AO Team will always follow Arecibo’s Core Values: Innovation & Creativity, Respect, Discovery, Growth mindset, Leadership, Transparency & Honesty, Teamwork, Fun.
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References and Appendix 1
I. Introduction

The Arecibo Observatory Protocol for CoVID-19 describes the key activities to prevent and mitigate the spread of coronavirus (CoVID-19) on site. Our commitment with our AO Team is to continue to follow all health and safety guidelines and regulations on site, but with emphasis on CoVID-19 education, prevention, distancing and hygiene good practices. The AO CoVID-19 Protocol should be used by our Team as our foundation to build our efforts helping with the prevention of the spread. Our protocol will be updated and revised as new information becomes available and more detailed guidance and tools are developed.

II. Purpose

The Arecibo Observatory has established a protocol in order to mitigate and prevent the transmission of COVID19 among our team members that are on site supporting the operations. The following guideline will ensure a safe work environment for our team and collaborators across the facility.

III. Educate AO Team on how they can reduce the spread of CoVID-19

Coronaviruses are a family of viruses that can affect people and animals with the potential to cause mild to moderate respiratory diseases. Current estimates of the incubation period of the virus range from 2–10 days, but more information about the mode of transmission is needed to confirm this. Generally, older people and those with underlying conditions (such as hypertension, heart disorders, diabetes, liver disorders, and respiratory disease) are expected to be more at risk of developing severe symptoms. In some patients, there may be health complications, especially in vulnerable populations. Fever, cough, pneumonia, muscle pain, diarrhea, gastric problems and respiratory distress are symptoms that have been associated with this disease. So, the first step to follow is to be proactive due to the fact that tourism (our main source of visitor) is a sector that is very exposed to this type of risk.
On March 13, 2020, the AO Director held a meeting with AO Team to discuss CoVID-19 situation. The topics discussed were: 1. the immediate implementation of operational changes.; 2. the work from home protocol; 3. the rigorous cleaning procedures, among others.

On April 12, 2020, the CoVID-19 Protocol developed by EHS was submitted by e-mail to all site employees. On Monday, May 11, 2020, a virtual “All Hands” meeting will be held to clarify and answer any questions the AO Team might have regarding the actual situation with CoVID-19.

![Figure 1](https://example.com/image.png)

*Figure 1 – Patients with CoVID-19 have reportedly these symptoms. Retrieved from the Centers for Disease Control website. April 9, 2020.*

**IV. Keeping AO Team safe and limiting the spread of CoVID-19**

We should consider how best to decrease the spread of CoVID-19 and minimize the impact on our team and operations. In order to accomplish this, the following guidelines are to be followed by all Arecibo Observatory (UCF/YEI/UAGM) Team members:

- AO Team members that have the ability to work from home will continue to do so, as long as possible and reasonable to accomplish their tasks. The supervisor will coordinate accordingly.
AO Team members that are required to be physically on site to perform their tasks shall coordinate with their direct supervisor the date, time and work plan to be accomplished. The following guidelines shall be followed for those working on site:

- **Ensure physical distancing** by keeping a distance of at least 6 feet’s between a team member.
- For tasks that require working in close proximity (less than 6 ft.) with a team member, masks and gloves will be required to be worn at all times until the completion of such task. N95 masks and gloves will be provided by the facility.
- All AO Team members will frequently wash their hands for at least 20 seconds with soap and will practice good hygiene.
- AO Team is encouraged to sanitize each work areas (desk, computers, chair, etc.) at the beginning and end of each shift. Sanitizing materials (wipes) will be provided by the facility.
- AO Team shall avoid congregating in general work areas.

- Anyone experiencing **CoVID-19 symptoms** (fever, cough, sore throat and shortness of breath) cannot come to work and shall inform their supervisor immediately.
- AO Team members identified as high risk (refer to CDC guidelines for definition of High risk in the Reference area at the end of this document) are encouraged to stay at home and work from home. If these high-risk employees’ tasks cannot be performed from home, we will do the pertinent to provide them with tasks they can perform from home. If there is not a possibility of performing such tasks from home, the employee would be able to ask for a paid sick leave, vacation or collect unemployment during this time.

**General use areas guidelines:**

- Hand sanitizing stations are installed in the entrance to each main building.
- Cleaning crews will be cleaning/sanitizing areas more often.
- AO Team members will be at least 6 ft. from each other during break and lunch times.
• Continue routine cleaning and disinfecting

- Routine cleaning and disinfecting are important for AO. For this reason, AO will maintain a maintenance crew that offering constant daily cleaning at the observatory in order to reduce the risk of exposure to COVID-19.
- Surfaces frequently touched by multiple people, such as door handles, desks, phones, light switches, and faucets, should be cleaned and disinfected at least daily.
- More frequent cleaning and disinfection may be required based on level of use.
- Our maintenance group disinfect using an approved disinfectant and visits all areas of the Observatory on a daily basis.
- Surfaces frequently touched by multiple people, such as door handles, desks, phones, light switches, and faucets, should be cleaned and disinfected at least daily.

• Evaluation of work areas

- The EH&S Manager, Wilson Arias will be the person that constantly evaluate the work area, and monitoring the development of new areas of risk and needs.

V. AO Team Risk Classification

Per OSHA guidelines most AO employees are “Lower Exposure Risk.”

• Lower Exposure Risk

- We will have remote workers who will be working from home during the pandemic.
- Our office employees are not expected to have frequent close contact with coworkers, clients or the public.
- Facility, visitor or research center workers: will not have frequent close contact with co-workers, customers or the public.
VI. AO Staff pre-entry monitoring process

Thermometer Screening
This intended to remain in effect only for the duration of the public health emergency related to CoVID-19 declared by the Department of Health and Human Services (HHS).

- The screening will occur very close to the entrance before entry to the Observatory and each individual should use a face mask prior to getting in line for screening. Guards must ensure that relevant employees (contractors and visitors) will be subject to screening.
- Guards should also ensure that those being screened practice physical distancing when waiting to be screened.
- The AO should determine what information will be documented, how it will be documented, and where such documentation will be (confidentially) stored. Rather than recording all employees’ temperatures, it is recommended to consider recording only those persons who did not pass the screening and the reasons.
- For those employees sent home, the Observatory should be sure to document:
  1. AO Team member’s name, position and manager’s name.
  2. Date and time of screening.
  3. AO Team member best contact information (mobile phone preferred).
- The Observatory will inform AO Team members (ideally both, verbally and in a follow-up written notice) about the screening process in advance. This with the purpose of informing the employee on what to expect and what to do upon arrival. Any written notice will be posted at the main gate and in the internal website and at the location where policies are maintained. In addition, the AO will keep in mind that state and local laws will dictate what AO’s notice must contain.
- AO Team members sent home with a fever should not return to work until the following criteria are met: 1. The employee certifies in writing that the employee is fever-free and has been completely symptom free (no coughs, no chills, no symptoms consistent with COVID-19) for at least three (3) days; 2. At least seven (7) days have passed since the later
of the onset of symptoms that led to the employee being sent home or a positive COVID-19 test.

VII. AO Team workday schedule

Below the list of the employees designated to work per day

Guards and EHS- 2 per shift employees

- All employees must clean the area of work at the beginning and at the end of each shift (chairs, desk, computer keyboard, mouse, phone, doorknob, Fridge/Freezer handler, etc.).
- If more than one person will be near and/or same room all personnel should be wearing facemask and maintain 6 ft. apart.
- If environment/distance is less than 6 ft., an evaluation of exposure must be perform and discuss with the supervisor. Medium protection should be evaluated and a N95 facemask and gloves will be used if needed.
- Guards must ensure that relevant employees (contractors and visitors) will be subject to screening. Also, should ensure that those being screened practice physical distancing when waiting to be screened. At the entrance of the AO, the temperature will be taken and recorded by the security guard. The person entering the site will stop at the guard house. The security guard will measure the temperature with a harmless laser thermometer. The security guard will stay 6ft or more from the person and both persons should be wearing a face mask.

Telescope Operators - 8 employees

- All employees must clean the area of work at the beginning and at the end of each shift (chairs, desk, computer keyboard, mouse, phone, doorknob, fridge/freezer handler, etc.).
- If more than, one person will be near and/or same room all personnel should be wearing facemask and maintain 6 ft. apart.
• If environment/distance is less than 6 ft. an evaluation of exposure must be perform and discuss with the supervisor. Medium protection should be evaluated and a N95 facemask and gloves could be used.

Platform - 14 employees

• All AO Team members must wear facemask at all-times on site.
• If more than one person will be near and/or in the same room, all personnel should be wearing facemask and maintain 6 ft. distance.
• Equipment and/or materials that will be share between personnel must be sanitized before and after use.
• When driving a vehicle, the steering wheel, seatbelt and shift stick should be cleaned prior of any operation.
• Medium protection level will be enforced when working in the Gregorian Dome.
• No more than two (2) employees at the locker room and must keep a 6 ft. distance.

Maintenance – 6- employees

• All employees must wear facemask at all-times on site.
• If more than, one person will be near and/or in the same room all personnel should be wearing facemask and maintain 6 feet apart.
• Equipment and/or materials that will be share between personnel must be sanitized before and after use.
• When driving a vehicle, the steering wheel, seatbelt and shift stick should be cleaned prior of any operation.
• No more than two (2) employees at the locker room and keeping the 6 ft. distance.

Electronics – 8 employees

• All employees must wear facemask at all-times on site.
• If more than, one person will be near and/or in the same room all personnel should be wearing facemask and maintain 6 feet apart.
• Equipment and/or materials that will be share between personnel must be sanitized before and after use.
• When driving a vehicle, the steering wheel, seatbelt and shift stick should be cleaned prior of any operation.
• Medium protection level will be enforced when working in the Gregorian Dome.

**Warehouse – Two (2) employees**

• All employees must wear facemask at all-times on site.
• If more than, one person will be near and/or same room all personnel should be wearing facemask and maintain 6 ft. apart.
• Equipment and/or materials that will be share between personnel must be sanitized before and after use.
• When driving a vehicle, the steering wheel, seatbelt and shift stick should be cleaned prior of any operation.
• All receiving should be coordinated in advanced. Suppliers must notify the warehouse in advance of the delivery.
• Spray alcohol in both hands of the supplier/vendor/carrier prior of unloading. Make sure the supplier/vendor/carrier is wearing the proper PPE.
• Proper facemask and disposable gloves should be worn during receiving. It is important to keep the distance from the supplier and/or carrier.
• Once the receiving is completed, the warehouse employee must wash his/her hands and follow the cleaning protocol.

**IT Department- 5 employees**

• All employees must wear facemask at all-times on site.
• Work remote when possible.
• If more than one person will be near and/or in the same room, all personnel should be wearing facemask and maintain 6 ft distance.
• Equipment and/or materials that will be share between personnel must be sanitized before and after use.
• When driving a vehicle, the steering wheel, seatbelt and shift stick should be cleaned prior of any operation.
• When giving a technical assistance at an office or meeting room, the area of work must be disinfected by the employee prior of initiating the task.

The AO requires all Team members entering a building to wash their hands upon entry and encourage all essential visitors do so as well.

• AO set up a hand washing and/or alcohol-based hand rub stations in every entryway with a signage to reminding people to wash before entering.
• AO will ask each person who enters the buildings to immediately wash their hands or use hand sanitizer.
• AO will encourage to wash hands or use hand sanitizer throughout the time the person is inside the building and in accordance with CDC recommendations.
• AO reminds people to not shake hands and hug each other during this pandemic.
• AO have canceled all activities in public places, large gatherings, such as the operations of the Science and Visitor Center.
• Internal group activities will be limited and the protocol will be applied to restrict the distance between employees in a meeting. It is recommended to use virtual meetings.

VIII. AO Team members designated eating area

The following procedure attends the eating areas and provide guidelines for employees physically working on site:

Managing Operations in the Cafeteria

The Cafeteria management will ensure that:

• Employees should remain in line in order to maintain 6 ft. physical distancing.
• Once an employee has his/her food, he or she should wash their hands before eating. A hand sanitizer station has been installed at the cafeteria.
• The cafeteria will make sure to keep one cook in the kitchen, one person in the cash register and one person serving food. In addition to this, a maintenance crew will be constantly cleaning the tables during lunch period.
• Frequently clean and disinfect floors and counters and other facility access areas using approved disinfectants.
• Cafeteria management will provide training to cafeteria employees on Food Safety and with the new cleaning protocol. Cafeteria staff are expected to apply the established procedures in the AO CoVID-19 Protocol.
• A maximum of two (2) people at a time may use the tables. The tables should be located outside the cafeteria more than 6 ft. away from each other.
• Cafeteria staff may prepare takeout orders.
• Only one person is allowed in the register area (one person paying and one at the checkout station). Additional persons will be kept outside keeping the minimum distance of 6 ft.
Cafeteria staff

- AO encourages spacing between customers while in line for service or check out in accordance with the applicable state or local requirements.
- Wash, rinse, and sanitize food contact surfaces dishware, utensils, food preparation surfaces, and beverage equipment after use.
- Verify that ware-washing machines are operating at the required wash and rinse temperatures and with the appropriate detergents and sanitizers.
- Continue to use sanitizers and disinfectants for the designed purposes.
- If more than one person will be near the cafeteria, all personnel should be wearing facemask and maintain 6 ft. apart.
- Equipment and/or materials that will be share between personnel must be sanitized before and after use.

IX. CoVID-19 prevention guidelines for AO Team members working on site

The following guidelines shall be followed working on site:

- Ensure physical distancing by keeping a distance of at least 6 ft. between a team member.
- Most employees expected to be working in an environment where it is necessary that two (2) or more employees interact, will be provided with N95 masks and gloves.
- Employees have been trained and will be trained by Hazard Communication, Respiratory Protection and Personal Protective Equipment. Electronic, Maintenance and Platform employees are conforming this group.
- A fit test process to all respirators users has been previously provided. The process required a medical evaluation form. This training and certification were offered by a third party.
- For tasks that require working in close proximity (less than 6 ft.) with a team member, masks and gloves will be required to be worn at all times until the completion of such task. N95 masks and gloves will be provided by the facility.
- All AO Team members will frequently wash their hands for at least 20 seconds with soap and will practice good hygiene.

General use areas guidelines:

- Hand sanitizing stations are installed in the entrance to each main building.
- Cleaning crews will be cleaning/sanitizing areas more often.
- AO Team members will be at least 6 ft. from each other during break and lunch times.
Evaluation of work areas:
- The EH&S Manager, Mr. Wilson Arias, will be the person that will constantly evaluate the work areas and will monitor the development of new areas of risks and needs.

X. Reduce transmission among AO Team

Our primary commitment to our Team will be to maintain highest degree of confidentiality for such confirmed with coronavirus infection at the Observatory. The AO protocol will be as follows:

- If a Team member is confirmed to have CoVID-19 infection, supervisors should inform colleague employees of their possible exposure to CoVID-19, but maintain confidentiality as required by the Americans with Disabilities Act (ADA).
- A sick AO Team member should follow CDC-recommended steps. The Team member should not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers and state and local health departments.
- AO Team member who is well, but has a sick family member at home with CoVID-19 should notify the

Figure 2- Stop the spread of germs. Retrieved from the Centers for Disease Control website. April 9, 2020.
supervisor and follow CDC recommended precautions. Please refer to the references area at the end of this document.

- AO Team member who appears to has symptoms (i.e., fever, cough, or shortness of breath) upon arrival on site or who become sick during the day should immediately be separated from the other Team members, customers, and visitors and will be sent home.

* Please note that the CDC has provided separate guidance for healthcare settings.

XI. Adequate ventilation, airflows in places with air conditioning systems and effective filtering

Maintenance regimes and essential safety measures

HVAC systems can be used to assist in reducing the spread of infections. The role of HVAC systems in controlling the transmission of infection should be considered a part of a strategy in buildings. During the pandemic, the Observatory will increase preventive maintenance and take measures to ensure that this system is 100% functional in all areas where they are located.

The continued application of good housekeeping and preventative maintenance regimes are imperative. HVAC maintenance should be carried out as prescribed by the recognized standards and maintenance procedures should be adhered to.

It is important to remember that in the majority of modern buildings, operating HVAC systems form part of the essential safety measures and are therefore required for occupancy. The scheduled statutory maintenance of these systems along with fire protection and other essential systems is mandatory at the Observatory.

The risk of a well-maintained HVAC system in a building causing transmission of the COVID-19 are understood to be low. However, we will be performing some practical measures that could further reduce the risk including:

- HVAC preventative maintenance should be carried out as prescribed by the recognized standards and maintenance procedures should be adhered to.
- Building operators should confer with service providers if measures are being considered to preclude or restrict maintenance technicians from accessing buildings during the emergency.
- It is important to ensure that HVAC systems have been properly are operating correctly. Check the outside air flow rates and controls to confirm that the minimum outside air rates are being achieved as a basic requirement and ideally if possible increasing the outside air rates.
• Internal humidity should ideally be maintained in the range of 40-60 per cent relative humidity.
• An inspection of the air conditioning system filtration and general cleanliness together with a review of the preventive maintenance inspection records would be prudent to confirm duty of care responsibilities have been met in the operation of the facility.

The technician will:

• Check for correct amount of refrigerant.
• Test for refrigerant leaks using a leak detector.
• Capture any refrigerant that must be evacuated from the system, instead of illegally releasing it to the atmosphere.
• Check for and seal duct leakage in central systems.
• Measure airflow through the evaporator coil.
• Verify the correct electric control sequence and make sure that the heating system and cooling system cannot operate simultaneously.
• Inspect electric terminals, clean and tighten connections, and apply a non-conductive coating if necessary.
• Oil motors and check belts for tightness and wear.
• Check the accuracy of the thermostat.

If leaning or disinfecting of the system is required:

• Air filters should be changed, and cooling and heating coil surfaces can be cleaned and disinfected using approved methods and chemicals.
• If the HVAC system includes induction type units or chilled beams, these units can be cleaned and disinfected using approved methods and chemicals.
• Most features and surfaces in HVAC systems typically cannot be readily cleaned physically. A cleaning plan have to be provide to the maintenance supervisor by the HVAC technician in order to eliminate any risk of contamination.

Air conditioning technician:

• It's required to wear and dispose of gloves for each finished job. This will apply in any routine works even not work on the air conditioner.
• Remove the Filter.
• Place it in a plastic bag and throw it in the customers outside trash. While CoVID-19 is smaller than most filters can stop, it makes sense that some might stick on the fibers as they would travel through.
XII. Support distancing practices and hand hygiene

Soap and water on site will be provided. If soap and water are not readily available, use alcohol-based hand sanitizer that is at least 60% alcohol.

- The warehouse will be responsible that adequate supplies are maintained.
- Hand sanitizers are placed in multiple locations of the site to encourage hand hygiene.
- Notices encouraging hand hygiene will be placed in work areas.
- Information will be provided to encourage the use of noncontact methods of greeting.
- Tissues will be available and ready for use.

CORONAVIRUS DISEASE 2019 (COVID-19)

You can help prevent the spread of respiratory illnesses with these actions:

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose & mouth.
- Practice social distancing by putting space between yourself & others.
- Wash hands often with soap & water for at least 20 seconds.

Figure 3 – You can help prevent the spread of respiratory illnesses with these actions. Retrieved from the Centers for Disease Control website. April 9, 2020.

XIII. Guards, Visitor Center, Control Room, and Cafeteria

A cleaning routine will be established which will be observed by the shift supervisor or representative of each of the following areas:
- Routinely, each group will clean and disinfect all frequently touched surfaces in the workplace.
- Masks and gloves will be used, if employee is closed to personnel.
- The cafeteria tables will be constantly cleaned as long as they are used.
- The guards will not be providing transportation.
- Visits to the Control Room will be limited. The employee will contact the Control Room at extension 211 in order to get approval.
- The Control Room will maintain access control of people within the area.

XIV. Be alert to new risks
AO Team must also know how to manage new risks that may be created by implementing controls to manage the risk of COVID-19 at work. For example:

- If isolating a team member by having him/her use a confined space to complete his/her work, be mindful of risks that may exist, such as inadequate lighting and ventilation, temperature extremes (too hot, airless, too cold).
- The use of drinking water fountains will be considered as a source of contamination. It is suggested to use disposable cups for each.
- Exclusive bags will be used for the disposal of materials that were used for cleaning the areas. These bags will be identified with a hazard label.
- Eating in open areas and at reasonable distances between the team are encouraged.
- Listen to each regarding the concerns about the risk in their own work area and about their families.
- AO Team will have access to the risk assessment to help them understand why the Observatory has implemented these controls.

XV. Procedure if an employee confirmed with CoVID-19 - OSHA 300
It will be required to maintain work-related injury and illness records, if AO confirmed CoVID-19 case of an employee where the work environment was likely the cause or contributing factor of the illness then the CoVID-19 case might be recordable if the one of the following occur:
1. Medical treatment (beyond first aid) is provided, such as prescription medication is issued.
2. Restricted duty is imposed by the treating physician or the employer.
3. 3 Days away from work (lost time) is imposed by the treating physician (employee is kept from work and cannot work at home due to the virus).
4. COVID-19 case does not meet the definition of privacy cases in regulations thus they won’t be kept in a separate log.
5. Workers compensation related to COVID-19 won’t have any bearing and whether the claim is paid or denied has no bearing on whether a COVID-19 case is recordable either.

XVI. Employee training in the correct use, limitations and disposal of the PPE

PPE training is offered on an annual basis to employees. In our next training this will have the information corresponding to the COVID19 and the protective equipment that must be used.

**Donning Personal Protective Equipment (PPE)**

- Put on NIOSH-approved N95 filtering face piece respirator or higher (use a facemask if a respirator is not available). If the respirator has a nosepiece, it should be fitted to the nose with both hands, not bent or tented. Do not pinch the nosepiece with one hand. Respirator/facemask should be extended under chin. Both your mouth and nose should be protected. Do not wear respirator/facemask under your chin or store in your pocket.

- Respirator: Respirator straps should be placed on crown of head (top strap) and base of neck (bottom strap). Perform a user seal check each time you put on the respirator.

- Facemask: Mask ties should be secured on crown of head (top tie) and base of neck (bottom tie). If mask has loops, hook them appropriately around your ears.

- Put on face shield or goggles. Face shields provide full face coverage. Goggles also provide excellent protection for eyes, but fogging is common.

- Perform hand hygiene before putting on gloves.
Doffing Personal Protective Equipment (PPE)

- Remove gloves. Ensure glove removal does not cause additional contamination of hands. Gloves can be removed using more than one technique (e.g., glove-in-glove or bird beak).

Perform hand hygiene

- Remove face shield or goggles. Carefully remove face shield or goggles by grabbing the strap and pulling upwards and away from head. Do not touch the front of face shield or goggles.
- Remove and discard respirator (or facemask if used instead of respirator). Do not touch the front of the respirator or facemask.
- Any facemask or glove that is understood to be contaminated or could have been in contact with any person or contaminated base will be discarded in a plastic bag.
- Respirator: Remove the bottom strap by touching only the strap and bring it carefully over the head. Grasp the top strap and bring it carefully over the head, and then pull the respirator away from the face without touching the front of the respirator.
- Facemask: Carefully untie (or unhook from the ears) and pull away from face without touching the front.
- Perform hand hygiene after removing the respirator/facemask.

XVII. Travelers returning from international or domestic travel

Effective until further notice:

During the COVID-19 pandemic, current employees, visitors, and new hires may be exposed to the virus while traveling. For that reason, we have established the following protocol for all visitors, employees, and new hires traveling from domestic and international destinations:

- Every person who traveled from a domestic or international destination will have to get tested for Coronavirus and stay in quarantine for 14 days.
- We will make the following arrangement for the new hires traveling from a domestic or international destination:
o Every employee or a new hire who travels from a domestic or international destination into Puerto Rico will have to get tested for COVID 19. We will make the arrangements with the Toledo Laboratories so that person can get the molecular COVID 19 test as soon as he or she arrives in Puerto Rico.

o The results of the test will be sent to human resources.

o The new hires arriving for a domestic or international destination must have the Arecibo Observatory health insurance active before arriving in Puerto Rico.

o We recommend that international hires stay in the Manati Hyatt Hotel until we receive the test results.

o If the new hire doesn't have a place to stay they can pass the remaining 14 days of quarantine in The Arecibo Observatory Bachelors.

o Once the 14 days of the quarantine are over the person will meet with human resources to verify that he or she does not have any symptoms related to the COVID 19.

o If the person has no symptoms related to COVID 19, he or she will be allowed to integrate into his or her work area.

### XVIII. New Hires

**Effective until further notice:**

- Every new hire before he or her start date will have to get tested for Coronavirus and need to present the results of the molecular test to the human resources department.

- Any person with a positive result will have to observe 14 days of quarantine before reporting to work.

- Once the person finishes the quarantine period will have a meeting with the human resources representative to receive an orientation of our COVID 19 PROTOCOL.

- All positive results will be treated with confidentiality.
XIX. Plan to Re-open the Science and Visitor Center

Science and Visitor Center (SVC)

*Day expected to re-open the SVC: Wednesday, June 24th, 2020*

Days of Operation of the Science and Visitor Center

Based on the last Executive Order of the Governor of Puerto Rico, the museums can receive up to 50% of their total capacity. With that in mind and in order to control the amount of visitors, the following schedule will be implemented:

<table>
<thead>
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<th>Wednesday</th>
<th>Thursdays</th>
<th>Fridays</th>
<th>Saturdays</th>
<th>Sundays</th>
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<tr>
<td>9:00 am – 11:00 am</td>
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</table>

1. The visits are going to be exclusively by reservation until further notice from the Government of Puerto Rico.
2. No more than fifty (50) visitors are allowed per period of time (1 hour).
3. All visitors, must wear a face mask at all times. A visitor without a face mask will not be allowed to enter the site.
4. Transportation services will not be provided. The visitor that has a physical or health condition, will be allowed to park his/her car in the parking of the SVC staff as long as there is space available to park.
5. The guards will take the temperature of each visitor. Any person with a temperature of 100.4 °F (38 °C) or higher, will not be allowed to enter the site. If that visitor came in a group, the entire group will not be allowed to enter to the site either.
6. If a group or visitors are at the gate before the time of their reservation, they can enter the SVC as long as there is less than fifty (50) people in the SVC.
7. If the visitors arrive after the hour of their reservation, they can enter the SVC, but the visit will last the remaining time of their booked time.
8. These determinations will be announced through our social media pages (Facebook, Instagram, Tweeter), the official webpage of the Arecibo Observatory, Google and the staff in charge of the reservation. Signs outside the Arecibo Observatory will be posted to inform visitors that they need a reservation in order to visit to the SVC.

9. If a significant amount of visitors is received, the proposed schedule will be evaluated.

- Who will be in charge of the reservations: Thalía García and Wanda Menéndez
- Who will be charge of the dissemination of the information: Ricardo Correa.

At the ticket center

1. Only one (1) person per family or group will be in line to purchase the tickets. Social distancing (6 feet or more) will be required between visitors. The SVC will mark the floor with lines indicating the minimum distance that is permitted. The rest of the members of the group will wait in another line, also marked with lines to conserve social distancing.

2. The employee selling the tickets will wear, at all times, a face mask, face shield and gloves (the SVC will provide them).

- Who will be in charge of marking the lines on the floor: Lucy López
- Who will be in charge of providing the Personal Protective Equipment to the employees (PPE): Abniel Machín

At the entrance of the SVC

1. An employee will be at the entrance of the SVC. He/She will wear a face mask, face shield and gloves at all times. Also, he/she will have hand sanitizer/alcohol and will make sure that every visitor sanitizes their hands before entering to the SVC.

2. The employee will explain to the group(s) the time that they have available to do the tour and that they should avoid agglomeration in the exhibitions.

- Who will be in charge of providing the Personal Protective Equipment to the employees (PPE): Abniel Machín
Inside the SVC

1. Once the visitors are inside the SVC, they will proceed with the tour at their pace, but always making sure to follow the established time.

2. The employee at the entrance, will serve as a guide to the visitors in the first floor. On the second floor, another employee (with all the PPE) will serve as a guide and will supervise the visitors in the pulsar area. Every time a person uses the pulsar, the employee will clean the rails of the pulsar exhibition with alcohol or disinfectant.

3. The movie in the auditorium will be announced every 15 minutes and the visitors will be encouraged to watch it.

4. When there are no visitors, the employees will clean all exhibitions.

- Who will be in charge of providing the Personal Protective Equipment to the employees (PPE): Abniel Machín
- Who will be in charge of providing the paper towels to clean the exhibitions: Lucy López

Elevator of the SVC

1. A sign in front of the elevator door will be placed informing that only members of the same family or group can use the elevator at the same time. This is to make sure that there is no agglomeration of visitors and at the same time follow social distancing instructions.

2. After the visitor/family/group used the elevator, an employee with all the required PPE, will immediately disinfect the elevator. No other visitor/family/group will use the elevator until it is disinfected.

- Who will be in charge of providing the Personal Protective Equipment to the employees (PPE): Abniel Machín
- Who will be in charge of providing the paper towels to clean the elevator: Lucy López
Inside the auditorium

1. An employee will be inside the auditorium and will be in charge of sitting the group(s). Members of the same group will be seated together. A complete row will be left empty between groups.

2. At the end of the movie, the employee will take the group to the Observation Deck, always reminding the visitors to maintain social distancing. The employee must wear, at all times, a face mask, face shield and gloves.

3. When the employee finishes the presentation in the Observation Deck, he/she will go back to the auditorium and disinfect the handles of the seats. He/she will receive support from the employees that are in the 1st and 2nd floor of the SVC. The next group will not see the movie until the sits are disinfected.

4. Before taking a new group to the Observation Deck, the employee must be sure that the previous group is no longer in the Observation Deck (or at least a minimum amount of visitors).

   - Who will be in charge of providing the Personal Protective Equipment to the employees (PPE): Abnie Machín

   - Who will be in charge of providing the paper towels to clean the handles of the seats: Lucy López

At the Observation Deck

1. The employee that was in the auditorium, once the movie is over, will guide the visitors to the Observation Deck, will give the presentation, always encouraging social distancing and, if possible, sitting the members of the same group together.

2. Once the presentation is over, the employee will announce that they can buy food/snacks in the terrace area but only one member of the group will make the order. The other members of the group should not do the line and must maintain social distancing from other groups. Lines will be marking the distance that they should obey.

3. The employee must return to the auditorium and disinfect as soon as he/she finished with the presentation and provided the instructions to the group at the Observation Deck.
At the Terrace Area

1. Two (2) employees will be working in the Terrace Area wearing, at all times, face mask, face shield and gloves.
2. The employees will have hand sanitizer/alcohol and will make sure that every visitor sanitizes their hands before delivering the food/snack.
3. Only food/snacks that are easy and fast to dispatch will be sold. These includes: water, sodas, ice creams, hot dogs, chips, among others. This is to reduce the waiting time in the line and reduce agglomeration.

- Who will be in charge of providing the Personal Protective Equipment to the employees (PPE): Abniel Machín
- Who will be in charge of marking the lines on the floor: Lucy López

Galaxy Shop

1. The employee that is in charge of selling the tickets at the entrance will remain at all times in the Galaxy Shop. He/she will wear, at all times, face mask, face shield and gloves.
2. He/she will remind the visitors to maintain social distancing by standing on the lines that will be on the floor of the Galaxy Shop. No more than ten (10) visitors are allowed in the store at the same time.
3. He/she will clean the front desk every time at check out. When the operation allows, this person will also disinfect the surfaces of the store as many times as it is possible. After the last group leaves the Center (3:30 pm), this person will disinfect the surfaces of the store.

- Who will be in charge of providing the Personal Protective Equipment to the employees (PPE): Abniel Machín
- Who will be in charge of marking the lines on the floor: Lucy López
Restrooms

1. The restrooms of the SVC and outside the Galaxy Shop will be opened to the public.
2. One of the restrooms outside of the Galaxy Shop will be exclusively for the employees.
3. The restrooms will be cleaned by the employee in charge of the maintenance at the SVC, two (2) times per day (before the first reservation of the day and after the last reservation of the day) and must have PPE at all times.
4. Each restroom will have soap and instructions to good hygiene.

- Who will be in charge of providing the Personal Protective Equipment to the employees (PPE): Abniel Machín
- Who will be in charge of assigning the maintenance employee: Lucy López

Learning Center

1. Only 50% of its capacity will be used.
2. An employee (with PPE) will be inside the Learning Center and will be in charge of sitting the group(s). Members of the same group will be seated together and social distancing will be reminded.
3. After the movie is over, the employee will provide instructions to the visitors and disinfect the tables and seats. This will happen every time a group leaves the room.
4. Visitors must wear face masks at all times.
5. The use of the Learning Center will be exclusive, for now, to the activities of the Science and Visitor Center.

- Who will be in charge of providing the Personal Protective Equipment to the employees (PPE): Abniel Machín

Risk Assessment

For the SVC Risk Assessment Plan, please refer to Appendix 1.

NOTE: This plan will be implemented starting Wednesday, June 24th, 2020 until July 1st, 2020. After July 1st, 2020, the Governor of Puerto Rico will provide further determinations to follow and the plan will be revised accordingly.
XX. Questions and Answers

How much information may an employer request from an employee who calls in sick, in order to protect the rest of its workforce during the COVID-19 pandemic?

*During a pandemic, ADA-covered employers may ask such employees if they are experiencing symptoms of the pandemic virus. For COVID-19, these include symptoms such as fever, chills, cough, shortness of breath, or sore throat. Employers must maintain all information about employee illness as a confidential medical record in compliance with the ADA.*

What should I do if an employee under my supervision or co-worker is diagnosed with COVID-19?

*First, remember that the employee will appreciate hearing your support while they recover from the illness. You can anticipate that other employees may have heard about, or suspect that, someone is out sick with the COVID-19 related illness. They will understandably have concern when they hear about a colleague who is ill. There will be concern for the colleague as well as concern over a potential exposure risk to themselves or others. You may acknowledge that there is an individual in the unit who has tested positive for COVID-19, without identifying the individual. You may also inform employees that guidance is being sought from the health department to determine if there is indication for quarantine as a precautionary measure.*

When are previously ill people able to return to work or leave their home isolation, whether tested for COVID-19 or only exhibiting symptoms?

*According to the CDC, employees with COVID-19 who have stayed home (are home isolated) can stop home isolation under the following conditions: They have been without fever for at least 72 hours (without the use of medicine to reduce the fever)*

How do we support employees who are anxious about being in the workplace during the COVID-19 outbreak?

*Employees who are unable to work remotely and are eager to stay in the workplace can take vacations, paid time off (PTO) or unpaid time off according to the employee manual of the company for which they work. These provisions must be previously approved.*

Should we consider whether materials that come from an outbreak area should be quarantined to avoid surface transmission to employees?

*The OSHA general duty clause, Section 5(a)(1) of the Occupational Safety and Health Act, requires that each employer furnish to each of its employees a workplace that is free from recognized hazards that are causing or likely to cause death or serious physical harm.*
References


Appendix 1 - Risk Assessment to the Science and Visitor Center of the Arecibo Observatory.

The intention of this assessment is to identify risk factors associated with COVID-19 and how to solve or manage them.

<table>
<thead>
<tr>
<th>What are the hazards?</th>
<th>Who might be harmed?</th>
<th>Controls Required</th>
<th>Additional Controls</th>
<th>Action by who?</th>
<th>Action by when?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hand Washing</td>
<td>Staff, Visitors, Cleaners, Contractors, Drivers, Vulnerable groups — Elderly, Pregnant workers, those with existing underlying health conditions, Anyone who gets in contact with the SVC</td>
<td>Hand washing facilities with soap and water in place. Rigorous hand washing taking place. See hand washing guidance: <a href="https://www.cdc.gov/handwashing/index.html">https://www.cdc.gov/handwashing/index.html</a> Drying of hands with disposable paper towels. Gel sanitizers in any area where washing facilities not readily available.</td>
<td>Employees will be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also they will be reminded to catch coughs and sneezes in tissues — Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace. To help reduce the spread of coronavirus (COVID-19) posters and other informative materials will be available for display.</td>
<td>SVC&amp;AO supervisors, staff, and visitors</td>
<td>June 22, 2020</td>
</tr>
<tr>
<td>Cleaning</td>
<td>Staff, Visitors, Cleaners, Contractors, Drivers, Vulnerable groups — Elderly, Pregnant workers, those with existing underlying health conditions, Anyone who gets in contact with the SVC</td>
<td>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area, exhibitions, seats, using appropriate cleaning products and methods.</td>
<td>Rigorous checks will be carried out by supervisors to ensure that the necessary procedures are being followed.</td>
<td>SVC&amp;AO supervisors, staff</td>
<td></td>
</tr>
<tr>
<td>Social Distancing</td>
<td>Staff, Visitors, Cleaners, Contractors, Drivers, Vulnerable groups — Elderly, Pregnant workers, those with existing underlying health conditions, Anyone who gets in contact with the SVC</td>
<td>Social Distancing -Reducing the number of people (50% of the capacity of the SVC) to comply with the six foot gap recommended by the CDC and the executive order of the Government of Puerto Rico: <a href="https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html">https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html</a></td>
<td></td>
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<tr>
<td>Wearing of Gloves</td>
<td>Staff, Visitors, Cleaners, Contractors, Drivers, Vulnerable groups — Elderly, Pregnant workers, those with existing underlying health conditions, Anyone who gets in contact with the SVC</td>
<td>Gloves will be mandatory to the employees working in the Galaxy Shop, Terrace, entrance of the SVC and maintenance. For the rest of the SVC staff is not mandatory to use gloves but it will be recommended. Staff will be</td>
<td>Staff will be reminded that wearing of gloves is not a substitute for good hand washing.</td>
<td>SVC&amp;AO supervisors, staff, and visitors</td>
<td></td>
</tr>
</tbody>
</table>

June 22, 2020
instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.  

**Masks and Face Shields**
Cloth face coverings may slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain especially in areas of significant community-based transmission. Any person, including staff, visitors, contractors, drivers, etc. will have to wear a mask at all times. Staff will be provided with face masks and face shields and it will be mandatory to wear it at all times. At the end of the day, the masks will be disposed safely and the face shields disinfected to be re-used the next day.

**Symptoms of Covid-19**
If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance. Supervisors will maintain regular contact with staff members during this time. If reported that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as domestic premises), the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.  

**Mental Health**
Supervisors will promote mental health and wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help  

Internal communication channels and messages through the supervisors will be carried out regularly to reassure and support employees in a fast changing situation.

Supervisors will offer support to staff who are affected by Coronavirus or has a family member affected.

Regular communication of mental health information and open door policy for those who need additional support.