



Safety Plan for Reduced Exposure Against COVID-19

The health and safety of our employees, students and customers is our number one priority. In order to mitigate risks associated with COVID-19, everyone must familiarize themselves with the guidance provided by the Center for Disease Control (CDC) as well as pertinent local, state, and federal requirements. We all contribute to a safe, healthy, and respectful work environment.

Graduate School USA (GSUSA) takes its guidance from the National and Local DC Centers for Disease Control and Prevention (CDC). The Occupational Safety and Health Administration (OSHA) issued interim guidance for workplace precautions for COVID-19

Worker Protection for Lower Risk Employees

GSUSA monitors public health communications about COVID-19 recommendations and ensures that employees & guests have access to that information. Frequently check the CDC COVID-19 website: www.cdc.gov/coronavirus/2019-ncov to understand the current environment in the District of Columbia and the latest recommendations.

Implementation of Basic Infection Measures

As appropriate, all employees and guests should practice good hygiene and infection control practices, including:

- Frequent and thorough hand washing. If soap and running water are not immediately available, alcohol-based hand sanitizer is available throughout the location.
- All are encouraged to stay home if they are sick.
- Use respiratory etiquette, including covering coughs and sneezing into the crook of your arm.
- Utilize trash receptacles for all discarded personal protection materials.

Face Coverings, Social Distancing & Vaccines

When the District of Columbia COVID-19 Community Level is at “Low” or “Medium” masks are not required. However, you may choose to wear a face covering based on your preference. When the District of Columbia Community Level is at High, face coverings are required in indoor spaces.

Where possible, we allow for and encourage maintaining social distance in the office. Although we won't require employees or guests to receive the COVID-19 vaccination, the CDC does recommend it.

Cleaning

Graduate School, USA practices routine cleaning of frequently touched surfaces and common areas throughout the workplace.

Symptoms

If you are experiencing symptoms, do not report to the office, classroom, or travel. If you were exposed to COVID-19 you must stay home and quarantine in accordance with current CDC guidance. The CDC provides a [virtual symptom checker](#) to help you make decisions. If you report to work or class in our offices, it is assumed that you conducted the self-check and that you are symptom free and well enough to be in attendance. If you begin to feel ill after you arrive, you must proactively inform your manager or instructor and together you will determine the next steps.



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Exposure Notifications

Any person who begins experiencing symptoms within 72 hours of being in the facility or who tests positive within 72 hours of being in the facility should immediately report that information to Lisa Ciferni, Human Resources at lciferni@apei.com or (302) 307-3322.

Human Resources will send an exposure notification to anyone who may have been exposed if the exposure meets the following criteria:

- Symptoms were developed within 72 hours of being in the facility
- Positive test results received within 72 hours of being in facility

Informational Websites:

www.cdc.gov/coronavirus/2019-ncov

<https://coronavirus.dc.gov/healthguidance>

<https://washington.org/dc-information/coronavirus-travel-update-washington-dc>

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

If you have any additional questions regarding GSUSA COVID-19 Safety Plan, contact Human Resources at human.resources@graduateschool.edu or lciferni@apei.com.