COVID-19

<table>
<thead>
<tr>
<th>Measure</th>
<th>Low</th>
<th>Medium</th>
<th>High</th>
</tr>
</thead>
<tbody>
<tr>
<td>Threat Level</td>
<td>No Cases</td>
<td>&gt; Threat Level Than Low</td>
<td>&gt; Threat Level Than Medium</td>
</tr>
<tr>
<td></td>
<td>Threat Imminent</td>
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</tbody>
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**Possible Measures to Consider or Put in Place for Prevention of Infection:**

- Signage and daily communication of prevention best practices as described by the CDC website or other relevant source (English and Spanish)
- Add hand sanitizer at all entrances and interaction areas throughout facilities including: conference rooms, open office areas, breakrooms, restrooms, concession areas
- Close on-site fitness center
- Cancel large group meetings
- Cancel job fairs
- Discontinue unnecessary party entry into facility
- Limit entry of non-essential visitors
- Add cleaning wipes to all in-house cleaning opportunities
- Increase clean crew size to facilitate increased focus areas and cleaning frequency
- Increase cleaning cycle frequency
- On-site cleaning team supporting immediate area cleaning
- Steps to avoid unnecessary door opening
- Requiring hand sanitizing at entry to building
- Requiring hand sanitizing at entry to break room
- Breakroom cleaning after each break
- Installing non-hand touch opener on bathroom doors
- Periodic cleaning/sanitizing equal to the cleaning that would occur if an actual infectious event were to have occurred

**Additional Exemplary Opportunities for Consideration:**

*Exemplary areas to consider requiring cleaning; may also want to consider frequency; areas and frequencies may vary by location, use, and various other factors*
**Areas Cleaned by Contracted Professional Cleaning Service (\(X\) = Frequency Hours) | Areas / Devices Cleaned by Employees (e.g., @ Shift Start Frequency)
---|---
Turn Styles (6) | Desks
Room Thermostats (6) | Push Carts
Water Fountains (6) | Security Guard Posts
Vending Machines (6) | Handheld Scanners
Time Clocks (8) | Powered Industrial Trucks
Restrooms (4) | Clerk Desk Counters
Breakrooms - all surfaces (after each break) | Golf Carts
Light Switches (8) | Clerk Computers
Entire Office Surfaces (nightly) | Powered Industrial Truck Charging Plugs
Etc. | Pick to Light
Etc. | Wrapper Controls
Etc. | Tape Dispensers
Etc. | Air Pillow Machines
Etc. | Handrail to Mezzanine
Etc. | Etc.

**Loss of Workforce Risk Mitigation Potential Considerations:**

- Transitioned meetings to remote means (e.g., phone, video conference, etc.) wherever possible
- Create depth chart with remote work capability
- Cellular work groups
- Review latest information and recommendations for limiting spread of disease
- Break realignment to segment groups and increase social distancing
- Determine remote work group and implement
- Social Distancing group implementation
- Daily Health Screening
- Compile critical vendor list

**On-site Medical Clinic Opportunities to Potentially Consider:**

- Increased Staffing to support the following:
  - Critical Hours
  - Test Kits to support widespread testing
    - Influenza A
    - Influenza B
    - Strep
  - On-site personnel flow through the clinic for flu like symptoms for triage diagnosis
  - On-site personnel flow through the clinic for evaluation prior to return to duty
• Testing Availability for CODIV-19
• Frequently review new information and advice from all governmental agencies, CDC, and WHO.

Threat Level Medium

• Individual first gaining knowledge of a confirmed COVID-19 employee contacts HR.
• Consider having a communication plan compliant with all applicable laws and regulations.
• Consider having plan in place to clear building and deactivate access.
• Consider having a predetermined cleaning response plan.
• Consider review of close contact information, if available, e.g., video cameras, for anyone that may have had immediate close contact with ill employee.
• Notifying and sending close contact exposed employees through the clinic for evaluation

Threat Level High

• Individual first gaining knowledge of a confirmed COVID-19 employee contacts HR.
• Activate appropriate level of the Communication Plan
• Clear building
• Notify Cleaning company for possible immediate response
• Building shutdown, post signage
• Deactivate building access
• Review close contact information, if available, e.g., video, for close contact exposure
• Consider conditions and timing to reopen
• Adjust further prevention activities
• Notify and send close contact exposed employees through the clinic for evaluation
• Activate appropriate level of the Communication Plan

Scenario Communication Plan

The situation we are all facing related to COVID-19 remains fluid and changes daily. You may want to consider having a communication plan in place should a case of COVID-19 be experienced. The plan may include both external and internal communication. You may also want to consider communication before any case of COVID-19 is experienced.

Who Does What?

Actions to consider:
• Communicate the current level
• Reiterate the previously described action associated with that level
• Inform employees of immediate action
• Communicate the site actions that have been completed
• Gain alignment on a return to work decision
• Communicate any new additional precautions that have been implemented

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