COVID-19

MANAGEMENT PLAN

ST. PAUL ISLAND

ALEUT COMMUNITY STORE PROJECT

08/11/2020

COVID-19 MANAGEMENT PLAN

PURPOSE

In response to the Global COVID-19 Pandemic, countries, companies, communities, and individuals have been called upon worldwide to make every effort to minimize to the greatest extent possible the risks associated with the transmission and perpetuation of the coronavirus. This document provides guidance to help mitigate the transmission of the coronavirus and provide safe and healthy working environments.

SCOPE

This document is designed to give clear, concise, consistent direction to essential critical infrastructure personnel working throughout the State of Alaska. Due to the fluidity of the events surrounding this pandemic, this document is considered a "living document" and will be updated as conditions change, and as relevant information is disseminated by local, state, and federal agencies.

ROLES AND RESPONSIBILITIES

The Management Team is committed to ensuring the health, safety and protection of the personnel continuing to work through this pandemic, to their families, and to the communities in which they live and work. The following leadership measures have been taken and shall continue throughout the duration of this pandemic:

Senior Project Manager – The Senior Project Manager shall continue to monitor the COVID-19 Pandemic situation and changing dynamics. The Senior Project Manager shall remain in contact with all applicable local, state, and federal leaders and shall ensure that any new directives given by governing bodies are immediately communicated to and implemented by project teams.

Project Management – The Project Manager for this project shall ensure that all applicable COVID-19 directives from the Senior Project Manager are immediately implemented and that all activities are conducted in accordance with the ALARA principle – to ensure that coronavirus transmission risks are As Low As Reasonably Achievable. The Project Manager is responsible for ensuring that a site specific emergency response plan is in place for each of their project locations, and that site specific COVID-19 training has been conducted for all field personnel prior to mobilization. These site specific details are outlined under their respective sections of this plan.

Site Superintendent – The Site Superintendent is responsible for ensuring that the procedures contained in this document are available to and are followed by all project related personnel in the field. The Site Superintendent is responsible for leading daily safety meetings, which shall include daily reminders of and training for COVID-19 precautions and safety measures. The Site

Superintendent shall conduct a daily health assessment of all field personnel. If personnel become sick at work the Site Superintendent shall immediately implement the procedures as outlined under the <u>Emergency Response Plan</u> section of this document.

<u>Field Personnel</u> – Field personnel are responsible for following the procedures contained in this document; for reporting any unsafe or unsanitary conditions; and for immediately self-reporting if they have any illness symptoms. Field personnel are responsible for helping to maintain a safe, clean, and healthy worksite.

COVID-19 GENERAL INFORMATION

<u>COVID-19</u>
The most recent information regarding Coronavirus Pandemic provided by the CDC states:

The CDC is responding to a pandemic of respiratory disease spreading from person-to-person caused by a novel coronavirus. The disease has been named "coronavirus disease 2019" (abbreviated "COVID-19"). This situation poses a serious public health risk. The federal government is working closely with the State of Alaska to respond to this situation. COVID-19 can cause mild to severe illness; most severe illness occurs in older adults who have severe underlying medical conditions like heart or lung disease or diabetes.

<u>Symptoms</u>
COVID-19 symptoms may appear 2-14 days after exposure and have been described by the CDC as, but not limited to:
- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Severe symptoms described by the CDC as requiring immediate medical attention include, but not limited to:
- Trouble Breathing
- Persistent Pain or Pressure in the Chest
- New Confusion or Inability to Arouse
- Bluish Lips or Face

<u>How the Virus is Transmitted</u>
The virus is thought to be spread primarily from person-to-person transmission inclusive of the following:
- People who are in close proximity, generally less than 6 feet, with other people who are infected.
- Respiratory droplets produced when an infected person coughs or sneezes which can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- Touching a surface or object that has COVID-19 on it and then touching one's own mouth, nose, or possibly the eyes.

<u>Other Notes</u> – The following should be considered:
- A person may NOT have a fever and yet still be a carrier of the virus
- People are most contagious when they are symptomatic, for example, experiencing fever, cough, and/or shortness of breath
- Asymptomatic and mildly symptomatic individuals can and also spread COVID-19
- A person without an elevated temperature does not mean he/she has a clean bill of health
- There have been numerous reports of inaccurate temperature readings from the forehead type scan thermometer
- Temperature testing does NOT ensure that there is no communicable disease in the workplace and does not prevent the spread of disease
- Many cases are referred to as asymptomatic, which means that some individuals report no symptoms at all, but can still be carriers of the virus and can infect others

<u>Screening</u> – The Project Manager shall maintain contact with local, state, and federal agencies regarding the rapidly changing COVID-19 screening protocols and COVID-19 testing locations. The following are mandates that are currently in place in the State of Alaska:

- <u>Outside Travel Plan – Preferred Method</u>: Employees who have travelled from outside the state of Alaska shall not be allowed to report to work prior to a 14-day quarantine period in accordance with DHSS guidelines.
- <u>Outside Travel Plan – Essential Services per Mandate 10 revised 08/05/20</u>:
  a) All workers arriving in Alaska from outside the state as part of critical infrastructure workforce traveling specifically for work, as outlined in the Alaska Essential Services and Critical Workforce Infrastructure Order (formerly Attachment A), fall under this section and do not qualify for the options listed in Sections II-VI.
  b) Arrive with a letter from the employer that:
     i. Identifies the employer and employee by name;
     ii. Details instructions on how the employee must travel to their job site in accordance with the employer's Community Workforce Protective Plan; and

        iii.   Confirms the traveler is following the employer's Community Workforce Protective Plan on file with the State that includes testing and/or quarantine provisions.

    c) The categories for the protective plans are below:

        i.   Protective Plans pursuant to the Alaska Essential Services and Critical Infrastructure Order: Critical infrastructure is vital to keeping Alaska safe, and, as a result, businesses and employees of critical infrastructure industries must take special care to protect their staff and operations during this pandemic. If your business is included in the Alaska Essential Services and Critical Workforce Infrastructure Order (formerly Attachment A), and your workers must travel to enter Alaska, you must submit a plan or protocol for maintaining critical infrastructure to the akcovidplans@ak-prepared.com. This plan must outline how you will avoid the spread of COVID-19 and not endanger the lives of the communities in which you operate, of others who serve as a part of that infrastructure, or the ability of that critical infrastructure to function.

            1. Companies that have previously submitted plans do not need to submit another; they can proceed under their current plans that have been reviewed by the State.

        ii.   Arriving commercial fishing vessel crewmembers or independent harvesters must follow the procedures in Health Mandate 017 – Protective Measures for Independent Commercial Vessels.

        iii.   Arriving seafood processing workers must follow the procedures in Health Mandate 010 Appendix 01 – Enhanced Protective Measures for Seafood Processing Workers.

- Prior to deploying workers to remote job sites, personnel shall be screened per CDC and state guidelines. (See Wellness Screening Form, Appendix A) Screening of individuals shall consist of:
  - o Screening questions focusing on recent travel locations, known contact with persons known or suspected to have COVID-19, and current symptoms (i.e. fever, dry cough, difficulty in breathing, and/or fatigue)
  - o Temperature screen for 100 degrees or greater to be taken on the same day of travel
- Personnel who do not pass the screening criteria shall not be allowed to mobilize to the jobsite.
- The Site Superintendent shall remain diligent in making sure that personnel are healthy and fit for work and shall remove and report any employee who exhibits the above symptoms according to the Emergency Response Plan.

<u>Self-Quarantine Procedures – Mobilization</u>
Under Essential Services per Mandate 12 Option

Employees who are returning to the State of Alaska from outside may be deployed to the project site without first completing a 14-day quarantine period, as long as they pass the screening criteria, and adhere to the following restrictions for the first 14 days on the project site.

Additional Protective Restrictions:
- The worker may not share a vehicle with anyone during transit to the project site or from the project site
- The worker must have on their Personal Protective Equipment prior to accessing the project site or project equipment
- The worker will work in barricaded area separated from project site employees for 14 days after arrival on the project site
- The worker will enter project site barricaded area in separate entrance to project site for 14 days after arrival on the project site
- Workers will clean & sanitize tools prior / post work day
- The worker must maintain a minimum 6' distance from all other workers, at all times
  - A means of communication – radio, phone, etc. shall be provided to the worker to allow for communication with other workers and supervisors without encroaching on the minimum 6' distance
- The worker shall not be permitted to go to any location other than the project site and place of residence to avoid contact with the general public
- If the worker is working in a location where they are not able to return to their personal residence and must utilize project housing, the following additional measures must be taken
  - Worker shall isolate to their own bedroom during times at the residence
  - Shared facilities within the residence (kitchen, dining, laundry, etc.) will have allocated usage times for self-quarantining individual
  - All residents will follow CDC guidelines on sanitization of these areas before and after each use

EMERGENCY RESPONSE

Management Teams shall ensure that Emergency Response Plans are in place prior to mobilizing crews to new locations or allowing crews to continue working in existing locations. The Emergency Response Plans shall be site specific for each project location and shall include the following at a minimum:
- Project name and physical location of the work sites
- Emergency contact list of all project personnel, up to the executive management level responsible for the project

- Quarantine plans and locations for taking care of sick personnel
- Emergency and non-emergency transport plans to remove sick personnel from jobsites
- Locations of emergency medical supplies and PPE for the project
- Reporting matrix with contact information to report infected personnel
- Names, phone numbers, and physical addresses of designated site supervisors responsible for monitoring conditions and activating emergency response
- Names, addresses and phone numbers of the following entities:
    - Hospitals
    - Medical Clinics
    - Emergency Response Shelters
    - Police
    - Fire
    - Ambulance
    - Airlines for Evacuation if Remote
    - Local Supply Companies (if any)

SOCIAL DISTANCING

In accordance with CDC, WHO, and other state and federal guidelines and recommendations, the Project Manager shall implement Social Distancing procedures to help limit or minimize contact between personnel and other people to help stop the transmission of the coronavirus. Social Distancing procedures shall include the following at a minimum and shall be updated as conditions, guidelines, and recommendations change:

- Avoid gatherings of any size both internal and external to operations at the project site
- Perform meetings via conference call whenever possible
- Discontinue contact greetings such as hugs and handshakes
- Avoid physical contact and practice social distancing, including keeping at least 6 feet of separation from others to the greatest extent possible
- Discontinue collection of handwritten or iPad signatures for safety meetings and instead have the on-site supervisor document meetings and attendance
- Do not congregate in lunch or break room areas
- Have staggered break and lunch times when possible to prevent multiple personnel from being in the same location at the same time
- Limit the number of personnel in a single vehicle to avoid physical contact
- Provide single status rooms
- Allow only essential critical infrastructure personnel and stake holders on locations
- Limit face-to-face interactions as much as possible

PRIOR TO MOBILIZATION

The Project Manager and Site Superintendent shall both assist with minimizing impacts to communities and limiting interactions with others to the greatest extent possible throughout

the duration of the project. Prior to mobilization, it will be ensured that every practical effort has been made to provide for the following:

- That personnel are healthy and ready for work
- All necessary housing and transportation have been arranged
- Availability and/or delivery of food
- Project materials and supplies have been obtained or located
- Acquisition of all required PPE, First-Aid response kits and consumables

Crews shall not mobilize to remote locations until all supplies necessary to safely execute the project have been located, and adequate housing and transportation to provide safe working and living conditions have been obtained.

The Project Manager shall coordinate with local community leaders and governing entities prior to mobilization; discuss site-specific plans, and any local/community considerations.

MOBILIZATION / TRANSPORTATION

Understanding that many remote locations require multiple transportation methods, the following precautions shall be taken to help minimize COVID-19 transmission risks during mobilization and transportation.

- Personnel must pass the health screening process prior to mobilization
- Modes of transportation must be approved by the Project Manager
- All transportation vehicles, including aircraft shall be cleaned and sanitized in accordance with CDC guidelines prior to each transport (*See Appendix E – Island Air Express Sanitization and Precaution Procedures*)
- Transportation methods shall allow adequate space between personnel and overcrowding of transportation methods shall be prohibited.
- All vehicles, vessels, and aircraft shall contain first-aid kits and PPE to assist if an employee becomes ill during transit

SANITIZING / HOUSEKEEPING

The CDC recommends the following cleaning and sanitizing measures in the workplace and at the houses where workers are residing during the project:

- Cleaning refers to the removal of germs, dirt, and impurities from surfaces. Cleaning does not kill germs, but by removing them, it lowers their numbers and the risk of spreading infection. Clean soiled surfaces before disinfecting.
- Disinfecting refers to using chemicals to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.
  - A simple disinfecting solution of 1/3 cup of bleach to one gallon of water will kill the coronavirus

- o Isopropyl alcohol 70% or greater will kill the coronavirus
  - o Other disinfectants registered with the EPA are also effective
- Ensure that all surfaces and common shared surfaces are cleaned and disinfected daily, including cell phones, computers, table-tops, desktops, doorknobs, copy machine buttons, touch screens, phone receivers, key boards, light switches, faucet handles, hand and power tools, construction equipment, vehicles, break rooms, restrooms, living quarters and all other work and residential areas.
- Ensure that clothing and bedding are laundered in the hottest water possible.
- Empty trash daily and have a separate closed trash receptacle for disposal of potentially contaminated waste, such as PPE, tissues, food waste, paper towels, disposable plates, cups, and utensils.
- Clean and disinfect trash cans often.
- Clean and disinfect surfaces of service and fleet vehicles prior to use, including steering wheels, gear shifters, instrument panels, door handles, control knobs and switches, and use aerosol sanitizers inside of closed cabs.

PERSONAL HYGIENE

Personal Hygiene is crucial to stopping the spread of COVID-19. (See Appendix B) In order to help stop the spread of germs at work it is critical that personnel practice the following:
- Frequent hand washing for 20 seconds with soap, water, or utilizing hand sanitizer (See Appendix C)
- Cover nose and mouth when coughing or sneezing with arm or tissue, dispose of tissue after use and wash hands after coughing or sneezing
- If possible, do not share tools. Disinfect tools between use be separate employees
- Do not share PPE
- Sanitize reusable PPE per manufacturers recommendation prior to each use
- Ensure used PPE is disposed of properly and ensure that proper decontamination methods are used when in contact with known COVID-19 contaminated areas
- Utilize disposable gloves where appropriate and wash hands after removing gloves
- Disinfect reusable supplies and equipment
- Utilize disposable hand towels and no-touch trash receptacle
- Avoid cleaning techniques – such as using pressurized air or water sprays that may result in the generation of bio-aerosols
- Ensure that cleaning and sanitizing supplies are available to employees so that they may clean their work surfaces in their workspaces
- Avoid touching face, especially eyes, nose, and mouth

SELF-QUARANTINE IF SICK

It is critical that individuals NOT report to work while they are experiencing illness symptoms such as fever, cough, shortness of breath, sore throat, runny/stuffy nose, body aches, chills, or

fatigue – Personnel shall inform their supervisor immediately, self-quarantine, stay isolated from others and should seek medical attention if they develop these symptoms!

If an employee becomes sick at work the Site Supervisor shall:

- Isolate and return infected personnel home as quickly as possible
- Notify the Project Manger immediately upon discovering symptoms
- Limit interaction to one person for taking care of personnel who are quarantined
- Follow CDC guidelines and seek medical help to care for individuals in quarantine

OSHA GUIDANCE

Current OSHA guidance can be found here: www.osha.gov/SLTC/covid-19/

See Appendix D for OSHA Alert Poster