

The logo for Texas A&M AgriLife Extension. It features the text "TEXAS A&M" in a smaller, serif font above the word "AGRI" in a large, stylized serif font. Below "AGRI" are the words "LIFE" and "EXTENSION" in a smaller, bold, sans-serif font. The logo is set against a white background with a maroon and grey geometric design in the top right corner.

TEXAS A&M
AGRILIFE
EXTENSION

Reopening
Guidance

May 20, 2020

A maroon and grey geometric design in the bottom left corner, mirroring the design in the top right corner.

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OFFICE OF THE VICE CHANCELLOR



Phased approach to return to work

All,

I write today with some encouraging news—as we look ahead at plans to begin a slow, cautious resumption of normal business operations. As mentioned in my previous message, we have extended on-site skeleton crew staffing recommendations until **May 18**. Following guidance from The Texas A&M University System, this communication further defines our plan for a phased return to on-site work beginning May 18.

Please know that the health and safety of our students, staff, and faculty is our primary concern. Any decision that we implement will only be made after we are satisfied that the risk to our worksite is being effectively managed. As this is a dynamic situation, it is also important to stress that the plan below is dependent upon local health conditions and guidance from The Texas A&M University System and state health authorities.

Staffing Guidance

For now, all employees who can effectively work remotely should continue their current alternate work location status. Return to on-site work will be handled in a way that reopens the workplace in successive “waves” between May 18 and July 1. Employees will be notified by their supervisors of their expected return to work in a timely manner. Please note that county Extension personnel should follow guidance provided by county leadership or, if there is doubt, with the applicable District Extension Administrator.

While a few essential employees may be asked to return to work as early as May 18, most employees will not be asked to return until June 1 or July 1.

- **Wave 1** (Beginning May 18): In this wave, a small number of additional employees identified by Department Heads, Research and Extension Center leadership and Center/Institute/Core Facility Directors can return to on-site work, either because they can most effectively do their jobs on site or because their presence is required on-site for management purposes. The goal is to return about 25 percent of the workforce in a given proximity (i.e. floor, building, lab, etc.) to on-site status on or soon after May 18, inclusive of those already working on-site.

- **Wave 2** (June 1): Depending on the results of the preceding two weeks, we should seek to return a second wave of employees to on-site work to a level not exceeding half of full FTEs in a given proximity (i.e. floor, building, lab, etc.) on June 1.
- **Wave 3** (July 1): All remaining employees who are needed based on managerial priorities or because they have limited work opportunities off-site can return to work, again presuming public health conditions do not change and do not reconsider this decision.

As individuals return to on-site work, face coverings are recommended when using common areas or attending in-person meetings. All employees should continue to [follow social distancing and meeting size requirements provided by state health authorities](#). When feasible, we should minimize in-person meetings as much as possible. Should your local public health authority have implemented stricter guidance, please adhere to this guidance.

Additionally, throughout this waved reintegration, supervisors should fully consider the need to protect our employees and their families from cluster infection, particularly where highly vulnerable populations are involved and should continue to allow remote work for employees who have child care or elder care obligations or other overriding factors that might make an immediate return to work difficult or impossible. Similarly, employees should work with human resources to take leave, when applicable, under the recently implemented Families First Coronavirus Response Act (FFCRA).

Research

The current, limited operations and essential research which has been approved by individual System members will continue throughout May. Six feet social distancing, wearing of face masks in lab settings, and all other CDC, State of Texas and other prevention recommendations which have enabled essential research to be conducted safely, should continue to be followed.

A phased approach will begin after June 1. A plan for gradually resuming full research staffing will be forthcoming. This will be informed by the results of earlier staffing waves. Additional factors could include, but are not limited to, availability of masks, and prevention measures are effectively managing risk of COVID-19 spread.

Travel

There are no changes to our current travel restrictions. Mission critical travel, both domestic and in-state, should continue to be reported through the Office of Ethics & Compliance with final approval by the Agency CEO or designee. Please note, this only relates to travel that is reimbursable by AgriLife or the college, not county Extension agents. Additional details can be found on agrilife.org/coronavirus.

External Visitors to Worksites for Meetings

External guests may be invited to physically attend face to face meetings no earlier than June 1 and should be expected to observe guidance related to social distancing, meeting size and face covering in place at the time of the visit. Invited external guests should be limited to mission critical functions such as interviews for positions. This guidance does not apply to face to face group educational programs. Limitations on invited external guests will be reevaluated regularly for consideration of adjustment in the standards and/or expansion of the purposes for which external guests may be invited.

In closing, our goal is to plan for a slow return to some semblance of normal operations, which we recognize could take months to be fully realized. We must reopen in a thoughtful way—one that protects our faculty, staff and students. Please continue to be vigilant and steadfast in maintaining your health and safety.

Supervisors will provide additional guidance in the coming days. We will also continue to keep you informed through email communications and on our [Coronavirus resource webpage for employees](#).

If you have questions related to employees returning to work, please contact the AgriLife Human Resources Office at 979-845-2423. Other questions may be directed to the [AgriLife Office of Ethics and Compliance](#) at 979-845-4789.

Stay well,



Patrick J. Stover, Ph.D.
Vice Chancellor, Texas A&M AgriLife
Dean, College of Agriculture and Life Sciences
Director, Texas A&M AgriLife Research

May 20, 2020

The guidance that follows is intended to assist with the reopening of the agency during COVID-19. Due to the diversity of our workforce and environment and our ongoing engagement with the public, we are conscious of the need to be community-minded as well as focused on the health and welfare of our employees, volunteers and the public. This guidance intends to align with the Texas Helping Texas: The Governor’s Report to Open Texas (April 27, 2020) as well as Texas A&M University System guidance. It is subject to change if either of those change or if we deem change is advisable to protect the health of our employees, volunteers and stakeholders.

All Extension office operations and employees must be compliant with all state, county and local public health proclamations and ordinances.

Safety is our guiding principle for operations through Wave 3. Employees will not return to the office if:

1. A family member living with the employee or the employee has been confirmed positive for COVID-19 until released by a physician.
2. The employee has unmet childcare obligations.
3. The employee feels unsafe returning to the office. The supervisor and employee will agree upon arrangements within HR guidelines associated with their AgriLife affiliation.

Wave 1	(Beginning May 18): In this wave, a small number of additional employees identified by Department Heads, Extension Center leadership and Center/Institute/Core Facility Directors can return to on-site work, either because they can most effectively do their jobs on site or because their presence is required on-site for management purposes. The goal is to return about 25 percent of the workforce in a given proximity (i.e. floor, building, lab, etc.) to on-site status on or soon after May 18, inclusive of those already working on-site.
Return to Work	<ul style="list-style-type: none"> • Employees over 65 or part of a vulnerable population will continue following safer-at-home guidelines. • Social distancing (https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html) should be maintained if another employee stops by the office. Wearing masks is encouraged when in public spaces. • Employees are responsible for monitoring their health (symptoms, temperature checks) and should not go to the office if symptomatic or unwell.
Travel	<ul style="list-style-type: none"> • Continue to follow current protocol for travel authorization through your direct supervisor. Out of state travel deemed mission critical and approved by CEO/designee (complete in Concur) No international travel.

	<ul style="list-style-type: none"> • One individual per seat and every other row in a vehicle. Stagger seating for maximum distancing. Ask occupants to wear face coverings or masks while in vehicle. Clean and disinfect the vehicle between use. • Every person who enters the State of Texas as the final destination through an airport, from a point of origin or point of last departure in the following—State of California; State of Connecticut; State of New York; State of New Jersey; State of Washington; City of Atlanta, Georgia; City of Chicago, Illinois; City of Detroit, Michigan; or City of Miami, Florida—shall be subject to mandatory self-quarantine for a period of 14 days from the time of entry into Texas or the duration of the person’s presence in Texas, whichever is shorter. The governor may by proclamation add to or subtract from the list of states and cities covered by this executive order. This applies to personal or professional travel.
Office Opening	<ul style="list-style-type: none"> • Offices are open for appointments only. • Limit the number of people in the office to 10 or fewer including employees and clients, considering space available to maintain social distance. • Provide signage on doors and at counter for clients with guidance on social distancing or other policies to facilitate this. For example, visitors may be allowed in the office by appointment or on a first come, first served basis, one person at a time with social distancing maintained in the waiting area, including outdoors if needed. • Place notices that encourage hand hygiene at the entrance to the workplace and in other workplace areas where they are likely to be seen. • Place markers on the floor in 6’ intervals to encourage social distancing of clients waiting for counter service • County offices follow continuity of operations plan from the county but may also incorporate the health and safety guidance in this document.
Office Practices	<ul style="list-style-type: none"> • Employees are recommended to wear face coverings and practice social distancing whenever interacting with the public and if circumstances put you within 6 feet of other Extension staff members. • Prohibit handshaking and other unnecessary contact in the workplace. Carefully sanitize any common area used. • Frequently clean high-touch areas, including door handles, restroom surfaces, handrails, etc. • Limit sharing of office supplies and equipment. If sharing is essential, all items should be disinfected before and after use. • Limit the number of people in a space such that social distancing can be maintained. • When exchanging paper and coin money: <ul style="list-style-type: none"> ○ Do not touch your face afterward. ○ Ask clients to place cash on the counter rather than directly in your hand. ○ Place money directly on the counter when providing change or receipts back to the client. ○ Wipe counter with disinfectant or sanitizing wipes between each client’s transaction. ○ Wash hands thoroughly with soap and warm water for 20 seconds.

Meetings/Events	<ul style="list-style-type: none">• No gatherings until Wave 2 is in place.
Volunteers	<ul style="list-style-type: none">• Adhere to guidelines that apply to employees, office and events.• Local offices should consider setting a schedule with rotations if a large number of volunteers are frequently present.

<p>Wave 2</p>	<p>(June 1): Depending on the results of the preceding two weeks, we should seek to return a second wave of employees to on-site work to a level not exceeding half of full FTEs in a given proximity (i.e., floor, building, lab, etc.) on June 1.</p>
<p>Return to Work</p>	<ul style="list-style-type: none"> • Employees over 65 or part of a vulnerable population will continue following safer-at-home guidelines. • As individuals return to on-site work, face coverings are recommended when using common areas or attending in-person meetings. All employees should continue to follow social distancing and meeting size requirements provided by state health authorities. When feasible, we should minimize in-person meetings as much as possible. Should your local public health authority have implemented stricter guidance, please adhere to this guidance. • Additional employees may return to work with the office capacity not exceeding 50% but should practice social distancing. Wearing masks is encouraged when in public spaces. • Employees are responsible for monitoring their health (symptoms, temperature checks) and should not go to the office if symptomatic or unwell.
<p>Travel</p>	<ul style="list-style-type: none"> • Continue current travel policy limitations for in state, with approval granted by supervisor. Travel authorization may be approved through “normal” procedures prior to COVID 19. Out of state travel deemed mission critical and approved by CEO/designee (complete in Concur). No international travel. • One individual per seat and every other row in a vehicle. Stagger seating for maximum distancing. Ask occupants to wear face coverings or masks while in vehicle. Clean and disinfect the vehicle between use. • Every person who enters the State of Texas as the final destination through an airport, from a point of origin or point of last departure in the following—State of California; State of Connecticut; State of New York; State of New Jersey; State of Washington; City of Atlanta, Georgia; City of Chicago, Illinois; City of Detroit, Michigan; or City of Miami, Florida—shall be subject to mandatory self-quarantine for a period of 14 days from the time of entry into Texas or the duration of the person’s presence in Texas, whichever is shorter. The governor may, by proclamation add to or subtract from the list of states and cities covered by this executive order. This applies to personal or professional travel.
<p>Office Opening</p>	<ul style="list-style-type: none"> • Offices are open for appointments only. • Limit the number of people in the office to 10 or fewer including employees and clients, considering space available to maintain social distance. • Provide signage on doors and at counter for clients with guidance on social distancing or other policies to facilitate this. For example, visitors may be allowed in the office by appointment or on a first come, first served basis, one person at a time with social distancing maintained in the waiting area, including outdoors if needed.

	<ul style="list-style-type: none"> • Place notices that encourage hand hygiene at the entrance to the workplace and in other workplace areas where they are likely to be seen. • Place markers on the floor in 6’ intervals to encourage social distancing of clients waiting for counter service • County offices follow continuity of operations plan from the county but may also incorporate the health and safety guidance in this document.
Office Practices	<ul style="list-style-type: none"> • Continue practices listed in Wave 1.
Meetings/Events	<ul style="list-style-type: none"> • Group meetings of 10 or fewer people only if social distancing can be practiced. (Employees in large offices don’t count against this max if not part of the meeting in an office and socially distanced.) • All other programs must submit a preparedness plan and be approved by the supervisor. Guidance may be found in the Appendix: A – youth summer camps, B-animal validation, C-rodeo and equestrian events if applicable. • Pre-order supplies and materials, including tissues and hand sanitizer for all participants. Have face coverings available. • Hosts and participants should wear face coverings, with participants expected to provide their PPE. • Tables and chairs should be sanitized before and after meeting and at breaks. • Frequently clean high-touch areas, including door handles, restroom surfaces, handrails, etc. • Actively monitor where COVID-19 is circulating. Advise participants in advance that if they have any symptoms or feel unwell, they should not attend. • Send anyone who appears sick away, whether employee or client. <p><u>Meals</u></p> <p>For meals provided the following should apply:</p> <ul style="list-style-type: none"> • No self-serve buffet meals. It is recommended that all meals be individually packaged. • Serve meals with disposable utensils, napkins, cups, and plates. • Clean and disinfect tables, chairs, etc. after use.
Volunteers	<ul style="list-style-type: none"> • Adhere to guidelines that apply to employees, office and events • Local offices should consider setting a schedule with rotations if a large number of volunteers are frequently present.

Wave 3	(July 1): Depending on the results of the preceding month, all remaining employees who are needed based on managerial priorities or because they have limited work opportunities off-site can return to work, again presuming public health conditions do not change and do not reconsider this decision.
Return to Work	<ul style="list-style-type: none"> • All employees may be at work site. • Employees are responsible for monitoring their health (symptoms, temperature checks) and should not return to work if symptomatic or unwell.
Travel	<ul style="list-style-type: none"> • Continue current travel policy limitations for in state, with approval granted by supervisor. Out of state travel deemed mission critical and approved by CEO/designee (complete in Concur). No international travel. • One individual per seat and every other row in a vehicle. Stagger seating for maximum distancing. Ask occupants to wear face coverings or masks while in vehicle. Clean and disinfect the vehicle between use. • Every person who enters the State of Texas as the final destination through an airport, from a point of origin or point of last departure in the following—State of California; State of Connecticut; State of New York; State of New Jersey; State of Washington; City of Atlanta, Georgia; City of Chicago, Illinois; City of Detroit, Michigan; or City of Miami, Florida—shall be subject to mandatory self-quarantine for a period of 14 days from the time of entry into Texas or the duration of the person’s presence in Texas, whichever is shorter. The governor may, by proclamation, add to or subtract from the list of states and cities covered by this executive order. This applies to personal or professional travel.
Office Opening	<ul style="list-style-type: none"> • Visitors are allowed in the office by appointment or on a first come, first served basis, one person at a time with social distancing maintained in the waiting area, including outdoors if needed.
Office Practices	<ul style="list-style-type: none"> • Continue practices listed in Wave 1 and 2.
Meetings/Events	<ul style="list-style-type: none"> • Group meetings of 25% capacity of space or fewer people only if social distancing can be practiced. (Employees in large offices don’t count against this max if not part of the meeting in an office and socially distanced.) • All overnight events must submit a preparedness plan and be approved by the supervisor. • Actively monitor where COVID-19 is circulating. Advise participants in advance that if they have any symptoms or feel unwell, they should not attend. • Pre-order supplies and materials, including tissues and hand sanitizer for all participants. Have face coverings available. • Hosts and participants should wear face coverings, with participants expected to provide their PPE. • Tables and chairs, high touch surfaces should be sanitized before and after meeting and at breaks.

	<ul style="list-style-type: none"> • Frequently clean high-touch areas, including door handles, restroom surfaces, handrails, etc. • Send anyone who appears sick away, whether employee or client <p><u>Meals</u></p> <p>For meals provided the following should apply:</p> <ul style="list-style-type: none"> • No self-serve buffet meals. It is recommended that all meals be individually packaged. • Serve meals with disposable utensils, napkins, cups, and plates. • Clean and disinfect tables, chairs, etc. after use.
Volunteers	<ul style="list-style-type: none"> • Adhere to guidelines outlined in Wave 1 and 2.

Face to Face Program Preparedness Plan

Organizers of meetings and events need to think about the potential risk from COVID-19 because:

1. There is a risk that people attending your meeting or event might unwittingly bring the COVID-19 virus to the meeting and others being unknowingly exposed to COVID-19.
2. While COVID-19 is a mild disease for most people, it can make some very ill. Around 1 in every 5 people who are sickened with COVID-19 need hospital treatment.

Key considerations to prevent or reduce COVID-19 risks BEFORE the meeting or event include

1. Contact the appropriate (or designated) authorities in the community where you plan to hold the event or meeting to ensure it is safe or appropriate to do so.
2. Develop and agree upon a preparedness plan to prevent infection at your meeting or event.
3. Consider whether a face-to-face meeting or event is needed. Could it be replaced by a teleconference, online or virtual event?
4. Could the meeting or event be scaled down or offered in multiple sessions to fewer people?
5. Pre-order supplies and materials, including tissues and hand sanitizer for all participants. Have surgical masks available to offer anyone who develops respiratory symptoms. In general, educational program participants should provide their own PPE.
6. Actively monitor where COVID-19 is circulating. Advise participants in advance that if they have any symptoms or feel unwell, they should not attend.
7. Make sure all organizers, participants, caterers and visitors at the event provide contact details: mobile telephone number, email and address where they are staying. State clearly that their details will be shared with local public health authorities if any participant becomes ill with a suspected infectious disease. If they will not agree to this, they cannot attend the event or meeting.

Key considerations to prevent or reduce COVID-19 risks DURING the meeting or event include

1. Provide information or a briefing, preferably both orally and in writing, on COVID-19 and the measures that organizers are taking to make this event safe for participants in program announcements.
2. Remind participants as they enter to utilize ways to greet others without touching.
3. Encourage regular handwashing or use of an alcohol rub by all participants at the meeting or event.
4. Encourage participants to cover their face with the bend of their elbow or a tissue if they cough or sneeze. Supply tissues and closed bins to dispose of them in.
5. Display dispensers of alcohol-based hand rub prominently around the venue.
6. If there is space, arrange seats so that participants are at least six feet apart.
7. Open windows and doors whenever possible to make sure the venue is well ventilated.
8. If anyone starts to feel unwell, follow your preparedness plan.
9. Depending on the situation in your area, or recent travel of the participant, place the person in the isolation room. Offer the person a mask so they can get home safely, if appropriate, or to a designated assessment facility.
10. Thank all participants for their cooperation with the provisions in place.

Key considerations to prevent or reduce COVID-19 risks AFTER the meeting or event include

1. In keeping with existing policy, retain the names and contact details of all participants through documented sign in sheets. This will help public health authorities trace people who may have been exposed to COVID-19 if one or more participants become ill shortly after the event.
2. If someone at the meeting or event was isolated as a suspected COVID-19 case, the organizer should let all participants know this. They should be advised to monitor themselves for symptoms for 14 days and take their temperature twice a day.
3. If they develop even a mild cough or low-grade fever they should stay at home and self-isolate. This means avoiding close contact (6- FEET or nearer) with other people, including family members. They should also telephone their healthcare provider or the local public health department, giving them details of their recent travel and symptoms.
4. Thank all the participants for their cooperation with the provisions.

Key considerations to prevent or reduce COVID-19 risks while performing site visits

1. Determine the problem and assess the risk both to you and the producer before making an in person visit.
2. Notify district administrator and program leader or associate department head of site visit request.
3. Encourage/educate the producer to utilize technology to facilitate a “virtual site visit” to minimize in-person contact.
 - a) Video
 - b) Facetime
 - c) Zoom
 - d) Picture of problem
 - e) Drop a pin of where the problem is, and let agent make visit without client present – then follow up with phone call to address problem
4. If a face-to-face visit is deemed essential (via DEA/PL/ADH), a face to face visit is a last resort when all other options have been explored), make sure to follow the following protocol (keep in mind, we do not want to be the vector to our families or the producer).
 - a) Maintain 6 feet distance at all times.
 - b) Wash hands before visit, use hand sanitizer when leaving producer, and wash hands when soap and water become available after departure.
 - c) If you or the producer are/appear to be sick – reschedule the visit.

Appendix A

Youth Summer Camps and Program Guidance

As we begin to adjust our program plans for the summer and fall due to COVID-19 please communicate with families before during and after programs (camp).

- Make sure participants and parents know how the virus can spread and how to prevent it from spreading.
- Communicate what Texas A&M AgriLife Extension is doing to protect participants from getting sick.
- Inform participants that even though the COVID-19 pandemic is serious, hospitalizations and death *are rare, especially in young healthy individuals.*
 - Teens and children seem to get a milder illness when compared to adults
 - Speak age appropriate language
- Remind the families that although the program is available, it is each family's decision to make regarding their safety.
- Communicate the importance of keeping participants (campers) home if they show any symptoms associated with COVID-19. Also consider not participating if there are high risk individuals in the household.

Day Camp Assessment

Follow protocols outlined in the youth overnight camp organizers minimum standards health protocols available here: [Checklist For Day Youth Camp Operators and Staff](#)

- Only host if consistent with applicable state and local orders.
- Train all employees and volunteers on health and safety protocols. Follow protocols outlined in the youth day camp organizers minimum standards health protocols.
- Protect children and employees at higher risk for severe illness.
- Screen children and employees before (and upon) arrival for symptoms and history of exposure.
- Make hand sanitizer, disinfecting wipes, soap and water, or similar disinfectant readily available throughout the camp.
- Intensify cleaning, disinfection of equipment and facilities.
- Develop a plan for ongoing monitoring and communications with local authorities, employees, and families regarding cases, exposures, and updates to policies and procedures.
- Consider limiting participants to counties that are at similar stages/levels of COVID-19 recovery.
- Encourage social distancing
 - To the extent possible, separate campers and staff into groups or cohorts that remain consistent over the camp session. Discourage mixing between groups or cohorts.
 - Reduce number of participants, increase spacing, use small groups, limit mixing between groups, stagger scheduling, arrival and drop off

- Limit sharing of supplies and equipment.

Cleaning and Disinfecting

- Facilities or communal spaces should be cleaned prior to a new group entering the space.
- Provide hand washing or sanitizing stations for all participants, and have all participants use them between each station/activity.
- Shared equipment should be cleaned and disinfected after each use.
- Frequently touched surfaces should be cleaned multiple times daily.

Additional Guidance for Overnight Programs

Follow protocols outlined in the youth overnight camp organizers minimum standards health protocols available [here](#).

Housing & Overnight Accommodations

- If overnight housing is provided at a camping facility other than the 4-H Conference Center, the ACA guidelines should be followed. Additional guidance for housing youth in hotel rooms is outlined below.
 - Limit hotel room access to only those staying in the hotel room. Avoid having visitors and parents entering the hotel room at drop off and pickup periods.
 - Each participant should be assigned their own, individual bed.
 - Housing assignments may not exceed double occupancy in hotel rooms, and hotel room must be equipped with two beds. If hotel room beds are not six feet apart, then participants should sleep on the outer side of the bed to distance themselves from their roommate.
 - Participants should keep personal items in their bag or tote and store their bag or tote in a designated area.

Meals

For meals provided during day or overnight camping programs, the following should apply.

- No self-serve buffet meals. It is recommended that all meals be individually packaged.
- Serve meals with disposable utensils, napkins, cups, and plates.
- Clean and disinfect tables, chairs, etc. after use.

Transportation during camp/program

If providing transportation to/from or during a program, the following guidance should be followed:

- One individual per seat and every other row in a vehicle.
- Stagger seating for maximum distancing.
- Ask campers and staff to wear face coverings or masks while in vehicle.
- If the same vehicle will be used multiple times, assign seats to campers so they occupy the same space each time. Clean and disinfect the vehicle between use.

Appendix B

Safety Measures for Animal Validation Process

- The state-level county validation committee should plan on the entire validation process taking longer than previous years and should schedule validation dates and times accordingly.
- The state-level county validation committee should offer multiple validation dates to reduce numbers of people gathering on site.
- This should include scheduling system to all scheduled times for each family in an effort to reduce the numbers of people gather on site at a given time.
- The state-level county validation committee should also be prepared to check trailers before pulling into facility to limit people/ trailers on grounds at the same time.
- Committees must adhere to all city, county, and state regulations as set forth by these entities.
- Work environments should operate with the absolute minimum personnel necessary for the specific task.
- No more than 10 people should be present and out of vehicles at any given time.
- Set 6 feet markers for human traffic on the premise.
- Supply alcohol-based hand sanitizer of at least 60% alcohol at every workstation and at entry/exit points.
- Distance workstations as to separate various task stations as possible, including paperwork, tagging, DNA, etc.
- Encourage at-risk family members/committee members to avoid validation, if possible. At-risk individuals include adults aged 65 years or older, those with asthma, high blood pressure, diabetes, obesity (BMI of 30 or above), heart conditions, or other chronic diseases. For more information, please [visit CDC.gov](https://www.cdc.gov).
- Assign and enforce consistent job responsibilities for each step in the validation process in an effort to avoid multiple people touching the same equipment.
- Disinfect equipment before and after use with a disinfectant registered for use against SARS-CoV-2. Please follow all manufacturer label directions for safe, effective use.
- Encourage PPE (including cloth masks) be worn by validation committee.
- Encourage PPE (including cloth masks) be worn by all exhibitors/family members/participants attending physical validation.
- Ensure that all handwashing stations on premise are functional and supplied with soap and paper towels.
- Allow for paperwork and materials to be brought to the family's vehicles for overview to allow the persons to remain in vehicles until the time their individual livestock is in place to be validated. Only at this time should persons exit the vehicles to witness and sign documentation.
- Hang signage around premise to reinforce safety measures. These include but are not limited to: signage related to washing hands thoroughly for at least 20 seconds at all handwashing stations, maintaining social distance of at least 6 feet.

Appendix C

[Checklist for Rodeo and Equestrian Events](#)

REVISED MAY 18, 2020

MINIMUM STANDARD HEALTH PROTOCOLS



CHECKLIST FOR RODEO AND EQUESTRIAN EVENTS

Page 1 of 3

Effective May 22, 2020, individuals may engage in, and sponsors may put on, rodeos and equestrian events. Spectators are allowed, provided that indoor venues limit the number of spectators to no more than 25% of the total listed occupancy of the venue, and outdoor venues may operate at up to 25% of the normal operating limits as determined by the facility owner. Six feet of separation between individuals not within the same household should be maintained to the extent feasible. To the extent the rodeo or equestrian event has spectators, the person sponsoring the event must ensure that ingress and egress from the venue allows for 6 feet of social distancing between individuals on entering and exiting the venue. Larger gatherings that include a rodeo or equestrian event, such as a county fair, are not authorized at time.

The following are the minimum recommended health protocols for all individuals engaging in, and sponsors putting on, rodeo and equestrian events in Texas. Individuals and sponsors may adopt additional protocols consistent with their specific needs and circumstances to help protect the health and safety of all employees, contractors, volunteers, and participants.

The virus that causes COVID-19 can be spread to others by infected persons who have few or no symptoms. Even if an infected person is only mildly ill, the people they spread it to may become seriously ill or even die, especially if that person is 65 or older with pre-existing health conditions that place them at higher risk. Because of the hidden nature of this threat, everyone should rigorously follow the practices specified in these protocols, all of which facilitate a safe and measured reopening of Texas. The virus that causes COVID-19 is still circulating in our communities. We should continue to observe practices that protect everyone, including those who are most vulnerable.

Please note, public health guidance cannot anticipate every unique situation. Participants and sponsors should stay informed and take actions based on common sense and wise judgment that will protect health and support economic revitalization. Participants and sponsors should also be mindful of federal and state employment and disability laws, workplace safety standards, and accessibility standards to address the needs of both workers and customers.

Health protocols for your spectators:

- Remote ticketing options are encouraged to help manage capacity limitations.
- Ensure proper spacing between patrons in the venue:
 - Keep at least two empty seats (or 6 feet of separation) between parties in any row, except as follows:
 - Two or more members of the same household can sit adjacent to one another, with two seats (or 6 feet separation) empty on either side.
 - Two individuals who are not members of the same household but who are attending together can sit adjacent to one another, with two seats (or 6 feet separation) empty on either side.
 - Alternate rows between spectators (every other row left empty).
 - Disinfect seats and frequently touched areas before and after use.
- For venues providing food service to patrons:
 - Do not leave condiments, silverware, flatware, glassware, or other traditional table top items on an unoccupied table.

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RODEO AND EQUESTRIAN EVENTS: Page 2 of 3

- Provide condiments only upon request, and in single use (non-reusable) portions.
- Clean and disinfect the area used for dining (table, etc.) after each group of customers depart the area.
- Use disposable menus (new for each patron).
- If the venue allows customers to write down their food orders inside the venue, provide take-home pencils and notepads that cannot be used by other customers.
- Have wait staff sanitize or wash hands between interactions with customers.
- For venues with counter food service for patrons:
 - Provide condiments or flatware only in single use, individually-wrapped items, and provide condiments only upon request.
 - Have employees and contractors follow proper food-handling protocols.
 - Disinfect any items that come into contact with customers.
- Contactless payment is encouraged. Where not available, contact should be minimized. Employees, contractors, and customers should sanitize their hands after the payment process.

Health protocols for your employees, contractors, volunteers, and participants:

- Individuals not currently competing should remain at least 6 feet away from other individuals. Remaining in vehicles before and after a race, or in separate areas during other events, is strongly recommended.
- Train all employees, contractors, volunteers, and participants on appropriate cleaning and disinfection, hand hygiene, and respiratory etiquette.
- Screen employees, contractors, volunteers, and participants before the sporting event:
 - Send home any employee, contractor, volunteer, or participant who has any of the following new or worsening signs or symptoms of possible COVID-19:

<ul style="list-style-type: none"> - Cough - Shortness of breath or difficulty breathing - Chills - Repeated shaking with chills - Muscle pain - Headache 	<ul style="list-style-type: none"> - Sore throat - Loss of taste or smell - Diarrhea - Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit - Known close contact with a person who is lab confirmed to have COVID-19
---	--
 - Do not allow employees, contractors, volunteers, or participants with new or worsening signs or symptoms listed above to return to work until:
 - In the case of an individual who was diagnosed with COVID-19, the individual may return to work when all three of the following criteria are met: at least 3 days (72 hours) have passed

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since recovery (resolution of fever without the use of fever-reducing medications); and the individual has *improvement* in symptoms (e.g., cough, shortness of breath); and at least 10 days have passed *since symptoms first appeared*; or

- In the case of an individual who has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the individual is assumed to have COVID-19, and the individual may not return to work until the individual has completed the same three-step criteria listed above; or
 - If the individual has symptoms that could be COVID-19 and wants to return to work before completing the above self-isolation period, the individual must obtain a medical professional's note clearing the individual for return based on an alternative diagnosis.
- Do not allow an individual with known close contact to a person who is lab-confirmed to have COVID-19 to return to the event until the end of the 14-day self-quarantine period from the last date of exposure (with an exception granted for healthcare workers and critical infrastructure workers).
- Have employees, contractors, volunteers, and participants wash or sanitize their hands upon entering the event venue.
- Have employees, contractors, volunteers, and participants maintain at least 6 feet of separation from other individuals. If such distancing is not feasible, other measures such as face covering, hand hygiene, cough etiquette, cleanliness, and sanitation should be rigorously practiced.
- If the event sponsor provides a meal for employees, contractors, volunteers, and/or participants, the sponsor is recommended to have the meal individually packed for each individual.
- Consistent with the actions taken by many employers across the state, consider having all employees, contractors, volunteers, and/or participants, wear cloth face coverings (over the nose and mouth). If available, individuals should consider wearing non-medical grade face masks.

Health protocols for your facilities:

- If 6 feet of separation is not available between individuals at the event, consider the use of engineering controls, such as dividers between individuals, to minimize the chances of transmission of COVID-19.
- Regularly and frequently clean and disinfect any regularly touched surfaces, such as doorknobs, tables, chairs, and restrooms.
- Disinfect any items that come into contact with individuals, including sporting event equipment.
- Make hand sanitizer, disinfecting wipes, soap and water, or similar disinfectant readily available to employees, contractors, and customers.
- Consider placing readily visible signage at the venue to remind everyone of best hygiene practices.
- Consider having an individual wholly or partially dedicated to ensuring the health protocols adopted by the employer are being successfully implemented and followed.

Appendix D

Guidelines for Field Scouting, Field Site Visits, Result/Demonstrations, Fieldwork, and Extension-research Activities

Introduction

NOTE: These guidelines are parallel to the recent document *Plan for Resuming Research Operations* sent out by AgriLife Research. The AgriLife Research document and this document is in addition to any procedures implemented by Texas A&M University or The Texas A&M University System for the phased return of personnel, including those in high-risk categories; it does NOT supersede them. The System has directed that “no employee should be required to work on-site if they have valid health concerns until we can evaluate the results of expanding the number of employees working on-site.” Please note some counties may be more restrictive based on local conditions such as a spike in cases. In that case only mission essential activities can occur.

The paramount principle is the health and safety of our Extension team and communities, especially of vulnerable individuals. As outlined by state and federal officials, we will take a phased approach to reopening. The goal of this communication is to outline the steps for resuming, as allowed, nonessential activities and provide guidance to personnel who will be expected to create specific plans for their activities and personnel. Additional updates, resources and FAQs will be posted at <https://texashelp.tamu.edu/employee/coronavirus-communication-and-resources-for-employees>. Please be aware that if there is a significant increase in infections, it may be necessary to return quickly to essential activities only, or even to more restricted operations.

Preparation for Resumption of Activities may begin May 20, 2020

As preparation for the resumption of field scouting, field site visits and result/demonstrations, fieldwork, and Extension-research activities protective measures will remain essential. These include:

- Maintain social distancing at all times.
- Maintain good personal hygiene, including proper hand washing, cough/sneeze etiquette, avoid touching your face, eyes, nose and mouth.
- Have hand sanitizer available at all building entrances and at access points for each floor.
- Use appropriate Personal Protective Equipment (PPE) to protect oneself and others from the spread of the virus while working.
- Clean/disinfect high-touch locations in shared spaces, including laboratories.
- Self-screen before coming to campus or other work locations for new or worsening signs or symptoms of possible COVID-19. Do not come to work if ill or exhibiting signs or symptoms of COVID-19.

Increasing the level of field scouting, field site visits and result/demonstrations, fieldwork, and Extension-research activities beyond essential activity depends on:

- Access to an adequate and reliable supply of appropriate PPE, including any that may already be required by Institutional Animal Care and Use Committee or biosafety protocols.
- Recalibration or certification of certain equipment, particularly related to safety, before resumption of use.
- Access to necessary supplies and materials, including ordering, shipping, receiving, and delivery to normal building delivery locations.

Additionally, as applicable, whether an activity begins may be dependent on availability of staff at the department, center, college, university and agency levels. Therefore, the expansion of these activities beyond the present level may be connected to the presence of support staff to support the operations in question.

Target Date for Expanding Activities June 1, 2020

Field scouting, field site visits and result/demonstrations, fieldwork, and Extension-research, the target date for expanding these activities beyond current “essential” levels is June 1, 2020. Preparatory activities may commence on May 20, 2020. No new non-essential activities should be initiated before June 1.

As applicable, access to and protocols for the use of shared resources such as libraries, computing facilities, core facilities, etc. will be determined by the supervisors of each facility.

Specific Protocols to Work in Laboratory Settings

It is the immediate supervisor’s responsibility to make sure these and other more lab specific protocols are in place before engaging in work and that these procedures are being followed throughout the workday.

- All personnel should wear face coverings (i.e., use of a material to cover the nose and mouth) and gloves in shared spaces, including laboratories.
- Clean all door and cabinet handles, bench surfaces, keyboards, instrument control panels, etc. at the beginning and end of the day, or, if personnel are working in shifts, at the beginning and end of every shift.
- All shared equipment, including computer keyboards and tables should have user interface surfaces cleaned between every user.
- Other “high touch” items such as hand tools, micro-pipettors, faucet handles, chemical and spray bottles, chair backs and arm rests, pens and whiteboard markers should be cleaned between users.
- Cleaning should be with an EPA-approved disinfectant that is effective against COVID-19 in addition to the other biohazardous agents that may be in use. A list can be found at <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

- Pay attention to disinfectant contact times; most disinfectants do not work on contact and may take several minutes to become effective.
- Use appropriate PPE when using disinfectants/cleaning, including eye protection and chemical compatible impervious gloves.

Under no circumstances should anyone come to work when ill or if exhibiting any known symptoms of COVID-19. Individual units may implement screening procedures, including measurement of individuals' temperatures, or other wellness checks, as necessary.

Any individual who feels that they are being asked to perform unsafe activities or to work under conditions that are unsafe for themselves and others should discuss concerns with their immediate supervisor or if necessary and appropriate with their unit head, or Debi Fincher in the Texas A&M AgriLife Ethics and Compliance Office.

For laboratory-based personnel, lab occupancy should be limited to those necessary to conduct the tasks. Social distancing may require significant revision of normal procedures.

Principal Investigators are responsible for developing and implementing appropriate management plans for their laboratories and for training their personnel on appropriate cleaning and disinfecting, hand hygiene, and respiratory etiquette.

Specific Protocols for Conducting Field-based Activities

Field activities in low-density locations such as agricultural sites and nature areas have been permitted on a case-by-case basis as essential activities where their nature was seasonal and as long as social distancing requirements are met, including no more than one person per vehicle when traveling to field sites. After June 1, 2020 these activities may be expanded to those activities that are not seasonal or time dependent, providing that interaction with members of the public is minimized and social distancing is maintained when traveling to/from and working at field sites.

Contact your immediate supervisor for approval before beginning these expanded activities.

Social distancing guidelines we have followed during March, April and May remains in effect. These include:

- Maintain social distancing at all times.
- Maintain good personal hygiene, including proper hand washing, cough/sneeze etiquette, avoid touching your face, eyes, nose, and mouth.
- Have hand sanitizer available in vehicles, and at all building entrances.
- Use appropriate Personal Protective Equipment (PPE) to protect oneself and others from the spread of the virus while within the greenhouses, field buildings or barns if social distancing is impossible.
- Clean/disinfect high-touch locations in shared spaces, including equipment shared by multiple people.
- Self-screen before coming to campus or other work locations for new or worsening signs or symptoms of possible COVID-19. Do not come to work if ill or exhibiting signs or symptoms of COVID-19.

- While in the field, maintain social distancing. If impossible to social distance (a plot planter with seats for seed packet distribution) all necessary PPE, including protective clothing, must be provided.
- Consider rotating schedules when appropriate to minimize the number of personnel in a greenhouse or any other confined space to one person at a time.
- Be mindful of heat and humidity for personnel safety and plan on adequate water while working in the field.
- Be aware of any additional local jurisdiction rules related to travel.

Specific Travel Rules (until further notice)

- 1-person per vehicle
- If a daytrip, fill up before you leave to eliminate the need to stop for gas.
- Take gloves, masks, and disinfectant with you and use them when you exit the vehicle, for example, if you stop for gas, use gloves and masks when outside the vehicle.
- Disinfect the vehicle and all common touch surfaces before you leave and when the vehicle is returned.
- Bring sufficient water and food to avoid (minimize) the need to stop for food or water. Clearly distance of travel dictates if this is feasible.
- Overnight trips must also be approved by your immediate supervisor and appropriate measures taken such a one person per hotel room, take-out meals, and safety precautions when getting fuel. When planning these trips review the most recent guidance from the Texas A&M University System.

Appendix E

Guidance for Volunteers Returning to Service

As AgriLife Extension and volunteers begin to re-engage in educational programming, maintaining safety for clientele, volunteers, and employees is our highest priority. All volunteers must be aware of and comply with municipal/county health guidance as well as additional state and federal guidance. If you have questions or need additional information about requirements, please contact your county Extension agent and consult with the County Extension Agents before planning and/or hosting any in-person events and activities.

General guidance for returning to service:

- Remain at home if you or anyone in your home is not feeling well or has a fever.
- Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available. For more information, see <https://howdyhealth.org/scrubup>
- Avoid touching your eyes, nose and mouth.
- Try to work independently, keeping 6 feet or more apart from others.
- Cover your nose and mouth with a facemask or other personal protective equipment as a way of diminishing transmission. For more information, see <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>
- Frequently clean high-touch surfaces including your cellphone/tablet, door handles, restroom surfaces, handrails, tools, etc. For more information, see <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html>
- Refrain from using shared office equipment when possible. If it is necessary to use other's equipment, sanitize between each user.

Guidance for outdoor service:

- Groups working outdoors together or receiving instructions should be 10 or fewer people, all spaced 6 feet apart or more.
- Individuals may work independently, keeping 6 feet or more apart from others in the garden.
- When possible, use your own gardening tools and equipment; shared tools and equipment should be cleaned after each use.

When inviting the public to an educational event:

- Hosts and participants should wear face coverings, with participants expected to provide their own PPE.
- Advise participants in advance that if they have any symptoms or feel unwell, they should not attend.
- Those receiving instructions should be 10 or fewer people, all spaced 6 feet apart or more.

Appendix F

Master Naturalist Guidance for Returning to Volunteer Service

As the State of Texas begins to enter into additional phases of ‘reopening’ it is our highest priority to maintain the health and safety of all Texas Master Naturalist volunteers as they make a decision to comfortably return to service in their local areas where allowed. All volunteers **must** comply with state, county and local public health and safety ordinances and any changes that may come up to protect the wellbeing of volunteers, clients, employees and the public.

Texas Master Naturalist volunteers are encouraged to evaluate their own comfort, risk, health and safety when considering returning to volunteer service. If you are a volunteer in a vulnerable or ‘high risk’ category, please continue to consider remote service opportunities where possible.

General health and safety guidance:

- Remain at home if you are not feeling well or have a fever.
- Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Individuals may work independently, keeping 6 feet or more apart from others.
- Encourage use of facemasks or other personal protective equipment as a way of diminishing transmission if not already required in a local jurisdiction or program.
- Evaluate local ordinances about recommended group size for physical gatherings
- If you have traveled to certain high-risk areas, please consider self-quarantine for the recommended amount of time.

Guidance when working indoors:

- Be mindful of and follow local individual partners’ and project locations’ health and safety policies. They may require more than what other local authorities do.
- When and where allowed, groups working should be 10 or fewer people, all spaced 6 feet apart or more.
- When and where appropriate, refrain from using shared office equipment when possible. If it is necessary to share equipment, sanitize between each user.
- Help ensure that in high-touch areas, including door handles, restroom surfaces, handrails, tools, etc. are frequently cleaned.
- Recognize the use of facemasks or other personal protective equipment as a way of diminishing transmission and may be required when working in enclosed, shared space or commons areas.

Guidance for Outdoor Service:

- Be mindful of and follow local individual partners' and project locations' health and safety policies. They may require more than what other local authorities do.
- Groups working outdoors together or receiving instructions should be 10 or fewer people, all spaced 6 feet apart or more.
- Individuals may work independently, keeping 6 feet or more apart from others in a wildscape garden or other natural area.
- When possible, use your own gardening tools and equipment; shared tools and equipment should be cleaned after each use.
- Recognize the use of facemasks or other personal protective equipment as a way of diminishing transmission may be required when working in an open outdoor space.
-

When Inviting the Public to an Educational Event:

- Those receiving instructions should be 10 or fewer people, all spaced 6 feet apart or more.
- Do not hold educational events until state and local officials remove restrictions.
- Hosts and participants should wear face coverings, with participants expected to provide their own PPE.
- Advise participants in advance that if they have any symptoms or feel unwell, they should not attend.

Additional Texas Master Naturalist program guidance in reference to COVID-19 can be found on our website - <https://txmn.tamu.edu/welcome/covid-19-response/>

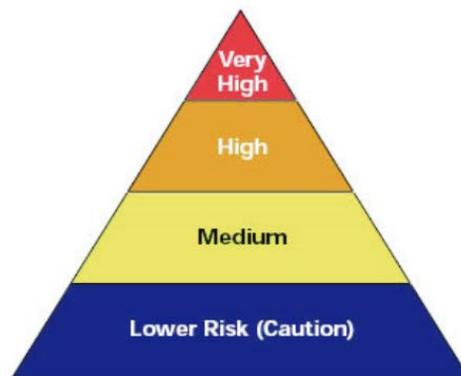
Appendix G

Returning to Work During the COVID-19 Pandemic Safe Practices in Lower Exposure Risk Office Settings

Non-pharmaceutical interventions (NPIs) and related protocols can help workplaces and communities slow the spread of COVID-19. NPIs are not intended to be used as substitutes for one another; instead, they should be used together to maximize effectiveness.

The guidelines below are for lower risk exposure office settings. Lower exposure risk jobs are those that do not require contact with people known to be, or suspected of being, infected with SARS-COV-2, nor require frequent close contact (i.e. within 6 feet) with the general public.

Occupational Risk Pyramid for COVID-19



Source: OSHA, 2020

Additional precautions may be needed for jobs categorized as medium, high, or very high risk.

Minimum Recommended Health Protocols for all office-based employees in Texas

- Maintain at least 6 feet of separation from other individuals not within the same household. If such distancing is not feasible, other measures such as a face covering, hand hygiene, cough etiquette, cleanliness, and sanitation should be rigorously practiced.
- Self-screen before going into an office for any of the following new or worsening symptoms of possible COVID-19.
 - Cough
 - Shortness of breath or difficulty breathing
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat
 - Loss of taste or smell
 - Diarrhea
 - Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
 - Known close contact with a person who is lab confirmed to have COVID-19

- ❑ Wash or disinfect hands upon entering an office and after any interaction with employees, contractors, customers, or items in the office.
- ❑ Limit the use of standard-size elevators to four individuals at a time, each located at a different corner of the elevator, to avoid close contact. In elevators, masks should be worn. For individuals not wishing to ride in an elevator, ensure stairways are available for use. As appropriate, individuals subject to the Americans with Disabilities Act may ride the elevator alone or accompanied by the individual's caregiver.
- ❑ Consistent with the actions taken by many individuals across the state, consider wearing a cloth face covering (over the nose and mouth) upon entering the premises and when using common areas, including elevators, restrooms, break rooms, or stairs, or when within 6 feet of another person who is not a member of the individual's household. If available, you should consider wearing non-medical grade face masks.

Additional Safe Practices for Texas A&M AgriLife Extension Service office-based employees

Physical Distancing:

- Always consider the use of virtual meetings instead of in-person meetings with coworkers. If physical meetings are necessary, they should be held in spaces that can accommodate 6 feet of distance between all participants and individuals should use face coverings.
- Abide by staggered work schedules.
- Avoid entering others' workspaces or offices unless necessary for business purposes.

Personal Actions:

- Rigorously practice cough and sneeze etiquette by covering your mouth and nose with a tissue, or your sleeve if tissue is not available.
- Wash your hands correctly and often ([when and how to wash](#)). If soap and water or not available, hand sanitizers that contain *at least* 60% alcohol may be used ([when and how to use hand sanitizer](#)).
- Stay home if you are sick, except to get medical care, and learn [what to do if you are sick](#).
- Inform your supervisor if you have a family member at home sick with COVID-19 and learn what to do [if someone in your home is sick](#).
- Monitor your own health on a daily basis. Your presence at a Texas A&M University System worksite means that you certify you are not exhibiting any of the above signs or symptoms of COVID-19.

Disinfection and Sanitation:

- Practice routine cleaning and disinfection of frequently touched surfaces, such as tables, doorknobs, light switches, countertops, desks, phones, and keyboards in areas you work in.
- Use a disinfectant that meets the [EPA's criteria](#) for use against SARS-CoV-2 and follow the directions on the product label.
- Avoid sharing phones, tools, and equipment.

Appendix I

Re-Opening America: Guidance for cleaning and disinfecting public spaces, workplaces, businesses, schools and homes

REOPENING AMERICA



SCAN HERE
FOR MORE
INFORMATION

GUIDANCE FOR CLEANING & DISINFECTING PUBLIC SPACES, WORKPLACES, BUSINESSES, SCHOOLS, AND HOMES

1 DEVELOP YOUR PLAN

DETERMINE WHAT NEEDS TO BE CLEANED.

Areas unoccupied for 7 or more days need only routine cleaning. Maintain existing cleaning practices for outdoor areas.

DETERMINE HOW AREAS WILL BE DISINFECTED. Consider the type of surface and how often the surface is touched. Prioritize disinfecting frequently touched surfaces.

CONSIDER THE RESOURCES AND EQUIPMENT NEEDED. Keep in mind the availability of cleaning products and personal protective equipment (PPE) appropriate for cleaners and disinfectants.

Follow guidance from state, tribal, local, and territorial authorities.

2 IMPLEMENT

CLEAN VISIBLY DIRTY SURFACES WITH SOAP AND WATER prior to disinfection.

USE THE APPROPRIATE CLEANING OR DISINFECTANT PRODUCT. Use an EPA-approved disinfectant against COVID-19, and read the label to make sure it meets your needs.

ALWAYS FOLLOW THE DIRECTIONS ON THE LABEL. The label will include safety information and application instructions. Keep disinfectants out of the reach of children.

3 MAINTAIN AND REVISE

CONTINUE ROUTINE CLEANING AND DISINFECTION. Continue or revise your plan based upon appropriate disinfectant and PPE availability. Dirty surfaces should be cleaned with soap and water prior to disinfection. Routinely disinfect frequently touched surfaces at least daily.

MAINTAIN SAFE PRACTICES such as frequent handwashing, using cloth face coverings, and staying home if you are sick.

CONTINUE PRACTICES THAT REDUCE THE POTENTIAL FOR EXPOSURE. Maintain social distancing, staying six feet away from others. Reduce sharing of common spaces and frequently touched objects.

CS316485B APRIL 16, 2020 3:00 PM



For more information, please visit
CORONAVIRUS.GOV

MAKING YOUR PLAN TO CLEAN AND DISINFECT

Cleaning with soap and water removes germs, dirt, and impurities from surfaces. It lowers the risk of spreading infection.

Disinfecting kills germs on surfaces. By killing germs on a surface after cleaning, it can further lower the risk of spreading infection.

MAKING YOUR PLAN TO CLEAN AND DISINFECT

Cleaning with soap and water removes germs, dirt, and impurities from surfaces. It lowers the risk of spreading infection.

Disinfecting kills germs on surfaces. By killing germs on a surface after cleaning, it can further lower the risk of spreading infection.



Is the area indoors?

YES

It is an indoor area.

NO

Maintain existing cleaning practices.

Coronaviruses naturally die in hours to days in typical indoor and outdoor environments. Viruses are killed more quickly by warmer temperatures and sunlight.

Has the area been occupied within the last 7 days?

YES

Yes, the area has been occupied within the last 7 days.

NO

The area has been unoccupied within the last 7 days.
The area will need only routine cleaning.



Is it a frequently touched surface or object?

YES

Yes, it is a frequently touched surface or object.

NO

Thoroughly clean these materials.
Consider setting a schedule for routine cleaning and disinfection, as appropriate.



What type of material is the surface or object?

Hard and non-porous materials like glass, metal, or plastic.

Visibly dirty surfaces should be cleaned prior to disinfection.

Consult EPA's list of disinfectants for use against COVID-19, specifically for use on hard, non-porous surfaces and for your specific application need. More frequent cleaning and disinfection is necessary to reduce exposure.

Soft and porous materials like carpet, rugs, or material in seating areas.

Thoroughly clean or launder materials.

Consider removing soft and porous materials in high traffic areas. Disinfect materials if appropriate products are available.



Keeping the Workplace Safe

Keeping the workplace safe

Encourage your employees to...

Practice good hygiene



- Stop handshaking – use other noncontact methods of greeting
- Clean hands at the door and schedule regular hand washing reminders by email
- Create habits and reminders to avoid touching their faces and cover coughs and sneezes
- Disinfect surfaces like doorknobs, tables, desks, and handrails regularly
- Increase ventilation by opening windows or adjusting air conditioning

Be careful with meetings and travel



- Use videoconferencing for meetings when possible
- When not possible, hold meetings in open, well-ventilated spaces
- Consider adjusting or postponing large meetings or gatherings
- Assess the risks of business travel

Handle food carefully



- Limit food sharing
- Strengthen health screening for cafeteria staff and their close contacts
- Ensure cafeteria staff and their close contacts practice strict hygiene

Stay home if...



- They are feeling sick
- They have a sick family member in their home

What every American and community can do now to decrease the spread of the coronavirus

Keeping the School Safe

Keeping the school safe

Encourage your faculty, staff, and students to...

Practice good hygiene



- Stop handshaking – use other noncontact methods of greeting
- Clean hands at the door and at regular intervals
- Create habits and reminders to avoid touching their faces and cover coughs and sneezes
- Disinfect surfaces like doorknobs, tables, desks, and handrails regularly
- Increase ventilation by opening windows or adjusting air conditioning

Consider rearranging large activities and gatherings



- Consider adjusting or postponing gatherings that mix between classes and grades
- Adjust after-school arrangements to avoid mixing between classes and grades
- When possible, hold classes outdoors or in open, well-ventilated spaces

Handle food carefully



- Limit food sharing
- Strengthen health screening for cafeteria staff and their close contacts
- Ensure cafeteria staff and their close contacts practice strict hygiene

Stay home if...



- They are feeling sick
- They have a sick family member in their home

What every American and community can do now to decrease the spread of the coronavirus

Keeping Commercial Establishments Safe

Keeping commercial establishments safe

Encourage your employees and customers to...

Practice good hygiene



- Stop handshaking – use other noncontact methods of greeting
- Clean hands at the door, and schedule regular hand washing reminders by email
- Promote tap and pay to limit handling of cash
- Disinfect surfaces like doorknobs, tables, desks, and handrails regularly
- Increase ventilation by opening windows or adjusting air conditioning

Avoid crowding



- Use booking and scheduling to stagger customer flow
- Use online transactions where possible
- Consider limiting attendance at larger gatherings

For transportation businesses, taxis, and ride shares



- Keep windows open when possible
- Increase ventilation
- Regularly disinfect surfaces

What every American and community can do now to decrease the spread of the coronavirus

Cleaning and Disinfecting Your Facility

Cleaning And Disinfecting Your Facility

Everyday Steps, Steps When Someone is Sick, and Considerations for Employers

How to clean and disinfect

Wear disposable gloves to clean and disinfect.

Clean

- **Clean surfaces using soap and water.** Practice routine cleaning of frequently touched surfaces.



High touch surfaces include:

Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.



Disinfect

- Clean the area or item with soap and water or another detergent if it is dirty. Then, use a household disinfectant.
- **Recommend use of EPA-registered household disinfectant.** Follow the instructions on the label to ensure safe and effective use of the product.

Many products recommend:

- Keeping surface wet for a period of time (see product label)
- Precautions such as wearing gloves and making sure you have good ventilation during use of the product.

- **Diluted household bleach solutions may also be used** if appropriate for the surface. Check to ensure the product is not past its expiration date. Unexpired household bleach will be effective against coronaviruses when properly diluted.

Follow manufacturer's instructions for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser.

Leave solution on the surface for **at least 1 minute**

To make a bleach solution, mix:

- 5 tablespoons (1/3rd cup) bleach per gallon of water

OR

- 4 teaspoons bleach per quart of water

- **Alcohol solutions with at least 70% alcohol.**

Soft surfaces

For soft surfaces such as **carpeted floor, rugs, and drapes**

- **Clean the surface using soap and water** or with cleaners appropriate for use on these surfaces.



COVID-19 RESPONSE

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- **Launder items** (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.

OR

- **Disinfect with an EPA-registered household disinfectant.** [These disinfectants](#) meet EPA's criteria for use against COVID-19.

Electronics

- For electronics, such as **tablets, touch screens, keyboards, remote controls, and ATM machines**
- Consider putting a **wipeable** cover on electronics.
- **Follow manufacturer's instruction** for cleaning and disinfecting.
 - If no guidance, **use alcohol-based wipes or sprays containing at least 70% alcohol.** Dry surface thoroughly.



Laundry

For clothing, towels, linens and other items

- **Wear disposable gloves.**
- **Wash hands with soap and water** as soon as you remove the gloves.
- **Do not shake** dirty laundry.
- Launder items according to the manufacturer's instructions. Use the **warmest appropriate water setting** and dry items completely.
- Dirty laundry from a sick person **can be washed with other people's items.**
- Clean and **disinfect clothes hampers** according to guidance above for surfaces.



Cleaning and disinfecting your building or facility if someone is sick

- **Close off areas** used by the sick person.
- **Open outside doors and windows** to increase air circulation in the area. **Wait 24 hours** before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect **all areas used by the sick person**, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines.
- If **more than 7 days** since the sick person visited or used the facility, additional cleaning and disinfection is not necessary.
 - Continue routine cleaning and disinfection.



When cleaning

- **Wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.**
 - Additional personal protective equipment (PPE) might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
 - Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area.
- **Wash your hands often** with soap and water for 20 seconds.
 - Always wash immediately after removing gloves and after contact with a sick person.



- Hand sanitizer: If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.
- **Additional key times to wash hands** include:
 - After blowing one's nose, coughing, or sneezing.
 - After using the restroom.
 - Before eating or preparing food.
 - After contact with animals or pets.
 - Before and after providing routine care for another person who needs assistance (e.g., a child).

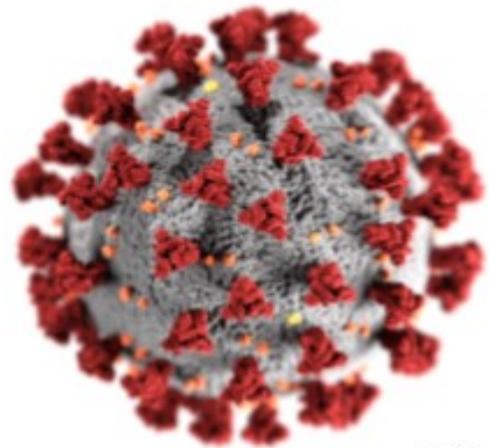
Additional Considerations for Employers



- **Educate workers** performing cleaning, laundry, and trash pick-up to recognize the symptoms of COVID-19.
- Provide instructions **on what to do if they develop symptoms within 14 days** after their last possible exposure to the virus.
- Develop **policies for worker protection and provide training** to all cleaning staff on site prior to providing cleaning tasks.
 - Training should include when to use PPE, what PPE is necessary, how to properly don (put on), use, and doff (take off) PPE, and how to properly dispose of PPE.
- Ensure workers are **trained on the hazards of the cleaning chemicals** used in the workplace in accordance with OSHA's Hazard Communication standard ([29 CFR 1910.1200](#)).
- **Comply** with OSHA's standards on Bloodborne Pathogens ([29 CFR 1910.1030](#)), including proper disposal of regulated waste, and PPE ([29 CFR 1910.132](#)).

For facilities that house people overnight:

- Follow CDC's guidance for [colleges and universities](#). Work with state and local health officials to determine the best way to isolate people who are sick and if temporary housing is needed.
- For guidance on cleaning and disinfecting a sick person's bedroom/bathroom, review CDC's guidance on [disinfecting your home if someone is sick](#).



Prepare Your Small Business and Employees for the Effects of COVID-19

Prepare your Small Business and Employees for the Effects of COVID-19

During an infectious disease outbreak, such as the current outbreak of COVID-19, small business owners must prepare for disruption in their business as well as prepare to protect their employees' health and safety in the workplace.

These steps are recommended to protect employees and prepare your business for disruption:

Coronavirus disease 2019 (COVID-19) is a respiratory illness that can spread from person to person. It spreads between people who are in close contact with one another (within about 6 feet) and through respiratory droplets produced when an infected person coughs or sneezes. **Symptoms** (<https://www.cdc.gov/coronavirus/2019-ncov/about/symptoms.html>) can include fever, cough, or difficulty breathing, which may appear 2-14 days after exposure.

Identify a workplace coordinator who will be responsible for COVID-19 issues and their impact at the workplace.

Examine policies for leave, telework, and employee compensation.

- Leave policies should be flexible and non-punitive, and allow sick employees to stay home and away from co-workers. Leave policies should also account for employees who need to stay home with their children if there are school or childcare closures, or to care for sick family members.
- When possible, use flexible worksites (e.g., telework) and flexible work hours (e.g., staggered shifts) to help establish policies and practices for social distancing (maintaining distance of approximately 6 feet or 2 meters) between employees and others, especially if social distancing is recommended by state and local health authorities.

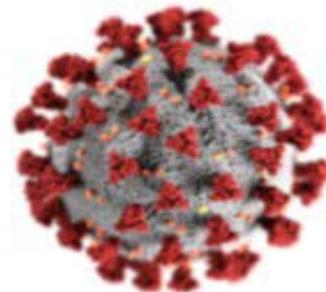
Review your leave policies with all employees and provide information about available employee assistance services. Share information on steps they can take to protect themselves at work and at home, and any available.

Identify essential employees and business functions, and other critical inputs such as raw materials, suppliers, subcontractor services/products, and logistics required to maintain business operations. Explore ways you can continue business operations if there are disruptions.

Prepare business continuity plans for significant absenteeism, supply chain disruptions, or changes in the way you need to conduct business.

Establish an emergency communications plan. Identify key contacts (with back-ups), chain of communications (including suppliers and customers), and processes for tracking and communicating about business and employee status.

Share your response plans with employees and clearly communicate expectations. It is important to let employees know plans and expectations if COVID-19 occurs in communities where you have a workplace.



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Top 10 Tips to Protect Your Employees Health

Top 10 Tips to Protect Employees' Health

Healthy employees are crucial to your business. Here are 10 ways to help them stay healthy.

- **Actively encourage sick employees to stay home.** Develop policies that encourage sick employees to stay at home without fear of reprisals, and ensure employees are aware of these policies.



- **Have conversations with employees about their concerns.** Some employees may be at higher risk for severe illness, such as **older adults** (<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/older-adults.html>) and those with chronic medical conditions.



- **Develop other flexible policies for scheduling and telework (if feasible) and create leave policies** to allow employees to stay home to care for sick family members or care for children if schools and childcare close.



- **Talk with companies that provide your business with contract or temporary employees about their plans.** Discuss the importance of sick employees staying home and encourage them to develop non-punitive "emergency sick leave" policies.



- **Promote etiquette for coughing and sneezing** (https://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html) and **handwashing** (<https://www.cdc.gov/handwashing/index.html>). Provide tissues, no-touch trash cans, soap and water, and hand sanitizer with at least 60% alcohol.



- **Plan to implement practices to minimize face-to-face contact between employees if social distancing is recommended by your state or local health department.** Actively encourage flexible work arrangements such as teleworking or staggered shifts.



- **Perform routine environmental cleaning.** Routinely clean and disinfect all frequently touched surfaces, such as workstations, countertops, handrails, and doorknobs. Discourage sharing of tools and equipment, if feasible.



- **Consider the need for travel and explore alternatives.** Check CDC's **Travelers' Health** (<https://wwwnc.cdc.gov/travel>) for the latest guidance and recommendations. Consider using teleconferencing and video conferencing for meetings, when possible.



- **Provide education and training materials** in an easy to understand format and in the appropriate language and literacy level for all employees, like **fact sheets and posters** (<https://www.cdc.gov/coronavirus/2019-ncov/communication/index.html>).



- **If an employee becomes sick while at work,** they should be separated from other employees, customers, and visitors and sent home immediately. Follow CDC guidelines for **cleaning and disinfecting** (<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>) areas the sick employee visited.



For more tips and information see the **CDC Interim Guidance for Businesses and Employers** (<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>) and the **OSHA Guidance for Preparing Workplaces for COVID-19** (<https://www.osha.gov/Publications/OSHA3990.pdf>).

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

How to Protect Yourself and Others

Know how it spreads



- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- **The best way to prevent illness is to avoid being exposed to this virus.**
- The virus is thought to spread mainly from person-to-person.
 - » Between people who are in close contact with one another (within about 6 feet).
 - » Through respiratory droplets produced when an infected person coughs, sneezes or talks.
 - » These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
 - » Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

Everyone should

Clean your hands often



- **Wash your hands** often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol.** Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.

Avoid close contact



- **Avoid close contact** with people who are sick.
- **Stay at home as much as possible.**
- **Put distance between yourself and other people.**
 - » Remember that some people without symptoms may be able to spread virus.
 - » This is especially important for **people who are at higher risk of getting very sick.** www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html



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Cover your mouth and nose with a cloth face cover when around others



- **You could spread COVID-19 to others** even if you do not feel sick.
- **Everyone should wear a cloth face cover when they have to go out in public**, for example to the grocery store or to pick up other necessities.
 - » Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- **The cloth face cover is meant to protect other people** in case you are infected.
- Do **NOT** use a facemask meant for a healthcare worker.
- Continue to **keep about 6 feet between yourself and others**. The cloth face cover is not a substitute for social distancing.

Cover coughs and sneezes



- **If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose** with a tissue when you cough or sneeze or use the inside of your elbow.
- **Throw used tissues** in the trash.
- Immediately **wash your hands** with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Clean and disinfect



- **Clean AND disinfect frequently touched surfaces** daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks. www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html
- **If surfaces are dirty, clean them:** Use detergent or soap and water prior to disinfection.

Feeling Sick?



Feeling Sick?

Stay home when you are sick!

If you feel unwell or have the following symptoms
please leave the building and contact your health care provider.
Then follow-up with your supervisor.

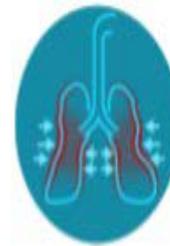
DO NOT ENTER if you have:



FEVER



COUGH



**SHORTNESS
OF BREATH**



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Stop the Spread of Germs

Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.

Avoid close contact with people who are sick.



Cover your cough or sneeze with a tissue, then throw the tissue in the trash.



Avoid touching your eyes, nose, and mouth.



When in public, wear a cloth face covering over your nose and mouth.

Clean and disinfect frequently touched objects and surfaces.



Stay home when you are sick, except to get medical care.



Wash your hands often with soap and water for at least 20 seconds.



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

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