

It is the goal of the [Company name] to provide a workplace free from known hazards. The Company is committed to providing Personal Protective Equipment (PPE) in the workplace to protect employees from exposure to workplace hazards and the risk of injury. PPE will be used in conjunction with other controls unless no other means of hazard control exist.

Personal protective equipment will be provided, used, and maintained when it has been determined that its use is required to ensure the safety and health of our employees and that such use will lessen the likelihood of occupational injury and/or illness.

PPE may consist of protective equipment for the eyes, face, head, and extremities, including protective clothing and protective shields and barriers. Due to nationwide shortages of such equipment, the company will continue to reassess engineering controls, work practices, and administrative controls.

To get the most benefits from your PPE

- Make sure your face covering covers your nose and mouth.
- Wash your hands before and after removing your PPE.
- Keep cloth face coverings clean by washing them daily, or more if contamination occurs.
- Don't let others wear your face covering.
- If using a disposable face covering, do not reuse it, and dispose of it in proper receptacles.
- Don't lay your face covering on any surface that may contaminate either the covering or the surface.
- Don't use any PPE that is damaged.

General Guidance for Everyone

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol. Always wash hands that are visibly soiled.
- Avoid touching your face, eyes, nose, or mouth throughout the day.
- Practice good respiratory etiquette, including covering coughs and sneezes.
- Avoid close contact with people who are sick.
- Stay home if sick.
- Recognize personal risk factors. According to US Centers for Disease Control and Prevention (CDC), certain people, including older adults and those with underlying conditions such as heart or lung disease or diabetes, are at higher risk for developing more serious complications from COVID-19.