COVID-19

**Measure**  | **Low** | **Medium** | **High**  
---|---|---|---
Threat Level  | No Cases | > Threat Level Than Low | > Threat Level Than Medium

**Threat Level Low – No Cases. Threat Imminent.**

**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*
<table>
<thead>
<tr>
<th>Areas Cleaned by Contracted Professional Cleaning Service ((X) = Frequency Hours)</th>
<th>Areas / Devices Cleaned by Employees (e.g., @ Shift Start Frequency)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Turn Styles (6)</td>
<td>Desks</td>
</tr>
<tr>
<td>Room Thermostats (6)</td>
<td>Push Carts</td>
</tr>
<tr>
<td>Water Fountains (6)</td>
<td>Security Guard Posts</td>
</tr>
<tr>
<td>Vending Machines (6)</td>
<td>Handheld Scanners</td>
</tr>
<tr>
<td>Time Clocks (8)</td>
<td>Powered Industrial Trucks</td>
</tr>
<tr>
<td>Restrooms (4)</td>
<td>Clerk Desk Counters</td>
</tr>
<tr>
<td>Breakrooms -all surfaces (after each break)</td>
<td>Golf Carts</td>
</tr>
<tr>
<td>Light Switches (8)</td>
<td>Clerk Computers</td>
</tr>
<tr>
<td>Entire Office Surfaces (nightly)</td>
<td>Powered Industrial Truck Charging Plugs</td>
</tr>
<tr>
<td>Etc.</td>
<td>Pick to Light</td>
</tr>
<tr>
<td></td>
<td>Tape Dispensers</td>
</tr>
<tr>
<td></td>
<td>Air Pillow Machines</td>
</tr>
<tr>
<td></td>
<td>Handrail to Mezzanine</td>
</tr>
<tr>
<td></td>
<td>Etc.</td>
</tr>
</tbody>
</table>

**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

Disclaimer

This is an example of some potential information that may be useful for an Essential Business (as defined under the applicable local, state, or federal law) to consider having in place with regard to COVID-19 planning, procedures, and mitigation steps, etc. This document and the information provided herein does not, and is not intended to, constitute legal advice; instead, all information, content, and materials herein are for general informational purposes only. Information in this document may not constitute the most up-to-date legal or other information. Additionally, information provided herein is not intended to be exhaustive or to satisfy all applicable laws, regulations, and recommended practices.

Readers of this document should contact experts to obtain advice with respect to any particular pandemic matter. No reader or user of this document should act or refrain from acting on the basis of information on this document without first seeking legal advice from counsel in the relevant jurisdiction. Only your individual attorney and/or experts can provide assurances that the information contained herein – and your interpretation of it – is applicable or appropriate to your particular business or situation.

All liability with respect to actions taken or not taken based on the contents of this document are hereby expressly disclaimed. The content in this document is provided "as is;" no representations are made that the content is error-free.

Readers of this document should follow all governmental, CDC, WHO, or other applicable rules and guidelines.