



**From:** Buckingham, Lizzy C (DEC) [<mailto:lizzy.buckingham@alaska.gov>]  
**Sent:** Wednesday, April 29, 2020 5:28 PM  
**To:** Andrew Heuscher <[ANDREWH@lynden.com](mailto:ANDREWH@lynden.com)>; Brett Farrell <[bfarrell@lynden.com](mailto:bfarrell@lynden.com)>  
**Cc:** Rodriguez, Ytamar M (DEC) <[ytamar.rodriguez@alaska.gov](mailto:ytamar.rodriguez@alaska.gov)>; Koloski, Thomas H (MVA) <[thomas.koloski@alaska.gov](mailto:thomas.koloski@alaska.gov)>  
**Subject:** COVID-19 Action Plan Final Alaska Marine Lines / Alaska Marine Trucking; Kensington Mine, Red Dog Mine, Western Alaska, Bristol Bay

Alaska Marine Lines / Alaska Marine Trucking  
Andrew Heuscher / Brett Farrell  
206-575-9550  
[andrewh@lynden.com](mailto:andrewh@lynden.com)  
[bfarrell@lynden.com](mailto:bfarrell@lynden.com)

Please read this notification in its entirety for important information regarding the Community/Workforce Protective Plan which your business submitted in response to Health Mandates 10 and 12. Please respond to confirm receipt of this notification.

Your revised Community/Workforce Protective Plan was received on 4/28/2020 and a second review was completed. The second review determined that your plan has met all minimum requirements set by the State of Alaska.

We will forward this email and the plan you submitted to the appropriate Municipal or Borough Emergency Operations Center (EOC) or Incident Management Team (IMT). We will confirm to them that we have reviewed your Community/Workforce Protective Plan and that your plan has met all minimum requirements set by the State of Alaska.

We strongly recommend that you engage with your local EOC or IMT to discuss their concerns and the processes that have been enacted at the local level for reporting, transporting and treating a sick worker.

Please ensure all of your employees are following the guidance of the Governor's Health Mandates and your internal protective measures and that your business team is taking all appropriate precautions to safeguard your critical workforce and prevent the potential spread of the virus within Alaskan communities.

References: Alaska COVID-19 Health Mandates  
DOL\_HHS-Guidance on Preparing Workplaces for COVID-19  
OSHA\_Reporting\_COVID-19

Lizzy Buckingham  
Critical Infrastructure Sustainment Branch  
State of Alaska COVID-19 Unified Command  
(907) 269-7505

# COVID-19 Prevention & Response Plan

Alaska Marine Lines (AML) and Alaska Marine Trucking (AMT), along with their service partners provide essential transportation services throughout the state of Alaska. Alaska Marine Trucking provides all shore-side services for AML statewide, including all stevedoring operations of AML's cargo vessels in Alaska. In many locations' AML/AMT are the sole providers of transportation services, providing critical goods and services throughout the state, including many coastal villages. These communities rely on our ability to provide the transportation and logistics necessary to support and service these remote locations, many of which can only be conducted seasonally. We understand our responsibility to these communities as part of the "Alaska Critical Workforce Infrastructure" (under Governor Dunleavy's Health Mandate 10.1) so maintaining continuity of transportation services to these communities, particularly during the challenges imposed by the COVID-19 pandemic, is critically important.

As part of the critical infrastructure regarding logistics and transportation services – AML/AMT must act in a socially responsible manner regarding our COVID-19 prevention and mitigation efforts. **We must keep our people, communities and customers safe.**

The logistics of cargo operations in Alaska are often complex and involve multiple entities; shippers, dispatchers, truckers, customer service, warehouse, maintenance, and administrative personnel, machine operators, tugboats and mariners. These challenges as well as importance of following established guidance by the Federal (CDC), State (AKDHSS), and local governmental agencies is critical in order to stem the spread of COVID-19 and allow us to continue to provide these critical services. Our operational plans take into consideration these challenges, and we have addressed mitigation procedures that follow the CDC and AKDHSS guidelines to minimize the spread of COVID-19.

First and foremost, we want to protect the safety and health of employees and the broader communities in which we operate. AML/AMT believes that the prevention and mitigation procedures we have in place will allow us to continue to keep vital commodities flowing uninterrupted to rural communities of Alaska and provide transportation services during this pandemic and do it safely. Though the current environment is challenging to operate in, our mission is to continue to provide these essential services as safely and efficiently as possible without compromising the health, safety and wellbeing of our personnel, service partners, stakeholders and communities we operate in.

<b>Table of Contents</b>	
Prevention and Response Plan Intro	1
Table of Contents	2
Purpose of Plan	3
<i>Prevention Measures</i>	
Working Remotely	3
Customer Queues	3
CSR/Customer Interaction	3
Break rooms	3
Employee Meetings	3
Freight Operator Interaction	4
Driver Interaction	4
Visitors to AML/AMT Facilities	4
Commercial Air Travel	4
Vacation Travel	4
Essential Travel to/from Remote Locations	4
<i>Personnel Assigned to Remote Mine Sites</i>	5
<i>Rotational or Temporary Personnel Assigned to Facilities in Alaska</i>	5
<i>Seasonal Personnel Assigned to Remote Facilities in Western Alaska/Bristol Bay</i>	5
<i>Requirements for Vessel Crews</i>	7
Virus Testing	7
General Cleanliness/Disinfection	7
<i>Response Measures – Employee Illness</i>	
Employee Redundancy	8
Recognizing Symptoms	8
Employees Reporting to Work Sick	8
Employees Calling in Sick	8
Employee Reports that Someone in their Home is Sick	8
Employee Tests Positive for COVID-19	8
Medical Evacuation	10
Determining when Positive Employee should Return to Work	10

## Purpose of this plan

This plan outlines the measures AML/AMT will take to prevent and respond to the COVID-19 pandemic in order to continue to offer vital transportation services to the communities we serve, and to protect employees, communities and customers of AML/AMT. This plan is also intended to ensure AML/AMT is acting in a socially-responsible manner in our prevention efforts and response to the COVID-19 outbreak.

### Prevention Measures

#### Social Distancing

The purpose of social distancing is to reduce or eliminate “close contact” between employees, and between employees & customers/vendors/contractors/etc. The Center for Disease Control (CDC) defines a *close contact* as, “**anyone who has been within 6 feet of a person infected with the virus for a prolonged period of time, or has had direct contact with the infected person’s secretions [sneezes, coughs, etc.]**”

- 1) Working Remotely. All service center managers shall evaluate employee positions for viability of working remotely. In cases where employees can work from home or another location with fewer people, and the technology exists for the employees to perform their jobs effectively (computer access/telephone), these employees shall be advised to work from home or other remote locations. In these cases, Service Center Managers shall arrange for periodic phone calls and/or other communications to maintain contact with these employees.
- 2) Customer Queues. Customer service areas/customer queues shall be evaluated by managers and procedures implemented to prevent a line or group of customers, drivers, etc. from forming, particularly inside any AML/AMT worksites and facilities. This can include signage asking customers and other visitors to remain outside or in their vehicles until a customer service agent becomes available, etc.
- 3) CSR/Customer Interaction. Although face-to-face customer/CSR interaction remains a necessity in many cases, procedures shall be implemented to ensure as much distance as possible between the customer and CSR. This can be accomplished by moving workstations back from the customer counter, installing “airport-style” retractable barriers to limit customer movement, etc. CSRs shall wear protective gloves when handling paperwork offered from or to customers, and shall be reminded to wash or disinfect their hands frequently throughout the day.
- 4) Break rooms. Employee break rooms shall either be closed or thoroughly disinfected several times throughout the day. No food shall be consumed in break rooms. No silverware, ceramic plates, glasses, or other materials such eating utensils shall be used (i.e. nothing to create dirty dishes). Shared food such as cookies, donuts, chips, etc. shall not be introduced into the workplace. Break rooms shall not be used as “gathering areas” for multiple employees on break.
- 5) Employee meetings. Service center managers shall evaluate the need for all regularly-scheduled or special meetings and consider either cancelling them or finding alternatives to grouping employees together in the same room. In instances where there are no alternatives to holding an *in-person* meeting, the number of attendees should be kept to an absolute minimum, and the meeting should be held in a venue large enough to allow for as much separation as possible (6ft min, if possible). These

guidelines shall also apply to one-on-one or other small meeting as well. In many cases, electronic communication (email, conference call, etc.) can easily take the place of live meetings.

6) Freight Operator Interaction. The freight operators in AML/AMT's lay down yards are generally isolated from each other and other personnel as part of their normal work routine. This separation shall be increased by observing the procedures outlined in #5 above when attending/leading pre-freight operation safety briefs, attending critical in-person meeting at the service center, etc. AML/AMT freight operators shall be particularly sensitive to practicing social distancing with Western Towboat, Dunlap, Bering Marine Corporation, or other towing vessels crews before, during, and after freight barge operations. For example, safety briefs should not be conducted within the confines of checker sheds, instead they should be held in open space large enough to ensure a minimum of 6ft of separation between all participants. In many cases, these briefs can and should happen via radio between freight operators and barge crews.

7) Driver Interaction. Drivers shall practice the social distancing techniques outlined in this section, *including the use of nitrile or other protective gloves when handling paperwork to/from a dispatcher or customer*. Many of our customers will expect these social distancing techniques to be used and our drivers are responsible for taking the lead in using them. AML/AMT will work to eliminate unnecessary driver/customer interaction. *All trucks and other vehicles not solely operated by one driver shall be thoroughly disinfected using sanitizing wipes, etc. at the end of each shift, in preparation for handing off to another driver. Shop trucks shall be disinfected after each use.*

8) Visitors to AML/AMT Facilities. Service Center Managers shall restrict the number of visitors, contractors, etc. to their service centers to the maximum extent possible and ensure social distancing measures are implemented when visitors are allowed.

9) Commercial Air Travel. All business-related air travel is to be avoided unless explicitly approved by AML/AMT's President. Managers shall evaluate each travel request on a case-by case basis, measure the needs of the company and of the community(ies) being served against the risk present by traveling, and look for every opportunity to perform the necessary work without the need for travel. Meetings requiring travel should be conducted via video/teleconference, etc. When travel has been approved, the precautionary measures mandated and/or advised by local, state, and federal agencies shall be adhered to.

10) Vacation Travel. We are asking for employees to consider that their actions on their personal time could impact their employment and the communities in which they live and work. Employees must adopt the same level of seriousness in their personal life toward social distancing, hygiene, and appropriate responsible behavior to avoid exposure.

11) Essential travel to/from remote locations. AML/AMT conducts regular and seasonal freight operations in several remote locations throughout Alaska, all of which are defined as "Alaska Critical Workforce Infrastructure" in attachment (A) to Health Mandate 10.1. The transportation/freight operations conducted in these locations are in direct support of the seafood and mining industries, and in several cases provide essential goods & services to the local communities. The following procedures shall be followed in each of the following types of locations to avoid the spread of COVID-19, not endanger the lives of the communities in which AML/AMT operates, and to protect our own workers and the essential services they provide:

***Personnel Assigned to Remote Mine Sites***

- AML/AMT maintains year-round, rotational employees at the Kensington mine outside of Juneau and temporary employees at the Red Dog mine.
- AML/AMT assumes the owners/operators of the mines have submitted a COVID-19 travel/quarantine plan and/or protocols to the state in accordance with state health mandates and will verify that any such plans/protocols have been approved prior to sending any additional personnel to this site.
- AML/AMT shall follow all plans, procedures, and/or protocols approved by the state and/or implemented by the mine when transferring personnel into or out of these sites.

***Rotational or Temporary Personnel Assigned to Facilities in Alaska***

- AML/AMT currently assigns personnel to company-owned/managed service centers and other customer-owned facilities in various locations throughout Alaska. These personnel are normally assigned on a rotational basis, being onsite for a specific period of time and then being relieved by alternates and traveling offsite to their homes or other locations. In some cases, personnel may be transferred into these sites for a short period of time to perform critical freight or other transportation-related tasks, then transferred out immediately upon completing these tasks.
- When it becomes necessary to transfer personnel into or out of these locations, chartered transportation (aircraft, vessels, etc.) shall be considered first with the intent to lessen our employees' exposure to other people. Whether chartered or commercial transportation modes are used, all personnel being sent to these locations from outside Alaska shall self-monitor for COVID-19 symptoms for 14-days prior to departure. All employees, whether departing from outside or within Alaska shall be screened for symptoms of COVID-19 immediately prior to commencing travel to these sites, and shall self-quarantine for 14 days upon arrival. In cases where employees will be onsite for less than 14-days, they shall remain in a self-quarantine status for the duration of their stay. AML/AMT is comfortable that our employees in these remote locations are capable of self-quarantining themselves *and* performing their normal job duties. The job positions at these locations are primarily focused on the handling of freight and require very little, if any physical interaction with others during the course of a normal workday. It is imperative that the cleaning/disinfecting measures outlined in the plan are followed for any shared equipment (forklifts, trucks, etc.) being used by personnel who are in a quarantine status.
- In cases where AML/AMT's employees are housed in bunkhouses or other communal arrangements, employees shall be provided with dedicated/isolated sleeping quarters during the COVID-19 crisis, and shall not consume food in common areas with other quarantined or non-quarantined employees during the 14-day self-quarantine period. After the 14-day self-quarantine period, social distancing measures shall continue to be followed and employees shall maintain a distance of at least 6 feet from one another. Shared facilities such as bathrooms, showers, etc. shall be thoroughly cleaned and disinfected after *each* use whether employees are self-quarantining or practicing social distancing.
- Employees departing these locations and traveling to other locations within or outside Alaska are strongly encouraged to adhere to any local, state, and/or federal guidelines or mandates for the location(s) they intend to travel to. Rotational employees leaving Alaska must go through the 14-day pre-departure self-monitoring and 14-day on the job self-quarantine upon returning to job site.

- All rotational or temporary employees traveling into Alaska from outside the state shall submit the Mandatory Travel Declaration Form required by the State of Alaska.  
<https://ready.alaska.gov/form>

***Seasonal Personnel Assigned to Remote Facilities in Western Alaska Region and Bristol Bay***

- AML/AMT assigns personnel to company-owned/managed service centers and other customer-owned facilities in various locations throughout the Western Alaska/Bristol Bay region, on a seasonal basis in support of Alaska's seafood industry as well as providing general freight services to these small communities.
- ***As a condition of employment during COVID-19 pandemic***, seasonal employees who will be working in remote Alaska locations shall self-quarantine for a minimum of 14 days prior to departing for the remote site. It is imperative that these employees isolate themselves during this 14-day period by not visiting any public establishments such as grocery stores, liquor stores, restaurants, etc. Each seasonal employee will receive a letter outlining the conditions for employment for the 2020 season mandating that they are required to self-quarantine prior to traveling to Alaska.
- During this 14-day self-quarantine, employees shall self-screen for symptoms of COVID-19 a minimum of 2 times/day and log the results of this screening on an AML/AMT-provided self-screening form.
- Seasonal employees working in remote areas shall be advised as to their departure point for company-provided transportation to the site (e.g. company-chartered aircraft). Employees shall proceed directly to the point of departure without using public or commercial transportation modes (no taxis, buses, trains, or commercial air travel). Upon arrival at the point of departure, employees shall be screened for COVID-19 symptoms again before being allowed on the aircraft, and will be required to wear PPE (e.g. masks, gloves) while onboard the aircraft. At no time will employee be transiting through public facilities.
- Upon arrival at destination employees shall use only company provided transportation on site. Employee shall not use public transportation of any type.
- Immediately upon arrival at remote site, employees shall commence a 14-day "on the job" quarantine period. AML/AMT is comfortable that our remote employees are capable of self-quarantining *and* performing their normal job duties. The job duties at these remote sites are primarily focused on the handling of freight and require very little physical interaction with others during the course of a normal workday. Employees shall remain onsite during the self-quarantine period unless actively handling freight, lashing barges, etc. It is imperative that the cleaning/disinfecting measures outlined in this plan are followed for any equipment (forklifts, trucks, etc.) being used by personnel who are in a self-quarantine status.
- Employees shall be provided with dedicated/isolated sleeping quarters, and shall not consume food in common areas with other employees during the 14-day quarantine period. After the 14-day quarantine period, social distancing measures shall continue to be followed and employees shall maintain a distance of 6 feet from one another whenever possible. Shared facilities such as bathrooms, showers, etc. shall be thoroughly cleaned and disinfected after each use whether employees are self-quarantining or practicing social distancing.
- Additional measures shall be implemented to ensure no customer service or other administrative employees are required to be within 6 feet of any customer, etc.
- No touch Proof of Delivery- A modified delivery documentation process has been developed to minimize risk of exposure to the COVID-19 virus through paper documents. In areas considered

high risk, eliminating transfer of paper documents with customers shall be required by AMT/AML to reduce exposure.

- Visitors- No visitors will be allowed on company work site, offices, or camp facilities.
- Non-Local employees are not allowed to leave company worksite locations without Manager approval.
- Employees will be required to perform daily self-assessments while deployed and document on company provided log to verify they are symptom free.
- Employees shall comply with all local, state and federal ordinances.
- Refusal to fully comply with this policy may result in being denied transportation to worksite, and discipline, up to and including termination.
- All seasonal employees traveling into Alaska from outside the state shall submit the Mandatory Travel Declaration Form required by the State of Alaska. <https://ready.alaska.gov/form>

#### ***Requirements for Vessel Crews***

- All vessel personnel arriving from outside of Alaska will self-quarantine per State of Alaska Health Mandate 10.1. All personnel under quarantine or self-isolation guidelines will maintain social distancing at all times.
- All vessel personnel flying to Alaska from out-of-state will be transported directly to the vessel.
- Vessels will be cleaned and sanitized prior to departure from port.
- Vessel crews and maintenance personnel will self-assess their temperature and assure they are symptom free prior to boarding the vessel.
- With the exception of medical emergencies and operational duties in the immediate vicinity of the vessel, crews will be prohibited from departing the vessels, during any port calls in Alaska.
- No shoreside personnel will be allowed to board the tug, except emergency maintenance personnel.
- Shoreside personnel in Alaska will follow the six-foot social distancing guidelines when interacting with vessel crew.
- Any equipment used by vessel crew during vessel discharge or loading will be sanitized prior to use by shoreside crew.
- Vessel tours will be extended for longer periods to the greatest extent practicable, to minimize crew rotations.

**Virus Testing.** When/if widespread or readily-accessible testing becomes available in locations served by AML/AMT, testing shall be used for employees assigned to remote locations prior to crewing-up, de-crewing, and/or if the decision is made to continue transferring employees in/out of locations in shifts. Company is making every effort to secure rapid test for COVID-19 for all locations.

#### **General Cleanliness/Disinfection**

- 1) Service Center Managers shall ensure, to the maximum extent possible that each AML/AMT facility is adequately equipped with hand soap, hand sanitizer, sanitizing wipes and other disinfectants necessary to properly clean the facility.
- 2) Managers shall ensure that all workspaces are cleaned at least daily, with the exception of the following, which should be cleaned periodically throughout the day: restrooms, break rooms, desktops, telephones, countertops, shared electronic equipment such as printers, copiers, Crossdock devices, Compass devices, etc.

## Response Measures

### **Employee Redundancy**

AML/AMT has qualified freight operators, drivers, mechanics, and other essential personnel located throughout Alaska and the Pacific Northwest. This results in a pool of employees that are capable of performing their job duties in any location and can be relocated as needed in the event operations in any specific location are adversely affected by COVID-19. The Service Center Manager of any facility affected by the loss of employee(s) due to COVID-19 (positive test, shows symptoms of COVID-19, mandatory quarantine, etc.) shall evaluate the need for a replacement employee and coordinate with the regional manager and company president to identify available replacement resources.

### **Employee Illness**

1) Recognizing Symptoms. Service Center Managers shall continuously remind all employees of the importance of staying (or going) home if they experience any of the following symptoms:

- Fever
- Cough
- Shortness of breath

Employees shall be advised to either visit [Teladoc.com/Aetna](https://www.teladoc.com/Aetna) or call Teladoc at 800-835-2362 if they have any of the above symptoms BEFORE coming to work. Employees that present symptoms of COVID-19 shall immediately notify their Service Center Manger.

2) Employees reporting to work sick. Service Managers shall immediately require any employee who reports to work with any of the above symptoms to immediately isolate themselves from other employees and/or customers, to proceed home (or to their dedicated living space), and to contact Teladoc or another medical professional for an initial COVID-19 determination.

3) Employees calling in sick. Employees who call in sick should be advised/reminded to contact Teladoc if they haven't already done so for an initial COVID-19 determination. All employees should follow the advice provided by Teladoc or other medical professionals and arrange for additional medical exams, testing, as required. Sick employees shall be urged to keep their manager up to date with their general status and to not return to work until they have been symptom-free for over 24 hours AND cleared for work by a medical professional.

4) Employee reports that someone in their home is sick. This scenario shall be treated similar to the scenario above. Employee should be encouraged to use Teladoc or other means to get the person/family member evaluated by a medical professional. The employee should follow the advice of the medical professional regarding their risk of contracting the illness and/or whether they should return to work, self-quarantine, etc. It is assumed that an employee living with someone who tests positive or is determined to be infected with COVID-19 will be advised to self-quarantine for a duration of up to two weeks, so managers should prepare for this eventuality.

5) Employee tests positive for COVID-19. If an AML/AMT employee tests positive for COVID-19, the Service Center Manager shall first ensure the employee has access to adequate/appropriate medical

care (i.e. is being taken care of), *report the test result to HSSE and HR*, and determine which employees have had *close contact (see definition on page 3)* with the positive employee in the past 14 days. Any employee(s) who have had close contact with the positive employee should be sent for testing if available/authorized. In the event testing is not available or authorized, potentially-exposed, non-critical employees shall be sent home or to their dedicated living quarters to self-quarantine for 14-days.

Critical employees who are asymptomatic shall be permitted to continue working under CDC guidelines for critical infrastructure workers who may have been exposed to COVID-19. The following measures will be implemented for critical employees remaining at the work site after potential exposure:

- **Pre-Screen:** Employers should measure the employee's temperature and assess symptoms prior to them starting work. Ideally, temperature checks should happen before the individual enters the facility.
- **Regular Monitoring:** As long as the employee doesn't have a temperature or symptoms, they should self-monitor under the supervision of their employer's occupational health program.
- **Wear a Mask:** The employee should wear a face mask at all times while in the workplace for 14 days after last exposure. Employers can issue facemasks or can approve employees' supplied cloth face coverings in the event of shortages.
- **Social Distance:** The employee should maintain 6 feet and practice social distancing as work duties permit in the workplace.
- **Disinfect and Clean work spaces:** Clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment routinely.

In cases of close contact with another AML/AMT employee who has symptoms of or has tested positive for COVID-19, AML/AMT will assist these employees in self-quarantining away from their families upon request of the potentially-exposed employee. In all cases, these employees shall self-monitor for symptoms of COVID-19 for a period of 14-days following the last close contact with the positive employee. In the event symptoms of COVID-19 appear, employees shall seek medical attention immediately and notify their Service Center Manager of the situation.

#### **Company-required Notifications in Response to Positive COVID-19 Test:**

In the event an employee tests positive, the Service Center manager shall immediately notify the following personnel:

- Company President
- HSSE Manager
- HR Manager

This plan assumes that any positive COVID-19 test results will be routed to the Service Center Manager via the employee, who was notified by state or local health officials. It is also assumed that the health authority having jurisdiction will perform "contact tracing" and make appropriate notifications to surrounding community and stakeholders.

The notification of other employees at the affected location shall be conducted after consultation with the Company President, Regional Manager, HSSE Manager, and HR Manager. In no cases will the privacy of the affected employee be infringed upon as part of this notification.

The HSSE Manager shall evaluate all positive COVID-19 tests involving AML/AMT employees and determine if they meet the applicability standards for recording and/or reporting to OSHA, in accordance with OSHA COVID-19 guidelines.

**Steps the employee who tests positive should take (Per CDC guidance):**

- a) Self-isolate at home or in their dedicated living space, except to get medical care
- b) Stay in touch with their doctor, company contracted provider, Teladoc, etc. and follow any medical advice they provide.
- c) Do not use public transportation
- d) Isolate as much as possible from others in the home/bunkhouse (separate “sick room”, separate bathroom, etc.)
- e) Limit contact with pets
- f) Call ahead before going to doctor (they may have special instructions to prevent infecting others)
- g) Wear a face mask, if available.
- h) Cover all coughs and sneezes
- i) Wash hands frequently
- j) Avoid sharing household items
- k) Keep home/bunkhouse cleaned/disinfected regularly

6) Medical Evacuation for employee that test positive for COVID-19 - AMT/AML has secured dedicated chartered aircraft available while the plan is in effect. Employee will be removed from remote worksite and flown to Anchorage on chartered aircraft for Quarantine.

7) Emergency Medivac. In the event a medical professional or other competent authority deems it necessary to evacuate an employee from a remote location and/or a location with limited healthcare, the company shall contact the following medevac providers:

- LifeMed (800-478-5433)
- Guardian Flight (877-708-6013)
- Angel/MedFlight (855-218-4370)
- Life Flight (800-478-9111)
- Medevac Alaska (877-985-5022)

If none of the above commercial sources are able or willing to evacuate the employee, AML/AMT shall charter aircraft as necessary.

8) Determining when positive employee should return to work. An employee who has either tested positive for COVID-19 or a medical professional has determined they have COVID-19 should return to work only after cleared to do so by a medical professional.

**The measures outlined in this plan shall be considered conditions of employment for AML/AMT employees during the COVID-19 pandemic. Service Center Managers shall ensure compliance with this plan in its entirety. Failure to adhere to this plan will result in disciplinary actions up to and including termination.**



## Appendix 4: St. Paul Specific Measures

### **Purpose**

This appendix is intended to supplement and expand on the information contained in AML/AMT's COVID-19 Pandemic Prevention & Response Plan (approved April 29, 2020) by providing information and details specific to 2020 and 2021 operations in St. Paul, AK. It has been updated to incorporate the October 16, 2020 revisions to State of Alaska Travel Mandate 10, as well as St. Paul's Emergency Order 20-96.

### **Summary of Anticipated Operations**

October 2020: On or about October 26, 2020 approximately 5-6 AML/AMT employees, plus two pilots are scheduled to arrive in St. Paul for pre-season preparations. Three freight operators and the two pilots will be in St. Paul for one day, and will not overnight in St. Paul. Two to three maintenance personnel will remain in St. Paul for 3-4 days to install new equipment at the barge mooring facility and will depart St. Paul immediately upon completion.

January-March 2021: Approximately three freight operators will be assigned to St. Paul in this timeframe in support of the commercial seafood industry. In addition to the measures outlined in this appendix, these personnel shall follow all the protocols in the processor's approved Community & Workforce Protection Plan during all interactions.

### **Measures Specific to St. Paul Operations**

Travel to St. Paul: AML/AMT employees will be arriving in St. Paul from either the Anchorage or Seattle areas, depending on place of residence. Travel to St. Paul from Anchorage may be on company-owned, chartered, or commercial aircraft, based on availability. All employees shall wear face coverings immediately upon boarding the aircraft and for the duration of the flight to St. Paul. *No employee shall travel to St. Paul unless they have submitted a COVID-19 Travel Form to the City 24-48 hours in advance of their scheduled arrival.*

Pre-Travel Symptoms Monitoring: These employees have been educated on the latest known symptoms of COVID-19 as per CDC guidelines, and shall self-monitor for these symptoms for a minimum of 5-days prior to commencing travel to St. Paul. If any employee shows a known symptom of COVID-19, they shall notify management immediately and will not be allowed to travel into St. Paul until testing and a medical professional declares them COVID-free.

Pre-Travel COVID-19 Testing: In accordance with State Travel Mandate 10, all employees traveling to St. Paul from out of state shall take a COVID-19 test within 72 hours of



commencing travel. These employees shall not continue travel beyond Anchorage until negative results from the pre-travel test have been returned.

Post-arrival Self-Quarantine: Immediately upon arrival in St. Paul all AML/AMT employees shall commence a 14-day “on the job” quarantine as per AML/AMT’s approved Community & Workforce Protection Plan. These employees shall have no close physical interaction with the local population of St. Paul during this quarantine period. When absolutely necessary to be in the proximity of community members, strict social distancing guidelines shall be followed, including the use of face coverings when required to be within 6 feet of another person.

Lodging: All AML/AMT employees will reside in company-leased, dedicated apartments for the duration of their stay in St. Paul. The address of this lodging unit is 162A Allerman Heights, St. Paul Island, AK 99660.

Transportation within St. Paul: During the short-term pre-season ramp-up/preparations (Oct) a dedicated vehicle will be rented for employee use within St. Paul. During our seasonal operations (Jan-Mar), a company-owned vehicle will be provided for these employees.

Provisioning: Adequate food and other provisions will be shipped to St. Paul to last for the duration of the post-arrival quarantine of our employees. Once the 14-day quarantine requirements are satisfied, provisioning may occur locally or with continued shipments from Anchorage.

Emergency Isolation: In the event an employee exhibits symptoms of COVID-19 or is notified they have had close contact with a person known to be positive with COVID-19, they shall immediately be isolated from the other employees within the company-leased lodging facility. This will be a very short-term isolation, as they will be evacuated from St. Paul as soon as reasonably possible following one of these scenarios. In the event the isolated employee receives a positive test result after the evacuation described below, all remaining employees shall practice strict social distancing between each other, continuously monitor for symptoms of COVID-19, and will follow this same protocol in the event symptoms arise.

Emergency Evacuation: Employees who exhibit symptoms of COVID-19 will be flown out of St. Paul as soon as reasonable possible using company-owned or chartered aircraft. These employees will be completely isolated from other employees and the local community until evacuated. As necessary, additional freight operators shall be sent to St. Paul from Anchorage to ensure critical freight operations can continue.