

Silver Bay Seafoods, LLC
COVID-19 Essential Business Work Control Plan

April 10, 2020

Version 2.0



Locations Covered Under This Plan

Sitka, AK

Naknek, AK

Valdez, AK

False Pass, AK

Kodiak, AK

Contact Personnel

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Purpose

COVID-19 has been declared a pandemic by the World Health Organization and limiting transmission of the coronavirus is a priority for the global, national, state and local communities. As an Alaska-based seafood processor, Silver Bay Seafoods, LLC (SBS) is classified as an essential services provider under Alaska Essential Services and Critical Workforce Infrastructure Order (formally Attachment A) issued by Governor Dunleavy and is requested by the State of Alaska to remain in operation per the Order. Specifically, the Order states “(c)ertain critical infrastructure industries have a special responsibility in these times to continue operations.”

The purpose of this document is to establish and convey those plans and action items which will allow for the continuity of SBS’s operations while taking all available measures to mitigate the spread of the coronavirus within the communities in which SBS operates. The contents of this document have been prepared in consultation with leaders at the state and local levels, medical professionals and other industry colleagues and resources.

This plan contains action plans and items which have or will be put into effect in accordance with CDC guidelines, State of Alaska mandates and Executive Orders issued to date, best practices as noted by the medical and processor communities, and the input of the local communities in which SBS operates. It is the goal of SBS for this plan to safeguard the community populations, company employees and other stakeholders in the communities in which the company operates.

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Glossary of Terms

- *Confirmed/Suspect COVID-19*: A person who has tested positive for COVID-19 or a person who satisfies epidemiological and clinical criteria.
- *Close Contact*: Greater than 15 minutes face-to-face contact in any setting with a confirmed case in the period extending from 24 hours before onset of symptoms in the confirmed case, or sharing of a closed space with a confirmed case for a prolonged period (e.g. more than 2 hours) in the period extending from 24 hours before onset of symptoms in the confirmed case.
 - A close contact includes a person meeting any of the following criteria:
 - Living in the same household or household-like setting (e.g. in a boarding school or hostel).
 - Direct contact with the body fluids or laboratory specimens of a case without recommended PPE or failure of PPE.
 - Aircraft passengers who were seated in the same row as the case, or in the two rows in front or two rows behind a confirmed COVID-19 case. Contact tracing of people who may have had close contact on long bus or train trips should also be attempted where possible, using similar seating/proximity criteria.
 - Contact needs to have occurred within the period extending 24 hours before onset of symptoms in the case until the case is classified as no longer infectious by the treating team.
 - Note that healthcare workers and other contacts who have taken recommended infection control precautions, including the use of full PPE, while caring for a symptomatic confirmed COVID-19 case are not considered to be close contacts.
- *Isolation*: Separates sick people with a contagious disease from people who are not sick.
- *Quarantine*: Separates and restricts the movement of people who were exposed or potentially exposed to a contagious disease to see if they become sick.
- *Self-quarantine*: Per Health Mandate 10 issued by the State of Alaska, persons arriving in Alaska from out-of-state, must self-quarantine in their residences for a period of fourteen (14) days unless they are employed by firms represented in the Essential Services and Critical Infrastructure Order. Silver Bay Seafoods, LLC employees will remain on company property and facilities for the duration of their employment.
- *Closed or Locked Campus*: To limit the interaction between employees of Silver Bay Seafoods, LLC employees and the local communities, the employees of the company will

not be allowed to leave company property for the entirety of their employment unless it is to seek medical care or under the direction of a local or state authority.

Testing: Testing refers to the procedure(s) done by medical personnel to determine the presence or absence of the virus in a person. Currently, according to the CDC, testing on “individuals without symptoms” is of the lowest priority. If widespread testing becomes available, SBS will seek to test all employees for COVID-19.

- *Screening:* The current best practice to determine the health of an individual is for said employees to participate in screening measures at different points of travel and duration. All SBS employees will be subjected to numerous screenings.

- *Runner:* Each of SBS’s operations will have designated personnel who are the only ones authorized to interact with businesses within the communities to purchase parts and supplies, retrieve mail or obtain other services. Protecting the health and well-being of the runner while on company property shall be of the highest priority to protect the community. Runners are usually longer-term employees and will be trained on proper interaction with the community and businesses.

- *Signs & Symptoms:* According to the CDC website, common symptoms include fever, dry cough and shortness of breath. Symptoms usually manifest within 2-14 days of transmission.

- *Temperature:* Elevated temperature is one of several indicative symptoms of COVID-19. This document references temperature screening limit of 99.9 degrees Fahrenheit (F) as the determining point of a healthy person or potentially infected person per the CDC below.
 - On arrival to the location, employee should demonstrate a measured temperature < 100.4 °F. (This reference is for oral temperature, a forehead (temporal) scanner is usually 0.5°F (0.3°C) to 1°F (0.6°C) lower than an oral temperature. An ear (tympanic) temperature is 0.5°F (0.3°C) to 1°F (0.6°C) higher than an oral temperature.)

Employee Procedures

All employees of SBS who are traveling to Alaska will adhere to the procedures outlined below for their travel and duration of employment / time in Alaska. Failure to do so or to successfully complete the requirements 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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. • Employees will be instructed to frequently wash their hands upon arrival to airport(s), while in the airport(s) and upon arrival at their destination. • Employees will always be instructed to practice social distancing at all possible times during their travel. • Employees will be screened at the airport for temperature and other indications of infection. • Any employee exhibiting a temperature of 99.9 degrees F shall return to their home and seek medical attention from their personal health care provider. No employee with a temperature greater than 99.9 degrees F will be allowed to travel to AK.
Reception at destination	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Upon arrival at the destination living quarters, employees will be quarantined to company facilities and housing for the duration of their employment. • The only exceptions to this will be the plant runners who will retrieve freight, mail and supplies when contactless delivery is not an option. Plant runners will receive special training and will be employees who have already cleared quarantine and practice social distancing at the plant and in town. • All other employees will be restricted to SBS facilities only.
Daily Monitoring	<ul style="list-style-type: none"> • Employees shall be screened daily for any symptoms including temperature. • 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.
Ill Employee Reporting	<ul style="list-style-type: none"> • Any employee who exhibits any possible symptoms of COVID-19 or any other illness will contact appropriate personnel without leaving their living quarters. • 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.
Terminated Employees	<ul style="list-style-type: none"> • 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.
Testing	<ul style="list-style-type: none"> • As of the date of this document, people showing no symptoms or reporting no close contact with a person positive for COVID-19 are the lowest priority to receive a test per the CDC. SBS would like to test all employees reporting to AK. SBS will closely monitor the availability of test kits and administer testing at the earliest available time. • SBS is in regular contact with Governor Dunleavy’s office concerning the availability of testing for Essential Services and Critical Infrastructure employees. SBS additionally monitors Alaska DHHS for updates. DHHS currently recommends that AK

	<p>health care providers not test asymptomatic persons. We anticipate that this may change as testing becomes more widely available and will modify protocols accordingly.</p>
<p>Workforce</p>	<ul style="list-style-type: none"> • CDC and DHHS guidance has 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 resources.

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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	<ul style="list-style-type: none"> • 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. • Should "contactless" interactions not be possible, the essential visitor must be temperature screened. If the temperature is 99.9 degrees F or greater, the person will not be granted access to the campus. • While the essential visitor is on campus, social distancing must always be maintained. • Plant lock down also means all SBS employees will not be allowed to leave company property for any reason except to access approved medical care or for other reasons mandated by local authorities. (More can be found in the "interaction with local community" section of this document). • It shall be the responsibility of the plant manager at each location to establish security measures to enforce the plant lock down policy. Lockdown procedures shall be strictly enforced with penalties including termination for any violations. • Each plant manager shall designate, and train select employees as "runners". The runners will retrieve mail, parts and supplies from the local community and deliver the goods to company property. (More can be found in the "interaction with local community" section of this document). • Plant lock down also means no fishermen, crew or tender personnel shall be allowed on company property or the docks. They must remain on their vessels. (More on this subject can be found in the "Fleet Procedures" section of this document).
Social Distancing	<ul style="list-style-type: none"> • Employees shall practice social distancing whenever possible. • SBS realizes social distancing may not be possible in all circumstances (i.e. bunkhouse rooms, production lines) but will make every effort to reengineer such areas to provide social distancing for employees.

	<ul style="list-style-type: none"> To the extent possible, meal and break periods shall be staggered to allow social distancing while dining or on break.
Hygiene	<ul style="list-style-type: none"> Upon arrival to the plant and at certain frequencies during employment, employees will be trained on appropriate hygiene measures. These include: <ul style="list-style-type: none"> Frequent hand washing for 20 seconds with soap and water as frequently as possible or using hand sanitizer containing at least 60% alcohol. Hands are to be washed before entering the galley or any break areas. Hands are to be washed following every visit to rest room facilities. Covering mouth and nose with a mask or buff always when not in living quarters. 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. No shaking of hands. Minimize person to person contact.
Plant Disinfecting	<ul style="list-style-type: none"> Enhanced cleaning and disinfecting procedures shall be instituted in all facilities. 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	<ul style="list-style-type: none"> 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.

	<ul style="list-style-type: none"> 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. 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	<ul style="list-style-type: none"> 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 C. It is the responsibility of each plant manager to reach out to the owners or managers of each business with whom SBS will interact during the season to determine how each business wishes the interaction to occur. Examples include delivery to the company facility or contactless pickup from a designated area. 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. 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.

	<ul style="list-style-type: none">• 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.
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Isolation Procedures

SBS is committed to taking all steps possible to reduce the risk of transmission of COVID-19 amongst the local community and our employees. Should a suspected case arise with an SBS employee, this section sets out procedures for isolation.

Isolation Determination	<ul style="list-style-type: none"> If an employee presents symptoms, the priority is to get the employee into isolation and determine with whom they have been in close contact. For more information, refer to Appendix E.
Isolation Location / Number of Available Beds / Private Rest Room Facilities	<ul style="list-style-type: none"> Kodiak - Russian Heritage Inn and Larch Apartments / 6 / Yes False Pass – Two story bunkhouse / 12 / Yes; Man Camp / 17 / Yes; Atco / 16 / Yes Valdez – Company apartments / 12 / Yes; Lupine bunkhouse / 33 / Yes; Man Camp offsite / 60 / Yes Sitka – Trailers / 6 / Yes Naknek – Bunkhouse D / 32 / Yes
Isolation Meals	<ul style="list-style-type: none"> 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. Disposable ware shall be utilized to eliminate dishwashing.
Isolation Laundry	<ul style="list-style-type: none"> Ill employee shall bag laundry and leave outside the door to their living quarters. SBS personnel in PPE shall retrieve bagged laundry and process per CDC guidelines.
Medical Care	<p>NOTE: I HAVE REQUESTED A QUOTE FOR THESE SERVICES. THIS IS NOT CONFIRMED.</p> <ul style="list-style-type: none"> 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 Discovery Health to offer: <ul style="list-style-type: none"> 24x7 telephonic or video consultation with the Plant Manager or Safety Manager to consult on all medical cases / concerns Assistance with evacuation if needed Assistance with commercial air travel including medical escorts on flights if needed

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. Below are procedures that SBS itself will implement and other procedures that SBS will strongly recommend be adopted and followed by our fleet members.

Pre-Departure	<ul style="list-style-type: none"> 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. The fleet has been encouraged to avail themselves of this service for Captains and crew.
Day of departure and travel	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> No captain or crew member shall leave their vessel for any reason except those required by law.

<p>plant and local community</p>	<ul style="list-style-type: none"> • 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.
<p>Required Supplies / Laundry Services</p>	<p>General Plan: All locations</p> <ul style="list-style-type: none"> • 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. <p>Bristol Bay:</p> <ul style="list-style-type: none"> • 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. <p>False Pass: GN</p> <ul style="list-style-type: none"> • Provide groceries for sale on tenders. • 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. <p>Sitka:</p>

	<ul style="list-style-type: none"> • 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. <p>Valdez:</p> <ul style="list-style-type: none"> • Provide laundry services through facility or 3rd party vendors.
On board hygiene	<ul style="list-style-type: none"> • Vessels shall practice enhanced disinfecting procedures in line with CDC guidelines. • An additional resource can be found at: https://discoveryhealthmd.com/coronavirus-corner/#onboard

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APPENDIX A
Employee Day One Training

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COVID-19/ CORONAVIRUS

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?

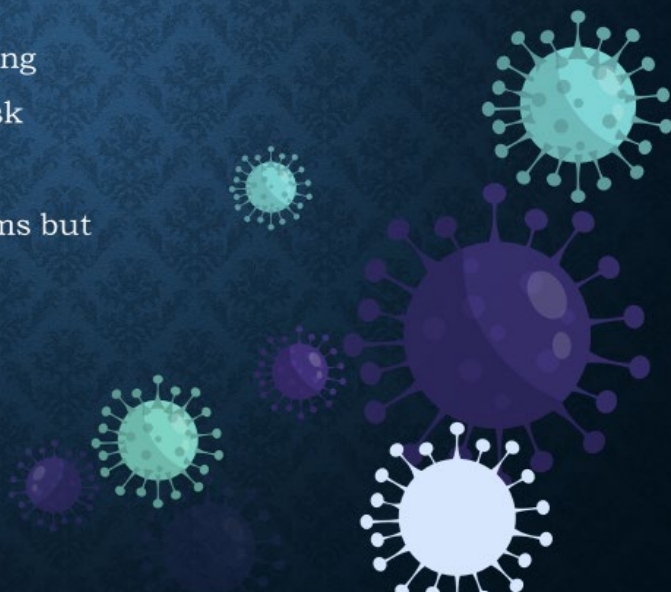
CO-corona
VI-virus
D-disease
2019-year of discovery
=
COVID-2019

- 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



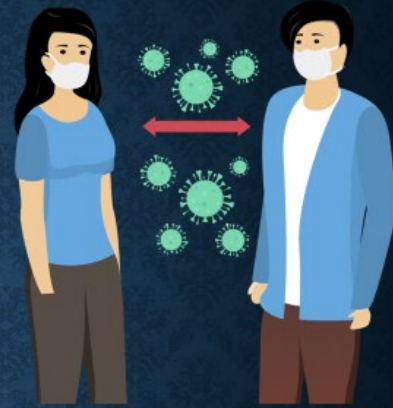
A FEW FACTS ABOUT COVID-19

- 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



*Symptoms may appear 2-14 days after exposure.

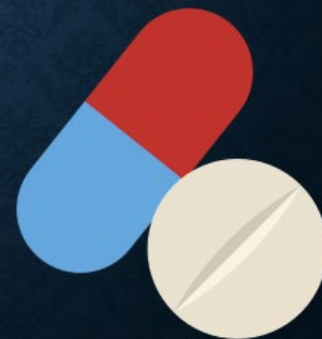
Seek medical advice if you develop symptoms, and have been in close contact with a person known to have COVID-19 or if you live in or have recently been in an area with ongoing spread of COVID-19.

SHORTNESS OF BREATH



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 CAN YOU REDUCE THE CHANCE YOU'LL GET COVID-19?

CORONAVIRUS (COVID-19) PREVENTION



Wash your hands often with soap and water for at least 20 seconds.



Cover your cough or sneeze with a tissue. If you don't have a tissue, cough or sneeze into your sleeve or elbow.



Clean and disinfect frequently touched objects and surfaces.



Avoid touching your eyes, nose, and mouth.



Stay home when you are sick, except to get medical care.



Avoid close contact with people who are sick.

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



1. Turn on clean, running water	2. Lather up with soap	3. Scrub for at least 20 seconds
		
4. Remember to scrub between fingers, under nails, & up wrists	5. Rinse the soap completely off in clean, running water	6. Dry your hands completely
		

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OTHER COVID-19 PREVENTION STEPS



Keep it clean:

- High touch surfaces
- Public areas
- Your personal space

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

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

THE 3 C'S

- **Cleanliness:**

Wash hands, clean surfaces

- **Contact:**

Avoid contact with people who have been exposed

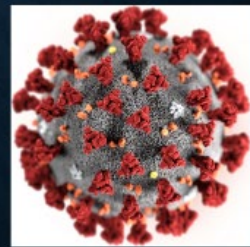
- **Crowding:**

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



APPENDIX B
Memorandum to Plant Managers

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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
 - Please continue personal hygiene habits such as **frequent handwashing** of 20 seconds or more and the use of **hand sanitizer**.
 - Please **cover your noses and mouths** with a tissue when coughing or sneezing (or use an elbow if no tissue is available).
 - Contact a health care provider about getting the **influenza vaccine** if you have not already done so.
- Disinfecting-common areas, bunkhouses, galleys, breakrooms
 - High touchpoint areas should be cleaned daily:
 - tables, chairs, countertops, stair railings, drinking fountains
 - doorknobs/handles, light switches
 - toilets and bathroom fixtures
 - phones, computers, etc. in common areas
 - 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

- No sharing of personal items-dishes, glasses, towels, etc.
- Do not reuse any eating utensils. Must rewash hands before going back through food lines.
- All towels and bedding should be washed in hot water.

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APPENDIX C
SOP Example for Disinfecting

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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 D
Runner Training

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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 
 - Your interaction with plant or vessel personnel and the public in town, stores, etc.
 - No passengers! No medical transport!
- Possible transmission from objects-doors, handles & railings, money, packages, etc 
 - 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?

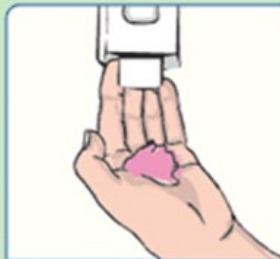


PROPER HANDWASHING TECHNIQUE

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

DONT 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: No recommendation for people to wear a mask if not ill
- Wearing a buff/bandanna around mouth and nose is okay

*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:**

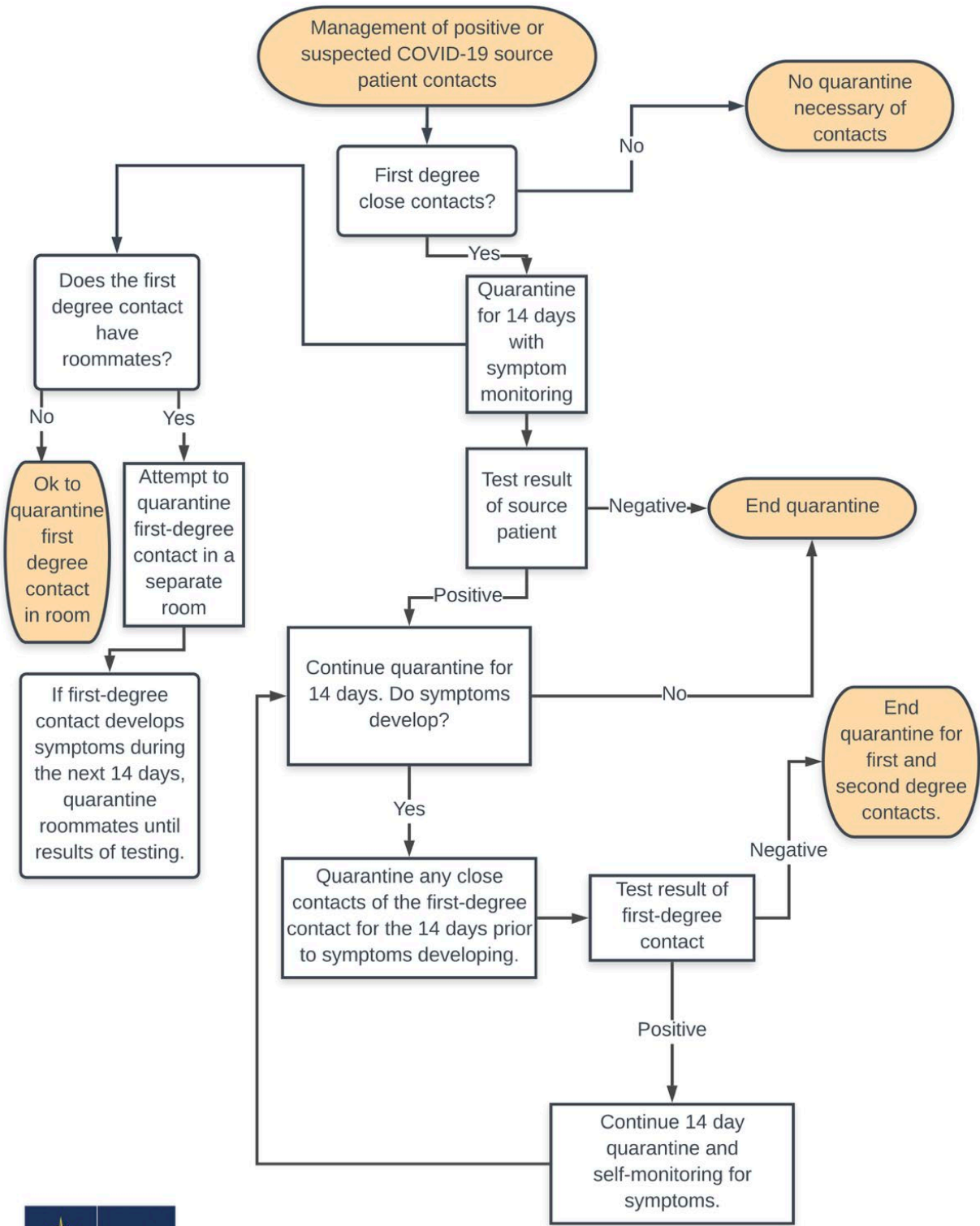
Limit personal contact with people or touching anyone else's personal items

- **Crowding:**

Avoid crowds, groups of people

APPENDIX E
Isolation Flowchart

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Version 1.1 Updated 3/23/2020



3/13/20

Standard Operating Procedure – Example

Subject: Quarantined Personnel – Placement and Housekeeping

Staff: Human Resources, Safety and Housekeeping

PPE: Disposable Nitrile Gloves; Mask, L/S shirt

Overview:

Once a staff member has been evaluated and the decision has been made to quarantine them in a manner that increases the separates from the other staff members. Due to the Coronavirus COVID 19 contagion aspect. A room will be designated for their use. The following guidelines will be put in place which were taken from the CDC info on their website.

- A caregiver will be assigned to the person(s)
- In the bedroom/bathroom dedicated for an ill person: *consider reducing cleaning frequency to **as-needed** (e.g., soiled items and surfaces)*
 - An ill person should stay in a specific room and away from other people.
 - The caregiver can provide personal cleaning supplies for an ill person’s room and bathroom. These supplies include tissues, paper towels, cleaners and EPA-recommended disinfectants.
 - **There will be an isolated bathroom and shower that will only be used by those in quarantine.**
- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- 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

These disinfectants are expected to be effective against COVID-19 based on data for harder to kill viruses. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).

- For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. After cleaning:
 - Launder items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely, or
 - Use products with the EPA-approved emerging viral pathogens claims that are suitable for porous surfaces.

Clothing, towels, linens and other items that go in the laundry

- Wear disposable gloves when handling dirty laundry from an ill person and then discard after each use. If using reusable gloves, those gloves should be dedicated for cleaning and disinfection of surfaces for COVID-19 and should not be used for other household purposes. [Clean hands](#) immediately after gloves are removed.
 - Gloves must always be worn while doing laundry.
 - Dispose of dirty gloves after placing dirty laundry in the machines.
 - Use new gloves when folding clean laundry
 - If possible, do not shake dirty laundry. This will minimize the possibility of dispersing virus through the air.
 - Launder items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely. Dirty laundry from an ill person can be washed with other people's items.
 - Clean and disinfect clothes hampers according to guidance above for surfaces. If possible, consider placing a bag liner that is either disposable (can be thrown away) or can be laundered.

Other considerations

- The ill person will be feed in their rooms. Non-disposable food service items used should be handled with gloves and washed with hot water or in a dishwasher. [Clean hands](#) after handling used food service items.
- Dedicate a lined trash can for the ill person. Use gloves when removing garbage bags, handling, and disposing of trash. [Wash hands](#) after handling or disposing of trash.