

# Southeast Workforce Protection Plan for COVID-19

May 15, 2020

## Contact Information and Location(s)

State of Alaska, DNR, Division of Forestry, Southeast Area

Delegated official in Charge: Greg Staunton, Area Forester  
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Southeast Alaska communities likely to be impacted by operations include but are not limited to: Ketchikan, Juneau, Haines, Prince of Wales Island area, Wrangell, and Petersburg.

Mission:

The mission of the DOF has been determined by the Governor in Covid-19 Health Mandate 010 to be an “essential government function”.

The Division of Forestry:

- Protects water quality, fish and wildlife habitat, and other forest values through appropriate forest practices and administration of the Forest Resources and Practices Act;
- Manages a wildland fire program on public, private, and municipal lands;
- Encourages development of the timber industry and forest products markets;
- Manages the Haines, Southeast and Tanana Valley state forests (over two million acres);
- Conducts timber sales for personal and commercial use and for fuel-wood;
- Gives technical assistance to forest landowners.

To slow the spread of Coronavirus Disease 2019 (COVID-19), the State of Alaska issued several health mandates/alerts under the authority of the Public Health Disaster Emergency Declaration signed by Governor Mike Dunleavy. Some apply to Division of Forestry.

### [HEALTH ALERT 010: Face Coverings](#)

- Wear a cloth face covering in public and where social distancing measures are difficult to maintain.
- Employees will have PPE in their possession and readily available at all time, including a Fluid Barrier Kit, rubber gloves, hand sanitizer, and face mask.
- Employees are required to wash their hands often, including when entering offices/facilities and after visiting public places.

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COVID-19 Mitigation Plan and Standard Operating Procedures

## Medical and Mental Health Services for Employees\*

### Public Resources

- [Ketchikan Gateway Borough COVID-19 Response](#)
- Careline Crisis Intervention 877-266-HELP, or text “4 help” to 839863, [www.carelinealaska.com](http://www.carelinealaska.com)
- State of Alaska COVID information line – dial 2-1-1 or 800-478-2221, email [Alaska211@ak.org](mailto:Alaska211@ak.org)

### ASEA Health Benefits Trust (GGU)

- Teladoc 800-TELADOC, [www.teladoc.com](http://www.teladoc.com)
- Employee Assistance Program, Lifeworks at 877-234-5151, [www.lifeworks.com](http://www.lifeworks.com)

### Alaska Care (SSU)

- [Teladoc.com/Aetna](http://Teladoc.com/Aetna), 855-835-2362
- Employee Assistance Program, Aetna 855-417-2493

### Local Clinics and Health Care Facilities

- Testing Hotline (907) 247-8378
- Calm Harbor Health Clinic (907) 821-2256
- Creekside Health (907) 220-9982
- Harmony Health Clinic (907) 225-6699
- Ketchikan Public Health Center (907) 225-4350
- KIC Health Clinic (907) 228-4900
- Legacy Health (907) 225-6355
- Northway Family Healthcare (907) 225-4325
- PeaceHealth Ketchikan Medical Center (907) 225-5171
- Polaris Healthcare (907) 247-7827
- Power of Wellness (907) 220-4447
- Rainforest Family Healthcare Clinic (907) 617-0082
- Serenity Health & Wellness (907) 247-9355

\*See DOF Handbook for additional Employee

Wellness Resources.

## Screening of Personnel

All personnel are strongly recommended to undergo a screening process daily to check their health on a routine basis, both objectively and subjectively. This applies to all Employees on DOF premises including vendors that can access facilities and have contact with our staff.

The goal is a culture where a “Health and Safety Minute” is a routine part of every day. Your “minute” can include safety stand downs on a rotating basis, giving personnel time intervals to make an individual health report and decontaminate all work equipment and supplies. At a minimum, personnel should perform their health survey at the start of their shift. The results should be captured, and abnormal findings reported. Anyone who develops symptoms during their shift should report these to their supervisor immediately.

Suggested items to include:

Southeast Area Forestry  
COVID-19 Mitigation Plan and Standard Operating Procedures

- Date/Time
- Temperature - Recorded fever of 100.4° F or greater
- Symptoms such as: fatigue, felt feverish, chills, cough, sore throat, difficulty breathing, shortness of breath, runny nose, headache, diminished sense of taste or smell, nausea, diarrhea, vomiting, conjunctivitis.

See Appendix B for an example of an EMPLOYEE/VISITOR/CONTRACTOR COVID-19 SCREENING TOOL that can be used.

Southeast Area Forestry  
COVID-19 Mitigation Plan and Standard Operating Procedures

**Best Practices for Use of InfraRed (IR) Thermometers**

**Safety Precautions:**

- Use only in ambient temperature range from 50° F and 104° F.
- Do not touch glass covering the IR lens with your fingers.
- Clean glass with cotton swab and 70 proof isopropyl alcohol.
- Do not use device outside or expose to sunlight.
- Only use alkaline batteries.
- Avoid impacts to device such as dropping or hitting.
- Ensure setting is in “Body Mode.”
- Take measurement immediately upon activation.
- Use on forehead over the right temporal region at 2 inches.
- Squeeze trigger once and temperature will be displayed in one second.
- Clear hair from forehead and wipe away perspiration from forehead.
- Avoid any airflow (heaters, air conditioning).
- Allow one minute between measurements.
- Device needs to acclimate for 15 to 20 minutes prior to use if used outside ambient temperature range.
- Females can have a higher temp based on menstrual cycle or pregnancy of +0.9 F°.

**Oral/IR Thermometer Cleaning and Disinfecting Guidance**

- **\*\*Clean and Disinfect After Each Use\*\***
  - Cleaning and Disinfecting if Oral Thermometer with Probe
  - Wipe the thermometer and probe with a Department-approved disinfectant, or with a cloth dampened with a 1:10 sodium hypochlorite (bleach) solution or 70% or greater isopropyl alcohol solution as the active disinfection ingredient.
  - **Caution:** DO NOT immerse or soak the thermometer or probe in any type of fluid.  
**Caution:** DO NOT use steam or heat on the thermometer or probe.
  - Remove the probe well from the unit. Unplug the latching probe connector to prevent the device from consuming battery power while you are cleaning the probe well.
  - Clean the inner surface of the probe well by swabbing the surface
  - Clean the probe well's outer surface by swabbing or wiping the surface with one of the solutions mentioned above.
  - **Caution:** DO NOT use hard or sharp objects to clean the probe well. This could damage the probe well and cause the unit to not function properly.
  - **Caution:** DO NOT use steam or heat on the probe well.
  - Thoroughly dry all surfaces before re-assembling the instrument.
  - Re-connect the latching probe connector to the thermometer. Ensure that the connector snaps into place.
  - Re-install the probe well in the thermometer and snap the probe well into place.
  - Insert the probe into the probe well.

Southeast Area Forestry  
COVID-19 Mitigation Plan and Standard Operating Procedures

**If an employee has one or more of the following symptoms, have them immediately leave the location and return to their vehicle to wait for additional instruction from their Supervisor:**

1. A recorded fever of 38°C / 100.4°F (or greater), or they have experienced symptoms in the past 24 hours that could represent fever, such as unexplained chills.
2. A condition causing an employee to have episodes of sneezing, or nose blowing not controlled by simple over the counter medication or patient's own prescription.
3. Sore throat associated with fever.
4. An uncontrolled cough such that the employee is likely to cough when among colleagues or a cough lasting more than two weeks and not under the care of a health care provider.
5. New onset or ongoing common cold or influenza-like illness (such as fever and cough, or shortness of breath).
6. Any diarrhea associated with an acute illness.
7. Body aches and pains of a presumed infectious cause.

**If an employee is "sick" and/or becomes symptomatic during the workday:**

1. They need to immediately notify their Supervisor and go to their personal vehicle to wait for additional instruction. (If employee does not have their personal vehicle at work, they should wait in a designated location, isolated from encountering others)
2. The supervisor (Section Lead or designee) for affected personnel will be notified and will contact the FMO or available leadership staff.
3. The employee should anticipate being sent for testing and then go home to self-isolate until further notice.

**By reporting for duty and completing the screening, each employee affirms to the on-duty Supervisor (Section Lead or Designee) that they do not have any of the symptoms listed above.**

**Employee Testing**

- If an employee is sick and it is determined that they need to be tested for COVID-19, please have the employee work with their supervisor prior to calling for testing.

**Supervisors: Determining Risk for Exposure**

In the setting of COVID-19, employee screening provides a critical role in determining the risk of exposure for all personnel in the workplace.

**There are two key categories for screening all personnel:**

- **Travel history:** Where has the employee or their crew/team members travelled? Is it a "high-risk" area in or outside the State of Alaska? Have they travelled in the last 14 days? Has the area been designated by DHSS as a known COVID-19 "hotspot" location? Has the employee been in close contact with someone with Covid-19? (within 6 feet for 10+ minutes)
- **Sick Employee:** Does the employee have any respiratory symptoms—i.e., shortness of breath, or difficulty breathing? Does the employee have a fever, cough or cold symptoms? Does the employee have diarrhea, loss of appetite, or abnormal sense of taste/smell? Has the employee developed sudden onset conjunctivitis with other potential Covid-19 signs and symptoms? See Appendix A for checklist.

Southeast Area Forestry  
COVID-19 Mitigation Plan and Standard Operating Procedures

**Negative Screening/Testing:**

If employee screens **negative** for exposure or symptoms, plan for employee to safely go home and self-isolate until return to work criteria are met (see flowcharts, following pages).

**Positive Screening/Testing:**

- Assure the employee that their privacy and personal health information is kept confidential.
- If employee screens **positive** for exposure or symptoms, you will need to notify appropriate personnel and follow local protocol for self-isolation.
- Advise supervisor to determine the potential for exposure of co-workers.
- If the employee is symptomatic and in the workplace, provide the employee with a mask and ask them to promptly leave the workplace and to seek medical care. See Appendix A, COVID-19 Exposure Precautions for Transport of Employees.
- Contact local testing site and, if needed, transport employee for testing. If the employee can drive themselves, they may do so, but regularly follow up with them.
- If delay in transport or care occurs and patient shows urgent signs/symptoms, contact 911 and transport patient immediately.
- If the employee reveals that they have tested positive for COVID-19 but are asymptomatic, provide the employee with a mask and ask them to promptly leave the workplace and contact supervisor for further guidance.
- Inform other co-workers of the potential exposure without revealing the identity of the employee.
- Advise employees to monitor their health for the next 14 days and stay home if they develop symptoms.

See Appendix A, **COVID-19 Exposure Precautions for Transport of Employees**, for more information about transporting symptomatic or sick individuals.

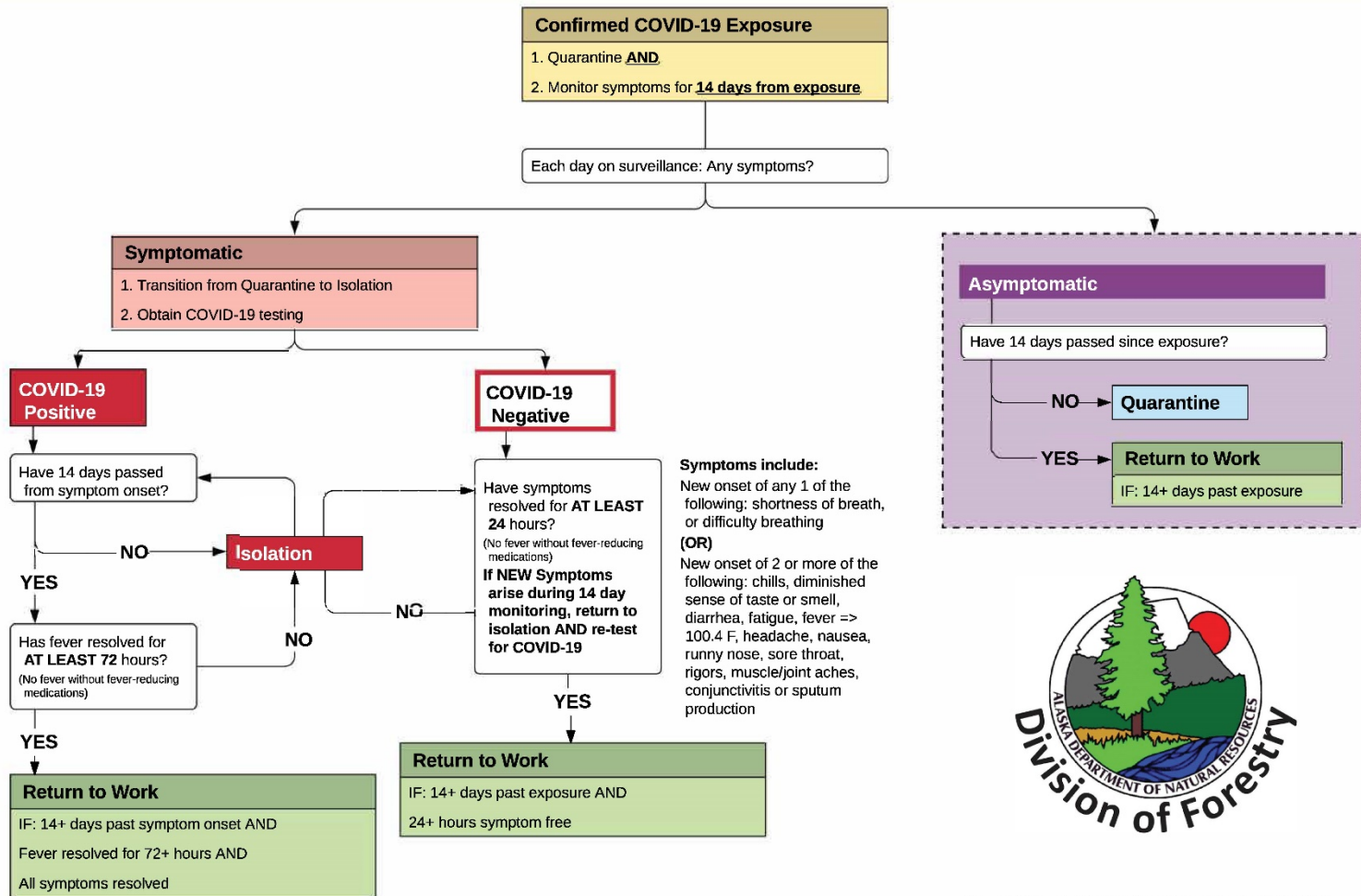
**High risk Considerations:**

DOF recommends that people at higher risk of severe illness work remotely if possible and practice social distancing in large groups of people as much as possible. People at higher risk include those:

- over 60 years of age,
- with underlying health conditions (heart disease, lung disease or diabetes),
- with weakened immune systems, or
- who are pregnant.

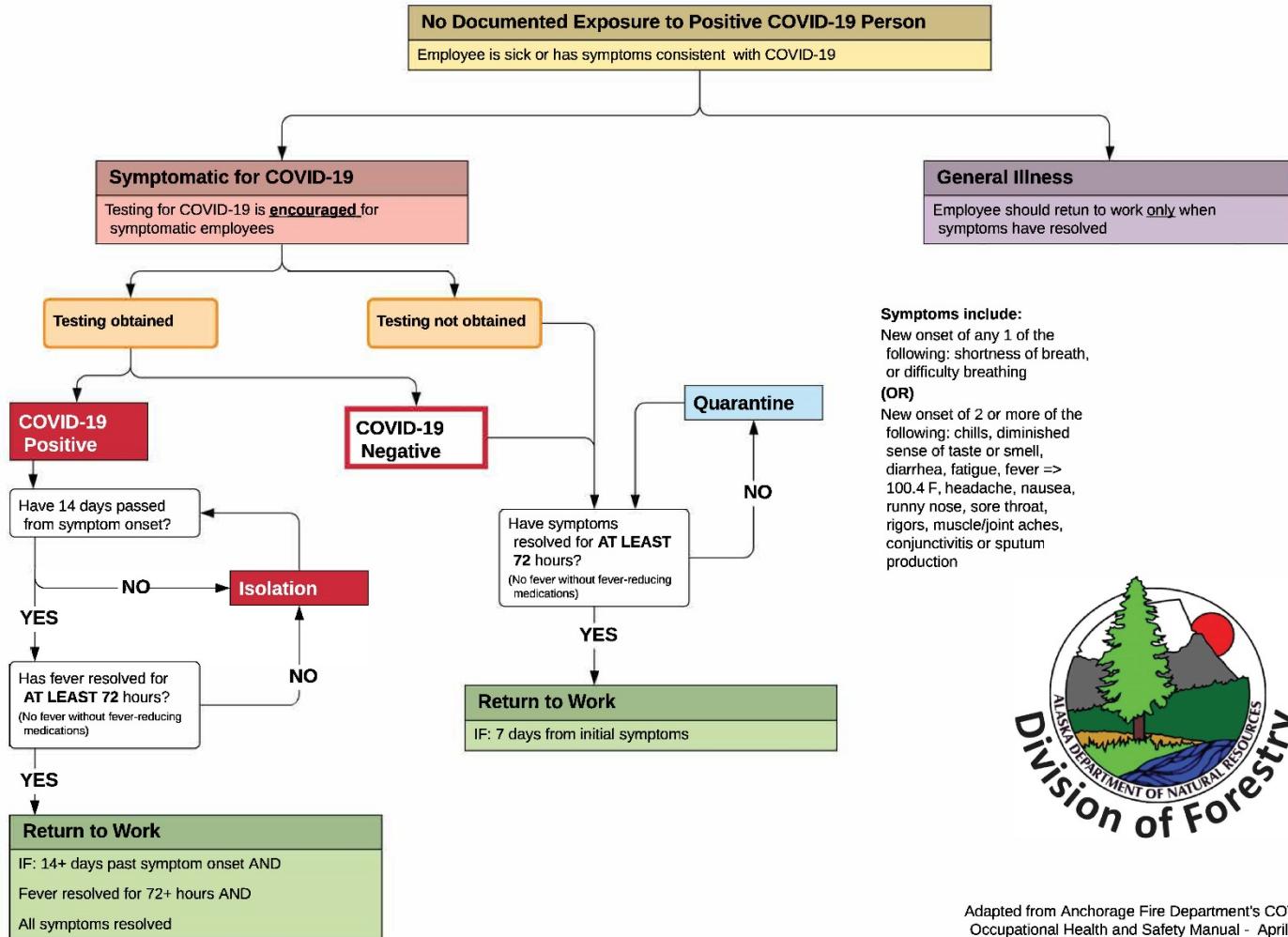
PPE protections are recommended, including cloth face coverings. If you are concerned about access to or type of PPE that is being recommended for your work, talk to your supervisor.

# Returning to Work after Confirmed Exposure and Quarantine



Adapted from Anchorage Fire Department's COVID-19 Occupational Health and Safety Manual - April 15, 2020

# Returning to Work - Symptomatic Employees with No Documented Exposure



Adapted from Anchorage Fire Department's COVID-19 Occupational Health and Safety Manual - April 15, 2020



## Southeast Area Forestry COVID-19 Mitigation Plan and Standard Operating Procedures

Workers functioning in a group environment will be verbally screened by the Area Forester daily for their condition. In the absence of the Area Forester, self-reporting and action is expected within the group.

Workers functioning individually will self-assess.

Work is generally done solo or in small groups (less than 3).

Known personal risk factors for area staff are low.

Known Operational Risks:

- Personnel may need to travel between small communities using public transportation or DOF resources. This travel will place them into potential contact with others outside their normal work circle.
- Personnel may use lodging facilities.
- Personnel may interact with the public for contract administration, forest practices enforcement, information, etc.

### Self-Quarantine

No out of state workers will be utilized.

#### Out of area workers

Workers used from out of area (Intra-state) will be assessed for risk to staff and the public relative to the mission task, as described above.

### Protecting the Public

Business will be done by phone, email, or other electronic form, minimizing contact with the public.

Field work proximate to the public will use social distancing and related procedures such as masks and hygiene to limit exposure.

Purchases are being made electronically when possible.

Travel is limited to essential functions and alternate means are being employed as feasible.

### Workplace Protective Measures

#### Cleaning and Sanitation

High traffic areas/surfaces in workspaces, assigned equipment (offices, vehicles), and restrooms will be cleaned (soap) and then sanitized (1:32 bleach solution or sanitizer) twice a day. Toilets and sinks will be cleaned and sanitized after each use. Computer workstations and desk phones will be sanitized after each use. Warehouse or store-bought items should be cleaned and sanitized before use.

#### **Guidelines for using 1:32 bleach solution for sanitizing:**

- Secondary containers need to be clearly marked. MSDS sheets must be readily available.

Southeast Area Forestry  
COVID-19 Mitigation Plan and Standard Operating Procedures

- 1:32 bleach solution = 1/3 cup per gallon, or 4 teaspoons per quart, or 0.5 oz. per 32 oz. Solutions should be mixed in small quantities daily.
- Never mix chemicals. For instance, bleach and ammonia can cause serious injury.
- Wear PPE and follow manufacturer's instructions.

Personal items (dishes, bath towels, food, shoes, clothing, personal gear) are not to be left unattended in high traffic areas (bathrooms, kitchen, shared offices). Personal items will be kept clean and put away in lockers or desks when not in use. Communal food practices or sharing of food (potlucks, candy bowls, pizza, etc.) is to be discontinued.

Telecommuting is being used as authorized by the Area Forester.

PPE will be used during travel status.

All employees are trained in First Aid and CPR.

## Travel Plans and Procedures

The likely locations of work are listed in Contact Information and Locations Section. All communities in SE Alaska may be conceivably visited.

Employees will consult with the Area Forester prior to all travel. Employees will use prudent judgement once in travel status to manage travel and limit their exposure potential and the public's.

Transportation involving ground vehicles, aircraft or boat is necessary to facilitate significant portions of the mission. Personal protective measures shall be used when in contact with a group wider than the traveler's normal small group and in vehicles outside the immediate control of the DOF. Small group is defined as the normal working group or family unit.

The frequency of use of public transportation such as scheduled air carriers and ferry service will be minimized. The use of charter aircraft and boats will be considered relative to the risks when multiple staff are traveling together.

When DOF vehicles are used they will be disinfected daily using wipes and kept clean. If practical, masks will be worn in vehicles when more than one employee is present.

Employees in travel status will be provided the appropriate number and type of cleaning supplies (to be considered PPE) by DOF to sanitize commonly used surfaces they encounter while traveling.

Fueling of rigs will use a systematic approach for minimization of public surface contact.

Lodging facilities will be chosen based on being able to self-isolate for sleeping.

Cooking and eating will be managed based on the known risks. Efforts should be made to minimize or eliminate this as a common function within a crew when feasible.

To the greatest extent feasible, DOF personnel will bring their own provisions and supplies needed for conducting field work from their duty station. The goal of this provisioning method is to minimize the necessity of entering grocery stores, or other retail establishments, while in travel status.

Southeast Area Forestry  
COVID-19 Mitigation Plan and Standard Operating Procedures

## Procedures for Personnel who Become Ill

### Identification

Workers will self-report.

### Isolation

Workers will not report to work if symptomatic? sick. Workers will leave work site if sick and self-isolate at the earliest possible opportunity.

### Notification

Sick personnel will self-report as soon as practical to the Area Forester. The Area Forester will notify the Regional Forester. Appropriate notification of affected personnel will take place. Public health officials will be consulted as required by the situation.

### Transportation

All out of office work plans will have alternate, contingency and emergency plans for transportation. Infected personnel will not travel unless authorized by medical personnel. Demobilization of infected personnel will be handled on a case by case basis. (Refer to Transportation Appendix?)

### Treatment

Medical treatment while at work will be scaled to the situation and acquired based on available resources.

### Other workers in possible contact

Workers who are exposed to a case of COVID-19 are required to self-quarantine for 14 days.

## Continued Maintenance/Operation of Critical Infrastructure

### SE Chain of Command:

Name	Duty Station	Title	Cell
Greg Staunton	Ketchikan	Area Forester	617-1439
Joel Nudelman	Juneau	Resource Forester III	321-3317
Greg Palmieri	Haines	Resource Forester II	515-7701
Trevor Kauffman	Ketchikan	Resource Forester II	690-0082
Mindy Byron*	Ketchikan	Admin. Assistant II	254-1978

\*Mindy has strong situational awareness for the area. In the absence of direct communication with foresters she should be used for alternative communication to staff for time sensitive information.

## Projected impact on the Essential Service

Authorizations with the DOF mission may be constrained based on the ability to administer them and the values at risk.

Services will take longer to plan and conduct due to decrease in timely access options and personnel.

Travel may not be authorized based on infection potential.

Southeast Area Forestry  
COVID-19 Mitigation Plan and Standard Operating Procedures

Contingency plans

Plans will acknowledge and reflect the risk.

Cross-training workers

Workers are presently cross trained for essential tasks.

Controls within the plan to ensure employee compliance

Education and knowledge of the situation.

Standard supervisory/ employee relationship.

## References

### State of Alaska

[COVID-19 Home Page](#)

[COVID-19 Health Mandates](#)

[COVID-19 Resources for State of Alaska Employees](#)

[Alaska Coronavirus Response Hub \(maps and stats\)](#)

### Center for Disease Control and Prevention

[Cleaning and Disinfection for Community Facilities](#)

[Safety Practices for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19](#)

[What to Do If You Are Sick](#)

[Discontinuation of Isolation for Persons with COVID-19 Not in Healthcare Setting](#)

[Print Resources: fact sheets](#)

Southeast Area Forestry  
COVID-19 Mitigation Plan and Standard Operating Procedures

## Appendix A

### COVID-19 Exposure Precautions for Transport of Employees

Types of transportation:

- Incident Medevac
- Post-treatment transportation (Tested Negative for Covid-19) from hospital to mob center/airport/home/duty station
- Confirmed COVID-19 exposure/positive Covid-19 test results

#### **Incident Medevac**

Transportation for Urgent or Non-Urgent Medevacs from incidents will follow the standard process for declaring an emergency, reporting via the Medical Incident Report on the appropriate command channel. All patients will be assessed and treated on the incident as if they are a potential risk for Covid-19 Exposure, which will allow for the highest risk mitigation strategy. We don't have the ability to test employees for Covid-19 on the incident, so they will not be confirmed positive or negative in the field. Lack of testing must NOT delay treatment or transport for any patient. Appropriate safety and screening measures will be employed by all medical personnel on the incident to provide the highest level of protection to everyone involved. Suggested recommendations to follow to create a low-risk environment for potential exposure of others involved in Medevac:

- Keep at least six feet from the patient unless you are directly involved with patient care.
- Everyone that cannot keep a six-foot distance or will be in close quarters with the patient should wear a cloth or surgical face mask.
- The patient should also be wearing a face mask if possible.
- N95 masks are reserved for trained medical personnel only.
- Do not touch outside of mask or face as they are "dirty."
- Wash hands thoroughly with soap and water or hand sanitizer immediately following the transport.
- With proper PPE in place and effective risk mitigation, the risk for exposure remains low.

#### **Post-treatment transportation (tested negative for Covid-19) from hospital to mob center/airport/hotel/duty station:**

When employees must be transported from an incident to a health care facility, and/or to a mob center/airport/hotel/duty station after treatment, they will be within 6 feet of the pilot or driver of a vehicle or aircraft. Absent symptoms of COVID-19, established PPE (face masks, eye protection and gloves) should be worn by pilots and drivers as feasible, according to CDC requirements and DOF policy. The patient should be wearing a cloth/surgical face mask if possible during the entire transport. The transportation process should be as follows:

- Wear appropriate PPE (face masks, gloves and eye protection).
- Do not touch outside of mask/goggles as they are "dirty."
- Have patient sit in rear of vehicle if possible, with cross ventilation. Do not re-circulate air.
- Advise patient to perform hand hygiene, patient dons a clean face mask.
- Notify receiving health care facility/quarantine location point of contact.
- Clean and disinfect all high touch surfaces door, seatbelt, etc. after patient exits the vehicle.
- Remove gloves, perform hand hygiene. Put on new PPE if patient needs a return ride.

Southeast Area Forestry  
COVID-19 Mitigation Plan and Standard Operating Procedures

- Following patient transport: Perform disinfection of all transport vehicle surfaces and remove any contaminated waste and dispose of appropriately. Note: PPE should be worn during the disinfection process.

**COVID-19 exposure:** If an employee on an incident has one or more of the following symptoms described in the DOF COVID-19 Handbook in the Employee Screening Section 4, they should be isolated from the rest of the employees, and contact tracing should be initiated.

Arrangements will be sought for an air ambulance or ground ambulance to transport symptomatic employees. If possible, this transport will be call-when-needed aircraft, separate from the usual incident Medevac aircraft and vehicles.

If alternative transport can not be obtained for symptomatic employees, Medevac aircraft and vehicles may be used, and the same PPE procedures should be followed as in the previous section, and decontamination should follow contractual obligations for each vehicle or aircraft.

Southeast Area Forestry  
COVID-19 Mitigation Plan and Standard Operating Procedures

Appendix B

**EMPLOYEE/VISITOR/CONTRACTOR COVID-19 SCREENING TOOL**

<b>1. Have you.....</b>	
Yes / No	a. Traveled from or through, locations identified by the CDC as increasing epidemiologic risk for COVID-19 within the last 14 days? <a href="https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notices.html">https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notices.html</a>
Yes / No	b. Had close contact with anyone diagnosed with the COVID-19 illness within the last 14 days?
<b>2. Do you currently have a .....</b>	
Yes / No	a. fever (>100.4F) or chills
Yes / No	b. cough or shortness of breath
Yes / No	c. Any two of the following: body aches, fatigue, headache, runny nose, nausea/vomiting, diarrhea, conjunctivitis, rash or any abnormal changes/ loss of taste or smell.
<b>3. Perform a temperature check _____ F Method: oral / forehead (temporal) / tympanic (ear)</b>	
*Staff see instruction sheet for screening form.	

\* Employees to complete spreadsheet with information daily.

**Purpose of Visit (Circle one):**

Visitor/ Contractor

Social (visiting an employee) – Employee name and number \_\_\_\_\_

Other - \_\_\_\_\_

**Visitor/Contractor Name (Last, First):** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Department:** \_\_\_\_\_

## Employee/Visitor/CONTRACTOR COVID-19 SCREENING TOOL

### **Instructions for staff:**

The designated entry to DOF facilities will have an employee available that will provide the COVID-19 Screening Tool to all persons entering the area (employees, visitors, contractors, etc.), ask each person to complete questions and the temperature check.

**Negative Screening:** If answers to all the questions are No, and there are no obvious signs of respiratory infection, e.g. frequent coughing, and temperature is  $< 100.4^{\circ}\text{F}$ , follow usual procedures.

**Positive Screening:** If answers to any of the questions are YES, or if the person has a temperature  $\geq 100.4^{\circ}\text{F}$  (oral), or if the person has obvious signs of a respiratory illness, ask them to wait in a separate area (6 feet from others or outside), and contact the FMO or other Leadership, for further direction.

*For regular employees who reports for duty daily - avoid filling out the same form daily and adding to the paperwork burden, instead each area can create their own excel spread sheet with employee names, daily screening results and temp (kept confidentially and not on display). The above screening tool can then be used as a Dry Erase Board for Employees to fill out.*