



U.S. ARMY COMBAT CAPABILITIES DEVELOPMENT COMMAND – ARMY RESEARCH LABORATORY

COVID-19 RETURNING TO WORKSPACE SAFETY TRAINING

CCDC ARL Safety Office / SEDD Business Operations

DISTRIBUTION STATEMENT A. Approved for public release; distribution is unlimited



WE WILL COVER.....



- **COVID-19 –ARL’s Commitment to the Safety of Our Workforce**
- **Infection Prevention Measures**
- **Hygiene and Respiratory Etiquette**
- **Social Distancing**
- **Personal Protective Equipment (PPE)/Face Masks**
- **General Precautions**
- **General Cleaning and Disinfecting**
- **Operational Safety**
- **Other Considerations**
 - Visitors
 - Vendors
 - Travel
- **Phase In Plan – Return to Work Overview**
- **More information – Public Health Command, CDC, CCD, OSHA, ARL COVID-19 SharePoint Website links**



COVID-19 – ARL'S COMMITMENT TO WORKFORCE



- The Army Research Laboratory (ARL) is dedicated to the health and safety of the workforce and taking all necessary precautions recommended by the medical community. This training along with the ARL COVID-19 Workforce Preparedness Guidance provides the guidance for returning to your worksite.
- **As you gain the ability to return to your worksite, office, experimental facility, or laboratory ask yourself “Do I need to be on-site to complete my work or can it be accomplished through telework?” If your work can be accomplished through telework, protect yourself and others by coordinating with your supervisor to continue working from home.**
- Employees who self-identify as, live with, or care for those identified by the CDC as at a higher risk for severe complications from COVID-19 (CDC High Risk Populations), shall notify their supervisor (see appendix C of ARL COVID-19 Workforce prior to returning to their worksite preparedness Guidance for definition of high risk). High risk employees which self-identify should maximize telework or leave status.
- Stay at home if you are sick, when household members are sick, or when required to isolate or quarantine. Contact your supervisor or a member of the Human Resources group for assistance on ARL Policy to encourage staying at home during those times.



INFECTION PREVENTION MEASURES



- **Before employees come to the worksite in-person, they shall answer these three questions:**
 - Are you feeling sick today (COVID-19 Symptoms: fever over 100.4° F, cough, sore throat, runny nose, shortness of breath, loss of taste or smell)?
 - Have you had close contact with anyone with confirmed COVID-19?
 - Have you traveled to an area that would require you to quarantine according to CDC or DoD guidance in the last two weeks?
- **If the answer is “Yes” to anyone of the above questions, stay home and notify your supervisor.**
- **If an employee is at work and begins to feel ill or learns that they have been in contact with someone who has tested positive:**
 - They are to don a mask to prevent any further spread of aerosols
 - Avoid touching surfaces
 - Contact their supervisor immediately
 - Exit the building to go home (do not move around the building except to exit)



INFECTION PREVENTION MEASURES



- **Supervisors will notify the ARL Operations Center and Site/Regional Manager immediately upon receipt of a report from an employee with confirmed or suspected COVID-19 symptoms or exposure.**
- **Post COVID-19 infection with positive test** – Recovery from a positive case diagnosis requires a doctors note clearing you for duty.
- **Close contact with COVID-19+ case or exhibiting symptoms - Do Not Return to Work for:**
 - At least three days (72 hours) have passed since recovery, which is defined as resolution of fever without the use of fever-reducing medications AND
 - The improvement of respiratory symptoms, such as coughing and shortness of breath AND
 - At least 14 days have passed since symptoms first appeared.



GOOD HYGIENE PRACTICES

- Exercise frequent hand washing (for a minimum of 20 seconds). Use hand sanitizer (@ least 70% alcohol for hands) if soap and water are not available.
- Keep your hands **BELOW** your chin and avoid touching your mouth, nose, and eyes, as much as practicable.
- **COVER** your cough/sneeze with a tissue or the inside of your elbow, **NOT your hands.**
- Avoid sharing personal items with coworkers (i.e., safety glasses, Personal Protective Equipment (PPE), dishes, cups, utensils, towels, pens, pencils).

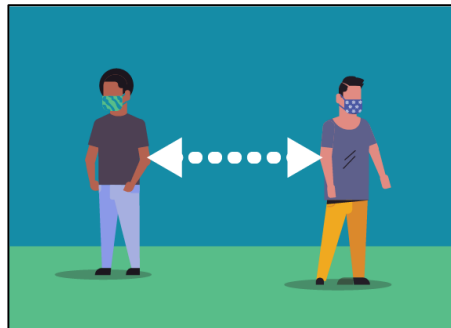
CDC Video on proper hand washing (no audio)





SOCIAL DISTANCING

- **Social distancing, means keeping space between yourself and other people outside of your home. To practice social distancing:**
 - Stay at least 6 feet (about 2 arms' length) from other people
 - Do not gather in groups
 - Stay out of crowded places and avoid mass gatherings
- **Limit close contact with others outside your household in indoor and outdoor spaces. Since people can spread the virus before they know they are sick, it is important to stay away from others when possible, even if you—or they—have no symptoms.**
- **Social distancing is especially important for people who are at higher risk for severe illness from COVID-19.**





HAZARD ANALYSIS FOR WORK AREAS



- **Each supervisor must assess their work areas and determine the level of exposure hazard for each using the definitions below:**
 - Low exposure risk work – does not require contact with people known to be, or suspected of being, infected with COVID-19 nor frequent close contact with (i.e., within 6 feet of) the general public. Workers in this category have minimal occupational contact with the public and other coworkers.
 - Medium exposure risk work - requires frequent and/or close contact with (i.e., within 6 feet) people who may be infected with COVID-19, but who are not known or suspected COVID-19 patients.
 - High exposure risk work – has a high potential for exposure to known or suspected sources of COVID-19 such as health care workers.



HAZARD ANALYSIS FOR WORK AREAS



- **The ARL Safety Office has completed the job hazard analysis (JHA) for the low and medium exposure risk work areas for researchers and supervisors**
- **There are currently no known high exposure risk work areas in ARL**
- **Contact the ARL Safety office if there are any questions concerning the level of exposure risk for a workspace/job/task**



PERSONAL PROTECTIVE EQUIPMENT



- PPE that would normally be required to complete the task in question is still required to be worn when needed (hard hats, steel toe shoes, safety glasses, laboratory coats, respirators, etc.)
- Employees are responsible for cleaning and sanitizing their own PPE and **shall not share** or provide visitors with safety glasses that have already been used
- Laboratory coats and gloves shall only be worn in common areas when it is required by the task being performed
- **Always** wash hands before donning and after doffing all PPE



FACE COVERINGS & MASKS



WHEN ARE FACE COVERINGS AND MASKS REQUIRED?

- When entering any ARL building
- You must wear your mask at all times when in ALL common areas defined as;

Conference Rooms	Entry/Hallways/Corridors	Cafeteria
Bathrooms	Elevators / Stairwells	Kitchen/Breakrooms
Shared offices and Labs, Classified Spaces, vaults (w/o established work and sanitation plan)	Vending Areas	Auditorium

- In addition to common areas defined above you must wear your mask anytime you are working with or in proximity to someone and cannot maintain the 6 feet social distance, i.e. Field experiments, large R&D Areas, etc...
 - At your desk if you are sharing a space and in a cubicle with low or no barriers
- REMEMBER: AVOID TOUCHING MASK WHILE WEARING**

WHEN REMOVING YOUR FACE MASK:

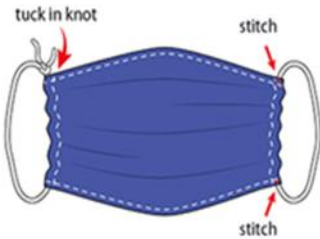
- If mask is disposable – do not touch the exterior of the mask - remove at ear or head ties (bottom strap first) and dispose in the trash.
- If the mask is re-usable, do not touch the exterior of mask - remove at ear or head ties, and place in a plastic bag for laundering.
- After removing your mask wash your hands for 20 seconds with soap and water or use hand sanitizer that contains at least at least 60% ethanol or 70% isopropanol.



PPE/ FACE MASKS (CONTINUED)



- **OTHER ACCEPTABLE FACE MASK TYPES**



Face Covering



Surgical Mask



Dust Mask



Neck Gaiter

- **MASKS SHOULD NOT BE MADE FROM LOOSE WEAVE MATERIALS**

- **CAN I WEAR AN N-95 MASK?**

NOTE: Use of any N-95 type respirator (with or without exhalation valves) will first require approval and medical surveillance from ARL IH Office (Per OSHA 1910.134 Respiratory Protection Standard)



N-95 Type Masks



GENERAL PRECAUTIONS

- **Adhere to the Social Distancing guidelines of 6 feet or more whenever possible.**
- **It is required to wear face coverings at all times when around other people and in common areas to reduce the chance of person to person transmission and contamination of surfaces, when 6 foot social distancing cannot be maintained.**
- **Where possible:**
 - One way foot traffic, single individual in restrooms at a time, limit the number of people in an elevator as much as possible and wear face covering when 6 foot social distancing cannot be maintained.
- **Ventilation considerations**
 - Take steps to minimize air from fans and Window AC units from blowing from one person directly to another. Leave fans and Window AC units off if possible.



GENERAL CLEANING AND DISINFECTING



- **The preferred method of cleaning is by the use of wipes that contain an EPA registered household disinfectant used per the manufacturers instructions. See the ARL COVID-19 Workforce Preparedness Guidance for additional information.**
- **Never mix household bleach, ammonia or any other cleansers. Some combinations can create hazardous mixtures.**
- **Alcohol solutions with at least 70% alcohol (for surfaces) are also effective.**
- **ARL cleaning and disinfecting supplies will be provided for common area use. Each individual will be responsible for cleaning and disinfecting personal workspace**



GENERAL CLEANING AND DISINFECTING



- **All Employees will clean and disinfect their work areas before and after shift and multiple times throughout the day.**
- **All employees shall ensure cleaning and disinfecting will be done prior to and after use of commonly used areas/facilities including:**
 - Printers/computers.
 - Refrigerator handles.
 - Microwaves.
 - Telephones if shared
 - Tabletops/Countertops.
 - Lavatories.
 - Shared tools
 - Vehicles
- **ARL LABOPS will provide cleaning and disinfectant supplies for use in ARL common areas. Directorate(s) will supply if needed for their operational locations (labs, experimental facilities, etc.).**

NOTE: Each employee will be responsible for the regular cleaning of their individual work space/ desk area.



OPERATIONAL SAFETY



- **The supervisor/lead and employees will review their specific operations and how they may be affected or safely adjusted due to social distancing and other COVID-19 prevention requirements.**
 - Alternate methods and techniques for hazardous task will be documented and approved in the Job Hazard Analysis.
- **Where possible, supervisors will identify teams that will exclusively work together when conducting tasks requiring multiple personnel.**
- **Look for other ways to minimize personal interactions across their mission areas such as:**
 - staggered weekly work schedules
 - limiting employee personal interactions
 - staggering office/lab sharing
 - no sharing of tools and equipment where possible
 - using teleconference options for meetings/collaborating.



OPERATIONAL SAFETY



- **Certain tasks (for example, two person lifts, riding in certain vehicles) cannot be performed within CDC guidelines for social distancing, specifically, maintaining a distance of 6 feet or more between personnel. These tasks should only proceed when the following conditions have been met:**
 - If possible, conduct the task outside or in a well-ventilated area (i.e. open bay doors, vehicle windows down, etc.)
 - Ensure employees involved in the task wash/sanitize hands prior to the task and immediately following completion of the task.
 - Employees should minimize person-to-person contact time within 6 feet.
 - Personnel will wear face masks/face coverings and safety glasses at all times at a minimum.



OTHER CONSIDERATIONS – VISITORS/VENDORS



- **Visitors/Vendors - Requests for access by non-ARL personnel will require advance notice prior to gaining access to ALC.**
- **Sponsors of Visitors and Vendors must submit Training acknowledgement via an ARL COVID-19 procedure slide deck prior to entry**
- **All visitors/Vendors must respond to the daily screening questions from their point of contacts.**
- **Directors will request approval from the ARL Operations Center for visits by personnel from areas under a CDC Travel Advisory.**
- **All Visitor Badging Sites:**
 - The POCs will administer the questions to visitors/vendors daily
 - The visitor/vendor must have their own personal face masks and hands must be cleaned with at least a 70% alcohol based solution prior to entry into any ARL facility.



ADDITIONAL RESOURCES AND CONTACT INFO



Public Health Command COVID-19 Website

<https://phc.amedd.army.mil/topics/campaigns/coronavirus-1919/Pages/default.aspx>

Center for Disease Control (CDC) COVID-19 Website

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

Center for Disease Control (CDC) Special / High Risk Population Website

<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html>

CCDC COVID-19 Website

<https://www.army.mil/ccdc#org-coronavirus>

OSHA COVID-19 Guidance Document

<https://www.osha.gov/Publications/OSHA3990.pdf>

ARL COVID-19 Workforce Preparedness Guidance