

Pacific Seafood – Wrangell, LLC (PS-W)

1204 Zimovia Hwy – PO Box 2085

Wrangell, AK 99929

Safety Plan

*Infectious Disease Preparedness & Response Plan* Coronavirus Disease

(COVID-19)

\*rev.04-27-2020\*

# Introduction

Coronavirus Disease 2019 (COVID-19) is a respiratory disease caused by the SARS-CoV-2 virus. It has spread from China to many other countries around the world, including the United States. Depending on the severity of COVID-19’s international impacts, outbreak conditions—including those rising to the level of a pandemic—can affect all aspects of daily life, including travel, trade, tourism, food supplies, and financial markets. (OSHA3990)

As a seafood processor, PS-W has been deemed an Essential Critical Infrastructure during COVID-19, by the Department of Homeland Security and by our local Emergency Management. During this outbreak, it is our goal to keep production running smooth and at the same time, protect our team members, fisherman, families and the community as a whole.

PS-W operates from January through November processing Longline caught Halibut and Sablefish, Gillnet and Seine caught Salmon of all species as well as King and Dungeness crab. December thru February, the facility is typically shut down for maintenance. During “peak season” June 5th through October 31st, PS-W requires approximately 50 total crew members, including both direct hourly and salaried staff to operate efficiently.

# Purpose

The purpose of this plan is to provide the framework for the operations at PS-W to enable its plant, commercial fishing fleet and community to work together to accomplish the following objectives.

* Response to the COVID-19.
* Prevention and reduction of COVID-19 spread, within the plant and the community as a whole.
* Minimize production decline.

# Situation & Assumptions

* + The COVID-19 pandemic has generated a public health emergency that threatens to overwhelm our health system, endangering the lives and wellbeing of the people of Wrangell Island.

# Response Plan

Infection Control Measures

* The purpose of the infection control measures is to slow/prevent the spread of COVID-19. We have outlined the following mandatory guidelines for all team members and visitors that come into physical contact with our plant.

# Personnel Mandatory Guidelines

The Pacific Seafood Wrangell facility has deemed that our team members are at the following exposure risk level(s)

* **Medium Exposure Risk**
* Medium exposure risk jobs include those that require frequent and/or close contact with (i.e., within 6 feet of) people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients. In areas without ongoing community transmission, workers in this risk group may have frequent contact with travelers who may return from locations outside of Alaska with widespread COVID-19 transmission, workers in this category may have contact with the general public (i.e.: schools, high-population-density work environments, some high-volume retail settings, mass transit or airway traffic).

Team members found to be in violation of this policy shall be subject to disciplinary action, up to and including termination of employment.

IF YOU OR A HOUSEHOLD MEMBER HAVE A FEVER COUGH OR SHORTNESS OF BREATH – STAY AT HOME DO NOT COME TO WORK

* Fever of 100.4 F or higher
* Cough
* Shortness of breath
* Chills/Repeated shaking with chills
* New or abnormal muscle pain
* New or abnormal headache
* Sore throat
* Loss of taste or smell

Employees or a household member with symptoms of acute respiratory illness are recommended to stay home and not come to work until they are free of a fever (T 100.4F or greater using an oral thermometer), signs of a fever, and any other symptoms of COVID-19 as determined by the CDC 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.

Check yourself for oral fever (100.4 \* F or greater) in the morning and evening, and remain alert for cough or shortness of breath. (a forehead (temporal) scanner is usually 0.5\*F (0.3\*C) to 1\*F (.6\*C) lower than an oral temperature)

If you develop symptoms you are to immediately notify your supervisor and we strongly encourage you to contact your health care provider, if you do not have a health care provider call 211.

If you need medical attention, do not go in without contacting your provider first.

If you need immediate medical attention such as for acute respiratory distress call 911

Stay in touch with your supervisor to provide updates on your situation.

**Screener: Team member performing screening**

* Wear company provided PPE (Best readily available and accessible PPEs will be provided)
* Face Mask
* Safety Glasses/Goggles and/or Face Shield
* Gown
* Gloves
* PPE cleaning and disinfecting:
* Disposable Face mask and gloves will be discarded in trash after use, reusable face masks will be machined washed and dried or hand washed ,disinfected and air dried overnight for daily use..
* Face shield will be cleaned with soap and water and disinfected with bleach. Reusable faces masks are required to be cleaned nightly by the employee.
* Gown will be immediately washed with detergent on hot water. And dried on high heat cycle.
	+ Proceed and enforce following protocol

**Team member entry to facility when reporting to work:**

Use the front door upon arrival, absolutely no entry is allowed from processing doors. A designated team member will be stationed to screen as outlined above.

Face Masks

* Pacific Seafood provides all employees reusable face masks. These mask are to be worn at all times while at the facility, excluding breaks but following social distancing protocol. Exceptions are for office staff in a contained office when no one else is present. In such case mask shall be around neck and placed over face on entry of any team member or other authorized personnel. If an employee comes to work without their mask they will be sent home before entry is allowed.
* While in public we **highly recommend** our employees to practice social distancing and the wearing of their reusable masks. All employees will receive training and must follow all procedures in regards to using face masks:
	+ How to put on mask (Donning):
		- Clean your hands with soap and water or hand sanitizer before touching your mask.
		- Make sure the mask fully covers your nose, mouth and chin; making sure the mask is completely secure.
	+ While Wearing the Mask During the Day
		- Do NOT pull the mask down like one would a scarf on a ski slope. Adjustments should be made using the ties or cord at the neck or on top of the head.
		- Avoid touching your face even when the mask is in place.
		- Every time you do touch the mask for any reason, wash your hands before/after touching the mask.
	+ Removing the mask (Doffing):
		- Wash your hands before removing the mask.
		- Do not touch the inside of the mask (the part over nose and mouth). It may be contaminated from your breathing, coughing or sneezing.
		- Untie or remove the head or ear loops and remove the mask by the straps.
		- Wash your hands.
	+ Cleaning the Mask
		- At the end of the day, take the mask off from the straps being careful not touching the front.
		- The mask can be machine washed and dried or hand washed, disinfected and air dried overnight for daily use.
* Employees who show up to work with noticeably dirty masks will also be sent home before entry and can only return with a clean mask.

Safety Glasses/Face Shields

* Pacific Seafood will provide team members one pair of safety glasses (or face shield if glasses are determined to cause other safety issues or the team member already wears prescription eye glasses) that must be worn at all times, excluding breaks, but while following social distancing protocol.
	+ Team members must wash your hands or use hand sanitizer prior to donning this PPE as well as when repositioning or removing them.
	+ Team members are required to and responsible for cleaning and disinfecting their safety glasses or face shields with soap and water and bleach at the end of every shift.

Screening & sanitized:

* Any team member who appears to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or who become sick during the day will be separated from other employees and sent home immediately or to a local health facility if necessary. The screener will notify supervisor immediately for thorough removal of all other team members from area and complete cleaning and disinfecting of area.

Symptom Screen questions upon entry: Upon entry to the plant team members will be asked the following by the designated screener and we will record the team members verbal acknowledgement in a log book with their initial temperature recording:

Have you experienced any of these symptoms in the last 72 hours?

* Have you experienced a fever (100.4\*F (38\*C) or greater using an oral thermometer) within the last 72 hours?
* Cough
* Shortness of breath
* Chills/Repeated shaking with chills
* New or abnormal muscle pain
* New or abnormal headache
* Sore throat
* New loss of taste or smell
* Have you or a member of your household traveled within the past 14 days to an affected area as identified by the CDC.
* Have you or a member of your household had contact within 14 days of symptom onset with a lab confirmed or suspected Covid-19 case patient.
* You will have a forehead temperature check, if it is at or above 100.4\* F you must go home and follow requirements as outlined in Section V.
	+ If you do not have a fever or any other reported symptoms, you are to go directly to the wash room and thoroughly wash your hands for 30 seconds using soap and water, then leave the wash room using your paper towel to open the door.
	+ After you put your work gear on you MUST use the hand sanitizer for 30 seconds prior to using the time clock.

Processing and daily tasks:

* + Face Masks and safety glasses/face shields must be worn at all times.
	+ When you proceed downstairs to processing, you will use the hand and foot dip at entry.
	+ Processing lines have been reconfigured where possible, to increase distance between team members. Please do not deviate from these and keep a minimum of 6 feet in all other areas of grouping.
	+ You MUST not touch your face at any time.
	+ Cover any coughs or sneezes with tissue or elbow, NOT HAND
	+ You must use the hand and foot dip when leaving the processing facility, prior to going to the break area.

Breaks and Lunch:

* + Breaks and lunches will be staggered as necessary to avoid crowding and allow 6 feet social distancing.
	+ Wash your hands prior to and after eating or drinking.
	+ Do not sit or stand closer than 6 feet to other team members.
	+ Face mask and safety glasses must be worn when not eating or drinking.
	+ No items are to be shared, food, drink or utensils.

Tools and other equipment:

* + It is strongly recommended that no tools or equipment are shared, but in some situations it is unavoidable, in this case, you must clean and disinfect all tools and equipment in common areas, before and after use to avoid contamination. (i.e. phones, monitor screens, office supplies, forklift and vehicle steering wheels and door handles, etc.)
		- Cleaning and disinfecting supplies are provided at all common use areas for you to clean and disinfect.

Training & Team Member notification:

* + Training & notifications will be completed as needed; including but not limited to new procedures recommended or mandated by local, state or federal agencies. Refresher courses will be implemented if corrective action is needed and/or as management determines necessary.
	+ Posters and signage have been placed in common areas and entrance to encourage and remind team members to stay at home when sick, cough and sneeze etiquette and hand hygiene, social distancing.

**If you start to fill ill at any time, leave the plant immediately and follow the mandated items above.**

**Stop any visitor that attempts to enter the processing area, they must go to front door and follow procedures.**

**Visitors:**

* No visitors will be allowed on the facilities premises without prior approval and will be required to follow all directions for entry procedure including maintaining social distance (As much as is possible, keep a 6’ distance from other people and wear face covering). They must call the listed phone numbers to determine allowed entry to plant.
* If entry is permitted, visitors will be screened and prepped for entry as follows:
	+ You will have a forehead temperature check, if it is above 100.4\* F you must go home and follow the above mandated items.
	+ If you do not have a fever or any other visible symptoms, you are to go directly to the wash room and thoroughly wash your hands for 30 seconds using soap and water, then leave the wash room using your paper towel to open the door.

**Fisherman and permit holders**:

* All vessels must check in with Wrangell Harbor Masters on entry to the Port of Wrangell and follow all directives given for entry into Port.
	+ - * VHF: Channel 16

* + While Docked:
		- Captain and crew must remain on vessel.
		- No visitors are allowed on Pacific Seafood property
		- Access to the plant is restricted to authorized personnel only.
		- No fisherman will be allowed to leave vessel, unless they receive special authorization from Plant Manager.
		- Loading and unloading: Maintain social distance (Keep a 6’ distance from other people and wear face covering)
		- All communications with the plant must be conducted via phone, email or Satellite radio.
1. Confirmed Covid-19 at plant:
* In the event of a confirmed Covid-19 case at our location:
* The employee who tests positive will be instructed to seek and follow the advice of tier health care provider and be placed in isolation for the length of time their medical provider has prescribed.
* Any close contacts of the worker will be screened for symptoms and be advised to monitor their health for COVID symptoms during the 14 days after the last day they were in close contact with the sick person with Covid-19. Ongoing screening may be recommended by the health care provider including daily temperature documentation, monitoring for new symptoms.
* Production will be stopped to allow for a deep cleaning and sanitation of the facility.
* Due to our location and medical access, local & state authorities would be notified by health officials.

# Sanitation & Housekeeping:

* + In addition to our standard operating procedures, increased cleaning and sanitation will be performed and documented on all contact surfaces; such as, door knobs, tables, hand rails, time clock, etc. will be cleaned with appropriate cleaner and disinfected with bleach solution (5 tablespoons (1/3rd cup) bleach per gallon of water or 4 teaspoons bleach per quart of water) every morning prior to processing, before and after breaks and lunch periods, and at end of day shift.
		- Housekeeper will wear disposable gloves, mask and safety glasses.
		- All housekeeping will be logged daily.

# Residents of bunkhouse:

# Residents of bunkhouse will be trained on proper sanitation and social distancing. PS-W will provide cleaning supplies & safety equipment for proper sanitation.

# If any bunkhouse resident show signs of illness or is confirmed to have Covid-19:

# We will provide means necessary to keep the employee quarantined to avoid contact with others including separation, by housing the employee in a single room housing unit, local hotel or B&B with individual bathroom. Meals, sanitation supplies and PPE will be provided. In addition, a thorough cleaning and disinfecting will be completed at bunkhouse prior to reentry by bunkhouse team member.

* + No non-residents will be allowed to enter company owned housing other than managers of Pacific Seafood or assigned team members.
1. OSHA Reporting:
	* In the event a team member is confirmed to have Covid-19, and an investigation concludes it is work related, then standard OSHA reporting requirements will be completed.

# Arriving workers & team member travel:

* PS-W will strive to hire locally as much as is possible.
* For crewmembers who live locally, or return to work daily, families or roommates shall practice social distancing for the duration of the season.
* PS-W has six bunkhouses and one rental house for arriving workers. PS-W will be bringing only essential team members in whose jobs are critical to our ability to operate effectively. We will be staggering in team members so that arriving groups will be quarantined together. Once they have completed their 14-day quarantine they will be placed in another bunkhouse that has already completed quarantine.
* Arriving employees will be made aware that the local community has enacted additional protective measures, and must comply with those measures, PS-W will immediately notify employees of any changes in local measures and provide training for compliance.
* Employee’s temperatures shall be self-monitored twice daily during self-quarantine. Should fever symptoms develop during quarantine, protocols described in Sections VI & VIII will be employed.
* If a new employee joins a bunkhouse prior to completing the 14-day self-quarantine after arrival at their final destination, they will complete their quarantine at the worksite. If it is not possible to fully quarantine in a separate bunkhouse room, the 14-day self-quarantine period will be restarted for the entire crew located in said bunkhouse.
* All crewmembers in transit on commercial aircraft must wear a cloth face covering that meets the recommendations contained in Health Alert 010. 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 self-quarantine facility (designated bunkhouse). Employees shall clean or dispose of face coverings in accordance with Health Alert 010. PS-W housing is directly across the street from the plant and team members will walk to and from the plant for work while practicing social distancing and wearing a face covering.
* Crewmembers in transit shall carry documentation from the company indicating that they are an essential Critical Infrastructure.
* Arriving employee must proceed directly to company provided ground transportation. They 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 quarantine location.
* PS-W does not have workers that commute between Alaskan communities while we are in operation.

# General Protective Measures:

* + Through continued training and required policy enforcement on symptom recognition, screening, sanitation, social distancing, providing personal protective equipment and policy procedures with visitors and fisherman, we are protecting our essential employees and minimizing the risk to our community as a whole.

# Continued Maintenance/Operation of Critical Infrastructure:

* + PS-W efficiently operates with 50 employees during our “peak season” June 1 – October 31st. In the event of absenteeism or increased illnesses of employees, the facility is capable of operating with 25 employees through our current cross training of team members. This would reduce our ability to supply customers and require we look at putting boats on trip limits or alternating days that we purchase and process crab, but would not eliminate the supply.

# Essential Team Member for Food Distribution:

# All our essential team members will be given the following identification card to show essential team member status, please keep it on you at all times. It is only to be used for traveling to and from work or work related activities, i.e. products delivered to warehouse or supply runs.



# Plant Contacts:

Pacific Seafood – Wrangell, Sea Level:

VHF Channels 7, 16 / SAT# 1212 / Plant: (907)874-2401

General Manager – Rocky Caldero – cell (541)351-1725 – email: rcaldero@pacseafood.com

Office Manager – Finn M’Kenna – cell (907)305-0509 – email: fmkenna@pacseafood.com

David Brindle – Alaska Operations Manager – cell (206)402-8993

email: dbrindle@pacseafood.com

# Plan review:

* + Since this is a fluid situation the safety plan will be updated as new information develops.

# Updated status attachments as received & signage.