



July 28, 2020

Community and Workforce Protection Plan

Purpose

The purpose of this Plan is to ensure the safety of Aleutian Housing Authority (AHA) employees, contractors, and the health and well-being of the communities in which we serve. This Plan allows for the continuity of AHA's operations while taking all available measures to mitigate the spread of COVID-19 and was developed in accordance with the State of Alaska *Health Mandate, 10.1, International and Interstate Travel – Order for Self-Quarantine and Health Mandate 012: Intrastate Travel – Limiting Travel Between Communities to Critical Infrastructure or Critical Personal Needs*.

Scope

This Plan applies to all AHA employees and contractors who are required to undertake intrastate travel in the scope of their job duties, regardless of the mode of transportation, and to AHA employees who manage employees or contractors covered by this plan to enforce the requirements established herein.

This Plan will address the following components:

1. Contact Information and Locations
2. Screening of Personnel
3. Self-Quarantine
4. Protecting the Public
5. Workplace Protective Measures
6. Travel Plans and Procedures
7. Procedures for Personnel who Become Ill
8. Continued Maintenance/Operation of Critical Infrastructure

Due to the fluidity of the events surrounding the pandemic, this document is considered a "living" document and will be updated as conditions change, and as the relevant information is published by local, state, and federal agencies. The control measures presented below have been identified by State of Alaska and the Center for Disease Control and Prevention (CDC) to avoid the spread of COVID-19.

1. Contact Information and Locations

AHA is the primary provider of affordable housing and housing related services in the Aleutian and Pribilof Islands region of Alaska. AHA owns and operates several single and multi-family residential units in ten communities which include: Akutan, Atka, False Pass, King Cove, Nelson Lagoon, Nikolski, Sand Point, St. George, St. Paul, and Unalaska.

Primary Point of Contact:

Viola Yatchmeneff, Executive Director
Phone: 907-644-6604
Email: viola.yatchmeneff@ahaak.org

2. Screening of Personnel

State of Alaska and local mandates for COVID-19 testing will be followed. AHA's health screening and COVID-19 testing process will be followed if they are more stringent than the state's or if there is the absence of a local health mandate. Additionally:

- Before any travel, AHA will screen employees for travel records, and COVID-19 signs and symptoms, body temperature, and SARES-CoV-2 testing. Employees must be tested no more than 72 hours before any travel, when feasible. Employees must have a negative test result and be symptom-free before traveling.
- On the worksite, AHA will provide no-contact thermometers and will screen all employees for COVID-19 symptoms daily. Employees will be asked, and are required to self-identify symptoms of fever, coughing, shortness of breath, chills, muscle pain, headache, sore throat, diarrhea, and new loss of taste or smell. This will be done before each shift, or as needed. If the answer is "yes" at any time, the employee is required to report immediately to their living quarters for further guidance.

3. Self-Quarantine

All employees are required to follow state, regional, and local health mandates for self-quarantine and will minimize all unnecessary contact with community members. To the extent possible, employees will restrict their presence to company provided housing, worksites, and office space for a 14-day duration. If there are other employees in the self-quarantine location, social distancing must be maintained.

4. Protecting the Public

All employees must wear face masks (including travel time) when physical distancing cannot be maintained at and all:

- AHA worksites
- Customer or third-party premises
- Public facilities, locations, or spaces, including outdoor spaces

Additionally, employees must:

- Refrain from person-to-person contact, including shaking hands
- Maintain 6-foot social distancing from other individuals
- Wear personal protective equipment
- Wash hands frequently or use hand sanitizer if available
- Cover coughs and sneezes
- Regularly clean high-touch surfaces

Furthermore, all provided PPE must be:

- Consistently and correctly worn when required
- Regularly inspected, maintained, and replaced as necessary
- Properly removed, cleaned, and stored or disposed of, as applicable, to avoid contamination to self, others, or the environment

5. Workplace Protective Measures

AHA will maintain regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, tools, and other elements of the work environment. Offices, work trucks, job sites, and company provided housing will be properly cleaned, disinfected, and sanitized, including doorknobs, surfaces, and electronics. AHA vehicles will be disinfected after each use if different employees are using throughout the day; or if a different employee will be using within a 72-hour period. Disinfecting surfaces to include door handles, steering wheel, switches, rear view mirror, seat, or any surface touched by employee during use. Additionally, AHA will:

- Provide and require all employees to wear face coverings on the worksite when physical distancing cannot be maintained
- Provide supplies for and promote frequent and thorough hand washing and/or sanitizing with alcohol-based hand rubs containing at least 60 percent alcohol
- Discourage employees from using other employee's tools, equipment, phones, desks, or offices, when possible
- Discourage employees from gathering for meals in areas of company-provided housing
- Provide disinfectants and disposable towels for workers to clean their work surfaces and touch points
- Require employees to stay home and isolate from others if they are sick or have COVID-19 symptoms
- Post and distribute materials developed by the CDC at office and worksites to highlight the signs and symptoms of COVID-19
- Minimize contact among workers, clients, and customers by encouraging that all communications be conducted at a safe distance utilizing email, text messages and cell phones, as practicable

6. Travel Plans and Procedures

Intrastate travel is limited to those activities necessary for operation and must be approved by the employee's supervisor. The supervisor must complete the AHA COVID-19 Travel Checklist and all AHA travelers will be subject to health check and equipped with safety and sanitation equipment prior to departure.

AHA will identify restrictions and mandates applicable in the destination community and will coordinate with local Tribes prior to mobilization to discuss site-specific plans, and any local

considerations that may need to be addressed. Prior to mobilization, AHA will ensure every practical effort has been made to ensure:

- Personnel are healthy and ready for work
- All necessary housing and transportation have been arranged
- Availability of food (or food service)
- Project material and supplies have been obtained or located
- Availability of all required PPE

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

- Employee must pass AHA's Health Screening process prior to travel
- Modes of transportation must be approved by the supervisor
- Employees must wear masks while in shared transit when distancing may be limited, such as planes, boats, or cars
- Employee must utilize social distancing practices
- Employees must adhere to all additional mandates enacted by air carrier, lodging facilities, and communities.

7. Procedures for Personnel who Become Ill

All employees are required to immediately leave their place of work if they develop any symptoms and promptly contact their AHA supervisor. The supervisor will contact the local health clinic to arrange for a medical evaluation. Furthermore:

- Affected individuals will maintain in strict isolation in company provided or personal housing until further direction is provided
- All employees with symptoms must immediately self-isolate until they have received a negative COVID-19 test result, or they have been screened by a health care provider and has been given the approval to return to work

If an employee tests positive for COVID-19, they must immediately contact their supervisor. An email address and a phone number are maintained for these notifications and will be managed 24- hours a day, 7-days a week. Furthermore:

- The area where the positive person worked and/or resides will be immediately disinfected based on CDC guidelines
- All employees who have had close contact with COVID-19 cases must immediately contact their supervisor to determine their level of exposure, if they need to be tested, and if they need to self-isolate
- Isolated employees living in shared company housing must wear a face mask and perform hand hygiene before leaving their room to use shared bathroom or kitchen areas

- Employees will be screened by the local health clinic and have two negative COVID-19 test results and be symptom-free for 72 hours before returning to work
- The local health clinic will be the decision-making authority for when COVID-19 cases must be transported out of the community, and transportation will be done under the State of Alaska Emergency Medical System.
- All cases will be investigated for OSHA recordkeeping and Workers' Compensation

8. Continued Maintenance/Operation of Critical Infrastructure

To the extent that continued maintenance and operation of critical infrastructure requires interstate or intrastate travel, employees must follow the above protocols. AHA is engaged in proactive efforts to identify and document succession plans for all critical employees in the event of employee illness. Possible supply chain issues are actively monitored.

AHA COVID-19 Plan – Travel Checklist

The information in the list below must be provided for each traveler; completed by their supervisor; and included with the AHA COVID-19 Plan when submitted:

Traveler Name:

Date of Travel:

Travel Origin:

Travel Destination:

Mode of Travel:

Anticipated Stops/Layovers:

Employee Health Screening Date:

COVID-19 Test Date:

Lodging availability for minimum two weeks (name/location of lodging):

Number of Bedrooms available on site:

Confirm Lodging allows for isolation of suspected COVID-19 case:

Supplies needed for a minimum of two weeks:

- Face masks
- Food or confirmed two-week food/water supply on site (name supply source)
- Prescription medications
- Clothes
- Hygiene supplies (soap, hand sanitizer)



AHA COVID-19 Plan – Project Checklist

The information in the list below must be provided for each traveler; completed by their supervisor; and included with the AHA COVID-19 Plan when submitted:

Project Name:

Project Location:

Health Clinic and/or Regional Tribal Health Organization Contact:

Onsite AHA Project COVID-19 Plan Coordinator:

Names of all project personnel:

Local hire COVID-19 screening (local health clinic) completion date:

Supplies needed for Worksite:

- No-touch Thermometer
- Hand sanitizer
- Face masks
- Disinfectants
- Hand Soap