

COVID-19 EXPOSURE MITIGATION ACTION PLAN

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PURPOSE

The purpose of this plan is to address the COVID-19 pandemic congruently with Katmailand, Inc.'s (Katmailand) professional and ethical standards of providing a safe and healthy operating environment to protect our employees, guests and surrounding communities.

In order to reduce the risk of contraction and to aid in the avoidance of an outbreak scenario, Katmailand management will follow the outlined protocol below and all employees will be trained in necessary safety methods relative to their position.

PREVENTION

All Katmailand staff will follow the latest CDC guidelines for the prevention of the spread of COVID-19 between ourselves, others, and within our facilities.

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/index.html>

Education:

- All staff shall be educated on potential exposure [risk](#) based on their job duties within the company.
 - Furthermore, that even outside of work, exposure is possible and that all employees shall follow state and local gathering and movement mandates in order to decrease chances of out of work exposure.
- All staff shall be advised of the risks of air travel in close proximity to others. [Attachment 3](#).
- All staff will be educated on signs and symptoms of COVID-19, and what to do if they develop symptoms.
 - Staff is required to immediately report to their supervisor if they develop symptoms of COVID-19 or have been exposed to a symptomatic person within the past 14 days.
- Signage on social distancing and best hygiene practices will be posted in staff work areas and lodge entranceway. [Attachment 4](#).

Staff members shall be reminded that COVID-19 is thought to primarily [spread](#) via close person-to-person interaction, between persons who are in close contact with one another (less than 6 feet), or through respiratory droplets produced when an infected person coughs, sneezes, or speaks. All employees shall be directed to frequently wash hands with soap and water, use hand sanitizer containing at least 60% alcohol, wear mask if coughing or sneezing, and not touch their faces.

Aside from specific education of staff in regards to COVID-19:

- Employees will be competently trained to perform multiple duties, where feasible, to allow daily operation to safely continue even in times of diminished workforce as a result of COVID-19.

Facilities:

Katmailand will follow all state policy based on the Reopen Alaska Responsibly Plan in conjunction with CDC guidelines for offered concession services.

Hygiene:

- All staff and crew will be notified to practice frequent and thorough handwashing techniques.
 - Wash hands often with soap and water for at least 20 seconds, particularly after assisting travelers or touching potentially contaminated body fluids or surfaces; after coughing, sneezing, or blowing your nose, and after using the restroom.
 - Hand Sanitizer will be provided upon entrance to all shared facilities.

Sanitation:

- Guidelines will be set on increased cleaning of entire operating facility. [Attachment 5](#).
- Frequent cleaning and disinfection of commonly touched surfaces and high traffic areas.
 - Including workstations, keyboards, telephones, handrails, countertops, sinks, and doorknobs.

Physical Distancing:

- All employees will be advised to participate in accordance with all CDC guidelines, as well as state and local government mandates regarding physical and social distancing while in operating facilities.

SEASONAL EMPLOYEE PROTOCOL

All seasonal employees will be asked to follow maximum distancing and isolation protocol within 14 days of designated arrival date to Alaska in order to minimize any chances of exposure to COVID-19 and to help minimize chances of spread through facility upon arrival. Within two days of expected travel date, employees will be screened for symptoms to evaluate potential illness and worthiness to travel ([Attachment 1](#)). If employee is not deemed worthy to travel, plans will be postponed and reevaluated once symptoms have cleared per CDC guidelines.

During travel to Anchorage, it will be stressed that all employees are to practice safe distancing, sanitation measures, and be asked to wear a face mask.

Upon arriving in Anchorage, employees will go directly to the charter hangar for departure to working location.

- Katmailand employees will follow charter service’s protocol while in transit to remote working destination.
- If overnight accommodation in Anchorage is necessary, employee will go directly to hotel quarantine location.
 - Appropriate PPE will be worn at all times while interacting with Katmailand employee
 - All food and other supplies will be provided to ensure zero need for arriving employee to enter outside public environment.

Upon arrival at working destination, seasonal employees will then perform a 14 day working quarantine isolated in living quarters and facility.

- During the 14 day working quarantine, there will be no public interfacing and maximum sanitation and distancing protocol will be followed between those in quarantine.
- All necessary food and supplies will be company supplied on working location to remove need for quarantined individuals to travel outside of location.
- Employee movements shall be restricted between company Tuckerville housing and Katmailand assigned facilities based on working needs.
- Employees will monitor their condition daily and all changes in health shall be communicated with manager.
 - COVID-19 screening form will be filled out daily by quarantined individuals and submitted to manager.
- Sleeping quarters in company housing shall be single occupancy.
- Staff bath house shall be limited to single occupancy.
 - Sinks and stalls shall be assigned to limit touch points.
 - Showers shall have minimum 30 minute wait time in between use.
 - Cleaning supplies will be present in bath house to allow per use sanitation of touch points.
- Meals shall be held in the lodge building.
 - Single individual will be assigned to plate and serve meals to staff members at table.
 - Distancing and sanitation guidelines will be followed while seated for meals.
 - Single use dinnerware will be used as much as possible.
- Proper distancing and sanitation protocol as defined by CDC will be followed in the kitchen, living areas, restrooms or any other shared areas.
 - Cleaning supplies will be provided in all shared areas to allow for sanitation between use.
- After 14 day quarantine with no developed symptoms, work shall resume as normal while still practicing best sanitation and distancing methods.

EMPLOYEE REPORTING

Employees working in or entering any facilities will be required to do a daily Self-Assessment to determine potential onset of symptoms and safety to work.

- All staff shall complete screening form daily before shift to determine working ability.
- If there is any suspicion of infection, individual shall immediately communicate status to manager, and quarantine at designated quarantine location to further monitor symptoms.
- All staff will have temperature taken upon arriving to facility.
 - If temperature over 100.4F is taken, employee will not be allowed into facilities.
- Any employee displaying COVID-19 signs or symptoms will not be allowed to enter any shared facility.
- If any staff member begins to show signs or symptoms or is tested positive for COVID-19, staff member will remain in isolation up until three days have passed with no symptoms and one week has passed since first onset of symptoms.

SUSPECTED COVID-19 INFECTION

At any point a staff member shows signs or symptoms of COVID-19:

- Staff member shall be moved to company designated quarantine housing on the North side of Skytel. This will allow for complete isolation ability with individual rooming, bath, and toilet.
- Once employee is quarantined, further monitoring will begin to determine health status.
- A single staff member will be assigned for direct care and monitoring.
 - Food, drink, and supplies will be delivered as needed by monitoring individual.
 - Appropriate PPE will be worn at all times of interaction between symptomatic individual and caretaker.
- If symptoms continue to develop, staff member will remain in isolation up until three days have passed with no symptoms and one week has passed since first onset of symptoms.
- Once room has been vacated by potentially infected individual, room will be rested 24 hours before cleaning crew will be allowed to enter.

In case of outbreak event, lack of quarantine ability or the need for health care services, in order to limit potential impact on remote communities, employees will be immediately flown to Anchorage for hotel quarantine or health treatment as warranted. Same quarantine protocol will then be followed.

DOCUMENTATION

All suspected cases of COVID-19 infection will be documented.

Documentation will include initial time and date of symptoms, known medical conditions, final resolution, plus identification of all individuals who had close contact with the affected employee.

[Attachment 2.](#)

COVID-19 Screening Form

Name: _____

Temperature > 100.4°F: _____

1. ____: Have you experienced any difficulty breathing, shortness of breath, or any other symptoms of acute respiratory illness in the last 72 hours?
2. ____: Have you experienced a fever of 100.4F within the last 72 hours?
3. ____: Have you experienced signs of a fever such as chills, aches & pains, etc. within the last 72 hours?
4. ____: Have you experienced new loss of taste or smell?
5. ____: Have you traveled (outside of purpose of this trip) within the past 14 days to an affected area as identified by the CDC?
6. ____: Have you had close contact within 14 days of symptom onset with a lab confirmed or suspected COVID-19 case patient?

I hereby certify that the above statements are true and correct to the best of my knowledge:

Name: _____

Signature: _____

COVID-19 Documentation Form

Name _____

Date of symptom onset: _____

Check All Symptoms Shown:

- Fever > 100.4F: _____
- Chills: _____
- Loss of Taste & Smell: _____
- Cough: _____
- Shortness of Breath: _____
- Fatigue _____
- Abdominal Pain: _____

Does individual have any allergies that may mirror symptoms? Y / N

Are there any preexisting medical conditions that may compound or increase severity of Virus? Y / N

If yes, please describe: _____

Please list All individuals to best of ability that you have come in close contact with in the last 24 hours: _____

.....

To be completed by Katmai Air Staff

Quarantine will take place in the following location: _____

Response Action:

Time of Resolution: _____

Signature: _____

Supervisor: _____

What you need to know about coronavirus disease 2019 (COVID-19)

What is coronavirus disease 2019 (COVID-19)?

Coronavirus disease 2019 (COVID-19) is a respiratory illness that can spread from person to person. The virus that causes COVID-19 is a novel coronavirus that was first identified during an investigation into an outbreak in Wuhan, China.

Can people in the U.S. get COVID-19?

Yes. COVID-19 is spreading from person to person in parts of the United States. Risk of infection with COVID-19 is higher for people who are close contacts of someone known to have COVID-19, for example healthcare workers, or household members. Other people at higher risk for infection are those who live in or have recently been in an area with ongoing spread of COVID-19. Learn more about places with ongoing spread at <https://www.cdc.gov/coronavirus/2019-ncov/about/transmission.html#geographic>.

Have there been cases of COVID-19 in the U.S.?

Yes. The first case of COVID-19 in the United States was reported on January 21, 2020. The current count of cases of COVID-19 in the United States is available on CDC's webpage at <https://www.cdc.gov/coronavirus/2019-ncov/cases-in-us.html>.

How does COVID-19 spread?

The virus that causes COVID-19 probably emerged from an animal source, but is now spreading from person to person. The virus is thought to spread mainly between people who are in close contact with one another (within about 6 feet) through respiratory droplets produced when an infected person coughs or sneezes. It also may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the main way the virus spreads. Learn what is known about the spread of newly emerged coronaviruses at <https://www.cdc.gov/coronavirus/2019-ncov/about/transmission.html>.

What are the symptoms of COVID-19?

Patients with COVID-19 have had mild to severe respiratory illness with symptoms of

- fever
- cough
- shortness of breath



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What are severe complications from this virus?

Some patients have pneumonia in both lungs, multi-organ failure and in some cases death.

How can I help protect myself?

People can help protect themselves from respiratory illness with everyday preventive actions.

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Wash your hands often with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.

If you are sick, to keep from spreading respiratory illness to others, you should

- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces.

What should I do if I recently traveled from an area with ongoing spread of COVID-19?

If you have traveled from an affected area, there may be restrictions on your movements for up to 2 weeks. If you develop symptoms during that period (fever, cough, trouble breathing), seek medical advice. Call the office of your health care provider before you go, and tell them about your travel and your symptoms. They will give you instructions on how to get care without exposing other people to your illness. While sick, avoid contact with people, don't go out and delay any travel to reduce the possibility of spreading illness to others.

Is there a vaccine?

There is currently no vaccine to protect against COVID-19. The best way to prevent infection is to take everyday preventive actions, like avoiding close contact with people who are sick and washing your hands often.

Is there a treatment?

There is no specific antiviral treatment for COVID-19. People with COVID-19 can seek medical care to help relieve symptoms.

[cdc.gov/COVID19](https://www.cdc.gov/COVID19)

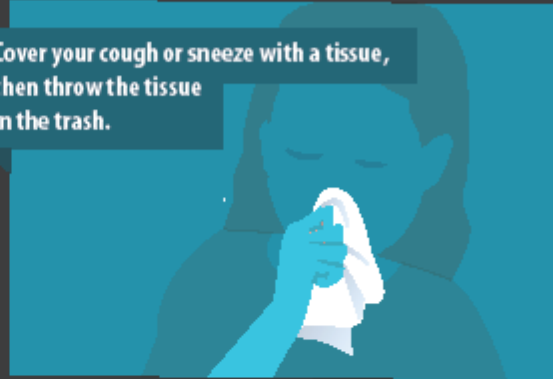
STOP THE SPREAD OF GERMS

Help prevent the spread of respiratory diseases like COVID-19.

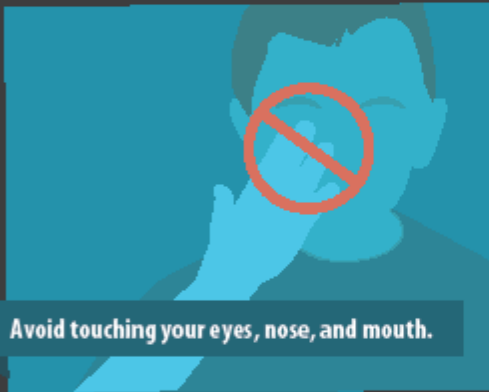
Avoid close contact with people who are sick.



Cover your cough or sneeze with a tissue, then throw the tissue in the trash.



Avoid touching your eyes, nose, and mouth.



Clean and disinfect frequently touched objects and surfaces.



Stay home when you are sick, except to get medical care.



Wash your hands often with soap and water for at least 20 seconds.



[cdc.gov/COVID19](https://www.cdc.gov/COVID19)

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Coronavirus Disease 2019 (COVID-19)

Cleaning and Disinfecting Your Facility

Everyday Steps, Steps When Someone is Sick, and Considerations for Employers

How to clean and disinfect



Clean

- Wear disposable gloves to clean and disinfect.
- Clean surfaces using soap and water, then use disinfectant.
- Cleaning with soap and water reduces number of germs, dirt and impurities on the surface. Disinfecting kills germs on surfaces.
- Practice routine cleaning of frequently touched surfaces.
 - More frequent cleaning and disinfection may be required based on level of use.
 - Surfaces and objects in public places, such as shopping carts and point of sale keypads should be cleaned and disinfected before each use.
- High touch surfaces include:
 - Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.



Disinfect

- Recommend use of [EPA-registered household disinfectant](#) .
Follow the instructions on the label to ensure safe and effective use of the product.
Many products recommend:
 - Keeping surface wet for a period of time (see product label).
 - Precautions such as wearing gloves and making sure you have good ventilation during use of the product.
- Diluted household bleach solutions may also be used if appropriate for the surface.
 - Check the label to see if your bleach is intended for disinfection, and ensure the product is not past its expiration date. Some bleaches, such as those designed for safe use on colored clothing or for whitening may not be suitable for disinfection.
 - Unexpired household bleach will be effective against coronaviruses when properly diluted. Follow manufacturer's instructions for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser. Leave solution on the surface for at least 1 minute.

To make a bleach solution, mix:

 - 5 tablespoons (1/3rd cup) bleach per gallon of water
OR
 - 4 teaspoons bleach per quart of water
- Bleach solutions will be effective for disinfection up to 24 hours.
- Alcohol solutions with at least 70% alcohol may also be used.

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