

COVID-19 BUSINESS AND OPERATIONAL PLANNING:

Safety Plans for our FOPOG Volunteers, Customers At the Bingo Premises

2020



FEDERATION OF PANGASINANSEES ON GUAM

Alvin Ancheta

Secretary

05/29/2020

ADDRESS 261 CHALAN SUETE, HARMON GUAM 96931

GUAM HOURS OF OPERATION

12:00 PM – 10:00 PM TUESDAYS, WEDNESDAYS , THURSDAYS AND FRIDAYS

10:00AM TO 4PM SATURDAYS AND SUNDAY

FOPOG OR PANGASINAN BINGO IS THE LONGEST RUNNING BINGO PLACE IN GUAM RUN BY A LEGAL NON-PROFIT ORGANIZATION. OUR PLAN IS BASED ON HOW TO KEEP OUR STAFF AND CUSTOMERS SAFE DURING OPERATIONAL HOURS FROM COVID 19 PANDEMIC USING CDC, OSHA, U.S. DEPARTMENT OF LABOR AND THE GUAM DEPARTMENT OF PUBLIC HEALTH GUIDELINES

1. Mandate the Wearing of Face Masks for all FOPOG Volunteer and Bingo Players.

2. Develop and Communicate Social Distancing Policies:

- a. Bingo Players and FOPOG Volunteers shall develop and communicate social distancing policies or refine and update currently existing policies to include social distancing requirements.

These policies should help protect employees (as well as reassure those who fear returning to work) and customers. Social distancing plans must be industry- and employer-specific and must address the unique needs and circumstances of each business (including different kinds of work sites/operations).

Some key factors for consideration in developing social distancing policies include the following:

- i. Physical workspace modifications such as:
 1. separating tables , cashiers area and customer lines, and Bingo players tables workstations;
 2. modifying open floor plans by, for example, adding partitions and or spaces
 3. Adjust the number of persons using bingo player tables and chairs. (i.e., every other or every third workstation, or every other cubicle area);
 4. closing or modifying common areas , smoking areas bingo hall and canteen;
 5. modifying high-touch surfaces, such as replacing latch-based door knobs or handles with doors that can be easily pushed open or closed; and/or

ii. Displaying markings or signs reminding customers and employees:

1. to maintain social distancing of at least 6 feet;
2. to avoid touching surfaces unnecessarily;
3. to wash your hands properly and regularly;
4. use gel hand-sanitizer when hand-washing facility is not readily available or accessible;
5. to wear a mask.

b. Bingo Customers and FOPOG Volunteers should consider creating a safety communication policy for returning employees and customers that explain safety protocols (what measures the company is taking and what precautions employees/customers should take), and where to report any issues;

c. Bingo Customers and FOPOG Volunteers should consider ways of reducing the number of employees present at the workplace. Possible options include staggered shifts, alternating teams.

d. Bingo Customers and FOPOG Volunteers should limit occupancy based on most recent requirements pursuant to Executive Order or Guam law;

e. Bingo Customers and FOPOG Volunteers should consider dedicated, Bingo hours for vulnerable or at risk individuals; and/or

f. Bingo Customers and FOPOG Volunteers should consider separate entrance and exit doors/openings, if possible.

3. Limit In-Person Interactions and Physical Contact:

a. Holding fewer in-person meetings and using increased conference calls or video conferences;

b. Instructing employees not to use other employees' workspaces / equipment or share items;

c. Setting staggered or spaced lunch/break schedules;

d. Ensuring seating in all waiting areas meets social distancing requirements (or transition into virtual waiting rooms or waiting inside vehicles, etc.); and

e. Determining ingress/egress to and from restrooms and other common areas (i.e. photocopying room, break room, etc.) to establish paths that mitigate proximity for employees and customers and limit number of people allowed.

4. Train Employees on Social Distancing Policies and Protocols:

a. Managers and Bingo Staff need additional training to understand their responsibilities for enforcing policies;

b. Individuals should be designated as responsible contacts for overseeing and ensuring implementation; and

c. Bingo Customers and FOPOG Volunteers should consider how to track compliance and consistently discipline employees for failure to follow protocols.

5. Implement Regular Screening Protocols for Employees, Customers/Clients, or Other Workplace Visitors:

a. Bingo Customers and FOPOG Volunteers should consider training personnel on how to appropriately conduct screening to include temperature screens or other symptom checks and how to maintain medical/private information collected through screening;

b. Bingo Customers and FOPOG Volunteers should consider whether they will require personal protective equipment (PPE). Key considerations include the following:

i. Whether gloves are necessary for any areas/duties (i.e., taking/giving money to customers)

ii. Whether additional PPE, if any, is required for employees in higher-risk exposure positions.


c. Bingo Customers and FOPOG Volunteers should send any employees who are exhibiting flu-like symptoms home.

6. Assess Sanitary Workplace Conditions and Policies

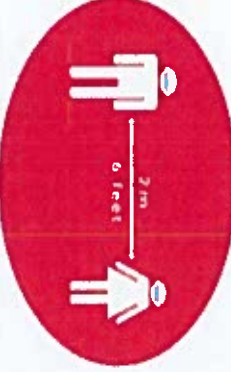
- a. Bingo Customers and FOPOG Volunteers should consider additional cleaning and disinfecting policies such as:
 - i. Extra cleaning and disinfecting, including attention to employee common use areas, and items handled by customers;
 - ii. Disinfecting seats and other contact surfaces between use by customers;
 - iii. Making cleaning supplies/hand sanitizer available to employees (and customers/visitors); and/or
 - iv. Providing and requiring hand washing and/or gel hand-sanitizers to employees and guests prior to entering workplace;
- b. Bingo Customers and FOPOG Volunteers should analyze their infrastructure (i.e. air conditioning maintenance cleaning schedule, airflow system, etc.) for maximum sanitary conditions.
- c. FOPOG staff-in-charge should disinfect and clean bathrooms on a periodic basis throughout the day

OUR FRONT DOOR SIGNAGES :


FOR YOUR SAFETY AND OURS




MUST HAVE A MASK BEFORE ENTERING OUR ESTABLISHMENT




6 FEET DISTANCE AT ALL TIMES




PROTECTING OUR CUSTOMERS




HEALTHY TEAM




FREQUENT HAND WASHING




ALL SURFACES AND BATHROOMS DISINFECTED AFTER EACH USE.




MASKS AND GLOVES WORN BY OUR INSTRUCTORS



WE PRACTICE SOCIAL DISTANCING



WE DISINFECT OUR FLOORS ON A DAILY BASIS



CDC SIGNS AND FLOOR DECAL TO BE PLACED ON THE WALLS OF OUR ESTABLISHMENT

SLOW THE SPREAD OF COVID-19
cdc.gov/coronavirus

 Wear a cloth face covering in public spaces

 Stay at least 6 feet from other people

 Frequently wash your hands

FLOOR DECALS

Decals to be placed on the floors with each measured six feet apart.



TRAINING FOR OUR VOLUNTEERS AND CUSTOMERS AS NEEDED:

What is COVID 19 AND IT'S SYMPTOMS

Source: OSHA 3990-03 2020, *Guidance on Preparing Workplaces for COVID-19*

Symptoms of COVID-19

Infection with SARS-CoV-2, the virus that causes COVID-19, can cause illness ranging from mild to severe and, in some cases, can be fatal. Symptoms typically include fever, cough, and shortness of breath. Some people infected with the virus have reported experiencing other non-respiratory symptoms. Other people, referred to as *asymptomatic cases*, have experienced no symptoms at all.

According to the CDC, symptoms of COVID-19 may appear in as few as 2 days or as long as 14 days after exposure.

How COVID-19 Spreads

Although the first human cases of COVID-19 likely resulted from exposure to infected animals, infected people can spread SARS-CoV-2 to other people.

The virus is thought to spread mainly from person-to-person, including:

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

It may be possible that a person can get COVID-19 by touching a surface or object that has SARS-CoV-2 on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the primary way the virus spreads.

People are thought to be most contagious when they are most symptomatic (i.e., experiencing fever, cough, and/or shortness of breath). Some spread might be possible before people show symptoms; there have been reports of this type of asymptomatic transmission with this new coronavirus, but this is also not thought to be the main way the virus spreads.

Although the United States has implemented public health measures to limit the spread of the virus, it is likely that some person-to-person transmission will continue to occur.

The CDC website provides the latest information about COVID-19

transmission: www.cdc.gov/coronavirus/2019-ncov/about/transmission.html.

What is COVID 19, it's symptoms and how to protect yourself.

Source: Centers for Disease Control and Prevention (CDC)

What you should know about COVID-19 to protect yourself and others

Learn about COVID-19

- Coronavirus (COVID-19) is an illness caused by a new type of coronavirus (SARS-CoV-2) that spreads from person to person.
- The virus that causes COVID-19 is a new coronavirus that has spread throughout the world.
- COVID-19 symptoms can range from mild to more serious, to severe illness.

Eliminate COVID-19 by spread

- You can become infected by coming into close contact with a sick person or large group of people, such as a service line for COVID-19 (COVID-19 is primarily spread from person to person).
- The CDC believes other ways in which you become infected include contact with surfaces or droplets.
- You may also be able to get it by touching a surface or object that has the virus on it, and then touching your mouth, nose, or eyes.

Protect yourself and others from COVID-19

- There is currently no vaccine to protect against COVID-19. The best way to protect yourself is to avoid being exposed to the virus that causes COVID-19.
- Stay home as much as possible and avoid close contact with others.
- If you do have to go out, wear your mask and avoid crowded places.
- Clean and disinfect frequently touched surfaces.
- Wash your hands often with soap and water for at least 20 seconds, or use an alcohol hand and hand sanitizer that contains at least 60% alcohol.



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

Share facts about COVID-19

Know the facts about coronavirus (COVID-19) and help stop the spread of illness.

1 **FACT**

Business can make anyone who requests it their own risk.

Fear and anxiety about COVID-19 can cause people to avoid or reject others even though they are not at risk for spreading the virus.

2 **FACT**

For most people, the incubation period of breathing in the virus that causes COVID-19 is thought to be low.

Older adults and people of any age who have serious underlying medical conditions may be at higher risk for more serious complications from COVID-19.

3 **FACT**

Someone who has completed quarantine or isolation does not pose a risk of infection to other people.

Get up to date information, visit CDC's Coronavirus Disease 2019 web page.

4 **FACT**

There are simple things you can do to help keep yourself and others healthy.

- Wash your hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, or sneezing, going to the bathroom, and before eating or preparing food.
- When in public, wear a cloth face covering that covers your mouth and nose.
- Avoid touching your eyes, nose and mouth with uncleaned hands.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue. Then throw the tissue in the trash.

5 **FACT**

You can help stop COVID-19 by knowing the signs and symptoms, which can include:

- Fever
- Cough
- Shortness of breath

Seek medical attention immediately if you or someone you love has emergency warning signs, including:

- Trouble breathing
- Persistent pain or pressure in the chest
- Blue lips or face
- Bluish lips or face

Don't let us wait. Call 911. Please remind your medical provider for any other symptoms that are severe or worsening.



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

Symptoms of Coronavirus (COVID-19)

Your symptoms can include the following:

Fever

If you have COVID-19, you may have mild (or no symptoms!) to severe illness. Symptoms can appear 2-14 days after you are exposed to the virus that causes COVID-19.

Cough

Seek medical attention immediately if you or someone you love has **emergency warning signs**, including:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or not able to be woken
- Bluish lips or face

Shortness of breath

Don't let us wait. Call 911. Please remind your medical provider for any other symptoms that are severe or worsening.



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

Interim Guidance for Implementing Safety Practices

Source: Centers for Disease Control and Prevention (CDC)

Interim Guidance for Implementing Safety Practices for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19

To ensure continuity of operations of essential functions, CDC advises that critical infrastructure workers may be permitted to continue such following potential exposure to COVID-19 provided they remain asymptomatic and additional precautions are implemented to protect them and the community. A potential exposure means being a household contact for having close contact within 6 feet of an individual with confirmed or suspected COVID-19. The term close contact means contact within an enclosed space for a period of time of 15 minutes or longer. The individual may have symptoms that remain asymptomatic, should adhere to the following practices prior to and during their work shift.

- For workers: Employees should measure the employee's temperature and alert symptoms prior to their starting work. Slightly temperate checks should be taken before the individual enters the facility.
 - Regular handwashing (6-10 times in the employee's shift) with a hand sanitizer or soap and water under the supervision of their employer or a designated health program.
 - Fever check: The employee should wear a face mask at all times while in the workplace for 14 days after last exposure. Employees can also be screened for an employee employer's approved fever screening in the event of a temperature check.
 - Social Distancing: The employee should maintain a 6-foot and practice social distancing at work during periods in the workplace.
 - Cleanliness and disinfection: Clean and disinfect all areas such as offices, restrooms, common areas, shared electronic equipment, food preparation areas, and other areas.
- If the employee becomes ill during the day, they should be sent home immediately. Surfaces in their work space should be cleaned and disinfected. Handwashing and disinfection should be performed for the employee during the day. The employee and symptoms and 2 days prior to symptoms should be completed. Others at the facility with close contact within 6 feet of the employee during the time should be considered exposed.
- Employers should implement the recommendations in the System Guidance for Business and Employees to Plan and Respond to a Coronavirus Disease 2019 (COVID-19) to help prevent and slow the spread of COVID-19 in the workplace. Additional information about identifying critical infrastructure during COVID-19 is available based on the DHS CISA website or the CDC website. For the Employer Guidance or more information, visit <https://www.cdc.gov/coronavirus/2019-nCoV/essential-workers-operations.html>.

INTERIM GUIDANCE

- If you are exposed to a person with suspected or confirmed COVID-19, you should follow the following practices to protect yourself and others:
- Practice social distancing in the workplace.
- Avoid close contact with others.
- Avoid touching surfaces that others have touched and that you have touched.
- Avoid handshakes and other greetings.
- Avoid sharing food and drinks.
- Avoid sharing personal items.
- Avoid going to work if you have symptoms of COVID-19.
- Avoid going to work if you have a fever.
- Avoid going to work if you have a cough or shortness of breath.
- Avoid going to work if you have a sore throat.
- Avoid going to work if you have a loss of taste or smell.
- Avoid going to work if you have been exposed to a person with suspected or confirmed COVID-19.

ADDITIONAL CONSIDERATIONS

- If you are exposed to a person with suspected or confirmed COVID-19, you should follow the following practices to protect yourself and others:
- Practice social distancing in the workplace.
- Avoid close contact with others.
- Avoid touching surfaces that others have touched and that you have touched.
- Avoid handshakes and other greetings.
- Avoid sharing food and drinks.
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- Avoid going to work if you have symptoms of COVID-19.
- Avoid going to work if you have a fever.
- Avoid going to work if you have a cough or shortness of breath.
- Avoid going to work if you have a sore throat.
- Avoid going to work if you have a loss of taste or smell.
- Avoid going to work if you have been exposed to a person with suspected or confirmed COVID-19.

IF YOU ARE AN ESSENTIAL CRITICAL WORKER WHO HAS BEEN EXPOSED TO COVID-19

DO

- Take your temperature before work.
- Wear a face mask at all times.
- Practice social distancing in the workplace as well as during personal time.

DON'T

- Stay at work if you become ill.
- Share headsets or objects used near face.
- Congregate in the break room or other crowded places.

CDC | OSHA

IF YOU ARE AN EMPLOYER OF WORKERS EXPOSED TO COVID-19

DO

- Take employee's temperature and assess symptoms prior to their starting work.
- If an employee becomes sick during the shift, send them home (remotely if they are teleworking).
- Increase air exchange in the building.
- Increase the frequency of cleaning commonly touched surfaces.

CDC | OSHA

Posters to be placed on our walls for our staff.



HOW TO PROPERLY WEAR, CLEAN AND REMOVE A FACEMASK

FACEMASKS

How to properly wear a face mask.

Face masks should:

- Fit snugly but comfortable against the side of the face.
- Be secured with ties or ear loops
- Include multiple layers of a fabric.
- Allow for breathing without restriction
- Able to be laundered and machine dried without damage or change to shape.

Should cloth face coverings be washed or otherwise cleaned regularly?

How regularly?

- Yes. They should be routinely washed depending on the frequency of use.

How does one safely sterilize/clean a cloth covering?

- A washing machine should suffice in properly washing a face covering.

How does one safely remove a used cloth covering?

- Individuals should be careful not to touch their eyes, nose, and mouth when removing their face covering and wash hands immediately after removing.

This poster will be hung in our establishment for staff and customer to be aware of how to help slow the spread of COVID-19.

Use of Cloth Face Coverings to Help Slow the Spread of COVID-19

How to Wear Cloth Face Coverings

Cloth face coverings should...

- fit snugly but comfortably against the side of the face
- be secured with ties or ear loops
- include multiple layers of fabric
- allow for breathing without restriction
- be able to be laundered and machine dried without damage or change to shape

DO NOT Homemade Cloth Face Coverings!

DO NOT use homemade cloth face coverings in public settings where other CDC recommended covering options are available (e.g. grocery stores and pharmacies). **Appropriate** to areas of special and community-based transmission (i.e. your address that you or family/friends live or work) or that the spread of the virus could be high. Cloth face coverings fabricated from hospital-grade or other medical-grade fabrics should be used in such settings.

Cloth face coverings should not be used for people under age 2, anyone who has trouble breathing, or a restriction, recipient, or caregiver. **Do not** use cloth face coverings without additional controls. The cloth face covering recommended are not surgical masks or N95 respirators. **Do not** use cloth face coverings that have been used for other purposes (e.g. cleaning or other work) and other models of the equipment as recommended by current CDC guidance.

Should cloth face coverings be washed or otherwise cleaned regularly? How regularly?

Yes. They should be routinely washed depending on the frequency of use.

How does one safely remove a used cloth face covering? A washing machine should suffice in properly washing a cloth face covering.

How does one safely remove a used cloth face covering? Individuals should be careful not to touch their eyes, nose, and mouth when removing their cloth face covering and wash hands immediately after removing.



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

HOW TO CLEAN AND DISINFECT OUR ESTABLISHMENT BASED ON CDC GUIDELINES

Cleaning And Disinfecting Your Facility

Preparatory Steps: Steps When Someone is Sick and Considerations for Employees

- How to clean and disinfect:**
 - Wear appropriate gloves** to protect yourself from germs and prevent germs from spreading to other surfaces.
 - Check and clean soap** dispensers to ensure a supply of temporarily clean soap.
 - High-touch surfaces include:**
 - Tables, chairs, chairs, light switches, door handles, handrails, desks, phones, keyboards, touchscreens, etc.
 - Wash** the area or item with soap and water or another detergent if it is dirty.
 - Wash your hands** after cleaning.
 - Use an EPA registered disinfectant** that is labeled for use on the surface and when you are finished.
 - 12 dry** the area or item.
- Label and household bleach solutions may be used to disinfect surfaces that are not porous.**
 - Use a 1:100 dilution of household bleach (5.25% sodium hypochlorite) for disinfection.
 - Use a 1:10 dilution of household bleach (5.25% sodium hypochlorite) for disinfection of surfaces that are porous.
- Label and household bleach solutions may be used to disinfect surfaces that are not porous.**
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cdc.gov/coronavirus

Disinfecting

- Disinfectant solutions:**
 - Use an EPA registered disinfectant that is labeled for use on the surface and when you are finished.
 - Use a 1:100 dilution of household bleach (5.25% sodium hypochlorite) for disinfection.
 - Use a 1:10 dilution of household bleach (5.25% sodium hypochlorite) for disinfection of surfaces that are porous.
- Hand sanitizer:**
 - Use an alcohol-based hand sanitizer that is at least 60% alcohol.
 - Use hand sanitizer when you are not wearing gloves.
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CDC APPROVED PRODUCTS FOR DISINFECTING AND CLEANING

U.S. Registration Number	Active Ingredient	Product	Company	Label Use	Category	Formulation	Surface	Use Site	Prep Time	Apply Time
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0181921	Quaternary ammonium Chloride	Quaternary Ammonium Chloride Disinfectant	Chlorox	Disinfectant	Disinfectant	10 RTU	Hard Surface	Indoor	10 min	10 min
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119441	Quaternary ammonium Chloride	Quaternary Ammonium Chloride Disinfectant	Chlorox	Disinfectant	Disinfectant	10 RTU	Hard Surface	Indoor	10 min	10 min
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119441	Quaternary ammonium Chloride	Quaternary Ammonium Chloride Disinfectant	Chlorox	Disinfectant	Disinfectant	10 RTU	Hard Surface	Indoor	10 min	10 min

www.cdc.gov/products-services/disinfectants-and-cleaning

www.cdc.gov/products-services/disinfectants-and-cleaning

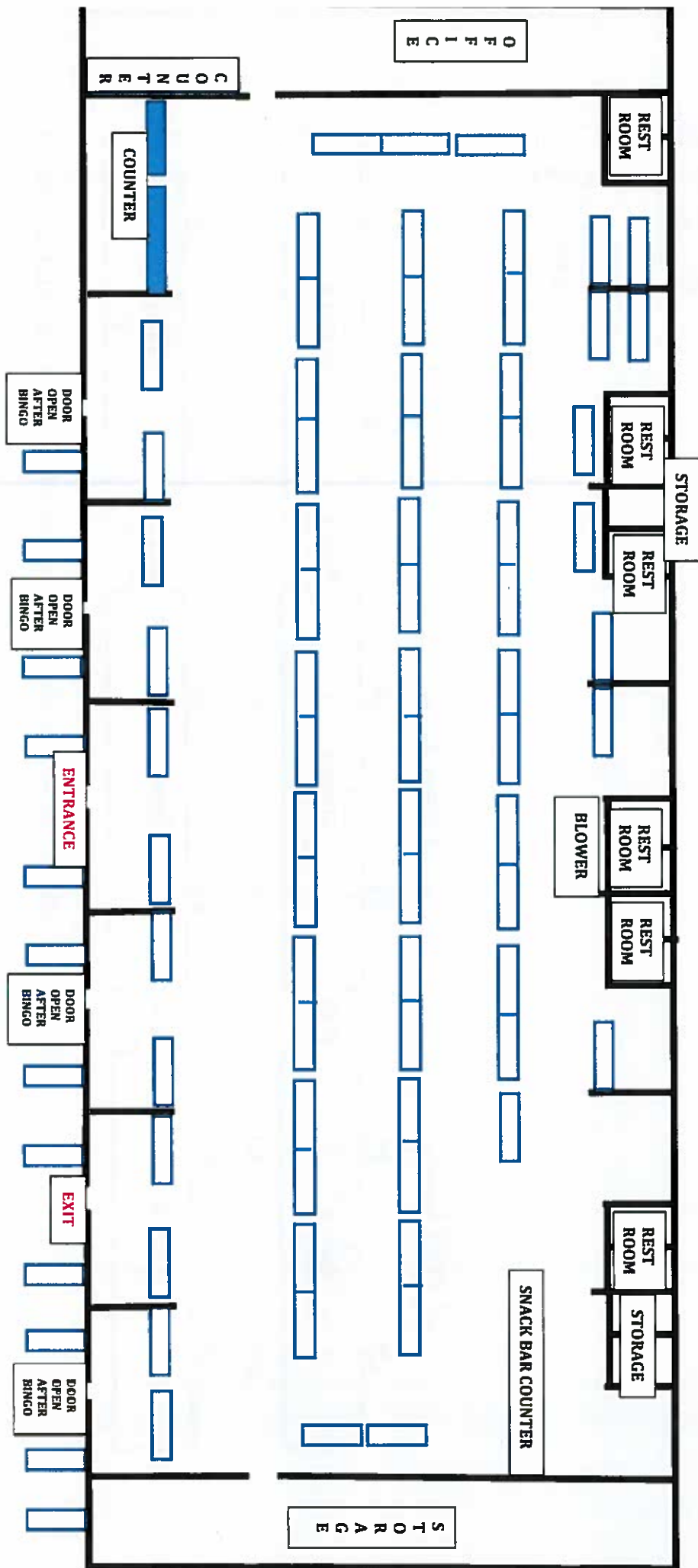
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CDC APPROVED PRODUCTS FOR DISINFECTING AND CLEANING

EPA Registration Number	Active Ingredient(s)	Product Name	Company	Follow the disinfection directions and preparation for the following virus	Contact Time (in minutes)	Formulation Type	Surface Type	Use Site	Emerging Viral Pathogen Claim?	Date Added to List
5413-50	Sodium Hypochlorite	Ultra-Done Brand Regular Bleach	The Clorox Company	Human coronavirus 229E	5	Ready-to-Use	Hard Non-porous (FOM)	Healthcare	No	03/13/2020
5413-73	Quaternary Ammonium	Clorox Advanced Disinfectant	The Clorox Company	Human coronavirus 229E	5	RTU	Hard Non-porous (FOM)	Healthcare	No	03/13/2020

PANGASINANSESES BINGO

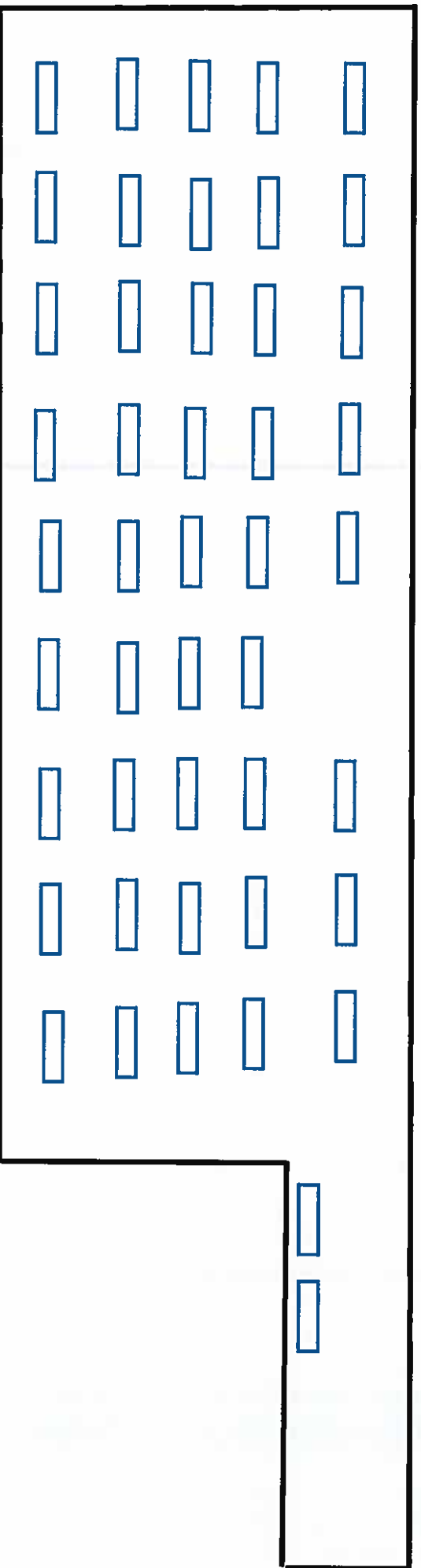
BINGO HALL LAYOUT



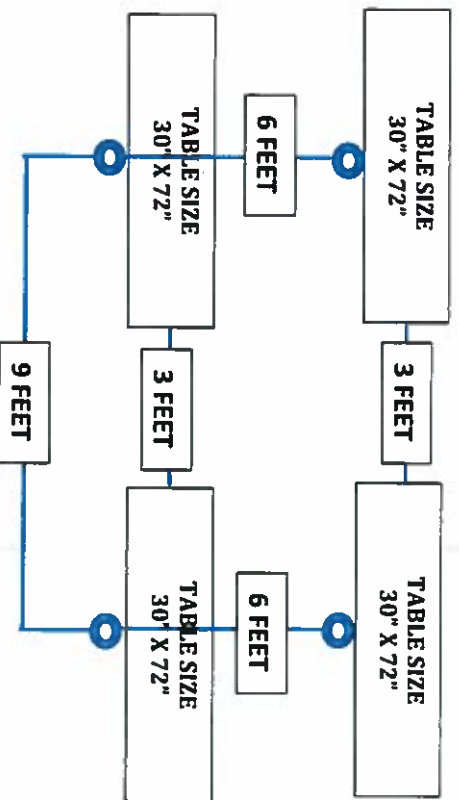
L A N A I

PANGASINANSEES BINGO

OUTSIDE CANOPY TABLE LAYOUT



DISTANCE BETWEEN TABLES:



PANGASINANSEES BINGO HALL

INSIDE THE BUILDING SEATING ARRANGEMENT DISTANCE BETWEEN TABLES AND PLAYERS:

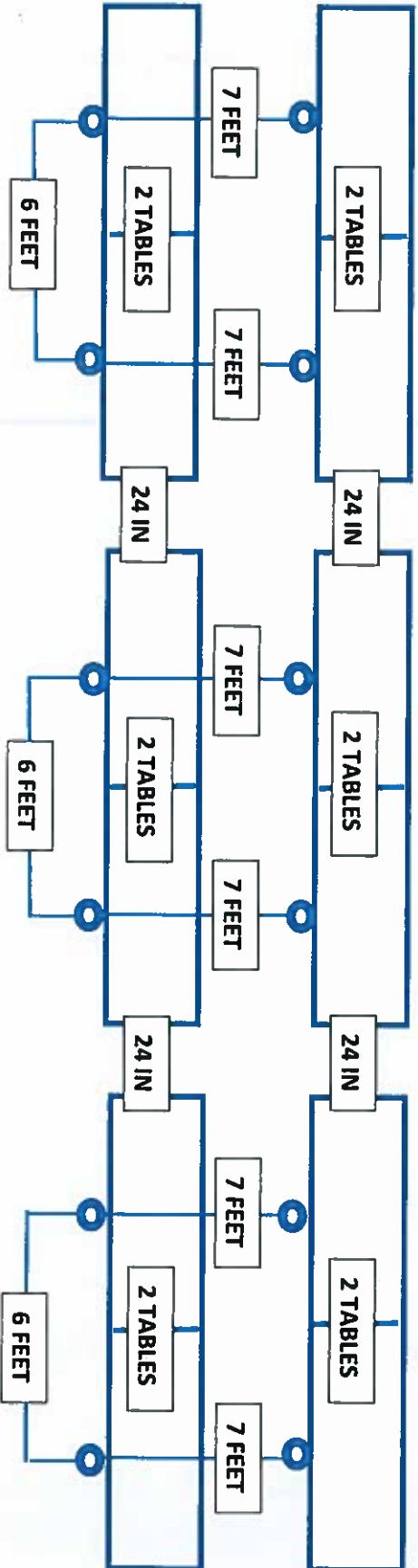


TABLE SIZE
30" X 72"

DISTANCE
BETWEEN
PLAYERS:
6 FEET

COVID-19 PROTOCOL for BINGO Players and FOPOG Volunteers:

Temperature Monitoring

Measure each employees and independent contractors temperature using a Non-Contact Forehead Thermometer Infrared IR Digital Medical Body Laser Gun. CDC considers a person to have a fever when he or she has a measured temperature of 100.4° F (38° C) or greater.

Employees and independent contractors will be encouraged to self monitor themselves for signs and symptoms of COVID-19 if they suspect possible exposure.

Temperatures will be documented privately by the employees and independent contractors as well as any symptoms that may occur during the hours of employment.

Face Masks & Gloves

Employees and independent contractors must wear a face mask and gloves at all times while in the workplace.

Color Guam will have a stock of 25 masks and 50 sets of gloves at all times for employees and independent contractors to wear.

Social Distancing

Employees and independent contractors should maintain 6 feet and practice social distancing in the workplace.

Frequent Hand Washing

Wash your hands 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 to clean hands.

Sick

Employees and independent contractors must stay home if they feel sick. They are urged to contact their physician should they feel they have COVID-19 symptoms.

Caring for a sick family member

If you have a family member who is ill, we encourage you to stay home to take care of your family.

Respiratory Etiquette

To help stop the spread of germs:

- Cover your mouth and nose with a tissue when you cough or sneeze
- Throw used tissues in the trash
- If you don't have a tissue, cough or sneeze into your elbow, not your hands

Remember to immediately wash your hands after blowing your nose, coughing or sneezing.

Washing your hands is one of the most effective ways to prevent yourself and your loved ones from getting sick, especially at key times when you are likely to get and spread germs.

- Wash your hands 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 to clean hands

To help prevent the spread of respiratory disease, you can also avoid close contact with people who are sick. If you are ill, you should try to distance yourself from others so you do not spread your germs. Distancing includes staying home from work or school when possible. Color Guam will provide tissues for customers and employees and independent contractors

Other prevention measures

- Employees and independent contractors should not share headsets or other objects that are near mouth or nose.
- Employees and independent contractors should increase the frequency of cleaning commonly touched surfaces.
- Doors will be open after each session to increase air exchanges in room.
- Employees and independent contractors should physically distance when they take breaks together. Breaks will be staggered, employees and independent contractors are not allowed to congregate in the break room, and not to share food or utensils.

Disinfecting and Cleaning work spaces

Clean and disinfect all areas such as counters, tables, chairs, cabinets, shelves, bathrooms, common areas, paint brushes, art supplies and shared electronic equipment routinely after each session and when each counter or bathroom is used.

Actions taken if an employee and independent contractors is sick and has come in contact with others

Surfaces in their/our workspace will be cleaned and disinfected. Information on persons who had contact with the ill employees or independent contractors during the time they had symptoms and 2 days prior to symptoms will be compiled. Other employees and independent contractors in our establishment with close contact within 6 feet of the person during this time would be considered exposed.

Isolation Room for Sick Employees or Independent contractors

Bathroom 1 will be designated as the isolation room until an employee and independent contractors can be removed from the establishment/worksite. No other employees or independent contractors is to enter this room. See floor plan.

Handling Trash in the Bin

Employees and independent contractors are to place trash in the bin. All trash bins will have a cover on them. Employer will properly remove all trash to avoid an employee or independent contractor and others from being exposed to any contamination.

