



# COVID-19 Mitigation Plan

October 2021

## Purpose

The primary purpose of the COVID-19 Mitigation Plan (C19MP) is to promote the well-being of Alaska Chadu Network (ACN) staff, our contractors, and the communities we serve by preventing the transmission of the disease.

## Scope

Coronavirus disease 2019 (COVID-19) is an infectious, contagious, and potentially dangerous disease transmitted either by:

- inhalation of infectious particles/droplets,
- direct contact of the particles/droplets with mucous membranes in the respiratory tract or eyes, or
- touching eyes, nose, or mouth with hands that have the virus on them.

COVID-19 can cause respiratory symptoms like a cold or flu and can harm other parts of the body.

Most people who catch COVID-19 have mild symptoms, but some people become severely ill. Older adults and people who have certain chronic medical conditions are at an increased risk of severe illness from COVID-19.

During the global pandemic outbreak of COVID-19, the US Department of Health and Human Services (HHS) along with the Centers for Disease Control and Prevention (CDC) are the national leaders for overall communication and coordination efforts. They also work closely with the World Health Organization (WHO). Where appropriate, ACN will follow the recommendations of these organizations as well as the Occupational Safety and Health Administration (OSHA), and other applicable federal, state, and local health authorities.

This plan provides a general framework for ACN's preparedness and response to the COVID-19 pandemic, outlining the roles and responsibilities of ACN personnel.

## Plan Administrator

The Planning and Development Manager has the overall responsibility to manage and administer the C19MP, which will be evaluated from time to time to ensure that it remains applicable and suitable for its intended purposes.

This Plan, and any updates hereto, will be adopted by the President / CEO and distributed to each employee.

## Objectives

The primary objectives of the C19MP are to:

- Provide a framework to monitor and manage this health threat.

- Prevent and reduce the likelihood of transmission of COVID-19 and minimize the impact to employees, contract workers, visitors, and residents of the companies and communities where we operate or are deployed during a response, exercise, maintenance hub visit, etc.
- Maintain essential business services and operations and mitigate the business impact.

## Discussion

ACN will take proactive steps to protect the workplace from COVID-19. Our goal during this pandemic is to operate effectively and continue to provide all essential services. Equally, ACN will take precautions to keep employees healthy within the workplace, at response sites, and any other venues we attend to meet ACN's mission and objectives.

ACN is committed to providing comprehensive information about the nature and spread of this infectious disease, as well as required steps to be taken in the event of an illness or outbreak within the workforce.

Where appropriate, ACN will follow the recommendations of federal, state, and local health authorities to address considerations related to occupational exposure. We will use CDC, OSHA, and State of Alaska guidance on classifying potential worker exposures to COVID-19. There are several aspects of this pandemic that differentiate it from other contagious illnesses and that require variation in planning and response.

The intention of the C19MP is to provide guidance throughout the outbreak, but nothing in this document precludes ACN from modifying its actions to meet the unique conditions presented. These unique actions and mitigation protocols may be based on one or more of the following:

- The current threat of this disease in the world, region, state, and local area.
- The unique and novel nature of the disease, including the incidence, transmissibility, mutability, morbidity, and mortality of the disease.
- Mandates and orders by federal, state, or local public health or public safety authorities.

## Definitions

Close Contact. The CDC defines close contact as someone who was within 6-ft for a cumulative time of 15-min or more within two days prior to illness onset, regardless of whether the contact was wearing a mask.

Isolation. Separation and restriction of the movement of people who have COVID-19 for 10-days from date of onset of symptoms or from first positive COVID-19 test.

Quarantine. Separation and restriction of the movement of people who were exposed to a contagious disease to see if they become sick.

Probable COVID-19 Case. A person meeting clinical and epidemiologic evidence of COVID-19 but without confirmatory laboratory evidence.

Confirmed COVID-19 Case. When a COVID-19 case is confirmed with the use of a test. Without testing an accurate diagnosis cannot be made.

Physical or Social Distancing. Keeping space between yourself and other people outside of your home. To practice physical or social distancing:

- Stay at least 6-ft (about 2 arms' length) from other people
- Do not gather in groups
- Stay out of crowded places and avoid mass gatherings.

Symptoms. Possible COVID-19 Symptoms (non-inclusive list per CDC):

- Fever or chills,
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea.

## Action

As set forth below, ACN has instituted various processes, including mask wearing, housekeeping, social distancing, and other best practices to mitigate COVID-19. Employees are expected to promptly report to their managers or supervisors if they are experiencing symptoms of COVID-19. If you have a specific question about this plan, please ask your supervisor.

Additional information and preventive measures can be found at the following websites:

- CDC: <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>
- OSHA: <https://www.osha.gov/coronavirus>
- State of Alaska: <https://covid19.alaska.gov> and <https://dhss.alaska.gov/dph/Epi/id/Pages/COVID-19/nowwhat.aspx>

### Basic Infection Prevention Measures

The best strategies to reduce the transmission of COVID-19 in the workplace are to:

- Wear a proper-fitting mask (when appropriate) that covers mouth and nose while indoors around other people,
- Physically distance from other people at least 6-ft whenever possible,
- Avoid touching your eyes, nose, or mouth,
- Frequent hand washing with warm, soapy water for at least 20 seconds,
- Regularly sanitize frequently touched surfaces.

The degree to which the above strategies should be employed depend on the current transmission rate in the area and will be detailed later in this document.

### Worker Protection

Workplace flexibilities and protections will be emphasized to protect our employees during this outbreak that may include, but not be limited to the following:

- Employees with COVID-19 symptoms must stay home and quarantine or isolate.
- Deliver services remotely (e.g., phone, video, or web).
- Initiate practices to increase the physical distance among and between employees and others.
  - Implement flexible worksites (e.g., telework).
  - Implement flexible work hours (e.g., staggered shifts).
  - Increase physical space between employees, contractors, and customers at the worksite.
  - Implement flexible meeting and travel options (e.g., postpone non-essential meetings or events).

### Methods to Respond if Exposure Incidents Occur

In the event that an employee exhibits symptoms, tests positive or has close contact with a person that has COVID-19, the employee should follow the guidelines from the State of Alaska and contact a health care provider. A chart with the COVID-19 guidance can be found in Appendix A of this document and at <https://dhss.alaska.gov/dph/Epi/id/Pages/COVID-19/nowwhat.aspx>.

Employees of ACN should notify their supervisor as soon as possible if they exhibit symptoms, test positive for COVID-19, or are identified as a close contact.

### Contacting Tracing and Recordkeeping

ACN will perform contact tracing to identify any employees, contractors, or visitors that may have had close contact with the confirmed-positive employee in the prior two days while in the workplace.

A HIPAA compliant log will be kept of potential exposures, positive cases, test results and return to work information.

### Guests and Visitors to an ACN Facility

If ACN is advised that a visitor, guest, and contractor has tested positive within five days of visiting an ACN facility, ACN will conduct contact tracing and notification as appropriate.

### Returning to Work After Testing Positive or Having a Close Contact

Prior to returning to work in an ACN facility, personnel that are exposed to or contract COVID-19 must quarantine/isolate as recommended per State of Alaska guidelines, and/or submit paperwork that shows that they are no longer contagious of COVID-19, which may include proof of a negative COVID-19 test, and have prior approval from their supervisor.

### Vaccination

Various vaccines for COVID-19 are available and are safe per CDC, FDA, state, and local officials.

Vaccination is strongly recommended to protect the health of the employee, their family, coworkers, and the community in which they live and work. The COVID-10 vaccine is voluntary for ACN employees, however, this may change as the pandemic progresses. Anyone choosing to not receive the vaccine may

not be permitted to mobilize outside of the office/warehouse to participate in a response, training, maintenance task, or exercise at the discretion of ACN, the subscriber company, or the local community.

Vaccinated staff are requested to provide a copy of their COVID-19 vaccination card to the HSE Lead for our records. Some operations may only be allowed to those employees who have provided proof of their COVID-19 vaccination.

### Communication

Infectious disease outbreaks can evolve rapidly. ACN will communicate to the staff as information becomes available on the following topics:

- Information about the infectious disease outbreak throughout ACN's area of operations.
- Proposed or anticipated changes to ACN's business operations.
- What ACN color-coded level protocols the company is currently following and any modifications or additions to the protocols.
- Notifying employees if a person in the facility has been confirmed infectious or has been around someone who has been confirmed infectious for their potential exposure.

### Confidentiality of Medical Information

ACN treats any personal medical information as a confidential medical record in accordance with HIPAA laws.

When required, the number of persons who will be informed of an employee's condition that tested positive to COVID 19 will be kept at the minimum needed not only to comply with legally required reporting, but also to assure proper care of the employee and to detect situations where the potential for transmission may increase.

ACN will observe HIPAA laws to protect the privacy of any employees who come into contact with an infectious disease when conducting staff notifications, contact tracing, and any other communications both internally and externally.

### Requests for Medical Information and/or Documentation

If an employee is out sick or shows symptoms of being ill while ACN has activated the C19MP, it may become necessary to request information to determine if a health risk exists for the organization. In general, ACN would request medical information to confirm the need to be absent from scheduled duties, to show whether and how an absence relates to COVID-19, and to know that it is appropriate for the employee to return to work.

### COVID-19 Mitigation Protocols

The following protocols have been developed to safeguard the health of our staff, contractors, clients, and the general public. The level of mitigation required uses a color-coded system based on the number of cases in 7 days per 100,000 residents. Statistics for Alaska are updated each weekday on the [Alaska Department of Health and Social Services Coronavirus Response Hub](#).

The HSE Lead will determine the current level of the color-coded protocols the ACN staff is under, with any additional guidelines issued by the ACN President/CEO, CDC, OSHA, the State of Alaska, and/or local municipalities.

*Note: These guidelines may change as CDC, OSHA, and state and local guidelines develop.*

#### Green Level: < 10 cases in 7 days per 100,000 residents

##### **Transmission rates are Low.**

##### Mitigation Protocols

- Unless otherwise notified, normal attendance and leave policies will remain in place. Individuals who believe they may face challenges reporting to work during this COVID-19 pandemic should take steps to develop any necessary contingency plans.
- All staff will monitor their health and will notify their superior if they exhibit any COVID-19 related symptoms or close contact with a confirmed case.
- Staff may work from home per ACN policies and with the approval of their supervisor.

#### Yellow Level: > 10 cases in 7 days per 100,000 residents

##### **Transmission rates are Moderate.**

##### Mitigation Protocols

All protocols from Level Green are observed and...

- Unvaccinated staff that work in an ACN facility must complete a daily self-monitoring log (see Appendix C).
- In-person meetings should be minimized. Use virtual meeting platforms as much as possible to conduct business.
- The use of face masks and physical distancing is encouraged.
- All visitors to ACN facilities must complete the Visitor COVID-19 Screening Questionnaire (Appendix B) prior to entry. Based on the answers, a mask may be required. The HSE Lead will manage the questionnaire.
- Response incident protocols
  - Mobilization / demobilization protocols: If a negative COVID-19 test prior to arrival is required by our clients, or by the local municipality that ACN employees or contractors will be traveling to, instructions on when and where to take the COVID-19 test will be included in the Site Safety Plan for the event.
  - Field protocols: When working at a remote site on an incident, all Chadux personnel and contractors will minimize risk of transmission to/from local community members. Protocols to employ will be integrated into the Site Safety Plan.
- Sanitize frequently touched surfaces at least daily.

#### Orange Level: > 50 cases in 7 days per 100,000 residents

##### **Transmission rates are Substantial.**

##### Mitigation Protocols

All protocols from Level Yellow are observed and...

- Staff are encouraged to work from home per ACN policies. A work-from-home and/or office schedule that minimizes contact between staff will be developed at the department level.
- In-person meetings will be minimized. Use virtual meeting platforms as much as possible to conduct business.

- Visitors to ACN facilities are discouraged.
- Mask Requirement: All employees, vaccinated and unvaccinated, must wear a proper-fitting mask at all times in indoor spaces unless working alone at your workstation or work area.
- Physical Distancing: Staff should maintain a physical distance from other personnel of at least 6-ft whenever possible.
- Vaccinated staff will follow the CDC guiding principles for fully vaccinated people that can be found at: <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated.html>.
- Staff on a response or exercise will follow the event and/or geographic area (e.g., local municipality) specific infectious disease mitigation protocols.
- All non-essential travel will be avoided. Employees who travel as an essential part of their job should consult with management on appropriate actions.

**Red Level: > 100 cases in 7 days per 100,000 residents****Transmission rates are High.****Mitigation Protocols**

All protocols from Level Orange are observed and...

- Employees are encouraged to avoid activities where they might encounter contagious people.

Approved by:

DocuSigned by:

*Buddy Custard*

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October 7, 2021 | 3:08 PM PDT

Buddy Custard  
President/CEO

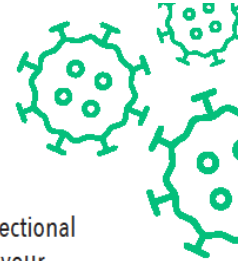
## Appendix A

## State of Alaska COVID-19 Guidance Document

<https://dhss.alaska.gov/dph/epi/id/siteassets/pages/HumanCoV/FeelingSickOrExposedToCOVID.pdf>

# Feeling Sick or Exposed to COVID-19

## Now What?



This guidance applies to the general public. But if you live or work in a high-risk setting such as a correctional institution, health care facility, an assisted living facility, or a fish-processing plant, talk to someone at your facility for guidance.

	UNVACCINATED	VACCINATED*
<b>If you test positive for COVID-19</b>	<p><b>ISOLATE</b></p> <p>Until cleared by public health (usually 10 days, but may vary depending on symptoms), monitor your symptoms, and contact your health care provider if symptoms become worrisome.</p>	
<b>If you are exposed to COVID-19 and have NO symptoms</b>	<p><b>GET TESTED and QUARANTINE</b></p> <ul style="list-style-type: none"> <li>- If positive, isolate for 10 days.</li> <li>- If negative, continue staying home for the duration of your quarantine (7-14 days) depending on testing and location.</li> </ul>	<p><b>GET TESTED and MONITOR</b></p> <ul style="list-style-type: none"> <li>- If positive, isolate for 10 days.</li> <li>- If negative, monitor your symptoms for 14 days. Wear a mask. Quarantine not required.</li> </ul>
<b>If you are exposed to COVID-19 and have ANY symptoms</b>	<p><b>GET TESTED and ISOLATE</b></p> <ul style="list-style-type: none"> <li>- If positive, isolate for 10 days.</li> <li>- If negative, stay home while you have symptoms or until you are finished with quarantine, whichever is longer. Talk to a health care provider and consider testing again.</li> </ul>	<p><b>GET TESTED and ISOLATE</b></p> <ul style="list-style-type: none"> <li>- If positive, isolate for 10 days.</li> <li>- If negative, stay home while you have symptoms. Talk to a health care provider and consider testing again.</li> </ul>
<b>If you have ANY symptoms of COVID-19 and no known exposure</b>		<p><b>GET TESTED and STAY HOME</b></p> <ul style="list-style-type: none"> <li>- If positive, isolate for 10 days.</li> <li>- If negative, stay home while you have symptoms. Talk to a health care provider and consider testing again.</li> </ul>

\*A person is fully vaccinated if two weeks have passed since receiving the second dose of the Pfizer or Moderna vaccines or a single dose of the Johnson and Johnson vaccine.





## Appendix B

## ALASKA CHADUX NETWORK VISITOR COVID-19 SCREENING QUESTIONNAIRE

The health of our employees is our overriding priority. As the COVID-19 pandemic continues, we are monitoring the situation closely and following the guidance from the Centers for Disease Control and Prevention and local health authorities. To prevent the spread of COVID-19 and reduce the risk of exposure to our workforce, we are asking all visitors to complete this questionnaire, maintain social distancing and wear a properly fitted mask while inside our office or work locations. **Please respond to each of the following questions to the best of your ability.** Your participation is important to help us take precautionary measures to protect you and our employees.

1	<p>Are you currently experiencing, or have you experienced in the past 14 days, any of the following symptoms?</p> <p>Cough <span style="float: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></span></p> <p>Shortness of breath or difficulty breathing <span style="float: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></span></p> <p>Sore throat <span style="float: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></span></p> <p>New loss of taste or smell <span style="float: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></span></p> <p>Fever or Chills <span style="float: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></span></p> <p>Head or muscle aches <span style="float: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></span></p> <p>Nausea, diarrhea, vomiting <span style="float: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></span></p>
2	<p>In the past 14 days, have you been in close contact (within 6-ft for more than 15-min over a 24-hr period) to anyone who was experiencing any of the above symptoms or has experienced any of the above symptoms since your close contact?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
3	<p>In the past 14 days, have you been in close contact (within 6-ft for more than 15-min over a 24-hr period) to anyone who has tested positive for COVID-19?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
4	<p>Have you been tested for COVID-19 and are waiting to receive test results?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
5	<p>Have you tested positive for COVID-19 in the past 14 days, or are you presumptively positive for COVID-19 based on your healthcare provider's assessment or your symptoms?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
6	<p>Is there any reason why you feel you are at higher risk of contracting COVID-19? If "yes", please provide a brief explanation.</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>

**I hereby certify that the responses provided above are true and accurate to the best of my knowledge.**


Name: \_\_\_\_\_ Cell phone number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Note: The information collected on this form will be only used to determine whether you may be infected with COVID-19. The information on this form will be maintained as confidential. **If you test positive in the next five days, please let us know so that we can take appropriate precautions.**

Reviewed by ACN Staff; Name \_\_\_\_\_

## Appendix C

 <p><b>ALASKA Chadu Network</b> <small>PREVENT / RESPOND / PIONEER</small></p>	<h2>Alaska Chadu Network Self-Monitoring Log</h2>
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Name: \_\_\_\_\_

Log Start Date: \_\_\_\_\_

Day	Date	Social Distancing		Temp Check #1	Temp Check #2	COVID-19 Symptoms		General Comments
		Yes	No			Yes	No	
1		Yes	No			Yes	No	
2		Yes	No			Yes	No	
3		Yes	No			Yes	No	
4		Yes	No			Yes	No	
5		Yes	No			Yes	No	
6		Yes	No			Yes	No	
7		Yes	No			Yes	No	
8		Yes	No			Yes	No	
9		Yes	No			Yes	No	
10		Yes	No			Yes	No	
11		Yes	No			Yes	No	
12		Yes	No			Yes	No	
13		Yes	No			Yes	No	
14		Yes	No			Yes	No	

**Health Guidance:**

- Take your temperature with a thermometer twice a day.
- Monitor for COVID-19 symptoms: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea.
- Wear a properly fitted mask inside public spaces.
- Physically distance from people in public spaces (at least 6-ft).
- Limit your activities in public or with persons outside your immediate family.
- Practice preventive measures – frequent handwashing, regular sanitize frequently touched surfaces, and avoiding contact with individuals who may be ill.
- Inform your supervisor immediately if your condition changes.

Employee signature: \_\_\_\_\_

Date: \_\_\_\_\_

When complete, provide copy to ACN HSE Lead and begin another log.