

<b>Document Title:</b>	<b>Covid-19 Airbase Services Standard Operating Procedures</b>				
<b>Document #:</b>	<b>AB-1130</b>	<b>Revision Date:</b>	<b>07/22/21</b>	<b>Rev #:</b>	<b>08</b>

**Date / Location:** \_\_\_\_\_

**Manager Name(s):** \_\_\_\_\_

**Management review this document and all revisions with all base personnel.  
Once the document has been reviewed by all parties, record employees name, date and signature.**

**PS / HRC RECORD**

<b>Employee Name</b>	<b>Date</b>	<b>Signature</b>

## **REQUIRED SAFETY PROTOCOLS**

### **Full-Service Air Tanker Bases**

The goal of Hunot Retardant Company is to establish guidelines that keep you and your employees healthy and your bases open during the pandemic. We want to help you keep your workplace safe for you, the agency and most of all, your families. COVID-19 spreads very easily and quickly. Even if you and your employees are doing everything right, your base may see cases of COVID-19. The types of prevention measures you take and how much COVID-19 is in your community will also impact your airbase. It is critical for communities, families, and individuals to take all the necessary measures they can to lower the spread of COVID-19.

The COVID-19 pandemic has taken a tremendous toll on individuals, families, communities, and businesses. Economic activity and health outcomes are tightly connected. Economies thrive when people feel and are safe. One of the simplest ways to protect lives and livelihoods is by wearing a face mask. Nearly all reputable medical and scientific organizations agree that masks are an effective way to stop the spread of COVID-19.<sup>1</sup> A recent study by the Centers for Disease Control and Prevention showed not only do masks protect other people from getting infected with the virus that causes COVID-19, but that masks can also be protective for the person wearing a mask.<sup>2</sup> Mask-wearing decreases the number of COVID-19 cases, increases consumer mobility, and increases consumer spending.

1. <https://pws.byu.edu/covid-19-and-masks>
2. <https://www.cdc.gov/coronavirus/2019-ncov/more/masking-science-sars-cov2.html>

New guidance based on the [CDC 6-29-2021 Statement](#) concerning wearing masks and [Cal/OSHA 06-17-2021 Release of new safety and health standards](#) have been established. Even though these policies allow vaccinated individuals to not wear mask indoors, **HRC has chosen to be more cautious and requires ALL individuals to wear mask indoors regardless of vaccination status.**

- Fully vaccinated employees will not be excluded from work after close contact unless they have COVID-19 symptoms.
- All employees must always wear face coverings indoors until otherwise instructed.
- Employees are NOT required to wear face coverings when outdoors regardless of vaccination status except for during outbreaks. All employees must always continue to social distance.
- Masks are still required when traveling in a vehicle with other employees regardless of vaccination status.
- Failure to wear a mask indoors (unless they have been medically or otherwise legally exempted from wearing a mask) is a safety violation that may result in disciplinary action. Each employee has the right to stop work if they have concerns about mask use.
- Although the risk that fully vaccinated people could become infected with COVID-19 is low, any fully vaccinated person who experiences symptoms consistent with COVID-19 should isolate themselves from others, be clinically evaluated for COVID-19, and get a COVID-19 test if indicated.
- While engaged in rigorous activities where heat stress is a risk, masks may be removed.

## What Should I Do If I Feel Sick or May have Been Exposed?

Do not enter any facilities if you are experiencing symptoms. Contact your manager, remain home, and see your personal healthcare provider. If you are being tested for COVID-19, Please inform your manager. If you begin to experience symptoms while at work, notify your manager, return home immediately, and see your personal healthcare provider.

## Protocols for Arriving at a Base Facility

When arriving to work, please ensure you do the following:

### 1. Perform daily self-symptom check and take temperature before entering a facility.

#### Self-symptom check

Do not enter any facility if you have these symptoms. Also, if you experience any of these symptoms while at work, you must leave and follow the instructions for symptomatic people below:

- Cough that is not associated with seasonal allergies
- Shortness of breath or difficulty breathing

Or at least two of the following:

- Fever of 100.4° F or greater
- Chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

### 2. Follow mask requirements.

All employees are still required to wear a tightly woven cloth face covering or equivalent (unless they have been medically or otherwise legally exempted from wearing a mask). N-95 respirator mask are available for all employees to use voluntarily.

Employees should wear N-95 respirators or tightly woven cloth face coverings except to eat, drink or perform other short-term activities that require them to be removed. Due to the increase in temperature during summer months, some modifications are allowed.

The following are examples when a face covering may be removed:

- Working alone in outdoor spaces, such as maintenance activity where the activity is at least 6 feet away from all other employees.
- Working on the ramp. HRC encourages employees to maintain social distancing on the ramp in as much as it can be achieved.
- Operating a company vehicle as the sole occupant.

### 3. TRAVEL AND VISITORS

When traveling for personal or business reasons, please follow current [CDC guidance](#):

- Fully vaccinated travelers are less likely to get and spread COVID-19.
- People who are fully vaccinated with an FDA-authorized vaccine can travel safely within the United States:
  - Fully vaccinated travelers do not need to get tested before or after travel unless their destination requires it.
  - Fully vaccinated travelers do not need to self-quarantine.
- Fully vaccinated travelers should still follow recommendations for traveling safely including:
  - Wearing a mask over your nose and mouth.
  - Staying 6 feet from others and avoiding crowds.
  - Washing your hands or using hand sanitizer often.
- You do not need to get tested or self-quarantine if you are fully vaccinated or have recovered from COVID-19 in the past three months.

If you are not vaccinated, avoid travel to locations with substantial community spread or states where case rates are high. If you are traveling to one of these locations and are not vaccinated, please speak with your manager to discuss if a quarantine period will be necessary upon return. The Harvard Global Health Institute has a map that displays COVID-19 risk levels for each county in the United States. Please refer to this map as you plan personal travel.

If you are anticipating visitors staying at your home, you should talk to your manager as every situation is different. In general, the key is to minimize risk of COVID-19 spread in the workplace. Therefore, it is assumed you know the visitor well enough to verify that they had no COVID-19 symptoms or exposures prior to the visit. In addition, after their departure, you should self-monitor for symptoms and adhere to HRC's safe practices of wearing a cloth mask, temperature taking, etc.

#### 4. RETURNING TO WORK

As you prepare to return to work, please review the checklist items below to make sure you are prepared.

**1. Management Approval:** Confirm with your manager/supervisor that you are authorized to return to work. Also confirm your work schedule and work location.

**2. Training and Qualifications:** Confirm your training and qualifications are current by checking your Training Plan. Employees should not perform work if training has expired.

**3. Clean Computers:** Clean and disinfect HRC-owned computers and accessories before returning them after the teleworking period is completed.

**4. Food:** Please plan and bring your own food and beverages.

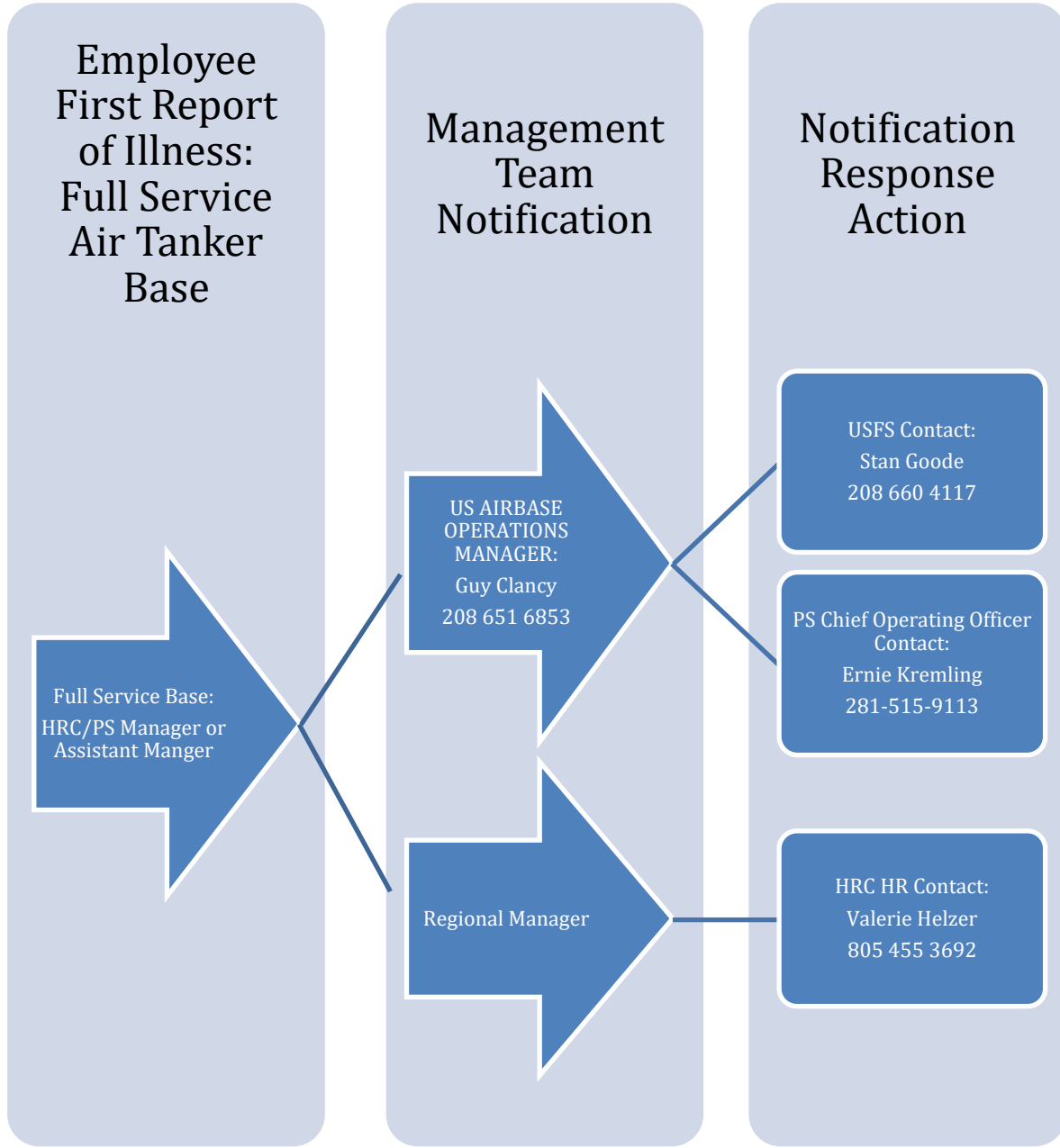
**5. Get a Cloth Face Cover:** Contact the appropriate representative to arrange for a cloth face covering. If needed, disposable face coverings are available. For more information on masks, contact your manager or the appropriate point of contact listed for your group. You may also bring your own face mask.

**6. Hand Sanitizer:** While limited hand sanitizer is available at most building entrances, you may want to consider bringing your own small bottle of hand sanitizer.

Be advised this document is intended as minimum criteria, each individual base is subject to additional protocol set forth by respective agency.

This change related to masking is the only change to federal workplace COVID-19 safety guidance – This is a fluid document and subject to change pending further CDC guidance.

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

### **PRODUCT MIXING GUIDELINES:**

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

#### **Mixmaster:**

The Mixmaster will maintain 6' of distance during fire retardant mixing process with crew unless issues arise where closer than 6' of space is needed. Hand washing and sanitization of self and equipment/components will be performed frequently throughout the shift.

#### **Mix Crew:**

Two crew members at a time will mix Phos-Bins with appropriate PPE as indicated in Mandatory Staff Safety Procedures above.

### **PRODUCT AIRCRAFT LOADING PRECAUTIONS:**

#### **Retardant Load Crew:**

One 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 PPE 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): 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.) Mask will be worn during any face to face interaction and/or exchange of paperwork.

## **Basic Information and Use of Face Masks**

Globally, many health authorities are recommending the use of face masks to help control the spread of COVID-19. This is based on the discovery that people can 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 is effective in reducing respiratory droplets from being released in enclosed offices/buildings. 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:**

### **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

## Cleaning tips for employees



### What should I clean?

Clean and disinfect surfaces and objects at your workplace that are touched often. Follow the recommendations in this section for the types of cleaners and disinfectants you should use on different surfaces.

Examples of some of the surfaces that may be touched often:

- Door handles and knobs
- Tables and chairs
- Cabinets, lockers, and bookshelves
- Shared computer keyboards and mice
- Light switches
- Sinks and surrounding areas
- Counter tops
- Shared electronics such as cash registers or printers
- Utensils and serving utensils



### When should I clean?

Clean and disinfect surfaces and objects that are touched often at least daily or between use by different employees or customers. Limit the use of shared objects when possible, or clean and disinfect between use.

Times you may want to clean or disinfect:

- In the morning before customers arrive
- Between work shifts
- Between use of shared surfaces or objects
- Before and after food service
- Before employees return from breaks
- After customers leave for the day



These cleaning guidelines are for community, non-healthcare facilities such as:

- Schools
- Institutions of higher education
- Offices
- Child care centers
- Businesses
- Community centers that do, and do not, house persons overnight

## Cleaning products

Cleaning staff and others should clean hands often. Employees should wash their hands with soap and water right away after they take off gloves or have contact with someone who is sick. If you do not have soap and water and your hands do not look dirty, you can use an alcohol-based hand sanitizer that contains at least 60% alcohol. If your hands look dirty, you need to wash them with soap and water.

- To disinfect surfaces, use products that meet EPA criteria for use against SARS-CoV-2, the virus that causes COVID-19, and are the right ones for the surface. Disinfectants are important to reduce the spread of COVID-19. Do not overuse or stockpile disinfectants or other supplies. This can cause shortages of products needed in critical situations.
- Employers must follow OSHA standards on Bloodborne Pathogens (29 CFR 1910.1030), including proper disposal of regulated waste, and PPE (29 CFR 1910.132).
- Most common EPA-registered household disinfectants can be used to fight COVID-19.
- A list of EPA-approved products for use against the virus that causes COVID-19 is available at <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>.
- Always follow the manufacturer's instructions for all cleaning and disinfection products for concentration, application method, and contact time, etc.
- Always read and follow the directions on the label to make sure you are safe and using the products correctly.
- Wear gloves and consider wearing eye protection in case chemicals splash.
- Make sure there is enough ventilation in the room when you are using chemicals.
- Only use the amount recommended on the label.
- If you are diluting chemicals, use water that is room temperature (unless it says something different on the label).
- Do not mix chemicals.
- Put a label on diluted cleaning solutions.
- Store and use chemicals out of the reach of children and pets.
- You should never eat, drink, breathe, or inject these products into your body or put them directly on your skin. They can cause serious harm. Do not wipe or bathe pets with these, or any other products that are not approved for animal use. You can also use diluted household bleach solutions (at least 1000ppm sodium hypochlorite, or concentration of 5%–6%) to fight COVID-19.
- Check to make sure bleach can be used on the surface before you use it.
- Follow the manufacturer's instructions to apply a bleach solution.
- Make sure it stays on the surface for at least 1 minute.
- Always make sure there is enough ventilation during and after using bleach solutions.
- Check to make sure the product is not past its expiration date.
- Never mix household bleach with ammonia or any other cleanser. This can cause fumes that could be very dangerous to breathe in.

If EPA-approved disinfectants are in short supply, you can use a bleach solution. Household bleach that is not expired will be effective against coronaviruses when it is properly diluted. Bleach solutions will be effective for disinfection up to 24 hours. You can make a bleach solution by mixing:

- 5 tablespoons (1/3 cup) bleach per gallon of room temperature water or
- 4 teaspoons bleach per quart of room temperature water.



Call the Utah Poison Control Center if you have questions about exposures to cleaning products.



## **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

Coronavirus vs Flu: Symptoms are similar					Intermountain Healthcare
Symptoms	Coronavirus (COVID-19) Symptoms range from mild to severe	Influenza (FLU) Abrupt onset of symptoms	Cold Gradual onset of symptoms	Seasonal Allergies Symptoms improve or worsen depending on environment	
Fever	Often	Often	Rare	Sometimes	
Fatigue	Sometimes	Sometimes	Sometimes	Often	
Cough	Often (usually dry)	Often (usually dry)	Mild	Often	
Sneezing	No	No	Often	Often	
Aches & Pains	Sometimes	Often	Often	No	
Runny or Stuffy Nose	Rare	Sometimes	Often	Often	
Sore throat	Sometimes	Sometimes	Often	No	
Diarrhea	Rare	Sometimes in Children	No	No	
Headaches	Sometimes	Often	Rare	Sometimes	
Shortness of breath/ Difficulty breathing	Often	Rare	Rare	Rare	
Loss of taste and smell	Often	Rare	Rare	Rare	

### Symptoms of COVID-19:



**Fever**  
(temperature of 100.4°F or 38°C or higher or feeling feverish)



**Cough**



**Shortness of breath**



**Decrease in sense of smell or taste**



**Sore throat**



**Muscle aches and pains**

## 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	After Mid Day Meal/Break	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: \_\_\_\_\_

**APPENDIX C:**

**COVID-19 Illness Investigation Form**



**COVID-19 INCIDENT INVESTIGATION  
REPORT**

Employee Name: \_\_\_\_\_ Job \_\_\_\_\_  
Location: \_\_\_\_\_  
Date of Illness Confirmed: \_\_\_\_\_ Time: \_\_\_\_\_  
Days Away from Work  Restricted Work  Transfer to Another Job  Death

<b>Description of How Employee Believes They Contracted the Illness</b>
_____ _____ _____ _____ _____
<b>Description of Activities that Led to the Illness</b>
_____ _____ _____ _____ _____
<b>Describe Work Environment</b>
_____ _____ _____
<b>Initial Findings/Learnings</b>
_____ _____ _____ _____

Has the employer determined it is more likely than not the exposure in the workplace played a casual role with respect to the COVID-19 case? 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)