



# Minnesota Electrical Association

## Electrical Toolbox Talks

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### Viruses—

## Proactive Measures for Addressing COVID 19

### Pre-screening Questionnaire

Employers should ask the following questions to all employees, visitors and vendors prior to allowing access to the workplace and/or jobsite.

**NOTE:** If an employee, visitor or vendor answer **YES** to any of the questions below, ask them to leave the workplace or jobsite immediately and seek medical evaluation. In addition, you should strongly consider following the tips on page 2.

1. Have you traveled to an area with known local or international spread of COVID-19 in the past 14 days?
2. Have you, or anyone in your family, come into close contact (within 6 ft) with someone who has a suspected or confirmed COVID-19 diagnosis in the past 14 days either at home or on a jobsite?
3. Have you had a fever (greater than 100.4°F or 38°C) OR symptoms of lower respiratory illness such as cough, shortness of breath, or difficulty breathing in the past 14 days?
4. Are you currently experiencing a fever (greater than 100.4°F or 38°C) OR symptoms of lower respiratory illness such as cough, shortness of breath, or difficulty breathing?

# Preventing and Responding to a Suspected or Confirmed Positive Case of COVID-19

## Prevention

If you have not had a suspected or confirmed case of COVID-19 in your workplace or on your jobsite, you are encouraged to take the following steps.

1. Implement a policy for early reporting of signs or symptoms of COVID-19. Doing so can assist with preventing the spread of the disease if the employee is a confirmed case.
  - a. If an employee displays signs or symptoms of COVID-19, immediately remove them from the workplace or jobsite.
2. Educate your employees on how to protect themselves as outlined by CDC.  
<https://www.cdc.gov/coronavirus/2019-ncov/prepare/prevention.html>
3. Educate your employees on the signs and symptoms of COVID-19.  
<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
4. Practice social distancing (maintaining a safe distance of at least 6 feet from others) as much as practical.
5. Require sick employees to stay at home.

**PROPER HANDWASHING TIPS**

- Wash hands thoroughly with soap + warm water.
- Wash for 20-30 seconds or sing "Happy Birthday" two times through.
- Soap and warm water are the best way to clean your hands, but if they aren't available, use an alcohol-based hand sanitizer, that contains at least 60% alcohol.

**HOW TO USE HAND SANITIZERS**

- Apply the sanitizer to the palm of one hand (follow label directions on how much to use).
- Rub hands together.
- Rub the sanitizer over all the surfaces of your hands + fingers until your hands are dry.

source: dph.georgia.gov

Consult your Right to Know written program or Minnesota OSHA for further information on this topic.