



# U.S. ARMY ABERDEEN PROVING GROUND



# WELCOME BACK!

It takes a team. Together, we'll do what it takes to stay safe in the workplace.  
Help keep your environment safe by following the proper protocols.



# A MESSAGE FROM THE APG SENIOR COMMANDER

Team APG,

Welcome back! Thanks to your resilience and commitment to do your part to kill the coronavirus, APG senior leaders have determined it is the appropriate time to bring our workforce back to the installation. However, this does not mean APG is out of danger, and we must stay vigilant to stop any resurgence of COVID-19. APG's operations remain critical to our Army, and it will take adaptive creativity and flexibility to maintain our effectiveness while denying the virus any opportunity to degrade readiness.

In this booklet, you will find detailed information on how to operate within your workspaces and among your co-workers while continuing to protect yourself and others. We developed these risk-based measures in accordance with Department of the Army and Centers for Disease Control and Prevention (CDC) guidance. However, this is an overall framework, and supervisors will have the freedom to develop custom implementation plans specific to their work environments and requirements but may not implement methods that are less restrictive than those prescribed.

Your safety remains our highest priority, and we all must continue working together to fully remove the threat to our forces. I look forward to collaborating with you to ensure a safe and seamless transition back to APG. Thank you for all you continue to do for our Soldiers, even under these challenging circumstances.

Winning Matters, Army Strong!

Sincerely,

**Major General Mitchell L. Kilgo**

Senior Commander, APG

Commanding General, CECOM

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# RISK MITIGATION STRATEGY

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1

Strategy Overview

2

| Site Readiness Checklist

# RISK MITIGATION STRATEGY

## 1 STRATEGY OVERVIEW

As Aberdeen Proving Ground resumes operations, the health and safety of our employees will remain our highest priority. We have designed extensive procedures guided by CDC and Army regulations and our medical professionals to help keep people safe when they arrive for work, perform jobs, and leave. It is our responsibility—one we take very seriously—to provide a safe working environment for our employees and visitors. Therefore, we have created a robust, multi-layered approach to prevent the spread of COVID-19.

This document will serve as an outline for our five-part risk mitigation strategy.



Communication  
and Awareness



Site Entry Process



Sanitization



Physical  
Distancing



Accountability

# RISK MITIGATION STRATEGY

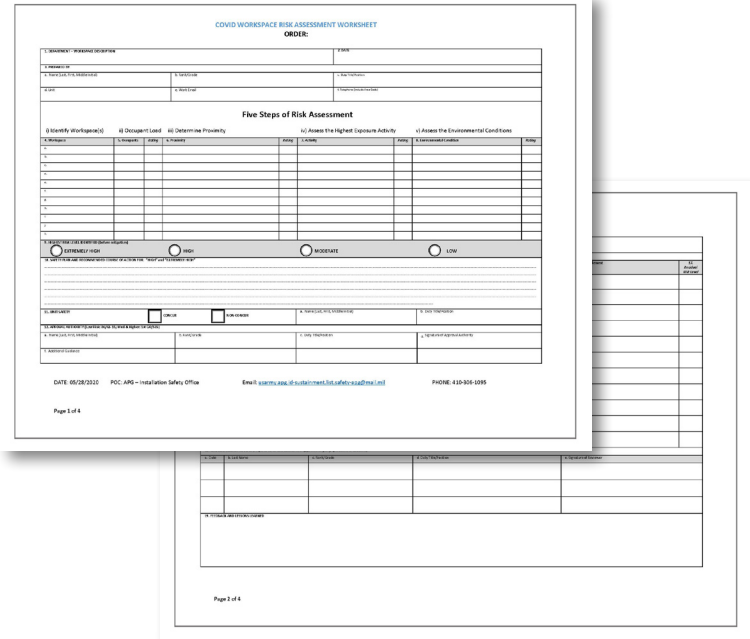
## 2 Site Readiness Risk Assessment

We've developed an easy-to-follow risk assessment that Safety Officers, Building Managers, and Supervisors will use to ensure every facility is safe for employees to return to work. The Risk Assessment worksheet will assist in identifying risk factors such as:

- How many individuals are in the office setting
- Distance between staff members
- Tasks that may increase interaction with others
- How the building environment will prevent or afford physical distancing

For more information regarding risk assessment, [click here](#).

**Safety and Occupational Health Specialist**  
**Installation Safety Office (Building 305)**  
410-306-1081



The image displays a 'COVID WORKSPACE RISK ASSESSMENT WORKSHEET' titled 'ORDER:'. It is a multi-page form with a header section for 'FACILITY INFORMATION' and 'FIVE STEPS OF RISK ASSESSMENT'. The steps include: 1. Identify Workspaces, 2. Determine Load, 3. Determine Priority, 4. Assess the Highest Exposure Activity, and 5. Assess the Environmental Conditions. The form contains several tables for data entry, including a table for 'FACILITY INFORMATION' and a table for 'FIVE STEPS OF RISK ASSESSMENT'. The bottom of the form includes a date field (05/28/2022), a POC field (AMC - Installation Safety Office), an email field (Email: safety.office@usarmy.mil), and a phone field (410-306-1081). The page number 'Page 1 of 4' is visible at the bottom.



# COMMUNICATION & AWARENESS

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As Soldiers, Civilians, contractors, and suppliers return to Aberdeen Proving Ground, it's our responsibility to clearly and effectively communicate all procedures to each organization. It is also our responsibility to give our leaders the tools necessary to carry out and enforce these safety measures. We can achieve successful communication and awareness through methods such as:

1

**Supervisor Training**

2

**Safety Messages &  
Products**

3

**Case Management**



# COMMUNICATION & AWARENESS

## 1 Supervisor Training

As we return to work, it is more important than ever that we use empathy and understanding. Remember, every Soldier, Civilian, and contractor will have his or her own concerns about physical distancing and desire to protect family. As leaders, it is our responsibility to listen, understand, and act.


To assist in the process, we are providing pertinent information to help prepare our leaders to answer questions and concerns on key topics related to our COVID-19 risk mitigation strategies. This document is a reference tool to help prepare employees to return to the worksite. It can also help answer questions from employees regarding the controls that are in place.




# COMMUNICATION & AWARENESS

## 2 Safety Messages

We will continue providing frequent communication to employees and visitors to keep them informed on APG operational status and COVID-19 updates. Messages will come through the APG website, APG Facebook page, and workforce email.


**U.S. ARMY  
ABERDEEN PROVING GROUND**



**COVID-19 HEALTH UPDATE**


HPCON LEVELS	APG North	APG South	Adelphi
→	<b>CHARLIE</b>	<b>CHARLIE</b>	<b>CHARLIE</b>

Please remember to

**WASH YOUR HANDS**

Updates will be provided daily.

Note: Graphics are used as examples only. Please check the APG website, APG Facebook page, or your workforce email for the latest COVID-19 updates from the APG Senior Commander.

**Aberdeen Proving Ground** ✓  
May 11 at 6:18 PM · 🌐

Team APG,

Below please find COVID-19 announcements and updates for Monday, 11 May. The APG and Adelphi HPCON levels remain at CHARLIE.

The Commissary hours this week are Tuesday, 0900-1900; Wednesday-Friday, 1000-1900; Saturday, 0900-1800; Sunday, 1000-1700; and Monday, closed. Remember to follow all protective measures when at the Commissary, AAFES facilities, Post Office, and Kirk Army Community Center. Remember to wear mandatory face coverings and physical distancing. Please use the handwashing stations outside of key buildings.

We are aware that more states are announcing plans for reopening, including Maryland. However, as I shared last week, we are working closely with experts to plan for a safe and successful reopening. Due to Army requirements and APG's critical mission, our gradual reopening may be days or weeks away. Thank you for your continued patience as we work to safely reopen for your future. I will have more reopening updates for the future.

For more news and information, please visit <https://www.facebook.com/APGMd/>. You can also call the Army's 24-7 toll-free number 1-800-984-8523, overseas DSN 312-421-3700.

Thank you for all you do for the Army. I am proud of you and proud to be your senior commander.

Sincerely,

MG Kilgo

# COMMUNICATION & AWARENESS

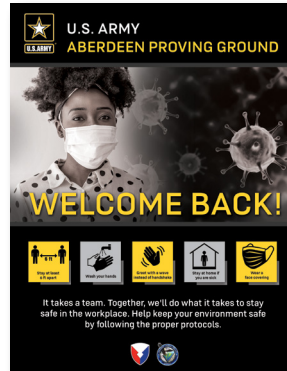
## 2 Products

Signage relating to site entry, awareness, and prevention

[Click here](#) to download and print signage to place in your facility.



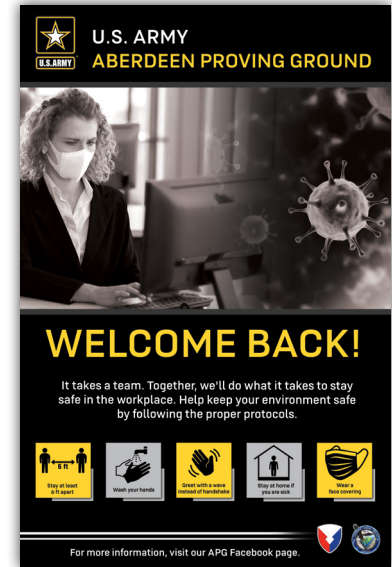
Marquee/TV/Electronic Display



Handout/Social Media: 8.5x11"



Building Entry Sign: 8.5"x11"



Poster: 24"x36"

# COMMUNICATION & AWARENESS

## 2 Products (continued)

Signage relating to site entry, awareness, and prevention

[Click here](#) to download and print signage to place in your facility.



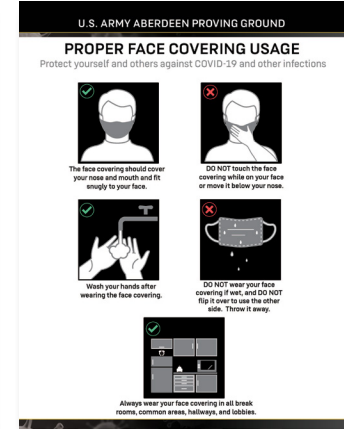
Handout/ Sign: 8.5"x11"



Handout/ Sign: 8.5"x11"



Handout/ Sign: 8.5"x11"



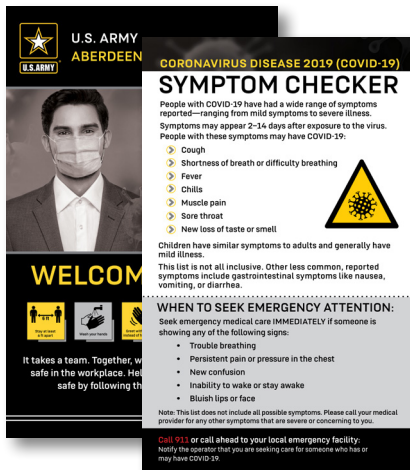
Handout/ Sign: 8.5"x11"

# COMMUNICATION & AWARENESS

## 2 Products (continued)

Signage relating to site entry, awareness, and prevention

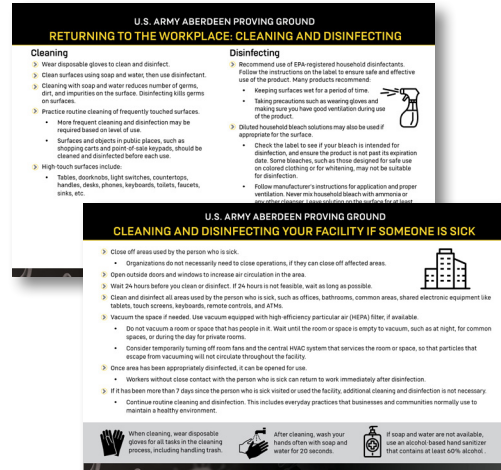
[Click here](#) to download and print signage to place in your facility.



5"x8" Infocard  
(double-sided)



5"x8" Infocard  
(double-sided)



5.5"x8.5" Infocard  
(double-sided)

# COMMUNICATION & AWARENESS

## 3 Case Management

### If someone has symptoms at home:

If an employee or someone at their home is experiencing flu-like symptoms such as fever, chills, cough, difficulty breathing, headache, sore throat, muscle/joint aches, diarrhea, abdominal cramps or nausea, or loss of taste or smell, have the person follow the steps below:

#### Prior to work:

- Notify his or her physician and supervisor of the condition. The person should not return to work until cleared by a physician.

### If someone has symptoms at work:

The individual should immediately don a face covering, if they do not already have one on. They should then separate themselves (self-isolate) from others at their workstation or in a separate room. The employee should notify their supervisor and contact their primary care physician for further guidance. The supervisor should allow the individual to go home on sick

leave. At any time if any employee is in need of emergency services, then 9-1-1 should be immediately contacted.

#### Message for supervisors:

If you become aware of an employee with symptoms: The individual should avoid contact with others and wear a face covering. Maintain physical distance from the employee. Ask him or her to don a face covering, send the employee home and recommend that he or she contact a primary care physician, block off the individual's workspace, block off any other common area the individual may have visited that day, initiate the cleaning process in accordance with ANNEX M Attachment 3 to OPERATION ORDER 20-010 (APG Preparation, Support, Response, and Recovery to the 2019 Novel Coronavirus [COVID-19]), and submit a DD 3112 with employee contact information. The supervisor will notify the chain of command and a Kirk U.S. Army Health Clinic medical staff member. Kirk U.S. Army Health Clinic will then work with the the supervisor to gather information and provide guidance on a case-by-case basis on returning. An individual's confidentiality is important.



# SITE ENTRY PROCESS

We have designed extensive procedures to help keep people safe when they arrive, while they are working, and as they leave the facilities. The entry process is critical in maintaining the health and safety of our Soldiers, Civilians, contractors, residents, and visitors. The site entry process focuses on:

1

Arriving at the  
Installation Gate

2

People Flow

3

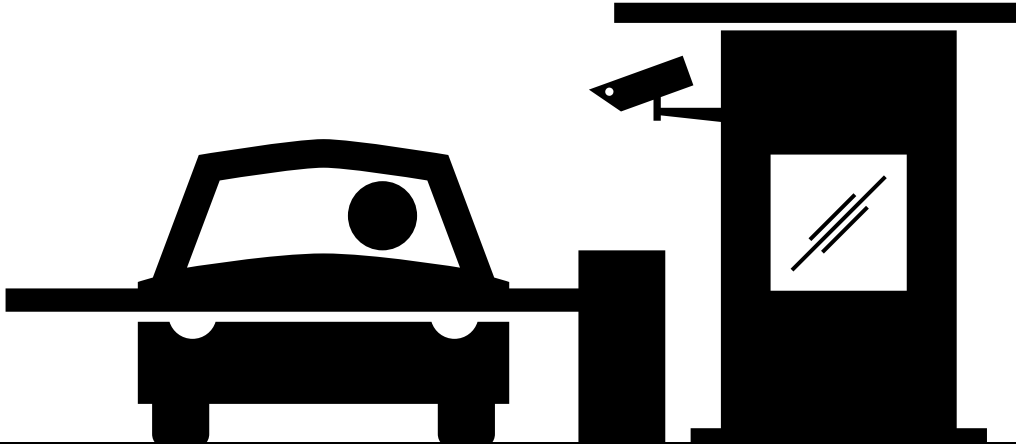
Business Info

# SITE ENTRY PROCESS

## 1 Arriving at the Installation Gate

Please show your CAC, scan side up, to the gate guard to help ensure contactless entry. The guard will scan your CAC to verify identity.

- Don't hold your CAC in front of your face, hold it steady, and wait until the guard clears you.
- Be courteous and patient.
- Allow for sufficient time for various protocols that may slightly delay your arrival.



# SITE ENTRY PROCESS

## 2 People Flow

### Arriving at the worksite:

Once you have parked your vehicle, it is highly encouraged to secure your face covering while you walk into the building.

Maintain six feet of distance from those walking around you.

Be sure to don your face covering before entering the building.

From 0700–0900, wherever feasible, a main entrance door to each building will be propped open to ensure contactless entry.

A COVID-19 self-declaration questionnaire will be posted at all building entrances:

- Have you traveled to a known hot spot?
- Have you had contact with a diagnosed COVID-19 patient in the last 14 days?
- Do you currently have fever, chills, cough, difficulty breathing, headache, sore throat, muscle/joint aches, diarrhea, abdominal cramps or nausea, loss of taste or smell?

If an employee or visitor answers “yes” to any of the above questions, do not enter the workplace. Return to your vehicle, and call your primary care physician.

U.S. ARMY ABERDEEN PROVING GROUND

**STOP**

1  
Have you traveled to a known hot spot?

2  
Have you had contact with a COVID-19 diagnosed patient in the last 14 days?

3  
Do you currently have any of the following symptoms:  
fever, chills, cough, difficulty breathing, headache, sore throat, muscle/joint aches, diarrhea, abdominal cramps or nausea, or loss of taste/smell?

**IF YOU ANSWERED “YES”**  
to any of these questions:

**DO NOT**  
enter the facility

**IMMEDIATELY CALL**  
your health care provider

**MAINTAIN 6 FT DISTANCE**  
from all people while medical response is coordinated



# SITE ENTRY PROCESS

## 2 People Flow

### **Maintaining proper safety protocol throughout the day:**

Face coverings will be required in all hallways, common areas, and meeting areas. Once you have arrived at your office/cubicle, you may remove your face covering to begin the business day as long as you can maintain at least six feet of distance from others. Should someone enter your office/ cubicle area, both you and your visitor should put on your face coverings.

### **Getting up from your workstation throughout the day:**

If you are leaving your workstation for any reason, face coverings are required as you move around buildings, hallways, and common areas.

### **Lunch/coffee breaks:**

Common eating areas will be closed until the installation reaches Health Protection Condition (HPCON) ALPHA, other than refrigeration and microwave usage. When using these items, it is recommended that you clean before and after each use. Please wash your hands after touching any common areas.

If purchasing from APG eateries, patrons should use mobile ordering. When picking up food orders, patrons must allow enough time for their orders to be received and readied. Upon pickup, patrons must stand six feet apart and wear face coverings.

### **Restrooms:**

After restroom use, wash your hands in accordance with signage and guidance. Use a tissue or paper towel to exit the restroom.

### **Elevator use:**

No more than four people may use the elevator together in order to maintain physical distancing.

# SITE ENTRY PROCESS

## 2 People Flow (continued)

### Meeting spaces:

Utilize virtual meetings whenever possible, using media authorized by your organization's Chief Information Officer. If not possible, maintain six feet of physical distancing, use face coverings, and restrict gathering numbers in accordance with HPCON level regulations as listed below.

- HPCON Levels (Social Distance Gathering Regulations):
  - HPCON CHARLIE: No more than 10 people per gathering
  - HPCON BRAVO: No more than 50 people per gathering
  - HPCON ALPHA: Normal setting, gatherings not restricted
- For meetings, be sure to stagger seating to help enforce physical distance guidelines.
- Ensure you wipe down tables, arm rests, VTC equipment, light switches, and door handles after each meeting with cleaning materials.
- Wash your hands before and after meetings and breaks.

# SITE ENTRY PROCESS

## 2 Business Info

### Stopping at PX/gas station

- All patrons must wash hands prior to entering the facility.
- All patrons must utilize face coverings upon entering the facility.
- Fuel pumps are open 24-7.

**Hours:** Mon–Fri, 0700–1900; Sat–Sun, 0900–1700

### Stopping at the Commissary

- All patrons must be screened prior to entering the commissary parking lot.
- All patrons must utilize face coverings upon entering the facility.

**Hours:** Sun, 1000–1700; Mon, Closed; Tue, 0900–1900; Wed–Fri, 1000–1900; Sat, 0900–1800

### Barbershop

- All patrons must wash hands prior to entering the facility.
- All patrons must utilize face coverings upon entering the facility.

**Hours:** 1000–1500 daily

### Shopping at the Exchange

- All patrons must wash hands prior to entering the facility.
- All patrons must utilize face coverings upon entering the facility.

**Hours:** Mon–Fri, 1000–1800; Sat–Sun, 1000–1600

### Gym Usage

- All authorized patrons must wash hands prior to entering the facility.
- All authorized patrons must utilize face coverings upon entering the facility.

**Hours (APG Athletic Center and Hoyle Gym):** Mon–Fri, 0530–0900 & 1330–1630, for service members only. All personnel must be in duty uniform (OCP or APFU) in order to access the facility. Authorized use of the gym will be granted in phases.

### Dry Cleaning

**Hours:** Closed

**For additional information, visit the APG MWR website:**

<https://aberdeen.armymwr.com/>



# SANITIZATION

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We recognize the importance of frequent cleaning in high-touchpoint areas, including common spaces, workstations, and equipment, as well as requiring frequent handwashing to help prevent the spread of COVID-19. The sanitization process focuses on:

1

Handwashing

2

Work Space Cleaning

3

Supply Management

# SANITIZATION

## 1 Handwashing

While COVID-19 is primarily transmitted through respiratory droplets produced when an infected person coughs, sneezes, or talks, touching surfaces contaminated with the virus and then touching your eyes, nose, mouth, or face is a possible secondary means of disease transmission.

The risk of contracting COVID-19 from handling parts or packing materials is low, and gloves provide no additional protection because COVID-19 cannot be absorbed through intact skin. The best protection against possible surface contamination is to follow standard infection control measures.

- Wash your hands frequently with soap and water throughout the day for at least 20 seconds. For example, singing the “ABC” song meets that requirement.
- Use alcohol-based hand sanitizer when soap and water are not available.
- Always wash or sanitize your hands before and after eating, drinking, or smoking.
- Avoid touching your face, eyes, nose, or mouth.

**U.S. ARMY ABERDEEN PROVING GROUND**

**12 STEPS OF WASHING YOUR HANDS**  
Protect yourself and others against COVID-19 and other infections



Wet hands with warm water.



Apply soap.



Rub your palms together.



Lather the back of your hands.



Scrub between your fingers.



Rub the back of your fingers on the opposing palms.



Clean thumbs.



Wash fingernails and fingertips.



Rinse hands with warm water.



Dry with a single-use towel.



Use the towel to turn off the faucet.



Your hands are clean.

The 12 steps of washing your hands should take at least 20 seconds.  
If soap and water are not available, use an alcohol-based hand sanitizer. Check the label to be sure the product contains at least 60% alcohol.

# SANITIZATION

## 2 Workspace Cleaning

- Wear appropriate protective equipment for cleaning as indicated on product labels.
- Clean surfaces using soap and water, then use disinfectant.
- Cleaning with soap and water reduces germs, dirt, and impurities on the surface. Disinfecting kills germs on surfaces.
- Practice routine cleaning of frequently touched surfaces. High-touch surfaces include:

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

**U.S. ARMY ABERDEEN PROVING GROUND**

**WORKSPACE CLEANING**

Protect yourself and others against COVID-19 and other infections

**Make it a habit to clean your work area at the beginning of every work day. Here are recommendations to help keep your workspace clean.**

<b>Phone</b>  <ol style="list-style-type: none"><li>1 Lightly spray phone with a solution that contains at least 70% alcohol.</li><li>2 Dry with a clean microfiber cloth.</li></ol>	<b>Laptop and Monitors</b>  <ol style="list-style-type: none"><li>1 Wipe laptop screen and monitors with screen cleaner.</li><li>2 Wipe dry with a microfiber cloth.</li></ol> <p><small>Note: For tough spots, use a microfiber cloth lightly dampened with distilled water. Do not use paper towels, which can scratch the surface of the screen.</small></p>
<b>Keyboard</b>  <ol style="list-style-type: none"><li>1 Shut down your computer and hold down your keyboard upside down to shake out loose debris.</li><li>2 Clean individual keys with cotton swabs dipped in rubbing alcohol.</li><li>3 Dry with a lint-free cloth.</li></ol>	<b>Desk and Chair</b>  <ol style="list-style-type: none"><li>1 Remove everything from the surface.</li><li>2 Wipe down with an antibacterial wipe or cloth and spray.</li><li>3 Dry with another cloth.</li></ol>
<b>Mouse</b>  <ol style="list-style-type: none"><li>1 Turn off and wipe with a damp cloth or antibacterial wipe, avoiding areas with openings such as the buttons.</li><li>2 Use a dry microfiber cloth to remove the moisture.</li></ol>	<b>Cabinet and Door Handles</b>  <ol style="list-style-type: none"><li>1 Wipe all handles and knobs down with an antibacterial wipe or cloth and spray (including file cabinets and doors).</li><li>2 Dry with another cloth.</li></ol>

**Other high-touch surface areas include:**  
Tables, door knobs, light switches, microwaves, countertops, handles, elevator buttons, cell phones, toilets, faucets, sinks, etc.

**MOST IMPORTANTLY:**  
Always wash your hands after cleaning.

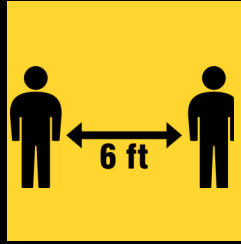
In need of cleaning supplies? Contact your facility's cleaning service.

# SANITIZATION

## 3 Supply Management

- Supply Management will be handled by each tenant organization.
- Please be mindful that high demand of supplies can cause delays.
- It's important to establish a distribution/request process with key contacts for limited supplies.





# PHYSICAL DISTANCING

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Physical distancing, also called social distancing, is the act of keeping space between yourself and other people outside of your home. This, in combination with minimizing touchpoints and increasing airflow, is crucial in stopping the spread of COVID-19.

1

**Focus Areas &  
Best Practices**

2

**Face Coverings**



# PHYSICAL DISTANCING

## 1 Focus Areas & Best Practices

To practice physical distancing:

- Stay at least six feet from others when possible.
  - For reference, six feet is a little shorter than the average modern door, which runs from 78 to 80 inches.
- Stay out of crowded places and avoid mass gatherings.
- Utilize virtual meetings whenever possible using media authorized by your organization's Chief Information Officer.
- Only four people are authorized in an elevator at a time.
- For meetings, be sure to stagger seating so no one is face to face, and wipe down all areas before and after use.
- Wash your hands before and after breaks.

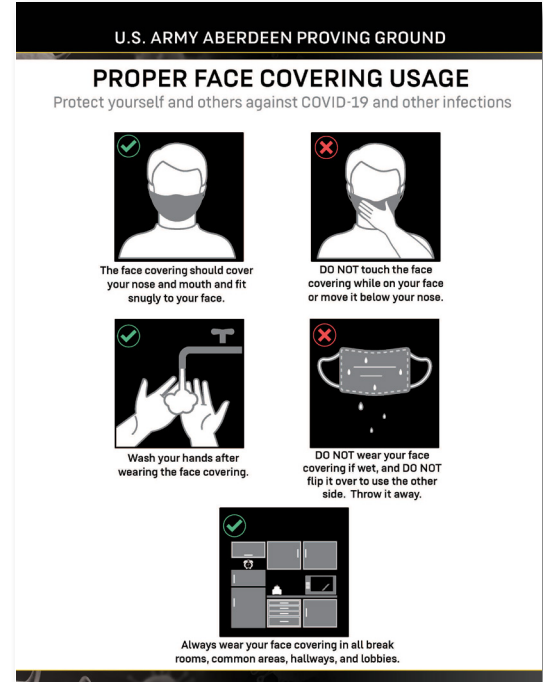
# PHYSICAL DISTANCING

## 2 Face Coverings

**"You wearing the face covering is protecting me; my wearing of a face covering is protecting you in case I sneeze or cough."**

When entering an APG facility, it is highly encouraged to wear a face covering at all times, except when eating or drinking.

- Once you have arrived at your office/cubicle, you may remove your face covering to begin the business day as long as you can maintain at least six feet of distance from others.
- If you are leaving your workstation for any reason, face coverings are required as you move around buildings, hallways, and common areas.
- We need everyone to wear a face covering, so we can protect each other.





# ACCOUNTABILITY

We can never assume that things you have implemented will work without validation and repetitive reinforcement. The emphasis should be on changing habits, reinforcing, coaching new expectations, and developing new social norms.

1

Final Takeaway

# ACCOUNTABILITY

## 1 Final Takeaway

### **Everybody is their own safety officer**

As the Army's home of innovation, APG plays a critical role in empowering our Soldiers to achieve their mission and is central to the national security of the United States. We must protect it and the continuity of the important work that takes place here every day. In addition to following the guidance outlined in this document, that will also require each of us holding one another accountable to do the same.

- If you see someone not following the rules, such as not wearing a face covering away from their workstation or not practicing proper physical distancing, it is your responsibility to respectfully ask him or her to follow the rules.
- If you have any questions regarding safety, please contact the Installation Safety Office at 410-306-1100.
- To report any concerns, please submit a comment with the [Interactive Customer Evaluation \(ICE\)](#) system.

By working together, we can and will defeat the virus and ensure the safety of everyone who lives or works on Aberdeen Proving Ground. Thank you for doing your part. Army Strong!