



# Safety Brief



- Evacuation Plan (know which route/meeting place outside)
- Emergency Shelter (interior room with no windows)
- Cell phone (nearby and fully charged)

# Safety Moment – Screen Time



- **Too Much Screen Time Has Been Linked to Several Health Risks:**

- Obesity
- Anxiety
- Chronic Neck and Back Pain
- Eye Strain

- **Take Regular Breaks and Stretch**

- 30 min /30' /30 sec
- Stand up, stretch, and move around

- **Leverage Technology**

- Set calendar reminders or alerts on your phone to remind you to take breaks
- Utilize activity monitors or smart watches to track your activity and remind you to get up and move

- **Pay Attention to Your Posture**

- A natural, upright posture helps to support your head and reduces fatigue and aches

- **Don't Eat in Front of a Screen**

- Designate separate meal-times and stick to them



*According to a 2019 Nielsen study, adults spend over 11 hours per day interacting with media on their devices*

# A Series of Life Altering Events.....




- March 11<sup>th</sup>, 2020
  - World Health Organization (WHO) declares novel coronavirus a pandemic
  - Multiple school systems, throughout Illinois, close in response to coronavirus
  - Southern Company allows impacted employees to work from home
- March 12<sup>th</sup>, 2020
  - Many Southern Company Gas employees are directed to perform their work responsibilities remotely, until further notice
  - Employee gatherings/meetings are canceled throughout the Nicor Gas footprint
  - Restricted access to G.O. and regional reporting centers
  - Impact felt throughout the Nicor Gas Service Territory



# COVID-19 Response: Safety Focus



- PPE Assessment
- COVID-19 Job Aid Composition/Distribution
- Partnership with Training Dept. for instructional videos
- Sanitation Job Aid
- Work Safe Addendum with FO support
- Partnership with Legal & HR Protocols for handling of reported cases
- Case Management & Testing
- Accident / Incident investigation and review
- Predictive Solutions Observations
- Increased support of Operations

 Southern Company

### COVID-19 Sanitation Job Aid

**Purpose:**  
This job aid provides guidance on sanitation methods for housekeeping, tools, equipment, Personal Protective Equipment (PPE) and common touchpoints to help protect against the spread of Coronavirus (COVID-19).

**Scope:**  
This document will provide guidance on sanitation methods for housekeeping, tools, equipment, Personal Protective Equipment (PPE) and common touchpoints. Any questions regarding building sanitation should be referred to Facilities Operations and Maintenance.

**Personal Hygiene**

- Use "cough etiquette" – cover your mouth with your arm when coughing.
- Wash your hands frequently and thoroughly before and after entering homes/businesses. Wash with soap and water for at least 20 seconds. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Key times to clean hands include after coughing, sneezing or blowing your nose; after using the restroom; before eating or preparing food; or after contact with animals or pets.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Attempt to maintain a 6-foot distance from others to limit exposure to germs/viruses as a result of sneezing or coughing.

**Sanitation Methods – Tools/PPE/Vehicles**

Use sanitizing disinfectants provided by the company.

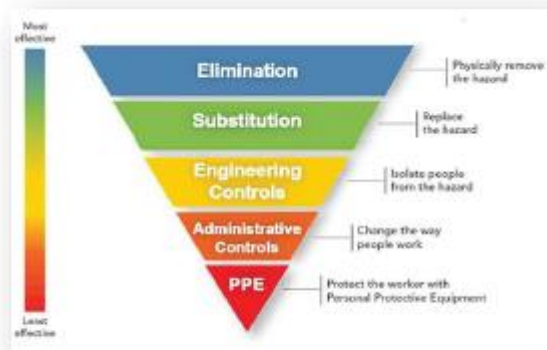
Sanitizing should be done periodically throughout the day to help reduce the risk and spread of the virus – and immediately if exposed to a suspected or known illness.

- Tools and PPE, such as wrenches, pliers, lock equipment, cell phones, hard hats and safety goggles/glasses, should be sanitized.
- In the cab of vehicles, sanitize door handles, seat belts, steering wheel, knobs and if computer/touchscreen. Entering the cab should be the last step in the sanitation process to ensure cleanliness. Note: Non-sanitized items, garbage and disposed PPE should be stored outside of the cab of the vehicle.

# COVID-19 Response: Safety Focus



- Communicate Critical Risk Management
- Risks don't go away due to COVID-19
- Know the risks and corresponding controls
- Knowledge of appropriate PPE
- Personal protective equipment
- Last line of defense



National Institute for Occupational Safety and Health (NIOSH) Hierarchy of Controls

# What Can You Do?



## Daily self-assessment

Do I feel well today?

Do I have a fever?

Have I been around someone who is sick?

Am I sick? **STAYHOME**

## Wash your hands thoroughly and often

Soap & Water for 20 seconds

Hand Sanitizer with min 60% alcohol

Cover your coughs& sneezes

## Protect yourself at all times

Practice Social Distancing (6ft or more)

Practice with your family at home

## Complete “On-the-Job Self Screening”

Have your reports complete screening when they arrive each morning

## Stay informed & connected

Southern Company Coronavirus Website

Field Safety Specialists

## Practice inclusive leadership

Effectively utilize virtual meeting applications

See “Managers Toolkit” for more information

## Protect your mental health

Take extra care to eat properly and exercise

Take frequent breaks to decompress

Use trusted media sources to stay informed

Avoid over exposure to social media and news outlets