

PLEASE NOTE DISCLAIMER AT THE END OF THE DOCUMENT

COVID-19

Measure	Low	Medium	High
Threat Level	No Cases Threat Imminent	> 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

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
	Wrapper Controls
	Tape Dispensers
	Air Pillow Machines
	Handrail to Mezzanine
	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 COVID-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

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