



COVID-19

MANAGEMENT PLAN Rev. 1

ST. PAUL ISLAND

SHIP REPAIR FACILITY

& MARINE SUPPLY STORE PROJECT

07/27/20

From: [AKCOVIDPLANS](#)
To: [Lesli Swanson](#)
Subject: Re: Alaska DOTPF Contractor - Wolverine Supply, Inc. COVID-19 Management Plan
Date: Tuesday, May 12, 2020 10:54:58 AM

The State of Alaska has received your Community/Workforce Protective Plan in response to the Governor's Health Mandates. We will review your plan and contact you if we have any further questions or recommendations on the protective measures you are enacting. Until such time as you receive additional guidance from the State of Alaska, either through a direct message from our staff or a follow-on Health Mandate or Alert, please execute your plan as you have submitted it. Your employees may begin their travel into and around the State, provided they are adhering to the measures outlined in your plan and the posted State Health Mandates and Alerts.

If your company requests that we withhold any information contained in your Protective Plan from public release because the information is protected under AS 40.25.120(a), you must submit such a request via email to criticalinfrastructurebranch@alaska.gov, following the guidance at: <https://covid19.alaska.gov/unified-command/protective-plans/>

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 Emergency Response Plan section of this document.

Field Personnel – 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

COVID-19

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.

Symptoms

COVID-19 symptoms may appear 2-14 days after exposure and have been described by the CDC as, but not limited to:

- Fever
- Shortness of Breath
- Dry Cough

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

How the Virus is Transmitted

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.

Other Notes – 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

Screening – 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:

- Outside Travel Plan – Preferred Method: 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.
- Outside Travel Plan – Essential Services per Mandate 12 Option: Employees who have travelled from outside the State of Alaska shall be allowed to report to work immediately, without a 14-day quarantine period after arriving in the state. However, they must pass the pre-screening requirements and also follow the Self-Quarantine directions as outlined below.
- 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:
 - 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)
 - 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.

Self-Quarantine Procedures – Mobilization
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 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
 - Isopropyl alcohol 70% or greater will kill the coronavirus
 - 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 by 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

Appendix A – Wellness Screening Form

Wellness Screening for Remote Work Location Deployment

In addition to the screening measures listed in the form below, the Management Team will closely monitor Center for Disease Control (CDC) guidance on the best practices for prevention and response during this rapidly changing pandemic situation.

Conducting temperature checks on employees prior to deployment to a jobsite is a decision that we does not take lightly. During this pandemic, because of concerns for the health and safety of our workers and the public, it will be our policy to conduct such screenings.

Fairbanks Memorial Hospital
Coronavirus Hotline
(907) 458-2888

Employee Name: _____

Date/Time of screen: _____

1. Have you traveled within the previous 14 days? NO YES

○ If yes, where? _____

2. Temperature recorded (°F): _____ (if ≥ 100.4 , verify temp. with second screen)

3. Do you have or have you recently had any of the following symptoms (circle):

- Fever
- Dry cough
- Difficulty in breathing ** Symptoms may appear 2-14 days after exposure.
- Fatigue

Employees who meet any one of the following criteria will not be mobilized to the jobsite without a medical examination and clearance:

- Traveled to countries labeled by CDC as Level 3 Travel Health Notice
- Known contact with a person known or suspected to have COVID 19
- Screening temperature of 100.4 or higher
- Visible or self-reported symptoms of COVID-19

Although these screenings are being conducted in good faith over concerns for employee and public health related to remote job sites, each employee should know the following:

1. A person may NOT have a fever and yet still be a carrier of the virus.
2. A person without an elevated temperature does not mean he/she has a clean bill of health.
3. Temperature testing does NOT ensure there is no communicable disease in the workplace. It does not prevent the spread of disease. It is simply one precautionary screen that can help inform whether or not an employee should deploy to remote site work.

Temperature Screener Signature: _____

Appendix B – Personal Hygiene Poster

STOP THE SPREAD OF GERMS AT WORK



● **COVER YOUR MOUTH AND NOSE WHEN YOU SNEEZE OR COUGH.**

Cough or sneeze into a tissue and then throw it away; use your arm or sleeve to cover if you do not have a tissue.

● **CLEAN YOUR HANDS OFTEN.**

Wash your hands with soap and water, vigorously rubbing together front and back for 20 seconds. Or use alcohol-based hand sanitizers, rubbing hands until they are dry.



● **CLEAN SHARED SURFACES AND EQUIPMENT OFTEN.**

Use disinfectants to clean commonly touched items such as doorknobs, faucet handles, copy machines, coffee pot handles, desktops, handrails, microwave buttons, keyboards, and elevator buttons. Germs travel fast with multiple hands touching shared surfaces.

● **AVOID TOUCHING YOUR EYES, NOSE OR MOUTH.**

Germs need an entry point, and the average adult touches his or her face once every three or four minutes. Keep hand sanitizer at your desk to use after meetings or before grabbing one of those doughnuts from the breakroom.



● **STAY HOME WHEN YOU ARE SICK AND CHECK WITH A HEALTH CARE PROVIDER WHEN NEEDED.**

When you are sick or have flu symptoms, stay home, get plenty of rest and check with a health care provider as needed.



Appendix C – Hand Washing Poster



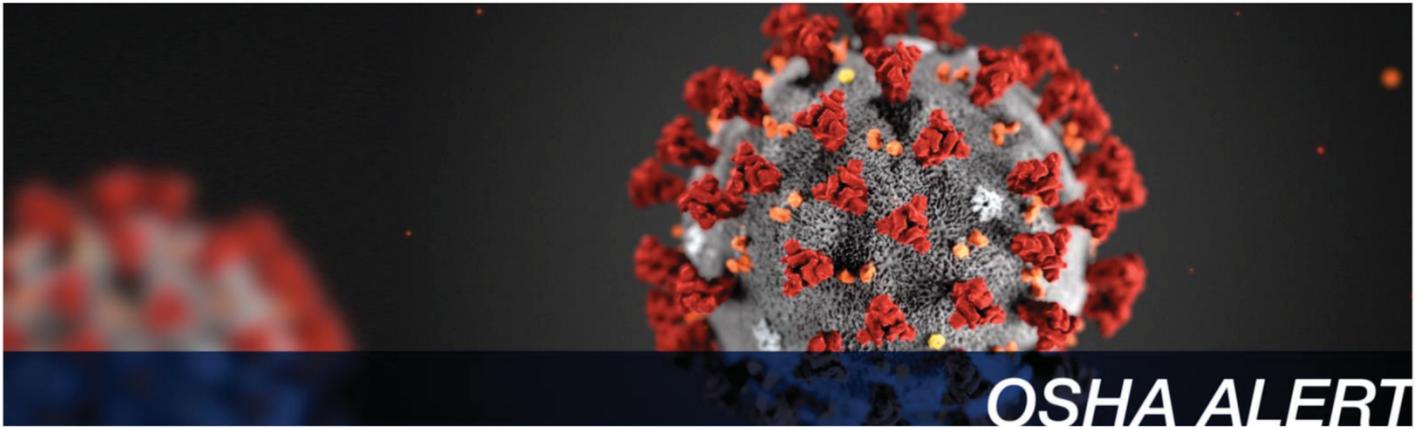
KEEP
CALM
AND
WASH
YOUR
HANDS



U.S. Department of
Health and Human Services
Centers for Disease
Control and Prevention

CS243041B

Appendix D – OSHA Alert Poster



Prevent Worker Exposure to Coronavirus (COVID-19)

The novel coronavirus (officially called COVID-19) is believed to spread from person-to-person, primarily through respiratory droplets produced when an infected person coughs or sneezes. The virus is also believed to spread by people touching a surface or object and then touching one's mouth, nose, or possibly the eyes.

Employers and workers should follow these general practices to help prevent exposure to coronavirus:

- Frequently wash your hands with soap and water for at least 20 seconds.
- If soap and running water are not available, use an alcohol-based hand rub that contains at least 60% alcohol.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Avoid close contact with people who are sick.

Employers of workers with potential occupational exposures to coronavirus should follow these practices:

- Assess the hazards to which workers may be exposed.
- Evaluate the risk of exposure.
- Select, implement, and ensure workers use controls to prevent exposure, including physical barriers to control the spread of the virus; social distancing; and appropriate personal protective equipment, hygiene, and cleaning supplies.

For the latest information on the symptoms, prevention, and treatment of coronavirus, visit the [Centers for Disease Control and Prevention coronavirus webpage](#).

For interim guidance and other resources on protecting workers from coronavirus, visit OSHA's [COVID-19 webpage](#).

OSHA issues alerts to draw attention to worker safety and health issues and solutions.

Appendix E

St. Paul Island

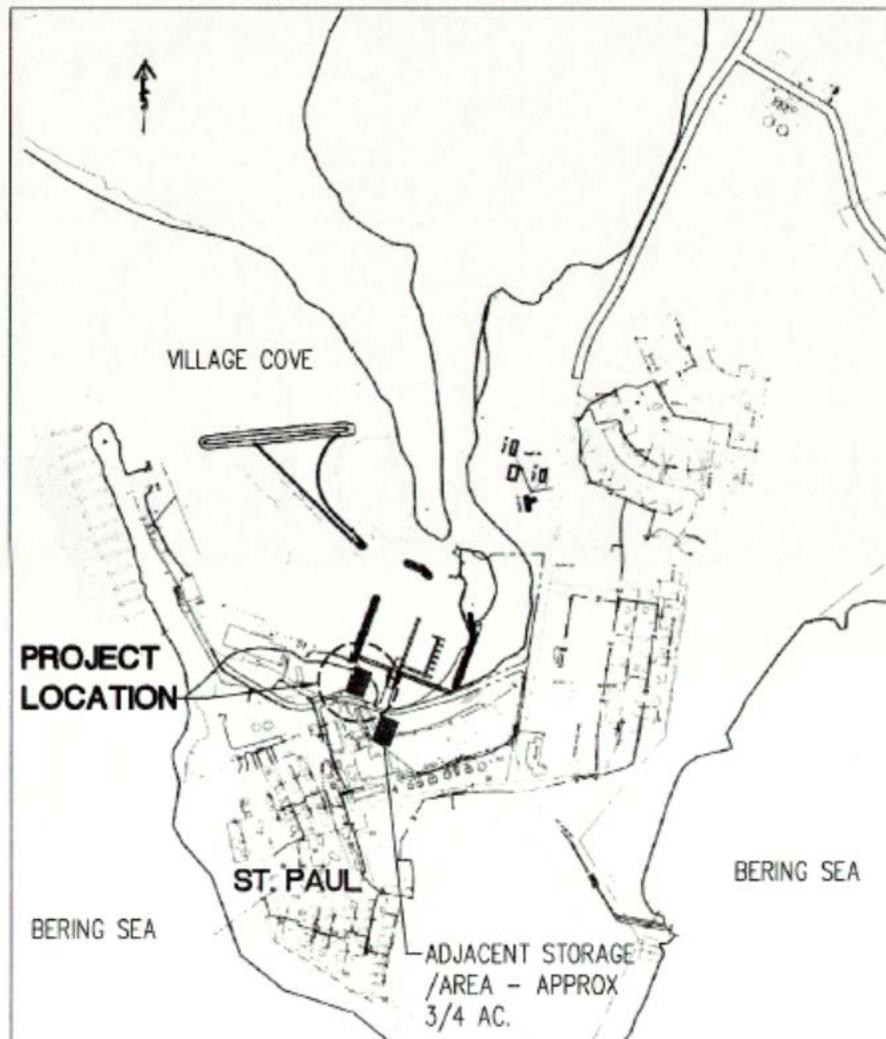
PROJECT SPECIFIC INFORMATION

St. Paul Ship Repair Facility Project COVID-19 Project Specific Information

Project Information: Ship Repair Facility and Marine Supply Store
Aleut Community of St. Paul Island
St. Paul Island, Alaska

Project Location: St. Paul Island, Alaska

Crew Housing: House #122



Emergency Contact List

Shane Barber, Site Superintendent	(907) 715-6772
Dean Holtmann, Project Manager	(907) 354-1404
Ashlee Stetson, Corporate Safety Officer	(907) 232-1304
Main Office, Wasilla	(907) 373-6572

HOSPITAL & MEDICAL CLINIC

St. Paul Community Health Center
1000 Polovina Turnpike
Saint Paul, Alaska 99660
(907) 546-8300
After Hours/Non-Urgent (907) 546-4202

COVID-19 TESTING LOCATION

St. Paul Community Health Center
1000 Polovina Turnpike
Saint Paul, Alaska 99660
(907) 546-8300
After Hours/Non-Urgent (907) 546-4202

EMERGENCY RESPONSE SHELTERS

Not Currently Available

POLICE 911

FIRE 911

AMBULANCE 911

COVID-19 Infection Prevention Plan

Pre-Travel Requirements:

All workers travelling to St. Paul must submit a travel form (Travel Form #8) that requires a negative COVID-19 test result within 48 to 72 hours of travel.

Worker Restrictions:

The WSI workers will be housed at House #122 for the estimated duration of the project (7/9/20 – 9/2/20). The WSI workers are the only people residing at this location.

The WSI workers will utilize the job-site vehicle assigned to them (one). All workers will share this vehicle and will not be utilizing any other methods of transportation or allow any non WSI workers to utilize this vehicle.

WSI workers must follow the “Self-Quarantine Procedures” as outlined on Page 5 of the COVID-19 Management Plan **at all times**, to prevent interaction with local residents. All necessary supplies shall be obtained utilizing the grocery store delivery option.

COVID-19 Infection Response Plan

Procedure for Symptomatic Workers:

Severe Symptom Response Plan:

If anyone develops ANY of these emergency warning signs for COVID-19 call 911 immediately:

- **Trouble Breathing**
- **Persistent Pain or Pressure in the Chest**
- **New Confusion or Inability to Arouse**
- **Bluish Lips or Face**

After initial assessment and treatment by first responders, if it is determined that the worker presenting severe symptoms needs to be transported to a primary hospital facility off the island then one of the following charter services will need to be contacted immediately for patient transportation.

1. Ace Air Cargo (Charters)

Vicki Andersen
(907) 334-5111

2. Security Aviation

(907) 248-2677

3. Call ahead to the hospital facility located at the flight destination point to ensure an ambulance is prepared to meet the flight and transport the worker to the hospital.

Transportation: Transportation for workers presenting severe symptoms shall be limited to ambulance and air charter **only**. Other workers are not permitted to transport workers presenting severe symptoms.

Procedure for Symptomatic Employees or Subcontractors, Cont.:

Mild to Moderate Symptom Response Plan:

If anyone develops the following mild to moderate symptoms:

- Fever
 - Cough
 - Shortness of Breath
 - Body Aches or Soreness
 - Diarrhea, Nausea, or Vomiting
 - Headache
 - Feels Generally Ill
- or*
- Believes they have been exposed to someone with COVID-19

1. Call the St. Paul Community Health Center to request a COVID-19 testing appointment:
(907) 546-8300
2. Workers requiring a COVID-19 test shall self-transport to the testing site. If they are unable to safely operate a vehicle, another worker is permitted to transport them. Both workers **MUST** wear the proper personal protective equipment at all times during shared transportation. This includes gloves and a face mask. A maximum distance between the two workers shall be maintained while inside the shared vehicle.
3. After obtaining a COVID-19 test the worker presenting mild to moderate symptoms shall be required to stay alone at the designated worker residence until the test results are returned and the worker has recovered.

Designated Worker Residence (if Quarantining Becomes Necessary):

Building 127
St. Paul Island, AK

4. At such time that a worker is being quarantined at worker residence Building 127, all other workers must relocate to the second worker residence, Building 220. If the second worker residence cannot accommodate all of the workers on the project then hotel lodging will be utilized for temporary overflow lodging.

King Eider Hotel 877-424-5637

5. Quarantined, sick workers shall have 24 hour access to a cell phone for emergency 911 calls, as well as daily check-in calls to their Superintendent per the reporting matrix instructions.

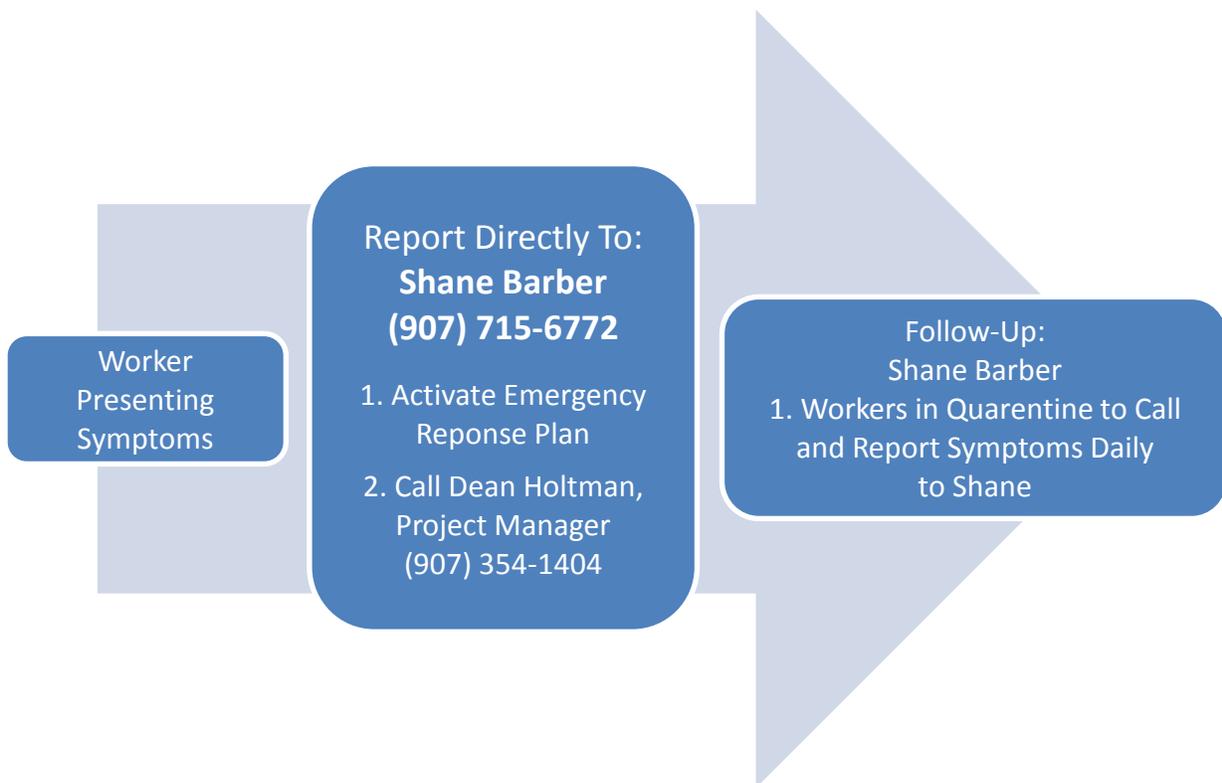
Reporting Matrix for Sick Workers

Shane Barber (907) 715-6772

Site Superintendent

DESIGNATED SITE SUPERVISOR RESPONSIBLE FOR:

- Activating Emergency Response Plan
- Reporting Critical Information
- Monitoring Ongoing Conditions



Worker
Presenting
Symptoms

Report Directly To:
Shane Barber
(907) 715-6772

1. Activate Emergency Response Plan
2. Call Dean Holtman, Project Manager (907) 354-1404

Follow-Up:
Shane Barber

1. Workers in Quarentine to Call and Report Symptoms Daily to Shane

Personal Protective Equipment for Workers

**The following Personal Protective Equipment Shall Be Located In
Labelled Storage Bins at the Project Site:**

Eye Protection

Facemasks

Disposable Gloves

Decontamination Supplies