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 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 Management – Senior Management Teams shall continue to monitor the COVID-19 Pandemic situation and changing dynamics. Senior Management Teams 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 – Project Management Teams shall ensure that all applicable COVID-19 directives from Senior Management 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. Project Management Teams are responsible for ensuring that site specific emergency response plans are in place for each location, and that site specific COVID-19 training has been conducted for all field personnel prior to mobilization.

Field Supervisors – Field Supervisors are responsible for ensuring that the procedures contained in this document are available to and are followed by all project related personnel in the field, including workers, vendors, suppliers, client personnel and community members affiliated with or affected by the project. Field Supervisors are responsible for leading daily safety meetings, which shall include daily reminders of and training for COVID-19 precautions and safety measures.

Field Supervisors shall conduct daily health assessments of personnel. If personnel become sick at work the field supervisor shall immediately quarantine the individual and notify the project management team.

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 and self-quarantining if they have any illness symptoms. Field personnel are responsible for helping to maintain safe, clean and healthy work sites.

COVID-19 General Information

COVID-19

The most recent information regarding the Corona Virus 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 (new) 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 state, local, tribal, and territorial partners, as well as public health partners, 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

Emergency Medical Conditions – 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 scan type thermometer
- Temperature testing does NOT ensure 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 – Management Teams 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:

- 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.
- After the 14-day quarantine period, and prior to being deployed 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. F 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 and shall remain in quarantine until the employee is clear from any symptoms and/or has been deemed safe to return to work by a medical professional or qualified member of the Management Team
- Site Supervisors shall remain diligence in making sure that personnel are healthy and fit for work and shall remove, quarantine and report any employee who exhibits the above symptoms.

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 local, state and federal guidelines and recommendations, Management Teams 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
- Perform meetings online or 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 when 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
- Require all non-essential personnel to work from home when feasible
- Limit face-to-face interactions as much as possible
- Limit trips to populated areas to essential travel for necessities only

Prior To Mobilization

Project Management Teams shall assist with minimizing impacts to communities and limiting interactions with others to the extent possible throughout the duration of all projects. Prior to mobilization, project teams shall ensure 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 (or food service)
- 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.

Project Management Teams 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 Management Team
- All transportation vehicles, including marine vessels and aircraft shall be cleaned and sanitized in accordance with CDC guidelines prior to each transport
- 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 home:

- 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, faucets 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
- 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 and 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 personal protection equipment (PPE)
- Sanitize reusable PPE per manufacturer's 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 receptacles
- Request frequent cleaning and sanitation of portable toilets
- 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 daily
- Provide reminders and time to the employees to clean 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 Management Team 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: https://www.osha.gov/SLTC/covid-19/

See Appendix D for OSHA Alert Poster.

Don't Be Fools! Follow The Rules!

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.

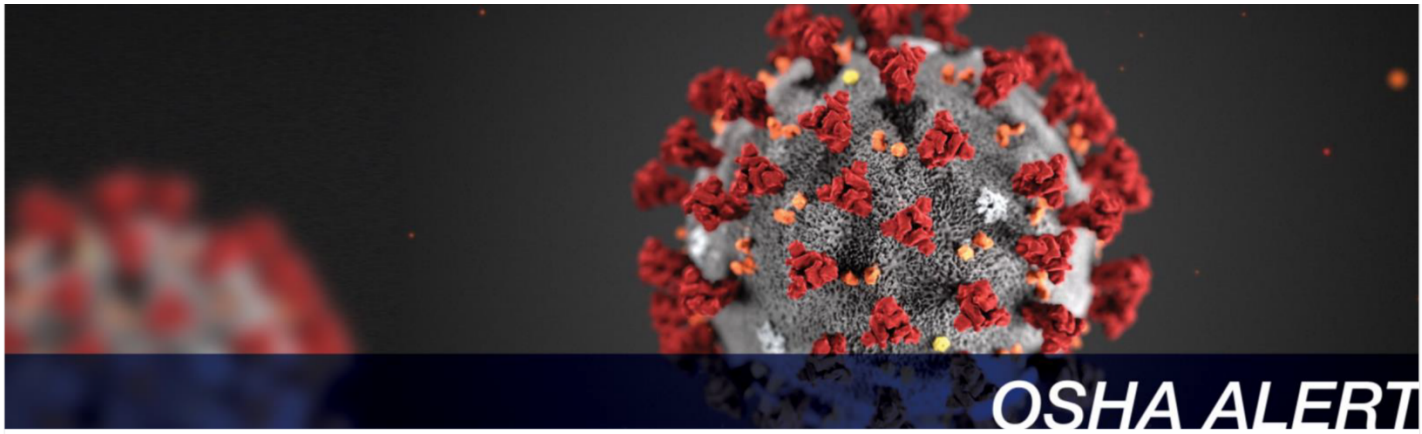
STAY HOME WHEN YOU ARE SICK AND CHECK WITH A HEALTH CARE PROVIDER WHEN NEEDED.
When you are sick or have flu symptoms, stay home, get plenty of rest and check with a health care provider as needed.

SHRM®
BETTER WORKPLACES
BETTER WORLD™

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.

OSHA® Occupational Safety and Health Administration • osha.gov/covid-19 • 1-800-321-OSHA (6742) • @OSHA_DOL

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