



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT POLK
6661 WARRIOR TRAIL, BUILDING 350
FORT POLK, LOUISIANA 71459-5339

IMPO-PL

MAY 15 2020

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison (USAG) Fort Polk Temporary Policy Letter #01, Cleaning Procedures to Prevent the Spread of COVID- 19

1. **Applicability.** This policy applies to all personnel and garrison organizations and activities within USAG Fort Polk. It also applies to those agencies that provide face-to-face customer services through assistance, processing, training, or sales including but not limited to Soldiers, DA Civilians, contractors, vendors, and visiting outside service providers and agencies.
2. **References:**
 - a. **Army Regulation (AR) 385-10, Army Safety Program, 24 February 2017, Community Safety.**
 - b. **Occupational Safety and Health Administration (OSHA), General Duty Clause.**
 - c. **United States Centers for Disease Control (CDC) Infectious Disease Prevention.**
 - d. **Department of Defense Guidance on the Use of Cloth Face Coverings.**
3. **As experts continue to learn daily about this virus we are told in high confidence that the contagious period of COVID 19 often begins approximately 24 hours prior to symptoms at a very low transmissible level. Though our process in testing and contact history trace is rapid, rarely do we know that someone is a carrier prior to symptoms. We estimate that it will be around 4 days before we know a COVID-19 positive patient has entered one of our facilities. To combat this window of risk and prevent the spread of COVID-19 through customer and surface contact transmission (in the 24 hours prior to symptoms) at service and sales points throughout Joint Readiness Training Center and Fort Polk, the following measures shall be implemented immediately.**
4. **All personnel will conduct daily cleaning/disinfection of their respective workspace with disinfectant wipes or diluted bleach with hot water. A bleach solution can be prepared by mixing 5 tablespoons (1/3 cup) bleach per gallon of water or 4 teaspoons bleach per quart of water. Care will be taken not to mix bleach with other cleaning products. Areas to be cleaned include:**

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- a. Desk
- b. Keyboard/mouse
- c. Telephone(s)
- d. Tables/Chairs
- e. Walls up to Head Level
- f. Floors swept and mopped (Bleach and Hot Water)
- g. Kitchen (if applicable)

5. In the absence of contracted cleaning crews, personnel will undertake disinfection of common areas to include break areas, bathroom floors, sinks, showers, toilets, doorknobs, handles, light switches, and other high-touch surfaces such as elevators. These will be cleaned with soap and water, disinfectant wipes, or a diluted bleach solution with hot water.

6. In addition to routine disinfecting protective measures throughout the day, all public customer service and point-of-sale areas will implement a thorough disinfecting wipe-down upon closure. Associates, customer service representatives, Soldiers, and employees will focus end of day disinfectant-wipe downs on all touch points including but not limited to:

- a. Cash registers, counter surfaces, and all sides.
- b. Merchandise areas such as baskets, carts, belts, and other areas where customers regularly place personal items or products.
- c. All doors, handles, phones, keyboards, dispensers, faucets, light switches, buttons, toilet handles, and seats etc., including customer and employee use areas.
- d. Floors will be mopped using a bleach water solution as specified in Paragraph 4 above.
- e. Food service locations will NOT change the products or ratios of disinfectants used and approved by preventive medicine or veterinary services for food operations, but will increase frequency and expand the areas covered.

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7. All merchandise and customer interaction points which encourage touch will be temporarily restricted including:

a. Customer use of keyboards and electronic touch screens. Exception: Keypads used in payment processing will be disinfected after each customer use.

b. Electronic testing of merchandise such as home entertainment systems, headphones, gaming systems, and other customer interaction electronics shall include signage discouraging customer touch.

8. All Fort Polk facilities will wear cloth face coverings when they cannot maintain six feet of social distance in public areas or work centers.

9. All Directors will monitor their workforce for indicative symptoms. Do not allow symptomatic people to physically return to work until cleared by a medical provider.

10. Minimize contact among workers, clients and customers by replacing face-to-face meetings with virtual communications when applicable.

11. Our success in minimizing transmission of the COVID-19 virus is dependent upon the active preventive participation of every member of our community. Leaders, managers, and supervisors will review their facilities and operations and add to, but not take from, these requirements.

12. The point of contact for this action is LTC Brian Adams, Deputy Commander for Clinical Services, Department of Preventive Medicine, COMM (337) 531-3106, DSN 863-3106, Email: brian.l.adams.mil@mail.mil.



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