



		<ul style="list-style-type: none"> <li>○ <b>If you are NOT sick:</b> You do not need to wear a facemask. <b>Note: UPDATE</b></li> <li>○ N-95 to be reserved for LEI/LEO and other first responders.</li> <li>○ CDC is now recommending the voluntary use of cloth face coverings in public settings where other social distancing measures are difficult to maintain. Face coverings should be maintained in a sanitary manner and should not be distracting or offensive to others. CDC recommends that face coverings should: <ul style="list-style-type: none"> <li>• fit snugly but comfortably against the side of the face;</li> <li>• be secured with ties or ear loops;</li> <li>• include multiple layers of fabric;</li> <li>• allow for breathing without restriction;</li> <li>• and be able to be laundered and machine dried without damage or change to shape.</li> </ul> </li> </ul> <ul style="list-style-type: none"> <li>• Nitrile gloves</li> <li>• Safety glasses/eye protection</li> <li>• Hand sanitizers</li> </ul> <p><b>Clean and disinfect</b></p> <ul style="list-style-type: none"> <li>• Clean AND disinfect <a href="#">frequently touched surfaces</a> daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, computer mouse, toilets, faucets, and sinks. Avoid sharing writing instruments like pens and pencils.</li> <li>• If surfaces are dirty, clean them: Use detergent or soap and water prior to disinfection.</li> </ul>
<p><b>Visitor Considerations</b></p>	<p>COVID-19 exposure</p>	<ul style="list-style-type: none"> <li>• Limit visitors to essential, time-sensitive visits only and require all visitors to be escorted at all times and limit visitor access to non-essential areas of the USDA.</li> <li>• Visitors over the age of 18 must provide valid, government issued identification to be verified for entry to a facility.</li> <li>• Prior to arrival at a USDA facility, all visitors will be screened based on health concerns or recent travel. Missions, agencies and offices must use visitor screening process included as ATTACHMENT B</li> </ul>
<p><b>Driving</b></p> <p>Follow General Driving JHA for other hazards and abatement actions</p> <p>Follow Check-In / Check-Out JHA</p>	<p>COVID-19 exposure</p>	<p><b>Avoid close contact</b></p> <ul style="list-style-type: none"> <li>• Avoid close contact with people who are sick</li> <li>• Practice social distancing by traveling one person per GOV Vehicle, to the extent practicable.</li> </ul> <p><b>Clean and disinfect</b></p> <ul style="list-style-type: none"> <li>• <b>Follow Vehicle Interior Disinfecting JHA</b></li> </ul>

<p><b>General Field Work</b></p> <p>Follow General Field Work JHA for other hazards and abatement actions</p>	<p>COVID-19 exposure</p>	<p><b>Avoid close contact</b></p> <ul style="list-style-type: none"> <li>• Avoid close contact with people who are sick</li> <li>• Practice social distancing (i.e., six feet distance between individuals) to the extent practical.</li> </ul>
<p><b>Cleaning toilets. (Flush, Chemical Recirculating, and SST.)</b></p> <p>Follow Toilet Cleaning JHA for other hazards and abatement actions</p>	<p>COVID-19 exposure</p>	<ul style="list-style-type: none"> <li>• Surfaces should be cleaned using a detergent or soap and water prior to disinfection.</li> <li>• For disinfection, diluted household bleach solutions, alcohol solutions with at least 70% alcohol, and most common EPA-registered household disinfectants should be effective. <ul style="list-style-type: none"> <li>○ Diluted household bleach solutions can be used if appropriate for the surface. Follow manufacturer’s instructions for application and proper ventilation. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted.</li> <li>○ Prepare a bleach solution by mixing: <ul style="list-style-type: none"> <li>▪ 5 tablespoons (1/3rd cup) bleach per gallon of water or</li> <li>▪ 4 teaspoons bleach per quart of water</li> </ul> </li> <li>○ <a href="#">Products with EPA-approved emerging viral pathogens claims</a> are expected to be effective against COVID-19 based on data for harder to kill viruses. Follow the manufacturer’s instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).</li> </ul> </li> <li>• Follow CDC recommendations at <a href="http://www.cdc.gov">www.cdc.gov</a></li> </ul> <p><b>PPE</b></p> <ul style="list-style-type: none"> <li>• Cleaning staff should wear safety glasses, disposable gloves and gowns/disposable suits for all tasks in the cleaning process, including handling trash. <ul style="list-style-type: none"> <li>○ Gloves and gowns should be compatible with the disinfectant products being used.</li> <li>○ Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash (goggles).</li> <li>○ Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to <b>clean hands</b> after removing gloves with soap and</li> </ul> </li> </ul>

		<p>water for 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains 60%-95% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.</p>		
<p><b>Collecting Recreation Area Fees / Counting money</b></p>	<p>COVID-19 exposure</p>	<p>Use appropriate PPE</p> <ul style="list-style-type: none"> <li>Wear Nitrile gloves while handling money and be sure to <a href="#">clean</a> hands after removing gloves with soap and water for 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains 60%-95% alcohol may be used.</li> <li>Avoid touching your eyes, nose, and mouth with unwashed hands.</li> </ul>		
<p><b>Stay Informed</b></p>		<p>NOTE: Pandemic information changes rapidly. Refer to the USDA Be Prepared site for the latest specific guidance: <a href="https://www.dm.usda.gov/beprepared/Covid19.htm">https://www.dm.usda.gov/beprepared/Covid19.htm</a></p> <p>The Forest Service will reference national and international guidelines as published by the CDC (<a href="http://www.cdc.gov">www.cdc.gov</a>) and the WHO <a href="https://www.who.int/influenza/preparedness/pandemic/en/">https://www.who.int/influenza/preparedness/pandemic/en/</a> <a href="https://apps.who.int/iris/bitstream/handle/10665/311184/9789241515320-eng.pdf?ua=1">https://apps.who.int/iris/bitstream/handle/10665/311184/9789241515320-eng.pdf?ua=1</a></p> <p>The Forest Service will provide its employees with information on the pandemic through normal supervisory channels, special messaging, and web services.</p>		
<p><b>10. LINE OFFICER SIGNATURE</b></p>		<table border="1"> <tr> <td> <p><b>11. TITLE</b></p> <p><b>Blue Ridge District Ranger</b></p> <p><b>Chattooga District Ranger</b></p> <p><b>Tusquittee District Ranger</b></p> </td> <td> <p><b>12. DATE</b></p> </td> </tr> </table>	<p><b>11. TITLE</b></p> <p><b>Blue Ridge District Ranger</b></p> <p><b>Chattooga District Ranger</b></p> <p><b>Tusquittee District Ranger</b></p>	<p><b>12. DATE</b></p>
<p><b>11. TITLE</b></p> <p><b>Blue Ridge District Ranger</b></p> <p><b>Chattooga District Ranger</b></p> <p><b>Tusquittee District Ranger</b></p>	<p><b>12. DATE</b></p>			

Previous edition is obsolete

(over)

**JHA Instructions (References-FSH 6709.11 and .12)**

The JHA shall identify the location of the work project or activity, the name of employee(s) involved in the process, the date(s) of acknowledgment, and the name of the appropriate line officer approving the JHA. The line officer acknowledges that employees have read and understand the contents, have received the required training, and are qualified to perform the work project or activity.

**Blocks 1, 2, 3, 4, 5, and 6:** Self-explanatory.

**Block 7:** Identify all tasks and procedures associated with the work project or activity that have potential to cause injury or illness to personnel and damage to property or material. Include emergency evacuation procedures (EEP).

**Block 8:** Identify all known or suspect hazards associated with each respective task/procedure listed in block 7. For example:

- a. Research past accidents/incidents.
- b. Research the Health and Safety Code, FSH 6709.11 or other appropriate literature.
- c. Discuss the work project/activity with participants.
- d. Observe the work project/activity.
- e. A combination of the above.

**Block 9:** Identify appropriate actions to reduce or eliminate the hazards identified in block 8. Abatement measures listed below are in the order of the preferred abatement method:

- a. Engineering Controls (the most desirable method of abatement).  
For example, ergonomically designed tools, equipment, and furniture.
- b. Substitution. For example, switching to high flash point, non-toxic solvents.
- c. Administrative Controls. For example, limiting exposure by reducing the work schedule; establishing appropriate procedures and practices.
- d. PPE (least desirable method of abatement). For example, using hearing protection when working with or close to portable machines (chain saws, rock drills, and portable water pumps).
- e. A combination of the above.

**Block 10:** The JHA must be reviewed and approved by a line officer. Attach a copy of the JHA as justification for purchase orders when procuring PPE.

**Blocks 11 and 12:** Self-explanatory.

**Emergency Evacuation Instructions (Reference FSH 6709.11)**

Work supervisors and crew members are responsible for developing and discussing field emergency evacuation procedures (EEP) and alternatives in the event a person(s) becomes seriously ill or injured at the worksite.

Be prepared to provide the following information:

- a. Nature of the accident or injury (avoid using victim's name).
- b. Type of assistance needed, if any (ground, air, or water evacuation).
- c. Location of accident or injury, best access route into the worksite (road name/number), identifiable ground/air landmarks.
- d. Radio frequencies.
- e. Contact person.
- f. Local hazards to ground vehicles or aviation.
- g. Weather conditions (wind speed & direction, visibility, temperature).
- h. Topography.
- i. Number of individuals to be transported.
- j. Estimated weight of individuals for air/water evacuation.

The items listed above serve only as guidelines for the development of emergency evacuation procedures.

**JHA and Emergency Evacuation Procedures Acknowledgment**

We, the undersigned work leader and crew members, acknowledge participation in the development of this JHA (as applicable) and accompanying emergency evacuation procedures. We have thoroughly discussed and understand the provisions of each of these documents:

**SIGNATURE      DATE**

**SIGNATURE      DATE**

\_\_\_\_\_  
Work Leader

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ATTACHMENT B**  
**Government Declared Outbreak7 of COVID-19 in the US or Near a USDA Facility**  
**VISITOR SCREENING AT AN OPEN USDA FACILITY**

All Non-USDA employees, *including other federal* employees, will be considered visitors for the purposes of this guidance. All visitors seeking entry to a USDA facility must comply with the following security screening guidance.

1. **RECONSIDER VISITORS** - Employees should reconsider in-person meetings and avoid bringing visitors to USDA facilities, including postponing in-person meetings or using virtual meeting capabilities such as teleconferencing, video, and webinars to the greatest extent possible.
2. **ESCORT REQUIRED** - All visitors must be escorted by USDA personnel at all times during their visit and should only be allowed access to locations directly relating to the reason for the visit.
3. **NO FOOD SERVICE ACCESS** - Do not allow public or visitor use of food service that is maintained or controlled by USDA.
4. **VISITORS SUBMITTED TO SECURITY** - **Missions, agencies and offices must submit to onsite security the 1) name, 2) USDA point of contact and 3) estimated arrival or appointment time for all visitors at least 24 hours in advance of the visit. Only visitors confirmed as scheduled under this process will be allowed to enter the facility.**
  - a. At the Headquarters complex, visitors' names should be submitted to [securityservicehelp@usda.gov](mailto:securityservicehelp@usda.gov) with "VISITOR SUBMISSION" noted in the subject line.
  - b. If a USDA facility does not have onsite security, the USDA point of contact for the visit should follow the guidance below in SECURITY SCREENING.
5. **VALID ID REQUIRED** - Visitors over the age of 18 must provide valid, government issued identification to be verified for entry to a facility.
6. **SECURITY SCREENING** - If the visitor is verified and scheduled, the Security Officers (for 3b above, the USDA point of contact) will ask the visitor the following questions:

*a. Have you, someone living in your household, someone with you have been in close or frequent contact with, or someone you are caring for been diagnosed with COVID-19 (Coronavirus) or had any contact with a confirmed case of COVID-19?*

*b. In the last 14 days, have you or someone living in your household, or someone with you have been in close or frequent contact with, or someone you are caring for returned from, or made a travel connection through a CDC Level 3 or Level 2 country or State Department Level 3 or Level 4 country?*

*c. 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 or acute respiratory distress (e.g., shortness of breath and coughing)?*

***If the visitor answers "Yes" to any of these questions, the visitor will be denied entry to the USDA facility. The Security Officer will contact the USDA point of contact to notify them of the visitor's status.***

*If the visitor answers "No" to all questions, the visitor will be allowed to enter the facility under normal procedures.*

- If the visitor answers "No" to all questions, the visitor will be allowed to enter the facility under normal procedures.