	COVID-19 PREPAREDNESS AND RESPONSE PLAN	Date Issued: 04/16/2020
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Scope

The scope of this plan is primarily focused on the activities and responsibilities of Santa Monica Seafood Company in response to infectious disease emergencies.

The COVID-19 Preparedness and Response Plan creates a decision making and coordination infrastructure that allows the organization to leverage staff and resources in an efficient and seamless way. It also ensures that everyone involved in the response is aware of policy and operational decisions, enabling them to stay focused on their assigned tasks.

Purpose

The purpose of this plan is to provide guidance for containing an outbreak of disease caused by an infectious organism, a biological toxin or responding to other infectious disease emergencies at Santa Monica Seafood Company.

This plan will also provide following information:

- Guidance to avoid and reduce the exposure of our employees during their work in time of infectious disease emergencies by providing appropriate information and procedures.
- How to reduce or eliminate the potential exposure to infectious pathogens by proper hand washing and the use of personal protective equipment.
- Training and understanding of the proper procedure to report an incident.

Background

Infectious disease emergencies, such as pandemic influenza, pandemic COVID-19 or bioterrorism event have the potential to cause widespread illness and death. Infectious disease emergencies range from naturally occurring outbreaks of illness (e.g., measles, pertussis, hepatitis A, meningococcal disease) to emerging infectious diseases (e.g., SARS, avian influenza, COVID-19) or intentional acts of bioterrorism (e.g., anthrax). The circumstances of infectious disease emergencies vary by many factors, including type of agent, scale of exposure, and mode of transmission. Planning and preparing in advance of an infectious disease emergency is critical for an effective response.

In response to these issues, the Santa Monica Seafood Company has created the Infectious Disease Emergency Response Plan as a framework with the flexibility to respond to any infectious disease incident.

Definitions

- **Asymptomatic** – producing or showing no symptoms.
- **CDC** – **T**he Centers for Disease Control and Prevention is the leading national public health institute of the United States.
- **Community spread** – Circulation of a disease among people in a certain area with no clear explanation of how they were infected, they did not travel to an affected area and had no close link to another confirmed case. (Source: yalemedicine.org).
- **COVID-19** – The name of the disease caused by the novel coronavirus, SARS-CoV-2, and is short for "Coronavirus Disease 2019." (Source: WHO) – see page 4 for more.
- **Droplet transmission/spread** – A mode of transmission for a contagious disease that involves relatively large, short-range (less than 6 feet) respiratory droplets produced by sneezing, coughing, or talking. (Source: CDC)
- **Emerging Infectious disease** – Infectious diseases whose occurrence in humans has increased in the past two decades or threatens to increase in the near future have been defined as "emerging."
- **Epidemic** – An increase, often sudden, in the number of cases of a disease above what is normally expected in that population in that area. (Source: CDC).
- **Essential businesses** – services/businesses which are critical for a functional society**.** Click here for a list of essential businesses/critical infrastructure employees .
    - Known infections spreading to new geographic areas or populations.
    - New infections resulting from changes or evolution of existing organisms.
    - Old infections reemerging as a result of antimicrobial resistance in known agents.
- **Pandemic** – A sudden infectious disease outbreak that becomes very widespread and affects a whole region, a continent, or the world.
    - Previously unrecognized infections appearing in areas undergoing ecologic transformation.
- **Quarantine** – Separating and restricting the movement of people exposed (or potentially exposed) to a contagious disease. (Source: CDC).
    - **Self-isolation/ Self-quarantine -** Isolate if you are sick or test positive for COVID-19. Quarantine if you are at risk of having been exposed or have had close contact with someone with COVID-19. Basically a voluntary agreement, this means you are to remain at home and not go to work or school. You'll be expected to limit your movements outside and monitor your health for 14 days after suspected exposure to COVID-19 (Source: yalemedicine.org).
- **Self-monitoring -** This simply means checking yourself for COVID-19 symptoms, including fever, cough, or difficulty breathing. If you notice symptoms, you should self-isolate and seek advice by telephone from a health care provider or local health department to determine whether you need a medical evaluation. (Source: yalemedicine.org).
- **Shelter in place** – All residents must remain at their place of residence, except to conduct essential activities, essential businesses, and essential government functions.

- **Social distancing** – Measures taken to reduce person-to-person contact in a given community, with a goal to stop or slow down the spread of a contagious disease. Measures can include working from home, closing offices and schools, canceling events, and avoiding public transportation. (Source: CIDRAP).

- **Symptom-based method** - should be used when someone had COVID-19 symptoms, even if those symptoms develop after the person tests positive for COVID-19.

- **Time-based method -** should be used when someone never developed symptoms

- **WHO** – The World Health Organization is a specialized agency of the United Nations responsible for international public health.

COVID-19

Background

Coronavirus (COVID-19) is a family of viruses that include SARS (severe acute respiratory syndrome) and MERS (Middle East respiratory syndrome) as well as other respiratory illnesses. Coronavirus is typically spread between animals and humans. COVID-19 is the illness related to the current pandemic. This novel coronavirus was first identified during an investigation into an outbreak in Wuhan, China.

COVID-19

CO = corona

VI = virus

D = disease

19 = year 2019, the year it was first identified

How does the COVID-19 disease spread?

The new coronavirus (COVID-19) is a respiratory virus which spreads primarily through droplets generated when an infected person coughs or sneezes, or through droplets of saliva or discharge from the nose.

Symptoms (as of 05/04/2020)

Symptoms may appear **2-14 days after exposure to the virus.** People with these symptoms or combinations of symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache

- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Visit CDC website for updated information related to the COVID-19 symptoms.

Recommended best practices to minimize your exposure to COVID-19:

- Always keep 6 feet between you and everyone else (social distancing).
- Avoid contact with sick people and stay home if you're sick with COVID-19 symptoms, which may include fever, cough, and difficulty breathing.
- Wash your hands often with soap and water for at least 20 seconds.
- Avoid touching your eyes, nose and mouth.
- Cover your mouth and nose with a tissue or upper sleeve when coughing or sneezing and put your used tissue in a trash can. Wear a mask or other type of face covering.

COVID-19 Strategy Checklist – Santa Monica Seafood Company

This document outlines a draft checklist on COVID-19 risk management strategy implementation for Santa Monica Seafood Company.

Technical Measures

- ❑ Install hand sanitizer dispensers, particularly at entrances, time clock area, exits and gowning areas. Keep all <u>internal</u> doors open (including the lunchroom).
- ❑ Assess supply of PPEs and re-order supplies ASAP (without over-ordering).
- ❑ Assess supply of cleaning supplies, sanitizers, and disinfectants, encourage their judicious use, and re-order supplies ASAP (without over-ordering).
- ❑ Post informational signage directing risk-minimizing behavior for employees:
  Examples:
    - ❑ Hand-washing procedures
    - ❑ Glove usage & Mask usage
    - ❑ Cleaning and Disinfecting
    - ❑ COVID-19 Symptoms and how to stop the spread
    - ❑ Social distancing and other best practices to avoid COVID-19 exposure
    - ❑ HR related information
- ❑ Routinely clean (sanitized) all frequently touched surfaces in the workplace, such as shared workstations, doorknobs, countertops and office area.
- ❑ Provide disposable wipes so that commonly used surfaces like keyboards, remote controls, phones and desks can be wiped down by employees before use.
- ❑ Install Partitions between those desks that cannot be separated by 6 ft

Organizational Measures

- ❑ Create COVID-19 response team within the organization to handle communication and coordination.
- ❑ Provide training on COVID-19 control strategies to supervisors/managers (obey social distancing during these meetings, train in small groups and maintain a distance of 6ft between people). Use the trainings to enforce and communicate following topics:
    - ❑ A proactive sick leave policy and other HR related information.
    - ❑ A method for confidential reporting personal illness and close contact with individuals that test positive for COVID-19.
    - ❑ Basic COVID-19 related training and employee screening procedure.
- ❑ Set up COVID-19 related screening for visitors, contractors and outside drivers. Limit non-essential visitors and outside contractors.
- ❑ Prohibit interaction with truck drivers and limit their movement in the facility.
- ❑ Identify supplies that may be jeopardized in the current supply chain and plan allocation accordingly.

❑ Develop an SOP that details actions to be taken if an employee is tested for COVID-19 and/or tests positive for COVID-19.

❑ Develop an SOP for cleaning and disinfecting COVID-19 exposed area and provide training to those responsible for tasks.

❑ Develop a contingency plan for each department (this should be created by the department head).

Personnel Measures

❑ Develop and use protocol for employee screening (See **Appendix 1**).

❑ Instruct staff to practice social distancing

   ❑ Maintain at least 6 feet of distance between each other whenever possible.

   ❑ Avoid personal contact: shaking hands, etc.

   ❑ Minimize physical meetings, use phones or web conferencing to communicate.

❑ Refresh staff on proper hand hygiene and glove practices including handwashing and best practices to minimize COVID-19 exposure.

❑ Promote protective behavioral measures such as avoiding touching doorknobs by hand, avoid hand shaking, etc.

❑ Reset break and meeting rooms seating to promote physical distancing.

❑ Require sick employees to stay home and consider accommodating at-risk employees by use of alternative work arrangements (work from home).

❑ If 6 feet of separation is not available between employees, contractors, and/or customers inside the facility, consider the use of engineering controls, such as dividers between individuals, to minimize the chances of transmission of COVID-19.

❑ Provide disposable masks for production workers and reusable masks for office staff (wearing face mask is mandatory for all SMS facilities located in the New Mexico/Texas regions).

COVID-19 Response Team

The purpose of this team is to provide a consistent and rapid response to COVID-19 related incidents and questions.

Please send all COVID-19 related questions to the individuals listed. They will then follow notify the COVID19 Corporate group.

Inquiries can include following topics:
- If an employee is showing COVID-19 related symptoms at work.
- Information regarding COVID-19 related company policy.
- Reporting COVID-19 related incidents.
- Requesting sanitation crew for COVID-19 cleaning and disinfection.
- If any of the visitors/contractors/delivery drivers have answered "YES" to COVID-19 related questions using the sign in questionnaire.
- Questions regarding return to work guidelines (if COVID positive or exposed to COVID).

COVID-19 Response Team Members:

Name	Title	Phone	Email
Darrin Amador	COO/ VP	505-270-6008	**Darrin.amador@smseafood.com**
Melissa Sisneros	HR Manager	505-507-0522	**Msisneros@smseafood.com**
Leslie Hall	CFO	505-239-3584	**Leslie.hall@smseafood.com**

Contingency Plan for your Department

In order for us to be better prepared from COVID-19 related impact on individual departments, all department have a contingency plan for the following scenarios

- o If significant number of employees cannot come to work.
- o If any of your employees must be quarantined at home due to COVID-19 exposure.
- o If you have to physically move your department to a different part of the building.

Leadership:

1. Darrin is out Leslie will assume responsibilities of this location.

Transportation:

1. Prodrivers- Robert: 626.905.1737 Fran: 505.341.3500
2. Help from Sales staff or Managers
3. Greg is out Larry to assume responsibilities in Albuquerque/ El Paso
4. Issac will assume responsibilities in Lubbock if Greg is out

Plant:

1. Express Employment- Luke Slupesky -505.508.2162, cell 505.934.6123
2. Help from Sales Staff or Managers
3. If Jose is out Stephan to assume responsibilities of plant

Sales:

1. For CSR's---→Sales staff
2. For In Town sales staff---→Accounts brought in house to CSR's pr Bill/Darrin
3. For El Paso-→Irma/Mike to cover for each other, or brought in house to CSRs/Bill
4. For Lubbock→Bill/CSR/ABQ sales staff to cover for Scott
5. Brad/Lesa→ Brad/Lesa to cover for each other or brought in house Darrin to cover
6. If Bill is out Darrin to assume responsibilities of Sales/CSR's

Ft Bliss:

1. For Johnny- Irma to cover
2. Tiffanie/Nathalie/Jacqueline-Johnny/ Irma to cover

Accounting:

1. Will calls- same days by drivers, delivery by sales, plant to collect signature
2. Payment collection- Janice, Bill and Darrin to assist (directions located in accounting dept)
3. Route Bags- Plant/Darrin/Bill- directions located in accounting office
4. All accounting: Can work from home, standby laptops
5. Check Processing:
6. If Leslie is out Melissa is responsible.

Indirect Plant

1. Jody, Cheryl, Roy, Kathy- Have standby laptops, can work from home
2. If Kathy is out Jose to cover her duties

What should I do if I might have been exposed? If I feel sick? Or have confirmed COVID-19?

All cases at Santa Monica New Mexico/Texas will be evaluated on a case by case basis by the Covid 19 Response Team. Below is a guideline of those protocols:

If you are in following situation	Take these steps
If you have symptoms and • Recently had close contact (Page 7)with a person with COVID-19	• The infectious period begins 2 days before the person experiences symptoms and extends 10 days after the onset of symptoms, provided that there has been no fever for at least 24 hours without using fever-reducing medicines, and symptoms have resolved or improved. • Practice social distancing. Maintain 6 feet of distance from others and stay out of crowded places.
If you feel healthy but: • Recently had close contact (Page 7)with a person with COVID-19	• Check your temperature twice a day and watch for symptoms. Follow CDC guidance if symptoms develop. • The infectious period begins 2 days before their test specimen was collected and extends 10 days after the specimen collection date Stay home for 10 days and self-monitor. • A negative test does is not indicate a return to work, you must Quarantine for 14 days from last contact with the positive "Close Contact". • If possible, stay away from people who are high- risk for getting very sick from COVID-19.

For people with symptoms: • No exposure to close contact • Are awaiting Test results	If you had symptoms you may end your self-isolation after: • At least 1 day (24 hours) has passed without a fever (and without the use of fever-reducing medications) **and** your symptoms have improved; **AND**, • At least 10 days have passed *since symptoms first appeared.* If you develop severe COVID-19 illness – you were hospitalized in an intensive care unit with or without mechanical ventilation ("severe illness") – or have severe immunosuppression3 you may end your self-isolation after: • At least 1 day (24 hours) has passed without a fever (and without the use of fever-reducing medications) **and** your symptoms have improved; **AND**, At least 20 days have passed *since symptoms first appeared.*
If you tested positive for COVID-19 and never developed any symptoms	• You can end your self-isolation 10 days after the date your test specimen was collected that resulted in your positive test. • If you have a severe immunocompromising3 condition without symptoms, you should wait at least 20 days after the date your test specimen was collected that resulted in your positive test before ending your self-isolation.
Recent personal travel (Page 6)from somewhere outside the State of New Mexico or the U.S. or on a cruise ship	Personal travel back into New Mexico from a state with a positive test rate higher than 5%, over a seven-day rolling average is mandated to self-quarantine for a period of at least 14 days from the date of their entry into the State of New Mexico. There are exceptions to the mandatory 14-day quarantine of out-of-state arrivals (New Mexico Executive Order 2020-063) • All persons entering New Mexico from a state with a positive test rate lower than 5%, over a seven-day rolling average, are still advised to quarantine, although quarantine is not mandatory.
Business Travel, other exceptions	Mandatory quarantine is exempted for • persons who are employed or contracted by an "essential business", as defined by the operative public health order addressing mass gathering restrictions and business closures, and who are traveling into New Mexico to conduct business activities. • persons employed by airlines, those performing public safety or public health functions, military personnel and their dependents, federal employees, those employed by a federal agency or national defense contractor, emergency first responders, health care workers, New Mexico residents who have left the State to obtain medical care,

	New Mexico residents who have left the State for less than twenty-four hours for matters attendant to parenting responsibilities, elementary, middle school, or high school students who attend school in neighboring states or who commute in New Mexico to attend school, those arriving in the State pursuant to a Court order, and persons who are employed or contracted by an "essential business", as defined by the operative public health order addressing mass gathering restrictions and business closures, and who are traveling into New Mexico to conduct business activities.

If you have symptoms and
 	
• Have been diagnosed with COVID-19, or
	Self-Isolate
	
	• Stay in a specific "sick room" or area and away from other people, use a separate bathroom.
	• If your symptoms started 10 days or less **before** the date your test specimen was collected and resulted in your positive test, then the **symptom-based method** will determine discontinuation of isolation. It is possible that by the time your positive test result is reported, you may have already completed your infectious period.
	• If your symptoms started 10 days or less **after** the date your test specimen was collected and resulted in your positive test, then the **symptom-based method** will be used to determine your infectious period and is based on your symptom onset date.
	
	Symptom-based method
	    • At least 1 day (24 hours) has passed without a fever (and without the use of fever-reducing medications) **and** your symptoms have improved; **AND**,
	    • At least 10 days have passed *since symptoms first appeared.*
	
	If you develop severe COVID-19 illness – you were hospitalized in an intensive care unit with or without mechanical ventilation or have severe immunosuppression[3] you may end your self-isolation after:
	    • At least 1 day (24 hours) has passed without a fever (and without the use of fever-reducing medications) **and** your symptoms have improved; **AND**,
	At least 20 days have passed *since symptoms first appeared*

Management of visitors during COVID-19 pandemic

All visitors (including contractors and delivery drivers) will be screened to ensure they are not exhibiting symptoms:

- The number of visitors to the job site will be limited to only those necessary for the work.
- All deliveries will go to the dock and ring the will call button
- Will calls and payment shall be taken outside
- Visitors shall be not admitted into facility by anyone other than their invitees and must remain at front door until their invitee can escort them .
- Contractors shall not be admitted into the facility by anyone other than who authorized them. Badges will be given on a limited basis
- All visitors and contractors will be screened when arriving on the site (See Appendix 4). If the visitor or contractor answers "yes" to any of the following questions, he/she should not be permitted to enter the facility:
  - Coronavirus (COVID-19) – Have you experienced any cold or flu-like symptoms in the last 14 days (to include fever, cough, sore throat, respiratory illness, difficulty breathing)?
  - Coronavirus (COVID-19) – Have you (1) been diagnosed, (2) been in contact with someone who has been diagnosed or (3) been in contact with someone who may have been exposed to COVID-19 within 14 days of your visit to Santa Monica Seafood Company?

IMPORTANT: All visitors must list their contact information when they check-in. In the event of on-site COVID-19 positive case, gather list of visitors and contractors who could have been in close contact with the infected employee and notify them immediately.

Workers Showing Symptoms or Tested Positive for COVID-19

Steps to be taken when an employee tests POSITIVE for COVID-19 or is presumed positive based on symptoms associated with COVID-19 (Source: New Mexico Department of Health).

All cases at Santa Monica New Mexico/Texas will be evaluated on a case by case basis by the Covid 19 Response Team. Below is a guideline of those protocols:

- **For an individual who has symptoms associated with COVID-19** (i.e., fever, cough, and/or shortness of breath) or has tested positive for COVID-19:
  - If the employee becomes sick at a workplace, they should be sent home immediately. Surfaces in their workspace should be cleaned and disinfected (see Cleaning and Disinfection Guidelines section below). Information on persons who had close contact with the ill employee during the time the employee had symptoms and 2 days prior to symptoms should be compiled. Others at the facility with close contact within 6 feet of the employee during this time would be considered exposed.
  - "**Close contact**" means spending 3 minutes or longer within 6 feet of someone who is confirmed to have COVID-19 when that person was in their infectious period. Wearing a mask or cloth-face covering does not affect the definition for close contact.
  - Gather **list of visitors and contractors** who could have been in close contact with the infected employee and notify them immediately.
  - If the employee is at home, do not permit the employee to come to work
- **Employees who have not been tested but show symptoms of COVID-19** are recommended to stay home and be excluded from work until they are free of fever (100.4° F [38.0° C] or greater using an oral thermometer or a no-touch thermometer), and any other related symptoms (i.e., cough and/or shortness of breath) for at least 3 days (72 hours), without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants) AND at least 10 days have passed since symptoms first appeared.
  - Employees should notify their supervisor
  - Encourage the employee to contact their local health department and seek medical attention upon initial appearance of symptoms.
- **A facility/location does not need to shut down** as a result of an employee, visitor, or other individual testing positive for COVID-19 if the steps above are followed and the ill and potentially exposed individuals are appropriately addressed.

Employees with a COVID-19 POSITIVE test who have stayed home (home isolated) may be able to return to work under the following conditions:

Ending Self-Isolation if You Had COVID-19 Symptoms

- If you had symptoms but did not have severe illness or severe immunosuppression, you may end your self-isolation after:
- At least 1 day (24 hours) has passed without a fever (and without the use of fever-reducing medications) **and** your symptoms have improved; **AND**,
- At least 10 days have passed *since symptoms first appeared.*
- If you had severe COVID-19 illness – you were hospitalized in an intensive care unit with or without mechanical ventilation ("severe illness") – or have severe immunosuppression3 you may end your self-isolation after:
- At least 1 day (24 hours) has passed without a fever (and without the use of fever-reducing medications) **and** your symptoms have improved; **AND**,
- At least 20 days have passed *since symptoms first appeared.*

Ending Self-Isolation if You Never Had Any COVID-19 Symptoms

- If you tested positive for COVID-19 and *never developed* any symptoms, you can end your self-isolation *10 days after the date your test specimen was collected that resulted in your positive test*.

- If you have a severe immunocompromising[3] condition without symptoms, you should wait at least 20 days after the date your test specimen was collected that resulted in your positive test before ending your self isolation.

[3]Severe immunosuppression includes being on chemotherapy for cancer, untreated HIV infection with CD4 T lymphocyte count <200, combined primary immunodeficiency disorder, and receipt of prednisone >20 mg/day for more than 14 days. Other factors, such as advanced age, diabetes mellitus, or end-stage renal disease, may pose a much lower degree of immunocompromise and not clearly affect decisions about duration of isolation

Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19 but NOT Showing Symptoms (Asymptomatic)

Santa Monica Seafood employee who have had an exposure defined as close contact with a positive COVID 19 case but not showing any symptoms related to COVID-19 should follow these practices

If a person has close contact with a confirmed COVID-19 case(s) during their infectious period in a workplace that is considered an essential business, as defined by the NMDOH public health order. If an essential business will be forced to cease operations due to the quarantine of close contacts, then close contacts of a case at an essential business may be allowed to return to work as long as they test negative following the exposure.

"**Close contact**" means spending 3 minutes or longer within 6 feet of someone who is confirmed to have COVID-19 when that person was in their infectious period.

An "**infectious period**" of a disease is the time during which an infected person is contagious and most likely to spread disease to others.

- *the infectious period begins 2 days before their test specimen was collected and extends 10 days after the specimen collection date.*

Identifying Contacts of a Confirmed COVID-19 Case

A list of close contacts of a confirmed COVID-19 case should be collected and notified starting 2 days prior to illness onset date if symptomatic or 2 days before the date of collection of the positive test result if asymptomatic through 10 days from symptom onset date or 10 days from specimen collection date in asymptomatic cases.

When Should Close Contacts Be Tested?

Close contacts without symptoms are encouraged to get tested for COVID-19. In this case, testing should be performed no sooner than 3 days and ideally 7-10 days after the last date of exposure to someone who tested positive.

Rapid Response: Protocols for Businesses Where a Positive Case is Identified

The requirement for employers to report positive COVID-19 cases among employees within four hours of being notified will allow NMED to respond more quickly and prevent spread among employees.

- Email: NMENV-OSHA@state.nm.us
- Phone: 505-476-8700

Timeline for responding to an on-site COVID-19 infection incident

Immediately

1. If the employee is currently in the facility, quickly determine a strategy for the employee to leave.
2. Consider how to handle this situation to avoid exposure to others, while protecting the dignity and privacy of the individual.
3. Quarantine the area (until its fully sanitized per CDC Guidelines).
4. Meeting of employee's manager/supervisor, key executives, HR.
5. Assess whether to send all employees home for the day/close the building where the employee worked.
6. Obtain additional information from infected employee and conduct telephone interview (assuming employee is medically able to participate).

One-Two Hours

1. Make list of likely individuals to have had close contact in the last 48 hours with infected employee (including visitors and contractors). Check video and swipe cards for confirmation.
2. Communication plan for those who had close contact with infected individuals.
3. Prepare communication to employees (if necessary).
4. Clean and sanitize individuals workspace.
5. Notify Environment Department of positive case.
6. Start to prepare Communication to Employees. Must include all employees, including sub-contracted employees who were at the work site (same area/location where individual was physically present) at the same time as the individual during the infectious period (48 hours prior to individual developing symptoms). **Distribute within one business day**

Within 24-48 Hours: Should it be warranted

1. Sanitation: conduct cleaning of facility. Will utilize an outside 3rd party contractor of facility

Jaime Iglesias
Commercial Account Manager
Orkin Pest Control Albuquerque 886
Cell (505)401-4573
Office (505)884-0060 24 hrs

Cleaning and Disinfection Guidelines for COVID-19

As soon as an employee is identified that has tested positive for COVID-19 or has symptoms associated with this virus, clean and sanitize the facility according to CDC guidance or COVID-19 SSOP:

- There is a list of EPA-registered "disinfectant" products for COVID-19 on the Disinfectants for Use Against SARS-CoV-2 list that have qualified by the Environmental Protection Agency (EPA).
- Check the product label guidelines for if and where these disinfectant products are safe and recommended for use in food manufacturing areas or food establishments.

Enhanced Cleaning

1. Clean surfaces and objects that are visibly soiled first. If surfaces are dirty to sight or touch, they should be cleaned using a detergent or soap and water prior to disinfection.
2. Clean and disinfect surfaces as soon as possible in areas where a person with respiratory symptoms (e.g., coughing, sneezing) was present.
3. Use an EPA-registered disinfectant for use against the COVID-19. Refer to the list of products pre-approved for use against emerging enveloped viral pathogens, or the list of disinfectants for use against SARSCoV-2: Disinfectants for Use Against SARS-CoV-2 list
4. Follow the manufacturer's instructions for safe and effective use of all cleaning and disinfection products (e.g., dilution concentration, application method and contact time, required ventilation, and use of personal protective equipment).
5. Other surfaces in the facility environment that are not routinely targeted in SSOPs may need to be targeted if the infected individual is known to have or could have come in close contact with them.
6. For **electronics,** use of alcohol-based wipes or spray containing at least 70% alcohol. Use of alcohol-based products may reduce risk of damage to sensitive machine components. Whenever possible, consider using wipeable covers for electronics.
7. The following products are effective for disinfection **of hard, non-porous surfaces**:
   - A 10% diluted bleach solution, an alcohol solution with at least 70% alcohol, and/or an EPA-registered disinfectant for use against COVID19.
   - Prepare a 10% diluted bleach solution by doing the following:
     - Mix five tablespoons of bleach per gallon of water.
     - After application, allow 2 minutes of contact time before wiping, or allow to air dry (without wiping).
8. For **soft (porous) surfaces** such as carpeted floor, rugs, and drapes:
   - Remove visible contamination (if present) and clean with appropriate cleaners indicated for use on these surfaces.
   - After cleaning, launder items (as appropriate) in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the

items and dry items completely.

- o If laundering is not possible, use an EPA-registered disinfectant for use against COVID-19. Refer to the list of products pre-approved for use against emerging enveloped viral pathogens, or the list of disinfectants for use against SARS-CoV-2: EPA-registered disinfectant

Disposition of Food
- There is currently no evidence to support that the SARS-CoV-2 virus can be transmitted to humans through food or food packaging materials.
- If practical, however, any packaging that has been in close contact with an individual who has symptoms associated with COVID-19 or has tested positive for COVID-19, could be wiped down with sanitizer.
- The FDA does not anticipate that food will need to be held, recalled or withdrawn from the market due to possible exposure to SARS-CoV-2 through a person that has tested positive for the COVID-19 virus that works a food facility: https://www.fda.gov/food/food-safety-during-emergencies/food-safety-andcoronavirus-disease-2019-covid-19

Surveillance Testing

All employees who are not currently required to self-quarantine or self-isolate shall be tested every two weeks within two consecutive days. The recurring testing schedule may be established in a manner that provides overlap to ensure continuity of operations. (ie an employer may divide employees into two equal groups: Group A and Group B. Employees in Group A are tested over two consecutive days during the first week. Employees in Group B are tested over two consecutive days during the second week).

Information about testing
- Vault Health will provide testing thru State of NM.
- This test requires a saliva sample.
- The kit will include a test tube in which to put your sample.
- Test will not be processed unless sample is provided (i.e. spit into the tube) under remote supervision (via a Zoom video call).
- Records will be kept for date test taken and results will be forwarded to HR Manager by the employee to be kept within HIPPA guidelines
- Vault Health will report all verified cases of COVID-19 to the applicable health authoritys in the State of NM
- Should an employee not be able to complete Vault Health testing, they will be directed to a NM DOH approved testing site for testing on the same schedule

Any employee refusing to test shall not be allowed into work place.

Return to Work Criteria for Employees with Confirmed/Suspected COVID-19

RETURN TO WORK CRITERIA

OPTION 1 (Symptom-based criteria): If you have Confirmed COVID-19 or Suspected COVID-19, you can leave isolation and go back to work when all the following are true:

- It has been at least 10 days* since your symptoms first appeared; **AND**
- At least 72 hours have passed since last fever without the use of fever-reducing medications such as Tylenol, Acetaminophen, Advil, Ibuprofen, Aleve, or Naproxen; **AND**
- Other symptoms have improved (for example, cough or shortness of breath) – if you had these symptoms.
- If you develop severe COVID-19 illness – you were hospitalized in an intensive care unit with or without mechanical ventilation or have severe immunosuppression[3] you may end your self-isolation after:
  - At least 1 day (24 hours) has passed without a fever (and without the use of fever-reducing medications) **and** your symptoms have improved; **AND**,
  - At least 20 days have passed *since symptoms first appeared*

OPTION 2 (Time-based criteria): If you have Confirmed COVID-19 but never had symptoms

- 10 days after the date your test specimen was collected that resulted in your positive test.

- -

Santa Monica Seafood Company will be using option 1 or 2 (or in combination) of the return to work criteria. These options will be applied on a case-by-case basis. Final decision will be made by the COVID-19 Response Team.

Delivery Drivers - Instruction Related to COVID-19

WEAR GLOVES, WASH YOUR HANDS & WEAR MASK

The CDC says hand washing is vital during a pandemic. Potentially infectious virus particles that might be on the skin can be effectively removed by soap and water. Wash your hands for 20 seconds OR use a waterless 60% and above alcohol-based hand sanitizer.

When making Deliveries: Drivers are to wear gloves during every delivery and customer interaction. The gloves are to be removed following each delivery, thrown away and then the drivers need to wash their hands OR sanitize their hands if they are not near a sink/soap. When the driver reaches his next delivery, they will then put on a new pair of gloves following parking the vehicle. Avoid touching eyes, ears, and mouth (especially after making deliveries). Wear Mask or face covering (see **Appendix 3** of this SOP).

CLEAN YOUR CAB AND TRAILERS

Disinfect any hard surface such as plastic or metal by washing with soap or detergent in water or surface sanitizers or quat sanitary wipes (check with Sanitation Manager). This should be completed before and after shift. This inactivates viruses that might live there. Inactivation reduces the risk of transferring the virus further.

AVOID CONTACT

Practice social distancing, including at truck stops and other places where people might congregate. Maintaining separation from others is key to stopping the spread of COVID-19. Keep 6 feet apart in dispatch areas, locker rooms, at refueling, during pickups and deliveries or anywhere that groups of people might gather.

KEEP COMMUNICATIONS OPEN

Drivers are already used to chatting over phone and in-cab devices. The fewer in-person interactions you have with others, the better during COVID-19.

IF YOU'RE SICK

If you're feeling sick and have symptoms of COVID-19, such as a new persistent cough and/or high temperature, consider staying at home. Follow government advice and call your doctor for further guidance. Inform your supervisor immediately.

BE CAREFUL, BUT DON'T PANIC

The CDC, reviewing previous coronaviruses, says the risk of spread is low from products or packaging that are shipped over days or weeks at low temperatures.

Source: orbcomm.com

Outside Sales - Instruction Related to COVID-19

WEAR GLOVES, WASH YOUR HANDS & WEAR MASK

The CDC says hand washing is vital during a pandemic. Potentially infectious virus particles that might be on the skin can be effectively removed by soap and water. Wash your hands for 20 seconds OR use a waterless 60% and above alcohol-based hand sanitizer.

When making sales call or Deliveries: Sales are to Wear Mask or face covering during every customer interaction. Gloves should be worn during every delivery. The gloves are to be removed following each delivery, thrown away and then the drivers need to wash their hands OR sanitize their hands if they are not near a sink/soap. Avoid touching eyes, ears, and mouth (especially after making deliveries). (see **Appendix 3** of this SOP).

AVOID CONTACT

Practice social distancing, do not shake hands or hug customers. Maintaining separation from others is key to stopping the spread of COVID-19. Do your best to maintain distance. Keep 6 feet apart on sales calls.

KEEP COMMUNICATIONS OPEN

Drivers are already used to chatting over phone and in-cab devices. The fewer in-person interactions you have with others, the better during COVID-19.

IF YOU'RE SICK

If you're feeling sick and have symptoms of COVID-19, such as a new persistent cough and/or high temperature, consider staying at home. Follow government advice and call your doctor for further guidance. Inform your supervisor immediately.

BE CAREFUL, BUT DON'T PANIC

The CDC, reviewing previous coronaviruses, says the risk of spread is low from products or packaging that are shipped over days or weeks at low temperatures.

Office Staff - Instruction Related to COVID-19

WASH YOUR HANDS & WEAR MASK

The CDC says hand washing is vital during a pandemic. Potentially infectious virus particles that might be on the skin can be effectively removed by soap and water. Wash your hands for 20 seconds OR use a waterless 60% and above alcohol-based hand sanitizer.

Masks need to be worn at all times when moving about the office.

<u>Masks do not need to be worn while at your desk. If someone does come to speak with you at your desk please place your mask back on</u>

AVOID CONTACT

Practice social distancing, do not shake hands or hug co workers/customers. Maintaining separation from others is key to stopping the spread of COVID-19. Do your best to maintain distance. Keep 6 feet apart on all interactions.

IF YOU'RE SICK

If you're feeling sick and have symptoms of COVID-19, such as a new persistent cough and/or high temperature, consider staying at home. Follow government advice and call your doctor for further guidance. Inform your supervisor immediately.

TEMPURATURE CHECK SCANNER AND HEALTH CHECK QUESTIONARRE

All employee will use the temp check scanner at the front entrance before they start their shift. If temp scanner reads in the red/fail (over 100.4F) you will need to step outside for a few minutes then try again. Should you fail a second time please step outside and contact Darrin or Melissa to manually check your temp (see Appendix 2).

Health check questionnaire will be submitted in the Fidelity Time software upon clocking in for the day.

Useful Sources for COVID-19 Related Information

Government sites

- **Coronavirus disease (COVID-19) outbreak** (World Health Organization):
  https://www.who.int/emergencies/diseases/novel-coronavirus-2019
    - *Q&A page*: https://www.who.int/news-room/q-a-detail/q-a-coronaviruses

Federal Government:

- **COVID-19 in the United States** (Centers for Disease Control):
  https://www.cdc.gov/coronavirus/2019-ncov/index.html
    - *Situation Summary*: https://www.cdc.gov/coronavirus/2019-nCoV/summary.html

- **Coronavirus Testing** (MedlinePlus):
  https://medlineplus.gov/lab-tests/coronavirus-testing/

- **COVID-19** (National Institutes of Health):
  https://www.nih.gov/health-information/coronavirus

- **COVID-19: Additional NLM Resources** (National Library of Medicine):
  https://www.nlm.nih.gov/index.html#Novel_Coronavirus

- **Novel Coronavirus (COVID-19)** (Food & Drug Administration):
  https://www.fda.gov/emergency-preparedness-and-response/mcm-issues/novel-coronavirus-covid-19

- **Safety & Health Topics: COVID-19** (Occupational Health and Safety Administration):
  https://www.osha.gov/SLTC/covid-19/

State and Local Government:

- **New Mexico**
  https://cv.nmhealth.org/wp-content/uploads/2020/09/EPI-COVID19-Containment-Policies.9.21.20_v1-1.pdf

- **Texas**
  https://dshs.texas.gov/coronavirus/opentexas.aspx#protocols

Appendix 1: Employee Health-Check Questionnaire (Online Form)

Make sure you ask your employees to complete the daily health-check form:
- o Plant, Transportation and Ft Bliss will ask questions to employees and send to HR for reporting
- o All other office employees will submit form from Fidelity Time software upon clocking in for the day

English Online Form: https://smseafood.forms-db.com/view.php?id=105292
Spanish Online Form: https://smseafood.forms-db.com/view.php?id=105524

Questions

(1) Since your last visit to this facility, have you had any of the following symptoms that you cannot attribute to another health condition:

- **A new fever (100.4°F or higher), or a sense of having a fever**
- **A new cough that you cannot attribute to another health condition**
- **New shortness of breath or difficulty breathing that you cannot attribute to another health condition**
- **New muscle aches (myalgias) that you cannot attribute to another health condition, or that may have been caused by a specific activity (such as physical exercise)**
- **Chills**
- **Headache**
- **Sore throat**
- **Loss of taste or smell**
- **Congestion or runny nose (NEW SYMPTOM ADDED)**
- **Nausea or vomiting (NEW SYMPTOM ADDED)**
- **Diarrhea (NEW SYMPTOM ADDED) ***

☐ YES, I have COVID-19 related symptom(s) (please contact your manager)

☐ No

(2) Have you been in close contact with:
- **someone who is showing COVID-19 related symptoms (listed in Q1)**
- **someone confirmed to have COVID-19**
- **someone who is being investigated for COVID-19**

A close contact is :
- **a person who provided care for the person with COVID-19, including family, or other caregivers, and healthcare workers who did not use protective equipment; or**
- **a person who lived with or otherwise had close contact (within 6 ft) with the person with COVID-19 while they were sick for at least 10 minutes; or**
- **a person who had direct contact with bodily fluids of someone who has been confirmed to have COVID-19 (e.g. was coughed or sneezed on). ***

☐ YES, I have been in close contact (please contact your manager)

☐ No

No

○

○

○

Appendix 2: How to Take Body Temperature using the iHealth Infrared No-Touch Thermometer.

Product Name: Infrared No-Touch Forehead Thermometer (Model: PT3)
FDA-cleared for safety & accuracy for kids and adults. iHealth Infrared No-Touch Thermometer measures infrared energy radiated from the skin at the center of the forehead area. This captured energy is collected through the lens and converted to a body temperature value (Display of oral equivalent temperature).

iHealth Infrared No-Touch Thermometer is only designed to test the human body temperature with the measurement position at the **center of the forehead surface**. It is not designed to measure objects and ambient temperatures.
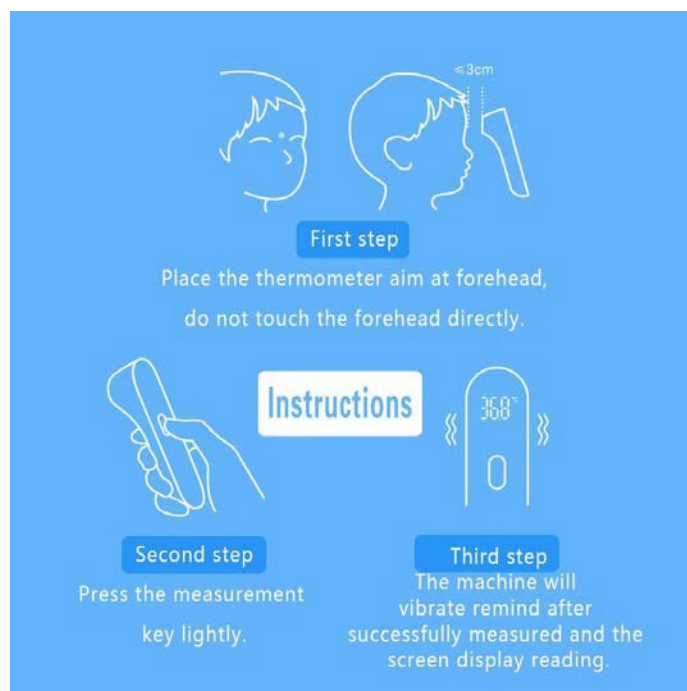
Very Important:

- **Recommended option:** Employees should self-administer the temperature and display the reading to the facilitator.
  Important: the thermometer must be <u>disinfected after each use</u> (wait at least 30 seconds before use). Use alcohol-based sanitizer wipes/spray (sanitizer must have 60% or above alcohol content).
- If a designated trained person taking temperature of other employees – they must wear appropriate PPEs (latex disposable gloves, mask, eye protection, and a disposable coat). Use of plexiglass window is recommended. The employee whose temperature is being taken must wear a mask.

	COVID-19 PREPAREDNESS AND RESPONSE PLAN	Date Issued: 04/16/2020
		Prepared By: Pukar
Revised By: Melissa S		Approved By: Darrin A
Revision Date: 12/31/2020		Version: 3

How to use PT3 No-Touch Forehead Thermometer

- **Step 1:** Aim the thermometer probe at the center of the forehead from less than 1.18 in (3cm) away, DO NOT TOUCH let it touch your forehead (the optimal distance is about the width of an adult's index finger).

   Note: Make sure the forehead of the subject is free from sweat, cosmetics, dirt, or grease before measuring.
- **Step 2:** Gently press the measurement button to begin the test.
- **Step 3:** The thermometer vibrates noiselessly once the reading is complete.
- **Step 4 :** if the reading is at or above 100.4° F [38.0° C] then the employee must not be allowed to enter the facility and follow procedure listed on this SOP (Page 10).

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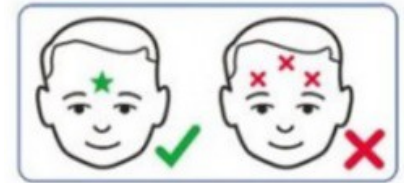
Unit of measurement switching

- When the device is powered off, press and hold the measurement button for 8 seconds to enter unit switching mode. Under this mode, both Fahrenheit and Celsius should flash at the same time.
- Under this mode, press the measurement button to switch to Fahrenheit or Celsius. The corresponding symbol of the selected unit after switching will flash.
- After selecting the unit, press and hold the measurement button for 8 seconds to leave the unit switching mode.

For more information visit this site: https://ihealthlabs.com/support/thermometer/pt3

Appendix 3: How to Use and Care of Your Face Mask

The purpose of a face mask or cloth face covering is to reduce the spread of infectious droplets by the person wearing the mask. The mask or cloth-face covering should cover the nose and mouth. Non-compliance by a business may result in a citation and/or fine.

NMDOH Does Not Recommend Use of Face Shields as a Substitute for Face Masks
The purpose of a face shield is to protect the wearer from splashes and sprays from others, primarily to protect the eyes. It is unknown if face shields protect others if the person wearing it is infectious. Respiratory droplets expelled when someone coughs, sneezes or speaks can be dispersed through the bottom and sides of the shield. CDC and NMDOH do not recommend use of face shields for normal everyday activities or as a substitute for masks.

NMDOH Does Not Recommend Face Masks with Valves or Vents
Some masks with valves or vents allow air to be exhaled through a hole in the material, which can result in respiratory droplets reaching other people. This type of mask does not prevent the person wearing the mask from transmitting COVID-19 to others. For that reason, CDC and NMDOH do not recommend using masks with an exhalation valve or vent to prevent the spread of COVID-19. These types of masks are commercially available but do not prevent the wearer from spreading the virus.

All employees will be provided with a **blue** disposable surgical face mask in the Accounting Office once a day or as needed. Contact your supervisor if needed.

:

How to Put the Mask On
1. Before touching your mask: wash your hands with soap and water for at least 20 seconds (or ≥60% alcohol-based sanitizer). Dry your hands with a clean paper towel and throw the paper towel away.
2. Make sure the exterior side (blue side for the disposable masks) of the mask is facing out, away from your face. The "inside" white colored side of the surgical mask should be facing your mouth. The blue side faces out for surgical disposable masks.
3. Check for defects in the face mask, such as tears or broken loops. Place the mask on your face with the exterior side facing out and the stiff, bendable edge at the top by your nose.
4. If the mask has ear loops, pick up the mask by the ear loops and place one loop over each ear without touching the inner part of the mask.
5. If the mask has ties, pick up the mask by the ties and tie the upper ties behind your head with a bow and then tie the lower ties behind your head with a bow.
6. Once the mask is in place, use your index finger and thumb to pinch the bendable top edge of the mask around the bridge of your nose.
7. Make sure the mask is completely secure. Make sure it covers your nose and mouth so that the bottom edge is under your chin.

While Wearing the Mask During the Day

1. Do NOT pull the mask down. Adjustments should be made using the ties or cord at the neck or on top of the head.
2. Avoid touching your face even when the mask is in place.
3. Every time you do touch the exterior part of the mask for any reason, wash your hands before/after touching the mask.
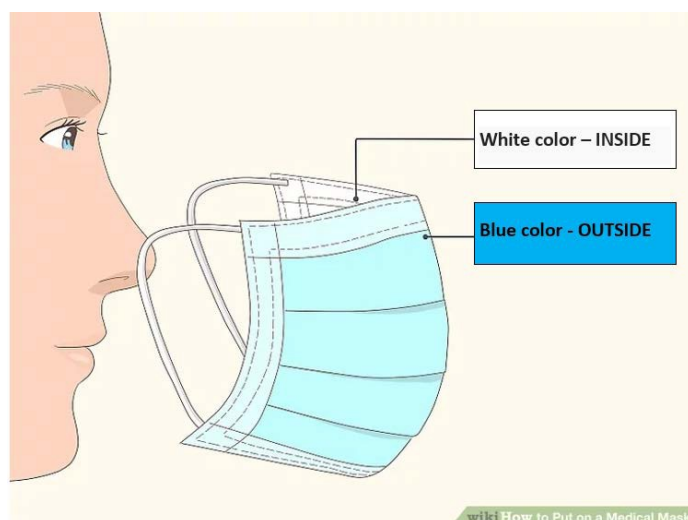
Removing the Mask

1. Do not touch the inside of the mask (the part over nose and mouth). It may be contaminated from your breathing , coughing or sneezing.
2. Untie or remove the head or ear loops and remove the mask by the straps.
3. After removing your mask: wash your hands with soap and water for at least 20 seconds (or ≥ 60% alcohol-based sanitizer). Dry your hands with a clean paper towel and throw the paper towel away.

Cleaning Your own Reusable Mask

1. At the end of the day, take the mask off from the straps (not touching the front), loosely knot the ties together, place in a plastic bag (discard the bag after use) when you are in car, place it in laundry bag as soon as you get home or dedicated bag for used masks.
2. Wash it in the washing machine with hot water and completely dry on medium or high heat. If you can't wash them right away, store them in a plastic bag. Hand wash them using hot, soapy water or leave it in pot of hot boiling water for 5 minutes. Then, dry them on high heat, air dry or iron it.
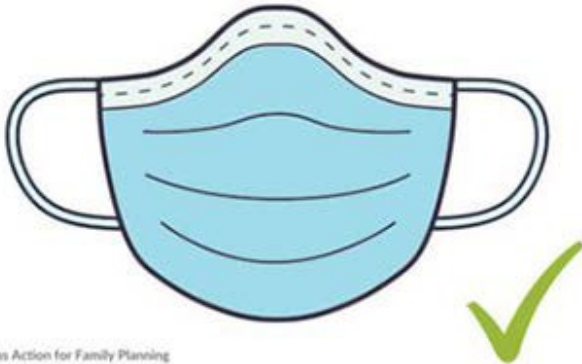
Blue disposable mask:

White color – INSIDE

Blue color - OUTSIDE

wikiHow to Put on a Medical Mask

THE RIGHT WAY TO WEAR A SURGICAL MASK

COLORED SIDE OUT, WHITE SIDE IN

Business Action for Family Planning
https://bafp.info/

THE WRONG WAY TO WEAR A SURGICAL MASK

WHITE SIDE OUT, COLORED SIDE IN

Business Action for Family Planning
https://bafp.info/

How to wear and remove a surgical mask correctly

Surgical masks help to limit the spread of germs. It is recommended to wear a mask if you are unwell to prevent others from getting infected.

It is equally important to learn how to wear and remove a surgical mask correctly.

Wearing a mask

Step 1
Clean your hands with soap and water or hand sanitizer before touching the mask.

Step 2
Check the mask to make sure there are no obvious tears or holes in either side of the mask.

Step 3
Hold the mask with the stiff bendable strip on top, and the coloured side facing outwards.

Step 4
Ensure that the mask should cover your nose, mouth and chin.

Step 5
Mould or pinch the nose strip to conform to the shape of your nose.

Removing a mask

Step 1
Clean your hands with soap and water or hand sanitizer before touching the mask.

Step 2
Avoid touching the front of the mask because it is contaminated. Only touch the ear loops/ties/band.

Step 3
Remove mask according to the type of mask you are using.

Face Mask with Ear Loops
1. Hold both ear loops.
2. Unhook and gently lift to remove the mask.

Face Mask with Ties
1. Untie the bottom bow first followed by the top bow.
2. Pull the mask away from you as the ties are loosened.

Face Mask with Bands
1. Lift the bottom strap over your head.
2. Pull the top strap over your head.

Step 4
Throw the mask in the trash.

Step 5
Clean your hands with soap and water or hand sanitizer before touching anything else.

Appendix 4: Visitor Log

SANTA MONICA SEAFOOD	**VISITOR LOG**	Date Issued: 02/15/17
		Prepared By: Pukar Patel
Revised By: Melissa S		Approved By: Darrin A
Revision Date: 10/13/20	Documentation Number: P-150-001	Version: 2

**Important: If they answer YES to Coronavirus related question then please do not let them enter the facility or office area (notify Darrin or Melissa).

Date	Print First/Last Name	Organization (Company Name, purpose for visit or Interview)	Coronavirus (COVID-19) – Symptoms Please Read Self Assessment Above **(YES / NO)	Coronavirus (COVID-19)-Close Contact Please Read Self Assessment Above **(YES / NO)	Phone # where you can be reached	Time In	Time Out

[NEW MEXICO] COVID-19 Screening Consent Form and Waiver

Name *

First	Last

Last 4 SSN *

Maximum of **4** digits allowed.   *Currently Entered:* **0** *digits.*

COVID-19 Screening Consent Form and Waiver

This consent provides Santa Monica Seafood Company with your permission to release your test results for a COVID-19 screening procedure based on Santa Monica Seafood Company's need to maintain a safe environment for employees, contractors, vendors, and other essential persons with whom you may come into contact. By signing below, you are indicating that you voluntarily consent to this procedure for the detection of COVID-19. The test will need to be completed and returned to Vault services every two weeks.

This is not a "do-it-yourself" at-home test. This kit will only test you for COVID-19 at the time that you give your sample. It is NOT an antibody test. It does not determine whether you have had COVID-19 in the past or have developed antibodies for COVID-19. It is also possible you may become exposed and develop COVID-19 after you provide your sample. Vault only provides testing for COVID-19. A report will come with general recommendations for next steps depending on your results.

This test requires a saliva sample. The kit will include a test tube in which to put your sample. Your test will not be processed unless you provide your sample (i.e. spit into the tube) under remote supervision (via a Zoom video call). Once you receive your kit, you must not open the tube until you are face to face with a Vault test supervisor (via a Zoom)

You have the right to discuss the proposed testing with your physician, to learn about the purpose, potential risks and benefits of any testing. Based upon your test results, if you are denied entry to the Santa Monica Seafood Company facility, you should contact a physician or other medical professional for advice. Because of the ongoing public-health crisis, it may be necessary for Santa Monica Seafood Company to share the results of your test with public health authorities. By signing below, you consent to the disclosure of such information as requested, recommended or required by federal, state, and local public health authorities.

By signing below, you agree to release and waive any claim arising from your selection to receive this voluntary screening, that may arise against Santa Monica Seafood Company and its designated medical providers and staff members. Additionally, you agree to release and waive any claim that might arise against Santa Monica Seafood Company and its designated medical providers and staff members for any risks, side effects, or complications resulting from the testing.

By signing below, I confirm that I have read and fully understand COVID-19 Screening Consent Form and Waiver as detailed in this form.

Draw your signature into the box below. *

Draw or Type

I understand this is a legal representation of my signature.

Clear

Time *

10	:	40	AM ∨
HH		MM	AM/PM

Date *

12	/	31	/	2020	🗓
MM		DD		YYYY	