

Subject: COVID-19 Update 4-15-20

Date: Wednesday, April 15, 2020 at 3:08:44 PM Central Daylight Time

From: Mike Heitmann

To: ZZComplete e-mail list

Good afternoon, employee-owners:

Below is an update on our COVID-19 response. The first part is additional information and the second part provides answers to the questions that have been submitted.

ADDITIONAL INFORMATION:

- If any job sites or offices need hand sanitizer and cannot find it locally, please email COVID19@garney.com. We have located additional resources.

QUESTIONS SUBMITTED:

1. **Wearing mask causes fog on your safety glasses. Is that considered a safety risk, or may it lead to an accident? Please provide any tips or suggestions to avoid the fog.**

ANSWER: The safety professionals are currently investigating anti-fog glasses and face mask options. In addition, the COO's are having a discussion on this topic later today. We will provide more information in the next day or two. In the meantime, steps you may try include:

- a. Folding the top of the mask inward to help your breath get diverted to the sides.
- b. Prior to wearing the mask, wash your glasses with soapy water and shake off the excess. Let the glasses air dry.
- c. Take a small towel or cloth and place it at the top of the mask to help absorb the moisture from your breath.
- d. Use anti-fog spray on your glasses.
- e. Try other style face masks/coverings that may be more open around your mouth thus not forcing your breath upwards.

2. **We need clarification on where to charge time for an employee with flu-like symptoms that has not been tested for COVID-19. Do we charge his/her time to the code that was provided? 41920-101-01 L. Does the employee need to contact HR in order to receive the 80 hours of sick leave?**

ANSWER: Code 41920-101-01 is the correct code for the 80 hours of sick leave. For payroll entry, please use department code 6419. Employee-owners are not required to contact HR to receive these benefits and this can be reported through timecards. Employee-owners are required to contact HR for the 12-week (2/3) Paid Leave in order to ensure the proper paperwork is submitted.

3. **I found an article with some good info about wearing the face masks safely. I think since we are requiring the use of face masks, it might be a good idea for everyone to either read [this article](#) or for us to put out a flyer that shows the suggested rules for wearing a facemask to everyone just to make sure we are all being safe. There may be other sources as well.**

ANSWER: Thank you for your input. Attached is the flyer on face mask wear that was previously distributed. This flyer provides much of the same information as the article.

As always, please continue submitting your questions to covid19@garney.com.

Mike Heitmann

Employee-Owner Since 1990

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FACEMASK SAFETY



On **April 3**, the CDC announced its recommendation to wear cloth face coverings in public settings where other social distancing measures are difficult to maintain, especially in areas of significant community-based transmission.

The CDC advises the use of simple cloth face coverings to slow the spread of the COVID-19 virus and prevent people who may unknowingly have the virus from transmitting it to others. Cloth face coverings fashioned from household items or made at home from common materials at low cost can be used as an additional, voluntary public health measure.

The cloth face coverings recommended are not surgical masks or N-95 respirators. Those are critical supplies that must continue to be reserved for healthcare workers and other medical first responders, as recommended by current CDC guidelines.

It is important to recognize that the best way to prevent airborne transmission of this virus is to use a combination of methods, not rely solely on PPE. Wearing of these mask options should not relieve individuals from maintaining proper social distancing and staying away from work if experiencing COVID-19 symptoms.

CLOTH FACE MASKS

A cloth face mask is a covering designed as a barrier to reduce the spread of moisture droplets from the mouth or nose from one individual to another.

HOW TO WEAR

- 1) Should fit snugly but comfortably against the side of the face
- 2) Should be secured with ties or ear loops
- 3) Should include multiple layers of fabric
- 4) Should allow for breathing without restriction
- 5) Should be able to be laundered and machine dried without damage or change to shape
- 6) Individuals should be careful not to touch their eyes, nose, and mouth when removing the face covering and should wash their hands immediately after removing
- 7) Should not be worn by children younger than 2 years of age, anyone who has trouble breathing, or is unconscious, incapacitated, or otherwise unable to remove cover without assistance

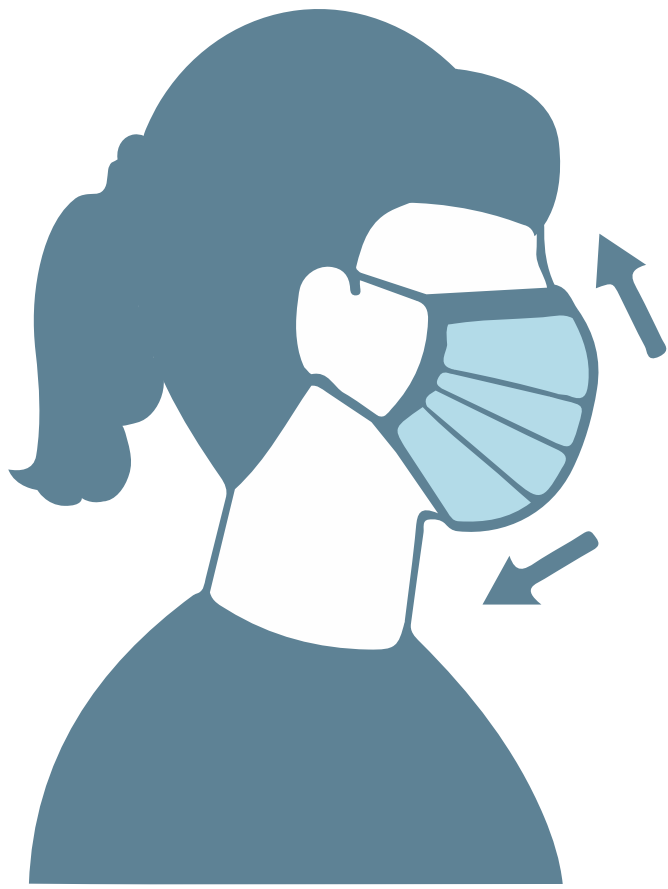
PROPER CARE

- 1) They should be routinely washed depending on the frequency of use. Someone wearing a mask throughout an entire day should wash it every night
- 2) If a mask gets moist as a result of perspiration throughout the day, it should be replaced at least once a day
- 3) When removing the mask, it should be contained in a plastic sealable (Ziploc) bag with the employee-owner's name and not allowed to lay on a table or other surface that may contaminate that surface
- 4) A washing machine should suffice in properly washing a face covering



SURGICAL MASKS

A surgical mask is a loose-fitting, disposable device that creates a physical barrier between the mouth and nose of the wearer and potential contaminants in the immediate environment.



HOW TO WEAR

- 1) Should fit snugly but comfortably against the side of the face
- 2) Should be secured with ties or ear loops
- 3) Should allow for breathing without restriction
- 4) Should not be worn by children younger than 2 years of age, anyone who has trouble breathing, or is unconscious, incapacitated, or otherwise unable to remove cover without assistance

PROPER CARE

- 1) Surgical masks are not intended to be used more than once
- 2) If mask is damaged or soiled, it should be replaced
- 3) If breathing through the mask becomes difficult, it should be replaced
- 4) Individuals should be careful not to touch their eyes, nose, and mouth when removing the mask and should wash their hands immediately after removing
- 5) Masks should be disposed of properly in a waste container with a plastic bag

N95 RESPIRATORS

An N95 respirator is a respiratory protective device designed to achieve a very close facial fit and very efficient filtration of airborne particles. Note that the edges of the respirator are designed to form a seal around the nose and mouth.

The “N95” designation means that when subjected to careful testing, the respirator blocks at least 95 percent of very small (0.3 micron) test particles. If properly fitted, the filtration capabilities of N95 respirators exceed those of face masks.

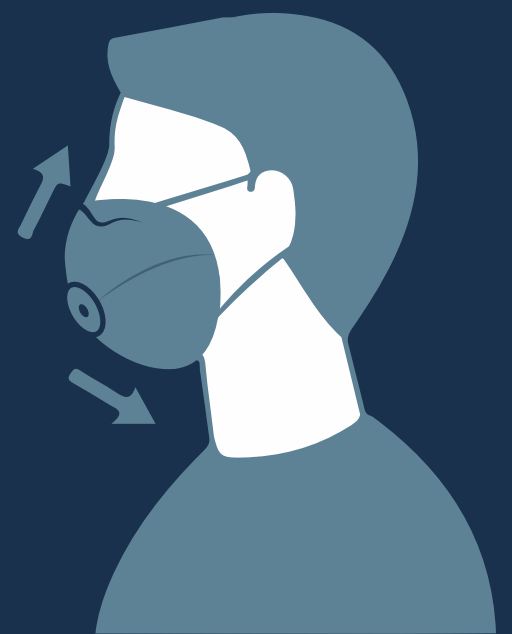
These are currently not available and are only being distributed to Health Care workers or other medical first responders as recommended by the CDC.

HOW TO WEAR

- 1) Each user should be fit tested with the respirator for a secure seal around the nose and mouth
- 2) Respirators cannot be worn effectively by individuals with facial hair because a secure fit is not possible
- 3) Should allow for breathing without restriction
- 4) Should not be worn by children younger than 2 years of age, anyone who has trouble breathing, or is unconscious, incapacitated, or otherwise unable to remove cover without assistance

PROPER CARE

- 1) N95 respirators are “single-use” disposable devices
- 2) If respirator is damaged or soiled, it should be replaced
- 3) If breathing through the mask becomes difficult, it should be replaced
- 4) Individuals should be careful not to touch their eyes, nose, and mouth when removing the mask and should wash their hands immediately after removing
- 5) Respirators should be disposed of properly in a waste container with a plastic bag



RESOURCES

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

<https://www.fda.gov/medical-devices/general-hospital-devices-and-supplies/personal-protective-equipment-infection-control>

<https://www.cnn.com/2020/04/04/health/how-to-make-your-own-mask-wellness-trnd/index.html>

<https://www.osha.gov/>





SEGURIDAD Y MASCARILLAS

El **3 de abril**, los CDC anunciaron su recomendación de usar cubiertas de tela para la cara en entornos públicos donde otras medidas de distanciamiento social son difíciles de mantener, especialmente en áreas de transmisión significativa en la comunidad.

Los CDC también recomiendan el uso de simples cubiertas de tela para reducir la propagación del virus COVID-19 y evitar que las personas que tengan el virus sin saberlo lo transmitan a otros. Las cubiertas de tela hechas de artículos para el hogar o hechos en casa con materiales comunes a bajo costo pueden usarse como una medida adicional de salud pública voluntaria.

Las cubiertas de tela recomendadas no son máscaras quirúrgicas ni respiradores N-95. Esos son suministros críticos que deben reservarse para los trabajadores de salud y otros servidores de primeros auxilios, según lo recomendado por las indicaciones más recientes de los CDC.

Es importante reconocer que la mejor manera de prevenir la transmisión aérea de este virus es combinando diferentes métodos, no depender únicamente del equipo de protección personal. El uso de estas opciones de mascarilla no deberá absolver a los individuos de mantener un distanciamiento social adecuado y mantenerse alejado del trabajo si experimentan síntomas de COVID-19.



MASCARILLAS DE TELA

Una mascarilla facial de tela es una cubierta diseñada como una barrera para reducir la propagación de las gotas de humedad de la boca o la nariz de un individuo a otro.

COMO USARSE

- 1) Debe quedar justa, pero de manera cómoda contra los costados de la cara
- 2) Debe asegurarse con un cordón o jaretas para colocar en las orejas
- 3) Debe incluir varias capas de tela
- 4) Debe permitir la respiración sin restricciones
- 5) Debe poder lavarse y secarse a máquina sin sufrir daños o cambiar de forma
- 6) Los individuos deben tener cuidado de no tocarse los ojos, la nariz y la boca al remover la cubierta de la cara y deben lavarse las manos inmediatamente después de quitársela
- 7) No debe ser usado por niños menores de 2 años, alguien que tenga problemas para respirar o está inconsciente, incapacitado, o no puede quitar la cubierta sin ayuda

CUIDADO APROPIADO

- 1) Deben lavarse rutinariamente dependiendo la frecuencia de uso. Alguien usando una mascarilla a lo largo del día debe lavarla cada noche
- 2) Si una mascarilla se humedece como resultado de transpiración durante el día, debe reemplazarse al menos una vez al día
- 3) Al quitarse la máscara, debe guardarla en una bolsa de plástico con cierre hermético (Ziploc) con el nombre del empleado-propietario y no debe colocarse sobre una mesa u otra superficie que pueda contaminar esa superficie
- 4) Una lavadora debe bastar para lavar adecuadamente una cubierta facial



MASCARILLAS QUIRÚRGICAS

Una mascarilla quirúrgica es un dispositivo desechable y holgado que crea una barrera física entre la boca y la nariz del usuario y los posibles contaminantes en el entorno inmediato.



COMO USARSE

- 1) Debe quedar justa pero cómodamente contra los costados de la cara
- 2) Debe asegurarse con lazos o ganchos para las orejas
- 3) Debe permitir la respiración sin restricciones
- 4) No debe ser usado por niños menores de 2 años, quien tenga problemas para respirar o está inconsciente, incapacitado, o no puede quitarse la cubierta sin ayuda

CUIDADO APROPIADO

- 1) Las máscaras quirúrgicas no deben usarse más de una vez
- 2) Si la máscara está dañada o sucia, debe reemplazarse
- 3) Si respirar a través de la máscara se vuelve difícil, debe reemplazarse
- 4) Las personas deben tener cuidado de no tocarse los ojos, la nariz y la boca al quitarse la máscara y deben lavarse las manos inmediatamente después de quitarse la máscara
- 5) Las máscaras deben desecharse adecuadamente en un contenedor de basura con una bolsa de plástico

RESPIRADORES N95

Un respirador N95 es un dispositivo de protección respiratoria diseñado para lograr un ajuste facial muy cercano y una filtración muy eficiente de partículas en el aire. Tenga en cuenta que los bordes del respirador están diseñados para formar un sello alrededor de la nariz y la boca.

La designación "N95" significa que cuando se somete a pruebas cuidadosas, el respirador bloquea al menos el 95 por ciento de las partículas de prueba muy pequeñas (0.3 micras). Si se ajusta adecuadamente, las capacidades de filtración de los respiradores N95 superan a las de las máscaras faciales.

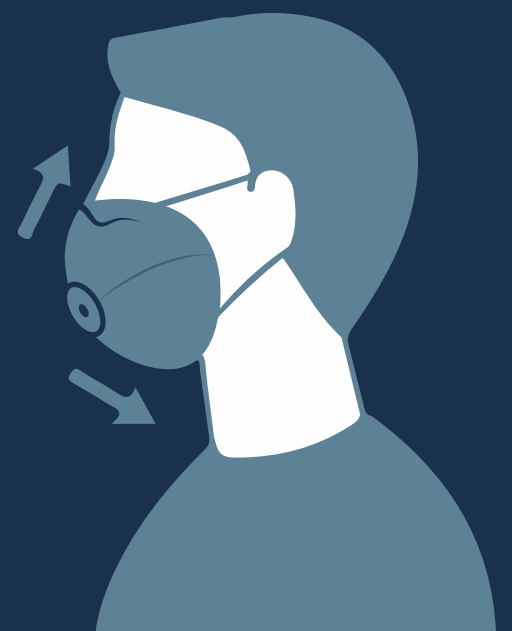
Actualmente no están disponibles y solo se están distribuyendo a los trabajadores de salud u otros servidores de primeros auxilios según lo recomendado por los CDC.

COMO USAR

- 1) Cada usuario debe hacer una prueba de ajuste con el respirador para un sellado seguro alrededor del ahora y la boca
- 2) Las personas con vello facial no pueden usar los respiradores de manera efectiva porque no es posible un ajuste seguro
- 3) Debe permitir la respiración sin restricciones
- 4) No debe ser usado por niños menores de 2 años, quien tiene problemas para respirar o está inconsciente, incapacitado, o no puede quitárselo sin ayuda

CUIDADO APROPIADO

- 1) Los respiradores N95 son dispositivos desechables de "un solo uso"
- 2) Si el respirador está dañado o sucio, debe reemplazarse
- 3) Si respirar a través de la mascarilla se vuelve difícil, debe reemplazarse
- 4) Las personas deben tener cuidado de no tocarse los ojos, la nariz y la boca al quitar la mascarilla y deben lavarse las manos inmediatamente después de quitársela
- 5) Los respiradores deben desecharse adecuadamente en un contenedor de basura con una bolsa de plástico



RECURSOS

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

<https://www.fda.gov/medical-devices/general-hospital-devices-and-supplies/personal-protective-equipment-infection-control>

<https://www.cnn.com/2020/04/04/health/how-to-make-your-own-mask-wellness-trnd/index.html>

<https://www.osha.gov/>

