

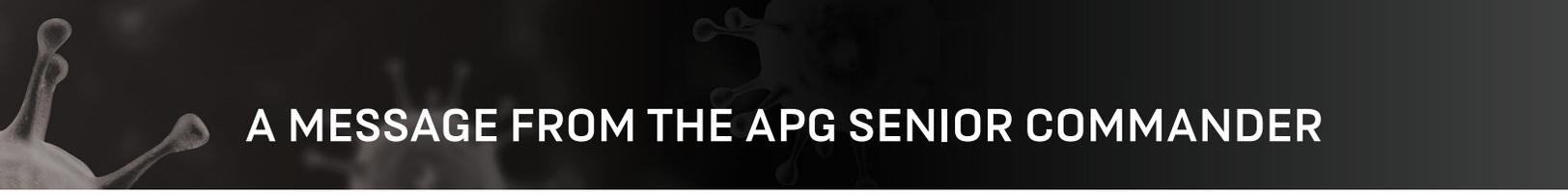


# U.S. ARMY ABERDEEN PROVING GROUND



# 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

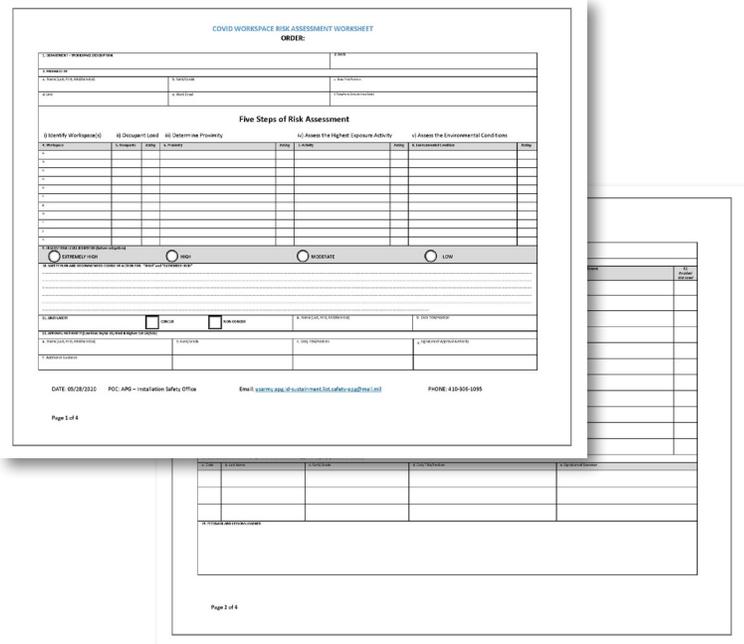
## 2 Site Readiness Risk Assessment

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 two pages of a 'COVID WORKSPACE RISK ASSESSMENT WORKSHEET'. The top page, labeled 'Page 1 of 4', contains a header with the title and 'ORDER:' followed by a table for 'FACILITY INFORMATION'. Below this is the 'Five Steps of Risk Assessment' section, which includes five numbered steps: 1. Identify Workplaces, 2. Develop a List, 3. Determine Priority, 4. Assess the Highest Exposure Activity, and 5. Assess the Environmental Conditions. Each step is followed by a table with columns for 'ID', 'Location', 'Area', 'Activity', 'Risk', 'Control', and 'Notes'. At the bottom of the page, there are radio buttons for 'EXTREMELY HIGH', 'HIGH', 'MODERATE', and 'LOW' risk levels, and a section for 'REMARKS'. The bottom page, labeled 'Page 2 of 4', shows a continuation of the tables and a 'FACILITY INFORMATION' section.



# COMMUNICATION & AWARENESS

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.

The graphic features the U.S. Army logo on the left. The main title reads "U.S. ARMY ABERDEEN PROVING GROUND COVID-19 HEALTH UPDATE". Below this, there are three boxes for "APG North", "APG South", and "Adelphi", each with "CHARLIE" written in large orange letters. To the left of these boxes is a section for "HPCON LEVELS" with a right-pointing arrow. To the right is a "WASH YOUR HANDS" graphic with a faucet and hands being washed. At the bottom, it says "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.

A screenshot of a Facebook post from Aberdeen Proving Ground, dated May 11 at 6:18 PM. The post is addressed to "Team APG" and contains the following text: "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 any, AAFES facilities, Post Office, and Kirk Army Center. Remember to use the handwashing stations outside of key center. Please remember to WASH YOUR HANDS. For more information, please visit <https://www.facebook.com/APGMd/>. You can also call the Army's 24-7 support line at 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.



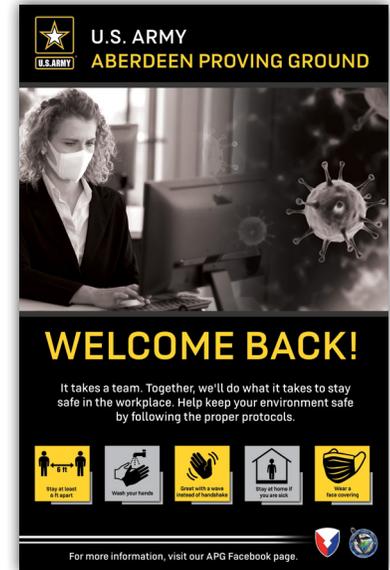
Marquee/TV/Electronic Display



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.

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

**3 STEPS OF APPLYING HAND SANITIZER**  
Protect yourself and others against COVID-19 and other infections

Note: Use an alcohol-based hand sanitizer. Check the label to be sure the product contains at least 60% alcohol.

- Apply the product on the palm of one hand.
- Rub hands together.
- Cover all surfaces until hands feel dry (20 sec).

Handout/ Sign: 8.5"x11"

**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 fingertips 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.

Handout/ Sign: 8.5"x11"

**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.

**Phone**

- Lightly spray phone with a disinfectant that contains at least 70% alcohol.
- Wipe with a clean microfiber cloth.

**Laptop and Monitors**

- Wipe laptop screen and monitors with screen cleaner.
- Wipe dry with a microfiber cloth.

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.

**Keyboard**

- Shut down your computer and hold down your keyboard upside down to shake out loose debris.
- Clean individual keys with cotton swabs dipped in rubbing alcohol.
- Wipe with a lint-free cloth.

**Desk and Chair**

- Remove everything from the surface.
- Wipe down with an antibacterial wipe or disinfectant.
- Wipe with another cloth.

**Cabinet and Door Handles**

- Wipe all handles and knobs down with an antibacterial wipe or cloth and spray (including the cabinets and doors).
- Wipe with another cloth.

**Mouse**

- Turn off and wipe with a damp cloth or antibacterial wipe, avoiding areas with openings such as the buttons.
- Use a lint-free microfiber cloth to remove the moisture.

Other high-touch surface areas include: Tables, door knobs, light switches, microscopes, counter tops, handles, elevator buttons, cell phones, tablets, laptops, desks, etc.

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

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

Handout/ Sign: 8.5"x11"

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

**PROPER FACE COVERING USAGE**  
Protect yourself and others against COVID-19 and other infections

The face covering should cover your nose and mouth and fit snugly to your face.

DO NOT touch the face covering while on your face or nose it below your nose.

Wash your hands after wearing the face covering.

DO NOT wear your face covering if wet, and DO NOT flip it over to use the other side. Throw it away.

Always wear your face covering in all break rooms, common areas, hallways, and lobbies.

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.

**U.S. ARMY ABERDEEN**

### CORONAVIRUS DISEASE 2019 (COVID-19) SYMPTOM CHECKER

People with COVID-19 have had a wide range of symptoms reported—ranging from mild symptoms to severe illness. Symptoms may appear 2–14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

Children have similar symptoms to adults and generally have mild illness. This list is not all inclusive. Other less common, reported symptoms include gastrointestinal symptoms like nausea, vomiting, or diarrhea.

#### WHEN TO SEEK EMERGENCY ATTENTION:

Seek emergency medical care IMMEDIATELY if someone is showing any of the following signs:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

Note: This list does not include all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

Call 911 or call ahead to your local emergency facility. Notify the operator that you are seeking care for someone who has or may have COVID-19.

**WELCOM**

It takes a team. Together, we safe in the workplace. He safe by following th

5"x8" Infocard (double-sided)

**U.S. ARMY ABERDEEN**

### U.S. ARMY ABERDEEN PROVING GROUND 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

#### Stopping 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, 1000-1500

#### 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 (APD Athletic Center and Hayes Gym): Mon-Fri, 0500-2000 & 1330-1630; for service members only. All personnel must be in duty uniform (DDP or APRD) in order to access the facility. Authorized use of the gym will be granted in phases.

#### 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

#### Dry Cleaning

CLOSED

For additional information, visit the APD MWR website: <https://aberdeen.armymwr.com/>

**WELCOM**

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5"x8" Infocard (double-sided)

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

### RETURNING TO THE WORKPLACE: CLEANING AND DISINFECTING

#### Cleaning

- Wear disposable gloves to clean and disinfect.
- Clean surfaces using soap and water, then use disinfectant.
- Cleaning with soap and water reduces number of germs, dirt, and impurities on the surface. Disinfecting kills germs on surfaces.
- Practice routine cleaning of frequently touched surfaces.
  - More frequent cleaning and disinfection may be required based on level of use.
  - Surfaces and objects in public places, such as shopping carts and point of sale devices, should be cleaned and disinfected before each use.
- High touch surfaces include:
  - Tables, desks/nets, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

#### Disinfecting

- Recommend use of EPA-registered household disinfectants. Follow the instructions on the label to ensure safe and effective use of the product. Many products recommend:
  - Keeping surfaces wet for a period of time
  - Taking 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 the label to see if your bleach is intended for disinfection, and ensure the product is not past the expiration date. Some bleaches, such as those designed for safe use on colored clothing or for whitening, may not be suitable for disinfection.
  - Follow manufacturer's instructions for application and proper ventilation. Never mix household bleach with ammonia or other potentially hazardous cleaners.

#### U.S. ARMY ABERDEEN PROVING GROUND

### CLEANING AND DISINFECTING YOUR FACILITY IF SOMEONE IS SICK

- Close off areas used by the person who is sick.
  - Organizations do not necessarily need to close operations, if they can close off affected areas.
- 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 person who is sick, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATMs.
- Vacuum the space if needed. Use vacuum equipped with high efficiency particulate air (HEPA) filter, if available.
- Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms.
- Consider temporarily turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.
- Once area has been appropriately disinfected, it can be opened for use.
  - Workers without close contact with the person who is sick can return to work immediately after disinfection.
- If it has been more than 7 days since the person who is sick went out of the facility, additional cleaning and disinfection is not necessary to continue routine cleaning and disinfection. This includes everyday practices that businesses and communities normally use to maintain a healthy environment.

When cleaning, wear disposable gloves for all tasks in the cleaning process, including handling trash.

After cleaning, wash your hands often with soap and water for 20 seconds.

If soap and water are not available, use an alcohol-based hand sanitizer that contains at least 60% alcohol.

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.

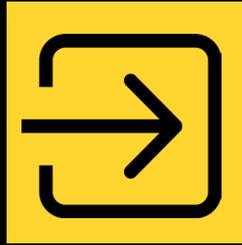
### If someone has symptoms at work:

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>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.</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.

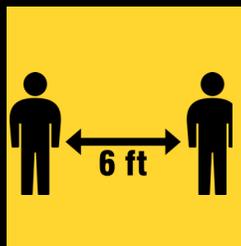
In need of cleaning supplies? Contact your facility's cleaning service.

# 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.

U.S. ARMY ABERDEEN PROVING GROUND

### PROPER FACE COVERING USAGE

Protect yourself and others against COVID-19 and other infections

The infographic consists of four panels. The first panel shows a person wearing a face covering correctly, with a green checkmark in the top left corner. The second panel shows a person touching their face covering, with a red X in the top left corner. The third panel shows hands being washed under a faucet, with a green checkmark in the top left corner. The fourth panel shows a person wearing a face covering that is being flipped over, with a red X in the top left corner.

The face covering should cover your nose and mouth and fit snugly to your face.

DO NOT touch the face covering while on your face or move it below your nose.

Wash your hands after wearing the face covering.

DO NOT wear your face covering if wet, and DO NOT flip it over to use the other side. Throw it away.

Always wear your face covering in all break rooms, common areas, hallways, and lobbies.



# ACCOUNTABILITY

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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!