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1.0 PURPOSE

JAFCO is an essential non-profit agency and we have proudly remained open throughout the pandemic, but not at full capacity, due to health restrictions. This plan is designed to help us return to a safe resumption of full operations while focusing on the collective safety of our children and families, our staff, our volunteers, visitors and our generous donors. The purpose of the JAFCO Coronavirus safe return-to-work plan is to establish workplace safety and health requirements that meet or exceed the Centers for Disease Control and Prevention (CDC) and Occupational Safety and Health Administration (OSHA) guidelines for resuming work operation while minimizing employee exposure to the Coronavirus. Our goal is to reduce the potential risk for transmission of COVID-19 in our workplace and require full cooperation among staff and management. Only through this cooperative effort can we resume our full operations while maintaining the safety and health of our employees and the workplace. JAFCO has always maintained high-level safety protocols per our licensing, accreditation and contract standards at the Village, Children’s Ability Center, Eagles’ Haven and in the NE and these additional safety measures are being added in light of the covid19 pandemic. We are proud to begin this report by saying that as of May 14, there have been no reported cases of COVID-19 on any of our four (4) sites for either our children or our staff.

2.0 SCOPE

This plan applies to all employees at the JAFCO Village, Children’s Ability Center, Eagles’ Haven and the NE Office and is intended for use by professional, administrative, clinical, direct care, maintenance, and support staff and any associated personnel working for JAFCO at any level. All clients, volunteers, donors, board members, service vendors, contractors and other visitors of any kind, when visiting any of our 4 sites, will also be required to comply with the requirements of this plan. It will also be posted on our websites. This plan begins on June 1, 2020 and will remain in effect until further notice. This plan will be reviewed weekly by our JAFCO Operations Response Team to ensure compliance with updated CDC and OSHA
guidelines and appropriate changes will be made to the plan as needed. Changes will be communicated via email, social media and on our website.

3.0 RETURN TO WORK DETERMINATION

JAFCO is an essential workplace. We will use information provided by the Federal Government, The CDC, State and local regulations which have provided return to work guidelines specific to our industry sector in determining the appropriate gradual phase-in timelines. JAFCO never closed during the pandemic, however some of our programs were delivered virtually and some staff worked from home full or part time between March 15 and May 31, 2020. Our full return to work determination has been made based upon the essential nature of our business in addition to factors associated with our workforce such as:

1. Employee concerns about their safety, health, and wellbeing
2. Ensuring that employees with symptoms isolate at home
3. Underlying health conditions and vulnerable members of our staff
4. Childcare needs of our staff that cannot be immediately filled due to the pandemic with the closing of schools and some summer camps
5. Operating our company while:
   - Maintaining employee temperature screening and symptom monitoring
   - Wearing masks in all common areas
   - Using physical distancing wherever possible
   - Use large spaces for in person meetings with a limit of 10 or whatever number is allowed based on the reopening phase.
   - Require strict personal hygiene in terms of handwashing and sanitizing
   - Have fully stocked PPE stations for gloves, soap, hand sanitizer disinfectant sprays, wipes and masks to maximum extent available.
   - Providing our usual daily routine cleaning and disinfecting of all work areas and twice a day common touch points in addition staff encouraged sanitizing activities with supplies provided throughout the facilities.
4.0 RESPONSIBILITIES

4.1 Managers/Supervisors

4.1.1 All employees who are sick or even minimally exhibit flu-like symptoms as defined by the CDC will be instructed to stay at home.

4.1.2 Minimize unnecessary contact among worker and clients by replacing some face-to-face meetings with virtual communications and implementing telework if feasible for the position and also some face to face meetings with social distance.

4.1.3 Establishing alternating days or extra shifts in shared office spaces that reduce the total number of employees in various departments at any given time, allowing them to maintain distance from one another while maintaining a full onsite workforce. Daily temperature checks, wearing masks in all public areas, washing hands/using hand sanitizer and physical distancing, are the 4 key elements to our plan.

4.1.4 Discontinuing non-essential work-related and personal travel to and from all locations within and outside of the agency. Staff who are taking PTO should regularly check CDC travel warning levels at: www.cdc.gov/coronavirus/2019-ncov/travelers. Employees who travel for work or personal reasons may be asked to self-quarantine upon return and should seek approval prior to travel.

4.1.5 Encourage employees to contribute to this plan and invite staff who are not comfortable going to their supervisors or management to utilize the agency Electronic Anonymous Report Line (ERL).

4.1.6 Providing workers with weekly email up-to-date education and training on COVID-19 risk factors and protective behaviors (e.g., cough etiquette and care of PPE).

4.1.7 Training workers who need to use protective clothing and equipment how to put it on, use/wear it, and take it off correctly, in the context of their current and potential duties. Training material should be easy to understand and available in the
appropriate language and literacy level for all workers. Video’s will also be included.

4.2 Employees

4.2.1 Attend all trainings as required via email or in person as directed.

4.2.2 If you are planning on travelling please contact David Rudolph, HR Manager, and let him know prior to confirming your plans (david@jafco.org). This will minimize the risk to our agency and staff.

4.2.3 If you test positive for COVID-19 or think you may have it and are awaiting test results, you have the responsibility to inform by phone or email, David Rudolph, JAFCO HR Manager and/or any other person you were in contact with outside of JAFCO in order to control the spread of the virus. You will likely need to self-quarantine for 14 days.

4.2.4 Stay at home if are sick or if you exhibit flu-like symptoms as defined by the CDC. Follow normal agency procedures for call in sick by notifying your Supervisor and HR. Follow CDC guidelines for reporting and testing.

4.2.5 Use frequent hand washing, cleaning of touch points, social distancing and wearing masks during the workday, and with all contact with other workers, visitors, vendors, and contract employees.

5.0 TRAINING & ADMINISTRATION

JAFCO will provide employees with information, training and education as required by OSHA/CDC regulations on the Coronavirus to help identify, prevent, and control an outbreak transmission in the workplace. Our company will designate a training coordinator that will provide initial, remedial, and continuing education on the following topics:

5.1.1 Sources of exposure of Coronavirus – COVID-19
   i. Respiratory airborne droplets from an infected person
   ii. Touching contaminated surfaces/objects

5.1.2 Prevention methods to control the spread of Coronavirus
i. Engineering controls
ii. Administration and work practice controls
iii. Cleaning and disinfecting work areas
iv. Use of Personal Protective Equipment (PPE)

Employee training materials on Coronavirus – COVID-19, can be found in the appendix of this Coronavirus Return to Work Program.

6.0 SCREENING & MONITORING

JAFCO will use employee screening and monitoring as part of our safe return to work plan to ensure that sick employees or those showing signs and symptoms will not infect other employees at our workplace. Our workplace screening and monitoring protocols will include:

6.1.1 Employees who are sick, have a fever or show signs of symptoms as defined by the CDC should remain at home and notify their Supervisor and the HR Manager.

6.1.2 Employees who are caring for sick individuals or those employees who have been in close contact with someone diagnosed with COVID-19, should remain at home and contact the HR Manager.

6.1.3 Employees will be screened or will self-screen at least daily prior to entering the workplace for an elevated temperature (100.4 F) and assessed for symptoms prior to entering the workplace. Employees identified with an elevated temperature or illness symptoms will be required to go home and seek medical care.

6.1.4 During the workday, managers, supervisors and co-workers will observe fellow employees for signs and symptoms. Employees developing signs and symptoms of illness will be rescreened and processed accordingly.

6.1.5 Employees will be responsible to self-monitor for signs and symptoms and inform their supervisor should they develop any signs or symptoms of illness.
7.0 WORKPLACE MODIFICATIONS

JAFCO will use information provided by the Federal Government, The CDC, State and local regulations and use OSHA guidance protocols to make modifications in the workplace. Many of these OSHA resources are industry specific (retail, restaurant, manufacturing, construction etc.) and can be found by clicking the following link (https://www.osha.gov/SLTC/covid-19/). In addition, OSHA has provided a general guidance document on preparing workplaces for COVID-19 that can be found by clicking this link (https://www.osha.gov/Publications/OSHA3990.pdf). These protocols promote proper hazard assessment, physical distancing, personal/workplace hygiene and use of personal protective equipment (PPE) in the various departments of our operations as such:

7.1 Office and Administration Areas

7.1.1 Physical/Social Distancing

i. Create six feet around desk space/or use back to back layouts

ii. Avoid face-to-face layouts

iii. Limit face-to-face meetings to a minimum number of employees

iv. Limit use of common spaces. Space out and/or remove extra chairs in meeting rooms

v. Provide remote work options where appropriate for the job

vi. Use virtual and conference call meeting options

vii. Reduce entry and exit points for staff to ensure proper cleaning and hygiene and supplies are present

7.1.2 Personal Hygiene

i. Prior to entering the workplace, employees will be directed to wash and/or sanitize their hands before reporting to their department (outside staff entry doors).

ii. Handwashing and/or sanitizing will be required after:
CORONAVIRUS GENERAL WORKPLACE | SAFE RETURN-TO-WORK

- Entering the building
- Using the restroom
- Before and after eating
- After removing or putting on gloves
- After touching your face, cellphone, or other personal items
- After sneezing, coughing, or blowing your nose
- After using shared tools or equipment (printers, staplers, copier, coffee machine, etc.)

7.1.3 Workplace Hygiene

i. Remove shared tools such as pens, whiteboard markers, conference phones where applicable.

ii. Provide appropriate disinfecting and sanitizing cleaners (per CDC/EPA list of disinfectants - to clean commonly used office equipment such as printers, automatic hole punches, binding machines etc. after each use.

iii. Employees will be asked/required to wipe down commonly and shared office equipment and bathroom facilities before and after each use (printers, copiers, sinks, etc.)

iv. Supply personal disinfectant wipes, trash container, tissues and sanitizer at each workstation and office

v. Designate one person and area to access, manage office supplies and distribute items.

vi. Designate one person to receive deliveries, and to call employees to come to pick up their mail from a designated mail area.

vii. Designate a person or team to clean high touch areas periodically throughout the office areas/restrooms/common areas, etc. Document each cleaning and what was cleaned.

7.1.4 Personal Protective Equipment (PPE)

i. Employees will be required to wear either a face mask or other approved face covering depending on the job
task, department layout and based on physical distancing, engineering, or work practice controls. Or as required by Federal, State or Local Mandates.

ii. In general for office work or for general interactions with children, gloves may be a concern due to cross contamination and so they are not recommended, but employees may be required to wear disposable gloves as normally required by Federal, State or Local Mandates and Universal Precautions for food preparation and service, diaper changing, cleaning, etc.

7.2 Work Production Areas

7.2.1 Physical/Social Distancing

i. Create groups of employees that can work together in shifts throughout the pandemic timeline

ii. Post signage to remind employees of physical distancing rules

iii. Reduce entry and exit points

iv. Establish contactless drop zones for all deliveries including packages, mail, etc.

v. Limit all workplace visitors and vendors to essential only

vi. Wear masks at all times in all common areas other than a private office and within a private officer with an office guest.

vii. Please avoid going into other staff’s offices. If you borrow a desk, computer or phone be sure your personally sanitize them before and after use.

7.2.2 Personal Hygiene

i. Prior to entering the workplace, employees will be directed to wash and sanitize their hands before reporting to their department.

ii. Handwashing will be required

• After using the restroom
• Before and after eating
• After removing or putting on gloves
• After touching your face, cellphone, or other personal items
• After sneezing, coughing, or blowing your nose
• After using shared tools or equipment (printers, staplers, tools, coffee machine, etc.)

7.2.3 Workplace Hygiene

i. Modify high-touch surfaces such as propping doors open to prevent employees from continually touching common surfaces

ii. Limit the use of shared tools, equipment, and materials where possible or provide proper sanitizing and disinfecting cleaners for employees to clean tools and other shared items before and after each use. [ CDC/EPA list of disinfectants ]

iii. Supply workplace areas with adequate supplies of disinfectant wipes and sanitizer

iv. Designate one person to access, manage stock, and distribute items (supply room)

v. Designate a person or Team to clean high touch areas periodically throughout the office areas/restrooms etc. Document each cleaning and what was cleaned. [ CDC/EPA list of disinfectants ]

vi. In addition to cleaning protocol in place for housekeeping staff, encourage all staff members to participate in cleaning of high touch areas before and after use, using cleaning products provided.

7.2.4 Personal Protective Equipment (PPE)

i. Employees and customers will be required to wear either a face mask or approved face covering depending on the job task, department layout and based on physical distancing, engineering, or work practice controls. Or as required by Federal, State or Local Mandates.
ii. Employees and customers will be required to wear disposable gloves or other gloves depending on the job task, department layout and based on physical distancing, engineering, or work practice controls. Or as required by Federal, State or Local Mandates.

7.3 Lunchrooms | Breakrooms

7.3.1 Physical/Social Distancing

i. Lunchroom and/or breakroom occupancy capacity is one person per table

ii. We have limited and spaced out the number of chairs, tables, benches to ensure physical distancing in each lunchroom/breakroom, please do not alter the setup.

iii. Alternative lunch and break time locations are available on balconies and outside picnic areas, please only one person per table and move tables apart.

iv. Wear masks when not eating.

v. Please do not to share food or beverage items

7.3.2 Personal Hygiene

i. Handwashing will be required throughout the workday:
   • After using the restroom
   • Before and after eating
   • After removing or putting on gloves
   • After touching your face, cellphone, or other personal items
   • After sneezing, coughing, or blowing your nose

7.3.3 Workplace Hygiene

i. Properly wash with hot water and soap commonly shared items and supplies located in lunchrooms and
breakrooms (silverware, condiments, plates, cups). Use disposable products if possible.

ii. Encourage employees to bring a packed lunch and beverage or provide a delivered box lunch

iii. Employee should clean high touch areas they have touched in lunchroom when they enter and leave the kitchen area including coffee machine, counter, sinks and microwave.

7.4 Restrooms

7.4.1 Physical/Social Distancing

i. Only one person per restroom is allowed.

ii. Prop restroom doors open if possible, to prevent employees from touching surfaces

iii. Handwashing signage is posted in each bathroom

iv. Disinfecting wipes and or spray and paper towels are in each employee restroom that can be used by employees to clean surfaces themselves before and after touching

v. Designate certain bathrooms that do not allow access to children so that cleaning products can be made available

vi. Provide trash bins at exit door and outside exit door

7.5 Elevators

7.5.1 Physical/Social Distancing

i. Only one party per ride is allowed.

ii. Signage is posted in and outside the elevator.

iii. Staff instructed to use a tissue or their sleeve to cover their hand or finger if they must touch the elevator buttons.
8.0 CLEANING & DISINFECTING

JAFCO has implemented continuous cleaning and disinfecting procedures to prevent the spread of coronavirus in the workplace. Coronavirus spreads primarily through droplets in the air when an infected person coughs or sneezes on surfaces which are then transmitted by another person touching their eyes, nose, or mouth.

The following procedures and guidelines will be used to clean and disinfect the workplace, provide employees who are performing cleaning duties with safety and hygiene protocols, and along with the “Cleaning Checklist” will provide information on what is to be cleaned and disinfected and how the cleaning and disinfected should be completed.

8.1 Routine and Enhanced Cleaning

8.1.1 General guidance

i. Increase the frequency of cleaning and disinfecting, with a focus on high-touch surfaces, such as door knobs, door handles, handrails, elevator buttons, common areas, restrooms, lunchrooms, breakrooms, conference and meeting rooms, touch screens, machine controls, tool handles, shared keyboards, shared equipment, counters, HVAC intakes and returns, etc. Utilize the “Cleaning Checklist” to ensure that all areas have been clean and disinfected, and that the procedure is documented. High touch areas will be cleaned each morning, before and after lunch and just before employees leave for the day or just before and after a shift change.

ii. Practice good hand hygiene after cleaning

- **Wash hands** often with soap and water for at least 20 seconds
- If soap and water are not readily available, use an alcohol-based hand sanitizer that contains at least 60% alcohol.
8.1.2 Safety guidelines during cleaning and disinfecting

i. Per OSHA regulations, employees performing cleaning and disinfecting work will receive remedial training and education on safety work methods regarding the use of chemicals, the proper use of personal protective equipment and pertinent chemicals information from the Safety Data Sheets (SDS’s).

ii. Wear disposable gloves when cleaning and disinfecting. Gloves should be discarded after each use. Wash/sanitize hands immediately after gloves are removed.

iii. Wear eye protection when there is a potential for splash or splatter to the face.

iv. A Gown or an apron are suggested to protect personal clothing

v. Store chemicals in labeled, closed containers. Keep them in a secure area away from food sources.

8.1.3 Cleaning and disinfecting surfaces

i. Clean and disinfect high-touch and commonly used work areas and surfaces several times per day or work shift.

ii. Clean surfaces and objects that are visibly soiled first. If surfaces are dirty to sight or touch, they should be cleaned using a detergent or soap and water before disinfecting.

iii. Clean and disinfect surfaces as soon as possible in areas where a person with symptoms (coughing/sneezing) was present.

iv. Disinfectant wipes (or paper towels and spray cleaner) should be made available in shared and common areas to promote self-additional cleaning.

v. Use an EPA-registered disinfectant for use against the coronavirus.
vi. Follow the manufacturer’s directions for safe and effective use of all cleaning and disinfecting products (dilution concentration, application method, and contact time, ventilation, and use of PPE).

8.2 Documentation

8.2.1 “Cleaning Checklist”

i. Use of the “Cleaning Checklist” is a vital element to ensure accountability and completeness of workplace cleaning and disinfecting.

ii. The employee completing the checklist must list their name, department, the date, and time the list was completed.

iii. Each numbered item should be checked with either Yes, No or N/A.

iv. Any item marked as “No” must be reported immediately so the issue can be addressed and corrected.

v. Managers may add additional specific items in the open spaced areas of the checklist as needed.

vi. It will be essential to maintain all completed Cleaning Checklists for future reference.

9.0 TRAVELING PROTOCOLS

9.1 Back from Traveling

9.1.1 If you were traveling out of the country, contact your employer by phone or email and let them know and stay home for 14 days from the time you were back.

9.1.2 If you were on a cruise stay home for 14 days from the time you disembark, practice social distancing, and monitor your health. (See Definitions 8.4)

9.1.3 If you are sick with COVID-19 or think you might have it after travelling stay home and do not leave, except to get medical care. Do not visit public areas.
9.1.4 Stay in touch with your doctor and be sure to get care if you feel worse or you think it is an emergency.

9.1.5 Avoid using public transportation, ridesharing, or taxis.

10.0 TRANSPORTATION PROTOCOLS

10.1 Fleet/Distribution

10.1.1 A kit in each vehicle should contain a supply of gloves, disinfectant spray/wipes, hand sanitizer, a mask and small trash bag.

10.1.2 Take precautions when stopping at various locations along your route (truck stops, delivery/pickup locations, rest areas, eating establishments, etc.) and follow social distancing protocols as well as hand-washing routines and other personal hygiene controls.

10.1.3 If possible, at loading/unloading locations, stay in your vehicle/cab or in areas away from loading dock workers.

10.1.4 Ensure that during the work shift you spray down any type of equipment or tools (especially shared items) with a disinfectant spray or wipe.

10.1.5 Use gloves or disposable gloves, depending on the work task, more routinely that normal to avoid virus contamination.

10.1.6 Following the completion of a job task, disinfect your hands and routinely wipe down your vehicle. Wipe down the inside of the vehicle, such as doors, dashboard, seats, door handles, grab bars, and any exposed surfaces with a disinfectant spray or a disinfectant wipe.

Note: Use the small trash bag to dispose of gloves, and wipes at the end of the work shift

11.0 IF AN EMPLOYEE HAS TESTED POSITIVE

11.1 Step-by-step practical considerations for employers who are notified that an employee has tested positive.
11.1.1 Instruct the infected employee to stay home for at least 14 days and encourage them to self-quarantine during that time. Employers should encourage their employees to contact a qualified health care provider to determine whether a 14-day self-quarantine is sufficient, depending on the particular facts and circumstances.

11.1.2 Assure the infected employee that he/she will not be identified by name to their co-workers as having contracted the virus, as such would run afoul of the Americans With Disabilities Act (“ADA”).

11.1.3 Establish the relevant 28 days period (it may be longer depending on the facts and circumstances). Ask the infected employee when they tested positive. That date will determine—at a minimum—the two potential 14 days windows for the employer. The first 14 window will help establish the scope of mitigation efforts with regards to your other employees. The second 14 days window will help establish the quarantine period for the infected employee (subject to any contrary opinion by a qualified health care professional. Furthermore, the employer should identify where the infected employee worked, as well as those individuals the infected employee came in contact with, over the past two weeks.

11.1.4 Ask the infected employee (to the best of their recollection) to identify all areas in the office where they were physically present between. The employer should have those areas sanitized immediately by a qualified professional or in accordance with CDC guidelines, which can be found here.

11.1.5 Ask the infected employee (to the best of their recollection) to identify any individuals they came into contact within the workplace within the past two weeks.

11.1.6 Contact those employees identified in response to Question 5. Without disclosing the infected employees’ identity (again, in accordance with the ADA), advise them that an individual that has been physically present in their work area has tested positive for the virus. Therefore, out of an abundance of caution, the Company is requesting that they stay at home for the next 14 days at a
minimum and encourage them to self-quarantine. Where possible, allow the impacted employees to work remotely. For those non-exempt hourly employees that cannot work remotely, consider whether you will continue to pay them during the 14 days, or if you will require them to use their accrued vacation or sick leave per State or Federal Guidelines/Laws. Encourage the impacted employees to reach out to a qualified health care provider to seek advice as to what additional steps, if any, should be taken at that time—including whether the 14 days quarantine period is sufficient.

11.1.7 Be honest with your other employees. Without disclosing the infected employees’ identity, advise your employees that an individual that has been physically present in the office during the prior 2 weeks has tested positive for the virus. Advise your employees that the office/facility or identified areas where the employee who tested positive had been will be shut down until further notice so that the office/facility can be cleaned and sanitized. Encourage anyone with concerns to contact the Human Resources Department.

11.1.8 Depending on the size of your office/facility, as well as the answers to Questions 4 and 5 above, employers should consider shutting down their offices completely for 14 days (or more depending on the circumstances) and allowing employees to stay at home and, if possible, work remotely. Again, consideration must be given as to whether or not to pay non-exempt hourly employees during the 14-day period who do not have the ability to work remotely.

11.1.9 Above all else, remain calm. Make it clear to your workforce that their health and well-being is your top priority, and that you are taking these steps to protect them.

Documentation

11.2 Upon the completion of trainings or educational meetings, save all the sign-in sheets and copy of the material covered.
11.2.1 Signing sheets are necessary to control and verify the amount of our personnel and/or contractors instructed or trained about safety practices during the COVID-19 outbreak.

11.2.2 Maintain the material covered during trainings and/or educational meetings is necessary to corroborate than the information provided is in accordance and update with the latest recommendations coming from the official agencies.

12.0 DEFINITIONS

12.1 Coronavirus Disease 2019 (COVID-19) - is a respiratory disease caused by the SARS-CoV-2 virus. It has spread from China to many other countries around the world, including the United States. Depending on the severity of COVID-19’s international impacts, outbreak conditions including those rising to the level of a pandemic can affect all aspects of daily life, including travel, trade, tourism, food supplies, and financial markets.

12.2 Safe work practices - are types of administrative controls that include procedures for safe and proper work used to reduce the duration, frequency, or intensity of exposure to a hazard.

12.3 Medium Exposure Risk - Medium exposure risk jobs include those that require frequent and/or close contact with (i.e., within 6 feet of) people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients. In areas without ongoing community transmission, workers in this risk group may have frequent contact with travelers who may return from international locations with widespread COVID-19 transmission. In areas where there is ongoing community transmission, workers in this category may have contact be with the general public (e.g., in schools, high-population-density work environments, and some high-volume retail settings).

12.4 Administrative Controls - Action took by the employer. Typically, are changes in work policy or procedures to reduce or minimize exposure to a hazard.
12.5 Social Distancing - Means staying out of crowded places, avoiding group gatherings, and maintaining distance (approximately 6 feet or 2 meters) from others when possible.

12.6 Work – A generic term for any assigned job, SOP, or PM for which a pre-job brief is being conducted.

13.0 ACRONYMS

13.1 COVID-19 - Coronavirus
13.2 CDC - Centers for Disease Control and Prevention
13.3 PPE - Personal Protective Equipment
13.4 NIOSH - National Institute for Occupational Safety and Health
13.5 OSHA - Occupational Safety and Health Administration
13.6 EPA - Environmental Protection Agency

14.0 REFERENCES

14.2 Occupational Safety and Health Administration website: www.osha.gov
14.3 Centers for Disease Control and Prevention website: www.cdc.gov
14.4 National Institute for Occupational Safety and Health website: www.cdc.gov/niosh