



Wyoming Integrated Test Center (ITC) COVID-19 Procedures (05/05/2020)

Introduction

This document describes the ITC's procedures addressing Coronavirus Disease 2019 (COVID-19). The outbreak of COVID-19 is a dynamic situation that is being taken seriously at the Wyoming Integrated Test Center (ITC).

These procedures are included in and governed by the ITC's Safety and Environmental Program. All entities (tenants and contractors) with badged access to the ITC are required to have their own internal COVID-19 policies included in their health and safety programs.

Our primary concern is the health and safety of all those who work at the ITC. Secondly we seek the continued and efficient operations of the ITC and Dry Fork Station (DFS).

These procedures are categorized as follows:

1. Staying informed.
2. Required preventative measures.
3. Additional recommended preventative measures.

Staying Informed

The ITC is monitoring and assessing information provided by the Occupational Safety and Health Administrations (OSHA) the Centers for Disease Control and Prevention (CDC) and the State of Wyoming. These procedures will be updated periodically as guidance changes. It is up to all individuals working at the ITC to be aware of current guidance. Individuals working at the ITC should, in cooperation with their health care provider, understand their personal health risks and how best to reduce their risk associated with COVID-19.

Required Preventative Measures

A. Limit personnel on the ITC Site

1. Limit the presence of all non-essential personnel on the ITC site including media, tour groups, friends, families, and trainees. All such visits must be approved by the ITC in advanced.
2. Limit work activities to those presently required. If a project or contractor can be reasonably delayed until such time that the COVID-19 transmission rates are minimized, then consider delaying it.
3. Limit ITC gatherings and meetings, using other means when possible such as phone calls and web meetings.
4. Use telework arrangements limiting ITC office use when possible.



Wyoming Integrated Test Center (ITC) COVID-19 Procedures (05/05/2020)

B. Limit Interaction with DFS Personnel and Common Contractors

1. Do not route mail and freight through DFS. Make other arrangements including residential, hotel, UPS store deliveries, or delivery to the ITC outbuilding.
2. Do not conduct face-to-face interaction with DFS personnel except in an emergency. ITC personnel are instructed to stay within the boundaries of the ITC (do not enter the DFS property).
3. Conduct face-to-face interaction with common contractors (including but not limited to Hladky Construction, J2ML, etc.) only when other options such as phone and virtual meetings are not available.

C. Personal Exposure and Transmission Control

1. Stay away from the ITC if feeling sick or if you were exposed to someone with COVID-19. This includes anyone in your household. The required isolation period for the ITC is 14 days or 7-10 days followed by a negative COVID test.
2. Frequently and thoroughly wash hands with soap and water or alcohol-based hand sanitizers (with at least 60% alcohol content).
3. Limit touching face, nose and eyes.
4. Whenever practical, maintain social distancing of at least six feet (greater separation of 23 to 27 feet is recommended by recent studies).
5. Wear a face covering (mask). Carefully remove and handle used face covers, wash hands after handling face covers, and wash face covers at least daily. CDC recommends wearing a mask, that covers the nose and mouth and fits snugly against the sides of the face, as a measure to contain the wearer's respiratory droplets and help protect their co-workers and members of the general public. Eye protection is also recommended.
6. Avoid shaking hands and other human physical contact.
7. Cough and sneeze into a facial tissue or when those are not available, cough and sneeze into the crook of your elbow to minimize airborne delivery to others.
8. Avoid speaking loudly and avoid other persons speaking loudly (recent studies indicate that considerable SARS-CoV-2 is projected into the air by speaking loudly).
9. Avoid face-to-face meetings on site if alternatives are available.
10. Keep in-person meetings as short as possible, limit the number of people in attendance, and use social distancing practices. Hold meetings outside of the office building when practical.
11. Avoid using other personnel's phones, desks, office or other work tools and equipment unless they have been disinfected.
12. If handling of equipment, computers, etc. is required by multiple users, clean shared equipment frequently using alcohol based disposable wipes (or other no less effective means) and/or wear disposable gloves.



Wyoming Integrated Test Center (ITC) COVID-19 Procedures (05/05/2020)

13. Those using the ITC office facility are responsible for cleaning touch surfaces (desks, phones, door knobs, keyboards, common areas, kitchen areas etc.) frequently. (The ITC's janitorial service is on a weekly basis).

Additional Recommended Preventative Measures

A. Recommended Personal Exposure and Transmission Control

1. Consult with your health care provider to determine if you have any elevated vulnerability health risks. Based on your health care provider's guidance, additional protection may be warranted.
2. To aid in protecting vulnerable persons, exercise extra social distancing and precautions when around such people.
3. Avoid travel to COVID-19 hotspots and avoid contact with persons that have recently traveled to COVID-19 hotspots.
4. Limit or discontinue use of the kitchen facilities (including coffee), especially when multiple working groups are on site. Plan ahead and bring food and refreshments that do not require use of the kitchen.
5. For those based outside of Gillette, limit unnecessary travel in and out of the area. Plan your work to limit travel.

B. Other Recommended Engineering Controls

1. Maintain signage and posters encouraging exposure and transmission control hygiene and etiquette.
2. Utilize (purchase\install) touch free equipment (to reduce touch surfaces).
3. Improve office ventilation, air changes and filtering.
4. Increase air changes by opening windows.

Responsibilities for supplying and maintaining personal exposure and transmission control supplies:

Line	Item	ITC Supplied
1.	alcohol based hand sanitizer	No
2.	hand soap and water	Yes
3.	face coverings	No
4.	office cleaning supplies	Yes
5.	facial tissues	Yes
6.	alcohol based cleaning wipes	No