

# Guidance for Developing and Submitting Community/Workforce Protective Plans

## Background and References

Health Mandate 010.1 directs: “Arriving residents and workers in self-quarantine, should work from home, unless you support critical infrastructure (see Attachment A). [...] If your business is included in Attachment A, and your workers must travel to enter Alaska, you must submit a plan or protocol for maintaining critical infrastructure [...] outlining how you will avoid the spread of COVID-19 and not endanger the lives of the communities in which you operate, of others who serve as a part of that infrastructure or the ability of that critical infrastructure to function.”

Health Mandate 012 directs: “If your business is included in ‘Alaska’s Essential Services and Critical Infrastructure’ (formerly Attachment A), you must submit a travel plan or protocol for maintaining critical infrastructure to [akcovidplans@ak-prepared.com](mailto:akcovidplans@ak-prepared.com). The plan should outline how you will avoid the spread of COVID-19 and not endanger the lives of the communities in which you operate, of others who serve as a part of that infrastructure, or the ability of that critical infrastructure to function.”

The U.S. Department of Labor and the Health and Human Services 2020 Guidance on Preparing Workplaces for COVID-19 contains recommendations as well as descriptions of mandatory safety and health standards. The recommendations are advisory in nature, informational in content, and are intended to assist employers in providing a safe and healthful workplace. The Occupational Safety and Health Act requires employers to comply with safety and health standards and regulations promulgated by OSHA or by a state with an OSHA-approved state plan. In addition, the Act’s General Duty Clause, Section 5(a) (1), requires employers to provide their employees with a workplace free from recognized hazards likely to cause death or serious physical harm.”

Important references for developing your plan are:

- [DOL HHS - Guidance on Preparing Workplaces for COVID-19](#)
- [OSHA Recording Reporting COVID-19](#)

Additional references available to the Fisheries Industry are:

- Discovery Health MD - COVID-19 Recommended Onboard Procedures v1.10
- Discovery Health MD - Shore Based Seafood Processor COVID-19 Procedures v1.6

If your plan is using a reference document of recommended procedures, such as those developed by consulting firms like Discovery Health MD, your plan must explicitly state which elements of those recommended procedures your business is enacting, following and enforcing.

## Definitions

**Self-Quarantine:** Remaining in a designated self-quarantine location for a period of 14 days after arriving on the State, or for the duration of the stay in Alaska, whichever is shorter. Persons under self-quarantine may:

- Leave their designated quarantine location only for medical emergencies or to seek medical care.

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- Not visit any public spaces, including, but not limited to: pools, meetings rooms, fitness centers 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 Unified Command.
- Comply with all rules or protocols related to quarantine as set forth by the hotel or rented lodging.
- If there are other individuals in the residence, hotel room, or rented lodging, persons under self-quarantine are required to comply with social distancing guidelines.

**Critical Infrastructure:** Essential Services and Critical Infrastructure industries and entities in Alaska include:

- Healthcare Operations
- Essential Infrastructure
- Financial services sector
- First Responders
- Essential Governmental Functions
- Essential Business

For amplifying information, see the [Alaska Essential Services and Critical Workforce Infrastructure Order](#)

**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) from other people
- Do not gather in groups
- Stay out of crowded places and avoid mass gatherings

**Basic Infection Control:** 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.

### **Basic Required Elements of a Protective Plan**

Community/Workforce Protective Plans must address the following minimum required elements:

- Contact Information and Location(s)
- Screening of Personnel
- Self-Quarantine
- Protecting the Public
- Workplace Protective Measures
- Travel Plans and Procedures
- Procedures for Personnel who Become Ill
- Continued Maintenance/Operation of Critical Infrastructure

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## **Contact Information and Location(s)**

Each submitted Protective Plan must include the business or vessel name, the name of the person within the business who is responsible for implementing the plan and can answer questions/make changes to it, the general location within the State where the plan will be enacted and the phone number and/or email address of the primary Point of Contact. To the greatest extent possible, the plan should also list the communities where the business is conducting operations.

## **Screening of Personnel**

The plan must address how personnel will be screened, which may include:

- How will workers be screened upon arrival, and how often during normal operations
- Will workers be screened for symptoms? Will workers' temperature be taken?
- Where, how, and to what sources of SARS-CoV-2 might workers be exposed
- What level(s) of risk are workers exposed to?
- Are there non-occupational risk factors at home and in community settings?
- Do workers have individual risk factors (e.g., older age; presence of chronic medical conditions, including immunocompromising conditions; pregnancy)
- What controls are being enacted to address those risks?

## **Self-Quarantine**

The plan must address how and where workers arriving to the State will observe their required 14-day self-quarantine. If arriving workers are going to be working during their 14-day self-quarantine period, the plan must list what additional protective measures will be enacted in order to avoid potential spread of the virus to the Alaska-based workforce and the surrounding community. These should include:

- Protective measures taken while arriving workers are in transit
- Protective measures taken to limit contact with other workers
- Protective measures taken to limit contact with the general public
- Plans for sleeping, dining and personal hygiene for workers under self-quarantine

## **Protecting the Public**

In addition to the measures listed above for self-quarantining workers, the plan must include all other protective measures being put in place to protect the public. These may be general measures such as the curtailment of non-essential movement and functions, massed purchases of personal items vice individual shopping trips and increased social distancing, or detailed workplace protective measures such as listed below.

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## Workplace Protective Measures

The plan must detail all protective measures that will be enacted in the workplace to help avoid the potential spread of the virus, which may include:

- Changes to business practices, such as but not limited to: staggered work shifts, telework, electronic ordering and billing, curbside drop-off or home delivery, customer self-installations with remote tech support, electronic checking of licenses and permits
- Use and cleaning of Personal Protective Equipment (PPE), to include face masks
- Procedures for enhanced routine cleaning and disinfecting of the workplace surfaces, equipment, and other elements of the work environment
- Protective measures for Galley / Cafeterias / Dining rooms and other Food Areas
- Protective measures for those areas and actions where social distancing protocols cannot be maintained

The plan should also encourage basic common hygiene practices, such as: frequent and thorough hand washing; respiratory etiquette, including covering coughs and sneezes; discouraging workers from using other workers' phones, desks, offices, or other work tools and equipment; and encouraging workers to stay home if they are sick.

## Travel Plans and Procedures

The plan should include locations of intended travel, if possible, including the means of transportation and any protective measures that employees will follow during transit. Procedures for workers commuting between Alaskan communities should also be addressed.

Approved plans do not constitute a right to travel or access into any areas. It is incumbent upon the business and the individual traveler to ensure that any proposed travel itinerary is still possible, and to adhere to any and all additional restrictions enacted by private air carriers and lodging facilities or by small communities in accordance with the State Alaska Small Community Emergency Travel Order (Attachment B to Health Mandate 12).

## Procedures for Personnel who Become Ill

The plan must include procedures that the business will follow in the event that there is a confirmed case of COVID-19 within its workforce. These procedures should address:

- **Identification:** Policies and procedures for prompt identification of sick people, encouraging employees to self-monitor and report if they are sick
- **Isolation:** Prompt isolation of potentially infectious individuals, including steps to limit spread of the respiratory secretions of a person who may have COVID-19 and restricting the number of personnel entering isolation areas

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- **Notification:** Prompt notification of the business leadership, healthcare professionals, local/State authorities, the remainder of the workforce and other potential stakeholders, to include customers may the surrounding community
- **Transportation:** Movement of the sick person to an appropriate treatment location, if necessary
- **Treatment:** What will be the sick person's source of medical treatment?
- **Other workers in possible contact:** Identification and quarantine of other workers who may potentially be infected. Workers who are exposed to a case of COVID-19 must be required to self-quarantine for another 14 days, regardless of when they arrived in the State.

### **Continued Maintenance/Operation of Critical Infrastructure**

The plan must address how the business will continue to provide its Essential Service to their customers and/or general public under the current conditions. This may include, but is not limited to:

- Projected impact on the business's Essential Service or Critical Infrastructure
- Potential interruption of supply chains or delayed deliveries
- Contingency plans for situations that may arise as a result of outbreaks or increased rates of worker absenteeism
- Plans for cross-training workers across different jobs in order to continue operations or deliver surge services
- Controls within the plan to ensure employee compliance

### **Plan Format and Submission**

Plans must be developed and submitted prior to the start of any interstate and intra-state travel. The State of Alaska will accept any format, provided the plan addresses the Basic Required Elements listed above. Plans must be submitted by email to: [AKCOVIDPLANS@ak-prepared.com](mailto:AKCOVIDPLANS@ak-prepared.com). The business or vessel name should be in the Subject line of the email, and should be included in the filename of all attached files. Any submitted files should be in PDF format. Please do not send links to shared editing platforms like Google Docs.

## Checklist for Community/Workforce Protective Plan

<b>Screening of Personnel</b>	<input type="checkbox"/>
Does the plan include screening employees for COVID-19 prior to entering the worksite?	<input type="checkbox"/>
Does the screening include a symptom screen (e.g., questions about subjective fever, cough, shortness of breath)?	<input type="checkbox"/>
Does the screening include taking the temperature of the employee?	<input type="checkbox"/>
Does the screening include questions about where, how, and to what sources of SARS-CoV-2 might workers have been exposed?	<input type="checkbox"/>
Does the plan consider and address those level(s) of risk?	<input type="checkbox"/>
Are workers' individual risk factors (e.g., older age; presence of chronic medical conditions, including immunocompromising conditions; pregnancy) addressed?	<input type="checkbox"/>
Are controls enacted to address those risks?	<input type="checkbox"/>
<b>Self-Quarantine of Arriving Workers</b>	<input type="checkbox"/>
Does the plan address where (to include location), and how self-quarantine will take place?	<input type="checkbox"/>
Does the plan address the protective measures to be followed during transit?	<input type="checkbox"/>
Does the plan address the protective measures to protect the surrounding from arriving workers during Self-Quarantine?	<input type="checkbox"/>
Does the plan address the protective measures for Critical Infrastructure Workforce who are working during Self-Quarantine?	<input type="checkbox"/>
Does the plan address the protective measures for non-work times (sleeping, dining, personal hygiene) during Self-Quarantine?	<input type="checkbox"/>
<b>Protecting the Public</b>	<input type="checkbox"/>
Does the plan address general protective measures to protect the public?	<input type="checkbox"/>
<b>Workplace Protective Measures</b>	<input type="checkbox"/>
Does the plan establish policies and practices, such as flexible worksites (e.g., telecommuting), flexible work hours (e.g., staggered shifts), downsizing operations or delivering services remotely to increase the physical distance among employees and between employees and others?	<input type="checkbox"/>
Does the plan address social distancing strategies? Address Areas where social distancing cannot be maintained?	<input type="checkbox"/>
Does the plan promote frequent and thorough hand washing, including by providing workers, customers, and worksite visitors with a place to wash their hands?	<input type="checkbox"/>
Does the plan encourage workers to stay home if they are sick?	<input type="checkbox"/>
Does the plan address encourage respiratory etiquette, including covering coughs and sneezes?	<input type="checkbox"/>
Does the plan address proper cleaning and sanitizing of surfaces, including cafeteria, galley, or other food areas? See attachment A.	<input type="checkbox"/>
Does the plan discourage workers from using other workers' phones, desks, offices, or other work tools and equipment?	<input type="checkbox"/>
Does the plan address and maintain regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment?	<input type="checkbox"/>

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Is the use and cleaning of Personal Protective Equipment (PPE) addressed?	<input type="checkbox"/>
<b>Travel Plans and Procedures</b>	<input type="checkbox"/>
Does the plan address the means of transportation and any protective measures that employees will follow during transit?	<input type="checkbox"/>
Does the plan address procedures for workers commuting between Alaskan communities?	<input type="checkbox"/>
<b>Procedures for Personnel who Become Ill</b>	<input type="checkbox"/>
Do employers inform and encourage employees to self-monitor for signs and symptoms of COVID-19 if they suspect possible exposure?	<input type="checkbox"/>
Does the organization develop policies and procedures for employees to report when they are sick or experiencing symptoms of COVID-19?	<input type="checkbox"/>
Are there policies and procedures for prompt identification and isolation of sick people?	<input type="checkbox"/>
Does the plan take steps to limit spread of the respiratory secretions of a person who may have COVID-19?	<input type="checkbox"/>
Are there instructions to isolate people suspected of having COVID-19 separately from those with confirmed cases of the virus to prevent further transmission?	<input type="checkbox"/>
Does the plan restrict the number of personnel entering isolation areas?	<input type="checkbox"/>
Does the plan include a notification protocol (in the event of an ill worker)? Do policies and procedures follow OSHA reporting requirements?	<input type="checkbox"/>
Does the plan address transportation of ill personnel?	<input type="checkbox"/>
Does the plan address the source of medical care for ill personnel?	<input type="checkbox"/>
Does the plan address quarantine of close contacts of a case?	<input type="checkbox"/>
<b>Continued Maintenance/Operation of Critical Infrastructure</b>	<input type="checkbox"/>
Does the plan integrate or incorporate by reference contingency plans for situations that may arise as a result of outbreaks?	<input type="checkbox"/>
Address the increased rates of worker absenteeism?	<input type="checkbox"/>
Are there options for conducting essential operations with a reduced workforce, including cross-training workers across different jobs in order to continue operations or deliver surge services?	<input type="checkbox"/>
Does the plan address potential interruption of supply chains or delayed deliveries?	<input type="checkbox"/>
Are there controls within the plan to ensure employee compliance?	<input type="checkbox"/>