

NORTON SOUND ECONOMIC DEVELOPMENT CORPORATION



COVID-19 Community and Workforce Protection Plan



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Attachments

1. Attachment 1: Health Screening Questionnaire
2. Attachment 2: Screening Response Plan
3. Attachment 3: Marine Safety Information Bulletin 06-20
4. Attachment 4: Marine Safety Information Bulletin 02-21

1. Purpose

The purpose of this plan is to address the national COVID-19 pandemic and adhere to the latest related state, local and federal mandates and/or guidance. Norton Sound Economic Development Corporation (NSEDC) is classified as an essential services provider.

The purpose of this document is to establish and convey those plans and action items which will allow for the continuity of NSEDC's operations while taking all available measures to mitigate the spread of the coronavirus within the communities in which NSEDC operates. These plans may be scaled up or down, depending on the evolving situation.

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

2. Definitions

- a. **Self-Quarantine:** Remaining in a designated self-quarantine location for a defined period to be determined by local or state mandates, healthcare guidance and/or NSEDC policy, depending on the specific circumstances surrounding the quarantine. Persons under self-quarantine shall:
 - Leave their designated quarantine location only for medical emergencies or to seek medical care.
 - Not visit any public spaces, including, but not limited to: schools, meeting rooms, fitness centers, grocery stores or restaurants.
 - Not allow visitors in or out of their designated quarantine location other than a physician, healthcare provider, or individual authorized to enter the designated quarantine location by the NSEDC CEO, COO or Safety Manager.
 - Comply with all rules or protocols related to quarantine as set forth by the hotel, rented lodging or designated quarantine location.
 - Comply with social distancing guidelines, if there are other individuals in the residence, hotel room, rented lodging or designated quarantine location.
- b. **Social Distancing:** Social Distancing means keeping space between yourself and other people. To practice social or physical distancing:
 - Stay at least 6 feet (2 meters or about 2 arms' length) from other people
 - Do not gather in groups
 - Stay out of crowded places and avoid mass gatherings
- c. **Face Masks:** Refers to a cloth or paper face covering that cover the wearer's nose and mouth. NSEDC will provide face masks to each employee for use in our facilities and our worksites, and it is the employee's responsibility to ensure they are wearing the provided PPE in accordance with this protection plan. Unacceptable alternatives include, but are not limited to:
 - Respirators/masks with an exhalation valve
 - Face shields without also wearing a face mask

- Bandanas/neck gaiters
 - NSEDC will provide face masks to each employee for use in our facilities and our worksites, and it is the employee’s responsibility to ensure they are wearing the provided PPE in accordance with this protection plan.
- d. **Norton Sound Region:** Refers to the area in and around NSEDC’s 15 member communities: Brevig Mission, Diomede, Elim, Gambell, Golovin, Koyuk, Nome, St. Michael, Savoonga, Shaktoolik, Stebbins, Teller, Unalakleet, Wales, and White Mountain

3. Areas of Operation and Workforce

NSEDC plans to operate its seafood plants in Nome, Unalakleet and Savoonga; land-based salmon buying stations in Golovin, Elim, Koyuk and Shaktoolik. Further details on personnel and operations management for shoreside operations will be addressed in **Section 7, “Seafood Plant and Buying Station Work Plan.”**

NSEDC plans to operate tender vessels between the communities of Nome and Unalakleet in the Norton Sound region of Alaska. Further details on personnel and operations management for vessel operations will be addressed in **Section 8, “Tender Vessel Work Plan.”**

Fisheries research and clean-up projects will take place throughout the Norton Sound region on various rivers, streams, beaches and waterways. Further details on personnel and operations management for FR&D operations will be addressed in **Section 9, “Fisheries Research and Development Work Plan.”**

NSEDC will also administer programs and operations in offices located in the communities of Nome, Unalakleet and Anchorage. Further details on personnel and operations management for offices will be addressed in **Section 10, “Office Work Plan.”**

NSEDC will make every effort to perform maintenance of equipment and facilities with personnel already located within the community of operations. Instances when travel by NSEDC personnel and/or its agents is required for maintenance will be addressed in **Section 6, “Maintenance of Facilities.”**

NSEDC plans to monitor adherence to this plan’s guidelines through regular communication between facility managers and upper management (Safety Manager, COO, President/CEO). Additionally, NSEDC plans to hire Safety Coordinators at the Nome and Unalakleet seafood plants to perform daily health screenings, evaluate effectiveness and adherence to safety protocols, monitor PPE and disinfecting supplies, and facilitate communication between employees and management.

4. Mandatory Vaccination Policy

NSEDC has implemented a mandatory COVID-19 vaccination policy for all employees. NSEDC management believes that this is a crucial and responsible move to protect our employees, communities, and operations. To be eligible for work or hire with NSEDC, individuals must show proof of full vaccination through an FDA approved or authorized vaccine, or receive an approved exemption/accommodation from NSEDC management.

5. Travel

a. General

- Travel in all instances (community to community, within communities) shall be minimized to the extent possible and only as necessary. The number of employees traveling for any purpose shall be kept to the minimum when

necessary to complete the task (i.e. only one person shall go to the store for supplies). Facemasks and other appropriate PPE shall be worn when traveling to and from a work station, and hand-washing shall occur before and after travel. Social distancing shall be required of the travelers throughout the duration of the travel.

- At a minimum, all NSEDC employees and contractors must follow local, state, and national guidelines/mandates for travel.

b. Travel Between Norton Sound Communities

- NSEDC employee and contractor travel between communities will only occur for essential repairs or purposes, and shall only be done so with the approval of the President/CEO, COO or Safety Manager.
- Authorizations for travel will be prioritized for employees who are fully vaccinated against COVID-19.
- All those traveling on behalf of NSEDC shall complete and pass NSEDC's Health Screening Questionnaire (Attachment 1) just prior to the start of travel.
- All protocols and procedures established by the communities involved in the travel plan shall be adhered to. If required, advance notification shall be given to local governing bodies when travel is to occur.
- Facemasks and other required PPE shall be worn while in transit, including in airports, aircraft, motor vehicles, etc., as well as while working in the community being visited. Social distancing shall be adhered to for the duration of travel.
- NSEDC personnel/contractors traveling for short durations, such as repairs, inspections, short-term projects, shall limit their presence in the community to the maximum extent possible to the worksite(s), lodging (if applicable), and stores (only as needed). Travel is not permitted to other locations within the community, including personal residences or any other location that is not required.
- To the extent possible, the traveler shall bring all food, tools, supplies and other provisions with them as to avoid unnecessary trips to any locations in the community being visited.
- When possible, travel arrangements should try and avoid or minimize overnight stays in communities being visited.
- Travel for NSEDC's tender fleet shall be further dictated by the guidelines in **Section 8, "Tender Vessel Work Plan"**.

6. Maintenance of Facilities & Equipment

a. General

- To the maximum extent possible, NSEDC shall endeavor to rely on local personnel to address maintenance and repair of equipment and facilities. This will include the use of remote direction from maintenance staff and third-party contractors to local personnel in achieving repairs.

- If possible, and if it does not impact the safety, welfare and ability of operations to proceed, repairs and maintenance may be deferred until a time when social distancing guidelines have been eased, and NSEDC deems it prudent to proceed.
- If NSEDC maintenance personnel or a third-party repair contractor need to travel to a facility, local personnel will either stay away from the facility to be repaired or the minimum number of local personnel will remain onsite and practice social distancing while wearing face masks and any other appropriate PPE.
- All those visiting an NSEDC facility must complete and pass NSEDC’s Health Screening Questionnaire (Attachment 1) prior to travel and/or entering a facility.

b. NSEDC Maintenance Personnel

- At times, more skilled or credentialed personnel will be needed to address repairs. In these cases, NSEDC shall first endeavor to send its regionally based personnel to the site.
- NSEDC personnel travelling shall follow all applicable travel guidelines as outlined in **Section 5, “Travel”**.

c. Third-Party Contractors

- When required, NSEDC may send third-party contractors to address essential repairs necessary to facilitate operations. NSEDC shall first endeavor to engage regionally based contractors. All third-party contractors must agree to follow NSEDC’s Community and Workforce Protection Plan, including but not limited to, all applicable travel guidelines as outlined in **Section 5, “Travel”**.

7. Seafood Plant & Buying Station Work Plan

a. Workforce

- For its seafood plants and land-based buying stations, NSEDC plans to primarily hire residents of the communities in which the operations occur.
- Should NSEDC hire employees or host an agent from outside the community of operation, NSEDC shall ensure the employee/agent:
 1. Meets all current quarantine and COVID-19 testing requirements and/or recommendations by the State of Alaska and community in which the operations occur; and
 - a. If the employee/agent is traveling to the worksite from outside the State of Alaska, NSEDC shall ensure compliance with Health Advisory 4 - Appendix 1 as updated on Feb. 14, 2021 as well as any further quarantine requirements put in place by NSEDC.

b. Access

- Only employees who are scheduled to work a shift and have cleared screening will be permitted access to NSEDC’s facilities, unless otherwise authorized by the Plant Manager, Safety Manager, COO or President & CEO.

- Relatives and friends of authorized employees shall not be permitted access. Employees must work with plant management to coordinate the receipt on any items (such as food or personal items) delivered to the facility on their behalf.
 - The general public and fishermen shall not be permitted access to NSEDC facilities, including the outside working areas of the facilities.
 - Specific locations shall be determined for fishermen to conduct necessary business with NSEDC, including fish ticketing, gear and bait receipt, and other items as determined by NSEDC.
 - If NSEDC maintenance personnel from another community or third-party contractors are approved to access a facility for repair, all reasonable efforts will be made to conduct the repairs when local personnel are not onsite. If local personnel do need to be onsite, the number of employees will be kept at an absolute minimum, all required PPE shall be worn, including facemasks, and social distancing will be practiced to the extent possible.
 - A log shall be kept of all persons accessing NSEDC worksites, to include name, contact number (if needed), time of arrival, and time of departure.
- c. Pre-employment Screening**
- Prior to starting employment at any NSEDC facility, all those offered jobs will be tested for COVID-19, dependent on local testing capacity.
 - Prior to starting employment at any NSEDC facility, all those offered jobs will be presented with a pre-employment health screening questionnaire.
- d. Daily Screening**
- All employees will have their temperature taken, depending on location, by either a non-contact thermometer or a personally assigned oral thermometer. All employees will answer NSEDC's Health Screening Questionnaire (Attachment 1) prior to entering the work site. Screenings will be conducted by NSEDC personnel, such as the Safety Coordinator at Nome and Unalakleet, and the shift manager at the buying stations and Savoonga.
 - NSEDC's standard screening response protocols (Attachment 2) will apply.
 - Any employee who does not pass the screening will be isolated as much as possible/practical. Responses shall follow the guidelines in **Section 13, "Response Plans."**
- e. Regular COVID-19 Testing**
- All employees will be tested weekly for COVID-19, dependent on local testing capacity. Testing results will be provided to NSEDC's Safety Manager. Time spent testing, as well as travel to and from testing site, will be compensated at the employee's normal rate.
- f. Social Distancing**
- All individuals on company property or acting on behalf of NSEDC at any location shall practice social distancing. Social distancing means maintaining at least 6 feet of separation from other individuals, washing hands with soap and water for at least twenty seconds as frequently as possible or using hand sanitizer containing at least 60% alcohol, covering coughs or sneezes (into the

sleeve or elbow, not hands), regularly cleaning high-touch surfaces, and not shaking hands.

- NSEDC will make every attempt to put social distancing protocols into place, however, due to equipment, workspace and other constraints, this may not be feasible in all situations. Accordingly, other preventative measures such as increased medical screening and increased PPE will be used to mitigate risks of infection when social distancing rules cannot be followed.

g. Workforce Grouping

- To the extent possible, employees will be assigned to the same duty area/job each shift in an effort to minimize contact between individual employees. Unless directed by a manager, employees should not enter other work areas or employee groupings.
- When employees must be closer than six feet to do their job effectively, steps will be taken to increase PPE for these individuals and treat these groups of workers as a pod for quarantine purposes. These pods will be determined by Plant Managers. If an employee in one of these pods tests positive, the entire pod will be sent home to self-quarantine.

h. Personal Protective Equipment (PPE)

- Employees will be provided with facemasks, face shields, gloves and other appropriate PPE depending on the situation and/or job duty.
- All employees will be required to wear facemasks, which are to be donned prior to entering the worksite, and worn throughout the work shift until departing for home.
- Any washable PPE, such as applicable facemasks and gloves, shall be handled per the guidelines developed for and posted at the specific facility.

i. Sick Workers Required to Stay Home

- Employees with symptoms of acute respiratory illness are required to “stay home” and not come to work until they are free of a fever (>100.3°F using an oral thermometer), signs of a fever, and any other symptoms for at least 72 hours, without the use of fever-reducing or other symptom-altering medicines. This assumes they do not have risk factors for COVID-19 exposure. COVID-19 testing at local NSHC facility will be required prior to returning to work.
- NSEDC does not require a healthcare provider’s note for employees who are sick with acute respiratory illness to validate their illness as an excused absence from work.
- NSEDC maintains flexible policies that permit employees to stay home to care for a sick family member.

j. Sanitation Plan

- All frequently touched surfaces will be routinely cleaned in the workplace, such as workstations, control knobs/buttons, doorknobs, handrails, etc. Cleaning agents that are usually used in these areas are used in accordance with the directions on the label. Sanitizing products are provided so that commonly used surfaces (e.g. doorknobs, keyboards, workstation surfaces) can be cleaned by

employees before and after each use. Sanitation will continue to be logged daily.

- Plant Managers shall encourage basic common hygiene practices, such as: frequent and thorough hand washing, respiratory etiquette (including covering coughs and sneezes), and discouraging crewmembers from using others' personal property, work tools, and equipment.
- Employees are instructed to clean their hands often with an alcohol-based hand sanitizer that contains at least 60-95% alcohol or wash their hands with soap and water for at least 20 seconds. Soap and water should be used preferentially if hands are visibly dirty. Soap and water and alcohol-based (or equivalent) sanitizers will be provided. Key times for employees to their clean hands include:
 1. Before and after work shifts
 2. Before and after work breaks
 3. After blowing their nose, coughing, or sneezing
 4. After using the restroom
 5. Before eating or preparing food
 6. After putting on, touching, or removing cloth face coverings
- Depending on supply and availability, employees shall be provided with personal-sized hand sanitizer bottles to utilize throughout the day and be refilled when needed. Additional hand-washing stations are being added to NSEDC's facilities as well.

k. Breaks

- Break areas will be expanded to allow for appropriate social distancing measures as defined in State Health Advisory 4, appendix 1.
- Where possible so as not to limit production, employee break times will be staggered to limit the number of employees in the break areas at one time.
- Employees must follow directed break area limits to maintain proper social distancing.
- Break areas will be outfitted with touchless (coffee/drink machines) and single-use items (cups) to minimize common surfaces being touched.

l. Signage

- Signage shall be posted throughout and around NSEDC's facilities to cover the areas of: hygiene protocols and recommendations, facility access/limitations, social distancing requirements, signs and symptoms, and NSEDC personnel contact information

8. Tender Vessel Work Plan

a. Initial Travel and Testing

- All crewmembers in transit on commercial or chartered aircraft must wear appropriate PPE, including facemasks. This face covering must be worn while transiting air terminals (to be temporarily removed for security screening), while

on the plane, and any follow-on ground transportation until they reach their quarantine facility (e.g., bunkhouse, vessel or private lodging).

- Crewmembers coming in from outside of the Norton Sound Region will still need to adhere to local mandates, currently but not limited to, an initial negative test, followed by another negative test 7 days after arrival. The crew may continue working following the initial negative test.
- If required by federal, state or local mandate, crewmembers in transit shall carry documentation from NSEDC indicating that they are an essential Critical Infrastructure Worker.
- If quarantine is deemed necessary, arriving crewmembers must proceed directly to the vessel or their designated quarantine location, must practice social distancing and avoid interaction with the community, and may not stop at any location between arrival at the local airport and transport to the vessel or quarantine location.

b. Protocol Once Placed on Vessel

- Crewmembers must wear facemasks when onboard the vessel, per United States Coast Guard Marine Safety Bulletin 02-21, dated February 1st, 2021 (Attachment 4).
- At no time shall visitors be permitted entry on a vessel or into shoreside crew quarters.
- Crewmembers shall limit their presence to the vessel in all Norton Sound communities outside of Nome and Unalakleet.
- A log shall be kept of all non-crewmembers accessing NSEDC worksites, including vessels, to include name, contact number (if needed), time of arrival, and time of departure.

c. Pre-employment Screening

- All crewmembers will be tested for COVID-19, dependent on local testing capacity.
- All crewmembers will be presented with a pre-employment health screening questionnaire.

d. Daily Screening

- Each vessel will be assigned thermometers and will record their temperature and answer NSEDC's Health Screening Questionnaire (Attachment 1) on a daily basis
- NSEDC's standard screening response protocols (Attachment 2) will apply
- Any crewmember who does not pass the screening will be isolated as much as possible/practical on the vessel and taken to either Nome or Unalakleet to be isolated at shoreside quarters and further evaluated. The entire vessel crew shall be isolated as the evaluation occurs.
- Further response to suspected illness shall be guided by Section 13, "Response Plans."

e. Regular COVID-19 Testing

- All employees will be tested weekly for COVID-19, dependent on local testing capacity. Testing results will be provided to NSEDC's Safety Manager. Time

spent testing, as well as travel to and from testing site, will be compensated at the employee's normal rate.

f. Sanitation Plan

- All frequently touched surfaces will be routinely cleaned in the workplace, such as workstations, control knobs/buttons, doorknobs, handrails, etc. Cleaning agents that are usually used in these areas are used in accordance with the directions on the label. Sanitizing products are provided so that commonly used surfaces (e.g. doorknobs, controls, keyboards, workstation surfaces) can be cleaned by employees before and after each use. Sanitation will continue to be logged daily.
- Vessel captains shall encourage basic common hygiene practices, such as: frequent and thorough hand washing, respiratory etiquette (including covering coughs and sneezes), and discouraging crewmembers from using others' personal property, work tools, and equipment.
- Employees are instructed to clean their hands often with an alcohol-based hand sanitizer that contains at least 60-95% alcohol or wash their hands with soap and water for at least 20 seconds. Soap and water should be used preferentially if hands are visibly dirty. Soap and water and alcohol-based (or equivalent) sanitizers will be provided. Key times for employees to clean their hands include:
 1. Before and after work shifts
 2. Before and after work breaks
 3. After blowing their nose, coughing, or sneezing
 4. After using the restroom
 5. Before eating or preparing food
 6. After putting on, touching, or removing cloth face coverings
- Depending on supply and availability, employees shall be provided with personal-sized hand sanitizer bottles to utilize throughout the day and be refilled when needed.

g. Maintenance & Repair of Vessels

- When possible, maintenance and repairs of vessels and their systems will be performed by vessel crewmembers, including efforts to have skilled individuals remotely direct vessel crews.
- NSEDC will endeavor to first address repairs with its own maintenance employees. If a third-party contractor is required, NSEDC will first try to engage a regionally based contractor. Any contractor boarding a vessel shall follow any and all applicable guidelines, including PPE whether vessel crew remains onboard or not.
- Any non-crewmember boarding a vessel for maintenance purposes shall only access areas of the vessel necessary for the maintenance work. Prior to leaving the vessel, visiting personnel shall conduct a thorough cleaning/sanitization of areas accessed.
- Upon returning to vessel, crew will maintain appropriate PPE while performing an additional cleaning/sanitization of the vessel.

- If an emergency repair is required in a location where it is impossible or prohibited that the crew disembark, crewmembers will isolate themselves away from the visiting repairman to the extent possible while wearing appropriate PPE.

9. Fisheries Research and Development (FR&D) Plan

a. Workforce

- For its FR&D projects, NSEDC plans to primarily hire residents of the communities in which the operations occur. All efforts will be made to maintain crews as units and minimize the mixing of personnel between camps.
- Should NSEDC hire an employee or host an agent from outside the community of operation, NSEDC shall ensure the employee/agent:
 1. Meets all current quarantine and COVID-19 testing requirements imposed by the State of Alaska and community in which the operations occur; and
 2. If the employee/agent is traveling to the worksite from outside the State of Alaska, NSEDC shall follow State Health Advisory 2, updated February 14, 2021.

b. Access

- Relatives and friends of authorized employees shall not be permitted access to worksites, including remote camps. Employees must work with local FR&D staff to coordinate the receipt on any items (such as food or personal items) delivered to the camp on their behalf.
- The general public and fishermen shall not be permitted access to NSEDC facilities, including camp sites and other outside working areas.

c. FR&D Camp Procedures

- During camp set-up, all staff must wear appropriate PPE for the duration of the set-up.
- Once camp is operational, permanent camp crew will remain in isolation together and will not interact with other FR&D personnel or others without wearing appropriate PPE.
- Non-camp crew such as biologists and personnel involved in the set-up/take-down of camps will carry and use their own cooking equipment and shelters to maintain social distancing guidelines.

d. FR&D Site Visit Procedures

- Site visits will be limited as much as possible and will only be allowed with the permission of an FR&D Biologist or Director, Safety Manager, COO and/or President/CEO.
- Camp personnel and visiting FR&D administrative personnel will wear appropriate PPE for the duration of the site visit.
- Once administrative personnel have left, camp personnel will sanitize any shared work areas.

- A log shall be kept of all persons accessing NSEDC worksites, including remote camps, to include name, contact number (if needed), time of arrival, and time of departure.
- e. Pre-camp Deployment Screening**
- Prior to going to camp, all crewmembers will be tested for COVID-19, dependent on local testing capacity.
 - Prior to going to camp, all crewmembers will be presented with a pre-employment health screening questionnaire.
- f. Daily Screening**
- Crewmembers will be assigned their own, personal oral thermometer and will daily record their temperature and answer NSEDC's Health Screening Questionnaire (Attachment 1)
 - NSEDC's standard screening response protocols (Attachment 2) will apply
 - Any crewmember who does not pass the screening will be isolated as much as possible/practical at the camp and taken to the community that serves as the base for field camp for isolation further evaluation. The entire camp crew shall be isolated as the evaluation occurs.
 - Further response to suspected illness shall be guided by Section 13, "Response Plans."
- g. Regular COVID-19 Testing**
- All employees will be tested weekly for COVID-19, dependent on local testing capacity. Testing results will be provided to NSEDC's Safety Manager. Time spent testing, as well as travel to and from testing site, will be compensated at the employee's normal rate.
- h. Sanitation Plan**
- All frequently touched surfaces will be routinely cleaned in the workplace, such as workstations, control knobs/buttons, doorknobs, handrails, sampling materials etc. Cleaning agents that are usually used in these areas are used in accordance with the directions on the label. Sanitizing products are provided so that commonly used surfaces (e.g. doorknobs, controls, keyboards, workstation surfaces) can be cleaned by employees before and after each use.
 - For those sites without running water, a bleach solution will be used to clean PPE and shared surfaces. Camp personnel will be provided with bleach as well as reference material from the CDC detailing these procedures.
 - FR&D supervisors shall encourage basic common hygiene practices, such as: frequent and thorough hand washing; respiratory etiquette, including covering coughs and sneezes; discouraging crewmembers from using others' personal property, work tools, and equipment.
 - Employees are instructed to clean their hands often with an alcohol-based hand sanitizer that contains at least 60-95% alcohol or wash their hands with soap and water for at least 20 seconds. Soap and water should be used preferentially if hands are visibly dirty. Soap and water and alcohol-based (or equivalent) sanitizers will be provided. Key times for employees to clean their hands include:

1. Before and after work shifts
 2. Before and after work breaks
 3. After blowing their nose, coughing, or sneezing
 4. After using the restroom
 5. Before eating or preparing food
 6. After putting on, touching, or removing cloth face coverings
- Depending on supply and availability, employees shall be provided with personal-sized hand sanitizer bottles to utilize throughout the day and be refilled when needed.

10. Office Work Plan

- a. Offices will be closed to the public until further notice.
- b. Any visitors to the office, as approved by the onsite manager, will be made aware of and follow NSEDC's social distancing guidelines and PPE requirements.
- c. Employees, visitors and contractors will be required to wear face coverings in all common spaces.
- d. A log shall be kept of all persons accessing NSEDC worksites to include name, contact number (if needed), time of arrival, and time of departure.
- e. Cleaning supplies, hand soap and hand sanitizer will be provided at each office location.
- f. Cleaning and disinfecting of work environment and frequently touched surfaces will be conducted multiple times a day.
- g. Social distancing and hygiene best practices will be implemented:
 - Employees should wash their hands often with soap and water for at least 20 seconds. (Use hand sanitizer with at 60% alcohol if soap and water are not available). Key times for employees to clean their hands include:
 1. Before and after work shifts
 2. Before and after work breaks
 3. After blowing their nose, coughing, or sneezing
 4. After using the restroom
 5. Before eating or preparing food
 6. After putting on, touching, or removing cloth face coverings
 - Employees should cover mouth and nose with a tissue when coughing and sneezing or use the inside of their elbow. Used tissues should be thrown in the trash and the individual should immediately wash hands as described above.
 - Employees should avoid touching their eyes, nose and mouth.
 - Staggered work schedules will be assigned when necessary
 - Employees must maintain at least 6 feet of distance between one another.
 - Workstations will be separated to maintain at least 6 feet of distance.
 - Employees will avoid using other individual's desks, offices or other work tools and equipment, whenever possible. If necessary, such items will be cleaned and disinfected before and after use.
 - No more than two (2) people will be allowed in elevators at a time.
 - Employees shall eliminate or reduce trips and amount of time in break areas and meeting rooms.

- Meetings will be conducted via phone or other virtual means.
 - Non-contact methods of greetings and farewells will be encouraged.
- h. Employees who do not feel well should notify their supervisor that they are ill and stay home or return home if onset of illness occurs after arriving at the office.
 - i. Employees who appear to have symptoms (i.e. fever, cough, or shortness of breath) upon arrival at work or who become sick during their shift should be sent home.
 - j. Employees who are ill are encouraged to follow CDC and state and local health department guidance and recommended steps, and should not return to work until criteria is met, which would include refraining from interacting in person with any coworkers until any required quarantines are completed.
 - k. Employees who are well but who have a sick family member at home who has been diagnosed with COVID-19 should notify their supervisor and follow CDC, and state and local health department guidance and recommended steps and should not return to work until criteria is met.
 - l. Employees who undergo a quarantine must provide proof of a negative COVID-19 test, performed following the end of the quarantine, to the Safety Manager before being allowed access to NSEDC facilities or worksites.
 - m. Employees must not enter any NSEDC facility or worksite while they are subject to any quarantine under the direction of a medical provider, health department or governmental entity. This applies both to regular work hours and after hours.
 - n. Regular COVID-19 Testing
 - All employees will be tested every two weeks for COVID-19, dependent on local testing capacity. Testing results will be provided to NSEDC's Safety Manager. Time spent testing, as well as travel to and from testing site, will be compensated at the employee's normal rate.

11. NSEDC Supplied/Administered Group Lodging Protocols

- a. All employees utilizing group housing provided by NSEDC must adhere to the following policies:
 - No visitors are allowed access to any NSEDC worksite, including bunkhouses, apartments and any other NSEDC-provided lodging.
 - A log shall be kept of all persons residing in NSEDC-supplied lodging for more than a day to include name, contact number (if needed), date/time of initial arrival, and date/time of departure when leaving for more than one day.
 - A separate log will be kept of all approved non-resident employees and visitors to NSEDC-provided lodging and must include name, contact number, date/time of access, and date/time of departure.
 - All personal items must be kept out of common areas, to include shared bathrooms and break areas.
 - All occupancy limits in shared areas must be adhered to.
 - Only residents of a room may enter their respective room.
 - Employees must follow the basic hygiene requirements recommended by the CDC
 - Unless eating or drink, masks must be worn in all shared areas.

12. Employee Education

- a. All current employees and future employees will be provided with training regarding NSEDC procedures such as social distancing, hand washing, COVID-19 symptoms and transmission, COVID-19 vaccines, disinfection methods within the offices, plant, worksites and common areas, and how to contact NSEDC personnel should they present symptoms at any time. Further training will be provided that is specific to the rules for the employee's work site.
- b. NSEDC facility management personnel will be given additional training on NSEDC's protocols and plan to ensure facilities are following the guidelines.
- c. Refresher training shall be periodically provided to all employees and throughout the operational season.

13. Response Plans for Ill Employees

- a. **General Response:** If a member of NSEDC's workforce, in any area of operations, is confirmed to have COVID-19, the following responses shall be taken:
 - **Identification:** NSEDC will become aware of a confirmed case through the established screening protocols identified in previous sections of this plan.
 - **Isolation:** Employees who are suspected or confirmed to have COVID-19 are required to stay home and isolate from fellow employees and the public, as detailed in the operation-specific sections of this plan (Sections 7-10) and in the screening protocols (Attachment 2). Further protocols for employees who become ill while at work, and for those who work on vessels or in remote camps, are detailed in sections b–g below.
 - **Leave for Ill Employees:** NSEDC will allow for leave (the nature of which to be determined on a case-by-case basis) for all employees who:
 1. Receive a positive diagnosis of COVID-19 to allow them to recover and quarantine
 2. Are required to quarantine due to possible exposure to COVID-19 while at work for NSEDC
 3. Must care for a household member who has received a positive diagnosis of COVID-19
 4. Must quarantine due to having a household member who has received a positive diagnosis of COVID-19
 - **Notification:** In all instances of a confirmed COVID-19 case, NSEDC will notify the local NSHC facility for further guidance, as well as NSEDC management who will notify state and local authorities, the remainder of the workforce and stakeholders in the community or work site.
- b. **Employee Segregation:**
 - Employees who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) or other symptoms associated with COVID-19 upon arrival to work or who become sick during the day should be separated from other employees and sent home immediately or to a local health facility if necessary.

- Sick employees should be given a surgical mask to wear and should cover their noses and mouths with a tissue when coughing or sneezing (or an elbow or shoulder if not tissue is available). Responses for specific facilities are as follows below.
- c. Seafood Plant Procedure for Ill Employees:** The following procedure must be followed for identification, isolation, and assessment of employees who begin to show symptoms of infection:
- The affected employee must don a surgical mask, if tolerated
 - Employee will be isolated as much as possible from all persons other than the designated evaluating personnel
 - Plant management will notify local NSHC Facility for further guidance, as well as NSEDC management who in the instance of a confirmed case will notify state and local authorities, the remainder of the workforce at the site, and stakeholders in the community:
 1. Norton Sound Health Corporation – Nome: 443-6411
 2. Unalakleet Sub-Regional Clinic: 624-3535
 - Following guidance from local NSHC facility, employee will either be transported to local clinic for assessment or to personal residence for quarantine according to direction from healthcare provider
 1. Those who are transporting people with suspected illness shall wear all appropriate PPE themselves (facemasks, etc.) and will travel with car windows down to the extent possible. If possible, the ill person should travel in the back seat of the vehicle. Where possible, a plastic divider will be installed to separate the front and back seats of vehicles.
 - Local staff will be notified and plant will cease operations until the affected employee’s work area can be sanitized. Plant Management will identify close contacts within the facility of affected employee, if any, and direct them to follow local and state guidelines, as well as local medical direction.
- d. Vessel Procedure for Ill Employees:** The following procedure must be followed for identification, isolation, and assessment of vessel crew who begin to show symptoms of infection:
- The affected crewmember must don a surgical mask, if tolerated
 - To the extent possible, the affected crewmember will be isolated from others on the vessel until the vessel docks. Others on the vessel shall don PPE.
 - Due to the confined nature of vessel operations, the entire vessel crew will be considered to be in close contact with the ill employee and must stay in isolation until the ill employee receives a negative COVID-19 test result or otherwise directed by a medical provider or NSEDC management.
 - Vessel Captain will notify local NSHC facility for further guidance, as well as NSEDC management, who in the instance of a confirmed case will notify state and local authorities, the remainder of the workforce at the site, and stakeholders in the community:
 1. Norton Sound Health Corporation – Nome: 443-6411
 2. Unalakleet Sub-Regional Clinic: 624-3535

- Depending on location and consultation with management and NSHC, the affected vessel may have to immediately make for Nome or Unalakleet to start individual quarantine, as well as follow local healthcare provider guidance on next steps.
 1. Quarantine locations for Nome may include the vessel itself, a hotel room, NSEDC's bunkhouse, NSEDC apartment, or another rented housing unit
 2. Quarantine locations for Unalakleet may include the vessel itself, NSEDC's bunkhouse, or another rented housing unit.
 - Safety Manager or COO will notify nearest Coast Guard Captain of the Port of the ill crewmember, per Marine Safety Information Bulletin 06-20 (Attachment 3)
- e. **Buying Station Procedure for Ill Employees:** The following procedure must be followed for identification, isolation, and assessment of employees who begin to show symptoms of infection:
- The affected employee must don a surgical mask, if tolerated
 - Employee must be isolated from any other personnel, and the buying station manager must don disposable PPE while evaluating employee
 - Buying station manager will notify Norton Sound Health Corporation's Nurse Line for further guidance, as well as NSEDC management, who in the instance of a confirmed case will notify state and local authorities, the remainder of the workforce at the site, and stakeholders in the community:
 1. Norton Sound Health Corporation – Nome: 443-6411
 - Following guidance from local NSHC facility, employee will either be transported to local clinic for assessment or to personal residence for quarantine according to direction from healthcare professionals.
 - Those who are transporting people with suspected illness shall wear all appropriate PPE themselves (facemasks, etc.) and will travel with car windows down to the extent possible. If applicable, the ill employee shall ride in the back seat.
- f. **Fisheries Research and Development Procedure for Ill Employees:** The following procedure must be followed for identification, isolation, and assessment of members of a remote field camp who begin to show symptoms of infection:
- The affected crewmember must don a surgical mask, if tolerated
 - To the extent possible, the affected crewmember will be isolated from others
 - The affected crewmember will be taken to the closest health facility to be tested. While waiting for test results, the remaining crew should stay at camp and may continue their shift. If any crewmember is deemed a close contact and has already left the campsite prior to our notification, they must isolate and be tested as well.
 - FR&D personnel will notify local NSHC facility and NSEDC administration for further guidance, who in the instance of a confirmed case will notify state and local authorities, the remainder of the workforce at the site, and stakeholders in the nearest community:

1. Norton Sound Health Corporation – Nome: 443-6411
 2. Unalakleet Sub-Regional Clinic: 624-3535
- If necessary, the camp site will immediately be prepared for extended closure.
 - Those who are transporting people with suspected illness shall wear all appropriate PPE themselves (facemasks, etc.) and will travel with car windows down to the extent possible. When possible, affected crewmembers will transport themselves in their own vehicle. If possible, the ill person should travel in the back seat of the vehicle. Where possible, a plastic divider will be installed to separate the front and back seats of vehicles.
 - If a crewmember tests positive, the other crewmembers identified as close contacts will be sent home to quarantine and get tested at closest health facility. Designated personnel wearing appropriate PPE will conduct a thorough sanitation of the entire campsite and vehicle(s) as applicable, and take down the camp if and when the situation warrants it.
- g. Office Procedure for Ill Employees:** The following procedure must be followed for identification, isolation, and assessment of employees who begin to show symptoms of infection:
- Immediately separate employee and send them home for isolation and testing at the nearest medical facility.
 - Wearing appropriate PPE, conduct an additional sanitation of all shared workspaces.
 - Identify potential close-contact individuals and advise them to isolate and test at the nearest medical facility.
 - In the instance of a confirmed case, NSEDC administration will notify any required state and local authorities, the remainder of the workforce at the site, and any affected stakeholders in the nearest community.
- h. Response for Employees Subject to Quarantine Requirements Due to Travel**
- NSEDC employees are located in a number of communities throughout the Norton Sound region and in Anchorage. Many of these communities have travel restrictions in place that may impact an employee's ability to work. Should employees need to travel for personal reasons and trigger a quarantine, they must check with their manager and the Safety Manger to determine any quarantine requirements they may face.
 - Once quarantine requirements are fulfilled, NSEDC shall only allow employees to return to a physical work site once they have completed and passed NSEDC's Health Screening Questionnaire (Attachment 1) and testing (if required).

12. Continued Maintenance/Operation of Critical Infrastructure

a. Projected Impact on NSEDC Critical Infrastructure

1. The primary impact NSEDC foresees is the potential reduction in available workforce due to illness among employees. Supplies for the season are ordered in bulk prior to the season and are already secured.

b. Community Workforce Protection Plan Controls

1. During the onboarding process, each seasonal employee is given the CWPP itself, an in-house CWPP training document, and an acknowledgement form to sign that lists all the controls specific to their job duties.
2. Signage lining out the controls listed in this plan will be posted in multiple locations at each job site.
3. Safety Coordinators will be placed at each large seafood plant (Nome and Unalakleet) and will have the chief responsibility of ensuring the protocols listed in this plan are followed at each plant facility.
4. Refresher training will be conducted throughout the season to make sure employees are apprised of all changes in the situation and NSEDC's response to it.

c. Contingency Planning

1. NSEDC will provide cross-training wherever possible to our seasonal employees to ensure worker absenteeism does not cripple operations.
2. NSEDC will identify areas of operation that can be shuttered temporarily in case of outbreaks or worker absenteeism, such as FR&D campsites or fish buying stations.
 - i. NSEDC has multiple processing locations that can take on additional product if one plant needs to be idled or its production reduced. NSEDC also has contingency processing plans in place should it need to look to a third-party.
 - ii. NSEDC has prioritized research projects in case reduced staffing requires curtailing any fieldwork



Marine Safety Information Bulletin

Commandant
U.S. Coast Guard
Inspections and Compliance Directorate
2703 Martin Luther King Jr Ave SE, STOP 7501
Washington, DC 20593-7501

MSIB Number: 06-20
Date: March 13, 2020

E-Mail: OutbreakQuestions@uscg.mil

Vessel Reporting Requirements for Illness or Death

An outbreak of respiratory illness caused by novel coronavirus (COVID-19) is affecting mariners and maritime commerce. This MSIB serves as a reminder that the illness of persons on board a vessel must be reported to both the Coast Guard and the Centers for Disease Control and Prevention (CDC). Reporting delays create significant challenges to protect persons on board vessels and, more broadly, maintain an effective Marine Transportation System. Vessels or masters that do not immediately report illness or death among passengers or crew may face delays and disruption to passenger and cargo operations including a requirement to return to the previous port after sailing. Additionally, vessels and masters are subject to Coast Guard enforcement action, which include civil penalties, vessel detentions, and criminal liability.

Illness of a person onboard a vessel that may adversely affect the safety of a vessel or port is a hazardous condition per 33 CFR 160.216 and the owner, agent, master, operator, or person in charge **must immediately** notify the nearest Coast Guard Captain of the Port (COTP). It is critical to report persons who exhibit symptoms consistent with COVID-19 or other illness to the COTP.

42 CFR 71.1 defines an ill person onboard a vessels as one that has:

(A) **Fever (has a measured temperature of 100.4 °F [38 °C] or greater; or feels warm to the touch; or gives a history of feeling feverish) accompanied by one or more of the following:**

- skin rash,
- **difficulty breathing** or suspected or confirmed pneumonia,
- **persistent cough** or cough with bloody sputum,
- decreased consciousness or confusion of recent onset,
- new unexplained bruising or bleeding (without previous injury),
- persistent vomiting (other than sea sickness)
- headache with stiff neck;

(B) **Fever that has persisted for more than 48 hours;**

(C) Acute gastroenteritis, which means either:

- diarrhea, defined as three or more episodes of loose stools in a 24-hour period or what is above normal for the individual, or
- vomiting accompanied by one or more of the following: one or more episodes of loose stools in a 24-hour period, abdominal cramps, headache, muscle aches, or fever (temperature of 100.4 °F [38 °C] or greater);

Additionally, as required by [42 CFR 71.21](#), the master of a ship destined for a U.S. port shall report *immediately* to the quarantine station at or nearest the port at which the ship will arrive, the occurrence, on board, of any death or any ill person among passengers or crew (including those who have disembarked or have been removed) during the 15-day period preceding the date of expected arrival or during the period since departure from a U.S. port (whichever period of time is shorter). Guidance and forms to report deaths and illnesses to the CDC can be found at: <https://go.usa.gov/xdjnj>.

Richard Timme, RDML, U.S. Coast Guard, Assistant Commandant for Prevention Policy sends.

Attachment 4



Marine Safety Information Bulletin

Commandant
U.S. Coast Guard
Inspections and Compliance Directorate
2703 Martin Luther King Jr Ave SE, STOP 7501

MSIB Number: 02-21 CH-1
Date: March 22, 2021
E-Mail: wearamask@uscg.mil
Washington, DC 20593-7501

COVID-19 Safety Requirements in the Maritime Transportation System: Change-1

The President issued Executive Order (13998), Promoting COVID-19 Safety in Domestic and International Travel requiring masks be worn on all “public maritime vessels, including ferries” to mitigate the risk of spreading COVID-19. The Centers for Disease Control and Prevention (CDC) issued a Federal order, [*Requirement for Persons to Wear Masks while on Conveyances and at Transportation Hubs, 29JAN2021 \(the Order\)*](#) requiring all persons travelling on all commercial vessels to wear a mask. Additionally, Executive Order 13998 directs the Coast Guard to implement public health measures consistent with CDC guidelines at sea ports (e.g., passenger terminals, cargo handling facilities, and other shoreside facilities that provide transportation of persons or cargo). Change-1 to this MSIB reflects the inclusion of sea ports, provides additional information on applicability for mask wear in the marine transportation system and includes links to Coast Guard and CDC Frequently Asked Questions (FAQ) pages.

Vessel and sea port operators are encouraged to monitor the CDC website at <https://www.cdc.gov/> for the most up to date guidance. The CDC has published an updated list of frequently asked questions (FAQs) that can be found at [Public Transportation](#). The Coast Guard has also published additional guidance that can be found at the [FAQ](#) web page.

The Order requires conveyance operators and transportation hub operators to take steps to reduce the spread of COVID-19.

Vessels (Conveyances): Vessel operators must use best efforts to ensure that any person on the conveyance wears a mask when boarding, disembarking, and for the duration of travel. Depending on the circumstances, best efforts include:

- boarding only those persons who wear masks;
- instructing persons that Federal law requires wearing a mask on the conveyance and failure to comply constitutes a violation of Federal law;
- monitoring persons on board the conveyance for anyone who is not wearing a mask and seeking compliance from such persons;
- at the earliest opportunity, disembarking any person who refuses to comply;
- providing persons with prominent and adequate notice to facilitate awareness and compliance of the requirement of this Order to wear a mask; best practices may include, if feasible, advanced notifications on digital platforms, such as on apps, websites, or email; posted signage in multiple languages with illustrations; printing the requirement on transit tickets; or other methods as appropriate.

Sea Ports (Maritime Transportation Hubs): Operators of sea ports must use best efforts to ensure that any person entering or on the premises of the port wears a mask. Best efforts include:

- allowing entry only to those persons who wear masks;

- instructing persons that Federal law requires wearing a mask in the transportation hub and failure to comply constitutes a violation of Federal law;
- monitoring persons on the premises of the transportation hub for anyone who is not wearing a mask and seeking compliance from such persons;
- at the earliest opportunity, removing any person who refuses to comply from the premises of the transportation hub; and
- providing persons with prominent and adequate notice to facilitate awareness and compliance with the requirement of this Order to wear a mask; best practices may include, if feasible, advance notifications on digital platforms, such as on apps, websites, or email; posted signage in multiple languages with illustrations; printing the requirement on transit tickets; or other methods as appropriate.

The CDC Mask Order exempts the following categories of persons:

- A child under the age of 2 year;
- A person with a disability who cannot wear a mask, or cannot safely wear a mask, because of the disability as defined by the Americans with Disabilities Act (42 U.S.C. 12101 et seq.);
- A person for whom wearing a mask would create a risk to workplace health, safety, or job duty as determined by the relevant workplace safety guidelines or federal regulations.

Vessel or facility operators, owners, or companies should provide clear guidance as to when wearing a mask would create a risk to workplace, health, safety or job duty for crew members and facility personnel. The company guidance should address specific tasks that cannot be accomplished safely while wearing a mask. A blanket policy cannot be issued to exempt all persons from wearing a mask at all times. Crew members and facility personnel may be exempt from wearing a mask only when actively performing the task and should immediately wear a mask when the task is complete. Since passengers should refrain from instances where wearing a mask may present a risk, this exemption does not extend to passengers.

The requirement to wear a mask shall not apply under the following circumstances:

- While eating, drinking, or taking medication, for brief periods;
- While communicating with a person who is hearing impaired when the ability to see the mouth is essential for communication;
- If, unconscious (for reasons other than sleeping), incapacitated, unable to be awakened, or otherwise unable to remove the mask without assistance, experiencing difficulty breathing or shortness of breath or feeling winded may temporarily remove the mask until able to resume normal breathing with the mask. Vomiting or other illness, may also require removal of the mask. Other medical conditions and equipment may interfere with the ability to wear a mask;
- When necessary to temporarily remove the mask to verify one's identity such as during Transportation Security Administration screening or when asked to do so by a ticket or gate agent or any law enforcement official.

Under Title 42 of the United States Code section 268, the Coast Guard is charged with assisting in enforcement of CDC quarantine orders. Operators of vessels and sea ports that fail to implement appropriate public health measures, including the mask wearing order above, may be subject to civil or criminal penalties. Furthermore, based on the scientific determination of the CDC, the Coast Guard finds that failure to implement appropriate health measures creates an undue safety risk by increasing the risk of transmission of COVID-19 between passengers, the crew of the vessel, and port workers.

The Coast Guard has broad authority to control the movement and operations of a vessel based on a hazardous condition (see 33 CFR § 160.111). Vessels that have not implemented the mask requirement may be issued a

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Captain of the Port (COTP) order directing the vessel's movement and operations; repeated failure to impose the mask mandate could result in civil and/or criminal enforcement action. Additionally, after taking into account operational considerations, the COTP may issue orders prohibiting vessels from mooring at a sea port that fails to implement the CDC guidelines or refer non-compliance with CDC's guidelines for further civil or criminal enforcement action.

Persons that wish to report vessels or sea ports not operating in accordance with the Executive Order or CDC Order may email the Coast Guard at wearamask@uscg.mil. This shared email inbox is not monitored on a continuous basis. If there is an emergency, it should be reported through proper emergency channels to local authorities not this inbox.

State, local, Tribal, and territorial laws or rules imposing public health measures that are more protective of public health than, or equal to those required by the CDC are an acceptable equivalency for these requirements. Operators of vessels and sea ports who believe local mask wearing requirements fit this exemption should contact the local COTP.

Questions concerning this notice may be forwarded to Coast Guard Office of Commercial Vessel Compliance, at wearamask@uscg.mil.

Richard V. Timme, RDML, U. S. Coast Guard, Assistant Commandant for Prevention Policy sends