

COVID-19 Pandemic Response SOP Manual

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Purpose:

The purpose of these COVID-19 Pandemic Response Procedures is to establish procedure for protective actions during the COVID-19 Pandemic Response. These Procedures are based on the requirements of the state and local orders and restrictions, guidance from the Center for Disease Control and Prevention and other national agencies. Alaska EXCEL has the right to change, amend or terminate these Procedures at any time in its sole discretion and without advance notice.

COVID-19 Pandemic Response – Employee Health Measures

Purpose: The purpose of the COVID-19 Pandemic Response – Employee Health Measures is to establish procedure for protective actions, specific to hand washing, protective gear and general hygiene for all employees performing work.

A. Hand washing

- a. Wash your hands with soap and warm running water for at least 20 seconds. If soap and running water are not available, clean with hand sanitizer with at least 60% alcohol.
- b. Hands should be cleaned with soap and water or hand sanitizer:
 - i. Before entering and leaving the workplace for the day
 - ii. After coughing or sneezing
 - iii. Before, during and after preparing food
 - iv. Before eating
 - v. After toilet use

B. Protective Gear

- a. Cloth or Disposable Face Coverings
 - i. All employees must properly wear a face covering when:
 1. Working directly with students within 6 feet
 2. Within 6 feet of other staff
 3. Meeting with parents or community members
 4. In company vehicles with students or staff
 - ii. Alaska EXCEL will provide face coverings for staff and students
 - iii. Proper Use:
 1. Face coverings should fit closely around mouth and nose and allow for breathing without restriction.
 2. Try to avoid touching the outside of your face covering
 3. Do not share your face covering with others
 4. Keep face covering in personal possession
 5. Use hand sanitizer before putting on face covering
 6. Face covering should cover both mouth and nose.

C. General Hygiene

- a. If you are experiencing any symptoms of COVID-19 such as coughing, fever, shortness of breath or difficulty breathing, chills and new loss of taste or smell, or if you have been exposed to COVID-19, contact your manager and stay home.
- b. Avoid touching eyes, nose, and mouth
- c. Cover your mouth and nose with bent elbow or tissue when coughing or sneezing
- d. Do not share food, food containers, cups, straws, utensils, face coverings or any other personal items.

COVID-19 Pandemic Response – Cleanliness

Purpose: The purpose of the COVID-19 Pandemic Response – Cleanliness is to establish procedures for protective actions, specific to basic guidance on cleaning and disinfecting surfaces. Employees will be allowed sufficient time throughout the day to carry out cleaning procedures.

A. For all Cleaning and Disinfection

- a. All common areas (classrooms, Kitchens, bathrooms) must be cleaned and disinfected at least twice per day. A cleaning log will be maintained and updated daily.
- b. Soap and water or hand sanitizer with at least 60% alcohol must be available to all employees, students, or guests entering the building at or near the entrance of the facility, common rooms, shared offices, classrooms, bathrooms, vehicles or near other frequently touched surfaces.

B. Enhanced Cleaning and Disinfection

- a. If you are aware of a COVID-19 positive person who has been in the Alaska EXCEL facility within the last 24 hours, complete the following:
 - i. Notify a director immediately
 - ii. Close off areas used by the persona who is sick. The facility does not need to be closed for operation if the affected area(s) within the facility can be closed.
 - iii. Open outside doors and windows to increase air circulation in the area.
 - iv. Wait a minimum of 24 hours before you clean and disinfect area.
 - v. Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, classrooms, shared electronics, and high contact surfaces.
 - vi. Vacuum the space if applicable.
 1. Do not vacuum a room or space that has people in it.
 2. Wear a face covering while vacuuming

C. Frequently Touched Surfaces and Objects

- a. Clean and disinfect frequently touched surfaces with wipes or spray at least twice per day. A cleaning log will be maintained and updated daily.
- b. Disinfect office supplies such as pens, white board markers, computers, and other frequently touched supplies before and after use to ensure cleanliness for the next person.

D. Company Vehicles

- a. All company vehicles will be equipped with disinfecting spray or wipes. Cleaning materials should be disposed of properly.
- b. Before and after using vehicles: Wipe down the door handles, steering wheel, and other touch points with disinfecting wipes or spray. Update Vehicle cleaning log.

COVID -19 Pandemic Response – Physical Distance Measures to Limit Transmission of Virus

Purpose: The purpose of the COVID -19 Pandemic Response – Physical Distance Measures to Limit Transmission of Virus is to establish procedures for protective actions during the COVID -19 Pandemic Response, specific to employees working in communal/confined spaces. Common spaces include but are not limited to lobbies, bathrooms, classrooms, break rooms, offices, and kitchens.

A. General Procedures for Common Areas

- a. Employees should maintain at least 6 feet distance from others as much as feasible possible.
- b. Workspaces will be measured 6 feet apart and marked with tape
- c. Common travel routes will be marked with signs and floor markings in building. (i.e. entry only door and exit only door) to eliminate cross flow or traffic.
- d. All desks, individual workstations, or work areas will be separated by at least 6 feet.

B. Other Logistics to Avoid Congregating

- a. Meetings
 - i. Meeting will be held remotely when possible by means of video or teleconferencing.
 - ii. Physical distancing will be maintained during all meetings.
- b. Classrooms
 - i. Physical distancing will be maintained in indoor classrooms with no more than 15 people in a single classroom at one time.

C. Specific Tasks Where Maintaining Physical Distancing Is Not Possible

- a. Protective face coverings must be worn when within 6 feet of another
- b. Employees must wash or sanitize hand frequently when working within close proximity of one another.

COVID – 19 Pandemic Response – Transportation Procedures

Purpose: The purpose of this COVID-19 Pandemic Response – Transportation Procedures is to establish procedures for protective actions during the COVID-19 Pandemic Response, applicable to employees who use company transportation to preform work or transport students in company vehicles.

A. Transporting in company vehicles

- a. When transporting in a company vehicle all persons inside must have protective face covering on and worn properly.
- b. All students must wear face coverings when in vehicles.
- c. Limit seating on vehicles transporting students to 50% capacity with students sitting apart from one another as much as possible.

B. Vehicle Cleaning

- a. Vehicles must be cleaned and disinfected after each use.
- b. Vehicles must contain trash bags to dispose of trash left behind after each use.
- c. If a driver or passenger, with a presumed or confirmed positive case of COVID-19, occupied a vehicle refer to enhanced cleaning and disinfection.

COVID -19 Pandemic Response – Employee/Student Illness Monitoring

Purpose: The purpose of this COVID-19 Pandemic Response – Employee/Student Illness Monitoring is to establish procedures for protective actions during the COVID-19 Pandemic Response, specific to monitoring illness of Alaska EXCEL employees and students.

A. Definitions

- a. Close Contact: According to CDC is being within 6 feet of a COVID-19 positive person for at least 15 minutes starting 2 days before illness onset until the time the patient is isolated, or, having unprotected direct contact with infectious secretions of the person with confirmed COVID-19 (E.g., being coughed on).

B. Mandatory Health Screening

The screening consists of two parts that must be completed each day.

- a. Daily off-site employee self-screening:
 1. Employees will monitor for symptoms of COVID-19 before arriving at work by completing the self-screening assessment form.
 2. Employee should not come to work if they are currently experiencing any symptoms, including a temperature greater than or equal to 100.4, have tested positive for, or have been determined by a medical provider to have a presumptive positive case of COVID-19 in the past 10 days.
 3. Employees should not come to work if they have known exposure to a positive COVID-19 person within the last 14 days, unless cleared by a medical provider and documentation is provided to supervisor.
 - i. It is the employee's responsibility to notify their supervisor if they answer, "yes" to any of the screening questions listed.
 - ii. If the employee reports symptoms consistent with or related to COVID-19, they will be excluded from work until they produce a negative COVID-19 test result to turn into their supervisor or have finished the CDC guidelines for self-isolation.
 - iii. If the employee reports symptoms that are not related to or consistent with COVID-19, normal sick leave policies and procedures will apply.
- b. Daily on-site student screening:
 - i. On-site health screening and temperature check will be completed in the parking lot each morning before students are permitted to enter the facility.
 - ii. Students will not be permitted to enter the Alaska EXCEL facility if the student has:
 1. Two consecutive temperature checks, taken 10 minutes apart measuring 100.4 or greater.
 2. Symptoms consistent with Covid-19
 3. Tested positive or is presumed positive for COVID-19 within the past 10 days, unless a medical release is provided to Alaska EXCEL.

C. Screening Set-Up for daily on-site student screening

- a. Student screening will take place in the parking lot below the South Atwood Building at APU.

- i. Students will remain in the car with their guardian until the screening is complete.

D. Screening Process

- a. An Alaska EXCEL employee will complete the screening process for each student in the morning. The employee will wear appropriate PPE when completing the health screening.
 - i. Student or guardian will verbally answer the screening questions and the employee will record the responses.
 - ii. The employee will conduct a temperature check of the student and record it. If the temperature is greater than 100.4, the employee will wait a period of at least 10 minutes and perform another temperature check on the student.
 - iii. If the student answers yes to any of the screening questions, or records two temperature checks of 100.4 or greater, they will not be permitted on campus.
- b. Clean the thermometer after the conclusion of each morning, and after screening a symptomatic student.
- c. Wash hands or use hand sanitizer after screening process is complete

E. Exclusion of students

- a. Students who have been excluded from attending Alaska EXCEL due failing the screening process can return to Alaska EXCEL once the following conditions have been met:
 - i. At least 3 days have passed without fever without the use of fever-reducing medications.
 - ii. Improvement in respirator symptoms