The key thing you need to know
We must all do our part to prevent the spread of COVID-19. To that end, PG&E is asking employees to be diligent in practicing good etiquette in the workplace. This is an important part of the strategy for minimizing transmission of infectious disease.

Why it matters to you
Our most important responsibility is the safety and health of our employees—both on and off the job. We’re taking decisive steps to help protect the health and safety of our employees and customers to minimize exposure to COVID-19. This Five-Minute Meeting provides basic information on practicing safe behaviors that can minimize transmission of coronavirus and other transmissible diseases.

Key discussion points
Coronavirus Transmission: How can we control the spread?
- The coronavirus is believed to be transmitted primarily via droplets or aerosols emitted by an infected person. The virus can also be transmitted via surfaces with infectious material on them.
- An infected person may be asymptomatic and unaware that they are infectious. That is why keeping at least six feet between individuals, wearing a face covering over your nose and mouth, frequently washing your hands and disinfecting shared or frequently touched surfaces are important in limiting the spread of Covid-19.
- There are also some common-sense enhanced etiquette rules that can help minimize transmission.

Enhanced Etiquette: Actions to take during an infectious disease outbreak
- If you use a tissue to cover your cough or sneeze, dry tears or blow your nose, dispose of it immediately in a designated trash bin and wash your hands.
- Maintain extra distance near people who are actively smoking or vaping. Second-hand smoke itself is not infectious, but the forceful exhalation of breath and micro-droplets from an infected person is.
- If you smoke or vape, immediately dispose of the butts in a designated trash or butt container. After using a vaping device, don’t leave it out in the open; keep it in a container. Disinfect it regularly and do not share your device.
- If you use chewing tobacco or gum, eat sunflower seeds or otherwise need to spit, do so carefully! Make sure you are at least six feet away from others, remove your face covering, and use an impermeable container to catch and contain whatever you are spitting out. Practice polite spitting: keep your mouth as close to the opening of the container as possible to minimize the free-fall distance and don’t use excessive force. The idea is to minimize any airborne droplets and contain as much of the spit as possible. Dispose of the container in a
designated trash receptacle and wash your hands. Even if you work alone, do not spit in the vehicle or bucket you are in; use a container!

- When using a shared refrigerator or microwave, only touch the handles and controls as needed; do not touch the shelves, turn-table or other interior surfaces. Do not touch other people’s food or beverage containers. When you are finished using these appliances, wipe down the surfaces you touched with disinfectant wipes.

- When using a water dispenser to fill a cup or water bottle, do not let the container you are filling come in direct contact with the dispensing spigot. When you finish getting water, wipe down any controls you touched with a disinfectant wipe.

- When using an ice dispenser, use only the controls or the designated scoop. Never use your hands or your personal container to scoop out ice.

- After you wash your hands, dispose of used paper towels in the designated recycling or disposal bin.

- If you wear a non-medical face covering, respirator, gloves and/or safety glasses, treat them as if they are contaminated after removing them. Either dispose of them in a designated trash bin or contain them until they can be cleaned and disinfected. Do not leave items you have worn on your face where others may touch them or where they may contaminate a shared surface. Wash your hands as soon as possible after handling worn items.

- Dispose of all food scraps, wrappers, disposable utensils and disposable containers in a designated trash, compost or recycling bin. Reusable items should be washed immediately with soap and water or kept in a container until you can clean and disinfect them.

- Keep your work vehicle and workspace clean and minimize the number of personal items you keep there. This allows for safer maintenance and more effective cleaning.

- If you accidentally drop something important in the trash, think twice before retrieving it! If it can be disinfected, don disposable impermeable gloves and then retrieve the item. Clean and disinfect the item, dispose of the used gloves properly and wash your hands.

**Questions to ask for understanding**

**Q:** I work alone and am the only person assigned to my vehicle. Why can’t I spit in it?

**A:** Someone else may have to move, clean or do maintenance on your vehicle, and it is not reasonable to expect them to clean up after you or risk being exposed to potentially contaminated items.

**Q:** Doesn’t putting used PPE and disposable utensils, containers of spit, etcetera, in disposal bins present a hazard to the custodial crew?

**A:** Yes, but they are trained to wear face coverings and nitrile gloves, handle only the top exterior of the bin liners and wash their hands after removing their gloves and before taking breaks.

**Q:** I work with a few employees who refuse to follow the rules for safe behavior and good etiquette. What should I do?

**A:** Tell them that you are concerned about limiting transmission of coronavirus and ask that they respect and model the recommended practices and behaviors. If they refuse, leave the immediate area and contact your supervisor.
**Who do I contact with questions?**

**Contact the HR Help Line** at (415) 973-HELP (4357), Option 4 for COVID-19 questions related to policies, work rules, time coding and more.

**Contact Corporate Real Estate Strategy and Services** for facility requests, concerns or questions at [http://pgeweb.utility.pge.com/sharedservices/cre](http://pgeweb.utility.pge.com/sharedservices/cre)

**Contact the Material Problem Reporting** Line at (415) 973-3677 or use the online MPR Tool at [http://mpr/mpr/mpr.do;jsessionid=aa30f64505e61e56122c](http://mpr/mpr/mpr.do;jsessionid=aa30f64505e61e56122c) to report equipment defects, malfunctions or other problems.