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Sent: Thursday, June 25, 2020 9:16 AM

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Subject: FW: COVID HASP Addendum Update

Dan, Heidi,

Attached is the most recent version of the COVID-19 Addendum to the AQ HASP, which was updated May 20, 2020. It supersedes the COVID HASP addendum that we previously sent on March 25, 2020.

Todd

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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, wetland delineations, groundwater evaluation, site visits, or construction management. This Field Program COVID-19 Management Plan (Plan) is an addendum to the existing project-specific Health and Safety Plan (HASP) for field activities and shall remain a portion of the HASP until superseded by other notification.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.

We must keep in mind that our underlying social distancing requirements and responsibilities are the foundation of all our activities. Do not come to work if you are feeling sick and contact your manager immediately if you have symptoms consistent with COVID-19, have tested positive for COVID-19, and/or suspect you have been exposed. We also need to be cognizant of changing state and local orders and directives (or removal of restrictions) associated with COVID-19. Specific field efforts will require discussions between the Project Manager, field staff, and client to address availability, travel, and other considerations. In summary:

1. Field programs will follow this Field Program COVID-19 Management Plan.
2. Updated information can be found at the U.S. Centers for Disease Control and Prevention (CDC) website (<https://www.cdc.gov/>), as well as state and local health agency websites.
3. Travel will be reviewed on a case-by-case basis with the preferred method being individual vehicles. All forms of travel must still follow social distancing, applicable face covering, and other relative guidance. If it is believed that travel by plane, bus, or train is necessary for field efforts, the following evaluation process must be followed:
 - a. Is there a reasonable alternative? (other staff that could drive, subcontractor, delay work, etc.)
 - b. Are there travel restrictions in place for where the travel would be from or to? (not allowed in, self-isolation period, etc.)
 - c. Are there remote options? (FaceTime, WebEx, Zoom, subcontractor, etc.)
 - d. Collaborate with the regional lead and H&S for review and consideration.
4. Nationwide, our community defense is to slow the spread of COVID-19, which may include not traveling between impacted areas and less impacted areas. Therefore, we will evaluate limiting travel for field work on a case-by-case basis consistent with this community defense approach and following appropriate national, state, and local guidance. We expect that this situation will be fluid as conditions change in the country.

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5. Field project schedules, modifications, and regulatory requirements will be discussed with the client representatives.
6. Human Resources is coordinating options for staff who have workload limited by travel restrictions.

The objective of this Plan is to provide additional operational guidelines to the team that 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 CDC, with multiple links provided throughout. All personnel have Stop Work Authority. If you should have questions or concerns, please direct those to your Field Lead, Staff Manager, or Project Manager.

Some site owners or prime contractors may conduct temperature screening prior to entering a site, which is in accordance with some current guidance. Some site owners or prime contractors may want to record actual temperature readings, test results, or information other than general yes or no questions related to travel, symptoms, etc. If you choose not to participate in the recording of screening information, the site owner or prime contractor may not allow you to access the site. You should immediately contact your Field Lead, Staff Manager, or your Project Manager to discuss alternative work and available options.

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 United States or has had exposure to infected individuals within the United States, we require a self-isolation 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>
 - The following link provides CDC information on cases within the United States:
<https://www.cdc.gov/coronavirus/2019-ncov/cases-in-us.html>
- Some projects may require procedures to document a 14-day look-back period that is absent of symptoms consistent with COVID-19.
- Staff should be self-isolated, as necessary, prior to coming to the site in accordance with current federal, state, and local orders. Any staff member who has been exposed to any household member (including healthcare professionals) exhibiting COVID-19 symptoms or has tested positive for COVID-19 will not report to the site for work unless they have met the guidelines contained in this Plan.

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- Travel will be reviewed on a case-by-case basis with the preferred method being individual vehicles. Wear cloth face coverings in public settings, in addition to social distancing measures, including travel to the site, grocery stores, and picking up to-go food.
- A significant percentage of people with COVID-19 are asymptomatic, and because testing at this point is not done for everyone, or is not available to those conducting specific work that is deemed essential, the use of masks or cloth face coverings is highly recommended. If masks (i.e., N 95) are used, they should be used in accordance with OSHA 1910.120, stating, in part, that the user must be fit-tested and in a surveillance program.
- Prior to departing for the site, the Site Safety Officer should obtain enough supply of U.S. Environmental Protection Agency (EPA)-registered disinfectants, wipes, hand sanitizers, and gloves.
- 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 healthcare provider for medical advice. This could include an examination and testing as recommended by their healthcare 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 until they have been symptom free (without the use of fever-reducing or other symptom-altering medicines such as cough suppressants) for 72 hours, and at least 7 days have passed since symptoms first appeared. It is requested that they submit a physician's note releasing them back to work. The exception to this would be if their primary physician recommends more restrictive measures.
 - 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
- Some projects may require temperature readings prior to entry to a project site. Anchor QEA supports privacy concerns, and if a temperature reading is recorded (vs. a green light/red light approach based on a temperature threshold) we will take steps to document the confidentiality of that information. However, in some cases Anchor QEA cannot control the procedure nor document confidentiality. In these situations, Anchor QEA staff will need to acknowledge that if they choose to not comply in the future that is their right. If a staff member chooses to not comply, the Project Manager, Regional Lead, and Human Resources should be consulted.
- Exposure to, or close contact with, means being within 6 feet of an individual for an extended period or being exposed to their cough or sneeze.

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- Symptoms include cough, difficulty breathing, fever, losing sense of taste or smell, or common cold or flu symptoms.
- If you meet the criteria listed for Primary or Secondary exposure, listed below, do not report to work; contact your manager, contact the Health and Safety representatives, and stay home until the appropriate return to work criteria are met.

On-Site Preventative Measures and Cleaning Requirements

- All employees who work on the site will be required to undergo a site safety orientation (tailgate 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 Personal Protective Equipment (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 gel will be made readily available around the job site and within project office trailers. If these supplies are insufficient, work should be stopped until additional supplies are procured.
- 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.
- Smart phones and radios should be wiped down frequently throughout the day and should not be shared to the greatest extent possible. If these items are shared, they are to be wiped down prior to handing off to another individual or placing in storage for the day.
- 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.
- 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 U.S. Environmental Protection Agency recommended cleaning products able to kill the virus, as well as some initial guidance with alternatives if supplies run out. **“Note: Inclusion on this list does not constitute an endorsement by EPA. Additional disinfectants may meet the criteria for use against SARS-CoV-2. EPA will update this list with additional products as needed.”**
 - https://www.epa.gov/sites/production/files/2020-03/documents/sars-cov-2-list_03-03-2020.pdf

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- If these products are not available, then either a diluted bleach solution or 70% alcohol solution will work.
- <https://www.cdc.gov/coronavirus/2019-ncov/community/home/cleaning-disinfection.html>
- If an employee becomes ill while on site, they should return to their hotel room or local home, contact their healthcare provider, and follow their guidance. The employee's manager should be contacted immediately. Our Health and Safety representatives will follow up with the employee. If the employee has a confirmed or presumed case as determined by a healthcare provider, we will follow our procedures as outlined in this document. If the employee is not able to transport themselves, local emergency responders will be called as per company protocol.

Case Response and Equipment & Facility Decontamination

According to the CDC, symptoms can appear 2 to 14 days after exposure. Symptoms or combinations of symptoms that may be consistent with COVID-19 include cough, shortness of breath, difficulty breathing, fever (100.4°F [37.8°C] or greater), chills, repeated shaking with chills, muscle pain, sore throat, or new loss of taste or smell. Some of the less common symptoms that have been reported are gastrointestinal symptoms like nausea, vomiting, or diarrhea.

If you have symptoms that are consistent with COVID-19 but have not tested positive, regardless of what your primary physician concludes, you are to self-isolate until you have been symptom free (without the use of fever-reducing or other symptom-altering medicines such as cough suppressants) for 72 hours, and there has been at least 7 days since the onset of symptoms. Immediately contact your Regional Lead and Project Manager. It is requested that you submit a physician's note releasing you back to work. The exception to this would be if your primary physician recommends more restrictive measures. In this case there is no need to alert or self-isolate any other employees.

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

- **Primary Exposure:** These are employees who have tested positive for the virus. Unfortunately, the process under which an employee is tested and what direction their primary physician might conclude from a phone interview is still unclear and evolving. If you have tested positive for COVID-19, you must be in self-isolation and an effort will be made to contact those people you had direct contact with in the last 14 days. You must not return to the work site until you have been symptom free (without the use of fever-reducing or other symptom-altering medicines) for 72 hours, at least 7 days have passed since symptoms first appeared, and you receive negative results of an FDA Emergency Use Authorized molecular assay for COVID-19 from at least two consecutive nasopharyngeal swab specimens collected ≥ 24 hours apart. It is requested that you submit a physician's note releasing you back to work. The exception to this

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would be if your primary physician recommends more restrictive measures. **If an employee tests positive but is asymptomatic, CDC guidelines currently indicate that, if they are symptom free, it has been at least 7 days since the date of their first positive test, and they have not had a subsequent illness, they may return to work. If the employee begins to show symptoms during this period, the previous Primary Exposure guidance is to be followed.

- **Secondary Exposure:** These are employees who, within the last 14 days, have had direct contact with someone who has tested positive for COVID-19. You must self-isolate for 14 days from the last direct contact with the individual who tested positive. You are encouraged to seek medical care. If you start to have symptoms or test positive, follow the appropriate guidance for Primary Exposure noted above.
- **Tertiary Exposure:** These are employees who have had direct contact with someone that meets Secondary Exposure criteria. In this scenario, there is no requirement to isolate; however, the employee should self-monitor for the development of symptoms.

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 immediately self-isolate until they have been symptom free (without the use of fever-reducing or other symptom-altering medicines) for 72 hours, at least 7 days have passed since symptoms first appeared, and they receive negative results of an FDA Emergency Use Authorized molecular assay for COVID-19 from at least two consecutive nasopharyngeal swab specimens collected ≥ 24 hours apart.
- **If an employee tests positive but is asymptomatic, CDC guidelines currently indicate that, if they are symptom free, it has been at least 7 days since the date of their first positive test, and they have not had a subsequent illness, they may return to work. If the employee begins to show symptoms during this period, the previous Primary Exposure guidance is to be followed.
- Notify the Project Manager, Human Resources, and Regional Lead immediately.
- The employee's work steps will be traced back 14 days to identify work areas the individual may have contacted. All identified areas will be isolated 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 notified. The Regional Lead will work with the Project Manager and Human Resources to notify the Anchor QEA employees who were identified.
- The Project Manager, in coordination with the client, will notify subcontractors and vendors on the site who had direct contact with the individual.
- The Project Manager should notify the client immediately and inform them of our backup staffing plan as well as our notification plan.
- Confidentiality for the employee should be maintained.

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If an employee, within the last 14 days, has had direct contact with someone 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-isolation from the last direct contact with the individual who tested positive.
- Determine if the diagnosed individual has been instructed to self-isolate by the local Health Department and, if so, consult with the Health Department for guidance.
- Let the Regional Lead and Project Manager know immediately.
- Continue cleaning of common touch areas with recommended disinfectants.
- If employee tests positive, this becomes a Primary Exposure scenario and that guidance should then be followed.

Situations where an employee may have had Tertiary Exposure are more difficult to manage. This involves having direct contact with someone who has had Secondary Exposure. In the event of Tertiary Exposure, the field management team will take immediate action as follows:

- Determine if the diagnosed or screened individual has been instructed to self-isolate by the local Health Department and, if so, consult with the Health Department for guidance.
- Let the Regional Lead and Project Manager know immediately.
- No further notifications are necessary with this scenario.
- Continue cleaning of common touch areas with recommended disinfectants.
- This becomes a Secondary Exposure scenario if the acquaintance is confirmed to be infected, and that guidance should then be followed.

When employees are in self-isolation, their manager or designee will follow up with them on a periodic basis.

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.
- Travel, whether by train or plane, will be reviewed on a case-by-case basis with the preferred method being individual vehicles. Mass transit should be avoided where social distancing is difficult.
- Wear cloth face coverings to cover the nose and mouth in public settings.
- The virus may live on a variety of surfaces for many days; closely follow the cleaner/disinfectant contact time. Avoid combining products that are incompatible and may create toxic byproducts.
- Avoid restaurants if open; use drive-in or take-out services.

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- When at hotels, disinfect your own room with EPA-registered cleaners or alternatives, and use the NO HOUSEKEEPING sign to minimize the people coming into your room.
- Catch coughs and sneezes with a disposable tissue, etc. and throw away, then wash hands. If tissues are not available, direct coughs and sneezes into elbow.
- Employees should avoid close contact with other employees and practice social distancing (i.e., maintain more than 6 feet distance from others).
- Handshaking will be avoided, and only non-contact greetings should be used.
- 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 hands thoroughly for a minimum of 20 seconds with soap and water is one of the most effective ways to prevent the spread of germs. Personnel should wash their hands regularly, before and after going to the bathroom, before and after eating, and after coughing, sneezing, or blowing their nose.
- If soap and water are not available, use hand sanitizer with a minimum of 60% alcohol content.
- The CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies) especially in areas of significant community-based transmission. Cloth face coverings fashioned from household items or made at home from common materials can be used as a voluntary public health measure. The cloth face coverings recommended are not surgical masks or N-95 respirators, which are critical supplies that must continue to be reserved for healthcare workers and other medical first responders, as recommended by current CDC guidance. Guidance on how to make cloth face coverings can be found on the CDC website: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>.
- Some projects, municipalities, counties, and states may implement additional requirements for the use of face coverings, gloves, or other items. Those requirements should be followed.
- Time spent in large groups in enclosed spaces will be avoided. Potential alternatives could include phone conferences or holding meetings outside (i.e., field crew safety meetings). Field activities, whether inside or outside, should be planned to minimize employee density in that location.
- Avoid use of shared beverage containers (e.g., coffee pots, water coolers) or food setups (e.g., pizza, buffets). For instance, bring an individual water bottle.
- Work requiring several or more staff will need to be evaluated and a determination will need to be made on how the work can be done safely with a few staff, if at all. If the work cannot be conducted safely, then it may have to be re-scheduled for a later time.

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- Disinfecting wipes will be located throughout the site for wiping down hard surfaces as required. Alternatives, such as bleach/water solutions, may be used in addition to or in place of disinfecting wipes.
- 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.
- Areas where employees eat should be a focus of cleaning efforts.
- Field team equipment operators, vessel operators, and vehicle drivers (whether Anchor QEA equipment or subconsultant 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. Respirators and PPE will be cleaned/disinfected when doffing, along with a thorough arm, hand, and face washing when exiting.
- 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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