

Updated June 26, 2020
COVID-19 Operational Mitigation Plan
ALL FNSB FACILITIES AND FUNCTIONS

This Mitigation Plan has been developed in accordance with applicable health mandates and guidance issued by State of Alaska Governor Dunleavy. 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.

ANY PERSON WITH SYMPTOMS CONSISTENT WITH COVID-19
MAY NOT ENTER THE PREMISES

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

Cough	Shortness of breath or difficulty breathing
Fever	Chills
Muscle pain or body aches	Sore throat
Loss of taste or smell	Headache (new)
Nausea or vomiting (new)	Congestion or runny nose (new)
Diarrhea (new)	

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

- **Public Visits.** 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.
- **Social distancing and Cloth Face Covering Required.** At all FNSB facilities, visitors and employees must observe social distancing AND wear cloth face coverings as follows:
 - **VISITORS**
 - Maintain a minimum of six feet of distance between non-household group members;
 - AND**
 - Wear a cloth face covering (except when in the water at a pool), including when entering facilities, and riding on Van Tran and buses. Cloth face coverings are not a substitute for social distancing.

- **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 cloth face covering. Cloth face coverings are not a substitute for social distancing.
- **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.
 - 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).
 - Employees are not to ride together in vehicles as a general rule. Where employees must ride together in vehicles, they must sit as far apart as possible and must wear a cloth face covering.
 - All in-person meetings shall be limited to the greatest extent possible. Instead, employees shall utilize technology (e.g., phone, Teams video chat).
 - 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, if in an FNSB facility) shall wear a cloth face covering and maintain the greatest distance possible, returning to the six feet of distance as quickly as possible.
- **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**

- ALL touchpoints and common service areas will be sanitized immediately after each public contact or every hour (workstations, equipment, touch screens, counter tops, doorknobs, restrooms, elevators, etc.).
- Weekly cleaning and disinfecting will be conducted in accordance with CDC protocols.
- 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>

- FNSB vehicle touchpoints will be disinfected after each use if the vehicle is shared with other employees throughout the day. If the vehicle is used only by a single employee, vehicle touchpoints must be disinfected at the end of the employee's shift.
- 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>

- **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.

- **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 MAY NOT BE AT WORK

- Each employee will conduct their own screening for symptoms associated with COVID-19 prior to each shift.
- Sick employees **MUST** stay home - symptomatic or ill employees may not report to work.
- Staff are required to notify their supervisors immediately if they are experiencing any symptoms associated with COVID-19.
- Employees who test positive for COVID-19 must immediately report to Human Resources.

- Employees may not report to the work site within 72 hours of exhibiting a fever.
- 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 track employee absences due to a positive COVID-19 test for purposes of contact tracing and workplace monitoring.
- The FNSB has strictly limited non-essential work travel for its employees.

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.

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)

Additional actions taken to reduce the virus spread:
