

# Updated February 19, 2021

## COVID-19 Operational Mitigation Plan ALL FNSB FACILITIES AND FUNCTIONS

This Mitigation Plan has been developed in accordance with applicable health orders, **health advisories**, guidance issued by the U.S. Centers for Disease Control and Prevention (“CDC”), State of Alaska Governor Dunleavy and **the Borough Risk Matrix for COVID-19**. All requirements must be met in order for FNSB departments and functions to resume and maintain operations. This notice will be provided to each employee and will be posted at the building entryway.

The Mitigation Plan will follow the mitigation measures in the Borough’s Risk Matrix for COVID-19. The mitigation measures are pre-planned and tied to an operational condition. The operational condition will be determined by the Administration based on objective and subjective information related to the COVID-19 risk assessment in the Fairbanks community. For up to date information on what the FNSB COVID-19 operational status is, please go to: [Borough Risk Matrix Dashboard \(arcgis.com\)](https://arcgis.com)

### **ANY PERSON WITH SYMPTOMS CONSISTENT WITH COVID-19, PENDING A COVID-19 TEST, AND/OR UNDER AN ISOLATION/QUARANTINE ORDER MAY NOT ENTER THE PREMISES**

The CDC has identified the following symptoms as being associated with COVID-19:

<b>Cough</b>	<b>Shortness of breath or difficulty breathing</b>
<b>Fever</b>	<b>Chills</b>
<b>Muscle or body aches</b>	<b>Sore throat</b>
<b>New loss of taste or smell</b>	<b>Headache</b>
<b>Nausea or vomiting</b>	<b>Congestion or runny nose</b>
<b>Diarrhea</b>	<b>Fatigue</b>

*Note: This list does not include all possible symptoms.*

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

- **COVID-19 Vaccine.** Individuals fully vaccinated against COVID-19 shall abide by FNSB Mitigation Plans. The CDC recommends vaccinated persons continue to wear face coverings, observe social distancing and wash/sanitize hands often.
  - Additional information about COVID-19 vaccines can be found here:
    - CDC** - <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/faq.html>
    - State of Alaska** - <http://dhss.alaska.gov/dph/Epi/id/Pages/COVID-19/vaccine.aspx>

The mitigation measures herein are intended to be cumulative. Mitigation measures from a lower risk level are added to the next level. The risk matrix levels will be used to implement the mitigation measures to decrease the spread of COVID-19.

## LOW RISK

- **Face Covering Required.** At all FNSB facilities, visitors, contractors, and employees must wear facecoverings over their nose, mouth and chin as follows:

- **VISITORS AND CONTRACTORS**

- Wear a face covering when entering facilities, riding on Van Tran, buses and at transportation hubs (bus terminals).
- Additional information about the CDC’s Order “Requirement for Persons to Wear Masks While on Conveyances and at Transportation Hubs” can be found here: <https://www.cdc.gov/quarantine/masks/mask-travel-guidance.html>;

**AND**

- Abide by the facility-specific mitigation plan that is in place, if any, for the facility entered.

- **EMPLOYEES**

- When interacting with or encountering (including when there is a likelihood of encountering or interacting with) other employees or members of the public,
  - Maintain a physical barrier between non-household group members, such as a “sneeze guard
- Every person involved in the interaction or encounter must wear a face covering.
- Abide by the facility-specific mitigation plan that is in place, if any, for the facility entered.

- **Guidelines for face coverings.** Some face coverings work better than others and are most effective when everyone is wearing one. Pick a face covering with layers to keep your respiratory droplets in and others’ out. To reduce the spread of COVID-19, the CDC recommends face coverings that include:

- Two or more layers of washable, breathable, tightly woven fabric,
  - Or wear two face coverings, such as a non-medical disposable face covering as the first layer and a cloth face covering over the top as the second layer;
  - Inner filter pockets;
  - Non-medical disposable face covering with two or more layers;
  - A proper fit for maximum protection,
    - Covering your nose, mouth and chin completely;
    - Fits snugly against the sides of the face without gaps,

- Use a fitter or brace over a disposable or cloth face covering to prevent air from leaking around the edges;
- Includes a nose wire;
- Being able to see and breathe easily,
  - If you wear glasses, find a mask that fits closely over your nose or has a nose wire to help reduce fogging;
  - Consider using an antifogging spray that is made for eyeglasses.

**Note:** Handle your face covering by the ear loops, cords or head straps and not by the surface of the face covering.

○ **Face coverings not recommended by the CDC shall NOT be worn.** Such face coverings do not help prevent the person wearing the face covering from spreading COVID-19 to others.

- Combine two disposable face coverings;
- Combine a KN95 with any other face covering;
- Wearing a scarf/ski mask as a face covering;
- Face coverings that do not fit properly - large gaps, too loose or too tight against the face;
- Materials that are hard to breathe through - plastic or leather;
- Face coverings that let light pass through - loosely woven fabric, knitted or single layer;
- Wearing a face covering with an exhalation valve or vent;
- Additional face covering guidance can be found here:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html>.

- **Exceptions.** *Children younger than two years of age; anyone who is medically unable to tolerate a face covering, who has trouble breathing, or who is otherwise unable to remove the face covering without assistance; anyone who is in the water at a pool, or during strenuous physical activity.*

***If visitors or contractors are unable to wear a face covering, the department in which the visitor or contractor is conducting business shall make every effort to accommodate the visitor or contractor.***

***If the department is unable to provide an accommodation, or the visitor or contractor refuses to accept the accommodation, the department shall contact Human Resources at 459- 1202 for further guidance.***

***If an employee is unable to wear a face covering, please contact Human Resources at 459-1202.***

- **Hand Hygiene**

- Employees must frequently wash their hands or use sanitizer containing at least 60% alcohol. Handwashing capabilities and compliant sanitizer have been provided to employees.
- FNSB has posted handwashing reminder signs in all restrooms, kitchens, and other areas with sinks.

- **Cleaning and Disinfecting.** Custodial staff shall conduct general cleaning.

- Disinfecting using EPA approved disinfectants against COVID-19 will be used and can be found here:  
<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>
- CDC guidance on how to clean and disinfect a work center can be found here:  
<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
- Weekly cleaning and disinfecting will be conducted in accordance with CDC protocols.

- **Employees**

- Department directors/managers will provide training to all employees on this Mitigation Plan as well as mitigation requirements specifically implemented in their department. Directors/managers will also ensure that each employee is given a copy of the complete mitigation plan applicable to the employee's facility/function.

**ANY EMPLOYEE EXPERIENCING SYMPTOMS CONSISTENT WITH COVID-19, PENDING A COVID-19 TEST, AND/OR UNDER AN ISOLATION/QUARANTINE ORDER MAY NOT BE AT THE BOROUGH WORKPLACE.**

- Sick employees MUST stay home - symptomatic or ill employees may not report to work.
  - Employees who are experiencing any symptoms related to COVID-19 or have taken a COVID-19 test and are awaiting test results shall immediately notify their supervisor and FNSB Human Resources.
  - Supervisor shall immediately provide the employee name and the employee's contact information to Human Resources.
  - Employees may not report to work when under an isolation/quarantine order.
  - A negative test may allow an employee to return to work when under an isolation/quarantine order when testing criteria has been met.
  - Employees who are fully vaccinated against COVID-19 are not required to quarantine **if** the employee meets the fully vaccinated criteria.
    - Documentation that the employee is fully vaccinated against COVID-19 must be provided to Human Resources.
  - Employees may not report to the workplace until cleared by Human Resources and screened back into the workplace.
  - Prior to the employee's next shift, department directors/managers shall conduct a

screening of employees who have missed work related to any illness or who have traveled out of state in the last 14 days.

- High-risk employees may be provided an alternative workspace and/or special accommodations at the employee's request. All such requests must be directed to Human Resources through the employee's supervisor.
- FNSB Human Resources will conduct a close-contact investigation to identify employees who have come in close contact with a confirmed COVID-19-positive person and to advise the employee that, because of the close contact, they may not be in the workplace.
- FNSB Human Resources will track employee absences due to a positive COVID-19 test for purposes of workplace monitoring.

- **If an employee has a positive COVID-19 test**

- Employees are to immediately inform FNSB Human Resources of a positive COVID-19 test result.
- The Chief of Staff, Risk Manager, and Chief Procurement Officer will then make a determination regarding facility shut down and cleaning pursuant to CDC and OSHA guidance.

## LOW – INTERMEDIATE

- **To include all measure listed above.**
  
- **Social distancing.** At least six feet of distance must be maintained between individuals or household groups while in any FNSB facility, unless the facility has prescribed a greater distance to be observed. Face coverings are not a substitute for social distancing. At all FNSB facilities, visitors, contractors, and employees must observe social distancing as follows:
  - **VISITORS AND CONTRACTORS**
    - Maintain a minimum of six feet of distance between non-household group members;  
**AND**
    - Abide by the facility-specific mitigation plan that is in place, if any, for the facility entered.
  
  - **EMPLOYEES**
    - Maintain a minimum of six feet of distance between non-household group members (including other employees);  
**AND**
    - When interacting with or encountering (including when there is a likelihood of encountering or interacting with) other employees or members of the public,
      - Maintain a physical barrier between non-household group members, such as a “sneeze guard.” Physical barriers such as sneeze guards are not a substitute for social distancing;  
**OR**
      - Every person involved in the interaction or encounter must wear a face covering. Face coverings are not a substitute for social distancing;  
**AND**
      - Abide by the facility-specific mitigation plan that is in place, if any, for the facility entered.
  
- Consider limiting the number of riders on mass transit.
- Floor markings that indicate six feet of distance between public and staff or between members of the public must be observed.
- One-way or other markings that indicate the flow of traffic must be observed.
- Elevators shall have signs posted indicating the maximum number of people allowed in each elevator car at a time. Floor markings shall indicate six feet of distance while inside the elevator car. These limitations shall be complied with by all persons inside FNSB facilities.
- Where practical, the FNSB has installed physical barriers, such as clear plastic “sneeze guards,” in areas with direct public contact.

- The FNSB has ensured that employee desks, cubicles, or open workspaces are at least six feet apart.
  - Employees may not physically touch others (to include shaking hands).
  - Breakrooms shall have signs posted indicating the maximum number of people allowed at a time.
    - Designated seating areas shall be marked and be a minimum distance of 6 feet apart.
    - Face coverings shall be worn except when eating or drinking.
    - Employees shall immediately disinfect the area after use.
  - **When employees ride together in vehicles, they must:**
    - Of the available vehicles that are practical for the task, use the vehicle with the largest passenger space;
    - Sit as far apart as possible;
    - Wear a face covering;
    - Set the air ventilation/air conditioning on non-recirculation mode; and
    - When practical, travel with all vehicle windows open.
  - Restrooms with multiple stalls shall have signs posted indicating the maximum number of people allowed in each restroom at a time. Outer stalls shall be available for use while inner stalls shall be closed and marked with a sign.
    - When restrooms are at capacity, additional persons shall wait their turn outside the restroom.
  - The FNSB acknowledges there may be times that it is difficult to observe the six-foot distancing requirement, such as times that an employee is in a public area or passing in a stairwell. During such times, employees (and visitors and contractors in an FNSB facility) shall wear a face covering and maintain the greatest distance possible, returning to the six feet of distance as quickly as possible.
- **Cleaning and Disinfecting.** Custodial staff shall increase routine cleaning and all staff shall sanitize their workstation. Employees shall clean their individual workstations daily. High-touch and common service areas used by employees and the public (e.g. counter tops, restrooms, elevators, workstations, equipment, touch-screens, door knobs) shall be cleaned hourly throughout the workday or immediately after each contact with a member of the public.
  - **Increase Ventilation.** All facilities shall increase ventilation to the greatest extent possible to increase the delivery of clean air and dilute potential contaminants.
    - Additional information can be found here: <https://www.cdc.gov/coronavirus/2019-ncov/community/ventilation.html>
  - **Employees**
    - Each employee will conduct their own screening for symptoms associated with COVID-19 prior to each shift.

- The FNSB has strictly limited work travel for its employees and approval will be on a case by case basis.



## INTERMEDIATE

- **To include all measure listed above.**
- **Public Visits and Social Distancing.** Members of the public should interact with FNSB employees in person only if there is no other way to reasonably conduct essential business.
  - Facility managers should consider curbside service or appointments before facility access by members of the public.
  - Where facilities are not made freely open for public access, members of the public may also call the number posted at the entrance for assistance.
  - Limit the number of passengers on mass transit to allow for six feet of distance between the driver and all non-household group members.
  - Department Directors shall encourage telework agreements as allowed by an employee's position.
  - Key leaders will not work in the same location.
  - Employees may not share workstations.
  - Employees are not to ride together in vehicles.
  - All in-person meetings shall be limited to the greatest extent possible.
  - Employees shall utilize technology (e.g., phone, Teams video chat).
    - Conference/meeting rooms shall have signs posted indicating the maximum number of people allowed at a time.
    - Designated seating area shall be marked and be a minimum distance of 6 feet apart.
    - Employees shall immediately disinfect the area after use.
  - The FNSB has prohibited work travel for its employees.

## INTERMEDIATE – HIGH

- **To include all measures listed above.**
- **Public Visits and Social Distancing.**
  - No in person meetings of any kind. All meetings will be held virtually or telephonically.
  - Implement additional capacity limits for indoor public facilities and services.
  - Public changing/warm-up areas will be closed for outdoor activities.
  - Outdoor spectators must maintain social distancing.

## HIGH

- **To include all measures listed above.**
- **Public Visits and Social Distancing.**
  - Outdoor recreational activities will be limited to individual or family activities or if social distancing can be maintained.
  - Mass Transit reduced to on-demand only.
  - Limited facility access to public services and on an invite or appointment basis only.
  - Work center access limited to performance and execution of health, safety, and welfare duties required that day.

## EXTREMELY HIGH

- **To include all measures listed above.**
- **Public Visits and Social Distancing.**
  - All business should take place via digital means; absolutely no in-person meetings.
  - All public facilities are shut down, with the exception of emergency services.

The pandemic and the FNSB's response are dynamic and change regularly. The FNSB will continue to update staff, patrons, community members, suppliers, and contractors with information about how FNSB is responding to the pandemic. Additional COVID-19 information can be found on [the FNSB website](#).

## FNSB Department or Work Center Specific COVID- 19 Mitigation Worksheet

The plan developed by departments using this worksheet must be updated as needed and will be presented to all facility employees and contractors and will be posted in a conspicuous place near the public entrances of the facility and/or department.

**Facility Name & Address:** \_\_\_\_\_

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

Each Department Director and Facility Manager will determine if an additional Mitigation Plan is required to continue operations. The Department Director and Facility Manager may establish a COVID-19 Mitigation Plan specific to their department or work center by addressing the practices and protocols to protect staff UNIQUE to the department and staff functions. Remember, this plan will supplement the FNSB’s baseline Mitigation Plan **and Risk Matrix Mitigation Measures**. Please consult Risk Management if guidance is needed.

❖ *Non-Public Workspace Social Distancing measures taken (list/describe):*

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❖ *Public Workspace Social Distancing measures taken (list/describe):*

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❖ *Can traffic be routed safely in the facility in order to minimize contact (e.g., one way in, one way out)? (Yes/No, please describe):*

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❖ *Is the facility occupancy limit established by the applicable health mandate adequate to maintain appropriate social distancing for the facility? If not, what is an appropriate occupancy limit, including employees?:*

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❖ *Cleaning strategies for the work environment – how will staff ensure that the hourly cleaning is performed? (Describe new daily routine and how it will be monitored):*

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- ❖ *What protocol will staff follow when encountering a member of the public in the workplace exhibiting virus spreading behaviors/signs (coughing, sneezing, visibly sweating or ill). (Describe):*

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- ❖ *Additional actions taken to reduce the virus spread:*

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