



OFFICE OF THE PRESIDENT

23 July 2020

Memorandum for All Employees

Subject: Exposure Prevention, Preparedness, and Response Plan for COVID-19

Reference: This plan is based on information available from the CDC and OSHA at the time of its development, and is subject to change based on further information provided by the CDC, OSHA, and other public officials. MMA may also amend this plan based on operational needs.

1. General

- a. This document should NOT be construed as legal advice or any other expression of the scope or nature of obligation to provide employment and a safe place of employment to its employees, particularly under the unprecedented circumstances that the COVID-19 outbreak has created. In addition, new and better information could supersede the information included in this document. As the situation evolves, human resources and the Academy administration will continue to monitor the environment in which they are working and related developments and react accordingly.
- b. Missouri Military Academy (hereinafter "MMA") takes the health and safety of our employees very seriously. With the spread of the coronavirus or "COVID-19," a respiratory disease caused by the SARS-CoV-2 virus, MMA must remain vigilant in mitigating the risks associated with the virus. In order to be safe and maintain operations, this Exposure Prevention, Preparedness, and Response Plan for COVID-19 will be implemented, to the extent feasible and appropriate, throughout the organization. MMA has identified a team of employees to monitor the related guidance that U.S. Center for Disease Control and Prevention ("CDC") and Occupational Safety and Health Administration ("OSHA") continue to make available.

2. Responsibilities of Directors

All directors must be familiar with this plan and set a good example by following this plan at all times. This involves practicing good personal hygiene, social responsibility and safety practices to prevent the spread of the virus. Directors must encourage this same behavior from all employees.

3. Responsibilities of Employees

- a. MMA expects every one of our employees to help with our prevention efforts at all times. In order to minimize the spread of COVID-19 on campus, everyone must play their part. As set forth below, MMA has implemented various screenings, housekeeping, social distancing, and other best practices while on campus. In addition, employees are expected to report to their supervisor or human resources if they are experiencing any signs or symptoms of COVID-19, as described below. If in doubt, error on the side of caution to protect our cadets and your fellow

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employees. If you have a specific question about this plan or COVID-19, please ask your supervisor or human resources.

- b. OSHA and the CDC have provided the following control and preventative guidance for all workers, regardless of exposure risk:
 - 1) Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand sanitizer with at least 60 percent alcohol.
 - 2) Avoid touching your eyes, nose, or mouth with unwashed hands.
 - 3) Follow appropriate respiratory etiquette, which includes covering for coughs and sneezes. Make sure to use a tissue or the inside of your elbow to cover your mouth and nose.
 - 4) Avoid close contact with people who are sick.

- c. In addition, employees must familiarize themselves with the symptoms of COVID-19, which include the following:
 - 1) Early symptoms such as chills, body aches, sore (or itchy) throat, diarrhea, nausea/vomiting, and runny nose.
 - 2) Coughing
 - 3) Fever
 - 4) Shortness of breath, difficulty breathing.
 - 5) Fatigue
 - 6) Muscle or body aches
 - 7) Headaches with any of the above symptoms.
 - 8) New loss of taste or smell.

- d. If you develop a fever and symptoms of respiratory illness, such as cough or shortness of breath, DO NOT GO TO WORK and call your supervisor and healthcare provider right away. Likewise, if you come into close contact with someone showing these symptoms, call your supervisor and healthcare provider right away.**

4. How COVID-19 is Spread

- a. According to the CDC, COVID-19 is believed to be spread mainly from person-to-person, between people who are in close contact with one another (within about six feet) or through respiratory droplets produced when an infected person coughs or sneezes.
- b. People without any symptoms are able to spread the virus as well.

5. On Site Protective Measures

- a. MMA has implemented the following mandatory protective measures throughout the organization.
 - 1) General Safety Policies and Rules**
 - a) Every employee/contractor/visitor must have their temperature taken and questions answered and logged daily at the beginning of their work day.

- b) All employees will report to human resources if they travel outside the state of Missouri at any given time. Be mindful that traveling to some areas may require self-isolation before returning to campus.
 - c) Any employee/contractor/visitor showing symptoms of COVID-19 will be asked to leave the campus immediately and return home.
 - d) MMA employees and visitors are required to wear a mask covering their mouth and nose or face shield while in the presence of cadets or outside of their personal work space.
 - e) During any in-person meetings, avoid gathering in groups of more than 10 people and participants must remain at least six feet apart.
 - f) Employees must avoid physical contact with others and shall direct others (co-workers/contractors/visitors) to increase personal space to at least six feet, where possible. All employees should maintain social distancing at all times when possible.
 - g) All in person meetings will be limited. To the extent possible, meetings will be conducted by telephone or Zoom.
 - h) Employees should limit the use of shared equipment. To the extent equipment must be shared, MMA will provide alcohol based wipes to clean equipment before and after use. When cleaning equipment, consult manufacturing recommendations for proper cleaning techniques and restrictions.
 - i) In lieu of using a common source of drinking water, such as a water fountains, employees should use individual water bottles. Water bottles should be cleaned daily.
 - j) All employees will be required to obtain a flu shot provided by the Ekern Health Center when available. Exceptions for religious and medicinal purposes will be allowed upon written request by the employee.
- 2) All Personnel Entering Occupied Building**
- a) All employees/contractors/visitors will have their temperature monitored daily upon arrival to campus. Masks must be worn when taking temperature. Check in stations are Stribling Hall front desk, Health Center, Barnard Hall atrium during morning med distribution and Bravo Command Office for evenings and weekends.
 - b) Employees are expected to sanitize the work areas upon arrival, frequently throughout the workday, and immediately before departure.
 - c) Employees should ask other occupants to keep a personal distance of six feet at a minimum. Workers should wash or sanitize hands immediately before starting and after completing the work.
- 3) On Site Visitors**
- a) At the discretion of the directors, no non-essential visitors will be allowed on campus. Directors will notify any authorized visitors through Admin Alert preferably with 24 hours advance notice.
 - b) All visitors will be screened upon arrival to campus. If the visitor answers “yes” to any of the following questions, he/she should not be permitted to access the campus and asked to leave:
 - i. Have you been confirmed positive for COVID-19?

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- ii. Are you currently experiencing, or recently experienced, any acute respiratory illness symptoms such as fever, cough, or shortness of breath?
- iii. Have you been in close contact with any persons who has been confirmed positive for COVID-19?
- iv. Have you been in close contact with any persons who have traveled and are also exhibiting acute respiratory illness symptoms?
- v. Have you traveled outside Missouri in the last three days? Where?
- c) Site deliveries will be permitted but should be properly coordinated in line with the employer's minimal contact and cleaning protocols. Delivery personnel should remain in their vehicles if at all possible. Specify delivery points: Stribling Hall front desk, dining facility, facilities department.

6. Job Site Cleaning and Disinfecting

- a. MMA has instituted regular housekeeping practices, which include cleaning and disinfecting frequently used spaces and equipment, and other elements of the work environment, where possible. Employees should regularly do the same in their assigned work areas.
 - 1) Commonly used spaces and areas will be cleaned twice daily by MMA staff
 - 2) Staff should clean and disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs. Dirty surfaces can be cleaned with soap and water prior to disinfection. To disinfect, use appropriate disinfecting products appropriate for the surface provided by MMA facilities division.
 - 3) Avoid using other employees' phones, desks, offices, and equipment, when possible. If necessary, clean and disinfect them before and after use.
 - 4) Shared equipment should be cleaned at the end of the user using said equipment for that time.
 - 5) Vehicles should be cleaned at least once per day, after each trip with cadets, and before change in operator or rider.
 - 6) Any trash collected from anywhere on campus must be changed frequently by someone wearing gloves.
 - 7) OSHA/CDC has indicated that a reliable report that an employee has tested positive for COVID-19 does not typically require an employer to perform special cleaning or decontamination of work environments, unless those environments are visibly contaminated with blood or other bodily fluids. MMA will attempt to clean those areas that a confirmed-positive individual may have contacted and it will do so before employees can access that work space again.
 - 8) MMA will ensure that any disinfection shall be conducted using one of the following:
 - a) Common EPA-registered household disinfectant.
 - b) Alcohol solution with at least 60 percent alcohol.
 - c) Diluted household bleach solutions (if appropriate for the surface).
 - 9) MMA will maintain Safety Data Sheets of all disinfectants used on campus and provide cleaning solutions and supplies to all divisions.

7. Campus Exposure Situations

a. Employee exhibits COVID-19 symptom

- 1) If an employee exhibits COVID-19 symptoms, the employee must remain at home for ten (10) days since symptom onset
- 2) Until he or she is symptom free for 24 hours without the use of fever reducing or other symptom altering medicines (e.g. cough suppressants).
- 3) MMA will similarly require an employee who reports to work with symptoms to return home and follow above guidelines.
- 4) To the extent practical, employees are required to obtain a doctor's note clearing them to return to work assuring employer symptoms are not COVID related if above guidelines are not necessary.

b. Employee tests positive for COVID-19

- 1) An employee who tests positive for COVID-19 will be directed to self-quarantine away from work. Employees that test positive and are symptom free may return to work when at least ten days have passed since the date of his or her first positive test, and have not had a subsequent illness at minimum. Physician orders could be longer.
- 2) Employees who test positive and are directed to care for themselves at home may return to work when: (1) at least 72 hours (three full days) have passed since recovery; and (2) at least ten days have passed since symptoms first appeared, and notice from State or local health department releasing employee.
- 3) Employees who test positive and have been hospitalized may return to work when directed to do so by their medical care providers. MMA may require an employee to provide documentation clearing his or her return to work.

c. Employee tests positive for COVID-19 with no symptoms

If an employee tests positive for COVID-19 but has shown no symptoms, employee may return to work after ten days have passed since the test, as long as no subsequently developed symptoms since their positive test have developed. If symptoms have developed then use the standards under Employee Tests Positive for COVID-19 above. Release notification from State or local health department will be required as well.

d. Employee has close contact with an individual who has tested positive for COVID-19

- 1) Employees who have come into close contact with an individual who has tested positive for COVID-19 (co-worker or otherwise) will be directed to self-quarantine for 14 days from the last date of close contact with that individual. Close contact is defined as six feet for a period of 15 minutes or more.
- 2) If MMA learns that an employee has tested positive, MMA will immediately communicate with the local health department to assist with the exposure tracking, specifically at work.
- 3) If an employee learns that he or she has come into close contact with a confirmed positive individual outside of the workplace, he/she must alert their supervisor or human resources of the close contact and self-quarantine for 14 days from the last date of close contact with that individual.

e. Employee has close contact with an individual who is waiting on test results of COVID-19 or has been exposed to an individual with a positive COVID-19 test

If an employee has been in close contact (especially if living in the same house) as someone who has been told they have been exposed to an individual waiting on test results or has a positive COVID-19 test, the employee should contact human resources immediately to determine the degree of exposure based on CDC's established guidelines. Low risk exposure would not require self-isolation, however medium to high risk would.

f. Communication of positive COVID tests

- 1) MMA's priority is the safety of all cadets and employees. If either a cadet or employee notifies MMA that they have tested positive for COVID-19, MMA will immediately notify any employee or cadet that may have had "close contact" with an affected employee to self-isolate. The local county health department will be notified and MMA will follow their guidance for all tracing purposes.
- 2) Employees should respect the privacy of their co-workers and not discuss who may or may not have tested positive.
- 3) Employees should remain calm and support the recovery and privacy of their coworkers and cadets.

8. Confidentiality/Privacy

- a. Except for circumstances in which MMA is legally required to report workplace occurrences of communicable disease, the confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent practical under the circumstances. When it is required, the number of persons who will be informed that an unnamed employee has tested positive will be kept to the minimum needed to comply with reporting requirements and to limit the potential for transmission to others.
- b. MMA reserves the right to inform other employees that an unnamed co-worker has been diagnosed with COVID-19 if the other employees might have been exposed to the disease so the employees may take measures to protect their own health. MMA also reserves the right to inform sub-contractors, vendors/suppliers or visitors that an unnamed employee has been diagnosed with COVID-19 if they might have been exposed to the disease so those individuals may take measures to protect their own health.

9. General Questions

Given the fast developing nature of the COVID-19 outbreak, MMA may modify this plan on a case by case basis. If you have any questions concerning this plan, please contact Amy Groves, director of human resources at ext, 224 or 573.721.2306.



Richard V. Geraci
Brigadier General, USA (Ret)
President