



# SWCA Fieldwork COVID-19 Safety Plan

MARCH 2020

PREPARED FOR

**SWCA Field Staff and Management**

PREPARED BY

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## **BACKGROUND**

Due to heightened concerns of COVID-19 transmission, it is important that we all take extra precautions to keep ourselves, our coworkers, and our community members safe and healthy. SWCA is committed to aggressively evaluating business actions to protect employees, clients/teaming partners/vendors, and the organization, relying on guidance from the CDC and state and local governments. Based on current evaluation, SWCA 2020 field efforts will continue as scheduled. As we move into the field season, it is critical that our staff in communal field housing follow recommended health and safety measures to prevent the infection and spread of COVID-19 among us, and that we supply them with the tools they need to be safe and successful. Please see the points below for guidance on communication expectations, prepping for communal living, pre-cleaning and maintaining clean field trucks and housing, personal hygiene, mobilization and demobilization expectations, and how to respond if one of our field staff displays symptoms.

Please note, all directives in this document are to be adjusted immediately based on updated guidance from SWCA's Sr. Leadership, Human Resources or the COVID-19 Task Force. Watch for OneSWCA email communications, as well as the most current information posted on the COVID-19 page on MySWCA. For immediate questions or concerns, please communicate with your supervisor, Project Manager, direct management staff, and HR at HRConfidential@SWCA.com

## **Pre-Fieldwork**

### ***Personal Preparedness***

- Employees are discouraged from any air travel until the end of March.
- Avoid attending any conferences, trainings, workshops, parties, or other large public gatherings during the month of March.
- Prepare your home and your personal bag in anticipation of potentially staying at your field location longer than scheduled if nation-wide quarantines are put into effect.
- The CDC recommends you get the flu shot to ensure flu symptoms are not mistaken with COVID-19 symptoms if you become infected. If you have not gotten the flu shot, you are strongly encouraged to get it this season prior to field mobilization.

### ***Communication***

- All Project Managers and staff supervisors are to communicate daily with field staff 14 days prior to field mobilization regarding field staff health conditions.
- If you have partaken in air travel within 14 days of your field mobilization date, please communicate directly with your management team.
- If you have attended any large group events within 14 days of when you are scheduled to mobilize, please communicate directly with your supervisor, Project Manager, and other management staff. Food is necessary, so this does not extend to grocery or department stores, but do use personal hygiene practices described below when visiting high-traffic areas.

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- If you have COVID-19 symptoms or are feeling at all ill, **DO NOT** report for field work. Communicate directly with your supervisor, Project Manager, or other direct management staff and HR about your health. The Project is not more important than your health. If any field staff display illness symptoms, they will not be deployed and will be encouraged to use sick leave. Any field employee displaying COVID-19 symptoms will be encouraged to seek medical attention immediately (see *Symptoms* on page 5).
- If you have been caretaking someone who is ill, please **DO NOT** report for field work. Communicate directly with your supervisor, Project Manager, or other direct management staff and HR and they will find a solution.

### ***Approval***

- Approval for field mobilization will require SVP and HR approval and will be based on:
  - field staff current health conditions;
  - whether or not they have been exposed to someone who has tested positive for COVID-19;
  - potential risk of **debilitating** or **dangerous** infection based on CDC guidelines for individuals at high risk;
  - and where in the country field staff are coming from and going to relative to COVID-19 hotspots.
- If an employee needs to travel via plane for business, SVP-level approval is needed.

## **Prepping for Fieldwork and Mobilization**

### ***Rental Vehicle Preparation and Cleaning***

- A sanitation kit will be supplied with each field truck to ensure you have the supplies you need to practice good hygiene during travel, in your field housing, and in the field. This kit includes: hand sanitizer, Clorox wipes, antimicrobial soap dispensers (full) for kitchens and bathrooms in your field housing, antimicrobial cleaning spray, paper towels, antimicrobial laundry detergent, and latex gloves.
- Practice caution when traveling in trucks, with equipment, or personal goods that may have been touched by someone who is infected. Wipe down all steering wheels, door handles, sides of doors where you push them closed, center consoles, display knobs, field equipment, and wash all necessary food products prior to deploying so you are not potentially transporting germs to a different community and your field housing. You have the option to wear latex gloves when cleaning or handling these surfaces.
- Follow the same cleaning standards with UTVs and ATVs as those described for field vehicles above.

## ***JHA and Tailgate Meetings***

- All JHA forms will detail appropriate personal protective equipment (PPE) relevant for safe project work.
- All tailgate meetings will, until further notice, will be used to check in about each team member's physical health. These meetings will include detailed SWCA expectations on field house sanitation, personal hygiene, communication requirements, and emergency response action plans relevant to COVID-19 detailed in this Plan.

## **Prepping for Communal Living**

- At this time, whether in a house or hotel for field housing, each staff member will have their own room and, when possible, their own bathroom.
- No guests are allowed in field housing until further notice. This increases the risk of exposure to you and other field house occupants.

## ***Cleaning Field Housing***

- Immediately upon arrival to your field housing, wash your hands for over 20 seconds with antimicrobial soap. This will help ensure that any microbes on your hands from travel will not be transferred to field housing surfaces when you arrive.
- After washing your hands, wipe down all surfaces with an antimicrobial-rated cleaner. Do not forget counters; front, back, side, bedroom, and bathroom door handles; cabinet handles; medicine cabinet handles; appliance handles, buttons, and knobs such as on the refrigerator, microwave, oven, dishwasher, clothes washer, and dryer; toilets; faucet handles; shower knobs; tv remotes; and light switches! Keep in mind there are other frequently used surfaces, such as shoulder-height on doors where we push them closed, that you are to wipe down.
- Ensure that you will be sleeping on clean bedding. Wash if necessary.
- Clean and disinfect frequently touched objects daily.
- Clean dishes immediately and thoroughly after use. Do not leave dirty dishes out.

## **Personal Hygiene**

- Avoid close contact with others. Do not shake hands, hug, or touch people unnecessarily. The "elbow bump" or a nod are good alternatives for handshakes.
- Avoid touching your face.
- Sneeze or cough into a tissue and then throw it away, or into your elbow. If you accidentally sneeze or cough into your hands, wash them immediately.

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- Regularly wash your hands for at least 20 seconds with antimicrobial soap or hand sanitizer throughout the day, especially before and after eating or touching common surfaces.

### ***In the Field***

- Follow the standard CDC recommendations above for personal hygiene even when you are in the field. This is especially important if you need to handle equipment with other staff regularly.
- Use the hand sanitizer provided in your field truck's sanitation kit regularly, especially before you eat, after you eat, or if you sneeze or cough into your hands. Look out for your fellow staff and encourage that they do the same.
- Wipe down field equipment daily with antimicrobial spray or wipes.
- Wipe down field truck steering wheels, door handles, display knobs and center consoles daily.

### ***In the Community***

- If you stop anywhere on your way to field housing, such as a restaurant or gas station, wash your hands prior to leaving the establishment for at least 20 seconds with antimicrobial soap. Use a paper towel or your elbow to exit the building. This helps to ensure you are not picking up microbes from fellow travelers and bringing them into the truck with you.
- When possible, wash your hands immediately before returning to the field house from an outing either with soap or hand sanitizer, or right after you walk in the door. Avoid touching surfaces in field housing if you have been gone and have not yet washed your hands.

## **Field Communication Schedule**

- All Project Managers and supervisor staff are required to communicate daily with field staff regarding their health conditions while they are mobilized.

## **Action Plan for Potential Infection**

- If you or one of your co-workers becomes ill, contact your supervisor or Project Manager and HR immediately.
- Anyone showing signs of COVID-19 will be encouraged to seek immediate medical attention. COVID-19 symptoms are listed below.
- Quarantine the sick employee to one bedroom and one bathroom and contact your supervisor and HR immediately.
- Sick and caretaking team members should wash their hands frequently and immediately before and after touching communal surfaces.

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- If possible, supervisory staff may consider evacuating all employees not displaying symptoms to other housing. Please consider potential spread to other community members when making this decision. Additional SWCA evacuation protocol can be found in the SWCA Safety Plan.

### ***COVID-19 Symptoms***

The following symptoms may appear **2-14 days after exposure**:

- Fever
- Cough
- Shortness of breath

## **Demobilization**

### ***Communication***

- Project Managers and staff supervisors are to communicate daily with field staff. Additionally, extra care should be taken as field staff demobilize, paying special attention to:
  - where field staff are coming from and going to relative to COVID-19 hotspots;
  - field staff current health conditions;
  - whether or not there are nation-wide quarantines in place restricting travel;
  - and whether field staff have been exposed to people showing symptoms.

### ***Preparation***

- Practice personal hygiene methods described above during demobilization.
- Prior to departing field housing, clean all surfaces of your field housing to the same standards you did when you arrived.
- Clean all field equipment thoroughly before returning it to the office or its usual storage location.
- Prior to returning the field vehicle, clean the interior and exterior surfaces to the same standards you did when you received it.

## **Post-Demobilization**

### ***Communication***

- Please continue to evaluate your health daily and communicate directly with your management staff and HR if you start to feel ill after demobilization.

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- If you are scheduled to re-mobilize for another field effort soon, ensure that you continue to practice the personal hygiene standards described above, avoid large gatherings, and get enough rest. Sleep deprivation lowers our immune system responses, making potential illnesses much worse. Communicate directly with your management staff and HR about your needs and if you start to feel ill after demobilization.