Silver Bay Seafoods, L.L.C.
COVID-19 Essential Business Work Control Plan

May 28, 2020

Updated pursuant to Health Mandate 10, Appendix 1, May 15, 2020

Locations Covered Under This Plan

Sitka, AK
Naknek, AK
Valdez, AK
False Pass, AK
Kodiak, AK

Contact Personnel

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Purpose

Silver Bay Seafoods (SBS) is committed to protecting its workforce and the Alaska communities in which it operates from the COVID-19 virus. That commitment will be implemented through the protocols reflected in this document.

Glossary of Terms

**Close Contact**: Being within six feet of another person for longer than ten minutes.

**Isolation**: Separating a person with a confirmed or suspected case of the virus from other people who are not sick.

**Quarantine**: Separating and restricting the movement of people to monitor for potential symptoms of the virus.

**Quarantine Group**: A group of plant workers living in close proximity to each other.

**Social Distancing**: The practice of an individual or quarantine group maintaining six feet of separation from others at all times necessary to avoid close contact.

Employee Procedures

The procedures outlined below apply to SBS plant workers and other SBS employees traveling into Alaska during their travel to Alaska and for the duration of their employment with SBS in Alaska. Failure to adhere to these procedures will result in the employee not being allowed to travel to Alaska by SBS or termination of employment and return to point of hire if already in Alaska.

| Pre-Departure                                                                 | • SBS has engaged Discovery Health Services to provide pre-departure screening for all employees. This screening consists of a health questionnaire and self-quarantine for 14 days in their home with a daily recording of temperature.  
  | • Only after successful completion of the pre-departure screening and quarantine will an employee be cleared to travel. This clearance comes from Discovery Health medical professionals and not SBS. |
| Day of departure and travel                                                  | • Employees will be moved by charter aircraft whenever possible to minimize risk of infection while en route from their home to SBS facilities in Alaska.  
  | • Employees will be instructed to wear cloth masks for the entirety of their travel except when going through TSA or other security measures. The mask should be put on when leaving home and remain on until the employee reaches their destination. Employee is not to remove the mask during travel for any reason except for |
| **Reception at destination** | • SBS will instruct employees to immediately exit the airport and meet SBS ground transportation employees outside the airport terminal. No employee will be allowed to linger within the airport for any reason.  
  • Airport transportation will be provided in SBS vehicles only.  
  • No stops between the airport and living quarters will be allowed.  
  • Immediately upon arrival, employees will be provided with training regarding on-campus procedures such as social distancing, handwashing, COVID-19 symptoms and transmission, disinfection methods within the plant and common areas and how to contact SBS personnel should they present symptoms at any time. See Appendix A. |
| **Quarantine** | • Upon arrival at the destination living quarters, plant workers will be separated into quarantine groups of workers residing on the same floor of company housing and/or using the same washroom facilities.  
  • In dining facilities, quarantine groups will maintain social distancing by eating at separate tables and/or during staggered mealtimes.  
  • Workers will wear masks while preparing to enter and exit the plant and will proceed as quickly as feasible to avoid close contact occurring.  
  • Inside the plant, workers will practice social distancing where feasible and elsewhere will be separated through physical barriers and PPE.  
  • In all other locations, workers will make every effort to engage in social distancing and to wear masks when outside their living quarters. |
| **Daily Monitoring** | • Employees shall be screened twice daily for all symptoms including temperature listed by the State of Alaska DHHS and CDC. |
• Such screening shall take place prior to the employee beginning their work shift.
• Any employee exhibiting a temperature of 99.9 degrees F or greater shall return to their living quarters and be monitored for other symptoms.

| Terminated Employees | • Employees who are separated during the season must remain on plant property until such time as their aircraft departure is imminent.
• Separated employees will be escorted by SBS personnel to the airport and the SBS employee will remain until the terminated employee boards the aircraft returning him / her to their point of hire. |
|---------------------|------------------------------------------------------------------------------------------------------------------|

<table>
<thead>
<tr>
<th>Testing</th>
<th>• SBS will arrange for its employees to be PCR tested initially in Seattle or in Anchorage. Plant workers will be tested again as soon as possible following arrival at a plant and before exiting quarantine, if PCR testing is locally available. Additional PCR and other forms of testing may be utilized if available.</th>
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<tr>
<th>Workforce</th>
<th>• CDC and DHHS guidance have identified that COVID-19 presents greater risk to some individuals (including older adults and people of any age who have serious underlying medical conditions). SBS job applicants will be screened for identified risk factors. SBS will follow CDC and DHHS guidance on risk factors and applicable employment law when making placement decisions for individuals demonstrating risk factors to ensure protection of individuals and health care date. All employees shall be considered to be at risk and shall conform to the procedures outlined herein at all times.</th>
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### Administrative Control Procedures

The following sets out the proactive measures SBS is making to provide a clean and healthy work environment and minimize interactions within the communities in which we operate.

| Plant Lock Down | • Each of our facilities will be on plant lock down for the entirety of the season or until such time as government and medical authorities pronounce the need for such measures has passed.
• Plant lock down means no persons can enter the plant campus unless they are essential to the operations. Examples would include employees who live within the community and don’t utilize company housing, equipment vendors, or local delivery services for parts and supplies.
• Interactions with such essential persons entering the campus should be “contactless” when possible. An example would be deliveries that are taken to a designated location and left for pickup after the delivery person leaves the campus. |
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Hygiene</td>
<td>Plant Disinfecting</td>
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<tr>
<td>------------------------------------------------------------------------</td>
<td>-----------------------------------------------------------------------------------</td>
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<tr>
<td>• Should “contactless” interactions not be possible, the essential</td>
<td>• Enhanced cleaning and disinfecting procedures shall be instituted in all facilities.</td>
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<tr>
<td>visitor must be temperature screened. If the temperature is 99.9</td>
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<tr>
<td>degrees F or greater, the person will not be granted access to the</td>
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<tr>
<td>campus.</td>
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<tr>
<td>• While the essential visitor is on campus, social distancing must</td>
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<tr>
<td>always be maintained.</td>
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<td>• Plant lock down also means all SBS employees will not be allowed to</td>
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<td>leave company property for any reason except to access approved</td>
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<tr>
<td>medical care or for other reasons mandated by local authorities. (More</td>
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<tr>
<td>can be found in the “interaction with local community” section of</td>
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<td>this document).</td>
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<tr>
<td>• It shall be the responsibility of the plant manager at each location</td>
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<td>to establish security measures to enforce the plant lock down policy.</td>
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<td>Lockdown procedures shall be strictly enforced with penalties</td>
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<td>including termination for any violations.</td>
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<tr>
<td>• Each plant manager shall designate, and train select employees as</td>
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<tr>
<td>“runners”. The runners will retrieve mail, parts and supplies from</td>
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<td>the local community and deliver the goods to company property. (More</td>
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<tr>
<td>can be found in the “interaction with local community” section of</td>
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<tr>
<td>this document). See Appendix C for runner training.</td>
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<tr>
<td>• Plant lock down also means no fishermen, crew or tender personnel</td>
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<tr>
<td>shall be allowed on the plant campus. They must remain on their</td>
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<tr>
<td>vessels or adjacent docks as necessary for vessel operations and</td>
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<td>safety. (More on this subject can be found in the “Fleet Procedures”</td>
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<td>section of this document).</td>
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<td>• Upon arrival to the plant and at certain frequencies during employment, employees will be trained on appropriate hygiene measures. These include:</td>
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<tr>
<td>• Frequent hand washing for 20 seconds with soap and water as frequently as possible or using hand sanitizer containing at least 60% alcohol.</td>
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<tr>
<td>• Hands are to be washed before entering the galley or any break areas.</td>
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<tr>
<td>• Hands are to be washed following every visit to rest room facilities.</td>
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<tr>
<td>• Covering mouth and nose with a mask or buff always when not in living quarters.</td>
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<tr>
<td>• Coughing or sneezing into elbow or sleeve. Mouth must be completely covered as airborne transmission of the virus is thought by medical professionals to be the primary means of transmission.</td>
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<tr>
<td>• No shaking hand, high fives or other person to person contact. Minimize or eliminate person to person contact.</td>
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</tbody>
</table>
- Materials used for disinfecting must meet CDC guidelines.
- Refer to Appendices A and B for further guidance and an example SOP.
- It is the responsibility of each facility plant manager to develop SOP’s for their facility and ensure such disinfecting occurs. SBS corporate will approve all SOPs prior to plant operations commencing.
- Daily inspections of plant disinfection activities shall be conducted by the Plant Safety & Health Manager. The checklist located on SharePoint shall be utilized and results posted back to SharePoint.
- The Corporate Director of Safety will review each inspection daily to ensure compliance.
- Non-compliance shall be elevated to the Chief Operating Officer of SBS immediately.

### Galley Operations

- All persons entering the galley area for any reason must first wash their hands with soap and water for twenty seconds.
- For those break areas which do not have handwashing facilities, hand sanitizer containing a minimum of 60% alcohol must be used prior to entering the break area.
- Buffet style service is eliminated. Galley staff will serve from one side while employees pass down the other side or meals / salads will be pre-plated and dispensed. Sneeze guard shall separate the employees from galley staff. No common utensils will be utilized.
- Galley staff shall be subject to the same daily symptom screening as all other employees. Any employee exhibiting fever or symptoms of any illness will not be allowed to work and should return to their living quarters at once for further evaluation. (See Daily Monitoring under Employee Procedures for further information).
- The Galley is subject to the enhanced cleaning and disinfecting SOP’s referenced in the Plant Disinfecting section above.
- All galley staff to wear appropriate PPE at all times while in the galley.
- Dishwashers shall have heavy duty gloves and all dirty dishes shall be soaked in a strong bleach solution prior to washing to kill surface bacteria from employee’s plates, cups and silverware. Dishwashing solution should follow CDC guidelines for concentration of chemical solution.

### Interaction with the Local Community

- Interaction with the community shall be for **essential reasons only and approved by the plant manager and community members**.
- Each plant manager shall designate, and train select employees as “runners”. The number of runners shall be limited to those strictly necessary for continued operations. Runners will retrieve mail, parts and supplies from the local community and deliver the goods to company property.
• Each plant will train the runners on local interactions. See Appendix B.
• Runners shall wear masks and disposable gloves at all times while in the local community.
• All efforts should be made to prevent the runners from interacting with anyone inside of a social distancing area.
• In the event an employee requires medical attention for COVID-19 or any other illness, the plant manager or designate must contact the clinic or hospital prior to transporting the employee. The purpose of the call is to inform medical personnel of the situation and follow local protocols for triage or emergency efforts. Employees are not to be transported to the local health care provider unless instructed by on-site medical personnel or telemedicine services.
• Once clinic approval is received, every effort must be made to transport the employee in a company vehicle accompanied by an SBS employee in the appropriate PPE. Local emergency services such as ambulances should only be called upon for life threatening emergencies.
• Each plant manager shall, with consultation with Corporate resources in operations and safety shall designate an individual(s) to maintain communication with local leaders and medical community to insure open lines of communication.
• Each plant manager shall, with consultation with Corporate resources in operations and safety shall designate an individual to ensure all points in this protocol are followed.

Isolation Procedures
Should a suspected case arise with an SBS employee, this section sets out procedures for isolation.

| Isolation Determination | An employee who presents symptoms of COVID-19 will be isolated and tested as soon as possible, if testing is locally available. SBS will work with its on-site and local health care providers to determine an appropriate course of action based on the test result. If a plant worker’s test result is positive, other members of the worker’s quarantine group will be isolated from other quarantine groups until their return to work is cleared following a negative test result, if testing is locally available, or it is otherwise determined that they can safely return to work.
| | Any employee who exhibits possible symptoms should contact appropriate personnel without leaving their living quarters, if feasible. The method of contact will vary by plant location but will be communicated to employees during their first day orientation and supported with signage throughout the facility. |
• Some locations with good cell service will have a dedicated cell number for reporting illness. Other locations will instruct employees to remain in their room and to notify SBS personnel investigating their absence from work through the door that they are ill.

<table>
<thead>
<tr>
<th>Isolation Location / Number of Available Beds / Private Rest Room Facilities</th>
</tr>
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<tbody>
<tr>
<td>• Kodiak - Russian Heritage Inn and Larch Apartments / 6 / Yes</td>
</tr>
<tr>
<td>• False Pass – Two story bunkhouse / 12 / Yes; Man Camp / 17 / Yes: Atco / 16 / Yes</td>
</tr>
<tr>
<td>• Valdez – Company apartments / 12 / Yes; Lupine bunkhouse / 33 / Yes; Man Camp offsite / 60 / Yes</td>
</tr>
<tr>
<td>• Sitka – Trailers / 6 / Yes</td>
</tr>
<tr>
<td>• Naknek – Bunkhouse D / 32 / Yes</td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>Isolation Meals</th>
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<tbody>
<tr>
<td>• Premade meals will be delivered from the galley to outside the door of the employee’s room. Employee waits until delivery personnel have left the area and retrieves the meal.</td>
</tr>
<tr>
<td>• Disposable ware shall be utilized to eliminate dishwashing.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Isolation Laundry</th>
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<tbody>
<tr>
<td>• Ill employee shall bag laundry and leave outside the door to their living quarters.</td>
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<tr>
<td>• SBS personnel in PPE shall retrieve bagged laundry and process per CDC guidelines.</td>
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<thead>
<tr>
<th>Medical Care</th>
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<tr>
<td>• SBS understands the medical communities in some of the areas in which we operate is limited in the ability to care for patients in large numbers. SBS has engaged with Wilderness Medical to provide on-site medical support services.</td>
</tr>
</tbody>
</table>
Fleet Procedures

SBS recognizes that many of our fleet captains and crew members interact with our plant employees and members of the local community in a normal year. The current situation dictates this interaction cease for the 2020 fishing season.

This section is applicable to SBS company-owned vessels only. All other fishing and tender vessels should comply with the State of Alaska Health Mandate 017: Protective Measures for Independent Commercial Fishing Vessels. The mandate can be accessed through the link above or at [https://covid19.alaska.gov/health-mandates/](https://covid19.alaska.gov/health-mandates/).

<table>
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<tr>
<th>Pre-Departure</th>
<th>• SBS has engaged Discovery Health Services to provide pre-departure screening for all fleet members if desired. This screening consists of a health questionnaire and self-quarantine for 14 days in their home with a daily recording of temperature. Captain and crew on SBS owned vessels shall comply with the pre-departure screening protocol. Independent and contracted vessels may participate in the pre-screening if desired. SBS strongly recommends independent and contracted vessels avail themselves of this service. Please contact your fleet manager for details.</th>
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</thead>
</table>
| Day of departure and travel | • Crew members will be moved by charter aircraft whenever possible to minimize risk of infection while en route from their home to Alaska. SBS will coordinate transportation for fishermen and crew.  
• Crew members will be instructed to wear cloth masks for the entirety of their travel except when going through TSA or other security measures. The mask should be put on when leaving home and remain on until the crew member reaches their destination.  
• Crew members will be instructed to frequently wash their hands upon arrival to airport(s), while in the airport(s) and upon arrival at their destination.  
• Crew members will always be instructed to practice social distancing at all possible times during their travel.  
• Crew members will be screened at the airport for temperature and overall health.  
• Any crew member exhibiting a temperature of 99.9 degrees F shall return to their home and seek medical attention from their personal health care provider. No crew member with a temperature greater than 99.9 degrees F will be allowed to travel to AK. |
| Reception at destination | • **NOTE:** Reception of crew will occur in those communities in which SBS operates. For other destinations, please contact your Fleet Manager for other options.  
• SBS will instruct crew members to immediately exit the airport and meet SBS ground transportation employees outside the airport terminal. No crew member will be allowed to linger within the airport for any reason. |
| **Airport transportation will be provided in SBS vehicles only.**  
| **No stops between the airport and vessel / living quarters will be allowed.**

**Quarantine**

| Upon arrival at the destination vessel / living quarters, crew members will be quarantined to the vessel / living quarters for the duration of the season.

**Interaction with the processing plant and local community**

| No captain or crew member shall leave their vessel for any reason except those required by law.  
| No captain or crew member shall be allowed to visit the local community for any reason other than to obtain medical services beyond those available at the plant or for reasons approved by local community authorities.  
| If medical services are required, the captain or crew member should first make contact with their Fleet Manager before seeking community services unless the delay in contact would be life threatening.  
| The Fleet Manager shall contact the plant Safety Manager, Plant Manager, and onsite medical personnel for assistance in directing the party to onsite medical personnel, telehealth professionals or, as a last resort, contacting local health care providers to seek current protocol for clinic visit and triage.  
| These steps are undertaken to protect the local community from potential COVID-19 exposure and to protect an otherwise healthy crew member with a sprain or strain from being exposed in the clinic.

**Required Supplies / Laundry Services**

| **General Plan: All locations**  
| Hire additional expeditors to pick up and deliver parts, groceries and mail to fleets.  
| Deliver parts and groceries by tender or to specific pick up locations in ports.  
| Provide fuel and water on the grounds to fleets.  
| Arrange with local vendors, grocery stores and part suppliers to provide online order services to be picked up by expeditors and delivered to fleets.  
| Provide access and assistance to transportation services, travel agents & ground transportation.  

**Bristol Bay:**

| Provide groceries for sale on tenders.  
| Store and transport nets to fishermen, eliminating need to come to dock.  
| Pick up freight from barge lines – deliver to boat or store on fisherman’s behalf.

**False Pass: GN**

| Provide groceries for sale on tenders.
| On board hygiene | Store and transport nets to fishermen.  
|                  | Pick up freight from barge lines – deliver to boat or store on fisherman’s behalf.  
|                  | Provide laundry services through facilities.  
| Sitka:           | Provide expeditors in other communities outside of Sitka where fleet will be, Ketchikan, Craig, Petersburg other locations as needed.  
|                  | Provide laundry services through facilities and 3rd party vendors.  
| Valdez:          | Provide laundry services through facility or 3rd party vendors.  
|                  | Vessels shall practice enhanced disinfecting procedures in line with CDC guidelines.  
|                  | An additional resource can be found at: [https://discoveryhealthmd.com/coronavirus-corner/#onboard](https://discoveryhealthmd.com/coronavirus-corner/#onboard)  

APPENDIX A
Employee Day One Training
COVID-19 TRAINING

- Overview of COVID-19
- Best practices for you to avoid getting sick
- Best practices to avoid spread of the virus
- Overview of COVID-19 mitigation at SBS facilities
- What to do if you feel ill
WHAT IS COVID-19?

- AKA coronavirus - a virus that usually causes mild upper respiratory illness
- Novel coronavirus = new
- Not seen before 2019
- Coronaviruses normally cause common cold type symptoms, but some cases are more severe
- COVID-19 is being investigated and all its effects are still unknown
A FEW FACTS ABOUT COVID-19

- Impact varies for each person
- Elderly or those with underlying medical conditions most at risk
- Some people have no symptoms but can still transmit the virus
- Unknown fatality rate
- Testing availability is limited
HOW DO YOU GET COVID-19?

- Person-to-person
- Close contact – within 6 feet
- Droplets from coughs and sneezes
- Touching your face after contact with the virus
- Possible transmission from objects-doors, tabletops, light switches, etc.
- Outbreaks where people gather and interact in close proximity
SYMPTOMS OF COVID-19
May be similar to the cold or flu

Patients with COVID-19 have experienced mild to severe respiratory illness.

Symptoms* can include

FEVER

COUGH

SHORTNESS OF BREATH

*Symptoms may appear 2-14 days after exposure.

Seek medical advice if you develop symptoms, and have been in close contact with a person known to have COVID-19 or if you live in or have recently been in an area with ongoing spread of COVID-19.
HOW IS COVID-19 TREATED?

- No specific treatment/medication and no “flu shot” to help with prevention
- Medicine to relieve symptoms—cough medicine, cold/flu medications to reduce fever or for pain relief. Use according to directions or your doctor’s recommendations.
- If you have symptoms, contact your doctor
HOW TO REDUCE THE CHANCE YOU’LL GET COVID-19?

**Keys** = cleanliness and personal contact

- Personal hygiene
- Social distancing-6 feet or more, don't shake hands, fist bump, share personal items
- Avoid people who are sick
- Avoid touching your face
- Practice respiratory etiquette-cover coughs, sneezes or cough into your elbow
- Stay home when sick
### PERSONAL HYGIENE TIPS

**Wash your hands**
- Before eating
- After using restroom
- After cough or sneeze
- Frequently throughout the day

**Hand sanitizer**, equal to or greater than 60% alcohol

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
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<tbody>
<tr>
<td>1.</td>
<td>Turn on clean, running water</td>
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<td>2.</td>
<td>Lather up with soap</td>
</tr>
<tr>
<td>3.</td>
<td>Scrub for at least 20 seconds</td>
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<tr>
<td>4.</td>
<td>Remember to scrub between fingers, under nails, &amp; up wrists</td>
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<tr>
<td>5.</td>
<td>Rinse the soap completely off in clean, running water</td>
</tr>
<tr>
<td>6.</td>
<td>Dry your hands completely</td>
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</tbody>
</table>
OTHER COVID-19 PREVENTION STEPS

CLEANING

- Hot soapy water
- Bleach solution
- Disinfecting wipes
- Lysol or other similar cleaning products

Keep it clean:
- High touch surfaces
- Public areas
- Your personal space
STEPS SBS HAS TAKEN

- Partnership with public health officials
- Travel restrictions within AK
- Pre-screening employees before travel to AK
- Enhanced cleaning procedures at all plants
- Social distancing encouraged at plants
- Voluntary quarantine at plants
- Visitors are limited at plants
- Adjusted meal/break schedules to reduce crowds
- Discourage travel into town

- SBS safety personnel trained to interact with sick or potentially sick employees and work closely with local clinics or health care providers
USE OF A FACE COVERING MASK?

How to Wear a Cloth Face Covering

Cloth face coverings should—

- fit snugly but comfortably against the side of the face
- be secured with ties or ear loops
- include multiple layers of fabric
- allow for breathing without restriction
- be able to be laundered and machine dried without damage or change to shape

CDC on Homemade Cloth Face Coverings

CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies), especially in areas of significant community-based transmission.

- CDC: Recommends wearing cloth face coverings in public
- Save surgical masks/N-95 respirators for healthcare workers or those interacting with sick people
- SBS personnel will be provided masks for the plant and required to wear at all times
IF YOU MIGHT HAVE COVID-19

- Don’t come to work
- Let your supervisor know if you or a family member has symptoms
- Call your doctor
- Tell doctor about travel, contact with others who have or may have coronavirus
- Doctor will determine if you need to get tested
THE 3 C’S

- **Cleanliness:**
  Wash hands, clean surfaces

- **Contact:**
  Avoid contact with people who have been exposed

- **Crowding:**
  Transmission is more likely in crowded places
SUMMARY

- COVID-19 (coronavirus) is a virus that can lead to a respiratory illness and can be fatal in some circumstances
- We can prevent coronavirus from being spread by:
  - Washing our hands
  - Wiping down surfaces
  - Covering your mouth and nose when sneezing, coughing
- Remember the 3 C’s
March 11, 2020

Due to the ongoing concerns with COVID-19, or coronavirus, SBS has developed the following recommendations and best practices for its Alaska facilities based on information from Centers for Disease Control and various other health authorities. The goal is to keep our team safe and operations running with minimal interruption.

**Hygiene/Cleaning**

- **Personal hygiene**
  
  o Please continue personal hygiene habits such as **frequent handwashing** of 20 seconds or more and the use of **hand sanitizer**.
  
  o Please **cover your noses and mouths** with a tissue when coughing or sneezing (or use an elbow if no tissue is available).
  
  o Contact a health care provider about getting the **influenza vaccine** if you have not already done so.

- **Disinfecting-common areas, bunkhouses, galleys, breakrooms**
  
  o High touchpoint areas should be cleaned daily or more frequently Bath areas 2 x day:
    - tables, chairs, countertops, stair railings, drinking fountains
    - doorknobs/handles, light switches
    - toilets and bathroom fixtures
    - phones, computers, etc. in common areas
  
  o Cleaning of personal office space will be left to each individual.

At present, the advice is that routine cleaning helps mitigate the spread of the virus. Here is the CDC’s recommendation on cleaning solutions – all of which should be used while wearing appropriate PPE:

“For disinfection, diluted household bleach solutions, alcohol solutions with at least 70% alcohol, and most common EPA-registered household disinfectants should be effective.

Diluted household bleach solutions can be used if appropriate for the surface. Follow manufacturer’s instructions for application and proper ventilation. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted.

Prepare a bleach solution by mixing 5 tablespoons (1/3rd cup) bleach per gallon of water or 4 teaspoons bleach per quart of water”
• **Other safety items**
  
  o No sharing of personal items-dishes, glasses, towels, etc.
  o Do not reuse any eating utensils. Must rewash hands before going back through food lines.
  o All towels and bedding should be washed in hot water.
3/13/20

Standard Operating Procedure – Example

Subject: Virus protection program – Cleaning and Sanitizing High-Touch common areas

Staff: Housekeeping and Recreation Center Attendants

PPE: Disposable Nitrile Gloves, or Dedicated Reusable Rubber Gloves, Mask, L/S shirt

Overview: In addition to everyday cleaning there will be a focused effort to reduce viral infection transmissions in common high-touch areas. These areas will be sanitized on an initial 4 times a day basis and as warranted.

- Wear PPE at all times during the sanitization process, wear disposable gloves when cleaning and disinfecting surfaces. Gloves should be discarded after each cleaning. *If reusable gloves are used, those gloves should be dedicated for cleaning and disinfection of surfaces for COVID-19 and should not be used for other purposes.* Clean hands immediately after gloves are removed.

- Sanitizing solutions and cleaners for virus sanitation will be dedicated to the Virus Sanitization program, labeled clearly and stored in dedicated central area – Contained and Separated from other everyday use cleaners and supplies

- Common High-Touch areas: in the Bunkhouse, bathrooms, office, galley hand wash sinks, raingear room and recreation center will be having focused attention to sanitize 4 times a day (24 hours)

- High-touch surfaces in common areas include; doorknobs, stair rails, steps, light switches, door handles, toilet stall areas, toilets, sinks.

- The Recreation center, in addition will sanitize, tables, chair backs, TV remotes, exercise equipment and snack areas. Employees will have access to self-sanitization supplies when using exercise and game equipment.

- Weekly room inspections will be conducted to ensure basic housekeeping is maintained and hygiene standards are being met by the room occupants.

- Break room and galley sanitized before and after use.
APPENDIX C

Runner Training
COVID-19 "RUNNER" TRAINING

- OVERVIEW OF COVID-19
- OVERVIEW OF POSITION
- BEST PRACTICES FOR YOU TO AVOID GETTING SICK
- WHAT TO DO IF YOU FEEL ILL
WHAT IS COVID-19?

- AKA coronavirus—a virus that usually causes mild upper respiratory illness but can cause more severe medical conditions in some cases.
- Earliest symptom is usually fever.
- Some people have no symptoms but can still transmit the virus.
HOW DO YOU GET COVID-19?

- Person-to-person
- Close contact – within 6 feet
- Droplets from coughs and sneezes
- Possible transmission from objects - doors, handles & railings, money, packages, etc.
RUNNER POSITION

- Link from plant to community/outside world
- Face of SBS to the town
- Only employee routinely allowed in town
- Take orders from parties for needed items, go into town and purchase, deliver back to plant
- Refer any question regarding SBS policy/procedure back to plant.
HOW THE SPREAD OF COVID-19 COULD AFFECT YOU

• Person-to-person

• Possible transmission from objects-doors, handles & railings, money, packages, etc.

• Your interaction with plant or vessel personnel and the public in town, stores, etc.

• No passengers! No medical transport!

• Going in and out of public places and the plant, handling of mail, packages, money, etc.
HOW CAN YOU REDUCE THE CHANCE YOU’LL GET COVID-19?

- **Wash**: Wash hands frequently throughout the day, especially after each trip into town and every time you return to the plant.
- **Wash**: Wash hands after handling any material.
- **Limit**: Limit personal interaction, consider using the phone/texts, phone calls, or emails. Social distancing - keep six foot distance from others.
- **Limit**: Limit your handling of cash.
- **Wear**: Wear disposable gloves and a face mask at all times.
- **Carry**: Carry hand sanitizer in your vehicle.
PROPER HANDWASHING TECHNIQUE

FIGHT GERMS BY WASHING YOUR HANDS!

1 Wet your hands
2 Soap
3 Lather and scrub - 20 sec
4 Rinse - 10 sec
5 Turn off tap
6 Dry your hands

DON'T FORGET TO WASH:
- between your fingers
- under your nails
- the tops of your hands
Keep it clean. Carry disinfecting wipes with you!

- Clean your vehicle frequently
- Wipe down door handles, steering wheel, interior controls
SHOULD YOU USE A FACEMASK?

- CDC: Current recommendation is to wear a face covering in public.

- SBS personnel will wear a mask at all times on plant grounds and while performing their duties, except in their private rooms.

- Runners shall wear a face mask and disposable gloves at all time when off campus and in the local community.

- *If you begin to feel any symptoms-fever, cough, shortness of breath-report to your supervisor immediately.*
**SUMMARY:**

**REMEMBER THE 3 C’S**

- **Cleanliness:**
  Wash hands, use sanitizer, clean surfaces

- **Contact:**
  Limit personal contact with people or touching anyone else’s personal items

- **Crowding:**
  Avoid crowds, groups of people