

Field Program COVID-19 Management Plan

Date: _____
Project No: _____
Project Name: _____

In response to the global situation regarding Coronavirus Disease 2019 (COVID-19), Anchor QEA LLC has compiled the following guidance to support our ongoing field efforts, whether sediment sampling efforts, wet land delineations, ground water evaluation, site visits, or construction management. This Management Plan (Plan) is an addendum to the existing Health and Safety Plan (HASP) for the field activity and shall remain a portion of the HASP until superseded by other notification. All personnel who have previously signed acknowledging the HASP must sign off acknowledging this plan. Acknowledgement of this plan will be included with future acknowledgements of the overall HASP.

It is important to keep in mind that our underlying social distancing requirements and responsibilities are the foundation of all our activities. We also need to be cognizant to state and local orders and directives associated with COVID-19. Specific field efforts will require discussions between project manager and field staff to address availability, travel, and other specifics.

The objective of this Plan is to provide operational guidelines to the team which address the challenges presented by COVID-19 and ensure consistency in our response actions across the project team. These guidelines are consistent with and based on recommendations from the US Centers for Disease Control and Prevention (CDC), with multiple links provided throughout. If you should have questions or concerns, please direct those to your Field Lead, Staff Manager or Project Manager.

Some Site owners may conduct temperature screening prior to entering a Site. Until the CDC declares a pandemic and based on their declaration there is language to support such medical monitoring, this screening is optional. If you chose not to participate in temperature screening you will not be allowed on that Site and you should discuss with your Field Lead, Staff Manager, or your Project Manager.

The following describes minimum measures to be followed by the project team:

Prior to Coming to the Site

- Understand the community exposure and travel history of all employees. If an employee has traveled to an affected country outside the US or has had exposure to infected individuals within the US we require a self-quarantine from the project site for a minimum of 14 days to determine if symptoms develop or testing is positive for COVID-19.
 - The following link provides the CDC list of countries to avoid non-essential travel.
<https://wwwnc.cdc.gov/travel/notices>

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- The following link provides CDC information on cases within the US.
<https://www.cdc.gov/coronavirus/2019-ncov/cases-in-us.html>
- If employees feel that they are sick or showing symptoms they are required to stay home and not report to work. They should call their manager and project manager immediately and notify them that they are sick. Showing up to work with symptoms will result in the employee being asked to leave to avoid potentially exposing others to the virus.
- If employees are showing symptoms it is recommended that they contact their health care provider for medical advice. This could include an examination and as testing as recommended by their health care provider. If you feel the need to visit a medical professional, it is recommended that you contact their office first to determine when you should visit.
- If employees show any symptoms they will be asked to leave and not return for a minimum of 14 days or until released by a healthcare professional. Symptoms include: Fever (> 100.4 F), cough, shortness of breath.
 - https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fspecific-groups%2Fguidance-business-response.html

On-Site Preventative Measures and Cleaning Requirements

- All employees that work on the site will be required to undergo a site safety orientation (tail gate meeting) which will include information on specific measures to be followed to address efforts to prevent the spread of COVID-19. All field staff are required to vocalize concerns and ensure that protective measures that will slow the spread of COVID-19 are employed.
- Follow the Site-specific HASP PPE requirements.
- The first step to control spread of the virus at the project job site is focused on hygiene. All employees and management staff will follow CDC guidance regarding hand washing.
 - <https://www.cdc.gov/handwashing/index.html>
 - Hand wash stations and/or sanitizing wipes/sanitizing jell will be made readily available around the job site and within project office trailers. The availability of these supplies is limited.
- Office trailers will also be cleaned at least twice a day using disinfectant to wipe all surfaces that may be touched by hand including desk and table surfaces. In addition, office trailer personnel (as directed by the field lead) will be responsible for multiple daily cleaning of the various field offices and related workspaces.
- Field Support areas and equipment cabs will be cleaned throughout the day and at every shift change. All “touch” surfaces will be thoroughly wiped clean using a disinfectant.

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- Employees should follow published guidance to limit transmission at home and outside of work: <https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-prevent-spread.html>
- The following links provide a list of USEPA recommended cleaning products able to kill the virus, as well as some initial guidance with alternatives if supplies run out:
 - https://www.epa.gov/sites/production/files/2020-03/documents/sars-cov-2-list_03-03-2020.pdf
 - If these products are not available, then either a diluted bleach solution or 70% alcohol solution will also work
 - <https://www.cdc.gov/coronavirus/2019-ncov/community/home/cleaning-disinfection.html>

Confirmed Case Response and Equipment & Facility Decontamination

Regarding COVID-19 exposures, there are three general scenarios:

- Primary exposure – These are employees who have tested positive for the virus. Unfortunately, as we know the process under which an employee is tested is still unclear and evolving.
- Secondary exposure – These are employees who within the last 14 days have had direct contact with someone outside of the office diagnosed with COVID-19.
- Tertiary exposure – These are employees who have direct contact with someone outside of the office that has been quarantined due to close contact with someone within the last 14 days who has been diagnosed with or is being screened for COVID-19. This will likely be a common exposure scenario. Any employee with symptoms associated with COVID-19 must notify their employer as soon as possible in addition to not reporting to work.

In the event there is a documented case of an employee becoming infected with COVID-19 (Primary Exposure) the field management team will take immediate action as follows:

- The employee should be immediately sent away for isolation if they are still at the site.
- The employee's work steps will be traced back to identify work areas the individual may have contacted. All identified areas will be quarantined and marked off limits to all site personnel, until a decontamination process can be implemented.
- All identified areas will be disinfected by qualified individuals following CDC guidelines.
- Employees who came in direct contact with the individual will be offered the opportunity to seek medical testing.

In the event that an employee, who within the last 14 days, have had direct contact with someone outside of the field team diagnosed with COVID-19 (Secondary Exposure), the field management team will take immediate action as follows:

- Send employee home immediately and require testing or 14-day self-quarantine.

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- Determine if the diagnosed individual has been instructed to self-quarantine by the local Health Department, and if so, consult with the Health Department for guidance.
- Let the Regional Lead know immediately.
- Notify the office of the situation and follow up with the field team after test results on the potential exposed employee are received.
- Continue cleaning of common touch areas with recommended disinfectants.
- If employee becomes infected this becomes a primary exposure scenario.

Situations where an employees may have had direct contact with someone outside of the field team that has been quarantined due to close contact with someone within the last 14 days who has been diagnosed with or is being screened for COVID-19 (tertiary) are more difficult to manage. Communication with the field team is recommended.

- Determine if the diagnosed or screened individual has been instructed to self-quarantine by the local Health Department, and if so, consult with the Health Department for guidance
- Let the Regional Lead know immediately
- Notify the office of the situation.
- Continue cleaning of common touch areas with recommended disinfectants.
- This becomes a secondary exposure scenario if the acquaintance is confirmed to be infected.

General Measures / Guidance

- Employees must follow the same prevention guidelines off-site, which includes travel, hotel, and other activities, in order to address potential exposures outside the workplace
- Employees should avoid close contact with other employees and practice social distancing (i.e., maintain more than 6 feet distance from others).
- Avoid touching your own mouth, nose or eyes.
- Hand washing stations with soap and water will be available at all restroom facilities. Frequent hand washing is recommended throughout the day. Washing with soap and water is one of the most effective ways to prevent the spread of germs.
- If soap and water are not available, use hand sanitizer with a minimum of 60% alcohol content.
- Time spent in large groups in enclosed spaces will be limited to the extent possible. Potential alternatives could include phone conferences or holding meetings outside (i.e., field crew safety meetings).
- Disinfecting wipes will be located throughout the site for wiping down hard surfaces as required.
- The frequency and scope of the cleaning program for project facilities (office trailers, bathrooms, other buildings and work areas) will be reviewed and increased as necessary.

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- Areas where employees eat should be a focus of cleaning efforts.
- Field team equipment operators, vessel operators, and vehicle drivers (whether AQ equipment or sub consultant equipment) will be provided with disinfecting wipes to clean the enclosed spaces daily. Emphasis should be on hard surfaces that are commonly touched (steering wheel, door handles, levers, buttons).
- Alternates for critical job functions should be available.
- All employees will have their own PPE and will not share with others.
- All employees need to be vigilant regarding potential exposure and transmission of COVID-19. Avoiding any complications related to this outbreak will be a team effort as much as any safety or production concerns related to the project.

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COVID-19 Management Plan Acknowledgement

Project Number: _____

Project Name: _____

My signature below certifies that I have read and understand the policies and procedures specified in this Field Program COVID-19 Management Plan.

Date	Name (print)	Signature	Company

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