

# COVID-19



MAY 2020

MITIGATION AND PREVENTION PLAN

This plan is in response to the COVID-19 Pandemic.



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## COVID-19

### MITIGATION AND PREVENTION 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 and prevent the transmission of the coronavirus to provide a safe and healthy working environment at the Port of Alaska facilities.

#### SCOPE

This document is designed to give clear, concise, consistent direction to essential critical infrastructure for Municipality of Anchorage employees working at the Port 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

POA management is committed to ensuring the health, safety and protection of POA personnel continuing to work through this pandemic, to their families and to the community in which they live and work. The following leadership measures have been taken and shall continue throughout the duration of this pandemic:

**Management** – Management shall continue to monitor the COVID-19 Pandemic situation and changing dynamics. Management 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 supervisors.

**Supervisors** – Supervisors shall ensure that all applicable COVID-19 directives from Management and the Municipality are immediately implemented and that all activities are conducted in accordance with the current guidance.

**POA Personnel** – POA 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. POA personnel are responsible for helping to maintain safe, clean and healthy work areas

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## COVID-19 GENERAL INFORMATION

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
- Chills (As of 5/5)
- Repeated shaking with chills (As of 5/5)
- Muscle Pain (As of 5/5)
- Headache (As of 5/5)
- Sore throat (As of 5/5)
- New loss of taste or smell (As of 5/5)

**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.

The virus is thought to be spread primarily from person-to-person transmission inclusive of the following:

- People who are in 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.

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## How the Virus Is Transmitted (Continued)

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.

## SOCIAL DISTANCING

In accordance with CDC, WHO and other local, state and federal guidelines and recommendations, POA Management 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 10 personnel or more.
- 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.
- 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.
- 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.
- Discontinue collection of handwritten or iPad signatures for safety meetings.
- Do not congregate in lunch or break room areas.

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## 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. *Caution: The solution loses its effectiveness after 3-6 days.*
  - 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, and all other work areas.
- Empty trash daily.
- Keep lids closed on trash receptacles.
- Clean and disinfect trash cans, if appropriate.

## PERSONAL HYGIENE

Personal Hygiene is crucial to stopping the spread of COVID-19. 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.
- 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.

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## PERSONAL HYGIENE (Cont'd)

- Disinfect reusable supplies and equipment.
- Utilize disposable hand towels and no-touch trash receptacles.
- 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 Supervisor shall:**

- Isolate and return infected personnel home as quickly as possible.
- Notify the Port Director 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.

## WHAT TO DO IF A FAMILY MEMBER BECOMES SICK WITH COVID-19

- Have the person stay in one room, away from other people, including yourself, as much as possible.
- If possible, have them use a separate bathroom.
- Avoid sharing personal household items, like dishes, towels, and bedding
- If facemasks are available, have them wear a facemask when they are around people, including you.
- If the sick person cannot wear a facemask; you should wear one while in the same room with them if facemasks are available.
- If the sick person needs to be around others (within the home, in a vehicle, or doctor's office), they should wear a facemask.
- Wash your hands often with soap and water for at least 20 seconds, especially after interacting with the sick person. If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol**. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth.

### WHAT TO DO IF A FAMILY MEMBER BECOMES SICK WITH COVID-19 (Cont'd)

- Every day, clean all surfaces that are touched often, like counters, tabletops, and doorknobs.
- Use household cleaning sprays or wipes according to the label instructions.
- Wash laundry thoroughly.
- If laundry is soiled, wear disposable gloves and keep the soiled items away from your body while laundering. Wash your hands immediately after removing gloves.
- Avoid having any unnecessary visitors.
- For any additional questions about their care, contact their healthcare provider or state or local health department.

#### **Provide symptom treatment**

- Make sure the sick person drinks a lot of fluids to stay hydrated and rests at home.
- Over-the-counter medicines may help with symptoms.
- For *most people*, symptoms last a few days and get better after a week.



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## GENERAL WORKPLACE SAFEGUARDS (Maintenance Shop)

### Follow the CDC guidelines for flattening the curve.

- Keep social distancing at least 6 feet away.
- Stay home if you are sick.
- Cough/sneeze into your elbow.
- Avoid hands above your chin.
- If someone reminds you to do one of the above, don't be offended. (Now's not the time to be offended.)

### Follow the POA Emergency Action Plan for personal hygiene.

- Copy is on the safety board.
- If you have something to add, drop me a line.

### When signing in/out barges and tankers at POL's:

- Stay AT LEAST 6' away from all workers.
- Try and complete paperwork ahead of time, if possible.
- **Do not enter the POL shack when another worker is in there.** When doing the inspection, conduct the inspection ahead of time, or politely ask everyone inside, to step out for you to conduct the inspection.
- **After transfer and paperwork has been completed, using a disinfectant wipe, wipe down clipboard, pens (if shared), and lastly hands.**

### General Safeguards

- Ensure all personnel doors are locked 24/7 until Maintenance Supervisor advises otherwise. (3/24)
- Have good situational awareness regarding the disease. Follow the CDC guidelines and stay informed.
- Do not go into congested areas where there are people that cannot/will not maintain a 6' social distance. If so, politely ask the occupants to step out while you conduct official maintenance business. (If the fix/repair/work is going to take a while, get with Maintenance Supervisor.)
- Don't visit other shops/work areas if there isn't maintenance need to be there. (Don't just go to say hi and to see how everything is going.)
- One employee per vehicle when possible and feasible. If two or more employees ride in one vehicle, wear homemade masks. (3/26)
- During lunch and breaks, only (2) workers preparing their meals at once to accommodate the 6' distancing law. (3/31)

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## General Safeguards (Continued)

- After every break and lunch period, breakroom high touch areas should be disinfected with wipes or aerosols as per CDC guidance. (3/31)
- Don't go into offices if the 6' social distance mandate cannot be maintained. (3/31)
- **Disinfect areas of the light and heavy-duty equipment daily using a disinfectant wipe or substitute. (Wear gloves when doing this.)**
  - i. Car keys & fobs
  - ii. Exterior and interior door handles
  - iii. Steering wheel
  - iv. Power ignition button, window switches, radio, GPS, other buttons & dials
  - v. Gear shift
  - vi. Seat belts & seat belt buckles
  - vii. Air vents
  - viii. Cup holders
  - ix. Grab handles
  - x. Headrests
  - xi. Seat pockets
- **MOA information regarding COVID -19.**
  - There's an information board in the breakroom with all MOA emails regarding safeguards and action taken by MOA.

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## GENERAL WORKPLACE SAFEGUARDS (Administration)

### Follow the CDC guidelines for “flattening the curve.”

- Keep social distancing at least 6 feet away.
- **Stay home if you're sick.**
- Cough/sneeze into your arm.
- Avoid hands above your chin.
- If someone reminds you to do one of the above, don't be offended. (Now's not the time to be offended.)

### General Safeguards

- Have good situational awareness regarding the disease. Follow the CDC guidelines and stay informed.
- Do not go into congested areas where there are people that cannot/will not maintain a 6' social distance. If so, politely ask the occupants to step out while you conduct official maintenance business.
- One employee per vehicle when possible and feasible. If two or more employees ride in one vehicle, its recommended that both employees wear homemade masks.
- During lunch and breaks, only (2) workers preparing their meals at once to accommodate the 6' distancing mandate.
- After every break and lunch period, breakroom high touch areas should be disinfected with wipes or aerosols as per CDC guidance.
- Stay outside of offices as much as possible offices.
- Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
- Maintain hand sanitizer at main entrance and back stairwell.
- Disinfect areas of the light and heavy-duty equipment daily using a disinfectant wipe or substitute. (Wear gloves when doing this.)
  - i. Car keys & fobs
  - ii. Exterior and interior door handles
  - iii. Steering wheel
  - iv. Power ignition button, window switches, radio, GPS, other buttons & dials
  - v. Gear shift
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## IF A POA FACILITY IS CONTAMINATED WITH COVID-19 FROM A POSITIVE TESTED EMPLOYEE OF THIRD-PARTY WORKER

The Port of Alaska will utilize the information in Attachment A at the discretion of the Port Director. (See Attachment A for specific guidance.)

Once a POA employee has direct knowledge that a direct employee or the employee of another entity performing services within the MOA owned Port of Alaska facilities has tested positive for COVID-19, the following protocols are recommended:

1. Notify Port Director as soon as practical.
2. Notify MOA Human Relations and Risk Management.
3. Follow CDC and MOA Health Department guidelines regarding contact tracing and notify all port workers who are at medium risk level (workers typically in contact with the infected worker) and instruct them to self-quarantine for 14 days. **(DO NOT MENTION NAME OF INFECTED WORKER.)**
4. Uphold/respect confidentiality statutes. **(DO NOT MENTION NAME OF INFECTED WORKER.)**
5. Notify all port workers who are considered low risk due to social distancing parameters of the circumstances. **(DO NOT MENTION NAME OF INFECTED WORKER.)**
6. Open doors and windows, where provided, to provide adequate ventilation.
7. Isolate and disinfect workspaces, equipment, and vehicles considered low risk for contamination, but where the infected employee may have passed. Call Anchorage School District and request they disinfect the potentially contaminated areas with their electrostatic device. If ASD is not available, follow steps 7A-7D for the effected facility.
  - a. If POA Administration Offices are contaminated: Call Canete LLC. 868-8000
  - b. If POA Maintenance Shop is contaminated: Call MC Corporation (DBA Professional Building Services) 565-5555.
  - c. Contact AlSCO 907-279-2500 or 907-279-2520 and advise them of the uniforms that were infected, if appropriate.
  - d. If POA Security is contaminated: Call Canete LLC. 868-8000

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## COVID-19 RESOURCE AND INFORMATION LINKS

### MUNICIPALITY OF ANCHORAGE

- Municipality of Anchorage: <https://covid-response-moa-muniorg.hub.arcgis.com/>
- MOA Emergency Orders Link:
  - <https://covid-response-moa-muniorg.hub.arcgis.com/pages/emergency-orders>

### STATE OF ALASKA

- State of Alaska: <https://coronavirus-response-alaska-dhss.hub.arcgis.com/>
- State of Alaska Mandates: <https://covid19.alaska.gov/health-mandates/>

### OTHER

- AAPA (American Associations of Port Authorities)
  - COVID-19 Protocols: Best Practices for the Port Industry (Attachment A)
- Center for Diseases Control (CDC)
  - <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

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## **ATTACHMENT A – American Association of Port Authorities (AAPA) Recommended Protocols**

With input from its member ports, AAPA recommends the following protocols for situations related to COVID-19.

These protocols are AAPA recommendations for best practices based on industry surveys and ‘roundtables.’ These recommendations neither create any obligations on AAPA members nor override local conditions such as collectively bargained-for obligations.

### **Protocols for when a port employee and/or third-party worker at a port tests positive for COVID-19**

Once a port authority has direct knowledge that a direct employee or the employee of another entity performing services within the port authority facilities has tested positive for COVID-19, the following protocols are recommended.

1. Notify relevant local public health agency/agencies,
2. Follow CDC and local health department guidelines regarding contact tracing, and notify any and all port workers who are at medium risk level (workers typically in contact with the infected worker), and instruct them to self-quarantine for 14 days,
3. Uphold/respect confidentiality statutes,
4. Isolate and disinfect any equipment, vehicles, or workspace areas typically used/occupied by the infected employee,
5. Notify any and all port workers who are considered low risk due to social distancing parameters of the circumstances, and
6. Isolate and disinfect workspaces, equipment, and vehicles considered low risk for contamination, but where the infected employee may have passed.

Ports and their partners should make cruise facility staff aware of the symptoms of COVID- and ensure that employees are aware of the appropriate protocols for notifying supervisors and/or public health officials regarding potentially ill travelers.

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## ATTACHMENT A (AAPA Recommended Protocols) Cont'd

### **Options and Recommendations for Sanitizing/Decontaminating Port Property**

1. Follow all CDC guidelines on “Cleaning and Disinfection for Community Facilities.”
2. Staff disinfect workstations at the end and beginning of each shift using disinfectant spray or wipes.
3. Disinfect of high-touch, hard surfaces such as railings, doorknobs, countertops, outlets/charging stations and arm rests.
4. Disinfect bathroom with aerosol spray after every use.
5. Check tissue dispensers (if present) and soap dispensers in restrooms several times each day. Additionally, provide ample hand sanitizer throughout all port facilities.
6. Display video monitors and/or signage to remind staff to wash their hands frequently.
7. Contract with a service for nightly deep cleaning of staff buildings and facilities.

### **Recommendations For Mitigating Port Employee Exposure**

1. Impose general and blanket social distancing, whereby workers remain at least six feet apart from each other at all time.
2. Hold staff meetings virtually.
3. Make sure port personnel and contractors have minimum COVID-19 awareness training.
4. Provide PPE (gloves, N95s, and safety glasses) to staff (police or police support technicians) working the Gates, especially when interacting with drivers.
5. Wear gloves when conducting vehicle screenings and when handling money, documents, and/or ID's from other individuals.
6. View TWICs/ID's without touching/handling, consistent with recent Coast Guard guidance.
7. Required use of PPE if interacting with vessel crew for any reason.
8. Modify work schedules to limit exposure between employees.
9. Modify field/patrol shifts in order to a) lengthen them, and in order to b) increase the available units working from home in case officers in the field are exposed and must be changed out.
10. Modify housekeeping procedures to use disposable paper towels instead of rags with daily sanitizing of all high-frequency touch surfaces (i.e. doorknobs, handrails, armrests, desktops, keyboards, etc.).
11. Stop receiving non-essential vessels at the docks, which reduces officer exposure.
12. Restrict port access to essential operational related visitors, no port tours. (However, due to the importance of the PCT Project, visitors will be granted access while following CDC Social Distancing guidance as well as State and local mandates.
13. Distribute COVID-19 awareness information to all trucker.

**END**