



Sheet Metal Industry COVID-19 Guidelines for Essential Workers

If you have been classified as an essential worker, you will be given a letter from your employer stating as such and allowing you to travel to and from work. As an essential worker, please carry your employer letter and these guidelines when traveling to and from the jobsite, to ensure that your employer is following all requirements to keep members healthy and safe.

The following are steps every essential worker should be taking now:

- Don't go to work if you are feeling sick.
- Don't shake hands when greeting others.
- Avoid large gatherings or meetings.
- Stay six feet away from others on job sites and in gatherings, meetings, and training sessions.
- Wear a mask, handkerchief or scarf over your mouth and nose in public areas.
- Don't carpool with others to work. It is almost impossible to maintain 6 feet of social distance in personal vehicles.
- Cover your mouth and nose with tissues if you cough or sneeze or do so into your elbow.
- Avoid contact with sick people.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Clean your hands often by washing them with soap and water for at least 20 seconds or using an alcohol-based hand sanitizer that contains 60%–95% alcohol. Soap and water should be used if hands are visibly dirty.
- It is especially important to clean hands after going to the bathroom, before eating, and after coughing, sneezing, or blowing your nose.

Construction industry employers should:

- Create at least 6 feet of space between workers by staging/staggering crews to prevent droplet spread.
- Maintain 6-foot separation protocols for labor transportation services such as buses, vans, etc.
- Ensure that social distancing protocols are maintained during operation of mobile service equipment designed for two or more passengers including, but not limited to, man lifts, scissors lifts, etc.
- Restrict meetings, safety meetings/tailgate talks, and gatherings to no more than 10 people.
- Plan for office staff to have the ability to work from home.
- Provide soap and running water on all jobsites for frequent handwashing. If that is impossible, provide hand sanitizer that contains 60% - 95% alcohol.
- Provide access to potable and sanitary water.
- Clean and disinfect high-touch surfaces on job sites and in offices—such as hand rails, door knobs, and portable toilets—frequently, per CDC guidelines.
- Conduct daily surveys of changes to staff/labor health conditions. Many leaders in the construction industry have implemented entry surveys of labor health conditions that have included temperature scans and in-person Q & A.
- Ensure that any identified first responders in the labor force are provided and use the needed Personal Protective Equipment (PPE) for protection from communicable or infectious disease.
- If you work in healthcare facilities, train your workers in Infection Control Risk Assessment (ICRA). Online training is available on the ITI website training portal.
- Ensure proper record-keeping of workers who suspect work-related exposure and infection, sick leave, treatment, and vaccination if one becomes available.
- Work with local and state health departments to ensure appropriate local protocols and guidelines, such as updated/additional guidance for cleaning and disinfection, are followed, including for identification of new potential cases of COVID-19.



Construction industry employers should (continued):

- Educate staff and workers performing cleaning, laundry, and trash pick-up activities to recognize the symptoms of COVID-19 and provide instructions on what to do if they develop **symptoms** within 14 days after their last possible exposure to the virus. At a minimum, any staff should immediately notify their supervisor and the local health department if they develop symptoms of COVID-19. The health department will provide guidance on what actions need to be taken next.
- Develop policies for worker protection and provide training to all cleaning staff on site prior to providing cleaning tasks. Training should include when to use PPE, what PPE is necessary, how to properly don (put on), use, and doff (take off) PPE, and how to properly dispose of PPE.
- Ensure workers are trained on the hazards of the cleaning chemicals used in the workplace in accordance with OSHA's Hazard Communication standard ([29 CFR 1910.1200external icon](#)).
- Comply with OSHA's standards on Bloodborne Pathogens ([29 CFR 1910.1030external icon](#)), including proper disposal of regulated waste, and PPE ([29 CFR 1910.132external icon](#)).

Special guidance for older Americans and people with underlying health conditions:

- Older adults and those with underlying health conditions like heart disease, diabetes, and lung disease are more at risk of becoming very sick from COVID-19. CDC has additional recommendations for these individuals here: [HERE](#)

Additional links from our government and private partners:

From CPWR: [HERE](#)

From OSHA: [HERE](#)

From NIOSH: [HERE](#)

From CDC: [HERE](#)

From CDC for Employers about getting their businesses ready: [HERE](#)