1. PURPOSE
The purpose of this Standard Operating Procedure (SOP) is to establish a standard procedure for animal facility inspections during the COVID-19 pandemic. The procedures outlined in this SOP are applicable to all AC field employees who regulate animal facilities, carriers and exhibitors. This SOP is meant for temporary use while the COVID-19 situation is still critical and will be evaluated periodically as needed; it is subject to change as conditions change. Notifications will be provided as changes occur.

2. SUMMARY AND METHODS
Inspections and visits of licensed and registered animal facilities, carriers and exhibitors will be performed utilizing biosafety and biosecurity procedures that are intended to prevent the spread of disease and cross-contamination. Employees will be trained to maintain, don and doff PPE in accordance with standard industry and medical practices. Employees will also be trained on how to minimize exposure to infectious agents and how to prevent potential cross-contamination.

3. TERMS AND DEFINITIONS
1. Biosafety – protective policies and procedures to ensure a safe working environment for humans working with infectious agents
2. Biosecurity – precautions to minimize the risk of introduction of an infectious disease into a population
3. CDC – Centers for Disease Control & Prevention (Department of Health & Human Services)
4. Contaminated – presence of an infectious or other hazardous agent on a body surface, clothes, equipment and inanimate objects
5. Disinfection – the process of cleaning to destroy microorganisms
6. Disinfecting wipe – a material containing a chemical used to destroy microorganisms
7. Doff – to take off
8. Don – to put on
9. Hand sanitizer – a liquid, gel or foam used to decrease infectious agents on hands
10. L/R – licensee or registrant
11. N95 – a NIOSH classification for filtering masks or facepieces that reduce 95% of airborne particulates of 0.3-micron size
12. NIOSH – National Institute for Occupational Safety & Health (division of CDC)
13. ODS – Official Duty Station
14. Outerwear – clothing worn on top of regular clothes or uniform
15. PPE – Personal Protective Equipment

4. SCOPE
This SOP is intended for inspections and visits conducted at all types of facilities regulated and inspected under the Animal Welfare Act. Similar to the MRP Reopening Playbook, it will be implemented in serial fashion, and in Tiers 1 & 2, inspections will only be conducted with the supervisor’s approval, taking into consideration the conditions in a facility’s locality and factors affecting the inspector’s risks of exposure while prioritizing highest-risk animal welfare concerns. Additional guidance and criteria to help in this decision-making process can be found in Attachment 1 Tiered Reopening Criteria. However, if a particular facility presents unique risks of exposure, it is up to the inspector and their supervisor to weigh the benefits and risks of conducting an inspection at that facility. If potential risks are not able to be
mitigated during an inspection, the decision may be made to delay the inspection. This decision may be made before planning to attempt an inspection, or at any point on the way to or during an inspection. An inspector may choose to end an inspection and leave the facility if they feel their exposure risk is too great despite following the precautions outlined in this SOP. Balancing with the anticipated risks of a particular facility, inspections should be prioritized using the following ranking order:

**Tier 1:**
- High Inspection Frequency (HIF) facilities with inspection frequency of 45 days or less
- New applicants granted a 60-day licensing variance

**Tier 2:**
- Remaining HIF facilities with inspection frequency 45 days-4 months
- New applicants who did not apply for the 60-day licensing variance
- Complaint inspections
- Research facilities not yet inspected this fiscal year
- Facilities >3 months past next inspection due date on RBIS

**Tier 3:**
- All routine inspections according to RBIS
- Searches for unlicensed activity

5. **SAFETY AND HEALTH WARNINGS**
   Equipment and items used for and during an inspection must be classified as either clean or contaminated. Clean items must be maintained in a sealable bag or container prior to use. Contaminated items must be placed into a separate sealable bag or container labeled or indicated as “contaminated.” If the inspector is unsure if an item has been used or is clean, it must be considered contaminated and contained accordingly. Failure to do so could lead to exposure of self or others to potentially infectious agents or contaminated items and cross-contamination of animal facilities. Inspectors must maintain and wear PPE in accordance with the manufacturer’s recommendations and all governmental guidance from CDC, APHIS, and Animal Care.

6. **CAUTIONS**
   1. Failure to follow proper procedures could lead to exposure of self or others to COVID-19, in addition to other potential zoonotic agents, and to cross-contamination of animal facilities.
   2. Conditions encountered in the field can be variable. Information presented in this SOP is meant to provide basic guidelines on procedures to be employed under normal operating conditions. Additional steps or equipment may need to be employed to safe-guard inspectors, licensees, registrants and animals when extreme environmental conditions exist.
   3. Several species/families of animals have tested positive and/or shown symptoms after exposure to COVID-19, including non-human primates (NHPs), felids, domestic dogs, and mustelids. Updated information regarding animals and COVID-19 can be found here. Be aware of this and abide by any additional measures being implemented at a particular facility regarding inspection of these animals, especially if there are or have been animals exhibiting symptoms of COVID-19 infection. Inspect these animals last to avoid cross-contamination to other animals at the facility.

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1 Tier criteria subject to change. Additional information can be found in Attachment 1: Tiered Reopening Criteria. Initiating Tier 2 inspections will occur after Animal Welfare Operations evaluates the completion of Tier 1 inspections.
4. Wearing additional PPE for long periods of time, especially during longer inspections or outdoors in hot weather, can cause more rapid overheating and dehydration than normal. Be sure to stop as often as necessary to take breaks, and drink plenty of fluids before, during, and after an inspection. For a large facility, talk with your supervisor about the possibility of splitting into multiple smaller focused inspections.

7. PERSONNEL QUALIFICATIONS

This SOP is written specifically for USDA APHIS Animal Care field employees. All personnel who perform activities covered by this SOP should have completed Basic Inspector Training. In addition, when use of a NIOSH N95 respirator is required, employees are required to be medically cleared, FIT tested for the specific respirator(s) to be worn, and re-certified on a regular basis. Please refer to Attachment 2 N95 Respirator Fit Testing and Use for further information, and AgLearn for training on N95 respirator fit testing and use.

8. EQUIPMENT AND SUPPLIES

Please see Attachment 3 Checklist of Biosafety and Biosecurity Supplies for Animal Facility Inspections. This attachment lists equipment, disinfectants and other related supplies needed to minimize risk of infection transmission not only during an animal facility inspection, but also while traveling to or from a facility.

9. BEFORE LEAVING ODS AND EN ROUTE TO INSPECTIONS

Before an AC field employee may enter a facility to conduct an inspection, the employee must ask him/herself the following set of 3 questions every day before travelling to the facility:

**Screening Question #1:** In the last 14 days, have you had contact with anyone who has been diagnosed with COVID-19, or who may have symptoms associated with the disease (e.g., shortness of breath, difficulty breathing, cough, fever, chills, muscle pain, sore throat, or loss of taste or smell)?

**Screening Question #2:** Do you currently have, or have you had within the last 24 hours, any cold or flu symptoms with a fever greater than 100.4 degrees Fahrenheit, acute respiratory distress, or other symptoms associated with COVID-19 (e.g., shortness of breath, difficulty breathing, cough, fever, chills, muscle pain, sore throat, or loss of taste or smell)?

**Screening Question #3:**

Part 1: Have you ever been diagnosed with COVID-19 (either tested positive or declared presumptive positive)? If “No,” then skip Part 2 of this screening question; if “Yes,” then answer Part 2 of this screening question.

Part 2: Does your healthcare provider continue to advise that you stay away from others?

If the employee answers “No” to all three questions, the employee can plan to conduct inspections that day. If the employee answers “Yes” to any of the three questions, the employee may not conduct an inspection or leave their ODS for official duties.
1. Become familiar with information on COVID-19 and general inspection protocols covering the type of animal facility being inspected. Please refer to Attachment 4 How to Protect Yourself and Others (CDC.gov/coronavirus).

2. Gather all necessary supplies before leaving the ODS. See Attachment 3 Checklist of Biosafety and Biosecurity Supplies for Animal Facility Inspections.

3. Maintain good hand hygiene and personal hygiene practices.

4. Inspect only one facility per day. Use clean mask and uniform for each inspection.

5. Follow recommended 6 feet or more distance from all people whenever possible while in transit to, from, and during inspection. If 6 feet distance is impossible, minimize the amount of time necessary to be within 6 feet of another person, and wear a mask at all such times.

6. Designate separate areas of your GOV, one for clean items and donning PPE, one for contaminated items and doffing of PPE and outerwear. Keep trash bags and bags containing contaminated outerwear physically segregated from clean supplies in your GOV.

7. While getting gas for your GOV, wear disposable gloves when touching pump surfaces and pump handle. Wipe door handle and WEX/Fleet or other credit card with disinfectant wipe and disinfect gloves with hand sanitizer when finished. Remove gloves and sanitize hands with hand sanitizer. If gloves are not available, please refer to Attachment 5 Pump Disinfecting Procedures During GOV Refueling.

8. If you must stop and use a restroom, maintain good hand hygiene practices and bring in a roll of toilet paper as needed. Use a sanitizable bag to carry in the roll and other necessary items. For additional protection you can use gloves or a paper towel to touch fixtures such as faucets, stall and flush handles. Wash hands with soap for 20 seconds, use a paper towel to shut faucet off and to open door. Discard paper towel on way out. Sanitize hands and bag exterior when arriving back to GOV.

9. It is recommended that you bring your own food and water when going out on inspection. This reduces the risk of exposure that may occur when stopping at a restaurant. Utilizing drive-thru restaurants and a credit card instead of cash may also help to reduce exposure risk.

10. Upon arrival at an inspection destination, make contact with the facility by phone or honking your horn to announce yourself and to arrange for a meeting place and other inspection procedure options (outlined below). Ask the facility representative the 3 screening questions above; if they answer yes to any of these, do not conduct an inspection (see guidance below in section 12). If not, arrange for a meeting place and other inspection procedure options (outlined below). If the facility is a large institution or has public access areas, ask when it is appropriate to don your remaining PPE (e.g., immediately before or after entering a certain building).

11. Follow guidance in Attachment 6 Recommended Donning and Doffing Procedures for Animal Facility Inspections. Don PPE in the following order:
   a. Sanitize hands
   b. Don mask or N95 respirator (use N95 if facility rep cannot/will not wear a mask)
   c. Don face shield (optional, unless facility rep cannot/will not wear mask, then required)

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2 Wear a paper or cloth mask at all times when in public areas and within 6 feet of any other person. Don additional PPE when appropriate according to the facility’s current protocols for COVID-19 as well as standard animal facility protocols (this includes wearing facility-provided PPE as opposed to your own when asked).
d. Don shoe/boot covers

e. Re-sanitize hands

f. Don gloves (two pairs if anticipating animal contact, such as at a dog kennel)
   o If the facility representative does not have a mask, remove a paper one from your clean mask
     container and hand it to them to don. Instruct them to keep it or dispose of it at the conclusion
     of the inspection (do not take it back from them).

   g. Carry additional disposable gloves with you in a sealed, accessible container. When changing
     gloves after animal contact, remove only the outer pair and leave the inner pair on throughout the
     whole inspection. Turn used gloves inside out and dispose in designated trash bag.

12. Use a sanitizable clipboard with paper for notes – avoid bringing a notebook into a facility unless the
    notebook is able to be sanitized (e.g., Rite in the Rain™ or other waterproof products).

10. OPTIONS FOR RECORDS REVIEW & COMPLETING THE INSPECTION REPORT DURING OR
    FOLLOWING THE INSPECTION

1. Before leaving your GOV to start the inspection, consider the following options for how and where you
    will complete records review during your inspection:

   a. Ask if the facility can provide you with online access to their records via a secured platform (e.g.,
      Drop Box). Your records review can then be conducted from your home office, a safe indoor or
      outdoor space, or your GOV.

   b. Ask if the facility can copy electronic records onto a thumb drive (provided by you), so you can
      review the records on your laptop (again, you may choose to do this from your home office, a safe
      outdoor space, or your GOV). Return the thumb drive to the facility at the completion of your
      review. Be sure to follow the procedures in Attachment 7 Scanning an Item with Windows
      Defender.

   c. If the facility can provide you with a clean and safe space (i.e., recently sanitized, able to maintain
      6ft distance from others) in which you can work to review hard-copy records and complete the
      inspection report, bring in and store all equipment you will need (laptop, printer, paper, flash
      drive(s), etc.) if safe to do so (preferably an empty office or other space that is locked and/or
      inaccessible by other facility personnel). While reviewing hard-copy records, wear clean gloves
      and avoid touching your face. After your review, return the records and follow proper doffing and
      disinfecting procedures.

   d. If the facility is unable to provide you with such a space, identify an outdoor area or plan to return
      to your GOV so you can review hard-copy records and/or complete the inspection report. Place all
      necessary equipment within easy reach for when you return to your GOV (laptop, flash drive(s),
      printer, paper, pen, and sanitizable container to store papers handled by L/R).

2. Discuss with your supervisor the following options for completion and delivery of the inspection report
   (listed in order of preference; please note, an exit briefing is still required either in person or over the
   phone at the completion of all inspections regardless of report delivery method):

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3 Follow guidance for focused inspections at research facilities, or discuss with supervisor to determine a facility’s eligibility
   for a focused inspection to avoid records reviews if anticipated exposure risk is high.
11. OPTIONS FOR INSPECTING ANIMALS/ITEMS HOUSED INSIDE PERSONAL RESIDENCE

1. Some facilities may have a small number of animals temporarily or permanently housed inside a personal residence for a variety of reasons, most commonly nursing or orphaned neonates or animals in need of additional attention and monitoring. In order to minimize exposure risks, use one of the following options:
   a. Ask if the facility representative can safely carry/bring the animal(s) out to you for a visual inspection – e.g., a bitch with a litter of puppies in an open-topped transporter crate. **DO NOT** use this option with any dangerous animal unless they are safely contained within an enclosure (e.g., neonatal tiger in a crate).
   b. If the facility representative has a phone or other device capable of live video feed, ask them to enter the residence and show you the animal(s) and their conditions while you stay outside the residence. Be sure to have them show you the entire room/area the animal has access to, areas outside but within easy reach of the enclosure, any food, water, and medical supplies for that animal, and ask about temperature and humidity conditions.
   c. If the animal is unable to be moved and no video feed is available, ask to enter the residence to visually inspect. If possible, conduct this part of your inspection first. If not, don clean boot covers and gloves before entering. Ask the facility representative to have any people not part of the inspection process vacate the animal area and/or the path to reach it. Maintain 6ft distance at all times and avoid touching anything while inside the residence.

2. For other items that may be stored inside a residence, e.g., refrigerated medications/vaccines, choose from the above. If a and b are not viable, and the risk of entering the residence outweighs the benefit of inspecting these items (i.e., you have no suspicions of outdated or inappropriate medication usage), you may choose not to inspect them (focused inspection; see below). Be sure to ask lots of questions to be sure the facility representative understands the regulations regarding storage and use of these items.
12. CHOOSING NOT TO CONDUCT OR TO ABORT AN INSPECTION

1. If the inspector feels ill at any point (see screening questions above), do not conduct an inspection or abort the inspection you have started. Document your time on your weekly activity sheet. Notify your supervisor and discuss whether or not to issue a focused inspection report if a partial inspection was completed.

2. If the facility representative answers “Yes” to any of the 3 screening questions above, do not conduct an inspection. Document in ACIS under the Activity Tab, “COVID – UNABLE TO INSPECT.” Follow-up with the facility by phone in 14 days. When the facility can provide a representative who can answer “No” to all 3 screening questions, wait an additional 14 days before attempting another inspection. Proceed with the screening questions as before.

3. If the facility representative declines a mask, explain that AC is requesting this to ensure inspectors’ safety, just as you wear your mask to protect them. Ask if there is someone else available who will wear a mask. If they still decline, you may choose to wear an N95 AND face shield to complete the inspection. If you’re not comfortable with this option, or do not have the medical clearance, fit test, or supplies to do so, do not conduct the inspection and document in ACIS as above.

4. If the inspection is aborted part of the way through because of COVID-19 exposure concerns at the facility, complete a “Focused Inspection” report for the areas that were inspected. These situations may include but are not limited to:
   - Inspector begins experiencing symptoms
   - Inspector feels exposure is high because of facility conditions/people present
   - Inspector cannot or chooses not to enter areas where animals, records, or equipment are housed

5. Document the areas included in a focused inspection:
   - Research facility: on the Research Facility Protocol Selection Worksheet
   - Non-research facility: email your supervisor, “Due to COVID-19 concerns, a focused inspection was conducted on the following areas: (list areas inspected).”

13. CONDUCTING ANY TYPE OF FACILITY INSPECTION

1. Follow all facility and Department SOPs.

2. Use required PPE + support equipment +/- bite/scratch kit:
   - hand sanitizer
   - clean uniform/outerwear, mask or N95, +/-face shield, +/- paper mask for facility rep
   - disposable shoe/boot covers
   - disposable gloves (double glove to enable removal of outer dirty pair of gloves between animal contacts – do not remove inner gloves until inspection is finished)
   - disinfecting wipes/paper towels/trash bags
   - hearing protection as needed

3. Follow appropriate PPE donning/doffing/disposal.

4. If you need a licensee to hold an animal for exam, pull only those animals showing clinical signs (limping, drooling, eye discharge, etc.). Limit time spent within 6 feet of any person to ≤15 minutes.
14. SPECIAL NOTES FOR SPECIFIC TYPES OF FACILITIES

**Research** – NHPs (among other species) are susceptible to COVID-19 transmitted from humans, in addition to being able to transmit Herpes B to humans (resulting in a highly fatal infection). For all species, you must follow each facility’s infection control guidance, PPE, and instructions on what to wear, where and when.

**Exhibitors** – Indoor NHP & elephant facilities require N-95 respirators. Also be aware of facilities with large numbers of guests present; see below.

**Drive-through Animal Park** – When possible and safe, drive in your own GOV/rental car obtained for inspection purposes. If you must ride in a facility-owned vehicle, try to minimize personnel riding (i.e., only you and driver), sit in the farthest seat from the driver, and all parties inside the vehicle must wear a mask at all times. If the facility refuses or you are otherwise uncomfortable with the available options, talk to your supervisor and document according to section 12.

**Heavily Trafficked Areas** – Areas with increased people and movement (airports, auction houses, animal acts, public exhibitors, etc.) present challenges with maintaining 6ft physical distancing. Be aware of those around you NOT wearing masks and try to maintain appropriate distance whenever possible. If you are ever in a situation where you do not feel safe, end the inspection, return to your GOV, and call your supervisor.

15. POST-INSPECTION EQUIPMENT SANITIZATION/PPE DOFFING AT GOV

1. Return to vehicle and open the area designated as dirty (where the trash bag is located).
2. Disinfect equipment used (camera, pen, clipboard, etc.) with disinfecting wipes.
3. Remove PPE in the following order:
   a. Remove shoe covers, turning them inside out and place in trash bag.
   b. Remove gloves by turning them inside out.
   c. Sanitize hands. Sanitizer should be within easy reach in the GOV.
   d. Remove face shield/respirator/mask and place in trash bag for disposal or other designated bag for disinfection/laundering and re-use.
   e. Re-sanitize hands.
4. Use disinfecting wipe to disinfect door handle, steering wheel, and other surfaces you touched or potentially contaminated.

16. TRASH DISPOSAL, UNIFORM DOFFING AND LAUNDERING AT ODS

1. Upon return to ODS, place all trash into appropriate trash bin/receptacle.
2. Disinfect & prepare a disposable face shield for re-use: wipe all surfaces with a disinfecting wipe and replace in a designated “clean” container.
3. Wipe down all commonly touched interior and exterior surfaces of your GOV. Click for more information.
4. Doff and remove potentially contaminated uniform, cloth masks, and other washable workwear at entrance into ODS and place into a separate plastic bag for laundering. Do not co-mingle with regular household laundry.
5. Launder dirty uniform(s), masks and other reusable workwear as often as necessary to prevent accumulation (daily if possible). Keep separated from regular household laundry.
ATTACHMENT 1: TIERED REOPENING CRITERIA

Inspections will be re-started slowly to allow for adjusting SOP guidance and ensuring the safety of all field staff. Three tiers will be utilized to achieve a complete re-start. The tiers are based on several factors, including the current status of facilities, concern for animals, impact on the business aspect for licensees, as well as safety factors for the employee (see checklist). *This means that not all field employees will move through tiers simultaneously.* This serial approach gives the Safety and Health Committee an opportunity to collect important feedback which allows them to make any necessary adjustments on the SOP prior to initiating inspections in Tier 2.

All factors which must be met in order to proceed with inspections in each tier are listed in this table:

<table>
<thead>
<tr>
<th>Employee Factors</th>
<th>Facility Factors⁴</th>
<th>Locality Factors</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TIER 1</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Apparently healthy and able to pass screening questions (section 9)</td>
<td>45-day inspection frequency</td>
<td>Area qualifies for reopening according to <a href="https://www.aphis.usda.gov">USDA Reopening Dashboard</a> and/or <a href="https://www.aphis.usda.gov">pandemic coordinator</a></td>
</tr>
<tr>
<td>No reasonable accommodation or other factors increasing risk⁵</td>
<td>Applicants granted or awaiting 60-day variance</td>
<td>Availability of adequate medical facilities and supplies</td>
</tr>
<tr>
<td>SACS has discussed with employee and all are comfortable proceeding with an inspection</td>
<td>Does not require overnight travel by the employee</td>
<td>Local law enforcement considerations (ordinances, etc.)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>TIER 2</strong></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><em>As above</em></td>
<td><em>As above, and in addition:</em></td>
<td><em>As above</em></td>
</tr>
<tr>
<td>HIF w &gt;45-day frequency</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Applicants who did not request 60-day variance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Research facilities not inspected this FY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Open complaints</td>
<td></td>
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<tr>
<td>&gt;3 months past RBIS next inspection due date</td>
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*During Tiers 1 and 2, inspections should only be conducted after receiving supervisory approval.*

<table>
<thead>
<tr>
<th><strong>TIER 3</strong></th>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>Supervisory approval not required to proceed with inspections</td>
<td>May remove restriction on overnight travel</td>
<td><em>As above</em></td>
</tr>
</tbody>
</table>

⁴ Team inspections may be allowable at SACS’ discretion if all criteria are met for all employees involved.

⁵ Other reasons preventing an inspector from conducting an inspection include, but are not limited to, increased risk of severe disease from COVID-19 due to an underlying condition such as asthma; aged 65 or older; a household member or primary caregiver for a high-risk individual.
ATTACHMENT 2: N95 RESPIRATOR FIT TESTING AND USE

A. Prior to using an N95 respirator, the employee is responsible for respirator fit testing and training:

1. Complete form APHIS-29 to request evaluation by Federal Occupational Health (FOH); detailed instructions found here.
2. Complete FOH-22, OSHA Respiratory Medical Evaluation Questionnaire (provide to FOH).
3. Complete Respiratory Protection Training (AgLearn).
4. Follow the sequence below for fit testing:
   i. Schedule appointment with FOH for medical clearance evaluation.
   ii. After testing is complete, FOH will mail your medical clearance letter.
   iii. Ensure you are up to date on your AgLearn Respiratory Protection training. E-mail a copy of certificate of completion to the AC SOHM and provide to fit tester.
   iv. Inform your supervisor of your fit test needs.
   v. Contact the AC SOHM for assistance with scheduling a fit test nearest you.
   vi. During fit testing appointment, provide the fit tester with a copy of your medical clearance letter.
   vii. Once fit test is complete, send the results to your supervisor and the AC SOHM.
   viii. Keep track of the expiration date for both your medical clearance and your fit test. About 90 days prior to earliest expiration date, begin this process again for renewal.

B. Approved NIOSH N95 Respirators for Use:

3M 8210   3M 8110(S)  3M 8511  3M 8271  3M 9210  3M 9211

C. Recommended Donning Procedures for N95 Respirators:

1. Cup respirator in hand with straps hanging down, front strap + nose band toward fingers
2. Place respirator on face applying top strap first, followed by bottom strap
3. Pinch nose piece to proper fit
4. Perform seal test!!
D. Recommended Doffing Procedures for N95 Respirators:

Sanitize hands/inner gloves first!

1. Without touching front of respirator, remove bottom strap followed by top strap.

2. Place respirator in bag for re-use or disposal.

E. Guidance for Limited Re-Use of N95 Respirators (CDC):

https://www.cdc.gov/niosh/topics/hcwcontrols/recommendedguidanceextuse.html
ATTACHMENT 3: CHECKLIST OF BIOSAFETY AND BIOSECURITY SUPPLIES FOR ANIMAL FACILITY INSPECTIONS

- □ Disinfecting wipes x 1 container
- □ Bottle of hand sanitizer (60% or more alcohol concentration)
- □ Paper towels x 1 package/roll
- □ Toilet paper x 1 roll +/- sanitizable container to carry into public restroom
- □ Disposable gloves x 1+ box
- □ Empty trash bag x 2
- □ Disposable shoe/boots covers x 1+ package
- □ Paper or cloth mask x 3+ (paper masks may be given to facility representative if needed; ensure container and masks stay clean and don clean gloves before handing to them)
- □ N95 Respirator x 2
- □ Disposable plastic face shield x 2 (may be disinfected and re-used as needed)
- □ Resealable plastic bag (quart or gallon size) x 3: one for clean masks & face shields, one for clean respirators, one extra
- □ Paper or cloth bag to hold used mask(s) to be cleaned/laundered x 1
- □ Spare clean uniform/outerwear
- □ Flash storage drive x 3
- □ Sanitizable folder or other container to transport papers handled by facility representative

Items on this list can be purchased with the Visa purchase card (check blanket approval, if not listed you must obtain prior written approval from supervisor), or qualify for reimbursement via OF-1164, with the exception of uniforms (follow AC Uniform SOP), hand sanitizer, and PPE: gloves, masks/respirators, shoe covers, & face shields.
ATTACHMENT 4: HOW TO PROTECT YOURSELF AND OTHERS (CDC.gov/coronavirus)

How to Protect Yourself and Others

Know how it spreads

- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- The best way to prevent illness is to avoid being exposed to this virus.
- The virus is thought to spread mainly from person-to-person.
  » Between people who are in close contact with one another (within about 6 feet).
  » Through respiratory droplets produced when an infected person coughs, sneezes or talks.
  » These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
  » Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

Everyone should

Clean your hands often

- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.

Avoid close contact

- Stay home if you are sick.
- Avoid close contact with people who are sick.
- Put distance between yourself and other people.
  » Remember that some people without symptoms may be able to spread virus.
  » This is especially important for people who are at higher risk of getting very sick. [www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html](http://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html)

[cdc.gov/coronavirus](http://cdc.gov/coronavirus)
Cover your mouth and nose with a cloth face cover when around others

- You could spread COVID-19 to others even if you do not feel sick.
- Everyone should wear a cloth face cover when they have to go out in public, for example to the grocery store or to pick up other necessities.
  » Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- The cloth face cover is meant to protect other people in case you are infected.
- Do NOT use a facemask meant for a healthcare worker.
- Continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing.

Cover coughs and sneezes

- If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Throw used tissues in the trash.
- Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Clean and disinfect

- Clean AND disinfect frequently touched surfaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks. www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html
- If surfaces are dirty, clean them: Use detergent or soap and water prior to disinfection.
- Then, use a household disinfectant. You can see a list of EPA-registered household disinfectants here.

cdc.gov/coronavirus
ATTACHMENT 5: PUMP DISINFECTING PROCEDURES DURING GOV RE-FUELING

1. Use disposable gloves if possible while re-fueling. Make sure hand sanitizer is accessible for you to use after re-fueling but before re-entering your vehicle.
2. If low on gloves, use a disinfectant wipe to wipe down the gas nozzle as well as the areas you will need to touch, including where you swipe/insert the credit card and select fuel type and receipt (red areas below):

![Image of gas pump]

3. Use a paper towel as an additional barrier for all surfaces you need to touch, including the gas nozzle and touch screen/buttons (again, see red areas above).
4. Discard all used materials — paper towel and disinfecting wipes — in the nearest trash container (usually next to the pumps).
5. Use hand sanitizer on hands before re-entering your vehicle.
ATTACHMENT 6: PPE DONNING/DOFFING PROCEDURES FOR FACILITY INSPECTIONS

Donning Procedure:

Wear a paper or cloth mask at all times when in public areas and within 6 feet of any other person. Don additional PPE when appropriate (e.g., immediately before or after entering a certain building) according to the facility’s current protocols for COVID-19 as well as standard animal facility protocols (this includes wearing facility-provided PPE as opposed to your own when asked).

Put on PPE in the following order:
1) Sanitize your hands
2) Don mask or N95 respirator (use N95 if facility rep cannot/will not wear a mask)
3) Don face shield (optional, unless facility rep cannot/will not wear mask, then required)
4) Don shoe/boot covers
5) Re-sanitize hands
6) Don gloves*
   i. If the facility representative does not have a mask, remove a paper one from your clean mask container and hand it to them to don. Instruct them to keep it or dispose of it at the conclusion of the inspection (do not take it back from them).

*Use two pairs of gloves if anticipating animal contact, such as at a dog kennel. Carry additional disposable gloves with you in a sealable, accessible container. When changing gloves after animal contact, remove only the outer pair and leave the inner pair on throughout the whole inspection. Turn used gloves inside out and dispose in a designated trash bag.

Doffing Procedure:

Remove PPE in the following order:
7) Remove shoe covers, turning them inside out and place in trash bag
8) Remove gloves by turning them inside out
9) Sanitize hands. Sanitizer should be within easy reach in the GOV.
10) Remove face shield, respirator, or mask and place in trash bag for disposal or other designated bag for laundering and re-use.
11) Re-sanitize hands.
ATTACHMENT 7: SCANNING AN ITEM WITH WINDOWS DEFENDER

Applies to: Security Windows 10

Windows Security (or Windows Defender Security Center in previous versions of Windows 10) enables you to scan specific files and folders to make sure that they're safe. You'll be notified immediately if any threats are found.

- To scan specific files or folders, right-click the ones you want, and then select Scan with Microsoft Defender. Or, go to Start > Settings > Update & Security > Windows Security > Virus & threat protection > Scan options (or Run a new advanced scan in previous versions of Windows 10) > Custom scan > Scan now, and select the files or folders you want to scan.