



Subject: COVID-19 Health and Safety Tips for Stations and Inspectors

In an effort to prevent and slow the spread of COVID-19, the CDC provided the following health and safety tips for business to follow, **which EPD and GCAF strongly encourage stations and inspectors to follow.**

REDUCE TRANSMISSION AMONG EMPLOYEES

1. Actively encourage sick employees to stay home.
 - Employees who have symptoms (i.e., fever, cough, or shortness of breath) should notify their supervisor and stay home.
 - Sick employees should follow CDC-recommended steps. Employees should not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers and state and local health departments.
 - Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and follow CDC recommended precautions.
2. Identify where and how workers might be exposed to COVID-19 at work.
 - View the OSHA/COVID webpage, <https://www.osha.gov/SLTC/covid-19/> for more information on how to protect workers from potential exposure.
 - Be aware that some employees may be at [higher risk for serious illness](#), such as [older adults](#) and those with chronic medical conditions. Consider minimizing face-to-face contact between these employees or assign work tasks that allow them to maintain a distance of six feet from other workers, customers and visitors, or to telework if possible.
3. Educate employees about how they can reduce the spread of COVID-19.
 - a. Clean hands often.
 - b. Avoid close contact.
 - c. Stay home if you're sick.
 - d. Cover coughs and sneezes
 - e. Wear a facemask if you are sick.
 - f. Clean and disinfect.

MAINTAIN HEALTHY BUSINESS OPERATIONS

- 1.** Identify a workplace coordinator who will be responsible for COVID-19 issues and their impact at the workplace.
- 2.** Implement flexible sick leave and supportive policies and practices.
- 3.** Consider establishing policies and practices for social distancing.

MAINTAIN A HEALTHY WORK ENVIRONMENT

- 1.** Consider improving the engineering controls using the building ventilation system.
- 2.** Support respiratory etiquette and hand hygiene for employees, customers, and worksite visitors.
 - Provide tissues and no-touch disposal receptacles.
 - Provide soap and water in the workplace. If soap and water are not readily available, use alcohol-based hand sanitizer that is at least 60% alcohol. If hands are visibly dirty, soap and water should be chosen over hand sanitizer. Ensure that adequate supplies are maintained.
 - Place hand sanitizers in multiple locations to encourage hand hygiene.
 - Place posters that encourage [hand hygiene](#) to [help stop the spread](#) at the entrance to your workplace and in other workplace areas where they are likely to be seen.
 - Discourage handshaking – encourage the use of other noncontact methods of greeting.
 - Direct employees to visit the [coughing and sneezing etiquette](#) and [clean hands webpage](#) for more information.
- 3.** Perform routine environmental cleaning.
- 4.** Perform enhanced cleaning and disinfection after persons suspected/confirmed to have COVID-19 have been in the facility.
- 5.** Advise employees before traveling to take additional preparations.
- 6.** Take care when attending [meetings and gatherings](#).

For more information, visit <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>.

If you have any questions, contact GCAF Station Assistance at 1.800.449.2471, option #2, via email at industry@cleanairforce.com, or via live chat, which is available at www.cleanairforce.com.

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~ GCAF and EPD require that you print, read, and store all GAS messages in a binder on or near the analyzer. GCAF and EPD also recommend that you print a second copy of these messages and post them in a prominent location for your employees to read. To retrieve and print a previous GAS message, go to the GAS message retrieval function in your analyzer and select the appropriate message to print (the analyzer holds up to 500 messages). ~