

**Post Pandemic Return to School Risk Mitigation Guidelines
(Workplace Preparedness Plan)
Administrative Guideline # 8420 E2 (Revised 7/27/20)**

Purpose:

The purpose of this guideline is to provide staff with best practice risk mitigation procedures for returning to the school building after a pandemic. The guidelines below are based on information from the CDC, OSHA, MIOSHA, and the MiSafe Schools Roadmap referenced later in this document. The MI Safe Start Plan, active Executive Orders, and the MiSafe Schools Roadmap supersede this guideline. Implementation of these guidelines may vary by school facility based on their MI Safe Start Plan Phase. Changes to this guideline will be communicated to you by your school administration.

Overview of Guidelines:

- **Access control** - screening everyone before entering a school facility.
- **Social distancing** - maintain 6 ft social distance; work remotely where possible.
- **Sanitation and hygiene strengthening** - wash/sanitize hands; use respiratory etiquette; sanitize equipment and work areas.
- **Personal Protective Equipment** - use masks, gloves, and other PPE as indicated.
- **Contact Tracing and Isolation** - trace positive cases and provide supportive measures.

Definitions:

Symptoms of COVID-19 include, but are not limited to, fever/chills, cough (excluding cough due to a known problem), shortness of breath, fatigue, muscle/body aches, headache, new loss of taste or smell, sore throat, congestion, runny nose, and/or diarrhea (excluding diarrhea due to known medical reasons). The virus spreads mainly from person-to-person, between people who are in close contact with one another (within 6 feet), through respiratory droplets produced when an infected person coughs, sneezes or talks. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. COVID-19 may be spread by people who are not showing symptoms.

Responsibility of Leaders, Staff, and Students:

- Area Superintendents, School Leaders, and staff should be familiar with this plan and be able to answer questions from their students and their families.
- All employees are responsible for reporting symptoms to their supervisor, human resources, or their designees, practicing good personal hygiene and housekeeping for their assigned areas, using PPE, and screening visitors.
- All students are responsible for reporting symptoms to their teachers and school leaders, practicing good personal hygiene and housekeeping for their classrooms, and using PPE when indicated.
- The Occupational Safety and Health Administration (OSHA) and the Center for Disease Control and Prevention (CDC) have provided the following control and preventive guidance to everyone, regardless of exposure risk:
 - Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand sanitizer with at least 60% alcohol.
 - Avoid touching your eyes, nose, or mouth with unwashed hands.
 - Follow appropriate respiratory etiquette, which includes covering for coughs and sneezes.

- Avoid close contact with people who are sick.
- Staff and students must familiarize themselves with the symptoms of COVID-19 listed above. If anyone develops a fever and symptoms of respiratory illness, such as cough or shortness of breath, OR if they come into close contact (within 6 feet for 15 minutes or more) with someone showing these symptoms, they should NOT COME TO SCHOOL and contact their healthcare provider right away.
- Cross training of critical tasks should be considered by staff to continue necessary work in case an employee is sick.
- Within two weeks of return to in-school operations, staff must attend training on: infection control practices (hand washing, sanitizing, etc.), the proper use of PPE, steps staff must take to notify their school leader of any symptoms of covid-19 or suspected case, and how to report unsafe work conditions. This training will be provided by Human Resources and your supervisor. Per state executive order HR will keep a record of this training.

Monitoring and Updating:

The COVID Task Force, and building Crisis (KIP) Team, will continue to monitor information from the CDC, OSHA, and the State of Michigan, adjusting these guidelines as necessary and informing staff. Questions about the guidelines should be directed to the School Leader who serves as the COVID-19 workplace coordinator who may also designate someone to implement and monitor this plan.

Procedures:**Access Control**

- Everyone entering a school building will need to be screened prior to access, through verbal or electronic self reporting. Per state order, records are to be kept on the conducting of the screening for staff and contractors.
 - Visitors, delivery personnel, etc. will be screened by the front office staff. The doors will be locked and visitors will need to call in to be screened over the phone.
 - Staff will be screened and cleared by their direct supervisor or designee, via the Crisis Go Safety Check-In app. If the app is not available, staff should be asked to respond to the questions below before entering the building. (*Employees are required to take their temperature before reporting to their work site. At no time will an employee's temperature be recorded.*)
 - Students will be screened by their parents or guardians prior to arriving at school including taking temperatures and monitoring for symptoms. The presence of any symptoms should prompt the family to keep their student home and follow up with a primary care physician.
- Everyone entering a building must self-report in the affirmative to the following indicators. If they are not able to do so, then they are to be excluded from the building and referred to necessary supports during the exclusion (please see Contact Tracing and Isolation). Parents and guardians are encouraged to use these questions at home prior to coming to school.
 - Their temperature is not elevated >100.4.
 - They are not currently experiencing, or recently experienced within the last 24 hours, any acute respiratory illness symptoms such as fever, cough, or shortness of breath.
 - They have not had close contact (within 6 feet for 15 minutes) in the last 10 days with someone with a diagnosis of COVID-19.
 - They have not been confirmed positive for COVID-19 in the last 10 days.

- They are being monitored by their parents/guardians if they have traveled Internationally or to known pandemic hot spots within the U.S. in the last 10 days.
- Approved screened visitors, showing no symptoms, are limited to the use of the front lobby, conference rooms, training room, visitor bathrooms (if available on site), and other school areas as approved by the school leader. Visitors will be asked to wear a mask and wash/sanitize their hands prior to entering.
- Only those visitors absolutely necessary for school operations will be permitted to enter and will be limited to only those areas necessary to accomplish the task. Family members or other guests are not allowed in the school building except under extenuating circumstances determined by the school leader.
- Students with pre-existing conditions that may compromise their immune systems are at high risk and may need to be considered receiving instruction online as much as possible.
- No employee will be discharged, disciplined, or retaliated against if they stay home or leave work when they are at particular risk of infecting others with COVID-19. Employees should communicate that concern with their direct supervisor and Chief Human Resources Officer.

Social Distancing

- Everyone at school should stay at least 6 ft apart (~2 arms length) when possible and wear masks in common areas when close contact is probable.
- Academy staffing will be arranged and coordinated by the school leader to accomplish the learning plan while maintaining appropriate social distancing.
- Each staff member will work individually with their supervisor on an appropriate schedule.
- Leaders will strive to establish a staggered arrival and departure time, and assign door entry points for staff and students, to decrease the possibility of close contact. Please observe social distancing protocols when entering/exiting the building.
- All employees will be asked to stagger their breaks and lunch times.
- Front desk reception signage will indicate the safe distance to stand for everyone.
- Delivery staff will follow the same front desk distancing protocols or leave delivered items at a low risk location that adheres to social distancing, as determined by the school.
- Common areas will be limited to the number of people where social distancing of 6 feet can be followed. Signs may be posted near rooms to indicate the room capacity that will support social distancing.
- Staff who use the copy machines, or other shared equipment, must use gloves or hand sanitizer before and after operation. The copy machine and other shared office equipment should be wiped down every periodically with a disinfecting wipe by the office or custodial staff.
- Bathrooms will be limited to the number that supports social distancing
- Office areas will be audited to reconfigure furniture and equipment to foster safe distancing.
- Personal offices will be limited to the lowest number of people that can maintain 6 feet social distance. If there is not enough space in an office to maintain 6 feet of social distance, staff will be relocated to another work area, and/or a physical barrier or shielding will be explored for installation.
- Schools should consider implementing the following social distancing measures when students are permitted in the buildings to attend in-person instruction, depending on their MI Safe Start Phase:
 - Arrange classrooms to support low risk work spaces and areas for students that are 6 feet apart, where possible. Where it is not possible, sneeze shields or guards should be considered.

- Consider other alternate spaces within the school building to supplement classroom space and support social distancing.
- Consider how outdoor spaces will be used to support social distancing.
- Create hallway traffic plans that include one way movement, flow, or staggered schedules to allow for reduced traffic to support social distancing.
- Reduce the frequency of large gatherings and limit the number of attendees per gathering.
- Alter schedules to reduce mixing and congestion.
- Eat meals in classrooms or other locations so as to not congest the lunchroom.
- Adjust sport competitions within CDC and MHSAA guidelines.
- Drop off and pickup of students should be modified, staggered, and with much separation is possible to provide for social distancing.
- Students at increased risk of severe illness should be considered for blended learning plans or increased online learning.
- Bus transportation social distancing and cleaning plans should be modified:
 - Staggered scheduling, disembarking strategies, dropoff and pickup locations separate from car drop off and pick up areas
 - The use of hand sanitizer will be required before entering the bus. Hand sanitizer will be supplied on the bus.
 - The bus driver, staff, and all students in grades preK-12, if medically feasible, must wear facial coverings while on the bus.
 - Vehicles will be cleaned and disinfected vehicles before and after every transit route. Children must not be present when a vehicle is being cleaned.
 - Frequently touched surfaces in the vehicle will be cleaned and disinfected (e.g., surfaces in the driver's cockpit, hard seats, arm rests, door handles, seat belt buckles, light and air controls, doors and windows, and grab handles) prior to morning routes and prior to afternoon routes.
 - If a student becomes sick during the day, they will not be permitted to use group transportation to return home. If a driver becomes sick during the day, they must follow protocols for sick staff and must not return to drive students.
 - Weather permitting, keep doors and windows open when cleaning the vehicle and between trips to let the vehicles thoroughly air out.
 - Weather permitting, consider keeping windows open while the vehicle is in motion to help reduce spread of the virus by increasing air circulation, if appropriate and safe.
- Visitors will not be allowed in personal offices.
- Staff members may not work in other staff members' offices or use their equipment.
- Meetings:
 - All in person meetings will be limited and conducted by phone or conference call where possible.
 - Those in attendance at meetings will be tracked in a google doc or sheet created by one designated person. No paper sign in sheets will be shared. In person meetings will be limited to those necessary for social distancing.
- Travel - Non-essential travel is banned; necessary travel must be approved in advance by the School Leader. [CDC guidelines on travel](#) must be followed to meet the same goals as all of the risk mitigating measures mentioned in these guidelines.
 - If someone must travel, they should travel alone and sanitize their vehicle before and after the trip. Ride sharing should be minimized. Adequate ventilation should be ensured.

Sanitation and Hygiene Strengthening

- Hand washing instructions and everyday protective measures will be posted everywhere there is a sink (see resources below). When school is in session, teachers should establish regular hand washing, or hand sanitizing, routines in their classrooms.
- Hand sanitizers should be provided at building entrances and at various locations within the building where shared equipment is located.
- Employees should wash or sanitize their hands before starting, periodically throughout, and after completing their day.
- Tissue and touchless trash receptacles should be provided to all office and classroom areas and shall be emptied daily, and bags changed, by the occupant of each office into the main building trash that will then be removed daily by someone who is wearing nitrile, latex, or vinyl gloves.
- Single-use gloves will be provided to all staff sharing office equipment and shall be discarded in appropriate trash receptacles after each use.
- Everyone will be coached to use respiratory etiquette, including covering coughs and sneezes. Tissues are located throughout the building.
- Each staff member will be given supplies and will be asked to sanitize their work area upon arrival and before leaving for the day.
- Frequently touched surfaces including light switches, doors, benches, bathrooms, must undergo cleaning at least every four hours with either an EPA-approved disinfectant or diluted bleach solution.
- Libraries, computer labs, arts, and other hands-on classrooms must undergo cleaning after every class period with either an EPA-approved disinfectant or diluted bleach solution.
- Student desks must be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period.
- Playground structures must continue to undergo normal routine cleaning, but using an EPA-approved disinfectant is unnecessary.
- Staff must wear gloves, surgical masks, and face shields when performing all cleaning activities.
- [Custodial staff will sanitize the offices](#) each Friday (or at least weekly), classrooms and high touch student areas should be cleaned daily if possible, where possible exposure to COVID-19 occurs. When school is in session, custodial staff should implement deep sanitizing and cleaning during the natural calendar breaks (Teacher PD, holidays, etc.). A cleaning plan for play equipment and buses should also be created.
- A cleaning plan for items touched by the students should be created. Avoid sharing of equipment by students.
- Student belongings should be stored separately and properly labeled. Items brought from home should be limited. Preschool students should consider bringing shoes to wear and leave at school.
- Preschool - remove toys/objects which cannot be easily cleaned/sanitized between use (e.g. stuffed animals, etc.) Personal blankets, etc. should be kept in the cubbie area between use.
- Sanitizing supplies will include: [common EPA-registered household disinfectant, alcohol solution with at least 60% alcohol, or diluted household bleach solutions](#) (as appropriate for the surface). Safety data sheets will be maintained on site for all disinfectants.
- When someone is diagnosed with COVID-19, or is symptomatic of COVID-19, that area, or office, will be closed until proper sanitizing can occur. *(Although OSHA has indicated that there is typically no need to perform special cleaning of these areas unless they are visibly contaminated with blood or other bodily fluids, we will be taking extra precautions.)*
- Individual water bottles should be used only. Water fountains should be turned off.

- Water faucets should be flushed before opening the school building to remove possible lead and copper sediment.
- Break or lunch rooms should be cleaned once per day by employees who are issued proper personal protection equipment.
- Schools and offices should create a cleaning and sanitation plan consistent with [CDC guidance for reopening schools and communities](#).
- Ventilation systems should be analyzed for proper functioning and activated to allow for increased air flow as much as possible. Windows should be opened, where possible and feasible, to increase ventilation.

Personal Protective Equipment

- Staff, students in grades 6-12, and visitors must wear masks inside the school (except during meals) and may wear their own masks that are taken home and cleaned. Students PreK-12 must wear masks in hallways and common areas except during meals. Masks do not have to be worn when exercising and the mask would interfere with the activity or when outdoors and social distancing of 6 feet can be maintained (Executive Order 2020-147). If more than one class is using the playground, masks should be worn.
- Disposable Masks will be provided at the entrances for all visitors who don't have them.
- Gloves will be provided in all areas where shared items are used. Used gloves will be disposed of in trash receptacles and trash will be taken out daily by the office occupant.
- Gowns and face shields should be available near first aid areas to be used when exposure to someone with COVID-19 is probable.

Contact Tracing and Isolation

- Visitors, students, and staff, are to be excluded from the building if they exhibit or report any of the following:
 - Elevated temperature >100.4 , or they are experiencing, or recently experienced within the last 24 hours, any acute respiratory illness symptoms such as fever, cough, or shortness of breath.
 - They have been confirmed positive for COVID-19 in the last 10 days.
 - They have had close contact in the last 10 days with someone with a diagnosis of COVID-19. Close contact is defined as being less than 6 feet close for 15 minutes or more to the diagnosed person.
- *If visitors, students, or staff exhibit COVID-19 symptoms*, they must remain home until they are symptom free for at least 24 hours (that is one full day of no fever without the use of medicine that reduces fevers or other symptoms). Students and staff will be required to obtain a doctor's note clearing them to return.
- *If visitors, students, or staff test positive for COVID-19*, they will be directed to self quarantine away from the building. They may return after 10 days with a physician's note and have been symptom free for the last 24 hours. Anyone hospitalized with COVID-19 may return to work/school when directed to do so by their medical care provider. Documentation to return to school or work will be requested from those who have tested positive. Confirmed cases of COVID-19 in staff or students must be reported to the local public health department immediately. General exposure information must be reported to any students, co-workers, contractors, or suppliers that may have come in contact with the confirmed person, within 24 hours, following local public health guidance.

- PTO, or work from home arrangements for staff, will be made with their supervisor.
- Contact tracing, notification, and investigation - If the school learns that a staff or student has tested positive, they will contact their local public health department immediately and cooperate with them in conducting an investigation into others in the school community that may have had close contact with the confirmed-positive person two days before they showed symptoms to the time they were last present in school. The individuals who had contact with the carrier will be directed, within 24 hours of the identification of the confirmed case, to self-quarantine for 10 days from the last date of close contact with the carrier. If a student or staff learns that he or she has come into close contact with a confirmed-positive individual outside of the school, he/she must alert the school leader of the close contact and also self-quarantine for 10 days from the last date of close contact with the carrier.
- Isolation - students or staff who have the aforementioned symptoms or report testing positive for COVID-19, and obtain access to the school building, will be directed to wear a mask and isolate in an area with closable doors until they can be transported home or to a physician by their parent/guardian. Students who develop symptoms should not go home on a school bus.

Mental Health Needs

Students who need social and emotional support due to the pandemic should be referred to their primary teacher or school social worker for assistance or referral. Staff should be referred to Human Resources (HR) who will be available to assist and support during this time. In addition to reaching out to HR at any time, if staff feel the need to utilize the Employee Assistance Program, please know that there is no cost and it is completely confidential. No one will know that staff used the service. The Mutual of Omaha's Employee Assistance Program provides professional, confidential quality consultation, 24 hours a day. A support representative can be reached by phone at 1-800-316-2796 or by visiting the website at mutualofomaha.com/eap. EAP professionals can assist you by locating affordable support and solutions in your area.

Notification/Confidentiality/Privacy

Except for circumstances in which school administration is legally required to report school or workplace occurrences of communicable disease, the confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent practical under the circumstances. When it is required, the number of persons who will be informed of a student or employee's condition will be kept at the minimum needed not only to comply with legally-required reporting, but also to assure proper care of the individual and to detect situations where the potential for transmission may increase. A sample parent notification is attached to these guidelines. Human Resources will create the notification regarding employees. School administration reserves the right to inform others that a student, staff member, or vendor (without disclosing the person's name) has been diagnosed with COVID-19 if the other individuals might have been exposed to the disease so they may take measures to protect their own health.

OSHA Recordkeeping

If a confirmed case of COVID-19 is reported, Human Resources will determine if it meets the criteria for recordability and reportability under OSHA's recordkeeping rule. Human Resources will ensure that all OSHA regulations are followed.

References and Resources

[MI Safe Schools: Michigan's 2020-21 Return to School Roadmap](#)
[CDC Signage and Print Resources](#)
[Choice Schools Signage Resources](#)
[CDC COVID-19 Considerations for Schools](#)
[CDC K-12 School Considerations FAQ for COVID-19](#)
[Return to School Roadmap - Opportunities Lab](#)
[MI-OSHA COVID-19 Workplace Guidelines](#)
[OSHA Guidance on Preparing Workplaces for COVID-19](#)
[CDC - COVID-19 Response and President's Plan to Open Up America](#)
[CDC - Guidance for Cleaning and Disinfecting Public Spaces](#)
[CDC Guideline for Reopening Schools - Decision Tree](#)
[Checklist for Preparing School Buildings for Reopening after COVID-19 NCSI](#)
[Reopening Schools Checklist - Safe Six - NCSI](#)
[EPA Approved products for use against COVID-19](#)
[CDC Cleaning Plan](#)
[Executive Order 2020-147 Masks](#)
[Guidelines for Safe Child Care Operations During COVID-19](#)
[Executive Order 2020-114 Safeguards to Protect Michigan Workers](#)
[Executive Order 2020-36 Staying Home When Infected](#)

APPENDIX

- Parent Notification of Close Contact
- COVID-19 Handouts for Staff
- Sample Procurement List

Parent Notification

DATE: [DATE]
TO: [Parent]
FROM: [School Leader]

We have been informed by one of our [students/employees/customer/vendor/etc] working at [SITE] that he/she has a confirmed case of COVID-19, commonly known as "Coronavirus," based on test results obtained on [DATE]. Per school policy, this [student/employee/customer/vendor/etc] has been directed to self-quarantine for 10 days until permitted to return.

We are alerting you because, based on our investigation, we believe that your student may have come into contact with the confirmed-positive case, on or about [DATE]. Based on school policy we are directing your student not to report to school (i.e., self-quarantine) until, at least, [14 days from last contact with confirmed case]. In the interim, we encourage you to seek medical advice and a COVID-19 test, especially if you are exhibiting symptoms of the virus.

If you do not test positive for COVID-19, or experience symptoms, by [10 days from last contact with confirmed case], you may return. However, please inform [school leader] if any of the following occur during your self-quarantine: you experience flu-like symptoms, including fever, cough, sneezing, or sore throat; or you test positive for COVID-19.

We are committed to providing a safe environment for all of our students and staff. It is in the interest of those goals that we provide this information out of an abundance of caution.

We will treat information regarding the identity of anyone with suspected or confirmed cases of COVID-19 as confidential to the extent practicable and will comply with applicable laws regarding the handling of such information. Further, per school policy, we will not tolerate harassment of, or discrimination or retaliation against, anyone.

Please contact the [school leader] at [PHONE NUMBER] if you have any questions or concerns.

For more information about COVID-19, please visit the CDC website at:
<http://www.cdc.gov/coronavirus/2019-ncov/index.html>

Sincerely,

School Leader

COVID-19 Checklist

Know the Symptoms of COVID-19

- Coughing, fever, shortness of breath, and difficulty breathing. Early symptoms may include chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose.
- If you develop a fever and symptoms of respiratory illness, DO NOT GO TO WORK and call your health-care provider immediately. Do the same thing if you come into close contact with someone showing these symptoms.

School Responsibilities

- Access to the worksite will be limited to only those necessary for the work.
- Everyone will be pre-screened to ensure they are not exhibiting symptoms.
- Employees, contractors, and visitors will be asked to leave the worksite and return home if they are showing symptoms.
- Provide hand sanitizer and maintain Safety Data Sheets of all disinfectants used on site.
- Provide protective equipment (PPE) to any employees assigned cleaning/disinfecting tasks..

Staff Responsibilities

- Practice good hygiene: wash hands with soap and water for at least 20 seconds. If these are not available, use alcohol-based hand rub with at least 60% alcohol.
- Cover mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Employees who have symptoms (i.e., fever, cough, or shortness of breath) should notify their supervisor and stay home—DO NOT GO TO WORK.
- Sick employees should follow [CDC-recommended steps](#). Employees should not return to work until the criteria to [discontinue home isolation](#) are met, in consultation with healthcare providers and state and local health departments.

Cleaning/Disinfecting Worksites and Other Protective Measures

- Clean and disinfect frequently used tools, equipment, and assigned work areas, at the beginning and end of the work day. To disinfect, use [products that meet EPA's criteria for use against SARS-CoV-2](#), (the cause of COVID-19), and are appropriate for the surface.
- Clean shared spaces such as break/lunchrooms/restrooms at least once per day.
- Disinfect shared surfaces (machinery controls, etc.) after each use.
- Avoid using other employees' phones, desks, offices, or other work equipment, when possible. If not, disinfect before and after each use.
- Everyone should empty their own trash from their office or classroom into larger trash bins. Trash collected from these bins must be changed daily by custodial staff wearing gloves.

Personal Protective Equipment and Alternate Work Practice Controls

- Wear the proper PPE.

COVID-19 - General Information

What is COVID-19?

The novel coronavirus, COVID-19 is one of seven types of known human coronaviruses. COVID-19, like the MERS and SARS coronaviruses, likely evolved from a virus previously found in animals. The remaining known coronaviruses cause a significant percentage of colds in adults and children, and these are not a serious threat for otherwise healthy adults.

Patients with confirmed COVID-19 infection have reportedly had mild to severe respiratory illness with symptoms such as fever, cough, and shortness of breath.

According to the U.S. Department of Health and Human Services/Centers for Disease Control and Prevention (“CDC”), Chinese authorities identified an outbreak caused by a novel—or new—coronavirus. The virus can cause mild to severe respiratory illness. The outbreak began in Wuhan, Hubei Province, China, and has spread to a growing number of other countries—including the United States.

How is COVID-19 Spread?

COVID-19, like other viruses, can spread between people. Infected people can spread COVID-19 through their respiratory secretions, especially when they cough or sneeze. According to the CDC, spread from person-to-person is most likely among close contacts (about 6 feet). Person-to-person spread is thought to occur mainly *via* respiratory droplets produced when an infected person coughs or sneezes, like how influenza and other respiratory pathogens spread. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. It is currently unclear if a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes.

In assessing potential hazards, employers should consider whether their workers may encounter someone infected with COVID-19 in the course of their duties. Employers should also determine if workers could be exposed to environments (e.g., worksites) or materials (e.g., laboratory samples, waste) contaminated with the virus.

Depending on the work setting, employers may also rely on identification of sick individuals who have signs, symptoms, and/or a history of travel to COVID-19-affected areas that indicate potential infection with the virus, in order to help identify exposure risks for workers and implement appropriate control measures.

There is much more to learn about the transmissibility, severity, and other features associated with COVID-19, and investigations are ongoing.

Sample Supplies/Equipment Procurement Plan

Needs	Quantity Needed	Vendor	Notes	Completed
Gloves (nitrile, latex, or vinyl)				
Tissues				
Disinfecting Cleaner				
Disinfecting Wipes				
Hand Sanitizer				
Hand Sanitizer for Stations				
Signs for how to wash hands				
Signs posted to summarize overview of these rules and space usage rules				
Max occupancy signs for common rooms				
Signs for front office to how far to stand in front of desk				
Safety data sheets for cleaning chemicals				
Trash bags				
Gowns				
Disposal Face masks				
Cloth Face Masks				
Eye wear				
Touchless Thermometer				
Vehicle COVID Kit: masks, gloves, hand sanitizer, cleaning supplies, tissue, garbage bag, etc.				
Physical shielding or barrier where 6 feet distancing can't be accomplished				