



CCIS TOOLBOX TALKS

Pandemic Workplace Social Distancing Guidance

CCIS has adopted the OSHA strategy to reduce the risk of becoming ill by avoiding crowded settings and other situations that increase the risk of exposure. CCIS employees should practice basic [Flu and Illness Precautions](#) and these Social Distancing precautions to protect themselves and our customers.

Avoid close contact (within 6 feet) with **visitors** by:

- Limit visitor entry into the office workplace by placing sign on front door with phone numbers, asking visitors to call to place or pick up an order.
- Limit entry of Mailperson placing a sign on the door and a plastic box for mail and packages.
- Limit entry of UPS, FedEx and other deliveries. Direct them to Shipping and Receiving or Will Call.
- Offer gloves to any visitor entering the branch and remind them of the 6-foot rule.

Avoid close contact (within 6 feet) with **coworkers** by:

- Avoid shaking hands and always wash your hands after physical contact with others.
- If wearing gloves, always wash your hands after removing them.
- Keep clean frequently touched common surfaces (for example, telephones, computer equipment, etc.).
- Try not to use other workers' phones, desks, offices, or other work tools and equipment.
- Minimize group meetings; use, e-mails, phones, Microsoft Teams and text messaging.

CCIS Delivery Drivers should:

- Always wear gloves and try to maintain 6 feet distance whenever visiting vendor or client.
- Dispose of gloves and wash or sanitize you hands after every pickup or delivery.
- PPE waste should be tied in a disposable bag and thrown in the dumpster.

