



## **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, Appendix A)**
- **OR**
- **IF IN THE PAST 14 DAYS YOU HAVE HAD CONTACT WITH A PERSON KNOWN TO HAVE TESTED POSITIVE WITH COVID-19 OR EXHIBITING SYMPTOMS OF 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 mask (anytime less than 6 feet apart) ensure you are donning and doffing the mask in a safe effective manner as shown in appendix D or view this link: [https://www.youtube.com/watch?v=zoxpvDVo\\_NI](https://www.youtube.com/watch?v=zoxpvDVo_NI)**
  
- **Nitrile or latex gloves are recommended to prevent contamination if appropriate for the job function.**
  
- **Sanitize work environment daily prior to, during, and post-operations with sanitizing agent using the Daily COVID-19 Sanitation Log, Appendix B.**
  
- **Complete the Daily COVID-19 Sanitation Log each day, sign, upload to EHS Inspections Folder, COVID Documentation.**
  
- **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.**
  
- **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 AND RETURN TO DUTY 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 contact your manager immediately. If you are off duty contact your manager via phone call or text message. Management and HR will contact the employee to document details of who the employee was in contact with at work, possible activity that led to exposure and the employees plan of action. See Appendix C.

- 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.
- Stay in contact with your physician and your manager if possible.

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

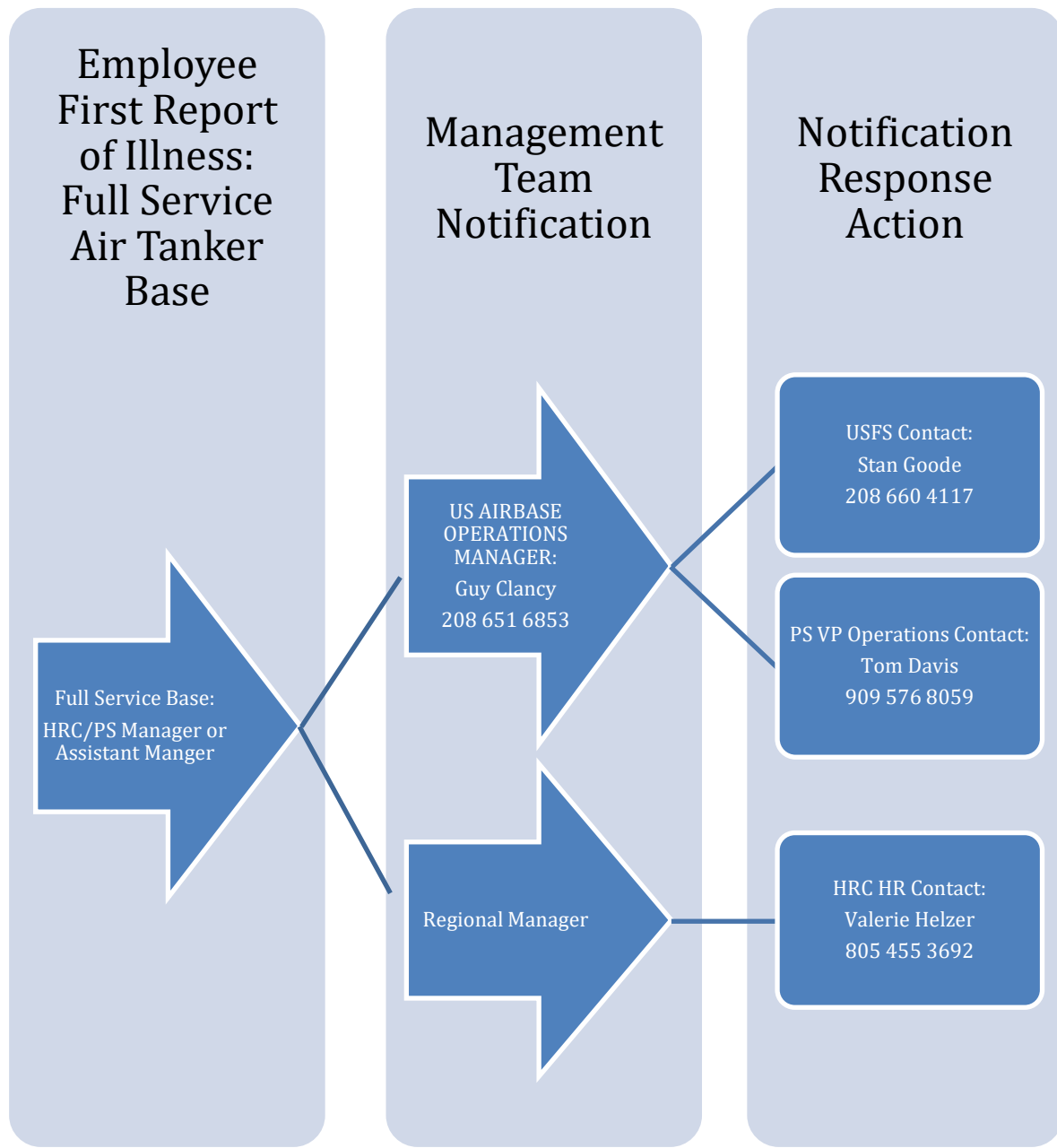
**If you have NOT had a test** to determine if you are still contagious, you can leave home after these three things have happened:

1. 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**
2. other symptoms have improved (for example, when your cough or shortness of breath have improved)  
**AND**
3. 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:

1. You no longer have a fever (**without** the use of medicine that reduces fevers)  
**AND**
2. other symptoms have improved (for example, when your cough or shortness of breath have improved)  
**AND**
3. 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>

## 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.**  
For further investigation, form shown in Appendix C will be used to determine if this was a work-related case or not.

## **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 COVID-19 Sanitation Log (Appendix B) will be completed by all personnel daily and management will update everyone on any changes to CDC guidelines or precautions that need to be implemented.**

### **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. 1<sup>st</sup> & 15<sup>th</sup> 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.

## **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)
- See Appendix D

[https://www.youtube.com/watch?v=zoxpvDVo\\_NI](https://www.youtube.com/watch?v=zoxpvDVo_NI)

### **DEEP CLEANING PROCEDURE:**

Printed copies are uncontrolled and considered "For Reference Only"

## **STEPS TO CLEAN AND DISINFECT THE WORKPLACE**

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 and mask 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 and common areas daily using the daily cleaning log, appendix 2

## **Appendices**

**Appendix A: Self Check Symptoms Chart**

**Appendix B: Daily Covid-19 Sanitation Log**

**Appendix C: Covid-19 Illness Investigation Report**

**Appendix D: Use of Cloth Face Coverings**



## Appendix A:

### 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
<b>Symptoms</b>				
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

## APPENDIX B: Daily COVID-19 Sanitation Log

COVID 19 Air Base Safety Protocol

### Daily Facility Maintenance and Sanitation Log

Base Name: \_\_\_\_\_

Employees: Initial box when task has been completed								
Date: _____	Start of Shift	10:00	12:00	14:00	16:00	18:00	End of Shift	Comments
<b>Office/Bathrooms</b>								
Refill All Soap Dispensers								
Empty Lined Trash Cans								
Clean/Sanitize Bathroom Sink								
Clean/Sanitize Faucets								
Clean/Sanitize Lightswitches								
Clean/Sanitize Doorknobs								
Clean/Sanitize Keyboards/Mice								
Clean/Sanitize Desks								
Refill Hand Sanitizer								
<b>Common Surfaces</b>								
Clean/Sanitize Water Fountains								
Clean/Sanitize ALL Phones								
Clean/Sanitize Breakroom								
Clean/Sanitize Kitchen Sink								
Clean/Sanitize Remote Controls								
Clean/Sanitize Game Controllers								
<b>Loading Activity</b>								
Clean/Sanitize Storage Cabinet								
Clean/Sanitize Pumps								
Clean/Sanitize Micromotion								
Clean/Sanitize Valves								
Clean/Sanitize Forklift								

Clean after recirculating and/or loading activity has ended

Manager: \_\_\_\_\_

Scan form daily and upload to EHS\Inspections\COVID Documentation.

## APPENDIX C: COVID-19 Illness Investigation Form



### COVID-19 INCIDENT INVESTIGATION REPORT



Employee Name: \_\_\_\_\_ Job Title: \_\_\_\_\_  
 Location: \_\_\_\_\_  
 Date of Illness Confirmed: \_\_\_\_\_ Time: \_\_\_\_\_  
 Name of Medical facility where employee got tested: \_\_\_\_\_  
 Days Away from Work     Restricted Work     Transfer to Another Job     Death

<b>Description of how employee believes they contracted the illness</b>
<b>Describe Work/ Home Environment</b>
<b>Do you work closely with other employees? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, describe</b>
<b>Have you been in close contact with someone at work who's a confirmed case of COVID-19? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, describe</b>
<b>Does your job include close contact with the general public? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, describe</b>
<b>Have you been in close contact with someone outside the workplace who's a confirmed case of COVID-19? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, describe</b>
<b>Have you traveled for work or been in contact with someone who has traveled? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, describe</b>
<b>Initial Findings/Learnings</b>

After making a reasonable inquiry under the factors outlined above, has the employer determined that it is *more likely than not* that this is COVID-19 case is work-related?    Yes     No

## APPENDIX D: Use of Cloth Face Coverings

# Use of Cloth Face Coverings to Help Slow the Spread of COVID-19

### How to Wear Cloth Face Coverings

Cloth face coverings should—

- fit snugly but comfortably against the side of the face
- be secured with ties or ear loops
- include multiple layers of fabric
- allow for breathing without restriction
- be able to be laundered and machine dried without damage or change to shape

### CDC on Homemade Cloth Face Coverings

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.

CDC also advises the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Cloth face coverings fashioned from household items or made at home from common materials at low cost can be used as an additional, voluntary public health measure.

Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the cloth face covering without assistance.

The cloth face coverings recommended are not surgical masks or N-95 respirators. Those are critical supplies that must continue to be reserved for healthcare workers and other medical first responders, as recommended by current CDC guidance.

### Should cloth face coverings be washed or otherwise cleaned regularly? How regularly?

Yes. They should be routinely washed depending on the frequency of use.

### How does one safely sterilize/clean a cloth face covering?

A washing machine should suffice in properly washing a cloth face covering.

### How does one safely remove a used cloth face covering?

Individuals should be careful not to touch their eyes, nose, and mouth when removing their cloth face covering and wash hands immediately after removing.



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