GUIDANCE

1. SUMMARY:
   a. COVID-19 is a new disease and we are still learning about how it spreads and the severity of the illness it causes. The virus is thought to spread mainly from person-to-person.
      - Between people who are in close contact with one another (within about 6 ft).
      - 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 (asymptomatic).
   b. It may be possible that 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. This is not thought to be the main way the virus spreads, but we are still learning more about this virus.
   c. The risk of COVID-19 spreading from animals to people is considered low.
   d. Based on currently available information and clinical expertise, older adults and people of any age who have serious underlying medical conditions might be at higher risk for severe illness from COVID-19. Based on what is known, those at high risk for severe illness from COVID-19 are:
      - People 65 years and older.
      - People with chronic lung disease or moderate to severe asthma.
      - People who have serious heart conditions.
      - People who are immunocompromised.
         - Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications.
      - People with severe obesity (body mass index [BMI] of 40 or higher).
      - People with diabetes.
      - People with chronic kidney disease undergoing dialysis.
      - People with liver disease.
   e. Personnel at high risk or who have medical or other concerns should contact their respective American with Disabilities Act (ADA) Coordinator for further guidance. All communications must be compliant with ADA confidentiality requirements, keeping information related to an individual’s health as confidential as possible.
f. Mitigation measure protocols are intended to minimize risk of exposure to COVID-19 and are developed based on authoritative guidance (e.g., Centers for Disease Control and Prevention (CDC), Occupational Safety and Health Administration (OSHA) and other World Health Organizations).

2. OBJECTIVES:
   a. Provide a set of consistent protocols to be initiated immediately that will enhance worker protection while minimizing exposure risk.
   b. Reduce the transmission among employees.
   c. Maintain a healthy business operations and work environment.

3. KEY ASSUMPTIONS:
   a. The Nevada Enterprise (NvE) will be reassessing the people, the supporting documentation, and the added controls to ensure the NvE are “COVID-19 safe” prior to releasing employees back to work.
   b. Work activities will be reviewed to implement mitigation measures for the detailed work activities.
   c. These mitigation protocols will be updated regularly and will be implemented until the COVID-19 health status has been lifted.
   d. Personnel will be briefed on what mitigation measures are to be implemented.

4. MITIGATION MEASURE PROTOCOLS
   a. Target Audience:
      - All NvE personnel engaged in recovery, restart, and limited operations at the Nevada National Security Site (NNSS), North Las Vegas Facility (NLVF), and other outlying locations.
      - Subcontractors, visitors, vendors, etc., shall be provided this plan and expected to follow the requirements. It is the responsibility of the subcontract technical representative (STR) or host to ensure receipt, understanding, and compliance. Any deviations or additional measures will be reviewed and approved by the Site Occupational Medical Director.
      - Labor Relations will be notified of any updates to any COVID-19 protocols that impact bargaining unit employees as soon as possible. Labor Relations will be responsible for communicating, as necessary, to the Unions, in conjunction with management.
   b. Travel: Applies to international and domestic travel.
      - Coronavirus infection is global.
      - Travel increases your risk to possible exposure.
      - Non-Mission-Essential International Travel:
        - All non-mission-essential international travel is hereby suspended until further notice.
      - Mission-Essential International Travel:
        - Only Heads of Departmental Elements may approve “mission-essential” international travel to countries other than the “Do Not Travel” areas/countries. In the case of U.S. Department of Energy, National Nuclear Security Administration (NNSA), the NNSA Administrator will make the determination if international travel should be approved for mission-essential purposes. Mission-essential travel is defined as travel to
conduct activities that support the National Essential Functions, Primary Mission Essential Functions, and Mission Essential Functions as defined in U.S. Department of Energy (DOE) Order DOE O 150.1A, “Continuity Programs.”

- **Domestic Travel:**
  - At this time, DOE is not restricting domestic travel.
  - If you must travel domestically:
    - Prior to travelling check the state or local health department requirements along your travel route and planned destination to ensure there are no mandated state or local travel restrictions.
    - Ensure you understand the COVID-19 protocols for your destination.
    - Wear a face covering when in public, when using public transportation, when using a ride service, when traveling by train, or when traveling by air.
    - Follow the mitigation measures to protect yourself and others during your trip.

- **Mitigation Measures:** Implement the following daily screening protocol for all personnel and visitors.
  - **Daily** prior to leaving their residence personnel will assess their fitness for duty through the following questions:
    - Are you experiencing any of these symptoms?
      - Fever
      - Cough
      - Shortness of Breath
      - Fatigue
      - Aches/Pains
      - Diarrhea
      - Vomiting
      - Sore Throat
      - Chills
      - Sudden Loss of Taste/Smell
      - Repeated Shaking with Chills
      - If personnel are experiencing any of the above symptoms (not all inclusive) or any other symptoms that are severe or concerning, then they are to stay home, they are not to report to work that day, they are to notify their supervisor, and they should contact their personal healthcare provider.
    - Have you had close contact (less than 6 ft) with a person experiencing any of the above symptoms or suspected/confirmed COVID-19?
      - If personnel have had this close contact, then they are to stay at home, they are not to report to work that day, and they are to notify their supervisor, and they should contact their personal healthcare provider.
      - The supervisor will contact Occupational Medicine and provide the name and contact information for the ill or close contact exposed individual.
    - Occupational Medicine has established a contact number for NvE employees to call a health care provider.
      - Occupational Medicine contact number: (702) 295-1473
d. **Symptom Self-Evaluation Checks**: Prior to commencing work and throughout the work day, personnel will perform **symptom self-evaluation checks**.

   Note: The list of symptoms shall be posted in work areas, facility access points, busses, etc., so they are visible reminders.

   - Personnel who appear to have symptoms upon arrival to work or who become sick during the shift, shall put on a face covering if not wearing one, immediately distance (minimum 6 ft distance) themselves from other personnel if not already doing so, notify their supervisor, and be sent home safely.

   - The supervisor will contact Occupational Medicine and provide the name and contact information for the ill individual.

   - Personnel who had contact (within 6 ft) with the ill individual while symptomatic and 48 hours prior to the ill individual becoming symptomatic are considered exposed.
     - These individuals may continue to work if they remain asymptomatic, wear a face covering, follow the requirements of this plan, and obtain authorization from Occupational Medicine and approval from supervision.

   - If personnel are confirmed to have COVID-19 infection, co-workers will be informed of their possible exposure to COVID-19 in the workplace.
     - All communications must be compliant with ADA confidentiality requirements, keeping information related to an individual’s health as confidential as possible.

e. **Facility/Building Disinfection**: Disinfection protocols for a suspected/confirmed ill individual in the workplace.

   - Supervision ensures that personnel are removed from the affected areas and the areas are closed off.
     - Adjacent operations greater than a 6 ft distance to affected areas do not need to be suspended.
     - Prior to disinfection post signage or use Yellow (Caution) tape at the entrances to the affected areas that state, “Do Not Enter.” If the area is lockable, then close and lock doors and post “Do Not Enter” signage.
     - Coordinate a cleaning/disinfection request through Facility Management or if in leased spaces, through the custodial service provider. Regular cleaning staff can clean and disinfect affected areas.
     - The building, room, office, cubicle, etc., location and identification information of the affected area will be provided to the COVID-19 Monitoring Team.
     - Increase air circulation in the affected area as reasonable (e.g., increase fresh air exchange rate, use localized fans).
     - If possible to wait 72 hours, then disinfection is not necessary. A wipe down of hard surfaces with soap and water should occur prior to releasing the affected area.
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- **Hard Surfaces:**
  - If visibly dirty, clean using soap and water or commercial cleaner. Focus should be placed on high touch surfaces (e.g., tables, countertops, doorknobs, light switches, handles, phones, toilets, faucets, sinks).
  - Disinfect using an EPA-registered disinfectant (https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2) per manufacturer’s instructions with focus on high touch surfaces. The NNSS Mercury warehouse has approved disinfectants.
  - Do not wipe dry, allow to air dry.

- **Soft Surfaces:**
  - Such as carpets, rugs, cubicle walls, chairs, etc.
  - Items can be removed or segregated (e.g., covered in plastic sheeting) for a minimum of 72 hours to eliminate the need for disinfection.
  - Launder items (if possible) according to the manufacturer’s instructions. Use the warmest water setting and dry completely. Additional disinfection is not necessary.
  - If visibly dirty, clean using soap and water or commercial cleaner appropriate for these surfaces.
  - Disinfect using an EPA-registered disinfectant per manufacturer’s instructions. The NNSS Mercury warehouse has approved disinfectants.

- **Electronics:**
  - Such as tablets, monitors, touch screens, keyboards, mice, remote controls, etc.
  - Consider the use of a wipeable or disposable cover on electronics.
  - Follow manufacturer’s instructions for cleaning and disinfecting.
  - If no guidance, then disinfecting wipes or a 70% alcohol solution may be used. Use caution when using on LCD displays.

- **Laundry:**
  - Such as towels, linens, and other items.
  - Do not shake laundry.
  - Launder items according to the manufacturer’s instructions. Use the warmest water setting and dry completely.
  - Clean and disinfect laundry bins and laundry collection areas.

- **Outdoor Surfaces:**
  - Such as, railings, benches, grab bars, etc., do not require disinfection.
  - High touch surfaces should be cleaned routinely with soap and water or commercial cleaner and allowed to air dry.

- **Precautions**
  - Wear a face covering
  - Wear disposable gloves
– Wear a disposable outer garment such as a gown, smock, lab coat, Tyvek like suit, etc.
– Provide users instructions on how to safely remove gloves and disposable outer garment.
– Dispose of items in regular trash.
– Wash or sanitize hands after glove and/or disposable outer garment removal.

f. Social Distancing: The CDC recommends social distancing, also called “physical distancing,” separation space between individuals of 6 ft as a measure to reduce the spread of COVID-19, whenever possible.

• To the extent possible, a social distancing protocol of 6 ft separation between personnel is in effect.

  o Contact among workers shall be minimized by utilizing social distancing, physical barriers (e.g., mobile white boards, hard walled offices, sneeze guards, etc.), use of open air/large rooms and/or replacing face-to-face meetings with virtual and telework options.

  o Individual offices/cubicles are off limits except to the occupant or in case of emergency. Otherwise, an office/cubicle will be considered an employee’s “sanctuary” — others can enter with the employee’s permission; all other guidelines apply (e.g., keep distance, wear face covering, minimize time, clean surfaces).

  o Face coverings are not required when you are working alone in segregated spaces (e.g., cubicles with walls, private offices). If there is a concern with face covering use in a segregated work space, please contact an industrial hygiene or health and safety subject matter expert (SME). The SME, in coordination with the REOP Holder, will evaluate the work space and work activity to identify and implement the appropriate COVID-19 mitigation controls.

  o Practice social distancing to the extent possible when eating meals.

  o In areas of high-volume traffic, use spacing tools for checks and lines. For example, put tape on the floor as a visual marker to keep people adequately spaced.

  o A person or persons should be designated to ensure that people standing in any lines, meeting in rooms, access/congregation points stay 6 ft apart, inside and outside.

  o Meetings and Auditoriums

    – Seating/standing arrangements will be implemented to ensure the minimum 6 ft social distance measure during entry, meeting duration, and exit. Use of visible markings (e.g., tape, signage) is encouraged.

    – All attendees must wear a face covering due to emergency action social distancing constraints.
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- Do not allow congregating of meeting attendees during breaks.
- Meeting host is responsible for ensuring hard surfaces and shared electronics are cleaned upon completion of the meeting.

  o If the social distancing measure of 6 ft cannot be maintained (e.g., common areas, hallways), personnel shall wear a face covering. Face coverings should be readily accessible (e.g., in possession and carried by individuals) if emergency actions are initiated.

  o For work activities where personnel are less than 6 ft from one another, work activities shall not be performed until personnel put on a face covering or the appropriate engineering, administrative, or personal protective equipment (PPE) control has been identified through consultation with the Real Estate Operations (REOP) holders and health and safety subject matter experts and implemented as a public health measure to minimize the potential risk of exposure to COVID-19.

  o Definition of controls and examples:
    - Engineering Controls — Isolate personnel from the hazard. Examples, not limited to:
      - Use of high-efficiency air filters in the work area
      - Increased ventilation rates in the work area
      - Installation of physical barriers, such as sneeze guards
      - Use of localized negative ventilation in the work area
    - Administrative Controls — Change the way personnel work. Examples, not limited to:
      - Symptom pre-screening
      - Regular symptom monitoring
      - Social distancing
      - Use of shifts and alternate work days to reduce number of employees in the work environment
      - Use of face coverings
      - Cleaning/Disinfecting
    - Personal Protective Equipment — Protection of personnel with worn equipment. Examples, not limited to:
      - Face Shields
      - Filtering Face Masks
      - Respirators
      - Gloves

g. **Face Coverings:** In light of new data about how COVID-19 spreads, along with evidence of widespread COVID-19 illness in communities across the country, CDC recommends that people wear a cloth face covering to cover their nose and mouth in the community setting. This is to protect people around you if you are infected but do not have symptoms. A significant portion of individuals with coronavirus lack symptoms (asymptomatic) and even those who eventually develop symptoms (pre-symptomatic) can transmit the virus to others.
before showing symptoms. In the spirit of BeyondZero our “Culture of Caring,” face coverings shall be worn when the social distancing measure of 6 ft cannot be maintained as a protective measure to reduce workplace transmission. All personnel must wear a face covering when dealing with the public.

- As used in this plan, a “Face Covering” means a covering made of cloth, fabric, or other soft or permeable material, without holes, that covers only the nose and mouth and surrounding areas of the lower face. Examples of face coverings include a scarf or bandana; a neck gaiter; a homemade covering made from cloth, a t-shirt, towel, etc., held on with ties, elastic, or rubber bands; or a mask, such as a KN-95, surgical, or other, which need not to be medical-grade.

- **Filtering Facepiece Respirator (FFR)**
  - Is a negative pressure particulate respirator with a filter as an integral part of the facepiece or with the entire facepiece composed of the filtering medium (29 CFR 1910.134(b)). Examples include, elastomeric half-mask respirators such as an N-95 and KN-95.
  - N-95 respirators are in very limited inventory and unable to be procured at this time due to healthcare provider restrictions. Per DOE policy, N-95 respirators should not be issued as a face covering. N-95 respirators can be worn as a face covering in areas that have no identified respiratory hazards when the employer allows employees to voluntarily use an N-95.

  - Respirators are an effective method of protection against designated hazards when properly selected and worn. Respirator use is encouraged, even when exposures are below the exposure limit, to provide an additional level of comfort and protection for workers. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the worker. Sometimes, workers may wear respirators to avoid exposures to hazards, even if the amount of hazardous substance does not exceed the limits set by OSHA standards. If your employer provides respirators for your voluntary use, or if you provide your own respirator, you need to take certain precautions to be sure that the respirator itself does not present a hazard.

  - Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirators limitations. Please note that OSHA has interim guidance that allows use of an N-95 respirator beyond the manufacturer shelf life ("expiration date") and allows extended use or reuse.

  - Choose respirators certified for use to protect against the contaminant of concern. NIOSH, the National Institute for Occupational Safety and Health of the U.S. Department of Health and Human Services, certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will tell you what the respirator is designed for and how much it will protect you.
Do not wear your respirator into atmospheres containing contaminants for which your respirator is not designed to protect against. For example, a respirator designed to filter dust particles will not protect you against gases, vapors, or very small solid particles of fumes or smoke.

- Keep track of your respirator so that you do not mistakenly use someone else’s respirator.
  - KN-95 respirators are FFRs certified to the People’s Republic of China: GB 2626-2006; and GB 2626-2019 standards. In a good-faith effort these can be used as a face covering per OSHA enforcement guidance. These are currently available in the NNSS Mercury warehouse.

**Note:** Any mask or face covering that incorporates a non-filtered one-way exhalation valve (typically a raised plastic cylinder about the size of a quarter on the front or side of the mask) that is designed to facilitate easy exhaling is not a Face Covering under this plan and is not in compliance with this plan’s requirements. Valves of this type permit droplet release from the mask, putting others nearby at risk. Masks or face coverings with a filtered one-way exhalation valve are authorized for use under this plan.

- Personnel are encouraged to use face coverings they have made or purchased. If personnel cannot provide their own face covering, then one will be provided as available. Contact your supervisor to request one.

- Personnel who have medical concerns with the use of a face covering such as claustrophobia, asthma, chronic obstructive pulmonary disease (COPD) or other conditions should contact their respective ADA Coordinator for further guidance.

- Face coverings should:
  - Fit snugly but comfortably against the side of the face.
  - Extend above the nose and below the chin.
  - Completely cover the mouth and nostrils.
  - Not interfere with eyewear.
  - Include multiple layers of fabric.
  - Allow for breathing without restriction.
  - Be laundered and machine dried without damage or change to shape.
  - Be put on/removed by handling straps/loops only and without touching eyes, nose, and mouth and wash hands immediately after putting on and removal.
  - Not be shared.
  - Not create additional hazards.
  - Be carried by individuals and available to put on in case the social distancing measure of 6 ft cannot be maintained.

- **Face Covering Use:**
  - Worn when the social distancing measure of 6 ft is difficult to maintain.
  - Worn when entering/exiting buildings.
  - Worn in hallways, stairwells, and elevators.
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- Worn in common areas such as restrooms, break rooms, conference rooms, and common printer areas.
- Worn when dealing with the public.
- Not worn while eating.
- Not worn when working or performing activities outdoors and maintaining 6ft of social distancing.
- Limit how often you touch and adjust your face covering.
- Should be clean, not damaged, and easy to breathe while wearing.
- Stored in a breathable clean container when not in use (e.g., paper bag, ziplock bag not fully sealed).
- Discard disposable or non-functional face coverings in the regular trash.
- Wash or sanitize your hands after handling the face covering.

- **Distribution Control:**
  - Distribution of face covers will be controlled to ensure an adequate supply is available.
  - M&O Supervisors/Managers and NvE partners with M&O cost codes can request face coverings for their teams pending availability by using the COVID-19 webpage on InSite (https://insite.nv.doe.gov/Pages/COVID-19.aspx) or sending an email to COVID19supplies@nv.doe.gov.
  - NNSS warehouse operations will process approved orders and will contact you for pickup/delivery or shipment to satellite locations.
  - Non M&O face covering requests will be coordinated through their respective organization and approved by NvE local management.
  - Purchase of these items through a P-card is not allowed.

- **Face coverings are a public health recommendation and not an occupational health requirement.**

- **NNSS Workforce at Main Entrances (NNSS and NLVF):**
  - Inbound checks: Face coverings briefly raised and lowered for confirmation.
  - Outbound Checks: Face coverings do not need to be raised or lowered.
  - As you approach the guard station:
    - Roll down your front and back driver side windows.
    - If wearing a face covering, be prepared to briefly lower it for confirmation when presenting your badge.
  - While at the guard station:
    - All Security Police Officers (SPOs) who get within 6 ft of your car will be wearing masks. If you must cough or sneeze, cover it and direct it towards the interior of your vehicle.
    - Present the front and back of your badge to the SPO. They will look at it, but will not touch it.
• If wearing a face covering, briefly lower it for confirmation.
• The SPO will look inside your car and ask if you have prohibited articles. Simply answer “yes” or “no”.
  o After departing the guard station:
    ▪ Once parked, if you are not wearing a face covering, put on a cloth face covering before exiting your vehicle.
    ▪ Ensure windows are rolled up before exiting the vehicle.
    ▪ Once you reach your office, you may remove your face covering.

• NNSS Workforce at Device Assembly Facility (DAF) Entry Guard Station and Argus Portal:
  o Employees will sanitize hands prior to entering portal.
  o Employees will use wipes to clean hand geometry unit prior to use.
  o Inbound checks: Face coverings briefly raised and lowered for confirmation.
  o Outbound Checks: Face coverings do not need to be raised or lowered

h. Vehicles
• Wear a face covering when sharing a vehicle with others.
• Wipe down high-touch surfaces prior to and after use.
• Turn off the air recirculation, open the fresh air vent, and crack a window to increase ventilation.
• Wash or sanitize hands after vehicle use.
• Do not leave cleaning supplies in the vehicle.
• Do not leave alcohol based sanitizer in the vehicle.

i. Instruction and Classroom Protocols
• General Risk Characterization
  o Lowest Risk: Students engage in virtual-only learning options, activities, and events.
  o More Risk: Small in-person classes, activities, and events. Individuals remain at least 6 ft apart, wear face coverings, and do not share objects.
  o Highest Risk: Full-sized in-person classes, activities, and events. Students are not spaced apart, not wearing face coverings, and share objects.
• Shared Objects
  o Discourage sharing of items that are difficult to clean or disinfect.
  o Ensure adequate supplies to minimize sharing of high-touch materials to the extent possible (e.g., assigning each student their own supplies, equipment, computers) or limit use of supplies and equipment by one group of students at a time and clean and disinfect between use.
  o Avoid sharing electronic devices, books, pens, and other learning aids.
Modified Layouts

- Space seating/desks at least 6 ft apart when feasible. For lecture halls, consider taping off seats and rows to ensure 6-ft distance between seats.
- Host smaller classes in larger rooms.
- Offer distance learning in addition to in-person classes to help reduce the number of in-person attendees.
- Provide adequate distance between individuals engaged in experiential learning opportunities (e.g., labs, vocational skill building activities)

Physical Barriers and Guides

- Install physical barriers, such as sneeze guards and partitions, particularly in areas where it is difficult for individuals to remain at least 6 ft apart (e.g., cash registers).
- Provide physical guides, such as tape on floors or sidewalks and signs on walls to ensure that individuals remain at least 6 ft apart in lines and at other times.
- Protections for Students at Higher Risk for Severe Illness from COVID-19 Offer options for students at higher risk for severe illness that limit their exposure risk (e.g. virtual learning opportunities).

General Cleaning/Disinfection Protocols

- Cleaning — removes germs and dirt from surfaces. It lowers the risk of spreading COVID-19 infection.
- Disinfection — kills germs on surfaces. By killing germs on a surface by cleaning, you can further lower the risk of spreading infection.
- Clean using soap and water or a commercial cleaner appropriate for the material.
- Disinfect using an EPA-registered disinfectant (https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2) per manufacturer’s instructions with focus on high touch surfaces. The NNSS Mercury warehouse has approved disinfectants.
- If an EPA-approved disinfectant is unavailable, you can use 1/3 cup of bleach added to 1 gallon of water, or 70% alcohol solutions to disinfect. Do not mix bleach or other cleaning and disinfection products together. Bleach is available in the NNSS Mercury warehouse.
- Disinfected items are to be allowed to air dry.
- Common high traffic frequently touched surfaces (e.g., handrails, horizontal desktops/countertops, door knobs, turn-styles, badge readers, vehicle steering wheels, equipment buttons, common phones, and keyboards) shall be cleaned/disinfected at a minimum of twice per day/shift to the greatest extent possible.
- Tools (electrical, mechanical, or manual) shared between personnel that are not wearing gloves, shall be cleaned/disinfected each time they are shared to the greatest extent possible.
• Mobile equipment that is shared between personnel shall be cleaned/disinfected each time they are used.
• Vehicles that are shared between workers or have more than one occupant (e.g., vans, work vehicles) shall be cleaned, at a minimum, once per day/shift.

k. **BeyondZero General Considerations**

- Assume you are infected and want to protect others.
- Assume others are infected and you want to protect yourself.
- Assume any surface or environment that you don’t control is contaminated and take additional precautions.
- Personnel are discouraged from using phones, desks, offices, work tools, equipment, etc., from other personnel to minimize exposure potential. If used, it is the responsibility of the user to clean/disinfect or use a physical barrier such as a clean glove, towel, napkin, etc.
- Hand wash stations or hand sanitizer stations shall be placed in locations near high contact surfaces as reasonable.
- Paper tissues (e.g., Kimwipes) should be made available for use as a single use hand barrier when accessing high contact surfaces such as doors, turn-styles, etc.
- When using a keypad consider using a tissue as a barrier, wiping the key pad down prior to use with a disinfectant wipe, or washing/sanitizing hands after using the key pad.
- Disposable wipes should be available so that commonly used surfaces (e.g., doorknobs, keyboards, remote controls, desks, phones, and other work tools and equipment) can be wiped down by employees before each use.
- Wall mounted hand sanitizer stations will be placed at strategic facility locations (e.g., major entrances to buildings, laboratories, outside bathrooms, as determined by Facilities Management).
- Disinfectant spray and disinfectant wipes will be placed at strategic facility locations (e.g., large conference rooms, breakrooms along with paper towels and/or Kimwipes, as determined by Facilities Management).
- Individuals are responsible for the cleanliness and protection of spaces they interact in. When using common areas clean surfaces you will access before and after using. In a conference room wipe down surfaces when entering and exiting.
- For any common space (e.g., conference room, print room, bathroom, kitchen): don’t congregate, always strive to maintain 6 ft of separation, and minimize the time you are in close proximity.
- “If you have to meet, make it short and sweet and maintain 6 feet.”
- After using a common space, wash hands with soap and warm water for at least 20 seconds.
- Liquid soap and paper towels will be available in breakrooms containing a sink.
- Staggered entries should be made to ensure proper social distancing.
- Common printer/copier high frequency touchpoints should be wiped down prior to use by the user or the use of a physical barrier such as a glove, towel, and napkin, etc., should be considered.
• Before heading to a building to visit someone, familiarize yourself with the building layout so you can take the most direct route.
• When entering a bathroom dispense the appropriate amount of paper towels before touching any surfaces so it is ready once your hands are washed.
• Most bathroom doors can be entered via pushing. Do this with your body or arm, not your hand. When exiting, use a paper towel to grab the door handle and pull it open, then dispose of the paper towel in the trash.
• Custodians will check bathrooms and kitchenettes/breakrooms frequently to ensure paper towels and soap are stocked.
• Custodians will not enter an individual office or cubicle; please place waste bins outside offices/cubicles that are in use.
• To minimize population density, stagger staff start times/days. This keeps onsite population density low, minimizes doorway/hallway conflicts and bathroom usage.
• Personnel who are presumed or confirmed ill with COVID-19 must process through Occupational Medicine (702-295-1473) before returning to work.

l. Emergencies
• Follow normal emergency protocols, practice social distancing as reasonable, wear a face covering as reasonable.

m. References:
COVID-19 Mitigation Measures for Protection of Workers Plan


