



COVID-19 MANAGEMENT PLAN

Updated: October 28, 2020

Purpose

The purpose of this Management Plan ('Plan') is to provide guidance in response to the Global COVID-19 Pandemic to promote a safe and healthy working environment for employees of the Southeast Alaska Power Agency (SEAPA).

Scope

This Plan is designed to give clear, concise, consistent direction to essential critical infrastructure personnel working for SEAPA. 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

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

SEAPA Management – SEAPA Management shall continue to monitor the COVID-19 Pandemic situation and changing dynamics by remaining in contact with all applicable local, state and federal leaders to ensure that any new directives given by governing bodies are immediately communicated to SEAPA employees and, where applicable, immediately implemented and that all activities are conducted in accordance with the ALARA principle – to ensure that coronavirus transmission risks are "As Low As Reasonably Achievable". SEAPA's Project Managers are responsible for ensuring that site specific emergency response plans are in place for each of SEAPA's hydroelectric facilities and assign replacement personnel to maintain critical operations and maintenance as needed.

Plant Foremen – SEAPA's Tye Lake and Swan Lake Plant Foremen are responsible for ensuring that the procedures contained in this document are available to and are followed by all SEAPA personnel on site at the Plants, including vendors and suppliers. Plant Foremen are responsible for leading daily safety meetings, which shall include daily reminders of and training for COVID-19 precautions and safety measures and shall conduct daily health assessments of personnel. If personnel become sick at work the Plant Foreman shall immediately quarantine the individual and notify SEAPA Management.

SEAPA Employees. SEAPA employees 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 and are responsible for helping to maintain safe, clean and healthy work sites.

COVID-19 General Information

COVID-19 - The most recent information regarding the Corona Virus Pandemic provided by the CDC states: The CDC is responding to a pandemic of respiratory disease spreading from person-to-person caused by a novel (new) coronavirus. The disease has been named "coronavirus disease 2019"

(abbreviated “COVID-19”). This situation poses a serious public health risk. The federal government is working closely with state, local, tribal, and territorial partners, as well as public health partners, to respond to this situation. COVID-19 can cause mild to severe illness; most severe illness occurs in older adults.

Symptoms - COVID-19 Symptoms may appear 2-14 days after exposure and have been described by the CDC as, but is not limited to:

- fever
- shortness of breath
- dry cough

Emergency Medical Conditions – Severe symptoms described by the CDC as requiring immediate medical attention include but are not limited to:

- trouble breathing
- persistent pain or pressure in the chest
- new confusion or inability to arouse
- bluish lips or face

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

- People who are in close proximity, generally less than 6 feet, with other people who are infected
- Respiratory droplets produced when an infected person coughs or sneezes which can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs
- Touching a surface or object that has COVID-19 on it and then touching one’s own mouth, nose, or possibly the eyes

Other Notes – The following should be considered:

- A person may NOT have a fever and yet still be a carrier of the virus
- People are most contagious when they are symptomatic, for example, experiencing fever, cough, and/or shortness of breath
- Asymptomatic and mildly symptomatic individuals can also spread COVID-19
- A person without an elevated temperature does not mean he/she has a clean bill of health
- There have been numerous reports of inaccurate temperature readings from the forehead scan type thermometer
- Temperature testing does NOT ensure there is no communicable disease in the workplace and does not prevent the spread of disease
- Many cases are referred to as asymptomatic, which means that some individuals report no symptoms at all, but can still be carriers of the virus and can infect others

Screening – SEAPA Management shall maintain contact with local, state and federal agencies regarding the rapidly changing COVID-19 screening protocols and COVID-19 testing locations. For current information regarding COVID-19 Mandates by the State of Alaska, please navigate to:

<https://covid19.alaska.gov/health-mandates/>

Emergency Response

SEAPA Management and its Project Managers shall ensure that Emergency Response Plans are in place for Plant personnel. The COVID-19 Emergency Response Plans shall be site specific for each project location.

Social Distancing

In accordance with CDC, WHO and other local, state and federal guidelines and recommendations, SEAPA 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 any size both internal and external to operations
- Perform meetings online or via conference call whenever possible
- Discontinue contact greetings such as hugs and handshakes
- Avoid physical contact and practice social distancing, including keeping at least 6 feet of separation from others when possible
- Discontinue collection of handwritten or iPad signatures for safety meetings and instead have the on-site Project Manager or Foreman document meetings and attendance
- Do not congregate in lunch or break room areas
- Have staggered break and lunch times when possible to prevent multiple personnel from being in the same location at the same time
- Limit the number of personnel in a single vehicle to avoid physical contact
- Allow only essential critical infrastructure personnel and stake holders on locations
- Limit face-to-face interactions as much as possible
- Limit trips to populated areas to essential travel for necessities only

Prior To Mobilization

SEAPA Management and its Project Managers (Management Team) shall assist with minimizing impacts to communities and limiting interactions with others to the extent possible throughout the duration of all SEAPA projects. Prior to mobilization, the Management Team shall ensure that every practical effort has been made to provide for the following:

- That personnel are healthy and ready for work
- All necessary housing and transportation have been arranged
- Availability and/or delivery of Food (or food service)
- Project materials and supplies have been obtained or located
- Acquisition of all required PPE, First-Aid response kits and consumables
- Crews shall not mobilize to remote locations until all supplies necessary to safely execute the project have been located, and adequate housing and transportation to provide safe working and living conditions have been obtained.
- The Management Team shall coordinate with local community leaders and governing entities prior to mobilization when applicable to discuss site-specific plans, and any local/community considerations.

Mobilization/Transportation

Understanding that remote locations require multiple transportation methods, the following precautions shall be taken to help minimize COVID-19 transmission risks during mobilization and transportation:

- Personnel must complete SEAPA's COVID-19 Screening Questionnaire and pass a health screening process prior to mobilization
- Modes of transportation must be approved by the Management Team
- All transportation vehicles, including marine vessels and aircraft shall be cleaned and sanitized in accordance with CDC guidelines prior to each transport
- All vehicles, vessels and aircraft shall contain first-aid kits and PPE to assist if an employee becomes ill during transit

Sanitizing/Housekeeping

The CDC recommends the following cleaning and sanitizing measures in the workplace and at home:

- Cleaning refers to the removal of germs, dirt, and impurities from surfaces. Cleaning does not kill germs, but by removing them, it lowers their numbers and the risk of spreading infection. Clean soiled surfaces before disinfecting.
- Disinfecting refers to using chemicals to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.
 - o A simple disinfecting solution of 1/3 cup of bleach to one gallon of water will kill the coronavirus
 - o Isopropyl alcohol 70% or greater will kill the coronavirus
 - o Other disinfectants registered with the EPA are also effective
- Ensure that all surfaces and common shared surfaces are cleaned and disinfected daily, including cell phones, computers, table-tops, desktops, doorknobs, copy machine buttons, touch screens, phone receivers, key boards, light switches, faucets handles, hand and power tools, construction equipment, vehicles, break rooms, restrooms, living quarters and all other work and residential areas.
- Ensure that clothing and bedding are laundered in the hottest water possible.
- Empty trash daily and have a separate closed trash receptacle for disposal of potentially contaminated waste, such as PPE, tissues, food waste, paper towels, disposable plates, cups and utensils
- Clean and disinfect trash cans
- Clean and disinfect surfaces of fleet vehicles and equipment prior to use, including steering wheels, gear shifters, instrument panels, door handles, control knobs and switches and use aerosol sanitizers inside of closed cabs

Personal Hygiene

Personal Hygiene is crucial to stopping the spread of COVID-19. 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, pens, notepads, computer equipment, and the like. Disinfect tools between use by separate employees
- Do not share personal protection equipment (PPE)
- Sanitize reusable PPE per manufacturer's recommendation prior to each use
- Ensure used PPE is disposed of properly and ensure that proper decontamination methods are used when in contact with known COVID-19 contaminated areas
- Utilize disposable gloves where appropriate and wash hands after removing gloves

- Disinfect reusable supplies and equipment
- Utilize disposable hand towels and no-touch trash receptacles
- If portable toilets are used on a work site, they must be frequently cleaned and sanitized
- 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 Monitoring

According to the CDC, the incubation period of the coronavirus is between two to 14 days, so employees are encouraged to self-monitor for symptoms for two weeks. Take your temperature daily to check for fever. Remember that many common over-the-counter medications, such as acetaminophen and ibuprofen, can lower fever, so make sure to record your temperature before you take any. Symptoms of COVID-19 include:

- Fever and/or chills
- Shortness of breath
- A new loss of taste or smell
- Headache
- Nausea/vomiting
- Fatigue
- Cough
- Diarrhea
- Body and muscle aches
- Sore throat
- Congestion or runny nose

and if you experience any of the below emergency symptoms, seek emergency medical care immediately, making sure to tell the 911 operator that you think you might have COVID-19:

- Trouble breathing
- New confusion
- Pain or pressure in the chest
- Bluish face or lips
- An inability to wake or stay awake

Get Tested

Testing is widely available in our local communities. It's important to get tested if you think you've been exposed to the coronavirus. There are two kinds of tests available: viral tests and antibody tests. Viral tests will tell you whether you have an active infection, and antibody tests will tell you whether you might have already been infected. Even if your test results come back negative for COVID-19, you should still take preventive measures to protect yourself and others. This is because tests results can come back negative in the early stages of infection, but you might test positive a week later.

Stay Home

If you're not experiencing emergency symptoms, staying home is the best thing you can do to help protect others from contracting the coronavirus. Stay calm and try not to worry—most COVID-19 cases are mild and can be recovered at home. If you need medical care, reach out to your medical provider. Let them know what you need, any symptoms you might be experiencing, and whether you think you've

been exposed to the virus. Based on that information, your medical provider will instruct you on how to proceed.

If you do need to leave the house, avoid public transit, if possible. You should also be sure to wear a face mask and maintain a six-foot distance from others.

Self-Isolate

Self-isolation is for when you think you have been exposed to the coronavirus and you live in a household with other people. To self-isolate:

- Stay in a specific room, away from others in your household.
- Use a separate bathroom, if possible.
- If you do need to have contact with others in your household, wear a mask.
- Clean frequently touched surfaces often.
- Wash your hands frequently for at least 20 seconds in warm water.
- Avoid interactions with pets and if possible, allow other household members to take care of them.
- Make sure any shared spaces have good airflow—open windows in your home, weather permitting.

Procedures and Notification Protocol for Employees Who Become Ill at Work

If an employee develops a fever and symptoms of respiratory illness while at work, such as cough or shortness of breath, or comes into close contact with someone showing these symptoms:

- Immediately put on a mask and sanitize your hands
- Remain in your work area, close your door, and post a sign on the door advising that no one is to enter (if your workspace does not have a door, isolate in your workspace and to the extent practicable, post a sign that no one should enter the work area)
- call your medical provider for further instructions
- report to your supervisor via telephone or other electronic means
- supervisor shall:
 - limit interaction to one person for taking care of individual in isolation
 - notify all other employees who may have been in contact with symptomatic individual that they may be infected and recommend they don masks, sanitize their hands, and isolate at their workspace until receiving further direction
 - if an ill individual is unable to contact their medical provider, follow CDC guidelines and contact and engage with the local Ketchikan Emergency Operations Center (EOC) to report, transport, and treat the ill individual as quickly as possible
 - If the individual tests positive for Covid-19, the Ketchikan Gateway Borough Manager's Office to report there is a positive test result in an employee who entered the Ketchikan Gateway Borough building.
- Infected individuals must remain at home until symptom free for 72 hours (3 full days) without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants). To the extent practical, the employee shall obtain a doctor's note clearing them to return to work.

Procedures and Notification Protocol for Workers Who Become Ill Outside of Work

It is critical that employees NOT report to work if they are experiencing illness symptoms such as fever, cough, shortness of breath, sore throat, runny/stuffy nose, body aches, chills, or fatigue.

Employees shall inform their supervisor immediately, self-quarantine, stay isolated from others and contact their medical provider to seek medical attention.

The CDC recommends that individuals who think or know they had COVID-19 and had symptoms can be around others after: 10 days since symptoms first appeared and 24 hours with no fever without the loss of fever-reducing medications and other symptoms of COVID-19 are improving (loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation). To the extent practical, obtain a doctor's note with clearance to return to work and submit it to the supervisor to seek clearance to return to work. If a doctor's note is not practical, contact the supervisor via telephone or other electronic means to request clearance to return to work.

Employer Paid Sick Leave Act (EPSLA)

Employees unable to work or telework for one of the following reasons must advise their Manager who will contact SEAPA Human Resources to send the employee an EPSLA Form to complete through SEAPA's Bamboo process:

- You are subject to a federal, state, or local quarantine or isolation order related to COVID-19 that specifically prevents you from working.
- You have been advised by a health care provider to self-quarantine because of concerns related to COVID-19.
- You have symptoms of COVID-19 and are seeking (or have sought) a diagnosis.
- You are caring for another individual who is subject to quarantine or has been advised by a health care provider to self-quarantine related to COVID-19.
- You need to care for your child(ren) because their school or childcare provider is closed or unavailable because of COVID-19.
- You are experiencing other conditions substantially like COVID-19 as specified by the Department of Health and Human Services.

Current OSHA guidance can be found at: <https://www.osha.gov/SLTC/covid-19/> Any necessary reporting for OSHA must be provided to the SEAPA Human Resources Department for processing.

Continued Maintenance/Operation of Critical Infrastructure

In the event of an outbreak of Covid-19 or increased rates of worker absenteeism due to Covid-19, the Agency shall facilitate employees working from home to the extent practical and will contract with contractors and consultants familiar with the Agency's maintenance and operations procedures as necessary. Many SEAPA employees are already cross trained in multiple roles to deliver the services necessary to continue the day-to-day operations of the Agency. The Agency currently holds meetings electronically and digital distribution of paperwork is utilized when feasible.

Additional Covid-19 directives specific to SEAPA's Offices and Plant sites will be issued by the Management Team as information becomes available.