ATTACHMENT 1
Suggested COSP Amendments

COVID-19
Coronavirus disease 2019 (COVID-19) is a respiratory disease caused by the SARS-CoV-2 virus. COVID-19 spreads mainly from person to person who are in close contact with one another (suggested safe distance is six feet). A person can get COVID-19 by touching a surface or object with SARS-CoV-2 on it and then touching their own mouth, nose, or possibly their eyes. To reduce the impact of COVID-19 outbreak conditions on workers and the public, follow these suggested basic prevention measures:

Proper Etiquette and Good Hygiene

- Stay home from work if you are sick with respiratory symptoms like a fever and cough.
- Frequently and thoroughly wash your hands with soap and running water for at least 20 seconds (particularly after handling mail and packages). If soap and running water are not immediately available, use alcohol-based hand rubs containing at least 60% alcohol.
- Avoid touching your eyes, nose or mouth with unwashed hands.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Avoid sharing food and drinks.
- Utilize water bottles instead of a shared water cooler to avoid several workers from touching the spigot.
- Discourage workers from using other workers’ phones, computers, keyboards, devices, desks, offices, supplies or other work tools, PPE and equipment, when possible.
- Maintain regular housekeeping practices, including routine (before and after) cleaning and disinfecting of frequently touched objects, surfaces, equipment, and other elements of the work environment (for example, the doorknob to the bathroom).
- Properly clean your vehicles (for example, the steering wheel).

Flexible Worksites / Social Distancing / Minimize Personal Interactions

- Utilize flexible worksites (telecommuting or teleworking, state vehicle) and flexible work hours (staggered shifts), to increase the physical distance and to minimize face to face contact among employees and to maintain the six-foot clear space for employees sharing office spaces.
- Avoid close contact (within six feet) with contractor personnel when conducting field inspection activities.
- Consider utilizing large meeting rooms when available, meet outdoors or conduct multiple meetings with smaller groups to ensure that an adequate six-foot clear distance can be maintained for all meeting attendees. When feasible, explore utilizing web tools for conducting tele-meetings instead of face-to-face interactions such as:
  - Conference calls
  - Video conferences
  - Zoom
  - Skype
  - WebEx
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- Consider temporary transfer of office employees to other field offices if there is space, when practical, to maintain the appropriate social distance apart.
- Limit public’s access to the worksite, or restrict access to only certain workplace areas, where appropriate.