

➤ **Disclaimer**

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General – The Reason We Work

**SOMEONE IS WAITING FOR YOU TO COME HOME
TONIGHT...**



***DON'T DISAPPOINT THEM.
THEY ARE COUNTING ON YOU!
WORK SAFE FOR THOSE YOU LOVE AND CARE ABOUT!***

Print Briefer Name/Date: _____

Print name of one attendee: _____ 2 _____

General – Dehydration Prevention

QUICK DEHYDRATION PREVENTION TIPS:

- ☐ Keep a water bottle handy
- ☐ Increase fluid/water or fresh produce consumption
- ☐ Drink more water when sick
- ☐ Respond quickly to thirst
- ☐ Reduce caffeine, sodas, and alcohol in your diet



Discussion Question

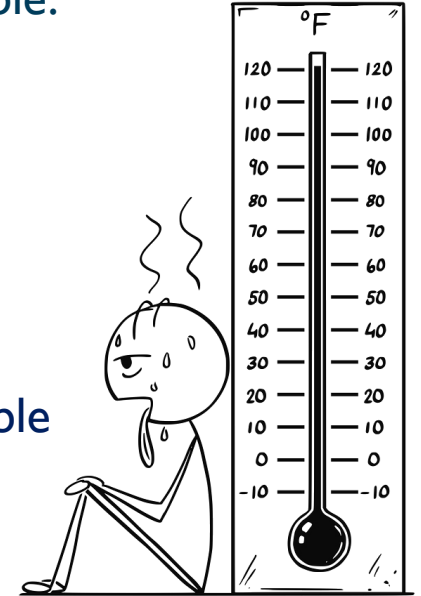
What is one way you can prevent becoming dehydrated?

General – Protect Yourself From The Heat

Avoid heavy exertion, extreme heat, direct continuous sun exposure, and high humidity when possible.

When these cannot be avoided, take the following preventative steps:

- ☐ Drink water frequently. Drink enough water that you never become thirsty.
- ☐ Take breaks in the shade or a cool area.
- ☐ Gradually build up to heavy work and take frequent breaks.
- ☐ Wear light-colored clothes, loose-fitting, breathable clothing such as cotton. Avoid non-breathable synthetic clothing.
- ☐ Monitor your physical condition and your coworkers for signs or symptoms of heat illness.
- ☐ Avoid alcohol, caffeinated or energy drinks which can cause dehydration and make it more dangerous for you to work in the heat.



Discussion Question

When possible, what are some ways to protect yourself from the heat?

Print Briefer Name/Date: _____

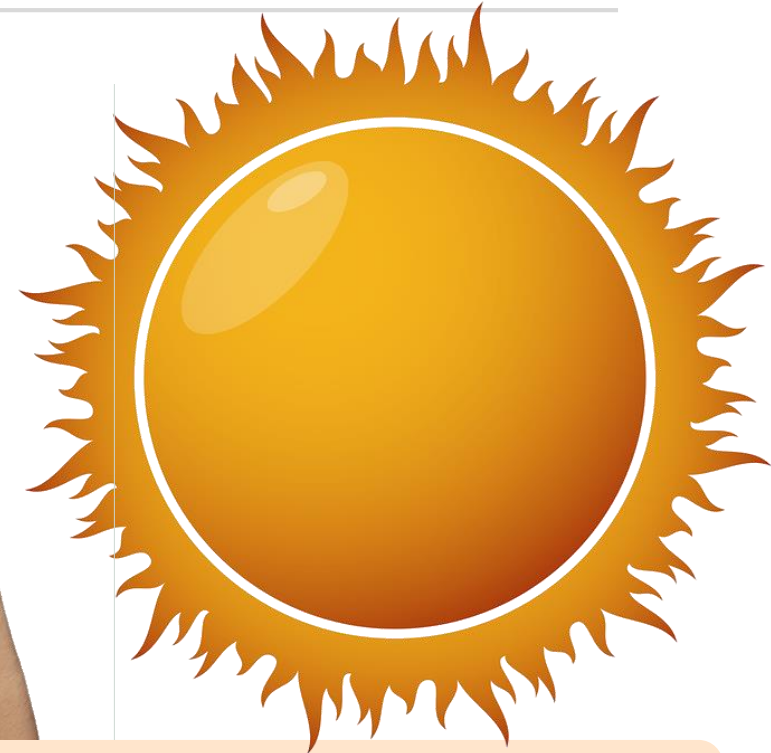
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General – Risk Factors For Heat Illness

Know, and be able to identify the risk factors that are associated with heat illness.

- ☐ High temperature and humidity, direct sun exposure, no wind
- ☐ Low liquid intake
- ☐ Heavy physical labor
- ☐ No recent exposure to high heat
- ☐ Recent illness
- ☐ Waterproof clothing

Be on the lookout!



Discussion Question

What are the risk factors associated with heat illness?

Print Briefer Name/Date: _____

Print name of one attendee: _____ 5



General – Staying Hydrated

- ❑ The “Urine and Hydration Color Chart” can indicate how hydrated you are.
- ❑ Using the 7-Scale chart to the right, a rating of 1-3 indicates that you are hydrated and that you should continue to consume fluids at the recommended amounts. A rating of 4-7 indicates that you are dehydrated and that you are at risk for cramping and/or heat illness. You should drink more water immediately!

Discussion Question

When do you reach the risk for cramping and heat illness?

Urine and Hydration Color Chart

1	 YOU ARE HYDRATED (1-3) <small>Continue to consume fluids at the recommended amounts.</small>
2	
3	
4	 YOU ARE DEHYDRATED (4-7) <small>You are at risk for cramping and/or heat illness. Drink more water immediately!</small>
5	
6	
7	

Print Briefer Name/Date: _____

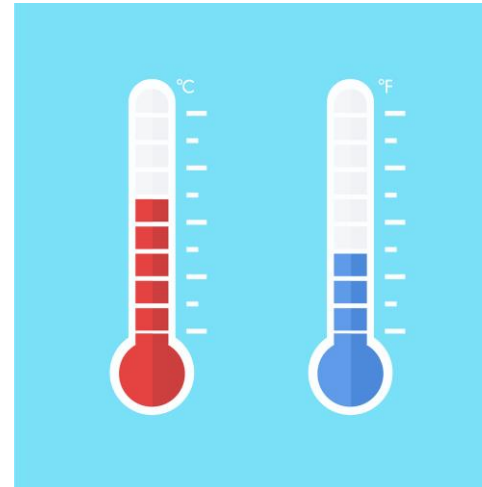
Print name of one attendee: _____ 6 _____

General – Preventing Heat Stress

- ☐ Seek shade.
- ☐ Use cooling fans/air conditioning.
- ☐ Rest regularly.
- ☐ Stay hydrated.
- ☐ Wear lightweight, light colored, loose-fitting clothes.
- ☐ Avoid alcohol, caffeinated drinks, and heavy meals.

Discussion Question

What are some ways to prevent heat stress?



Print Briefer Name/Date: _____

Print name of one attendee: _____ 7

General – Responding to Heat Illness

- ☐ Notify the supervisor to contact the VPA Police at 757-440-7070 and follow instructions while waiting for help to arrive.
- ☐ Move the worker to a cool, shaded area.
- ☐ Loosen or remove heavy clothing.
- ☐ Provide drinking water.
- ☐ Cool the person: fan them, put ice packs in the groin and underarm areas, or soak their clothing with cool water.

Discussion Question

Where should a worker be moved to if heat illness is suspected?



Print Briefer Name/Date: _____

Print name of one attendee: _____ 8

General – Dehydration

- ❑ Dehydration is a condition that occurs when the loss of body fluids, mostly water, exceeds the amount that is taken in.
- ❑ Severe dehydration can lead to degradation of cognitive performance, kidney problems, physical performance deterioration, and even death.
- ❑ The first line of treatment for dehydration is to increase oral intake of fluid. Simply drinking water with the first sign of thirst is appropriate.

Discussion Question
When can dehydration occur?



Print Briefer Name/Date: _____

Print name of one attendee: _____ 9

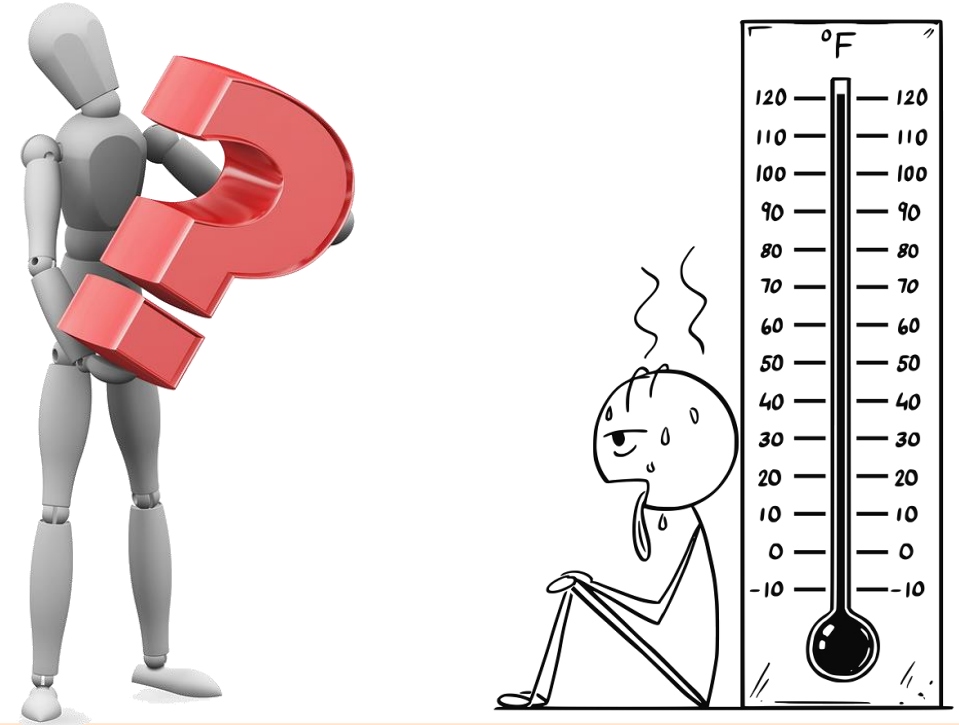
General – Symptoms of Heat Exhaustion and Heat Stroke

Symptoms of Heat Exhaustion:

- ☐ Headaches, dizziness, sweaty skin
- ☐ Weakness, cramps, fast heartbeat
- ☐ Nausea or vomiting

Symptoms for Heat Stroke:

- ☐ Red, hot, and dry skin
- ☐ High body temperature
- ☐ Mental confusion



Discussion Question

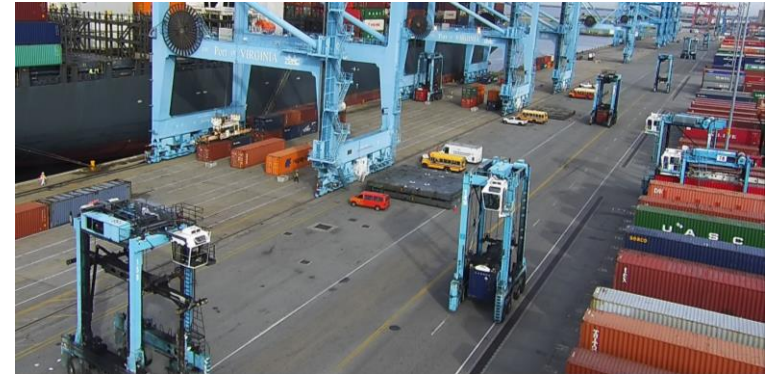
Which illness is associated with a headache, dizziness, and sweaty skin?

Print Briefer Name/Date: _____

Print name of one attendee: _____ 10

General – Priority # 1 is Visual Clearing

- ❑ Incorrectly prioritizing tasks is a classic reason for mishaps. Be sure to accomplish priority # 1, **visual clearing to prevent impact**, before any other priority.
- ❑ Know your work area and continuously scan your surroundings; people and objects in the work area will change.
- ❑ A common cause of injuries is people walking into areas and others not knowing it.



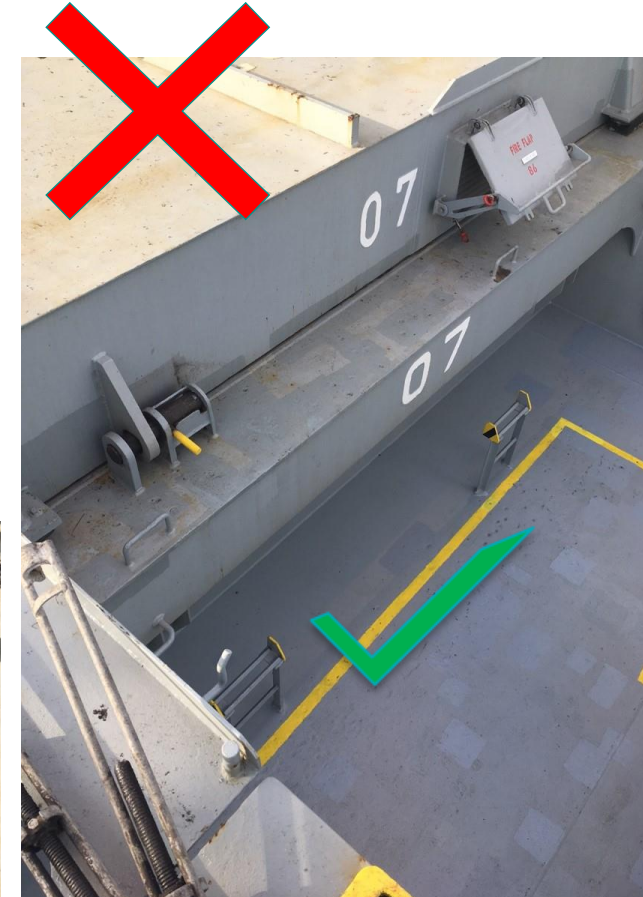
Discussion Question
What is a common cause of injuries?

Print Briefer Name/Date: _____

Print name of one attendee: _____

General – Proper Climbing Techniques

- ❑ When within three feet of the edge, while working above four feet anywhere on the TERMINAL, requires fall protection. When within three feet of the edge, while working above eight feet on the VESSEL, requires fall protection.
- ❑ Always maintain a 3-point (two hands and a foot, or two feet and a hand) contact on the ladder when climbing. Keep your body near the middle of the step and always face the ladder while climbing.
- ❑ When hatch covers need to be unlocked, instruct ship's crew to unlock. If the ship's crew is unavailable, the Foreman or Deckman can accomplish this task.
- ❑ To unlock a hatch cover, individual must not stand on the hatch cover. Individual must stand on the deck of the vessel and use the ladder to work the locking pin from below.



Discussion Question

Where must someone stand to unlock a hatch cover locking pin?

Print Briefer Name/Date: _____

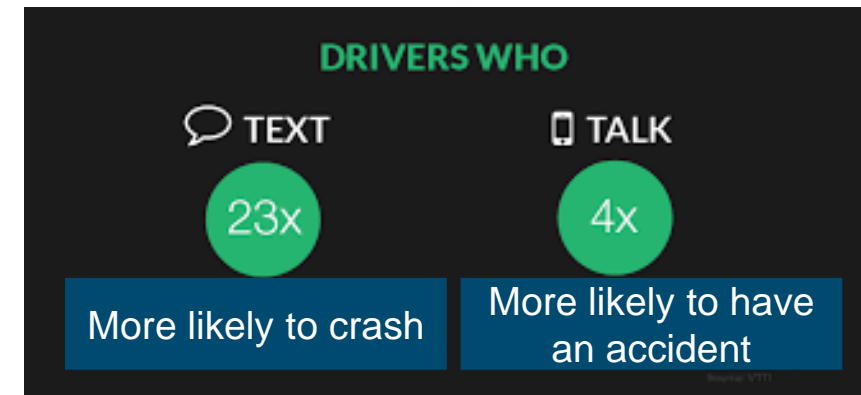
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General – Phone and Electronics Policy

- ☐ No use of cell phones or personal electronic devices, to include wearing a headset/Bluetooth/ear buds while OPERATING a MOVING vehicle/equipment OR while on foot within 50 feet of cargo operations.
- ☐ This is a TSEP citable offense.

Discussion Question

When are you **NOT** allowed to use a cell phone or personal electronics device?



Print Briefer Name/Date: _____

Print name of one attendee: _____ 13

General – Heat Awareness

It is truly a matter of life and death that workers take proactive steps to stay safe in extreme heat. High humidity prevents the evaporation of sweat that promotes body cooling.

The following contribute to heat stress:

- ☐ AGE
- ☐ OBESITY
- ☐ ALCOHOL CONSUMPTION
- ☐ HEART DISEASE
- ☐ SUNBURN



SYMPTOMS OF HEAT ILLNESS:

- **Muscle Cramps**
- **Headaches**
- **Fever**
- **Disorientation**

Discussion Question

What are the four symptoms of heat illness?

Print Briefer Name/Date: _____

Print name of one attendee: _____

General - Distracted Driving

Operating equipment while being distracted by the use of personal electronic devices (such as cell phones, music playing electronics, Bluetooth connected media, etc.) is dangerous.

- ☐ We know the temptations and conveniences presented by the casual use of personal electronic devices, but we also stubbornly understand that preserving the life and limb of all persons working within our industry is a motivator that is far more important.
- ☐ For the benefit of fellow workers, our families, and the industry that sustains us... please be sure to use personal electronic devices **only** at approved locations and times; not while in active operation of any powered equipment.



**DRIVING
DISTRACTED**



Discussion Question

Who does it benefit to not use personal electronic devices when driving?

Print Briefer Name/Date: _____

Print name of one attendee: _____

General – Determining Root Cause

Here are some tips on finding an incident's true cause. The steps in an incident analysis will include:

- ☐ Evaluating the terminal video.
- ☐ Interviewing those involved in the incident.
- ☐ Interviewing any available witnesses.
- ☐ Analyzing the information and developing conclusions from the information.
- ☐ Recommending and taking corrective actions designed to prevent recurrences.



Discussion Question

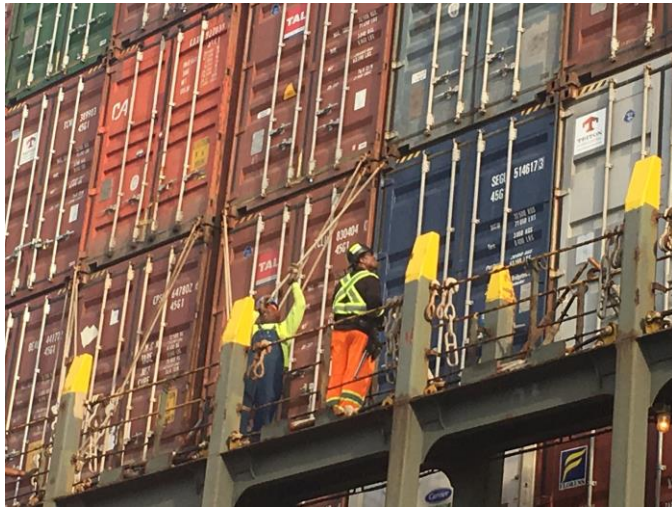
What can you do to help find an incident's true cause?

Print Briefer Name/Date: _____

Print name of one attendee: _____ 16

General - 3 Rules To Live By

- ☐ Be predictable.
- ☐ Never turn your back on the work.
- ☐ Do not rush.



Discussion Question

How can these three rules keep you safe?



Print Briefer Name/Date: _____

Print name of one attendee: _____

Holiday ELECTRICAL SAFETY TIPS

NOVEMBER 2017

- Worn, faulty, or overloaded outlets are the most common causes for electrical fires.
- Inspecting all the outlets regularly for damage or deterioration, updating them, and using them safely will minimize your risks of a fire or other accidents.
- Place wires where they can not become a tripping hazard.
- Make sure electrical items such as lights and decorations are designated for outdoor use.
- Be sure to test your smoke and Carbon Monoxide Alarms.
- Ensure High Amperage Items (Microwaves, Refrigerator, etc.) are plugged directly in to outlets
- Extension cords must be plugged directly into the mounted electrical receptacles; NEVER chain them together. Make sure the extension cord or temporary power strip you use is rated for products to be plugged in, and is marked for either indoor or outdoor use.



“Safety Matters...Because Lives Matter”

Print Briefer Name/Date: _____

Print name of one attendee: _____

General – Hydroplaning

- ❑ Hydroplaning occurs when a tire encounters more water than it can scatter. The result is loss of steering, braking, and power control.
- ❑ Hydroplaning can occur on any wet road surface, however, the first 10 minutes of a light rain can be the most dangerous.
- ❑ Get into the habit of taking curves and corners slowly and braking gradually. Slow down, give yourself extra stopping distance, avoid standing water, and steer with a skid to get it under control.



Discussion Question
How can you avoid hydroplaning?

Print Briefer Name/Date: _____

Print name of one attendee: _____

General – Unattended Equipment

- ❑ When any power industrial truck, such as a forklift or Reach-Stacker, is left unattended (defined by greater than 25 feet away), load-engaging means must be fully lowered, controls neutralized, brakes set, and power turned off.



Discussion Question

At what distance is equipment considered unattended?

Print Briefer Name/Date: _____

Print name of one attendee: _____ 20__

General – Warehouse Awareness

- ❑ Stop and sound the horn at the entry and exit of warehouses or maintenance facilities where visibility may be obstructed.

Discussion Question

If visibility is obstructed, what do you do upon entering or exiting a facility?

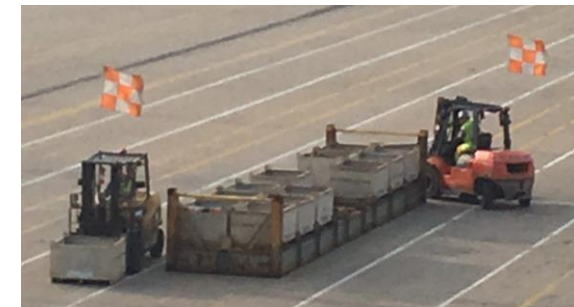
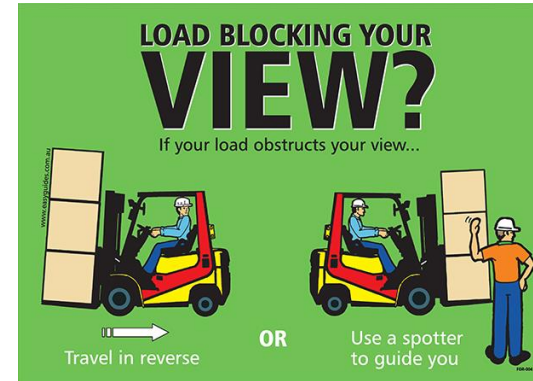


Print Briefer Name/Date: _____

Print name of one attendee: _____ 21

General – Visibility in Equipment

- ❑ Driving vehicles or equipment requires unobstructed visibility.
- ❑ If the forward view is obstructed, travel in reverse or use a spotter.
- ❑ Forklifts may carry only one pin-bin at a time.



Discussion Question
When driving equipment, what is required?

Print Briefer Name/Date: _____

Print name of one attendee: _____ 22

General – Valid Certifications

- ❑ Cargo handling equipment may only be operated on Port of Virginia property by employees who hold a valid HRSA or company certification.

Discussion Question

Where must a valid certification come from in order to operate cargo handling equipment?

Hampton Roads Shipping Association Certification/Re-certification Document

Operator Name: _____ Port #/Employee Number: _____

Name of Instructor: _____

Initial Certification/Three-year Recertification [Update the 3-year recertification due date]

Post-Accident/Operational Standards Non-conformance Recertification [Do not update 3-year recertification due date]

The above named individual is certified in the following equipment, pursuant to 29 CFR 1910.1780, as modified by the maritime industry settlement agreement executed July 14, 2000.

- VIT Ship-to-Shore Container Gantry Crane (SNOP)
- VIT Crane (CMOP)
- VIT Straddle Carrier for Vessel Operations (VCDP)
- VIT Straddle Carrier for Transfer Zone Operations (TZOP)
- VIT Shuttle Truck at VIG (STOP)
- Ship Gang Certification (SGC)
- Lasher (SSLA)
- Linerhandler (SSHL)
- VIT Locomotive (LOOP)
- VIT Trackmobile (THOP)
- VIT Landbridge (LBOR)
- VIT Reach-Stacker (RSOP)
- VIT Top-Loader (SLOP)
- VIT Side-Loader (SLOP)
- VIT Rubber Tire Gantry Remote Operator Station (ROS)
- VIT Rail Mounted Gantry Remote Operator Station (ROS)
- Yard Tractor/Hustler (HD)
- VIT Transliker (TRAN)
- Small Forklift (FLIS)
- VIT Large Forklift (FLDR)
- Vessel Paper Roll Forklift / Warehouse Paper Roll Forklift
- VIT Vehicle Maintenance at VIG: Includes VIT Reach-Stacker/Top-Loader/Side-Loader, VIT Forklift, Transliker, Small Forklift, Hustler (MXVM)
- VIT Crane Maintenance at VIG: Includes Ship-to-Shore Gantry Crane, Shuttle Truck at VIG, Forklift, Transliker, Small Forklift, Hustler (MXCH)
- Mounted Gantry pendant operation, Rubber Tire Gantry, Transliker, Small Forklift, Hustler (MXCH)

Name of Certifier: _____ Signature: _____ Date: _____

78

Port of Virginia Certification/Re-certification Document

Name of Operator: _____ Operator E-mail: _____

Name of Instructor: _____ Port ID#/Employee #: _____ Cell Phone: _____

Initial Certification/Three-year Recertification [Update the 3-year recertification due date]

Post-Accident/Operational Standards Non-conformance Recertification [Do not update 3-year recertification due date]

Instructor Initials indicate full review of each respective section in the POV Operational Standards.

- Ship-to-Shore Crane (SNOP) Instructor Initials: _____
- VIT Crane (CMOP) Instructor Initials: _____
- VIT Straddle Carrier (Vessel/VCDP) Instructor Initials: _____
- VIT Straddle Carrier (Transfer Zone/TZOP) Instructor Initials: _____
- VIT Shuttle Truck (STOP) Instructor Initials: _____
- Ship Gang Certification (SGC) Instructor Initials: _____
- Lasher (SSLA) Instructor Initials: _____
- Linerhandler (SSHL) Instructor Initials: _____
- VIT Locomotive (LOOP) Instructor Initials: _____
- VIT Trackmobile (THOP) Instructor Initials: _____
- VIT Landbridge (LBOR) Instructor Initials: _____
- VIT Reach-Stacker (RSOP) Instructor Initials: _____
- VIT Top-Loader (SLOP) Instructor Initials: _____
- VIT Side-Loader (SLOP) Instructor Initials: _____
- VIT Rubber Tire Gantry/Transliker (TTOP) Instructor Initials: _____
- Remote Operator Station (ROS) Instructor Initials: _____
- VIT Hustler (HD) Instructor Initials: _____
- Small Forklift (FLIS) Instructor Initials: _____
- Large Forklift (FLDR) Instructor Initials: _____
- Vehicle Maintenance: STS/ST/RMS/RTG/TL/FT/UTR/FL (MXCM) Instructor Initials: _____
- Vehicle Maintenance: RS/TL/SL/TL/FT/UTR/FL (MXVM) Instructor Initials: _____

By signing this document, employee acknowledges a two year commitment to serve as an operator in the equipment for which initial training was provided. This commitment is to the employer that sponsored the initial training. This does not include 3-year recertification training, post-incident re-training, or POV Operational Standards non-conformance re-training.

Signature of Operator: _____ Date: _____

For initial training, I verify that the operator was instructed in all elements of the formal training syllabus. For recertification training, I verify that the operator was instructed in all relevant sections of the POV Operational Standards.

Signature of Instructor: _____ Date: _____

The above operator is certified in the following equipment, pursuant to the 29 CFR 1910.1780, as modified by the maritime industry settlement agreement of July 14, 2000. Signing indicates certifier has reviewed operator's accident history.

Signature of Certifier: _____ Date: _____



Print Briefer Name/Date: _____

Print name of one attendee: _____ 23

General - Vehicle Safety

Prior to operating a vehicle, be sure to:

- ☐ Complete a thorough inspection of the seatbelt, horn, wipers, flashers, tires, brakes, mirrors, steering system, and signal light panel.
- ☐ Visually clear any and all obstacles.
- ☐ Always wear a seatbelt when operating a vehicle.
- ☐ Distracted operations is disrespectful to fellow employees and will not be tolerated.



Discussion Question

What must be completed prior to any vehicle operation?



Print Briefer Name/Date: _____

Print name of one attendee: _____

General – Traffic Policies

- ❑ Vehicles and equipment must follow established traffic patterns and signage.
- ❑ Speed Limit is 20 mph, unless posted otherwise.
*Please note the 5 mph speed limit in the NIT Equipment Parking Lot in front of the Timekeeper, 5 mph moving at SC/ST racks/lots, and the 10 mph restriction at the PPCY and RSA.
- ❑ No passing a MOVING vehicle or equipment, unless road markings permit passing.
- ❑ Vehicles, equipment, cargo, GENSETS, and chassis must be parked in a marked location OR in a location that does NOT create a HAZARD to persons, property, or vehicles. Handicapped parking violations and parking on the grass are included in this category.



Discussion Question

Are you aware of the one-way traffic in front of the NIT Timekeepers window?

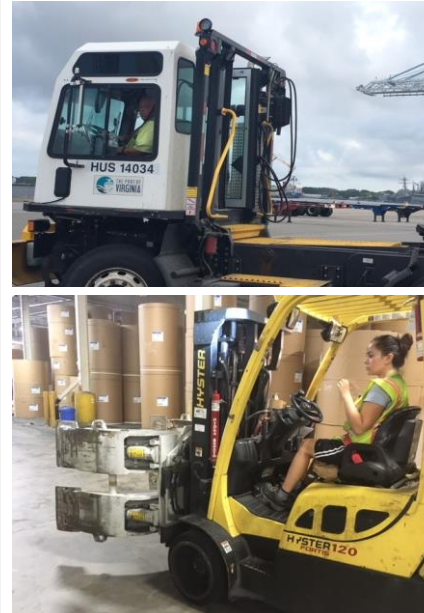
Print Briefer Name/Date: _____

Print name of one attendee: _____ 25

General - Seatbelt Use

Buckling up in all motor vehicles, including heavy equipment, is not only Port of Virginia official policy and the law, but it's the best policy reducing the severity of a mishap.

- ❑ Seatbelt use is mandatory in all MOVING vehicles and equipment, to include the shoulder harness, if equipped.
- ❑ Perform pre-shift inspections before equipment is placed into service, and be sure to check the operation of the seatbelt. If the seatbelt is missing or inoperative, report the defect to be fixed immediately.



Discussion Question

When must a seatbelt be worn on terminal?

Print Briefer Name/Date: _____

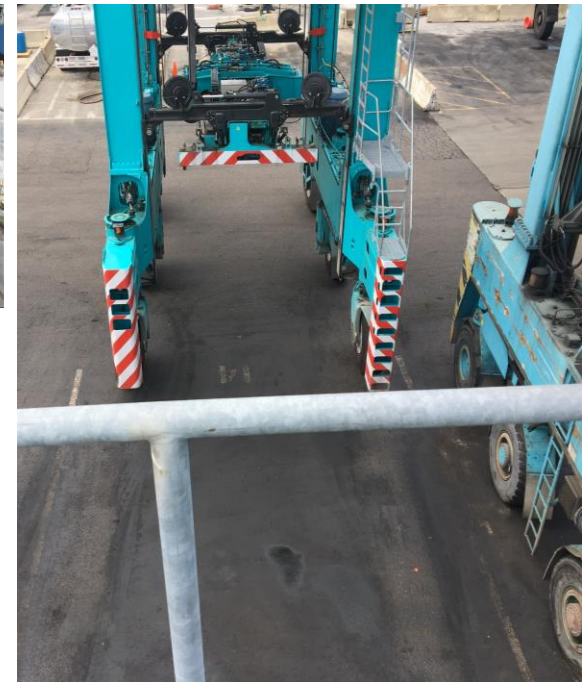
Print name of one attendee: _____ 26

General – Straddle Carrier/Shuttle Truck Parking

- ❑ When pulling into the parking rack lot, the spreader bar must be in the 20' position. Remain next to the jersey wall at **5 MPH maximum** until it is time to turn into the parking spot.
- ❑ The maximum speed limit pulling into and out of the parking area is **5 MPH maximum**.
- ❑ When parked, prior to shutting down, turn the steering wheel slightly to the right so that the Straddle Carrier or Shuttle Truck will automatically turn slightly away from the rack so that the next person does not hit the rack when pulling away.

Discussion Question

What is the **MAXIMUM** speed permitted when parking a straddle carrier or shuttle truck?



Print Briefer Name/Date: _____

Print name of one attendee: _____

General – We All Have A Role To Play

- ❑ **Nothing is more important than our employees working in a safe manner so they arrive home to their loved ones.**
- ❑ On June 19, an employee in another US Port died after falling 35 feet from a ladder to the deck below.
- ❑ There have been 8 serious falls and 28 electrical shocks across our industry in the USA in the past year.
- ❑ All leaders in the Port of Virginia are responsible to ensure that employee safety takes precedence over productivity.
- ❑ Employees are encouraged to report hazards and offer solutions through the Business Agent, a Superintendent or AOM, or the Health and Safety Department at healthandsafety@vit.org.



Discussion Question

What can you do to protect yourself and your colleague from an identified hazard?

Print Briefer Name/Date: _____

Print name of one attendee: _____

General – Space Heater Safety

Using the below practices can reduce the risks associated with using a space heater.

- ☐ Space heaters may not be left unattended while in use. They must be turned off and unplugged at the end of the work day or whenever the employee leaves the room.
- ☐ Place space heaters on solid, flat surface with at least 3 feet of clearance in any direction. This includes using space heaters under desks.
- ☐ Plug power cords directly into outlets and never into an extension cord or power strip.



Discussion Question

What precautions can you take to avoid a space heater fire?

Print Briefer Name/Date: _____

Print name of one attendee: _____

General - Slips, Trips, and Falls

Recognize the hazards and familiarize yourself with your equipment and your work area.

- ❑ It is reported that falls account for over 8 million hospital emergency room visits, representing the leading cause of injury (21.3%).
- ❑ Slip, trip, and fall injuries are often the types of injuries that could have easily been avoided by identifying hazards and wearing PPE.



Discussion Question

What are some ways to prevent slips, trips, and falls?

Print Briefer Name/Date: _____

Print name of one attendee: _____ 30

General – Safe Driving

Everyone must follow the safety rules when driving any vehicle on terminal.

- ☐ Vehicles must follow established traffic patterns and signage.
- ☐ Driving or walking behind vehicles/equipment that are moving in reverse, within 50 feet, is prohibited.
- ☐ Speed Limit is 20 mph, unless posted otherwise.
- ☐ No use of cell phones or personal electronic devices in a MOVING vehicle/equipment, OR while on foot within 50 feet of cargo operations.
- ☐ Seatbelt use is mandatory in a MOVING vehicle or equipment, to include the shoulder harness, if equipped.



Discussion Question

Did you know these are all TSEP rules that can be enforced with a citation?

Print Briefer Name/Date: _____

Print name of one attendee: _____

General – Fatigue Factors

Fatigue, whether caused by long work hours, a strenuous work load, or off-work activities can impact all aspects of employee performance.

Most importantly, fatigue can be a significant cause for an increase in the number of mishaps.



SITUATIONS THAT CONTRIBUTE TO INCREASED FATIGUE

- ☐ Working irregular overtime hours or more than an 8-hour shift or more than a 5-shift work week
- ☐ Working swing shifts or graveyard shifts
- ☐ Frequently changing the shifts worked
- ☐ Lack of adequate sleep in between work shifts
- ☐ Excessive alcohol consumption
- ☐ Poor physical condition or poor diet

Discussion Question

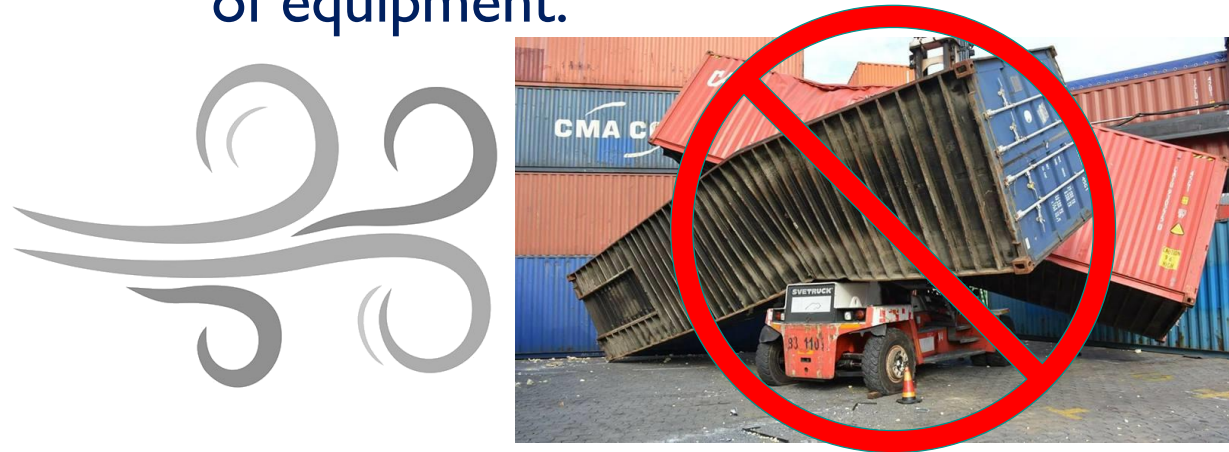
What can you do to reduce the symptoms of fatigue?

Print Briefer Name/Date: _____

Print name of one attendee: _____ 32

General – Wind Speed Parameters

Please be mindful of the maximum wind speed parameters for each piece of equipment.



Discussion Question

What is the wind speed restriction for the specific piece of equipment that you operate?

- ☐ Cease **JLG** Operations at > 25 mph.
- ☐ Cease **Kalmar Side Loader** Stacking Over 2-High > 25 mph.
- ☐ Cease **Top Loader** Stacking Over 2-High > 30 mph.
- ☐ Cease **Reach Stacker** Stacking Over 2-High > 30 mph.
- ☐ Cease **Hyster Side Loader** Stacking 5-High > 45 mph.
- ☐ Cease **Rubber Tire Gantry** Operations > 45 mph.

Print Briefer Name/Date: _____

Print name of one attendee: _____ 33

General – Incident Reporting

- ❑ Employees who are involved in or witness an accident, may not leave the scene.
- ❑ Immediately report all incidents and spills to the supervisor.
- ❑ Employees have the right to report work-related injuries and illnesses free from retaliation by their employer.
- ❑ Employees must immediately report any Near Miss directly to safetyandrisk@vit.org or call 757-440-6800.



Discussion Question
When must incidents be reported?

Print Briefer Name/Date: _____

Print name of one attendee: _____

General – Keeping the Workplace Safe

Practice good hygiene



- ☐ Stop handshaking – use other noncontact methods of greeting.
- ☐ Clean hands and remind others to regularly wash hands.
- ☐ Disinfect your work surfaces.

Avoid crowding



- ☐ Consider limiting attendance at large gatherings.
- ☐ Practice “social distancing” by remaining about 6 feet away when possible.
- ☐ Avoid close contact with people who are sick or you are at high risk of getting sick.

Discussion Question

When was the last time you washed your hands?

Print Briefer Name/Date: _____

Print name of one attendee: _____