



**MATANUSKA-SUSITNA BOROUGH
COVID-19 EXPOSURE PREVENTION, PREPAREDNESS,
AND RESPONSE PLAN**

I. PURPOSE

The Borough takes the health and safety of our employees very seriously. With the spread of the coronavirus or “COVID-19,” a respiratory disease caused by the SARS-CoV-2 virus, we all must remain vigilant in mitigating the outbreak. In order to be safe and maintain operations, we have developed this COVID-19 Exposure Prevention, Preparedness, and Response Plan (Plan) to be implemented throughout the Borough and at all of our facilities. This Plan is based on currently available information from the Center for Disease Control and Prevention (CDC), Occupational Safety and Health Administration (OSHA), Food and Drug Administration (FDA), and State of Alaska Mandates, and is subject to change based on further information provided by the CDC, OSHA, and other public officials.

The purpose of this Plan is to outline the steps that the Matanuska-Susitna Borough (Borough) and its employees can take to reduce the risk of exposure to COVID-19. The Plan describes how to prevent employee exposure to coronavirus, protective measures to be taken on the jobsite, personal protective equipment (PPE) and work practice controls to be used, cleaning and disinfecting procedures, and what to do if an employee becomes sick or has been in contact with someone that tests positive for the virus.

We have also identified a team of employees to monitor available CDC and OSHA guidance on the virus. This team is composed of:

Name	Title	Phone Number	E-Mail
George Hays	Deputy Manager	(907) 861-8405	George.Hays@matsugov.us
Kelly Carothers	Health & Safety Manager	(907) 861-8491	Kelly.carothers@matsugov.us
Sonya Conant	HR Director	(907) 861-8432	Sonya.Conant@matsugov.us
Stefan Hinman	Public Affairs Director	(907) 861- 8520	Stefan.Hinman@matsugov.us

The Borough may amend this Plan as guidance changes and/or based on operational needs. The Borough will promptly update employees on any changes to this Plan.

II. THE SCOPE

This Plan applies to all Borough Departments, facilities, jobsites, employees and volunteers.

III. RESPONSIBILITIES OF BOROUGH DIRECTORS, MANAGERS AND SUPERVISORS

All directors, managers and supervisors must be familiar with this Plan and be ready to answer questions from employees. Directors, managers and supervisors must set a good example by following this Plan at all times. This involves practicing good personal hygiene and jobsite safety practices to prevent the spread of the virus. Directors, managers and supervisors must encourage this same behavior from all employees.

IV. RESPONSIBILITIES OF BOROUGH EMPLOYEES

We are asking every one of our employees to help with our prevention efforts while at work. In order to minimize the spread of COVID-19 at our jobsites, we all play a part. As set forth below, the Borough has instituted various housekeeping, social distancing, and other best practices at our

jobsites. All employees must follow these. In addition, employees are expected to report to the Employee Health and Safety Manager or HR Office if they are experiencing signs or symptoms of COVID-19, as described below. If you have a specific question about this Plan or COVID-19, please ask a designated team member listed in the Scope of this Plan. If they cannot answer the question, please contact the Employee Health and Safety Manager at (907) 861-8491 email: Kelly.carothers@matsugov.us.

The Borough has adopted the following control and preventative guidance issued by OSHA, FDA, Alaska State Mandates, and the CDC, and it is expected that each employee adhere to this guidance, regardless of exposure risk:

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand sanitizer with at least 60% alcohol.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Follow appropriate respiratory etiquette, which includes covering for coughs and sneezes.
- Avoid close contact with people who are sick.
- Maintain a safe distance of at least six (6) feet from others where possible and where it does not compromise performance of essential duties.
- Encourage the use of filtering face pieces (masks) if available.
- Stay home and quarantine if COVID-19 symptoms present or you have tested positive.
- If an employee travels out of state, the employee must stay home and self-quarantine for 14 days. Upon completion of the 14 day self-quarantine period the employee may return to work if they have been fever-free and symptom-free for a minimum of 72 hours. Employees returning to work must strictly adhere to social distancing and personal hygiene requirements upon return.
- Disinfect surfaces with appropriate solutions (ones that specifically say they kill human coronavirus)
 - ✓ Be cautious of other health consequences of exposure from certain cleaners.

In addition, employees need to familiarize themselves with the symptoms of COVID-19 which include:

- Coughing;
- Fever;
- Shortness of breath, difficulty breathing; and
- Early symptoms such as chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose.

Employees who think they may have COVID-19 symptoms (fever, sore throat, fatigue, shortness of breath, dry cough), or develop a fever and symptoms of respiratory illness, such as cough or shortness of breath, **SHALL NOT COME TO WORK**. Instead, these employees should contact their healthcare provider right away, and the Employee Health and Safety Manager or HR Office. Likewise, employees who come into close contact with someone showing these symptoms, should call their healthcare provider right away.

V. BOROUGH PROTECTIVE MEASURES

The Borough has instituted the following protective measures for all locations in which Borough employees are working.

General Safety Policies and Rules

- Employees with symptoms of COVID-19 will contact the Employee Health and Safety Manager. A determination of whether or not the employee will be able to remain at work will be made in accordance with established protocols.
- Contractors or visitors will be asked to not enter any borough facility if they have been or could have been in contact with COVID-19 or if they are experiencing COVID-19 symptoms.
- Before beginning work, all employees are required to wash their hands or use hand sanitizers. Employees should use hand sanitizer placed near the entryway immediately upon entering the building, and wash their hands if facilities are available upon arriving to their work area and frequently throughout the day. The Operations and Maintenance employees providing janitorial service in designated Borough buildings have been properly trained to disinfect and clean assigned locations.
- The Borough recommends employees wear a face cover if social distancing of a minimum of six (6) feet from others cannot be acquired, or no barrier can be provided, unless doing so interferes with the employee's ability to perform essential duties. A face covering covers the nose and mouth, it can be secured to the head with ties or straps or simply wrapped around the lower face, and can be made of a variety of materials, such as cotton, silk, or linen. While using a face cover, employees must securely cover their noses and mouths, should not reverse, move or remove their face coverings unnecessarily in the workplace, should not share their face coverings with others, and must keep them clean. Personal face coverings must be kept in the custody of the individual and secured against contaminating surfaces in the work environment. Single use face coverings (disposable masks) must be discarded after use in a designated receptacle.
- Employees performing tasks that may expose them to potential COVID-19 contaminants, through touch (handling money, performing janitorial services, touching patients, etc.), will be required to wear disposable gloves and are expected to change them out and dispose of them in a designated receptacle when potentially contaminated. Employees required to handle money in performance of their duties will handle the money as little as possible.
- All in-person meetings will be limited. To the extent possible, meetings will be conducted by telephone or other technology (Microsoft Teams, etc.).
- Safety meetings (i.e.; tool box talks, daily briefing, safety minutes, committee meetings, etc.) are recommended to be conducted by telephone or other technology. If safety meetings must be conducted in-person, attendance will be collected verbally and the supervisor will sign-in each attendee. Attendance will not be tracked through passed-around sign-in sheets or mobile devices. In-person safety meetings must not exceed gatherings in excess of ten (10) people and participants must remain at least six (6) feet apart.
- Employees must avoid physical contact with others and employees/contractors/visitors will be directed to increase and maintain a social distance of at least six (6) feet from others, unless it compromises their abilities to perform their essential duties. Contractors/visitors will be directed to maintain social distancing while in close proximity.
- Employees will be encouraged to stagger breaks and lunches, if practicable, to reduce the size of any group in one location at any one time to less than ten (10) people.
- The Borough will provide, when available, alcohol-based hand sanitizers and/or wipes.

- Employees shall and when practical limit the use of co-workers' tools and equipment. To the extent tools must be shared, the Borough will provide alcohol-based wipes to clean tools before and after use, unless other protective measures are already in place (i.e. use of gloves). When cleaning tools and equipment, employees should read and adhere to manufacturing recommendations for proper cleaning techniques and restrictions.
- Employees performing duties which require the use of N95 respirators are encouraged to limit the need for N95 respirator use by using engineering and work practice controls to minimize dust. Such controls include the use of water delivery and dust collection systems, as well as limiting exposure time. Employees should consult with their supervisor for guidance. Department of Emergency Services employees shall continue use of N95 respirators in accordance with established PPE standard requirements.
- The Borough will limit large crews/staff where possible so that projects can continue working effectively in the event that one or more crews/staff is required to quarantine.
- Department of Emergency Services employees shall continue to follow work practices already in place by the department and shall adhere to OSHA established standards for healthcare workers.
- Employees are encouraged to minimize ride-sharing if possible when using vehicles to perform work duties. While in vehicle, employees must ensure proper ventilation. Employees should wear a face covering for added barrier if ride-sharing occurs.
- When using a borough vehicle, if practicable, employees should use/drive their same mode of transportation every shift and wipe down the inside of the vehicle before and after each use.
- To minimize potential contamination risk at common water sources, employees are encouraged to use personal water bottles. Common surfaces will be decontaminated daily, or more frequently if needed. Such surfaces include shared handles, doorknobs, countertops, money tills, copy machines, and transaction stations to name a few. The supervisor on shift may include additional surfaces as needed.
- All employees are required to be trained on Infection Control, including the Blood borne Pathogen program, upon initial hiring and annually as required for designated positions.
- If an employee is exposed or believes an exposure to COVID has occurred while at work, the employee must follow the Employee Health and Safety Accident/Injury Reporting Procedures, Work-Related Exposure, outlined in Accident and Incident Reporting, and refer to the Employee Exposure Packet. All reports must be documented using PureSafety. Please contact the Employee Health and Safety Manager or HR Office for additional information and instructions if needed.
- The Department of Emergency Services is mandated to follow and adhere to OSHA standards regarding healthcare and emergency service personnel and have additional mandatory PPE and guidelines. In addition to this Plan, the Department of Emergency Services has issued a memorandum implementing additional COVID-19 monitoring and requirements for its employees. Additional information regarding the Department of Emergency Services requirements can be obtained directly from the department.

Contaminated Surface or Personnel

Surfaces will be cleaned according to the "jobsite cleaning and disinfecting" requirements outlined in this Plan. If a surface is suspected to be potentially contaminated, the work station and site of contamination will be cleaned immediately.

Customers and Visitor Interactions

Interactions with customers and/or visitors present unique hazards with regards to COVID-19 exposures. Customers/visitors are expected to enter each location through the designated entrance to limit probability of exposure and follow established guidelines for how customers/visitors will traverse through the facility. Customers shall be allowed to use designated bathrooms for each facility.

All work duties involving employee interactions with customers shall be evaluated to determine the specific hazards related to COVID-19 and appropriate safeguards shall be implemented, including but not limited to the following:

- The number of visitors and employees at facilities will be limited to only those necessary for the work and in accordance with the regulations of the Borough and State Mandates.
- Employees must insure their workstation is disinfected throughout the day and upon arrival and departure. The Borough will provide disinfectant for this purpose.
- Employees should ask customers to keep a personal distance of six (6) feet at a minimum.
- Employees should encourage customers to use the available hand sanitizer before entering, before any transaction, and afterwards.
- Employees should wash hands immediately before starting and after completing the work.
- Deliveries to Borough facilities and jobsites will be permitted but should be properly coordinated to ensure minimal contact with employees and adherence to proper cleaning protocols. Delivery personnel should remain in their vehicles if at all possible.

Personal Protective Equipment and Work Practice Controls

In addition to regular PPE for employees engaged in various tasks and where appropriate, the Borough will also provide:

- **Gloves:** Gloves required for a specific job task shall be worn appropriately. Employees shall avoid sharing gloves.
- **Eye protection:** Eye protection required for a specific job task shall be worn appropriately. **Face:** Face masks will be available for employee and customer use. Employees are encouraged to wear them if social distancing cannot be acquired, no barrier can be provided, or if the employee chooses to wear in addition to the barrier. Employees and customers are encouraged to wear masks before entering a building and discard disposable masks into designated receptacle's when leaving the building. Personal cloth masks are not considered PPE, but do provide an additional barrier and must be kept in the custody of the individual and secured against contaminating surfaces in the work environment.

NOTE: The CDC is currently not recommending that healthy people wear N95 respirators to prevent the spread of COVID-19. Employees should only wear N95 respirators if required by the work being done.

Job Site Cleaning and Disinfecting

The Borough has instituted regular housekeeping practices, which includes cleaning and disinfecting frequently used tools and equipment, and other elements of the work environment, where possible.

- Break, lunchroom, commonly touched surfaces, and common areas will be cleaned daily or as needed. The Operations and Maintenance employees providing janitorial service will

be issued proper PPE, such as nitrile, latex, or vinyl gloves and gowns, respiratory protection, goggles as recommended by the CDC.

- Trash collected must be removed from the jobsite frequently and must be by someone wearing nitrile, latex, or vinyl gloves.
- The Borough will ensure that hand sanitizer dispensers are filled when product is available. Frequently touched items (i.e. door pulls and toilet seats) will be disinfected frequently.
- If an employee has tested positive for COVID-19, OSHA has indicated that there is typically no need to perform special cleaning or decontamination of work environments, unless those environments are visibly contaminated with blood or other bodily fluids. Notwithstanding this, the Borough will clean those areas of the jobsite that a confirmed-positive individual may have come into contact with before employees can access that work space again. If an employee would like additional information please contact the Employee Health and Safety Manager.
- The Borough will ensure that any disinfection shall be conducted using one of the following:
 - ✓ Common EPA-registered household disinfectant cleaners or wipes;
 - ✓ Alcohol solution with at least 60% alcohol;

The Borough will maintain Safety Data Sheets of all disinfectants used on site.

Employee Tests Positive for COVID-19

If an employee has tested positive for COVID-19, the employee must remain at home for 14 days. Upon completion of the 14 day self-quarantine period the employee may return to work if they have been fever-free and symptom-free for a minimum of 72 hours (3 full days) without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants). Employees that test positive and have been hospitalized may return to work when directed to do so by their medical provider, and after the Borough's review of a completed Borough return to duty form.

Employee Has Close Contact with a Tested Positive COVID-19 Individual

If the Borough learns that an employee has tested positive, the Borough in conjunction with State of Alaska Public Health Services will conduct an investigation into co-workers that may have had close contact with the confirmed-positive employee in the prior 14 days and direct those individuals that have had close contact with the confirmed-positive employee to self-quarantine for 14 days from the last date of close contact with the carrier.

If an employee learns that he or she has come into close contact with a confirmed-positive individual outside of the workplace, he/she must alert the Employee Health and Safety Manager or HR Office of the close contact and also self-quarantine for 14 days from the last date of close contact with the carrier.

OSHA Recordkeeping

If a confirmed case of COVID-19 is reported, the Borough will determine if it meets the criteria for recordability and reportability under OSHA's recordkeeping rule. OSHA requires employers to record work-related injuries and illnesses that meet certain severity criteria on the OSHA 300 Log, as well as complete the OSHA Form 301 (or equivalent) upon the occurrence of these injuries. For purposes of COVID-19, OSHA also requires employers to report to OSHA any work-related illness that (1) results in a fatality, or (2) results in the in-patient hospitalization of one or more

employee. “In-patient” hospitalization is defined as a formal admission to the in-patient service of a hospital or clinic for care or treatment.

OSHA has made a determination that COVID-19 should not be excluded from coverage of the rule – like the common cold or the seasonal flu – and, thus, OSHA is considering it an “illness.” However, OSHA has stated that only confirmed cases of COVID-19 should be considered an illness under the rule. Thus, if an employee simply comes to work with symptoms consistent with COVID-19 (but not a confirmed diagnosis), the recordability analysis would not necessarily be triggered at that time.

If an employee has a confirmed case of COVID-19, the Borough will conduct an assessment of any workplace exposures to determine if the case is work-related. Work-relatedness is presumed for illnesses that result from events or exposures in the work environment, unless it meets certain exceptions. One of those exceptions is that the illness involves signs or symptoms that surface at work but result solely from a non-work-related event or exposure that occurs outside of the work environment. Thus, if an employee develops COVID-19 solely from an exposure outside of the work environment, it would not be work-related, and thus not recordable.

The Borough assessment will consider the work environment itself, the type of work performed, risk of person-to-person transmission given the work environment, and other factors such as community spread. Further, if an employee has a confirmed case of COVID-19 that is considered work-related, the Borough will report the case to OSHA if it results in a fatality or an in-patient hospitalization within 8-hours of the exposure incident occurring.

Confidentiality/Privacy

Except for circumstances in which the Borough is legally required to report workplace occurrences of communicable disease, the confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent practical under the circumstances. When it is required, the number of persons who will be informed of an employee’s condition will be kept at the minimum needed not only to comply with legally-required reporting, but also to assure proper care of the employee and to detect situations where the potential for transmission may increase. The Borough reserves the right to inform other employees that a co-worker (without disclosing the person’s name) has been diagnosed with COVID-19 if the other employees might have been exposed to the disease so the employees may take measures to protect their own health.

General Questions

Given the fast-developing nature of the COVID-19 outbreak, the Borough may modify this Plan on a case by case basis. If you have any questions concerning this Plan, please contact the Employee Health and Safety Manager or the HR Director.

Definitions:

Cloth mask is defined as: (1) A cloth face covering is a material that covers the nose and mouth. It can be secured to the head with ties or straps or simply wrapped around the lower face. It can be made of a variety of materials, such as cotton, silk, or linen.

COVID-19 is defined as: a mild to severe respiratory illness that is caused by a coronavirus (*Severe acute respiratory syndrome coronavirus 2* of the genus *Betacoronavirus*), is transmitted chiefly by contact with infectious material (such as respiratory droplets) or with objects or

surfaces contaminated by the causative virus, and is characterized especially by fever, cough, and shortness of breath and may progress to pneumonia and respiratory failure

NOTE: COVID-19 was first identified in Wuhan, China in December 2019.

Eye Protection is defined as: a type of personal protective equipment (PPE) designed to prevent injury to the eye, i.e.; safety glasses, goggles and or face shield.

Prolonged is defined as: (1) relatively long in duration; tediously protracted. (2) Drawn out or made longer spatially. (3) (Of illness) developing slowly or of long duration. Familiarity information: PROLONGED used as an adjective is uncommon.

Disclaimer:

This document, COVID-19 Exposure Prevention, Preparedness, and Response Plan has been adopted by the Borough. The Borough has tailored this Plan to meet OSHA requirements for employee safety. As the COVID-19 outbreak develops, the information and recommendations contained in this document may change and thus, management will continue to monitor developments for COVID-19.