



## Standard Operating Procedure

Title: <b>Pandemic Response Plan</b>	SOP#: <b>CORP-002</b>	Pages: <b>12</b>
Department: <b>Corporate</b>	Implemented Date: <b>3/24/2020</b>	Revision date and #: <b>6/5/2020 Rev 5</b>
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### 1) PURPOSE:

- a) This plan provides guidance to all OPUS Packaging entities and serves as the plan for maintaining essential functions and services during a pandemic. This guidance stresses that essential functions can be maintained during a pandemic outbreak through mitigation strategies, such as social distancing, increased hygiene, increased cleaning and sanitizing the vaccination of Associates and their families, and similar approaches. A pandemic may not, require a traditional continuity response, such as partial or full relocation of the organization's essential functions, although this response may be concurrently necessary due to other circumstances.

### 2) SCOPE:

- a) All plants and Departments.

### 3) RESPONSABILITIES:

- a) All OPUS Management.

### 4) PROCEDURE:

#### a) CONCEPT OF OPERATIONS

- i) OPUS will monitor the severity of the pandemic and establish continuity activation triggers to address the unique nature of the pandemic threat. The Pandemic Response Plan will be implemented as needed to support the continued performance of essential functions. This plan is to be read in conjunction with the OPUS Business Continuity Plan, as appropriate. It supplements the BCP by addressing considerations and elements specific to pandemic events.

#### b) CONTINUITY PLANNING

- i) All OPUS Associate's are to be informed regarding protective actions and/or modifications related to this plan. Messaging and risk communications during an emerging pandemic will be conducted by the HR department. Guidance and instructions on established pandemic control measures such as social distancing, personnel protective equipment and telework

policies are provided by HR Department to assist in limiting the spread of the threat at primary and alternate worksites.

- ii) Within the workplace, social distancing measures could take the form of: modifying the frequency and type of face-to-face Associate encounters (e.g., placing moratoriums on hand-shaking, substituting teleconferences for face-to-face meetings, staggering breaks, posting infection control guidelines); establishing flexible work hours or worksite, (e.g., telecommuting); promoting social distancing between Associate's and customers to maintain Six-foot spatial separation between individuals; and implementing strategies that request and enable Associate's to stay home at the first sign of symptoms.
- iii) OPUS will communicate with their Associate's, particularly any who are in harm's way. The messages should follow the Executive team guidance and should be in the same format to all levels. Frequent, daily contact is important to keep Associate's informed about developments in the organization's response, impacts on the workforce, and to reassure Associate's that the organization is continuing to function as usual. OPUS will include deliberate methods to measure, monitor, and adjust actions to changing conditions and improved protection strategies.
- iv) Implement a formal Associate and workplace protection strategy with metrics for assessing Associate conformance and workplace cleanliness.
- v) Monitor and periodically test protection methods.
- vi) Track and implement changes in approved or recommended protection measures.
- vii) Pre-position material and equipment onsite.
- viii) Ensure essential personnel are at the primary worksite.
- ix) Reaffirm that essential suppliers have their material and personnel on-hand and can respond, and support as planned.
- x) Coordinate with local public health and emergency response points of contact to ensure open, adequate communications.

**c) PANDEMIC PLANNING ASSUMPTIONS**

- i) The assumptions section addresses the overarching planning assumptions that were used in developing the OPUS plan such as those provided in the National Strategy for Pandemic Implementation Plan. Also identifies any specific planning assumptions identified by the organization's State and/or local jurisdiction.

**d) NATIONAL STRATEGY FOR PANDEMIC IMPLEMENTATION ASSUMPTIONS**

- i) Susceptibility to the pandemic virus will be universal.

- ii) Efficient and sustained person-to-person transmission signals an imminent pandemic.
- iii) The clinical disease attack rate will likely be 30 percent or higher in the overall population during the pandemic. Illness rates will be highest among school-aged children (about 40 percent) and decline with age. Among working adults, an average of 20 percent will become ill during a community outbreak.
- iv) Some persons will become infected but not develop clinically significant symptoms. Asymptomatic or minimally symptomatic individuals can transmit infection and develop immunity to subsequent infection.
- v) While the number of patients seeking medical care cannot be predicted with certainty, in previous pandemic about half of those who become ill sought care. With the availability of effective antiviral drugs for treatment, this proportion may be higher in the next pandemic.
- vi) Rates of serious illness, hospitalization, and deaths will depend on the virulence of the pandemic virus and differ by an order of magnitude between more and less severe scenarios. Risk groups for severe and fatal infection cannot be predicted with certainty but are likely to include infants, the elderly, pregnant women, and persons with chronic or immunosuppressive medical conditions.
- vii) Rates of absenteeism will depend on the severity of the pandemic. In a severe pandemic, absenteeism attributable to illness, the need to care for ill family members and fear of infection may reach 40 percent during the peak weeks of a community outbreak, with lower rates of absenteeism during the weeks before and after the peak. Certain public health measures are likely to increase rates of absenteeism.
- viii) The typical incubation period is approximately two days.
- ix) Persons who become ill may shed virus and can transmit infection for up to one day before the onset of symptoms. Viral shedding and the risk of transmission will be greatest during the first two days of illness. Children usually shed the greatest amount of virus and therefore are likely to post the greatest risk for transmission. On average, infected persons will transmit infection to approximately two other people.
- x) A pandemic outbreak in any given community will last about six to eight weeks for each wave of the pandemic. Multiple waves of illness could occur with each wave lasting two-three months. Historically, the largest waves have occurred seasonally, but the seasonality of a pandemic cannot be predicted with certainty.

**e) ORGANIZATIONAL ASSUMPTIONS**

- i) OPUS will be provided with guidance and/or direction by Federal, State, local and/or Tribal governments regarding current pandemic status in its area.
- ii) OPUS will have actionable plans and procedures to assist in the ability to remain operational during a pandemic. Plans and procedures may include social distancing protocols, personal protection equipment (PPE), and temporary suspension of some nonessential activities.
- iii) OPUS has a viable Agency-wide continuity capability, a Business Continuity Plan.

- iv) OPUS will review its continuity communications programs to ensure they are fully capable of supporting pandemic and other related emergencies, and give full consideration to supporting social distancing operations, including telework and other virtual office options.
- v) OPUS facilities with controlled access will be accessible, but right of entry may be limited.
- vi) OPUS may deploy to its alternate facilities.
- vii) During BCP activation, OPUS may make its alternate facilities available for staff to implement social distancing protocols.
- viii) Essential functions, operations, and support requirements will continue to be people dependent. However, human interactions may be remote or virtual, resulting in the employment of appropriate teleworking and other approved social distancing protocols.
- ix) Travel restrictions, such as limitations on mass transit, implemented at the Federal, State, tribal, territorial, and local levels may affect the ability of some staff to report to work.

**f) PANDEMIC PREVENTION AND RESPONSE**

**i) COMMUNICATIONS:** OPUS has risk communications procedures for communicating with all internal and external stakeholders. This includes the use of existing notification rosters with names and telephone numbers in the (BCP) Business Continuity Plan.

**ii) ASSOCIATE'S ARE EXPECTED TO MINIMIZE COVID-19 EXPOSURE BY:**

- (1) Cleaning workstations at the beginning and end of each shift.
- (2) Avoiding, when possible, the use of other Associate's phones, desks, offices, or other work tools and equipment.
- (3) Frequently cleaning and disinfecting tools and equipment.
- (4) Frequently washing hands with soap and water for at least 20 seconds.
- (5) Discontinuing the use of hand dryers.
- (6) Utilizing hand sanitizer when soap and water are unavailable.
- (7) Avoiding touching their faces with unwashed hands.
- (8) Avoiding handshakes or other physical contact.
- (9) Avoiding close contact with sick people.
- (10) Practicing respiratory etiquette, including covering coughs and sneezes.
- (11) Immediately reporting unsafe or unsanitary conditions on Company premises to designated Supervisors, Plant Manager, and/or Human Resources.
- (12) Complying with Company's daily screening processes.
- (13) Seeking medical attention and/or following medical advice if experiencing COVID-19 symptoms.
- (14) Complying with self-isolation or quarantine orders
- (15) Utilizing personal protective equipment and hand sanitizer on public transportation.

**iii) PREVENTION EFFORTS AND WORKPLACE CONTROLS:** Company limits the number of Associate's present on premises and the movement of Associate's between work sites to no more than is strictly necessary. Associate's who are able to perform their essential duties remotely may be permitted to work from home in accordance with approved telework arrangements.

Only critical infrastructure Associate's performing necessary work, or Associate's permitted to resume duties, are directed to report on-site. For such Associate's, Company abides by the recommended social distancing and other safety measures and establishes the following:

- (1) Gatherings where social distancing cannot be maintained are prohibited.
- (2) Staff meetings are postponed, cancelled, or held remotely.
- (3) Associate's are encouraged to maintain physical distance even when on break, as well as before and after working hours.
- (4) Associate's are required to maintain physical distance when reporting to work, clocking in, leaving work, and clocking out.
- (5) Company utilizes ground markings, signs, and physical barriers, as appropriate, to further facilitate social distancing.
- (6) Associate's workstations are no fewer than six feet apart.
- (7) Whenever possible, Company utilizes flexible and/or rotational scheduling, including staggered start and break times, to limit the number of employees simultaneously working on-site.
- (8) Company assigns Associate's to dedicated entry points to reduce congestion at the main entrance.
- (9) Company provides visual indicators of appropriate spacing for Associate's throughout the premises and outside of the dedicated entry points in case of congestion. Company restricts usage of non-essential common space.
- (10) Company utilizes physical barriers, where possible and appropriate, separating workstations from cafeteria tables.
- (11) Company turns off water fountains.
- (12) Company posts this Plan to emphasize the importance of personal hygiene.
- (13) Associate's interactions with the general public and delivery personnel are modified to allow for social distancing and additional physical space between parties.
- (14) Non-essential travel and in-person visits are postponed or cancelled.

**iv) PERSONAL PROTECTIVE EQUIPMENT:**

- (1) **Neoprene gloves**
  - (a) Gloves will only be used while utilizing cleaning chemicals
- (2) **Face masks:**
  - (a) When directed to wear a face mask, proper wearing is essential for best results.
  - (b) Face mask must cover the mouth and nose with a snug fit around the face and the bridge of the nose.
- (3) **Face shields:**
  - (a) When directed to wear face shield, proper wearing is essential for best results.
  - (b) Face shield must fit snugly over the head, pulled down to cover all the face including the sides and chin areas.

- v) MODIFIED PPE REQUIREMENTS:** In some situations, face masks are not required to be worn but a face mask must be on the Associate's head or neck area at all times, while in the facility. This is to allow for quick masking if needed.

When you are required to wear a face mask, it must cover your nose and mouth.

Associate's will be required to police themselves to mask-up when the situation requires it. Periodic Management auditing of this requirement will also be an important part of maintaining the most liberal posture regarding Associate's safety.

- (1) Face masks:** If directed, face masks maybe taken off while working, if associate's are working within specific situations. Listed below are those specific situations and scenarios that apply:

**(a) Hilo drivers:**

- 1) If a driver is on their Hilo and not going to interact with the general population of the plant, they may remove the mask from their face.
- 2) If at any time the driver is going to be coming in close contact (six feet) with another associate, they must mask-up.
- 3) If they get off their Hilo to go into the office, bathroom, on break to the common areas like the cafeteria or locker area, they must mask up.

**(b) Machine operators:**

- 1) If an Operator is on a machine by themselves, or not interacting with another team member, they may remove their mask.
- 2) Any time an Operator will come in contact within (six feet) of a team member or another Associate, they must mask-up.
- 3) If at any time an Associate leaves their designated workstation/area to go to offices, bathroom, breakroom, locker area, etc. they must mask-up.

**(c) Truck drivers:**

- 1) If a truck driver is hauling or parking a trailer, they may remove the mask from their face.
- 2) When the drivers go into the plant or is going to come in close contact with an Associate (six feet), they must mask-up.
- 3) If at any time a Driver leaves the loading dock area to go to offices, bathroom, breakroom, locker area, etc. they must mask-up.

**(d) Assembly and kitting areas:**

- 1) If an Associate is working in either of these areas and can maintain a minimum distance (six feet), they may remove their mask.
  1. **Assembly** - Maintaining a safe distance from other Associate's may be accomplished thru the use of barriers as well. Example would be a plexiglass divider between opposite sides of an assembly table.
    - a. If at any time an Associate leaves the assembly area to go to offices, bathroom, breakroom, locker area, etc. they must mask-up.

2. **Kitting** – If the movement of the kitting team can maintain a minimum distance (six feet) from the other Associate’s and still perform the tasks of team kitting, then removing of the masks are allowed.
  - a. If there is any chance that their will interact within the safe distance (six feet) then everyone in the immediate area, must mask-up.
  - b. If at any time an Associate leaves the kitting area to go to offices, bathroom, breakroom, locker area, etc. they must mask-up.

**(e) Office spaces:**

- 1) If an Associate is alone in an office space, they do not need to wear a mask.
- 2) If there is any chance of interaction within a safe distance (six-feet), they must mask up.
- 3) If at any time an Associate leaves an office, they must mask up until they can confirm there will be no interaction with other Associate’s within the safe distance (six-feet).

**(f) Cubical spaces:**

- 1) While sitting in a cubical desk, if you can maintain a safe distance (six feet) from other Associate’s in joining cubes, you may remove your mask.
- 2) If there is any chance of interaction within a safe distance (six-feet), they must mask up.
- 3) If at any time an Associate leaves there cubical, they must mask-up until they can confirm there will be no interaction with other Associate’s within the safe distance (six feet).

**(g) Misc. Associate tasks:**

- 1) All other tasks performed by Associate’s that are not covered on the previous examples will follow these instructions.
- 2) If an Associate is walking the floor or offices spaces and is not in direct contact with other Associate’s, they may remain un-masked.
- 3) If at any time an Associate will be going into an area that might have interaction within the safe distance (six-feet), they must mask-up.

**vi) CLEANING AND SANITIZING:**

**(1) Daily cleaning of plant offices spaces and common areas (prevention):**

- (a) Have contracted janitorial services continue to perform or increase their normal visits and cleaning regiment. All surfaces would be wiped down with an approved cleaning agent in the following locations:
  - 1) Offices
  - 2) Bathrooms
  - 3) Kitchens/breakrooms
  - 4) Conference/training rooms
  - 5) Entry ways, common areas and hallways
  - 6) All door handles, handrails, light switches, etc.
  - 7) All common equipment like printers, computers, admin support devices, etc.

**(2) Daily/shift cleaning of plant floor equipment and surfaces (prevention):**

- (a) As part of normal cleanup 15 minutes before end of shift, extend it to 30 minutes and have each Associate clean their areas wiping down with the approved cleaning agent, the following areas, and items:
- 1) Benches/desks/tables
  - 2) Machine controls and panels
  - 3) Community machine tools and gear
  - 4) Computer desktops/keyboard/mouse/surface
  - 5) Hilo controls and scanners
  - 6) Wipe down truck cabs
  - 7) Any other high contact areas or items

**(3) Weekly plant spray down (prevention):**

- (a) As a preventative measure, along with the daily janitorial services and the Associate's equipment surface cleaning, each plant will perform a mid-week electrostatic chemical spraying of all common areas, equipment, and stations.
- (b) This will consist of a designated team, who will be trained in the proper use and application of the equipment.
- (c) All areas to be sprayed will be clearly defined for each plant.
- (d) PPE will be utilized during these applications.
- (e) Safety glasses and rubber gloves (face mask if required).
- (f) This will be accomplished before the start of the first shift or after the end the last shift of the designated day.

**(4) If an Associate becomes ill at work (prevention/response)**

- (a) Regardless if the illness is Covid related or not, the area the Associate was working will be cleaned and sanitized.

**(5) If we have a positive test result of an Associate (response)**

- (a) As soon as we are notified of the positive, we inform the Associate's and send them home for the day.
- (b) Shutdown for 24hrs or a day of shifts.
- (c) After 24hrs or a day of shifts, have a designated company come in and clean all the common areas, offices, bathrooms, breakrooms, all access points, and surfaces.
- (d) If an outside source is not available in short notice, we will utilize our designated OPUS team clean the common areas offices, bathrooms, breakrooms, all access points, and surfaces.
- (e) The designated OPUS team will also wipe down with an approved cleaning agent, in the following plant production floor areas and items:
- 1) Benches/desks/tables
  - 2) Machine controls and panels
  - 3) Community machine tools and gear
  - 4) Computer desktops/keyboard/mouse/surface
  - 5) Hilo controls and scanners
  - 6) Wipe down truck cabs
  - 7) Any other high contact areas or items

- (f) Associate's would be required to wear dust mask, gloves, and sleeved apron while cleaning.
- (g) After cleaning is completed, evacuate the building, and turn on the ventilation system on high for the remainder of the shutdown.
- (h) Communicate with Associate's the measures that were taken.
- (i) Communicate with the customers that are affected

**vii) TEMPERATURE CHECKS OF ASSOCIATE'S PRIOR TO SHIFT:**

- (1) When leadership deems it necessary, plants will check all Associate's temperature prior to their start of the shift, utilizing a non-contact thermometer. Actions are required for Temperatures at or above 100F. Refer to viii) (2) (a-c).
- (2) Associates will also be required to complete a questionnaire with the following questions:
  - (a) Are you currently suffering from any of the following symptoms – Fever of 100F or greater, cough, shortness of breath, or difficulty breathing, chills, muscle pain, sore throat, new loss of smell or taste, or gastrointestinal problems, including nausea, diarrhea and vomiting?
  - (b) Have you been in close contact with anyone who is suspected or confirmed to have the Covid-19 virus?
  - (c) Have you travelled internationally or domestically on a commercial airplane in the last 14 days?

**viii) RESPONDING TO SUSPECTED OR CONFIRMED ILLNESS:**

- (1) **Associate becomes ill at work:**
  - (a) Associate will report immediately to their Supervisor, Plant Manager or HR and will have their temperature checked before they are sent home.
  - (b) Associate may return to work the next day if there are no symptoms, to include a Temperature check.
  - (c) If any symptoms persist, or their Temperature is confirmed to be at or over 100F, refer to step VIII) (2) (a-c).
- (2) **Associates temperature is checked before their shift, and is at or above 100F:**
  - (a) Associate will be sent home.
  - (b) Associate will be asked to self-monitor themselves, meaning they will check their temperature twice a day for at least three days/72 hrs.
  - (c) Associate will be allowed to return to work when three consecutive days, 72 hours (six consecutive temperature checks below 100F), before they are allowed to return to work.
- (3) **Associate was exposed to someone that tests positive:**
  - (a) Associate will be asked to remain away from work for at least 14 days after the initial exposure.
  - (b) Self-monitoring will be required during that time.
- (4) **Associate is tested and test results come back positive:**

- (a) Associate will be asked to stay at home and away from work for upwards of 14 days or until the following has occurred:
  - (b) At least 7 days have passed since the date of their first positive COVID-19 diagnostic test.
  - (c) No subsequent illness provided they remain asymptomatic.
  - (d) Associate will be required to wear a covering for their nose and mouth, while at work for three days after their return to work.
  - (e) If Associates illness can be proven to be work related, a call to the local health department within 24 hrs is required as well as logged into the MIOSHA log as a recordable illness.
- (5) Associate self-check:**
- (a) If preparing to come to work and are not feeling well and/or having flu like symptoms, please stay home.

**g) ELEMENTS OF A VIABLE PANDEMIC CONTINUITY CAPABILITY**

- i) ELEMENTS:** The Elements of a Viable Continuity Capability section should address the traditional elements of continuity within the context of a pandemic outbreak. If this document is an annex to an existing plan, reference the applicable sections of the core document and highlight any differences in responding to a pandemic outbreak when compared to responses to other, more physically destructive hazards, such as tornados, hurricanes, floods, and fires. Drawing parallels to responses, as applicable, may also be helpful. The company may choose to implement different strategies to maintain the performance of mission essential functions. These strategies are not required to be used during a pandemic but could help the Company to maintain its overall capability.
- ii) ESSENTIAL FUNCTIONS:** Given the expected duration and potential multiple waves of pandemic outbreaks, organizations must review the process involved in carrying out essential functions and services in order to develop plans that mitigate the effects of the pandemic while simultaneously allowing the continuation of operations which support essential functions. OPUS has identified essential functions and services needed to sustain its mission and operations during a pandemic.
- iii) ORDERS OF SUCCESSION:** Since a pandemic may affect regions of the United States differently in terms of timing, severity, and duration, OPUS has identified orders of succession that are at least three deep per position while considering dispersing successors to various geographically separated locations, as appropriate. The OPUS Orders of Succession are covered in the BCP.
- iv) DELEGATIONS OF AUTHORITY:** At the height of a pandemic wave, absenteeism maybe significant, as such, OPUS has established delegations of authority that are at least three deep to take into account the expected rate of absenteeism and regional nature of the outbreak to help assure continuity of operations over an extended time period. The OPUS Delegations of Authority are covered in the BCP.

- v) **CONTINUITY FACILITIES:** The traditional use of continuity facilities to maintain essential functions and services may not be a viable option during a pandemic. Rather, safe work practices, which include social distancing and transmission interventions, reduce the likelihood of contacts with other people that could lead to disease transmission. OPUS has developed preventative practices such as social distancing procedures, hygiene etiquette, and cancellation of organizations non-essential activities to reduce the spread of the pandemic.
- vi) **CONTINUITY COMMUNICATIONS:** According to the National Strategy Implementation Guidance, workplace risk can be minimized through implementation of systems and technologies that facilitate communication without person to-person contact. OPUS has identified communication systems needed to perform essential functions.
- vii) **ESSENTIAL RECORDS MANAGEMENT:** OPUS shall identify, protect, and ensure the ready availability of electronic and hardcopy documents, references, records, and information systems needed to support essential functions during a pandemic outbreak. Opus has identified systems, databases, and files that are needed to ensure essential functions remain operational.
- viii) **HUMAN RESOURCES:** Although a pandemic outbreak may not directly affect the physical infrastructure of an organization, a pandemic will ultimately threaten all operations by its impact on an organization's human resources. The health threat to personnel is the primary threat to maintaining essential functions and services during a pandemic outbreak. OPUS has established plans to protect the entire employee population and their families, with additional guidance for key personnel and other essential personnel, should a pandemic outbreak occur.
- ix) **TEST, TRAINING AND EXERCISES:** Testing, training, and exercising are essential to assessing, demonstrating, and improving an organization's ability to maintain its essential functions and services. The organization conducts annual tests, training, and exercises to ensure sustainable social distancing techniques, and to assess the impacts of reduced staff on the performance of essential functions. The organization conducts continuity exercises to examine the impacts of a pandemic on performing essential functions, and to familiarize personnel with their responsibilities. The organization has identified resources and trained continuity personnel, needed to perform essential functions.
  - (1) An essential function of the preparation is the need to understand the different types of cleaning chemicals, material and PPE that could be needed during and outbreak. A list of these items and quantities for a 30-day supply should be maintained for each site and should contain the following:
    - (a) Cleaning chemicals:
      - 1) Pre-bought pump/aerosol spray containers (Lysol, etc.)
      - 2) Gallon containers of ready mix or pre-mix chemical
      - 3) Fogging chemical, if fogging is required (can be stored with the fogging machine, where it will be centrally located).
      - 4) Hand and surface wipes
      - 5) Paper towels for wiping surfaces

- 6) Surgical/dust masks
- 7) Disposable gloves
- 8) Sleeved aprons
- 9) Miscellaneous:
- 10) Digital thermometer
- 11) Fogging machine (can be used at the different facility and centrally located)

5) **CONCLUSION:** Maintaining OPUS essential functions and services in the event of pandemic requires additional considerations beyond traditional continuity planning. Unlike other hazards that necessitate the relocation of staff performing essential functions to an alternate operating facility, a pandemic may not directly affect the physical infrastructure of the organization. As such, a traditional “continuity activation” may not be required during a pandemic outbreak. However, a pandemic outbreak threatens an organization’s human resources by removing essential personnel from the workplace for extended periods of time. Accordingly, the OPUS continuity plan addresses the threat of a pandemic outbreak. Continuity Plans for maintaining essential functions and services in a pandemic should include implementing procedures such as social distancing, infection control, personal hygiene, and cross-training. Protecting the health and safety of key personnel and other essential personnel must be the focused goal of the organization in order to enable the organizations to continue to operate effectively and to perform essential functions and provide essential services during a pandemic outbreak.

**6) ATTACHEMENTS:**

- a) None

**7) DEFINITIONS:**

- a) BCP – Business Continuity Plan

**8) REVISIONS:**

Revision #	Date	Reason	Author
New	3/24/2019	New	C. Outman
Rev 1	4/24/2020	Added (4.) (d) 3 and 4 pages 5-6	C. Outman
Rev 2	5/6/2020	Added (3.) Weekly spray down pages 4-5	C. Outman
Rev 3	5/28/2020	Added (2.) Modified PPE reqs. Pgs 4-6	C. Outman
Rev 4	6/2/2020	Added 4. F) ii) and iii), Pgs 4-5	C. Outman
Rev 5	6/5/2020	Added (F) Vii, 2C, Pg. 9	D. Kopplin