cover coughs or sneeze with a sleeve or elbow
- Do not shake hands
- Regularly clean high-contact surface areas
- Do not gather in groups greater than 5-10 people
- Wear a mask when in close contact
- When sick, **STAY HOME!**



Resources for more information

- [Centers for Disease Control and Prevention](#) (CDC)
- [PA Department of Health](#) (Pa DOH)
- [Occupational Safety and Health Administration](#) (OSHA)
- [World Health Organization](#) (WHO)
- [National Institute for Occupational Safety and Health](#) (NIOSH)
- [Dale and Affiliates COVID-19 Updates](#)
- [Dale Training and Resource Links](#)

Remember to check the links above regularly for updates.





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Stay safe and stay healthy!