



mears
A QUANTA SERVICES COMPANY

GUIDANCE ON VOLUNTARY FACE MASK USE

As you know, the country is currently taking measures to respond to the coronavirus and the disease it causes, COVID-19. We are also taking appropriate measures to help protect our employees, following guidance from the CDC and other governmental authorities. We have decided to provide different forms of face-covering masks to employees for voluntary personal use. These face masks are not respirators, but we have been informed by the manufacturer that they may provide some protection to employees from exposure to airborne droplets of the coronavirus. If you already have a face mask that you've voluntarily brought from home, the guidance in this document must still be followed.

It's important to note that most of the cloth face masks can be cleaned in a washing machine using laundry detergent, like regular clothing items, or handwashed using soap and water. If you take a reusable cloth mask home for cleaning, please do so carefully and keep it away from others until it has been properly cleaned. Be

mindful not to break the elastic bands on the masks. If they become worn or stretched out, a new mask must be used.

In addition, a list of do's and don'ts is provided below if you decide to use one of these face masks. As a reminder, if you

experience any symptoms of COVID-19 (such as fever, cough, or difficulty breathing) or any other symptoms of illness, please immediately contact your Supervisor or Human Resources.

DO:

- ▶ Use it to completely cover your nose and mouth.
- ▶ Read the directions on use of the mask. Any questions, ask your supervisor.
- ▶ Put it on properly and adjust it as necessary throughout the day.
- ▶ Wash or sanitize your hands before removing the mask and touching your face.
- ▶ Wash or sanitize your hands and face after removing the mask.
- ▶ Keep it clean.
- ▶ Keep it away from running machinery or equipment that could entangle the mask.
- ▶ Keep it on your person when you are not using it.
- ▶ Request a new one if it becomes damaged or in any way unsanitary.
- ▶ Take it home each day and clean it (see instructions above) IF using a multiple-use cloth face mask.

DON'T:

- ▶ Let it obstruct your vision.
- ▶ Wear it if it causes any difficulty in your ability to breathe.
- ▶ Wear it if it causes your safety glasses or reading glasses to fog up and impair your vision.
- ▶ Let it hang down around your neck.
- ▶ Lay it on a surface where it may contaminate the surface or lay it on a surface that may already be contaminated.
- ▶ Wear it if it may come in contact with running machinery or create a hazard while performing your work.
- ▶ Take it home each day, but instead, dispose of it at the workplace IF using a one-time-use face mask.
- ▶ Use it if it is damaged in any way.

For any questions or concerns, call the Mears Safety Team:

Jeff Jenerou
Pipeline Integrity
989-289-2277

Brad Over
Midstream
970-571-2115

Curtis Groves
Southwest
602-541-6258

Lamar Kelley
HDD
618-250-5193

Matt Kanes
Construction and
Installation
989-264-2941



Week 16B: Guidance on Voluntary Face Mask Use

Foreman Name:

Date:

Division:

Employee ID #	<u>Print Name</u> To Ensure Proper Credit	Signature
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Trainer ID # (if applicable):

Trainer Name (Print):

Trainer Signature:

Location of Training (City, ST):

Fill out form **completely** before forwarding a copy to the Safety Training Department, by emailing mears.safety@mears.net

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