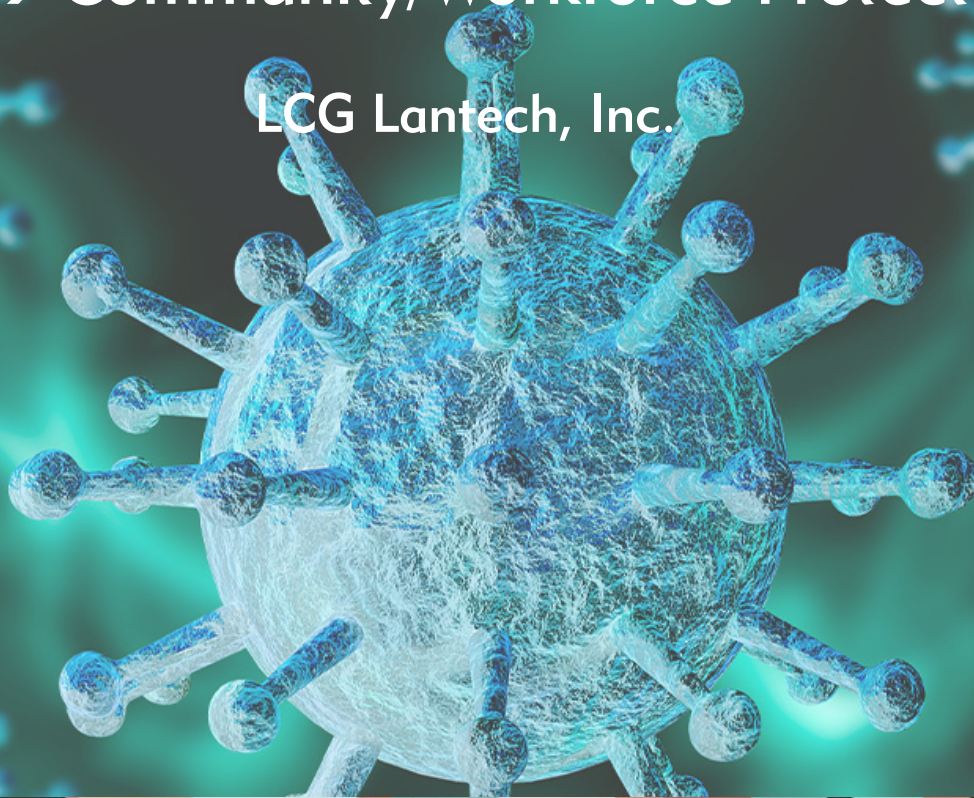


July 2020

COVID-19 Community/Workforce Protective Plan

LCG Lantech, Inc.



State of Alaska
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PLAN OVERVIEW

LCG Lantech has provided high quality architectural and engineering services to private and governmental clients since 1993. Our current staff of 15 employees includes architects, civil and structural engineers, surveyors, landscape architect and technical staff. LCG Lantech has provided planning, surveying, design, bid and construction services for over 1500 projects throughout Alaska.

Per State of Alaska requirements, we have prepared the following COVID-19 Community/Workforce Protective Plan, to outline plans and procedures to mitigate the community spread of COVID-19 throughout Alaska.

The LCG Lantech, Inc. COVID-19 Plan's aim is to achieve the following objectives:

- Follow all State of Alaska and local health mandates.
- Perform regular monitoring of COVID-19 signs and symptoms among active employees.
- Ensure all employees wear a mask on the job site and practice good hygiene.
- Ensure cleaning and disinfection of frequent contact surfaces and shared tools.

Included as an attachment to this plan, we have attached corporate memos pertaining to the developing COVID-19 pandemic. These memos document corporate intent and direction issued to employees prior to the development of this Community/Workforce Protective Plan.

CONTACT INFORMATION AND LOCATION(S)

FIRM CONTACT INFORMATION

- Business Name: LCG Lantech, Inc.
- Plan Manager: Wallace Swanson, Architect, LCG Lantech's Principal-in-Charge
 - Responsible for implementing LCG Lantech's COVID-19 Community/Workforce Protective Plan.
 - Authorized to answer questions pertaining to the plan and make changes.
- Primary Point of Contact Information (Plan Manager)
 - POC: Wallace Swanson, Architect
 - Direct: 907.245.8899
 - Cell: 907.229.8435
 - Email: wallace@lcgak.com

- Secondary Point of Contact Information (Plan Administrator)
 - POC: Holly Kelty, Contract Manager
 - Direct: 907.245.8866
 - Cell: 907.229.7420
 - Email: holly@lchgak.com

CURRENT PROJECT LOCATIONS

LCG Lantech, Inc. works in communities around the state. Approximately 85% of our work is for communities outside of the Municipality of Anchorage. Not all projects require travel. Project travel is limited and typically occurs during preliminary site investigation and construction administration phases. In addition, travel is typically performed by licensed architect, engineers and surveying staff, further limiting potential travel to approximately eight (8) employees.

- This plan will apply to our company workforce and to the communities we serve.
- We understand that prior to travel this plan needs to be reviewed to ensure that it complies with the latest health mandates and community testing requirements.
- Following is a list of communities that we are presently serving through 2020:

○ Allakaket	○ False Pass	○ Seward
○ Anchorage	○ Galena	○ Takotna
○ Annette Island	○ Koyuk	○ Tatitlek
○ Bethel	○ Koyukuk	○ Tok
○ Cold Bay	○ McGrath	○ Unalaska
○ Dillingham	○ Nome	

SCREENING OF PERSONNEL

Employee Screening Guide attached to this document provides a summary of initial screening steps. All LCG Lantech employees and local hires must adhere to the following procedures:

WHEN AND HOW TO SCREEN

- Staff Working at Office or Remotely (Home Office)
 - While in the office, stay in your workspace, observe social distancing, mask as appropriate.
 - Employees are encouraged to work at home whenever possible.
 - Before coming to work, Employees should exercise good caution and self-evaluate how they feel.
 - If Employee through self-evaluation feels sick or 'off' from their normal they should either:

- Contact Supervisor to inform them that they are calling out sick for the day.
- Review the Employee Pre-Screening Questionnaire and take temperature at home.
 - If an Employee can answer YES to any question **do not** come into the office, contact Plan Manager (Wallace Swanson, President) for additional screening requirements.
 - If an Employee registers an elevated temperature (99.5°+) **do not** come into the office, contact Plan Manager (Wallace Swanson, President) for additional screening requirements.
- Arriving Workers/Inter-State Travel (Between States)
 - Follow self-quarantine procedures, detailed in this plan.
- Returning Workers/Intra-State Travel (Within Alaska)
 - Review the Employee Pre-Screening Questionnaire and take temperature at home.
 - If an Employee can answer YES to any question do not come into the office, contact Plan Manager (Wallace Swanson, President) for additional screening requirements.
 - If an Employee registers an elevated temperature (99.5°+) do not come into the office, contact Plan Manager (Wallace Swanson, President) for additional screening requirements.
 - All Employees who have had close contact with COVID-19 cases should immediately contact Wallace Swanson, Plan Manager, to determine their level of exposure, if they need to be tested, and if they need to be put on administrative leave.

HEALTH SCREENING AND COVID-19 TESTING

State of Alaska and local mandates for COVID-19 testing will be followed. Key aspects of the health screening and COVID-19 testing include the following:

- If required by State, local organizations, client or contract, Employees will be tested for SARS-CoV-2 (COVID-19) and must provide proof of a negative test result on a sample collected within 72 hours prior to traveling to / arriving in a community.
- Employee will complete Pre-Screening Questionnaire on the day of travel.
- On the project site, employee will complete Employee Pre-Screening Questionnaire to self-identify symptoms of fever, coughing, shortness of breath, chills, muscle pain, headache, sore throat, diarrhea, and new loss of taste or smell. This health screening will be done before and at the end of each shift.
- LCG Lantech travelers will identify lodging for at least 14 days beyond the planned trip in case the employee must quarantine in place.

EMPLOYEE SARS-CoV-2 EXPOSURE ASSESSMENT AND RISK CLASSIFICATION

Employees' risk of occupational exposure to SARS-CoV-2, the virus that causes COVID-19, during an outbreak may vary from very high to high, medium, or lower (caution). The level of risk depends in part on the need for contact within 6 feet of people known to be or suspected of being infected with SARS-CoV-2 or the requirement for repeated or extended contact with people known to be or suspected of being infected with SARS-CoV-2.

To help employers determine appropriate precautions, OSHA has divided job tasks into four risk exposure levels: very high, high, medium, and lower risk. The Occupational Risk Pyramid shows the four exposure risk levels in the shape of a pyramid to represent the most probable distribution of risk. LCG Lantech employees fall in the lower exposure risk (caution) or medium exposure risk levels.



Medium exposure risk jobs include those that require frequent or close contact (i.e., within 6 feet) with people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients. In areas without ongoing community transmission, workers in this risk group may have frequent contact with travelers returning from locations with widespread COVID-19 transmission.

In areas where there is known ongoing community transmission, workers in this category may have contact with the general public (e.g., schools, high-population- density work environments, some high-volume retail settings).

Lower exposure risk (caution) jobs are those that do not require contact with people known to be or suspected of being infected with SARS-CoV-2 or those jobs that have frequent close contact (i.e., within 6 feet) with the general public. Workers in this category have minimal occupational contact with the public and other coworkers.

Main Office/Remote Workers

LCG Lantech, Inc. has been working hard to ensure the safety of our Employees, their families and the surrounding community. As described earlier, and compared with OSHA's risk exposure levels our office and Employees are at lower risk:

- Small firm with 15 employees.
 - Most employees have worked at the company over 10 years.
 - Arriving workers, temporary employees and local hires are not anticipated.
- Office building layout exceeds minimum social distancing requirements with over 50% of employees having their own office.
- Employees encouraged to work from home and observe social distancing measures.

Field Work/Intra-State Travel

According to OSHA's risk exposure levels, Employees mobilizing to the field are at medium exposure risk.

- Project required Intra-State Travel is limited.
 - Not all projects require travel.
 - When travel is required, it is limited to key licensed professionals and field staff.
- Employees will follow the LCG Lantech COVID-19 Community/Workforce Protective Plan to mitigate community spread.

NON-OCCUPATIONAL RISK FACTORS

Risk is inherent in life. We acknowledge that non-occupational risks exist in the community and home settings. Many of our Employees have individual risk factors including but not limited to older age; presence of chronic medical conditions, including immunocompromising conditions or have family members that may be at higher risk. As we value the safety of our Employees and their families, our Employees have been given every opportunity to mitigate risks at the office or to exercise the option to work remotely.

SELF-QUARANTINE

OVERVIEW

As a small, family-oriented firm, comprised of established employees we took a very direct approach to addressing the COVID-19 pandemic. Our office transitioned to remote working with few difficulties. LCG Lantech is a close-knit group that has worked together for many years. Most of our employees were already setup to work from home. We have increased our use of video conferencing for staff coordination and project meetings. We see very little direct impact to our day-to-day operations.

As we begin to open the economy many of our employees continue to work from home. Our office layout allows for social distancing well beyond the recommended distances. Our surveying staff, deemed essential services, continues to mobilize from our lower level.

Arriving Workers are not anticipated. All primary LCG Lantech employees reside in the Municipality of Anchorage. We have one employee located in Nevada. This employee is not anticipated to travel to or within Alaska. All employees understand that out-of-state travel should be limited to essential travel and that self-quarantining upon return is required.

PROCEDURES

All LCG Lantech employees and local hires must follow these procedures:

- Local health mandates for self-quarantine will be followed. LCG Lantech's quarantine process will be followed if it is more stringent than the state's or if there is an absence of a local health mandate.

- All Employees returning from out-of-state must quarantine for 14 days in their home, or until negative test results received before returning to work and in accordance with the State of Alaska Health Mandates for Interstate Travel.
- Employees under self-quarantine may leave their designated quarantine location only for medical emergencies or to seek medical care. Consult CDC guidelines for recommendations pertaining to self-quarantining in the home at <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>.
 - If under self-quarantine, and your home support group is not available, contact Plan Administrator for support to assist with arrangements for sleeping, dining and personal hygiene.
- Employees under self-quarantine may work from home as their job allows.
- Employees under self-quarantine for COVID-19 must complete Pre-screen measures before they return to work.
- Pre-screen measures include:
 - Completion of Employee Pre-Screening Questionnaire
 - Temperature Scan
 - If Employee has tested positive for COVID-19, a negative test will be required prior to access to the office.

PROTECTING THE PUBLIC

As professional services firm, LCG Lantech, Inc. has limited direct interaction with the public. We have instituted several measures to protect the public which have been detailed throughout the plan. They include but are not limited to:

- Compliance with State of Alaska and local mandates.
- COVID 19 testing for travel to local communities, as required or when deemed necessary.
- Curtailment of non-essential movement and functions.
- Apply social distancing measures.
- Closed physical office building to the public, including clients.
- All client meetings are being conducted via teleconference, video conferencing or on-site.
- Usage of masks/PPE when interacting with the public in the field.
- Usage of masks/PPE when interacting with coworkers to prevent spread through families.

WORKPLACE PROTECTIVE MEASURES

CHANGES IN BUSINESS PRACTICES

As a design firm we are often on the forefront of technology. Our Employees have had the ability to connect remotely for many years. Our office has been primarily 'paperless', focusing on electronic files, for over a decade. As such, we have had very few changes in business practices associated with the COVID-19 pandemic. Changes in business practices include but are not limited to:

- Directing Employees to adhere to all State and local mandates.
- Encouraging Employees to work from home as feasible.
- Minimizing office access to Employees only, conducting client meetings via teleconference, videoconference or on-site, as appropriate.
- Encourage social distancing, masking and good hygiene measures.
- Implementation of the COVID-19 Community/Workforce Protective Plan.

USE OF PERSONAL PROTECTIVE EQUIPMENT (PPE)

PPE may also be needed to prevent specific exposures. While correctly using PPE can help prevent some exposures, it should not take the place of other controls and prevention strategies. Examples of PPE include gloves, goggles, face shields and masks, disposable coveralls, and respiratory protection. During an outbreak of infectious diseases, such as COVID-19, recommendations for PPE specific to occupations or job tasks may change depending on geographic location, updated risk assessments for workers, and information on PPE effectiveness in preventing the spread of COVID-19.

All types of PPE must be:

- Selected based upon the hazard(s) to the worker and as indicated in OSHA's Occupational Risk Pyramid.
- Properly fitted and periodically refitted, as applicable (e.g., respirators).
- Consistently and correctly worn when required.
- Regularly inspected, maintained, and replaced, as necessary.
- Properly removed, cleaned, and stored or disposed of, as applicable, to avoid contamination of self, others, or the environment.

HYGIENE FACILITIES AND PRACTICES

Proper hygiene facilities and practices include the following:

- Promoting frequent and thorough hand washing for 20 seconds using soap and warm water by providing workers, customers, and worksite visitors with a place to wash their hands. If soap and running water are not immediately available, alcohol-based hand rubs containing at least 60% alcohol will be provided.

- Providing face-coverings or masks and requiring the wear of face coverings when employees are not able to follow social distancing guidelines but must be near others (fewer than 6 feet) to perform their job. This requirement includes travel, indoor work, and tasks such as team lifting of heavy materials.
- Requiring employees, including local hire workers to stay home and isolate from others if they are sick or have symptoms.
- Encouraging respiratory etiquette, including covering coughs and sneezes.
- Providing tissues and trash receptacles.
- Discouraging workers from using other workers' tools, equipment, phones, desks, or offices, when possible.
- Discouraging workers from gathering for meals in areas of client/company-provided housing.
- Discouraging workers from sharing dishes.

HOUSEKEEPING AND DECONTAMINATION

Proper housekeeping and decontamination practices for the workplace and field housing include the following:

- Maintaining regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, tools, and other elements of the work environment that workers may come into contact with regularly.
- Using the Environmental Protection Agency (EPA)-N list approved for SARS-CoV-2 or disinfectant labels with claims against emerging viral pathogens when choosing cleaning chemicals. Following manufacturers' instructions for the use of all cleaning and disinfection products (e.g., concentration, application method and contact time, and PPE). Searching for EPA Safer Use products for SARS-CoV-2 to reduce employee exposures to chemicals: https://osha.washington.edu/sites/default/files/documents/Updated%20Safer%20Disinfectants%20List_March%2026%2C%202020.pdf.
- Providing employees performing cleaning tasks with handwashing facilities and requiring more frequent handwashing or providing gloves and training on doffing/donning correctly to prevent contamination.
- Cleaning and disinfecting high-touch surfaces on job sites and in offices daily, such as shared tools, machines, vehicles, other equipment, handrails, doorknobs, and toilets.
- Making disinfectants available to workers throughout the worksite; providing training on the appropriate use of disinfectants; and frequently replenishing supplies.
- Cleaning infrequently used tools with a mild soap then allowing them to rest in place for three days is an option. If blood was not present on a tool or other product, then clean the tool with mild soap and a damp cloth to remove the dirt and gross contamination then leave it to rest for three days. Removing gross contamination along with three days of rest allows for sufficient time for the inactivation of SARS-CoV-2 on plastic and porous surfaces. *This procedure is recommended for cleaning batteries because disinfectants may cause corrosion. *

- Cleaning frequently contacted surfaces such as doorknobs, equipment, and tools that are shared using a mild soap, followed by a disinfectant to clean. If no blood was present on the tool or other product, clean with mild soap and a damp cloth to remove dirt and grease, then disinfect using the following procedure. *This is not recommended for cleaning batteries. *

The proper tool disinfection procedure is as follows:

1. Clean the product surface with mild soap and water to remove dirt and grease.
2. Use an EPA listed sanitizing wipe, or if wipes are unavailable, dip a clean cloth into a dilute bleach solution. Never mix bleach solutions/cleaners with other types of cleaners as toxic byproducts may result.
3. Wring out the cloth, so it is not dripping wet.
4. Gently wipe each handle, grasping surfaces, and outer surfaces with the cloth, using care to ensure liquids do not flow into the tool.
5. Allow the surfaces to continue to achieve the contact time required by the product label to inactivate SARS-Cov-2 and allow to dry naturally until completely dry.
6. The individual performing cleaning should avoid touching their face with unwashed hands and should immediately wash their hands after this process.

A properly diluted bleach solution can be made by mixing:

- 5 tablespoons (1/3 cup) bleach per gallon of water OR
- 4 teaspoons bleach per quart of water

***Applicable handouts published by the CDC,
have been attached to this plan as additional resources for Employees.***

TRAVEL PLANS AND PROCEDURES

- Ongoing projects with a potential for Intra-State travel in 2020 are detailed in the CONTACT INFORMATION AND LOCATION(S) section of the plan.
- Most communities must be reached by air service, this includes smaller carriers and charters. Three communities, Anchorage, Seward and Tok, are on the road system.
- We have several employees that reside in Eagle River and Chugiak, on the outskirts of the Municipality of Anchorage.
 - Employees encouraged to work from home and observe social distancing measures.
 - If traveling to the office or airport, Employees, will refrain from additional stops, whenever feasible, to help prevent intra-community spread.
- Once project related travel is deemed necessary, Project Manager will:
 - Confirm that travel is contracted.

- Confirm that Client still desires travel to the community and review any COVID 19 policies and updates pertaining to travel.
- If not provided by the Client, please contact local representatives for community's written authorization for all site visits.
- Once written community authorization is received Employee travel may be scheduled.
 - We understand that it is incumbent upon LCG Lantech to ensure that any proposed travel itinerary is still possible, and to adhere to any and all additional restrictions enacted by private air carriers and lodging facilities or by small communities in accordance with the State Alaska Small Community Emergency Travel Order (Attachment B to Health Mandate 12).
- Employee shall comply with pre-screening and testing requirements, as detailed in the plan, prior to travel.
- Employee shall comply with onsite self-screening requirements, pre/post shift.
- Employee shall comply with self-screening requirements, prior to return to the office.

PROCEDURES FOR PERSONNEL WHO BECOME ILL

All LCG Lantech and local hire employees must follow these procedures:

- All Employees must report if they are experiencing any COVID-19 symptoms, including:
 - Fever
 - Cough
 - Shortness of breath/difficulty breathing
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat
 - New loss of taste or smell
- If experiencing symptoms, Employee will email completed Employee Pre-Screening Questionnaire to Plan Administrator (wallace@lcgak.com) follow-up with a phone call to immediate supervisor.
- Employee, mobilized to the field, or Local hire must report to their supervisor when they are experiencing COVID-19 symptoms, and then must:
 - Report by telephone to the local health clinic for medical evaluation.
- All employees, including local hire, with symptoms must immediately self-isolate until they have received a negative COVID-19 test result, or they have been screened by a health care provider and been given approval to return to work.
- If the Employee experiences symptoms while working in rural communities, the employee will immediately self-isolate in established housing until a local health care provider confirms that the employee is not infected with SARS-CoV-2.

- All Employees who have had close contact with COVID-19 cases should immediately contact Wallace Swanson, Plan Administrator, to determine their level of exposure, if they need to be tested, and if they need to be put on administrative leave.
- Local hire workers who have had close contact with COVID-19 cases will immediately contact the local health clinic to determine their level of exposure, if they need to be tested, and if they need to be put on administrative leave.
- If an Employee tests positive for COVID-19, the area where the sick person worked should be immediately disinfected.
- COVID-19 cases among LCG Lantech and local hire employees that occur while working in communities will be investigated for OSHA recordkeeping and Workers' Compensation.
- Employees in the field or local hires, under self-quarantine shall:
 - Isolated employees living in shared company living quarters must wear a face covering and perform hand hygiene before leaving their room to use shared bathrooms or kitchen areas.
 - LCG Lantech will arrange no-contact delivery of food, water, hygiene supplies, and necessities while employees are isolated in shared company living quarters.
 - Isolated employees will be monitored remotely, with check-in a minimum of twice daily by Plan Administrator.
 - Isolated employees will report signs and symptoms a minimum of twice daily to management.
 - Only one person shall be assigned to deliver necessities and perform wellness checks for isolated employees.
 - Isolated employees and local hire employees who have tested positive for COVID-19 will be screened by the local health clinic and have two negative COVID-19 test results and be symptom-free for 72 hours before returning to work.
 - The local health clinic will be the decision-making authorities for when COVID-19 cases must be transported out of the community, and transportation will be done under the State of Alaska Emergency Medical System.
 - Employees being transported out of the community via medevac will wear a face-covering/mask before leaving their quarters and follow local transport protocol.
 - HR Department will ensure The U.S. Department of Labor's poster about paid sick leave under the FFCRA is posted in a conspicuous location at the workplace. Located here: https://www.dol.gov/sites/dolgov/files/WHD/posters/FFCRA_Poster_WH1422_Non-Federal.pdf.

CONTINUED MAINTENANCE/OPERATION OF CRITICAL INFRASTRUCTURE

ABILITY TO PROVIDE CONTINUED ESSENTIAL SERVICE

LCG Lantech does not foresee problems with continuing to provide Essential Service to our clients under current conditions. Our firm and employees have transitioned smoothly to changed working conditions. Our office has the technology to support our Employees and to allow for communication and collaboration with our design and construction partners.

As a design firm, we are somewhat in the 'middle' of the process. First an Owner must decide to move forward with a project and after design a Contractor must construct the project. We have very little control on our direct economic impact. As long as private investors have confidence in the economy and the government supports ongoing infrastructure, we will have work and continue to provide our Essential Service. Our workload revolves around a few larger 'anchor' projects but is typically comprised of small to medium sized projects.

Potential impacts of the supply chains or delayed deliveries are real concerns. These typically impact our construction partners. Through quality planning and design efforts we can assist by specifying products with a variety of suppliers, minimizing long lead times.

CONTINGENCY PLANS

We do not anticipate increased rates of worker absenteeism that may arise because of outbreaks. Our firm is comprised of professionals that have worked together for years. Our corporate culture has always encouraged cross-training, flexibility and work life balance. Most employees are cross trained for multiple sectors of our business. For example, several of our design professionals are dual-licensed; our designers can work in multiple platforms and design cross-discipline. Our marketing/contracting manager and our bookkeeper are supported by key principles. Management and key staff meet weekly via video conference to discuss projects, deliverables and manage workload. Except for micro projects (under \$5K), we typically have a two-level Project Manager/Assistant PM to provide for continuity.

ADMINISTRATIVE CONTROLS

The following administrative controls will assist with the implementation will of LCG Lantech's COVID-19 Community/Workforce Protective Plan.

- LCG Lantech Plan manager will present the COVID-19 Community/Workforce Protective Plan in a company-wide meeting.
- Each Employee will be provided a copy of the Community/Workforce Protective Plan and an electronic copy of the Employee Pre-Screening Questionnaire.
- Employees will sign signature page of plan, indicating that they have read, understand and will comply with the policies outlined within.

- Plan Administrator Secondary POC will maintain electronic files of individual Employee Pre-Screening Questionnaires. If medical testing is required, follow-up documentation will be provided to HR Department to ensure confidentiality.
- Project Managers are responsible for ensuring travel related policies are complied with prior to mobilizing to the field for Intra-State travel, while on the job site and before returning to the main office.

ATTACHMENTS

COMMUNITY/WORKFORCE PROTECTIVE PLAN

LCG Lantech, Inc.

Employee Acknowledgment Form

I have received a copy of LCG's Community/Workforce Protective Plan. I understand the primary purpose of the plan is to mitigate the spread of COVID-19. I have read the plan and understand my role in routinely completing the provided Employee Pre-Screening Questionnaire and abiding by the policies and procedures that are being implemented.

Furthermore, I acknowledge that I will:

- Follow all State of Alaska and local health mandates.
- Perform regular monitoring of COVID-19 signs and symptoms among active employees.
- Ensure all employees wear a mask on the job site and practice good hygiene.
- Ensure cleaning and disinfection of frequent contact surfaces and shared tools.

Signature _____ Date _____

Employee's name (typed or printed) _____

EMPLOYEE SCREENING GUIDE

Following is a quick screening summary.

Interstate Travel (Between States)

- Option 1: Self-quarantine for 14 days
 - Follow self-quarantine procedures, detailed in this plan. (pg. 7)
- Option 2: Take COVID-19 test, Self-quarantine until Results
 - Employee may return to the office with proof of a negative result.

Intrastate Travel (Within Alaska)

- Pre-travel COVID-19 testing if required by community, client or contract.
- Complete Employee Pre-screening Questionnaire
 - Day of travel, pre-flight.
 - Pre/Post Shift
 - Email/send copies to Plan Administrator at PSQ@lcgak.com
- If ill, follow guidelines for Procedures if Ill (pg. 11)
 - Immediately contact LCG Project Manager or Plan Manager
- All Employees who have had close contact with COVID-19 cases should immediately contact Wallace Swanson, Plan Manager to determine their level of exposure, if they need to be tested, and if they need to be put on administrative leave.

Day-to-Day Evaluation

- Employees should self-evaluate daily before work.
- If feeling unwell:
 - Complete Employee Pre-screening Questionnaire
 - If answer Yes to any question Contact Plan Manager for additional requirements.
- All Employees who have had close contact with COVID-19 cases should immediately contact Wallace Swanson, Plan Manager to determine their level of exposure, if they need to be tested, and if they need to be put on administrative leave.

EMPLOYEE PRE-SCREENING QUESTIONNAIRE

We appreciate your cooperation and patience in helping to keep our patients and staff safe and healthy.

Have you traveled outside the U.S. in the past 30 days? YES NO

If yes, where? _____

Have you traveled outside Alaska in the past 30 days? YES NO

If yes, where? _____

Have you traveled to a U.S. City/State with reported cases of Coronavirus in the past 30 days? YES NO

If yes, where? _____

Have you been in personal contact with a person infected with COVID-19 or who has traveled to an area with widespread and ongoing transmission of COVID-19 in the past 30 days? YES NO

IN THE LAST 48 HOURS:

Have you had a fever (99.5°+)? YES NO

Have you experienced any:

Coughing? YES NO

Sore Throat? YES NO

Difficulty Breathing? YES NO

Chills/Repeated Shaking with Chills? YES NO

Muscle Aches? YES NO

Stomach Pain? YES NO

Headache? YES NO

New Loss of Taste/Smell? YES NO

Signature _____ Date _____

Employee's name (typed or printed) _____

****Please email this form to Plan Administrator & HR Department when completed****

COVID-19 CORRESPONDENCE

Holly Kelty

From: Ryan Wrocklage
Sent: Thursday, July 2, 2020 12:12 PM
To: All Users
Subject: Revisit to Covid-19 Mitigation Measures

With the recent surge in Covid-19 infections in Alaska, particularly in the Anchorage/Mat-Su region, we are asking all of you to remember the efforts that we, as a company and as individuals, put forth to mitigate the spread of the virus. All of your diligence and care have helped keep LCG infection-free and this is a status we would like to maintain through this current rise. Globally, we are much better informed about how the virus operates and what activities are at highest risk for spread. This has led people to relax their guard and become more flexible in how they personally allow themselves and their families to engage others. One drawback to our improved knowledge of Covid-19, is that this social relaxing has allowed the virus to spread in greater numbers than at any past time in our State. Luckily, if we employ this same knowledge with a specific plan we can still remain diligent but also modify our previous approach and not be geared exclusively toward isolation. Covid-19 is a highly efficient transmitter, by some accounts more efficient now than in March, and relies heavily on virus load. While it is possible to transmit through one encounter with an infected individual, our risk for infection increases exponentially with repeated exposure or by being exposed in enclosed areas. To reduce this exposure, and your individual virus load, implement the following strategy as we move forward into the holiday and the rest of the summer months:

1. What was originally just a reminder really becomes the most important strategy for us right now. Be cautious and not cavalier. Keep strategy measures in mind at all times, particularly when coming into the office and engaging in public activities.
2. If you are comfortable doing so, wear your mask at all times while out of your home. This is an Anchorage requirement only inside establishments, but wearing your mask while outside provides greater protection.
3. Refrain from excessive social activities. Even within your small social circle, limit your social activities when possible. Isolation is still the best mitigation strategy.
4. Keep your mask-free social circle small. Currently we consider our office space, and employees, to be part of our small circle. Outside of the office, minimize your mask-free activities with large groups of people and with a large variety of people.
5. When in public, or engaging with people outside of your small social circle, wear your mask. Outside of isolation, wearing your mask is the single best deterrent that can mitigate the spread of Covid-19.
6. Work from home if feasible. We are still encouraging everybody to come into the office a few times a week. Wally has been in contact with many of you to develop individual plans. When working from home, focus on specific tasks. Wally and I can help you with task management or organization if you feel you are not efficient in your home office.
7. When working from home, ensure you have Teams installed and running. While at home, you should consider yourself in the office no different than being physically present. Teams lets your coworkers know when you are immediately available, in a meeting, or away from the computer. This is invaluable to maintain a positive working relationship between coworkers so we do not feel disconnected.
8. Take an honest and objective view of your activities. If you are not limiting your mask-free social interaction outside of the office, you should not come to the office to work. This is not a judgement of your decisions, but simply a safety measure. Safety of our employees is paramount and it only takes a single individual to put others at risk. Please work at home in this circumstance.
9. When coming to the office, you no longer need to clear this with Wally. We are not in isolation mode, so the office is open to all employees. Within our office, a mask is not required by the local guidelines provided you maintain social distance from coworkers. If you feel comfortable, wearing your mask all the time is still the most effective and efficient mitigation strategy. As a reminder, the doors to the office need to remain locked throughout the work day.
10. When possible, meet with clients and contractors via Teams videoconferencing in lieu of in person. With this new mode of working, nearly everybody has become comfortable with virtual meetings and these are likely to become a staple moving forward. Employ our technology when it can easily replace an in-person meeting.
11. When meeting with a client, contractor, etc. in person, you must wear your mask. With the new local guidelines, people are already primed that they will wear their mask indoors. As a professional organization, all of us hold a position of

influence. When others see us wear our masks, and we let our contacts know that masks are expected, they will be comfortable wearing them as well.

12. Last, but definitely not least, if you feel ill stay at home, contact your doctor, and proceed with the best practices they recommend. Do go outside and get fresh air, but do so as safely as possible staying isolated from other people. If you need supplies, contact a friend or family member to deliver them to you.

There is a very real psychological shift in the minds of people all across the country. Simply put, people have had enough of remaining diligent, and socially separated, because it does wear on our psyche and can be quite tiring. Unfortunately, we are still very much within the middle of a worsening crisis. While many people are paying less and less attention to the daily statistics, hundreds of people are still dying every day because of lack of appropriate mitigation efforts. We really do not want to see that situation take hold of our company, any of your families, or even our State. Luckily, we have the knowledge and available resources to both maintain social interaction and reduce the rate of infection. It lies with each of us individually to make the right choices so that we can keep both of those. If we do not take the right measures now, we are putting ourselves at risk to see even greater increased infections, increased deaths, and be put back into mandated home isolation.

Ryan Wrocklage, LCG Lantech | Vice President
Office: (907) 245-8892 | Mobile: (313) 312-4846

-

From: Ryan Wrocklage

Subject: RE: Company Measures to Mitigate COVID-19 Impact

As all of you are probably aware, Mayor Berkowitz has issued a “hunker-down” order. In Alaska we are still at the early stages of identifying COVID-19 infection cases, although they are getting more numerous every few days. The only real way to prevent spread of infection is social isolation. This is certainly different than social distancing, but it is also exponentially more effective. You likely will have noticed both on a local and national platform the recommendations for mitigation measures get more stringent by the day. Ultimately, the longer we take before getting to social isolation, the longer the infection and recovery stages will last. Tomas Pueyo published a follow-up article to his first and it is again well worth reading. The biggest take-away is much the same as before. Do whatever we can to suppress transmission between people. It is our only viable strategy on the path back to normal day-to-day activities.

Many people are concerned about traveling and encountering people that have traveled. In contrast people are much less concerned about spending time with friends, family, and coworkers. This is, unfortunately, completely contrary to the way which COVID-19 spreads. Travel by commercial plane, train, and bus certainly carries risk but it is substantially less so than when we meet with our friends, who meet with their friends, who meet with their friends. This social compounding is the single greatest contributor to the spread of infection and the single greatest way we can help mitigate.

How this impacts the office is directly related to how each of our employees conduct themselves while outside of it. I hope each of you have already reached a stage of near social isolation outside of time you spend in the office. I have only been out to the playground (mostly with nobody else there) with the boys and then to the store. I did take the boys to the store with me once, but I am not likely to do that again for the foreseeable future. I do get several offers for outdoor get-togethers with the boys’ friends, but I have turned down each one of them. I am fully aware that it is possible nobody I have encountered is infected, but being over cautious is more effective than overly cavalier. No social transmission cases have yet been reported in Anchorage. Keeping that at zero should be everybody’s goal. However, it is highly likely social transmission has occurred and it simply has not yet been identified. To best protect yourself, your family, and the office please take the following measures if you have not already done so:

13. Most importantly, if you feel ill stay at home, contact your doctor, and proceed with the best practices they recommend. Do go outside and get fresh air, but do so as safely as possible staying isolated from other people. If you need supplies, contact a friend or family member to deliver them to you.

14. Refrain from social activities. While it may seem easy to determine with who you can meet with low risk, except for few exceptions it is impossible to be certain that your friends or extended family are also socially isolated.
15. Again, do go outside. Enjoy one of the big advantages we have in Alaska - outdoor space. Ski, sled, go for a walk but make sure you stay away from other people. It is still surprisingly easy to accomplish.
16. Work from home if feasible. LCG has the capability to support an entire office spending the majority of their work days out of the office. Take advantage of this as much as possible.
17. You can still come into the office, but it is important to do so judiciously and with the best approach.
18. If you are not practicing social isolation outside of the office, you should not come to the office to work. Safety of our employees is paramount and it only take a single individual to put others at risk. Please work at home in this circumstance.
19. If you are practicing social isolation outside of the office, coordinate with Wally on when and how you wish to work in the office. With the size and configuration of our building it is easy to come to work and remain isolated from other employees to increase the safety factor.
20. Make your office time when you are most likely to be isolated during your travels and office time. For example, I came into the office this weekend to take care of a few items and gather some supplies.
21. Do not meet in person with any client, contractor or consultant. In-person meetings are not required and can only increase risk. Most offices have already implemented this as you have noticed with our recent meetings, but it is important to continue this measure.
22. Remember to be cautious and not cavalier.

In reading the news you will encounter a wide range of viewpoints, but they are all trending the same direction. Some parts of our country, and the world, are in the midst of true crisis. In some locations dozens or even hundreds of people are dying every day because their communities did not take measure early enough to suppress the spread of infection. We have the great fortune here to still be on the near side of that situation. Every step we can take to protect and prevent will keep us that much further from reaching a similar situation.

Link to article on COVID-19 Social Isolation:

<https://medium.com/@tomaspueyo/coronavirus-the-hammer-and-the-dance-be9337092b56>

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Sent on 3.13.20

From: Ryan Wrocklage

Subject: Company Measures to Mitigate COVID-19 Impact

During this time of international pandemic, where it is still relatively unknown if this will get really bad, the most important thing to us here is the safety of our employees and our families. LCG itself has always acted as an extended family, and one of our strong attributes has been that we all look out for each other both professionally and personally. Now is one of the most important times for us to put this attribute to use.

COVID-19 is an international problem, and each country has used their own approaches. And while we are part of one of them, Alaska is isolated. This can be both a benefit, to reduce exposure, and a detriment, depending on how many people become ill. As I'm sure all of you have been seeing, the biggest mitigation factor we can employ is to reduce the curve of infections. Do what we can to stretch infections out over a longer period so that there is not a spike of cases which will almost assuredly overload our health system. Since we are isolated, our health care resources are more limited than in the mainland states. If our health care system becomes overloaded, we will have a greater difficulty finding assistance. I've included an article below that is highly recommended. It centers around the math of infection, how quickly it spreads and how quickly it can snowball. I don't know for sure that the author's math is correct, but he

seems knowledgeable and the biggest take-away is that enacting mitigation measures immediately can reduce the spread of the virus exponentially.

While we can only do so much to mitigate for the State as a whole, we can take measures to protect each of us, our families and close friends. As a company, that protection means both keeping us all healthy and keeping the business in operation. We will be implementing the following strategies moving forward, so that we can do our best to be successful with both. Luckily with the way that our office operates, none of these strategies will be difficult to implement or overly imposing. However, putting them all into action will really set us up to be as proactive as we can. Hopefully, within a few months we discover that we maybe didn't need to take these steps because infections don't spread too rapidly, but we definitely prefer to be overly cautious rather than act too late.

1. The most important, if you are not feeling well, stay home. This is not a new idea as we have tried to remind people for years, that getting yourself healthy before coming to work, and not infecting others, is a priority. It is the single-most important factor in keeping our business working and keeping everybody healthy.
2. Take advantage of the ability to work remotely. We trust everybody's work ethic here and, in this current condition of increasing social distancing, we are happy to set up a situation to work remotely. If you aren't sure how to get this to function, meet with Wally and we'll ensure you have the resources to make it happen.
3. Do not feel like you have to stay away from the office if you are feeling healthy. This building is still the nerve center of our business and there are many reasons to come here to work. When you come in, take the standard measures of social distancing that has been well described at length elsewhere.
4. If you need to come to the office, but feel as if you might be ill, come in when things are quieter and less active. We already have a low-activity office, but if you are able to come in outside of the normal working hours, that will be to your advantage.
5. When you are in the office, all of the doors should remain locked. This includes the front door. Outside of the postal workers, we do not have walk-ins and we know when visitors are coming. The front door can remain locked and just be prepared to let in your visitors when they arrive.
6. Be sensible with forms of communication. You can make a phone call instead of talking to people face-to-face when it is prudent. Even inside the office, if you feel it is sensible at the time, just pick up the phone and call.
7. When you must meet in person, meet with clients, contractors, and subconsultants outside of the office when feasible. This could be at a larger venue or at a project site. Try to make it a location with more open air and more space so that you are not confined to small offices or conference areas.
8. Limit the amount of travel for projects. Site visits to rural locations are going to be required, but work with our clients to reduce them where possible. At a minimum discuss the possibility of pushing them off until a later date to spread out the need for flights.
9. Set your working hours to what works best for you, your project and task responsibilities, and your personal obligations. School closures, which right now is only one week but could very easily be extended, is going to be a major impediment to normal working hours for some of us. If you or somebody in your family falls ill, caretaking can become a major impediment as well. Be flexible with yourselves and we will be flexible with you. Setting a different working time can be highly effective because it gives you a greater opportunity to dedicate a block of time, even if fewer hours, over trying to push through a fragmented workday. Please communicate your plan with Wally.
10. With implementing a work plan that is even more flexible than we are already, we are going to be switching all employees to hourly. It is really important to us that everybody works when it is necessary. We do not want people feeling obligated to work a full 40 hours when that time can be spent with their families, resting and recovering, or taking care of other responsibilities.

We appreciate everybody's effort in putting these strategies in place. Ever since John started the company, our office has not only survived, but thrived on the skills of being flexible, responsive, and proactive. It has set us apart from most of our competitors. By being diligent, we can successfully keep all of us safe and healthy, while simultaneously providing peace of mind to our clients. Getting a head-start of implementing a new work approach, we can continue to offer our clients the same quality of work we have in the past and keep ourselves effective and efficient. The situation with COVID-19 is evolving daily and, as we have seen, response measures change nearly as quickly. As a company we will continue to monitor the situation in Anchorage and the State and will modify our strategies as needed along the way.

Link to article on COVID-19 mitigation:

<https://medium.com/@tomaspuero/coronavirus-act-today-or-people-will-die-f4d3d9cd99ca>

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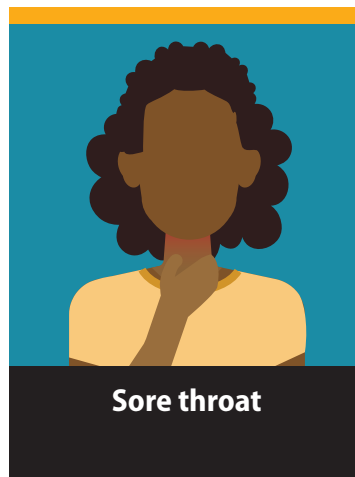
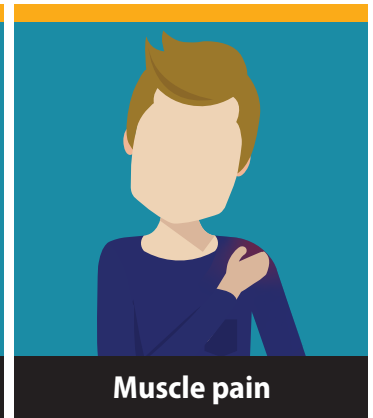
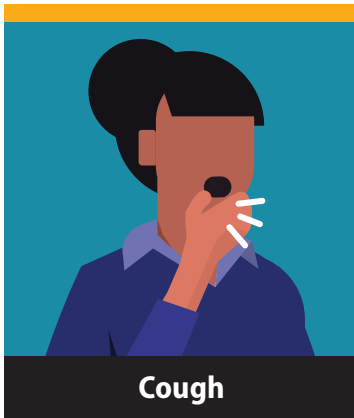
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CDC PROTECTIVE MEASURES HANDOUTS

Symptoms of Coronavirus (COVID-19)

Know the symptoms of COVID-19, which can include the following:



Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.

***Seek medical care immediately if someone has emergency warning signs of COVID-19.**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.



Prevent the spread of COVID-19 if you are sick

Accessible version: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

If you are sick with COVID-19 or think you might have COVID-19, follow the steps below to care for yourself and to help protect other people in your home and community.

Stay home except to get medical care.

- **Stay home.** Most people with COVID-19 have mild illness and are able to recover at home without medical care. Do not leave your home, except to get medical care. Do not visit public areas.
- **Take care of yourself.** Get rest and stay hydrated. Take over-the-counter medicines, such as acetaminophen, to help you feel better.
- **Stay in touch with your doctor.** Call before you get medical care. Be sure to get care if you have trouble breathing, or have any other emergency warning signs, or if you think it is an emergency.
- **Avoid public transportation,** ride-sharing, or taxis.



Separate yourself from other people and pets in your home.

- **As much as possible, stay in a specific room** and away from other people and pets in your home. Also, you should use a separate bathroom, if available. If you need to be around other people or animals in or outside of the home, wear a cloth face covering.
- See **COVID-19 and Animals if you have questions about pets:** <https://www.cdc.gov/coronavirus/2019-ncov/faq.html#COVID19animals>
- Additional guidance is available for those **living in close quarters.** (<https://www.cdc.gov/coronavirus/2019-hj-ncov/daily-life-coping/living-in-close-quarters.html>) and **shared housing** (<https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/shared-housing/index.html>).



Monitor your symptoms.

- **Symptoms of COVID-19 include fever, cough, and shortness of breath but other symptoms may be present as well.**
- **Follow care instructions from your healthcare provider and local health department.** Your local health authorities will give instructions on checking your symptoms and reporting information.



When to Seek Emergency Medical Attention

Look for **emergency warning signs*** for COVID-19. If someone is showing any of these signs, **seek emergency medical care immediately:**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Bluish lips or face
- Inability to wake or stay awake

*This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

Call 911 or call ahead to your local emergency facility:

Notify the operator that you are seeking care for someone who has or may have COVID-19.

Call ahead before visiting your doctor.

- **Call ahead.** Many medical visits for routine care are being postponed or done by phone or telemedicine.
- **If you have a medical appointment that cannot be postponed, call your doctor's office,** and tell them you have or may have COVID-19.



If you are sick, wear a cloth covering over your nose and mouth.

- **You should wear a cloth face covering over your nose and mouth** if you must be around other people or animals, including pets (even at home).
- You don't need to wear the cloth face covering if you are alone. If you can't put on a cloth face covering (because of trouble breathing for example), cover your coughs and sneezes in some other way. Try to stay at least 6 feet away from other people. This will help protect the people around you.
- Cloth face coverings should not be placed on young children under age 2 years, anyone who has trouble breathing, or anyone who is not able to remove the covering without help.



Note: During the COVID-19 pandemic, medical grade facemasks are reserved for healthcare workers and some first responders. You may need to make a cloth face covering using a scarf or bandana.



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

Cover your coughs and sneezes.

- **Cover your mouth and nose** with a tissue when you cough or sneeze.
- **Throw used tissues** in a lined trash can.
- **Immediately wash your hands** with soap and water for at least 20 seconds. If soap and water are not available, clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.



Clean your hands often.

- **Wash your hands often** with soap and water for at least 20 seconds. This is especially important after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.
- **Use hand sanitizer** if soap and water are not available. Use an alcohol-based hand sanitizer with at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry.
- **Soap and water are the best option**, especially if your hands are visibly dirty.
- **Avoid touching** your eyes, nose, and mouth with unwashed hands.



Avoid sharing personal household items.

- **Do not share** dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people in your home.
- **Wash these items thoroughly after using them** with soap and water or put them in the dishwasher.



Clean all "high-touch" surfaces everyday.

- **Clean and disinfect** high-touch surfaces in your "sick room" and bathroom. Let someone else clean and disinfect surfaces in common areas, but not your bedroom and bathroom.
- **If a caregiver or other person needs to clean and disinfect** a sick person's bedroom or bathroom, they should do so on an as-needed basis. The caregiver/other person should wear a cloth face covering and wait as long as possible after the sick person has used the bathroom.

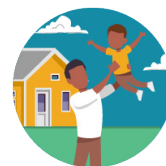


High-touch surfaces include phones, remote controls, counters, tabletops, doorknobs, bathroom fixtures, toilets, keyboards, tablets, and bedside tables.

- **Clean and disinfect areas that may have blood, stool, or body fluids on them.**
- **Use household cleaners and disinfectants.** Clean the area or item with soap and water or another detergent if it is dirty. Then use a household disinfectant.
 - Be sure to follow the instructions on the label to ensure safe and effective use of the product. Many products recommend keeping the surface wet for several minutes to ensure germs are killed. Many also recommend precautions such as wearing gloves and making sure you have good ventilation during use of the product.
 - Most EPA-registered household disinfectants should be effective.

When you can be around others after you had or likely had COVID-19

When you can be around others (end home isolation) depends on different factors for different situations.



• I think or know I had COVID-19, and I had symptoms

- You can be with others after
 - 3 days with no fever
- AND**
- symptoms improved
- AND**
- 10 days since symptoms first appeared
- Depending on your healthcare provider's advice and availability of testing, you might get tested to see if you still have COVID-19. If you will be tested, you can be around others when you have no fever, symptoms have improved, and you receive two negative test results in a row, at least 24 hours apart.

• I tested positive for COVID-19 but had no symptoms

- If you continue to have no symptoms, you can be with others after:
 - 10 days have passed since test
- Depending on your healthcare provider's advice and availability of testing, you might get tested to see if you still have COVID-19. If you will be tested, you can be around others after you receive two negative test results in a row, at least 24 hours apart.
- If you develop symptoms after testing positive, follow the guidance above for "I think or know I had COVID, and I had symptoms."

What You Can do if You are at Higher Risk of Severe Illness from COVID-19

(Print Resources Web Page: <https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html>)

Are You at Higher Risk for Severe Illness?



Based on what we know now, those at high-risk for severe illness from COVID-19 are:

- People aged 65 years and older
- People who live in a nursing home or long-term care facility

People of all ages with underlying medical conditions, particularly if not well controlled, including:

- 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

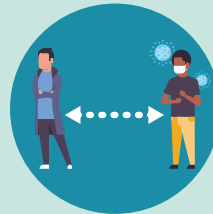
Here's What You Can do to Help Protect Yourself



Stay home if possible.



Wash your hands often.



Avoid close contact (6 feet, which is about two arm lengths) with people who are sick.



Clean and disinfect frequently touched surfaces.



Avoid all cruise travel and non-essential air travel.

Call your healthcare professional if you are sick.

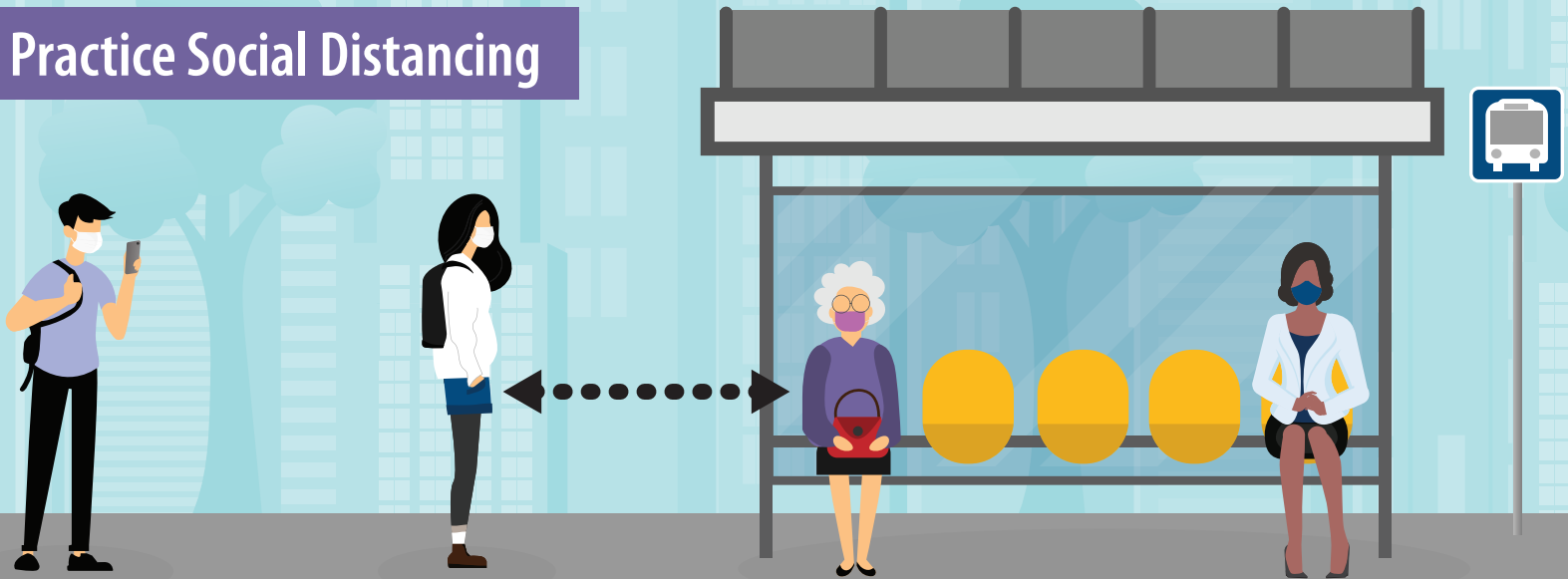
For more information on steps you can take to protect yourself, see CDC's [How to Protect Yourself](#).



cdc.gov/coronavirus

Help Protect Yourself and Others from COVID-19

Practice Social Distancing



Stay 6 feet (2 arm's lengths) from other people.

And Wear a Cloth Face Covering



Be sure it covers your nose and mouth to help protect others.
You could be infected and not have symptoms.



cdc.gov/coronavirus



Hands
that look
clean can still
have icky
germs!

Wash YOUR HANDS!



U.S. Department of
Health and Human Services
Centers for Disease
Control and Prevention

Please wear a cloth face covering.



**Maintain a distance of 6 feet
whenever possible.**



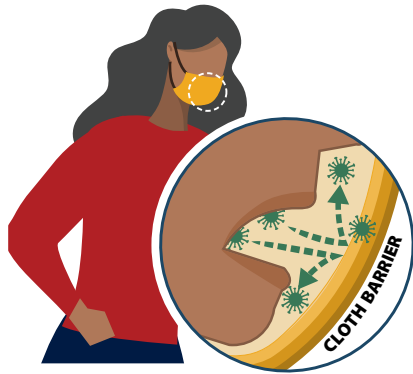
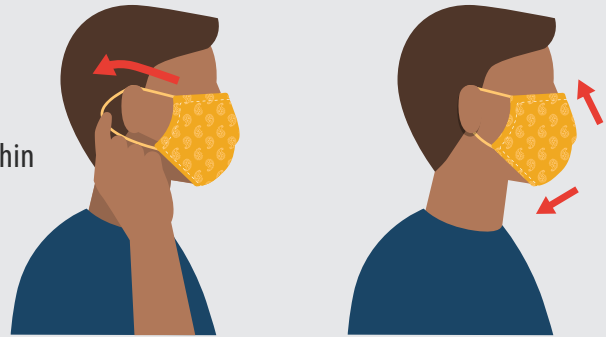
cdc.gov/coronavirus

How to Safely Wear and Take Off a Cloth Face Covering

Accessible: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

WEAR YOUR FACE COVERING CORRECTLY

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2



USE THE FACE COVERING TO HELP PROTECT OTHERS

- Wear cloth face coverings in public settings and when around people who don't live in your household, especially when other social distancing measures are difficult to maintain
- Don't put the covering around your neck or up on your forehead
- Don't touch the face covering, and, if you do, clean your hands

FOLLOW EVERYDAY HEALTH HABITS

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available



TAKE OFF YOUR CLOTH FACE COVERING CAREFULLY, WHEN YOU'RE HOME

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Wash your hands with soap and water



Cloth face coverings are not surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first responders.

For instructions on making a cloth face covering, see:

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

Facemask Do's and Don'ts

For Healthcare Personnel

When putting on a facemask

Clean your hands and put on your facemask so it fully covers your mouth and nose.



DO secure the elastic bands around your ears.



DO secure the ties at the middle of your head and the base of your head.

When wearing a facemask, don't do the following:



DON'T wear your facemask under your nose or mouth.



DON'T allow a strap to hang down. DON'T cross the straps.



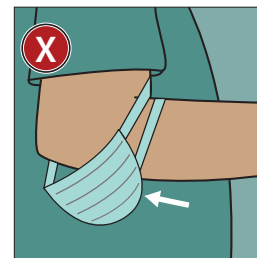
DON'T touch or adjust your facemask without cleaning your hands before and after.



DON'T wear your facemask on your head.



DON'T wear your facemask around your neck.



DON'T wear your facemask around your arm.

When removing a facemask

Clean your hands and remove your facemask touching only the straps or ties.



DO leave the patient care area, then clean your hands with alcohol-based hand sanitizer or soap and water.



DO remove your facemask touching ONLY the straps or ties, throw it away*, and clean your hands again.

*If implementing limited-reuse: Facemasks should be carefully folded so that the outer surface is held inward and against itself to reduce contact with the outer surface during storage. Folded facemasks can be stored between uses in a clean, sealable paper bag or breathable container.

Additional information is available about how to safely put on and remove personal protective equipment, including facemasks:

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/using-ppe.html>.

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



COVID-19: Quarantine vs. Isolation

QUARANTINE keeps someone who was in close contact with someone who has COVID-19 away from others.



If you had close contact with a person who has COVID-19



- Stay home until 14 days after your last contact.



- Check your temperature twice a day and watch for symptoms of COVID-19.



- If possible, stay away from people who are at higher-risk for getting very sick from COVID-19.

ISOLATION keeps someone who is sick or tested positive for COVID-19 without symptoms away from others, even in their own home.



If you are sick and think or know you have COVID-19



- Stay home until after
 - 3 days with no fever and
 - Symptoms improved and
 - 10 days since symptoms first appeared



If you tested positive for COVID-19 but do not have symptoms



- Stay home until after
 - 10 days have passed since your positive test.



If you live with others, stay in a specific “sick room” or area and away from other people or animals, including pets. Use a separate bathroom, if available.



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Use Personal Protective Equipment (PPE) When Caring for Patients with Confirmed or Suspected COVID-19

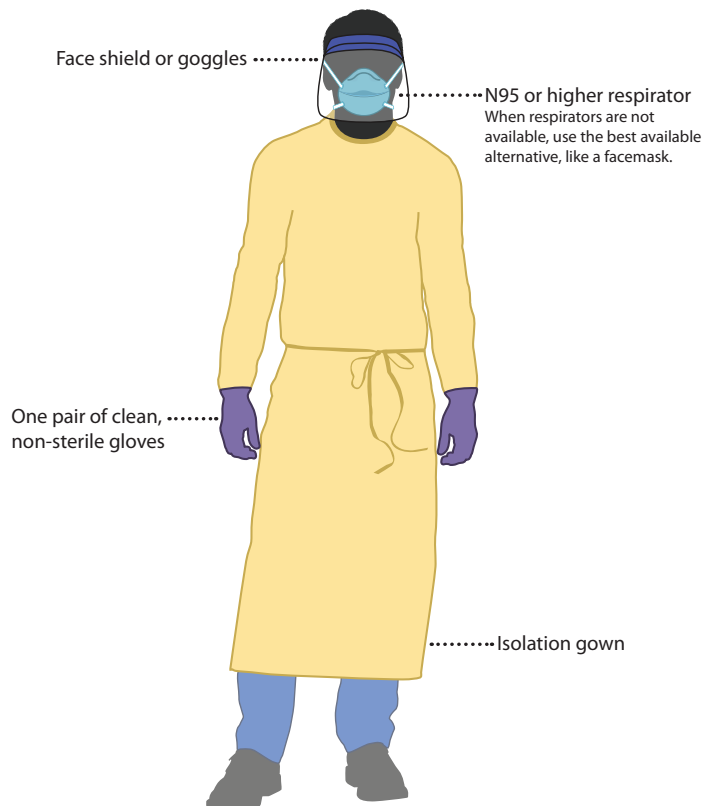
Before caring for patients with confirmed or suspected COVID-19, healthcare personnel (HCP) must:

- **Receive comprehensive training** on when and what PPE is necessary, how to don (put on) and doff (take off) PPE, limitations of PPE, and proper care, maintenance, and disposal of PPE.
- **Demonstrate competency** in performing appropriate infection control practices and procedures.

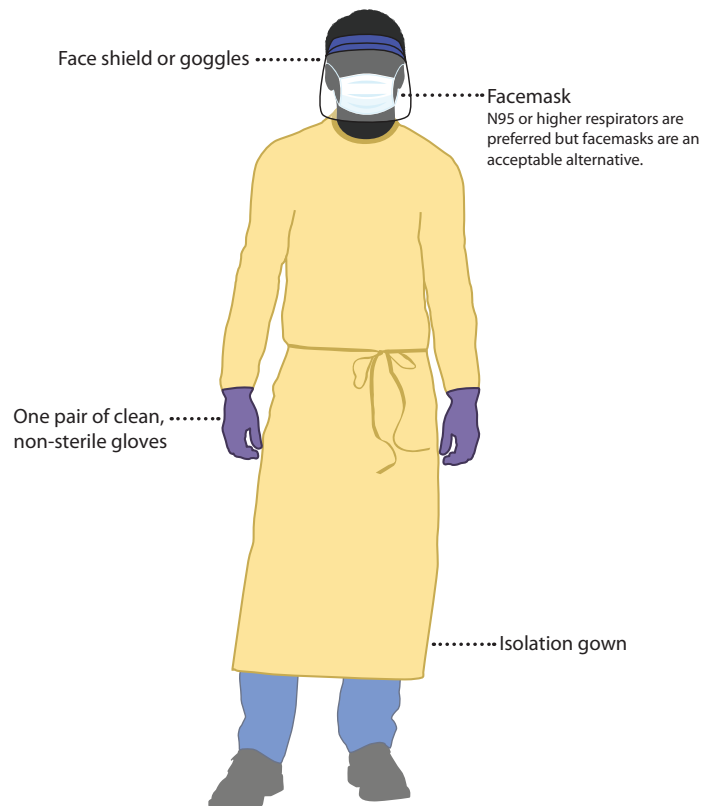
Remember:

- PPE must be donned correctly before entering the patient area (e.g., isolation room, unit if cohorting).
- PPE must remain in place and be worn correctly for the duration of work in potentially contaminated areas. PPE should not be adjusted (e.g., retying gown, adjusting respirator/facemask) during patient care.
- PPE must be removed slowly and deliberately in a sequence that prevents self-contamination. A step-by-step process should be developed and used during training and patient care.

Preferred PPE – Use N95 or Higher Respirator



Acceptable Alternative PPE – Use Facemask



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Donning (putting on the gear):

More than one donning method may be acceptable. Training and practice using your healthcare facility's procedure is critical. Below is one example of donning.

1. **Identify and gather the proper PPE to don.** Ensure choice of gown size is correct (based on training).
2. **Perform hand hygiene using hand sanitizer.**
3. **Put on isolation gown.** Tie all of the ties on the gown. Assistance may be needed by another HCP.
4. **Put on NIOSH-approved N95 filtering facepiece respirator or higher (use a facemask if a respirator is not available).** If the respirator has a nosepiece, it should be fitted to the nose with both hands, not bent or tented. Do not pinch the nosepiece with one hand. Respirator/facemask should be extended under chin. Both your mouth and nose should be protected. Do not wear respirator/facemask under your chin or store in scrubs pocket between patients.*
 - » **Respirator:** Respirator straps should be placed on crown of head (top strap) and base of neck (bottom strap). Perform a user seal check each time you put on the respirator.
 - » **Facemask:** Mask ties should be secured on crown of head (top tie) and base of neck (bottom tie). If mask has loops, hook them appropriately around your ears.
5. **Put on face shield or goggles.** When wearing an N95 respirator or half facepiece elastomeric respirator, select the proper eye protection to ensure that the respirator does not interfere with the correct positioning of the eye protection, and the eye protection does not affect the fit or seal of the respirator. Face shields provide full face coverage. Goggles also provide excellent protection for eyes, but fogging is common.
6. **Put on gloves.** Gloves should cover the cuff (wrist) of gown.
7. **HCP may now enter patient room.**

Doffing (taking off the gear):

More than one doffing method may be acceptable. Training and practice using your healthcare facility's procedure is critical. Below is one example of doffing.

1. **Remove gloves.** Ensure glove removal does not cause additional contamination of hands. Gloves can be removed using more than one technique (e.g., glove-in-glove or bird beak).
2. **Remove gown.** Untie all ties (or unsnap all buttons). Some gown ties can be broken rather than untied. Do so in gentle manner, avoiding a forceful movement. Reach up to the shoulders and carefully pull gown down and away from the body. Rolling the gown down is an acceptable approach. Dispose in trash receptacle.*
3. **HCP may now exit patient room.**
4. **Perform hand hygiene.**
5. **Remove face shield or goggles.** Carefully remove face shield or goggles by grabbing the strap and pulling upwards and away from head. Do not touch the front of face shield or goggles.
6. **Remove and discard respirator (or facemask if used instead of respirator).*** Do not touch the front of the respirator or facemask.
 - » **Respirator:** Remove the bottom strap by touching only the strap and bring it carefully over the head. Grasp the top strap and bring it carefully over the head, and then pull the respirator away from the face without touching the front of the respirator.
 - » **Facemask:** Carefully untie (or unhook from the ears) and pull away from face without touching the front.
7. **Perform hand hygiene after removing the respirator/facemask** and before putting it on again if your workplace is practicing reuse.

**Facilities implementing reuse or extended use of PPE will need to adjust their donning and doffing procedures to accommodate those practices.*