

# COVID-19 General Guidance & Best Practices to Limit Job Site Exposure & Transmission

US Ceiling is committed to providing valuable resources & updates to create the safest possible working conditions.



**Do you have a health- or safety-related concern?**  
Call our Health & Safety Hotline: 585.645.4409

## UNIVERSAL GUIDANCE & BEST PRACTICES FOR ALL TRADE SCOPES

- FOLLOW ASSIGNED STAGGERED START, BREAK & LUNCH TIMES TO LIMIT EXPOSURE & ACCOMPLISH WORK TASKS BETTER
- ELIMINATE OR MINIMIZE RIDE SHARING - DRIVE SEPARATELY WHEN POSSIBLE
- FOLLOW SOCIAL DISTANCING PROTOCOLS AT ALL TIMES; REMAIN 6' APART, INCLUDING BREAKS, LUNCH & OFFSITE
- CLOCK IN/OUT USING EXAKTIME; NO SIGN-IN SHEET; FOREMAN/PM TO VISUALLY VERIFY & TRACK IN IAUDITOR
- WEAR PROPER PPE, INCLUDING GLOVES WHEN SAFE & POSSIBLE; DON'T WASTE PPE - IT'S IN SHORT SUPPLY
- WORK IN ASSIGNED SEPARATE AREAS WHEN POSSIBLE
- LIMIT WORKING IN PAIRS WHEN POSSIBLE
- CREATE INDIVIDUAL MATERIAL STAGING AREAS TO LIMIT CROSS-CONTAMINATION & EXPOSURE IN LARGER STAGING AREAS
- AVOID TOOL SHARING TO LIMIT CROSS-CONTAMINATION
- LIMIT GANG BOX USE - TAKE HOME PERSONAL TOOLS DAILY; ONLY USC TOOLS TO BE LOCKED UP; FOREMAN TO CHECK USC TOOLS IN & OUT
- DISINFECT TOOLS, EQUIPMENT & ENTRY/EXIT POINTS OFTEN
- FREQUENTLY WASH & SANITIZE HANDS
- SET ASIDE & SCRAP OUT OWN MATERIALS WHEN POSSIBLE
- USE COMMON SENSE TO MINIMIZE RISK & EXPOSURE

### LABORERS

- OBSERVE UNIVERSAL GUIDANCE & BEST PRACTICES **AND**
- WEAR GLOVES AT ALL TIMES
- SANITIZE FREQUENTLY TOUCHED EQUIPMENT, TOOLS & SURFACES AS YOU GO
- COORDINATE WITH USC MANAGEMENT FOR LOADING & SCRAPPING OUT SITE-SPECIFIC PROTOCOLS WHEN POSSIBLE TO LIMIT EXPOSURE
- FOLLOW ASSIGNED STAGGERED BREAK & LUNCH TIMES SO YOU CAN LIMIT EXPOSURE & WORK MORE EFFICIENTLY WHEN OTHERS ARE ON BREAK

### FRAMING

- OBSERVE UNIVERSAL GUIDANCE & BEST PRACTICES **AND**
- NO TOOL SHARING
- SEPARATE MATERIAL STAGING AREAS FOR YOUR INDIVIDUAL USE
- SCRAP OUT OWN MATERIALS WHEN POSSIBLE
- WEAR GLOVES WHEN POSSIBLE TO MINIMIZE HAND CUTS & LIMIT EXPOSURE

### ACT

- OBSERVE UNIVERSAL GUIDANCE & BEST PRACTICES **AND**
- USE BAKERS OR OTHER EQUIPMENT FOR FEEDING MATERIAL WHEN POSSIBLE
- WORK INDEPENDENTLY WHEN POSSIBLE TO CUT/SCORE TILE

### FINISHERS

- OBSERVE UNIVERSAL GUIDANCE & BEST PRACTICES **AND**
- NO BOX TOOLS OR BANJO SHARING
- DESIGNATE PERSONAL MUD BUCKETS & WRITE NAME ON YOURS
- STAY IN DESIGNATED WORK AREAS OR UNITS TO LIMIT EXPOSURE
- FOLLOW ASSIGNED STAGGERED BREAK & LUNCH TIMES TO LIMIT EXPOSURE & WORK IN AREAS THAT ARE TYPICALLY MORE CONGESTED (WORK IN THOSE AREAS WHEN OTHERS ARE ON BREAK)

### INSULATORS

- OBSERVE UNIVERSAL GUIDANCE & BEST PRACTICES **AND**
- NO TOOL SHARING
- STAY IN DESIGNATED WORK AREAS OR UNITS TO MINIMIZE EXPOSURE
- SCRAP OUT OWN MATERIALS WHEN POSSIBLE
- USE BAKERS TO ELEVATE MATERIALS WHEN WORKING ON STILTS

### DRY WALL

- OBSERVE UNIVERSAL GUIDANCE & BEST PRACTICES **AND**
- CUT 12-FOOT BOARD IN HALF WHEN NEEDED TO MINIMIZE PAIRING UP WITH A PARTNER
- MAINTAIN SOCIAL DISTANCING WHEN CALLING OUT MEASUREMENTS & CUTTING
- WEAR GLOVES & USE EQUIPMENT TO FEED MATERIAL WHEN POSSIBLE