Sologic Standard Operating Procedure - COVID19 for Training and Travel

Overview

This Standard Operating Procedure (SOP) outlines the steps required to ensure that Sologic® personnel operate in a safe and secure manner with respect to COVID-19.

Summary

- We understand our responsibility to help create and maintain a healthy environment
- We have a list of minimum requirements
- We strive to keep our employees, contractors, clients, and members of the general public safe

Document Owner	Audience
VP Services	Sologic Personnel

Revision History

Date	Update/Comments	Author
2020-06-08	First Version	Brian Hughes
2020-06-11	Uplifted to new template, Approved by Brian Hughes	Michael D. Jones
2020-06-12	Minor edits for grammar, completeness	Brian Hughes

Contents

1   Sologic Responsibilities

Traveling Sologic employees and contractors interact with many people from different places. As such, we must recognize that COVID19 is an ongoing threat and we need to ensure that we take appropriate steps to avoid contracting or spreading COVID19.

1.1   Before we accept a class or accept a travel request

The risk of COVID19 is higher in some areas. We need to consider the threat level in each location prior to committing to an onsite engagement. Officials in different areas treat COVID19 with different levels of caution. Therefore, we cannot rely solely on the current guidelines of a particular state, county, or company when committing to an engagement. Some areas are technically "open" even though their case numbers are still rising.

Before committing to an engagement:
- Look up the current COVID19 statistics for the area where the engagement is to be held
    - If the trend of new cases and deaths are rising, consult with Sologic Leadership. Each situation must be considered individually
    - If the trend of new cases and deaths are falling or stable, proceed with booking the course.

1.2   Travel Responsibilities

1.2.1   Travel Eligibility - Symptoms

The Sologic employee/contractor must be symptom-free for a period of 14 days before he/she is eligible to travel. In the 14-day period prior to departure, has the employee/contractor experienced:
- Fever, chills, or sweating
- Difficulty breathing (not severe)
- New or worsening cough
- Sore throat
- Whole body aches
- Vomiting or diarrhea

If yes to any of these symptoms, the employee/contractor is ineligible to travel.

1.2.2   Travel Eligibility – Verification

Prior to traveling, review the following list. Did you:
- Volunteer in a health facility that treats COVID19 patients
- Had close contact (less than 6') with someone who tested positive for COVID19
- Travelled outside of USA or Canada
- Live in or visited an area where COVID19 is widespread

If yes to any of these questions, the employee/contractor must wait 14 days before being eligible to travel.

1.2.3   To-Go Checklist:

Prior to travel, be sure to have:

- Masks (if cloth, bring a fresh mask for each day or wash in between days)
- Hand sanitizer
- Sanitizing wipes

1.2.3.1   Masks:
- Indoors: As a general rule, wear a mask when indoors and in contact with other people.

- Outdoors: It is much harder for the virus to transmit outdoors. Still, a mask should be worn when within 6' of others outside.

1.2.4   Personal Care:

- Wash hands using soap and water frequently throughout the day.
- Wash hands at transition points, for instance:
    - Wash after arriving at the airport.
    - Wash before and after a meal.
    - Wash after arriving at a client's site.
- Washing with soap and warm water is preferable.
    - If washing with soap and water is not possible, use hand sanitizer.
- Note: Excessive hand washing will lead to dry skin, so remember to use lotion periodically.
- Avoid touching eyes, nose, and mouth with unwashed hands.
- Minimize touching common surfaces.
- Cover coughs and sneezes with your elbow

1.2.5   Meals:

- Take-out meals are safer than dine-in meals.
- If dining in, be sure you are seated a safe distance (at least 6') away from others.
- Avoid buffets and self-service.
- Avoid bars.

1.3   Classroom

- Wear your mask at all times.
- Sanitize your personal work area.
- Maintain 6' of distance between you and others at all times.
- Do not allow students to sit closer than 6' from each other.
    - Make sure to reinforce during group exercises.

2   Client Responsibilities:

It is the client's responsibility to provide a safe work environment. The following requirements are to be provided to the client prior to the engagement.

- Provide facilities that allow for social distancing of minimum 6' between each attendee.
- Provide hand-washing facilities.
- Provide hand sanitizer for attendees in the classroom.
- Provide sanitation wipes for general classroom use.
- Provide new pens, pads, and other materials for each attendee.
- Ensure that the classroom is cleaned and disinfected at least once per day.
- Increase air flow and ventilation where climate allows (open windows, use air conditioning where available, etc.)
- Post signs encouraging best COVID19 hygiene practices.
- Ensure trash is removed daily and disposed of safely
- Monitor attendee's health and require they stay home if they exhibit any COVID19 symptoms
- Provide individually wrapped meals and drinks (no buffet, pizza, fruit bowls, etc.)

3   Abbreviations & References

3.1   Abbreviations

Abbreviation	Definition
CL	Causelink®
CLE	Causelink® Enterprise
CLI	Causelink® Individual
COVID-19	COrona VIrus Disease - 19
SOP	Standard Operating Procedure

3.2   References

1. 00 – Sologic Employee Handbook
2. 10 – Physical Security