



DCNR COVID-19 Safety Fact Sheet # 1 5/8/2020

Personal Responsibilities for Work

The COVID-19 outbreak presents unusual circumstances that require us to do whatever is necessary to further our mission. This fact sheet discusses simple things that you can do to keep yourself and others healthy and stop the spread of this virus. Treat everyone as though they are a COVID-19 carrier and every common surface as if it harbors the virus. Remember, one careless person can spread the virus to the whole work unit. It is our responsibility to keep our community and colleagues safe.

Work sites exposed to a **probable case** of COVID-19 are required to screen employee temperatures and sanitize potentially contaminated areas. A person has a probable case if they have appropriate symptoms (i.e., fever, cough, shortness of breath, chills, repeated shaking, muscle pain, headache, sore throat, new loss of taste or smell) and exposure to a high-risk situation, or if they have a positive antibody test and either symptoms or high-risk exposure. Therefore, it is important for employees to protect themselves and report any exposure to the virus responsible for COVID-19.

Personal Responsibilities Before Leaving for Work

- DO NOT REPORT TO WORK and seek medical attention immediately if you are experiencing any symptoms of COVID-19 (fever, cough, shortness of breath, chills, repeated shaking, muscle pain, headache, sore throat, new loss of taste or smell).
 - Follow the instructions from the medical professional.
 - Report information directly to your supervisor, as soon as possible.
 - Only return to work after being cleared by a medical professional.
- CONTACT YOUR SUPERVISOR if you answer “YES” to any of the following:
 - Do you have reasons to believe you or someone you have been in contact with has been exposed to a person that has COVID-19, or is suspected to have COVID-19?
 - Have you been medically directed to self-quarantine due to exposure to COVID-19?
 - Are you having trouble breathing or have you had flu-like symptoms within the past 48 hours, including: fever, cough, or shortness of breath?
- Wash your hands with soap and water for 20 seconds prior to leaving for work.
- Check your temperature, if it is above 100.4, contact your supervisor immediately and do not report to work.
- Clean frequently touched surfaces in your personal vehicle daily.
- Avoid stopping at public places prior to going to work and during lunch to ensure social distancing.

Personal Responsibilities While at Work

- Wear approved face masks, coverings, or shields while at your work site.
- If you become sick at work, notify your supervisor immediately and expect to be sent home from work. Be sure to tell your supervisor which employees and visitors you have been in close contact with during the last 48 hours.
- Frequently throughout the day wash your hands for 20 seconds with soap and water or use alcohol-based hand sanitizer.
- Cover your mouth and nose with a tissue or your elbow when coughing or sneezing, then immediately wash/sanitize your hands.
- Avoid touching your face, especially your eyes, nose, and mouth.
- Refer to your supervisor/manager on proper cleaning supplies to use.
- Practice social distancing by following the Center for Disease Control and Prevention (CDC) standards to maintain 6-feet of distance. This applies to meetings, common work areas, personnel in the field and in vehicles.
- Do not congregate in lunch areas or in groups of more than ten (10) people.
- Avoid personal contact; shaking hands, fist bumps, etc.
- Avoid using others work area, phone, office, or personal protective equipment (PPE).
 - If common work areas are used, they must be cleaned before and after each use. Employees who use common work areas must wash their hands prior to and after using these areas.
- Disinfect reusable supplies/equipment with a disinfectant solution.
- Discard all disposable materials at the end of the day such as disposable towels and disposable personal protective equipment (PPE) including disposable gloves.
Refrain from using common water coolers. Instead, bring/carry your own water.

Personal Responsibilities After Leaving Work

- Take off duty clothes and launder them as soon as possible. Handle, transport, and wash them in a way that limits exposure to skin, eyes, environment, and other clean clothes (avoid shaking)
- Take a shower or wash exposed skin with soap and water as soon as possible.

Please follow all the information provided to help prevent the spread of COVID-19. We will continue to do everything we can to keep our employees informed and safe. For additional information and to stay informed reference the Centers for Disease Control or the Pennsylvania Department of Health websites.

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