

Document Title:	Covid-19 Airbase Services Standard Operating Procedures-Daily Form				
Document #:	AB-1130	Revision Date:	05/18/20	Rev #:	04

Date / Location: _____

Manager Name(s): _____

PS / HRC DAILY TRAINING RECORD (Manager or Assistant to Record names):

MANDATORY STAFF SAFETY PROCEDURES: **Full-Service Air Tanker Bases**

- **DO NOT COME TO WORK IF YOU ARE EXHIBITING SYMPTOMS OF COVID-19 (see symptoms chart on Page 7 of this document) or IF IN THE PAST 14 DAYS YOU HAVE HAD CONTACT WITH A PERSON KNOWN TO BE INFECTED WITH COVID-19**
- **Maintain 6’ of distance with base personnel at all times possible.**
- **If task or work functions require less than 6’ of proximity, employees will wear a face mask in addition to other required PPE.**
- **When wearing a face mask (anytime less than 6 feet apart) ensure you are donning and doffing the mask in a safe effective manner as shown in this link: https://www.youtube.com/watch?v=zoxpvDVo_NI**
- **Nitrile or latex gloves are recommended to prevent contamination if appropriate, depending on the job function.**
- **Wash hands a minimum of 20 seconds multiple times during duty (soap and water). If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.**

- **Daily sanitize work environment prior to, during, and post-operations with sanitizing agent. Refer to Facilities Maintenance Log on page 8.**
- **Cover your coughs and sneezes with tissue and discard in lined trash can after use. Immediately wash hands with soap and water for 20 seconds.**
- **Review Posted CDC Guidelines daily for changes at <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>**

MANDATORY STAFF SAFETY REPORTING PROCEDURES: **Full-Service Air Tanker Bases & Service Install Crews**

I've become sick what do I do?

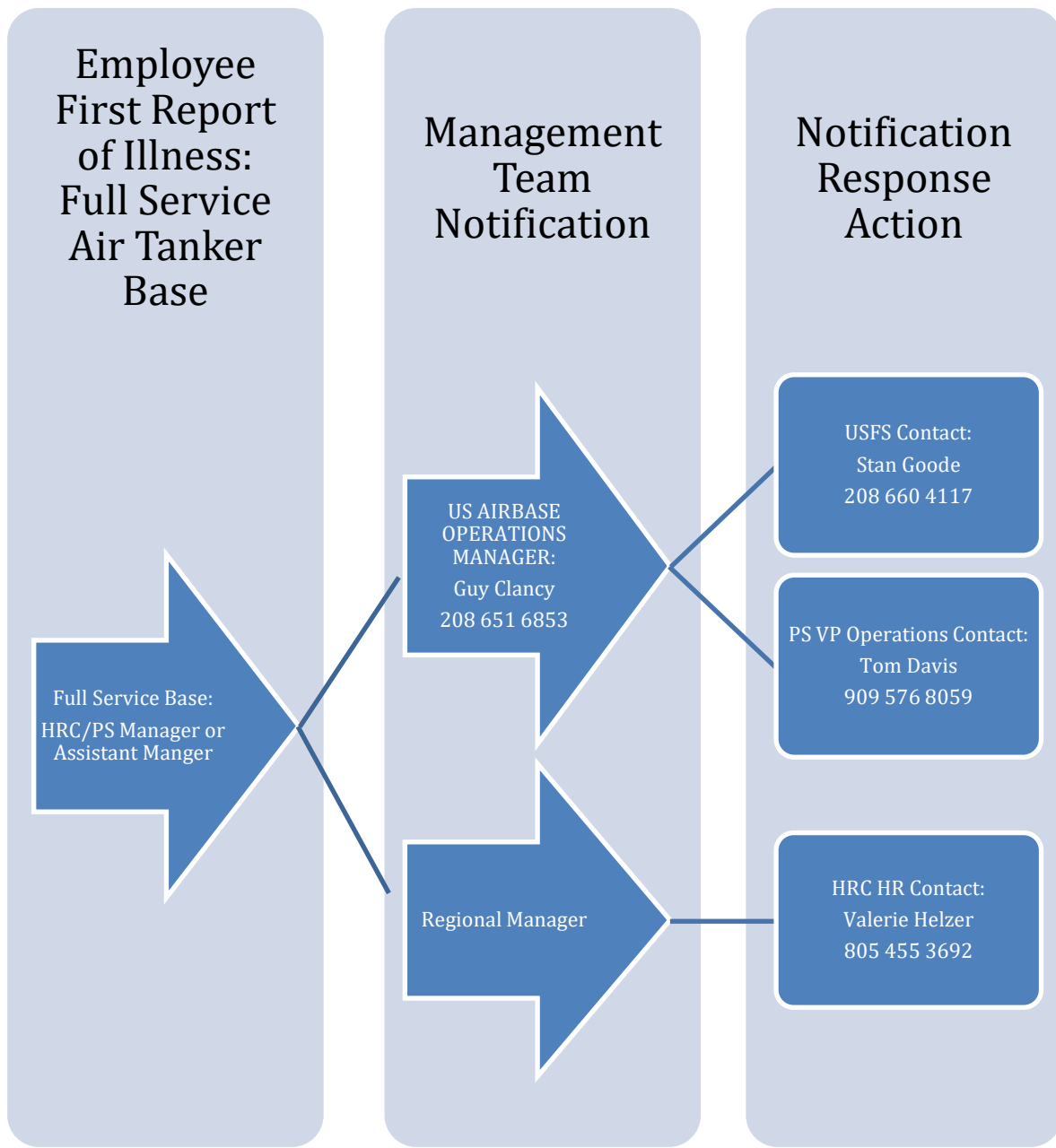
- **Prior to your visit to a medical facility, contact your physician or local urgent medical care provider to get specific details on what to do or 911 if your illness is an emergency**
- **If you're presenting coronavirus symptoms at work or after work: Report to your manager via Phone call or text message on details of who you were in contact with at work and your plan of action. If an escort is needed call 911.**
- **Stay home and self-isolate and follow CDC guidelines while you heal, including following recommended self-quarantine guidelines of 14 days, until further recommendations are provided.**

People with COVID-19 who have stayed home (home isolated) can leave home under the following conditions:**

- **If you have not had a test** to determine if you are still contagious, you can leave home after these three things have happened:
 - You have had no fever for at least 72 hours (that is three full days of no fever **without** the use of medicine that reduces fevers)
AND
 - other symptoms have improved (for example, when your cough or shortness of breath have improved)
AND
 - at least 14 days have passed since your symptoms first appeared
- **If you have had a test** to determine if you are still contagious, you can leave home after these three things have happened:
 - You no longer have a fever (**without** the use of medicine that reduces fevers)
AND
 - other symptoms have improved (for example, when your cough or shortness of breath have improved)
AND
 - you received two negative tests in a row, at least 24 hours apart. Your doctor will follow CDC guidelines:
<https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>

- **Stay in contact with your physician**
- **Do your best to remain in contact with your manager**

COVID-19 PS EMERGENCY RESPONSE NOTIFICATION CHAIN



TO ENSURE CONFIDENTIALITY OF ALL EMPLOYEES, DO NOT REPORT EMPLOYEE NAMES. ALL PARTIES INVOLVED ARE TO ONLY DOCUMENT THE EMPLOYEE'S POSITION AND LOCATION WHERE THEY ARE EMPLOYED

SOP and JOB HAZARD ASSESSMENT

Perimeter Solutions / HRC base staff will operate on Agency full service and portable airtanker base locations with the following scope of work during viral outbreak (Covid-19). The attached Daily Training Record will be reviewed with all personnel daily to update everyone on any changes to CDC guidelines or precautions that need to be taken.

PRODUCT MIXING PRECAUTIONS :

MVP-Fx Bins / Super-Sacs / Silos / Airslide Trailer / LC Concentrate Bases

Mixmaster:

Will maintain 6' of distance during fire retardant mixing process with crew unless issues arise where closer than 6' of space is needed. If working within 6' of any other personnel proper face mask and nitrile gloves will be required depending on the job, followed by hand washing and sanitization of self and equipment/components used. If employee does not have the PPE, then they need to go obtain it.

Mix Crew:

2 crew members at a time will mix Phos-Bins with appropriate PPE (Masks/Gloves) as indicated in Mandatory Staff Safety Procedures above.

PRODUCT AIRCRAFT LOADING PRECAUTIONS:

Retardant Load Crew:

1 individual loader per aircraft port, maintaining 6' of distance from other PS/HRC staff and flight crew during performance of duties utilizing appropriate PPE. (*Where training or additional help is necessary, both load crew members will wear designated PPE due to less than 6' of proximity.)

PRODUCT RECEIVING PRECAUTIONS:

Paperwork Chain of Custody (Cost Summaries/Micromotion output):

Proper nitrile gloves and face mask will be worn during any face to face interaction and/or exchange of paperwork. 1st & 15th Cost Summary Review Process (Signatures, Copies, deliverables): Proper nitrile gloves and face mask will be worn during any face to face interaction and/or exchange of paperwork.

PAPERWORK BILL of LADING CHAIN OF CUSTODY PRECAUTIONS:

Freight Shipments:

Receiving product will be scheduled directly with PS base manager on a time sensitive basis. Drivers will arrive at location, remove any necessary tarping, strapping, and trailer specific securement devices for the removal of products then return to cab of vehicle. PS staff will off-load product in product specific designated method (LC pumping into tanks, Phos-Bins, Super Sacs, Silo, etc.) Proper nitrile gloves and face mask will be worn during any face to face interaction and/or exchange of paperwork.

DEEP CLEANING PROCEDURE- TO CLEAN AND DISINFECT:

1. If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection (Note: “cleaning” will remove some germs, but “disinfection” is also necessary).
2. For disinfection, diluted household bleach solutions, alcohol solutions with at least 70% alcohol, and most common EPA-registered household disinfectants should be effective.
3. Diluted household bleach solutions can be used if appropriate for the surface. Follow manufacturer’s instructions for application and proper ventilation. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted.
4. Cleaning staff should wear disposable gloves for all tasks in the cleaning process, including handling trash.
5. Gloves and any specific PPE should be compatible with the disinfectant products being used.
6. Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash. Follow the manufacturer’s instructions regarding other protective measures recommended on the product labeling.
7. Gloves should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to clean hands after removing gloves.
8. Base personnel will be cleaning their work areas listed in the table below daily to disinfect areas.

Daily Facility Maintenance and Sanitation Log

Date: _____ Manager: _____ Location: _____

Time	8:00	9:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	Comments
Office/Bathrooms													
Refill All Soap Dispensers													
Empty Lined Trash Cans													
Clean/Sanitize Bathroom Sink													
Clean/Sanitize Faucets													
Clean/Sanitize Light switches													
Clean/Sanitize Doorknobs													
Clean/Sanitize Keyboards/Mice													
Clean/Sanitize Desks													
Refill Hand Sanitizer													
Common Surfaces													
Clean/Sanitize Water Fountains													
Clean/Sanitize ALL Phones													
Clean/Sanitize Breakroom													
Clean/Sanitize Kitchen Sink													
Clean/Sanitize Remote Controls													
Clean/Sanitize Game Controllers													
Loading Activity													
Clean/Sanitize Storage Cabinet													
Clean/Sanitize Pumps													
Clean/Sanitize Micromotion													
Clean/Sanitize Valves													
Clean/Sanitize Forklift													

Clean after loading activity has ended for the day

*Refer to CDC Poster: **Cleaning and Disinfecting Your Facility** for step by step instruction*

Printed copies are uncontrolled and considered "For Reference Only"

Use of Face Masks During COVID-19 Crisis

Globally, many health authorities are recommending the use of face masks to help control the spread of COVID-19. This is based on the recent discovery that people may contract the COVID-19 virus and be asymptomatic for a period of 5 or 6 days. During this time, they could be contagious and be spreading the virus unknowingly.

Health authorities have stated that wearing a mask may not prevent one from catching the disease, however the mask can be effective in capturing respiratory droplets on an infected carrier before they are transferred to others or surfaces that can be touched by others. People who travel outside of their home and cannot always maintain social distancing 6' (2 meters), should wear a face covering (e.g. mask) that is effective at capturing respiratory droplets. While there are no standards for what this covering should look like or consist of, some design principles are:

- Made of material that will be effective at capturing small respiratory droplets
- Be durable enough to maintain its effectiveness over several uses (or daily if disposable)
- Be shaped to cover the nose and mouth
- Be designed such that it can be donned and doffed with minimal touching of the face

Employees should be trained in the following:

- The difference between a mask designed to protect the user's respiratory system and one designed to capture respiratory droplets
- Be advised that the droplet capturing masks should be donned and doffed with minimal touching of the face (see attached YouTube video)
- Be advised that hands should be washed with soap and water or alcohol-based sanitizer before and after using the droplet capturing mask
- Be advised the droplet capturing mask should be washed with soap and water after every daily use (unless it is disposable)

https://www.youtube.com/watch?v=zoxpvDVo_NI

SELF- CHECK SYMPTOMS CHART

Symptoms Chart

COVID-19 vs. Cold vs. Flu vs. Seasonal Allergies

	COVID-19 Symptoms range from mild to severe	Cold Gradual onset of symptoms	Flu Abrupt onset of symptoms	Seasonal Allergies
Incubation period	2-14 days	1-3 Days	1-4 Days	Varies
Symptom onset	Gradual	7-10 Days	3-7 Days	Varies
Symptoms				
Fever	Common	Rare	Common	Sometimes
Fatigue	Sometimes	Sometimes	Common	Sometimes
Cough	Common (Usually dry)	Mild	Common (Usually dry)	Sometimes
Sneezing	No	Common	No	Sometimes
Aches and pains	Sometimes	Common	Common	No
Runny or stuffy nose	Rare	Common	Sometimes	Common
Sore throat	Sometimes	Common	Sometimes	No
Diarrhea	Rare	No	Sometimes for children	No
Headaches	Sometimes	Rare	Common	Sometimes
Shortness of breath	Sometimes	No	No	Sometimes
Itchy nose, eyes or roof of the mouth	No	No	No	Common
Watery, red or swollen eyes	No	No	No	Common

MultiCare 

Sources: World Health Organization | Centers for Disease Control | American College of Allergy, Asthma & Immunology