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May 14, 2020

State of Alaska  
550 W. 74<sup>th</sup> Ave, Suite 1535  
Anchorage, AK 99501-3587

via email ([akcovidplans@ak-prepared.com](mailto:akcovidplans@ak-prepared.com)) only

Re.: COVID-19 Plan

We are in receipt and thank you for your email, dated May 12, 2020. We have reviewed same and reply as follows:

Self-Quarantine of Arriving Workers

- Harnish Group Inc. and its subsidiaries, N C Machinery Co. and N C Power Systems Co. perform work necessary to the operations and maintenance of Essential Infrastructure and as such are permitted to work during quarantine. The Companies support the following Infrastructure:
  - Public works construction
  - Construction of housing
  - Airport Operations
  - Water, sewer, gas, electrical
  - Oil Production
  - Mining
  - Logging
  - Roads and Highways
  - Fishing
- *Our employees may travel to various areas throughout the State of Alaska. As outlined below each employee has to meet the safety requirements and take appropriate precautions in order to be able to work or travel. While out on assignment, the employee does his/her job and then return to their housing or branch. We emphasize social distancing, proper hygiene, proper use of face coverings and gloves and enforce CDC recommendations. The safety of our employees and community as a whole is imperative.*
  - *Minimized stops between branch and final destination*
  - *Minimal to no contact with others*
  - *Not visiting any public spaces*
  - *Proper use of face coverings and gloves*
  - *Proper and regular use of hand sanitizer and hand washing*
  - *Overall requirement with social distancing guidelines*

#### Travel Plans and Procedures

- Movement into and within the State of Alaska has been minimized. Employees who are normally on a 30-days rotation, have remained in place and travel is limited to essential services.
- Attached is our "Interstate Travel Documentation and Self Disclosure" form which is completed prior to any travel being authorized. We expect our employees to continue complying with the CDC recommended precautions by practicing social distancing, using proper hygiene, and reporting any symptoms promptly as well as adhering to any additional requirements of air carriers and the communities they are visiting.

#### Procedures for Personnel Who Become Ill

- Upon identification of possible exposure to Covid-19, a thorough investigation is conducted (See COVID 19 – Exposure Investigation Form). Employees who are deemed to have Covid 19 are required to immediately isolate and may not return to work until cleared by a doctor. Anyone who is deemed to have been exposed is required to self-quarantine for 14 days and may return to work if not exhibiting any symptoms such as fever, cough or shortness of breath. Others who have been in casual contact with the exposed must self-monitor for any symptoms and self-quarantine should any symptoms arise.
- During our investigation process we obtain "Employee Consent to Disclose Name" (see attached) and complete the "COVID 19 Exposure Investigation" (attached).
- To date we have not had any positive cases in Alaska.

#### Notification protocol for ill workers

- As a result of the investigation, any employees deemed to have been in close or casual contact are promptly notified of the potential exposure. Work and common areas where employee may have been are immediately sanitized.
- Advise janitorial service to pay extra attention to said areas and continue to thoroughly clean and sanitize the areas.

#### Continued Maintenance/Operation of Critical Infrastructure

- A contingency plan and control to ensure compliance are in place.

#### Detailed plan for how and where self-quarantine will take place

- Self-quarantine should be in the employees residence or the employee provided housing in our Dutch Harbor and Prudhoe Bay location.

#### State the means of transportation and any protective measures that employees will follow during transit to and from the Worksite

- Employees either drive their personal or company issued vehicle
- Face masks and gloves have been issued for employee use
- Practicing CDC recommended social distancing, including but not limited to the recommended 6 feet minimum distance.

#### List policies and procedures for prompt identification and isolation of sick people.

- As outlined above, we start an immediate investigation.

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We are diligently working towards eliminating the spread of the COVID 19 virus. We have supplied our employees with face masks, hand sanitizers, disposable gloves and ensure that all areas are cleaned and sanitized daily. We continue to inform our employees of changes and continue to enforce safe practices on a daily basis. Attached is some communication regarding same.

Feel free to contact me at (425) 656-4581 with any questions or concerns. Thank you for your attention in this matter.

Regards,

A handwritten signature in black ink, appearing to read "John W. Harnish". The signature is written in a cursive style with a large, sweeping initial "J".

John W. Harnish  
President and COO

cc: B'Elanna Rhodehamel ([belanna.rhodehamel@alaska.gov](mailto:belanna.rhodehamel@alaska.gov))