

## Elevator Industry COVID-19 Response Planning Responsibilities Guide

Location Responsibilities	PPE Inventory
<ul style="list-style-type: none"> <li><input type="checkbox"/> Pre-plan for site work</li> <li><input type="checkbox"/> Provide copy of safety protocols before visit</li> <li><input type="checkbox"/> Document potential exposure area sanitization prior to contractor arrival</li> <li><input type="checkbox"/> Escort workers to job site</li> <li><input type="checkbox"/> Restrict site access and visitors</li> <li><input type="checkbox"/> Provide access to wash up facilities</li> <li><input type="checkbox"/> Sanitize the work area after work completion</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Masks/Face shield</li> <li><input type="checkbox"/> Gloves</li> <li><input type="checkbox"/> Eye protection</li> <li><input type="checkbox"/> Sanitizer and personal water bottles</li> <li><input type="checkbox"/> Higher risk areas (ex. healthcare)               <ul style="list-style-type: none"> <li><input type="checkbox"/> N95 respirators</li> <li><input type="checkbox"/> Tyvek suit</li> <li><input type="checkbox"/> Shoe protection</li> </ul> </li> </ul>
Contractor Onsite Actions	Contractor Post Job Completion Actions
<ul style="list-style-type: none"> <li><input type="checkbox"/> Understand client protocols and confirm work area sanitization</li> <li><input type="checkbox"/> Social distancing and avoidance of potentially contaminated surfaces</li> <li><input type="checkbox"/> Use assigned tools, don't share</li> <li><input type="checkbox"/> Sanitize the work site once complete</li> <li><input type="checkbox"/> Higher risk areas - Infection Control Risk Assessment Practices</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Wash hands (or sanitize)</li> <li><input type="checkbox"/> Safe disposal of single use PPE</li> <li><input type="checkbox"/> Sanitize tools</li> <li><input type="checkbox"/> Wash clothes and sanitize shoes</li> <li><input type="checkbox"/> Clean vehicle daily</li> </ul>
Management Responsibilities	Employee Responsibilities
<ul style="list-style-type: none"> <li><input type="checkbox"/> Develop and communicate COVID19 Safety Plan</li> <li><input type="checkbox"/> Assign a COVID-19 safety coordinator</li> <li><input type="checkbox"/> Train employees on plan; tele-meetings</li> <li><input type="checkbox"/> Validate job site safety requirements</li> <li><input type="checkbox"/> Conduct pre-job safety review</li> <li><input type="checkbox"/> Minimize shared transportation</li> <li><input type="checkbox"/> Employee symptom check</li> <li><input type="checkbox"/> Exposure/illness action plan for employees diagnosed or with infected person contact</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Understand the COVID-19 Safety Plan</li> <li><input type="checkbox"/> Awareness of COVID-19 symptoms; report illness or infected person contact</li> <li><input type="checkbox"/> Meet safety requirements of customer and employer</li> <li><input type="checkbox"/> Use prescribed PPE and sanitizer</li> <li><input type="checkbox"/> Maintain job site cleanliness, social distancing, and controls - report problems right away</li> <li><input type="checkbox"/> Complete any necessary job related sanitization</li> </ul>



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