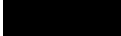




Coronavirus 2020 (COVID-19) Company Response Plan

Updated: 3/25/2020

This is a living/working document that will be updated continuously as we identify new information. Those with access to the document should check regularly to ensure they are using the most up to date version.

This is an internally controlled document . It is not authorized for release outside of ACBL without the express permission of executive management.

Requests for release of information should be directed to 




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Purpose

This document provides guidance, to [REDACTED] employees, for managing and preventing potential coronavirus (COVID-19) outbreaks during and after a voyage by our vessels and while working shoreside including at our facilities and offices.

[REDACTED], along with guidance from local medical authorities and the Center for Disease Control (CDC), will update this interim guidance to vessels, facilities and offices as needed and as additional information becomes available.

History

The 2019 Novel Coronavirus (COVID-19), formally 2019 nCoV Novel Coronavirus, is a new virus that causes respiratory illness in people and can spread from person to person. This virus was first identified during an investigation into an outbreak in Wuhan, China.

The COVID-19 is spreading from person to person in China and limited spread among close contacts has been detected in some countries outside China, including the United States. Right now, the greatest risk of infection is for people in China or people who have traveled to China. Risk of infection is dependent on exposure. Close contacts of people who are infected are at greater risk of exposure, for example health care workers and close contacts of people who are infected with COVID-19. The Center for Disease Control (CDC) continues to closely monitor the situation.

This virus is believed to have originally emerged from an animal source but now seems to be spreading from person to person. It is important to note that person-to-person spread can happen on a continuum. Some viruses are highly contagious (like measles), while other viruses are less so. At this time, it is unclear how easily or sustainably this virus is spreading between people.

Protect Yourself: All Personnel (all settings: Vessel, Facility and Office)

████ works in semi-enclosed environments on our vessels and in our offices. In these areas our personnel are in close contact with each other in the performance of their work.

In all close contact environments, like working on our vessels and at our offices and facilities, the close proximity of people working together **may** facilitate transmission of respiratory viruses from person to person through exposure to respiratory droplets or contact with contaminated surfaces.

To reduce spread of respiratory infections including COVID-19 (coronavirus) █████ and the CDC recommends that vessels, facilities and office settings encourage their personnel to:

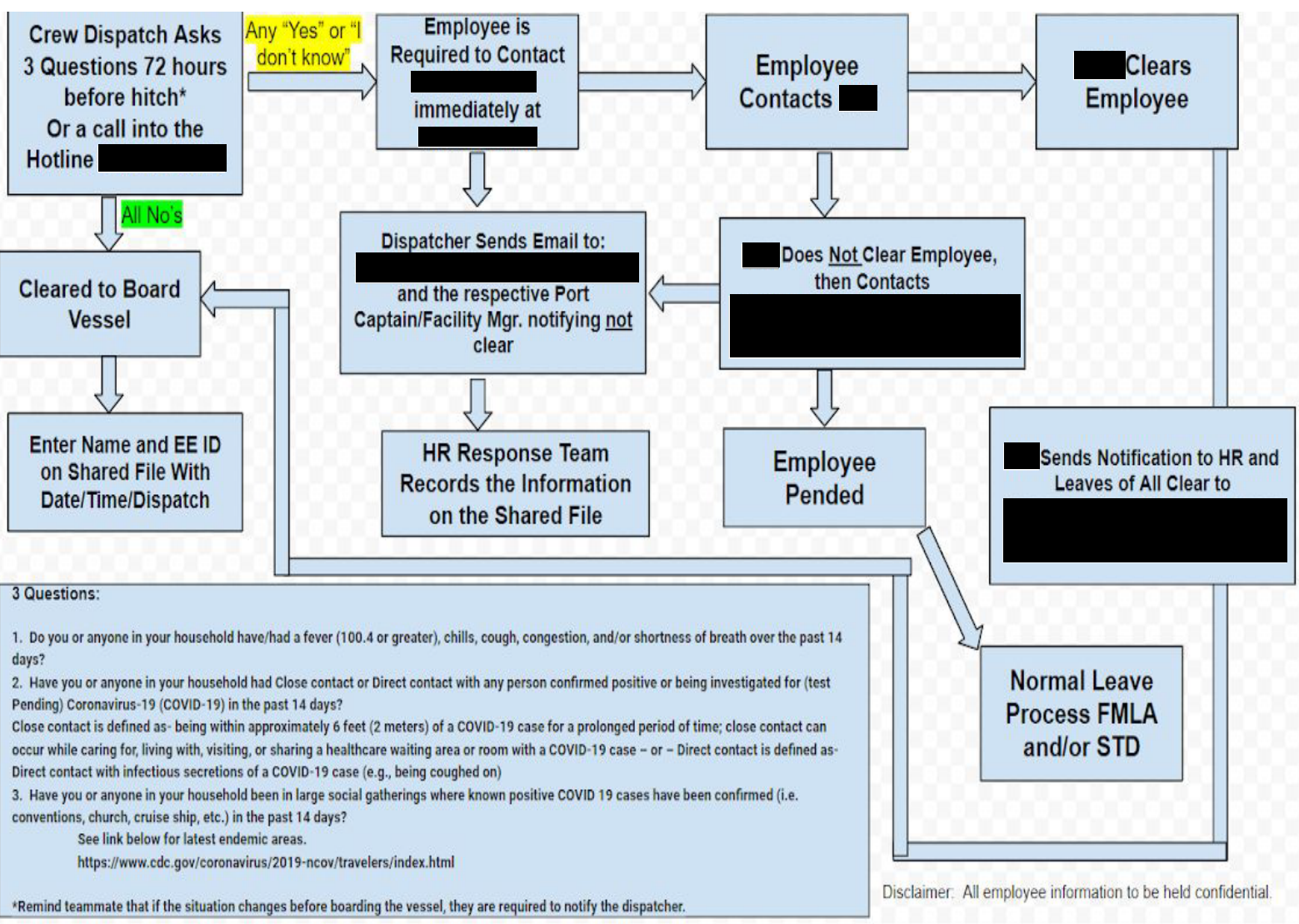
1. Watch your health
2. Postpone travel when sick
3. **If you are feeling ill, do NOT report to work.**
4. *If you begin to feel ill while at work:*
 - **On a Vessel:** Please IMMEDIATELY notify your captain and follow the incident reporting protocol contained in Safety Management System (SMS) 3 Critical Response. See “Vessel Employee Response Protocol” in the section below.
 - **Shoreside:** Please immediately notify your supervisor and make arrangements to depart to see a doctor.
5. *Wash hands often with soap and water for at least 20 seconds after traveling and touching potentially contaminated surfaces. Use alcohol-based hand sanitizer (containing at least 60% alcohol) if soap and water are not available.*
6. *Minimize contact between yourself and a potentially sick person.*
7. *Cover your mouth and nose with tissues when coughing or sneezing.*
8. *Clean and disinfect potentially contaminated surfaces according to █████’s housekeeping protocol.*

Lysol and Clorox products (disinfectants) are a good first step. While wipe type products are convenient they should not be used on vessels as they present disposal issues.
9. *Be especially mindful when traveling through airports or visiting hospitals or other locations with large groups of people.*

Vessel Specific Protocols:

Prior to being dispatched to the vessel:

█ Crew Dispatch will follow the protocol outlined below to ensure a crewmember is "Fit for Duty" prior to actually sending out dispatch orders.



Dispatch Protocol updated: 3/25/2020 with new questions.

Vessel Employee arriving to vessel for crew change (Mainline, Unit, Shuttle or Continuously Operated Fleet Boat):

This is a necessary step that from the time a crewmember is cleared to get on the vessel to the time they arrive on the vessel to ensure that nothing has changed and our crewmembers are fit for duty.

Prior to stepping onto the vessel, a crew member will be screened by the Captain/Crew on the vessel. The crewmember may talk to the crew from across the dock (without getting on the vessel) or via cell phone with the crew onboard.

Captain/Crew on the vessel shall ascertain whether the arriving crewmember is fit for duty by asking the following questions:

1. Do you have a fever, dry cough or had respiratory problems in the last 14 days?
2. Has anyone in your family been sick with a cold or flu?
3. Have you been exposed to anyone at work, during travel or at any time to a person who has been sick with cold or flu?

If the answer to any question is YES: DENY boarding, inform your Captain who will contact the vessel's Port Captain who will assist in resolving the issue.

Vessel Employee arriving to man a Fleet Boat:

The oncoming Captain will implement this procedure prior to stepping on the vessel:

The Captain on the vessel shall ascertain whether the arriving crewmember is fit for duty by asking the following questions:

1. Do you have a fever, dry cough or had respiratory problems in the last 14 days?
2. Has anyone in your family been sick with a cold or flu?
3. Have you been exposed to anyone at work, during travel or at any time to a person who has been sick with cold or flu?

If the answer to any question is YES: DENY boarding and contact your Port Captain/Facility Manager who will assist in resolving the issue.

Vessel Employee Boarding Denied:

If boarding was denied by the Vessel Captain he shall contact his Port Captain/Facility Manager to determine next steps.

- If reason appears to be coronavirus related turn over to HR. Instruct employee to call [REDACTED]'s COVID-19 Hotline at: [REDACTED]
- If the reason indicated is not coronavirus related, solve the problem, allow reporting to the vessel the next day.

Enhanced Vessel Visitors Protocol: Coronavirus

There should be no visitors to our vessels unless they have been pre-approved by [REDACTED] Port Captains, Facility Managers and the vessel has been notified prior to the visitor's arrival.

This protocol is designed to prevent a person from getting on our vessel who may have or been exposed to the coronavirus. We still need personnel to get on our vessels from time to time to ensure we can continue to operate as a company.

In the event a visitor arrives to the vessel without prior notice:

- Deny boarding, ask them to wait.
- Contact Port Captain or Facility Manager for authorization.

The following protocol applies to authorized visitors to our vessels:

- [REDACTED] Personnel who are not crew (Shoreside personnel including: Port Captains, Facility Managers, Port Engineers, Surveyors, Auditors and Safety)
- Contractors (mechanics, service providers, technicians, etc.) who are coming to work on our vessels
- Non-[REDACTED] Auditors, inspectors, etc.
- Government Officials (additional information below)

Prior to allowing ANY VISITOR to set foot on your vessel ask them the following questions:

1. Do you have a fever, dry cough or had respiratory problems in the last 14 days?
2. Has anyone in your family been sick with a cold or flu?
3. Have you been exposed to anyone at work, during travel or at any time to a person who has been sick with cold or flu?

If the answer to any question is YES: DENY boarding and contact your Port Captain.

Government Officials:

We cannot specifically deny a government official access to our vessel. Use the following protocol when dealing with Government Officials.

1. Please explain to them that [REDACTED] has implemented protocol to help protect our crews against the coronavirus and influenza.
2. Ask them the 3 questions above.
3. If they answer **YES**, but they still want to get on our vessel, respectfully request they wait while you contact our Company Designated Person Ashore.
 - [REDACTED]
4. The Company Designated Person will talk to the Government Official and work out the best plan available to protect our crews and them.

Vessel Employee Response/Reporting Procedure (Crewmember on board who presents with possible Coronavirus)

Although a crewmember should not have been allowed onboard if they were exposed to the coronavirus it is possible that a healthy crewmember could have boarded and developed symptoms during their hitch.

In the event a person becomes symptomatic or sick while on the vessel follow the procedure below.

██████'s Vessel Medical Emergency Protocol is contained in Safety Management System (SMS) Manual 3: ████████████████████. The general procedure for vessel employees is outlined below:

1. Notify the Wheelhouse (identify the ill persons name).
2. Call for assistance (911) if it is deemed immediately life threatening.
3. Notify the ████████ **Incident Hotline at** ████████████████████ and report the illness.
 - a. Follow the professional medical instructions provided by ████████████████████ who will talk directly to the crewmember.
 - b. Isolate a potentially affected crewmember and aid in their treatment as directed. See "Managing Sick Personnel or Crew When Boarding and Onboard" in the section below.
 - c. Evacuation of the crewmember will be coordinated when recommended by the Healthworks staff.

In keeping with the reporting standard in the manual: **REPORT ALL ILLNESSES WHEN THEY OCCUR. Do not wait!**

NOTE: Reporting requirements when off the vessel:

VESSEL Employees: When on the vessels use the "Vessel Employee Response/Reporting Procedures.

For all Vessel Employees who are at home and not working on a vessel:

- *If you suspect that you or someone you have had direct contact with has COVID-19 (coronavirus), please contact the following hotline (██████████) to speak with an HR Representative for further direction.*

Vessel Management of Sick or Potentially Sick Crew: Mainline, Unit, Shuttle and Continuously Manned Fleet Vessels

This section applies to all [REDACTED] Vessels: Mainline, Unit, Shuttle and Continuously Manned Fleet Vessels (Fleet Vessels who are working as day boats, see the next section)

After making notification to the planning center follow the below information on managing a sick or potentially sick crewmember:

- On Mainline, Unit, Shuttle and Continuously Operated Fleet Vessels: Isolate personnel or crew onboard who are suspected of having coronavirus or potential infection in a single-occupancy cabin with the door closed until symptoms are improved and told to open by medical consultation or the infected personnel or crew is off boarded.
- All potentially exposed personnel and crewmembers should self-monitor under supervision of medical staff liaisons, [REDACTED], (by phone) or telemedicine providers until 14 days after the last possible exposure or the infected has been removed/evacuated from the vessel.
- If a crewmember is identified as having the flu/coronavirus and is waiting for evacuation they should remain in their cabin to the maximum extent possible. Should an individual who is quarantined onboard need to depart their cabin they must wear a facemask (N-95 standard).
- Ideally, any crewmember who may have any type of flu (including potential coronavirus) should be evacuated from the boat for care ashore.
 - **Evacuation and medical follow-up ashore will be coordinated by the vessel's Port Captain/Facility Manager, [REDACTED]'s Risk Department and the vessel's dispatcher. (See Evacuation Planning Section)**
 - Evacuation plans must be approved prior to implementation. Approvers are:

| [REDACTED]
- **Crewmembers who may need to be in close proximity to a person who has or may have the virus shall protect themselves by:**
 - **Wearing a facemask (N-95 standard)**
 - **Nitrile or disposable gloves**
 - **Eye protection**
 - **Immediately wash hands *with soap and water for at least 20 seconds. Use alcohol-based hand sanitizer (containing at least 60% alcohol) if soap and water are not available.***
- After the crewmember has been evacuated immediately implement decontamination procedure.

Vessel Management of Sick or Potentially Sick Crew: Fleet Vessels (Day Boats)

This section applies to [REDACTED] Fleet Vessels who are working as day boats.

After making notification to the planning center follow the below information on managing a sick or potentially sick crewmember:

- Isolate personnel or crew onboard who are suspected of having coronavirus or potential infection in a location that is at least 6 feet away from any other crewmember.
- Have the crewmember immediately don an N-95 mask to prevent potential spread of the virus.
- **Crewmembers who may need to be in close proximity to a person who has or may have the virus shall protect themselves by:**
 - **Wearing a facemask (N-95 standard)**
 - **Nitrile or disposable gloves**
 - **Eye protection**
 - **Immediately wash hands *with soap and water for at least 20 seconds. Use alcohol-based hand sanitizer (containing at least 60% alcohol) if soap and water are not available after they are no longer in the vicinity of the crewmember who may have the virus.***
- Healthworks will contact the crewmember by phone or telemedicine providers to make an initial determination if the crewmember may have the virus.
- If a crewmember is identified as having the flu/coronavirus the Captain shall immediately contact their Port Captain or Facility Manager to assist in arranging for evacuation of the crewmember.
- Evacuation:
 - **Evacuation and medical follow-up ashore will be coordinated by the vessel's Port Captain/Facility Manager, [REDACTED]'s Risk Department and the vessel's dispatcher.**
 - Evacuation plans must be approved prior to implementation. Approvers are:
 - ' | [REDACTED]
- After the crewmember has been evacuated immediately implement decontamination procedure.

Procedures for Decontaminating Vessel Areas After Potentially Infected Employee Departs:

Mainline, Unit, Shuttle and Continuously Manned Fleetboats:

- Keep the room where a potentially infected employee stayed off-limits to all personnel for 24 hours after his/her departure from the vessel, then implement the cleaning procedure on the crewmembers room.
- Implement the cleaning procedure on the rest of the vessel immediately.

Fleetboats: Due to the small size of the vessel it you may not be able to stay out of the area where the infected crewmember was located. As such, implement the cleaning procedure on all areas of the vessel immediately.

Procedure (All):

If weather and operating conditions permit, open nearby windows and doors to increase air circulation in the area. Do not violate any company policy regarding watertight integrity while operating.

After 24 hours have elapsed for the crewmembers room and immediately on the rest of the vessel:

- Clean and disinfect high-touch surfaces daily in household common areas (e.g. tables, hard-backed chairs, doorknobs, light switches, remotes, handles, desks, toilets, sinks):
- PPE - always wear your protective equipment when cleaning of any type:
 - Protect yourself by wearing disposable gloves (Nitrile or Latex are both good). Dispose of the gloves after use!
 - Wear eye protection (goggles or safety glasses).
 - While cleaning (and at all other times) do not touch your face near your eyes, nose or mouth with dirty hands.
 - After cleaning ensure you wash hands often with soap and water for at least 20 seconds. Use alcohol-based hand sanitizer (containing at least 60% alcohol) if soap and water are not available.
- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection, diluted household bleach solutions, alcohol solutions with at least 70% alcohol, and most common EPA-registered household disinfectants should be effective.
- 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.
 - Prepare a bleach solution by mixing:
 - 5 tablespoons (1/3rd cup) bleach per gallon of water or
 - 4 teaspoons bleach per quart of water

- **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 materials.
- **For soft materials (bedding, clothes, towels, etc).** Use of bleach may impact our MSD(s). Check with the Port Engineer if bleach can be used. Use appropriate detergent for your machine and our vessels.
 - 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.
 - If possible, do not shake **dirty** laundry. This will minimize the possibility of dispersing virus through the air.
 - Dirty laundry from an ill person can be washed with other people's items.
 - Clean and disinfect clothes hampers according to guidance above for surfaces. If possible, consider placing a bag liner that is either disposable (can be thrown away) or can be laundered.

Environmental Cleaning for Prevention (Vessel)

The following cleaning standard should be followed on all vessels regardless of operation.

- **Daily Routine Cleaning Standard:** [REDACTED] vessel crews will routinely clean all frequently touched surfaces in the workplace. These include:
 - Workstations. This may be a desk, a computer, the crew computer.
 - Surfaces in areas where people congregate. (Countertops, tables, bookshelves, cabinets (especially doors in galleys, coffee break areas or lounges)
 - Doorknobs and stair handrails.
- **[REDACTED] Vessels at change of command/new crew onboard before commencing operations:**
 - Implement Daily Routine Cleaning Standard above
 - Ensure all bedding, towels and other non-disposable cloths are all washed.
 - Fleet Vessels: Daily Routine Cleaning before start of operations (each watch)
- Use the cleaning agents that are usually used in these areas and follow the directions on the label. (This should be with cleaning agents that contain disinfectants).
- **Vessels:** Wipe type products are not to be used on vessels as they present disposal problems. Use disinfectant spray with rags/towels. Rags/towels should be disposed properly in trash receptacles. (In the event spray type disinfectants are not available, seek assistance through your purchasing agent and or Port Captain (if a waiver is needed).
- **Personnel Protection** when cleaning:
 - Protect yourself by wearing disposable gloves (Nitrile or Latex are both good). Dispose of the gloves after use!
 - Wear eye protection (goggles or safety glasses).
 - While cleaning (and at all other times) do not touch your face near your eyes, nose or mouth with dirty hands.
 - After cleaning ensure you wash hands often with soap and water for at least 20 seconds. Use alcohol-based hand sanitizer (containing at least 60% alcohol) if soap and water are not available.

Shoreside Specific Protocols

Shoreside: Management of Sick or Potentially Sick Personnel (Facility or Office Setting)

Actively encourage sick employees to stay home:

Employees who have symptoms of acute respiratory illness are to stay home and not come to work until they are free of fever (100.4° F [37.8° C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants). Employees should notify their supervisor and stay home if they are sick.

Ensure that █████ sick leave policies are flexible and consistent with public health guidance and that employees are aware of these policies.

Talk with companies that provide █████ with contract or temporary employees about the importance of sick employees staying home and encourage them to develop non-punitive leave policies.

█████ will maintain flexible policies that permit employees to stay home to care for a sick family member. █████ understands that more employees may need to stay at home to care for sick children or other sick family members than is usual.

Employees who arrive to work sick:

Based on CDC information, █████ recommends that employees who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or become sick during the day should be separated from other employees and be sent home immediately.

All employees, whether sick or not, should cover their noses and mouths with a tissue when coughing or sneezing (or an elbow or shoulder if no tissue is available).

Recommend employees who may have the flu see their primary care physician for diagnosis and treatment.

Prevention at Facilities and Offices:

Emphasize staying home when sick, respiratory etiquette and hand hygiene by all employees:

█████ will discuss placing postings that encourage staying home when sick, cough and sneeze etiquette, and hand hygiene at the entrances of the workplace and in other workplace areas where they are likely to be seen.

- Provide tissues and no-touch disposal receptacles for use by employees.
- Instruct employees to clean their hands often with an alcohol-based hand sanitizer that contains at least 60-95% alcohol, or wash their hands with soap and water for at least 20 seconds. Soap and water should be used preferentially if hands are visibly dirty.
- Provide soap and water and alcohol-based hand rubs in the workplace. Ensure that adequate supplies are maintained. Place hand rubs in multiple locations or in conference rooms to encourage hand hygiene.

- [REDACTED] will provide disposable wipes or disinfecting sprays so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks) can be wiped down by employees before each use.

Additional Measures in Response to Currently Occurring Sporadic Importations of the coronavirus:

- *If you suspect that you or someone you have had direct contact with has COVID-19 (coronavirus), please contact the following hotline ([REDACTED]) to speak with an HR Representative for further direction.*
- If an employee is confirmed to have coronavirus, employers should inform fellow employees of their possible exposure to coronavirus in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA).
- Employees exposed to a co-worker with confirmed coronavirus will be provided with the CDC guidance for how to conduct a risk assessment of their potential exposure.
- At any time, an employee who may have been exposed to a person who has a confirmed case of the coronavirus, they should seek out their primary care physician for testing and treatment if they display any symptoms.
- Supervisor.....

Shoreside Personnel call in number for notice of potential exposure:

- *If you suspect that you or someone you have had direct contact with has COVID-19 (coronavirus), please contact the following hotline ([REDACTED]) to speak with an HR Representative for further direction.*

Environmental Cleaning for Prevention (██████████ Shoreside Facility Offices)

The cleaning standard is the same for vessels, facilities and offices. The following protocol should be in use daily and implemented after a sick or potentially sick individual has departed the vessel, facility or office.

- **Daily Routine Cleaning Standard:** ██████████ facilities and offices will routinely clean all frequently touched surfaces in the workplace. These include:
 - Workstations. This may be a desk, a computer, the crew computer.
 - Surfaces in areas where people congregate. (Countertops, tables, bookshelves, cabinets (especially doors in galleys, coffee break areas or lounges)
 - Doorknobs and stair handrails.
- Use the cleaning agents that are usually used in these areas and follow the directions on the label. (This should be with cleaning agents that contain disinfectants).
- **Shoreside Office Spaces:** Lysol and Clorox wipes are good for a quick cleaning in personal spaces (including but not limited to your desk, computer, keyboards, chair, telephones, cellphones, and anything you may touch during the course of working in your space).
- **Personnel Protection** when cleaning:
 - Protect yourself by wearing disposable gloves (Nitrile or Latex are both good). Dispose of the gloves after use!
 - Wear eye protection (goggles or safety glasses).
 - While cleaning (and at all other times) do not touch your face near your eyes, nose or mouth with dirty hands.
 - After cleaning ensure you wash hands often with soap and water for at least 20 seconds. Use alcohol-based hand sanitizer (containing at least 60% alcohol) if soap and water are not available.

Response Protocols

Evacuation Planning: Vessel Crewmember Infected or Potentially Infected with COVID-19

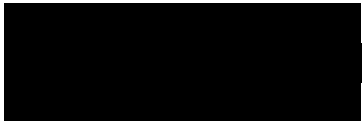
In the event a crewmember on a vessel has been determined to be infected or potentially infected with the coronavirus the following guidance is provided to assist the team who will plan the evacuation of the crewmember. The following guidance contains questions which will be considered as the evacuation and medical follow-up is planned. This section does not include every question and circumstance to which the evacuation planning team may need to address, due to geographic, transportation, availability of medical providers, etc., but provides for a standardized starting point.

Before starting any evacuation planning ensure that the “Vessel Management of Sick or Potentially Sick Crew” Section of this Plan has been implemented onboard the vessel.

Evacuation Planning Team: Each team will be different depending on the circumstances. To the extent possible the team should be made up of the following personnel:

- Port Captain/Facility Manager over Boat
- Safety Representative
- Risk Representative
- Vessel’s Crew Dispatcher
- Director of Purchasing if needed to determine availability of transport options

Evacuation plans must be approved prior to implementation. Approvers are:

- 

Evacuation Plan:

Each Evacuation Plan will be made up of four parts:

1. Confirmation that the crewmember needs to be evacuated
2. Evacuation Plan
3. Medical Follow-up Plan
4. Reporting Plan (USCG and CDC requirements)

Part 1: Confirmation that a crewmember needs to be evacuated

Consider the following in managing this section of the plan.

- Medical professional recommended evacuation based on discussion with the crewmember including consideration of information and standards issued by the U.S. Coast Guard and CDC as appropriate. (Risk Representative will liaison with Medical)
- If no thermometer is onboard the vessel to take the person's temperature can you get one onboard to assist with the medical evaluation?
- Determine the urgency of the need to evacuate, be ready to make a recommendation to ensure that all factors are considered. Evacuation of the crewmember and timing needs to

be considered.

Part 2: Evacuation Plan:

Ensure the following is discussed/considered during the development of an evacuation plan:

- Medical Facility
 - Location of medical facility relative to the boat (distance)
 - Will they take our crewmember?
 - Appointment or other requirement
 - Times of operation
- Vessel Transportation considerations:
 - Does the vessel transport company have a COVID-19 transport plan?
 - We do not want sick or potentially sick crewmembers to enter the interior spaces of a transport vessel.
 - Will our crewmember be safe being transported, if they can only be on the external part of the vessel?
 - Do they require the evacuated crewmember to wear specific PPE? We will use [REDACTED]'s standard as the minimum (Mask) crewmembers of the evacuating vessel should wear mask, eye protection and disposable gloves if they will come into contact with the crewmember being evacuated.
- Ground Transportation considerations:
 - Fleet personnel (day boats) should have their own transportation (personal vehicle), if not continue planning.
 - Use of Uber or Lyft is not recommended.
 - Use company vehicles or commercial crew transportation to the maximum extent possible.
 - Does the vehicle company have a transportation protocol for moving an evacuated crewmember?
 - How do we protect the driver (provider or [REDACTED])

Part 3: Medical Follow-up Plan:

- Testing for COVID-19:
 - Positive - Need to develop a followup plan.
 - Negative - Return to vessel or release to go home recommendation
- Positive Results
 - Inform crew (who)
 - Vessel Cleaning Protocol - Implement
 - Can Vessel continue to operate? Take boat out of service?
 - New Crewmember consideration/exposure?
 - Keep crew together for 14 days?/Monitoring plan?

Part 4: Reporting Plan (USCG and CDC requirements)

Ensure we meet government standards for reporting;

- USCG Requirements established in MSIB 06-20, 02-20 Change 2 & 3
- Report to USCG - provide skeleton information of plan over phone if requested. Identify who will make this call.
- CG2692 Report (Risk)
- CDC reporting standard - who will fill out and send in form?

Suspected Case Transport Protocol when using crew vans or ground transport

1. When possible, use a large passenger van to increase the feet of separation between driver and passenger; have the passenger sit all the way in the back.
2. Have the passenger wear a mask to reduce potential for cough droplets to spread throughout the vehicle.
3. If climate/weather allows, drive with the windows open to increase air circulation.
4. Have the driver wear a mask (if available) and disposable gloves.
5. Upon arrival at destination and after a potentially-infected passenger has departed, the driver—before discarding mask or gloves—should thoroughly clean the interior of the vehicle—including all surfaces/windows—using an approved disinfectant cleaner.
6. Once vehicle has been cleaned/disinfected:
 - Driver should remove and discard gloves;
 - Thoroughly wash hands for 20+ seconds with soap and water;
 - And then carefully remove the mask by pulling elastic straps to disengage from behind the ears. While making every effort to avoid touching the actual material that makes up the portion of the mask that covers the nose and mouth, the mask should be discarded.
 - As soon as the mask is discarded, thoroughly re-wash hands with soap and water for 20+ seconds.
7. If a mask is not available or the passenger is not able to wear a mask during transport the vehicle should be shut and locked for 24 hours before decontamination takes place. After the 24 hour period the vehicle should be cleaned/disinfected appropriately.

Continuity of Operations Planning

Continuity of Operations Goal:

Continuous operation of ██████ to provide the necessary infrastructure and vessels to meet customer demands. Transportation infrastructure has been recognized as critical by both federal and state governments.

- Continuous update of ██████'s Coronavirus 2020 Response Plan to ensure company plans for and meets emerging issues and conditions.
- Communications company wide by Executive Staff to keep company personnel informed regarding conditions, staffing, protective strategies and other information necessary to keep personnel up to date on this continued response.

Shoreside Staff Planning:

Continuity of operations for shoreside staff is covered in the Shoreside Specific Protocols of this document. Protocols for shoreside staff will be continuously reviewed and updated to ensure ██████ can continuously meet required operations. Methodologies may include:

- Work from home to encourage social distancing.
- Set up home offices for key personnel.
- No travel for meetings with customers. Use video conferencing when possible.
- Limit numbers of personnel in the office environment. Separate employees whenever possible.
- Limit operations travel to only travel necessary to meet operational requirements on vessels and at operational facilities.

Vessel Operations Planning:

Vessel Operations Continuity of Operations will focus on continuous manning and operation of vessels. Methodologies to ensure ██████ remains operational includes:

- Pre-dispatch screening of crew for potential coronavirus.
- Screening of crew prior to boarding the vessel.
- Environmental cleaning of vessels for protection of crew.
- Vessel Specific Protocols specific to vessels and operations during this response to the coronavirus.
- Use of ICS (Incident Command System) to stay abreast of the latest changes and potential impacts to operations.

Incident Command: COVID-19 Response

All - Below Incident Command Structure that [REDACTED] will use during the COVID-19 response. [REDACTED] will utilize the ICS “Best Response Model” to ensure we succeed on all “levels.” As per the Best Response Model, we will focus on Safety, Environmental Response, Economic Efficiency, Public Affairs, and Stakeholder notification.

COVID-19 Response Objectives:

Specifically, [REDACTED] will ensure we meet the following objectives:

1. *Staff all Vessels with healthy crewmembers (pre-screening).*
2. *Develop a procedure for diagnosing individuals that may become sick.*
3. *Provide a process to remove sick personnel.*
4. *Set up a team to provide internal/external communications.*
5. *Coordinate with outside agencies (USCG, CDC, etc.).*
6. *Track/Ensure continuity of care for any person that reported sick.*

Operational Tempo:

Conference calls will be held daily at 0930 CDT and cover the following agenda:

1. Overall Situation
2. [REDACTED] Incidents/Illnesses
3. Operations
4. Customer Update
5. Supply Issues
6. Crew/Hotline Feedback
7. USCG/Regulatory Update
8. Public Affairs (Internal/External) Update
9. Summary (Incident Commander)

ACBL ICS Structure:

ACBL will use the following ICS structure during the COVID-19 response. This team may expand or contract using the ICS system depending on the incident:

Incident Commander - [REDACTED]

Responsibilities: Policy Development, Oversight

Command Staff:

Safety: [REDACTED]

Responsibilities: Policy Development, Safety Advisor

Liaison: [REDACTED] (USCG)

Responsibilities: Coordinate with the USCG to ensure all regulatory requirements are met.

Liaison: [REDACTED] (Customer)

Information: [REDACTED]

Responsibilities: Internal/External Communication

Legal: [REDACTED]

Responsibilities: Outside Inquiries

Operations: [REDACTED]

Responsibilities: Operation Oversight (Crew Changes, Grocery, etc.)

Medical Group: [REDACTED]

Responsibilities: Diagnosis, Mitigation

Supply Group: [REDACTED]

Responsibilities: Ensure vessels/facilities get timely supplies.

Transportation Group: Human Resources/Vessel Designated Person Ashore

Responsibilities: Transporting Sick Personnel from Vessel (Coronavirus or Potential Coronavirus)

Screening Group: Dispatchers/Healthworks/Human Resources

Responsibilities: Pre-Assignment screening for crew traveling to vessel

Planning: [REDACTED]

Responsibilities: ICS Coordination

Situation: [REDACTED]

Responsibilities: Tracking of all Facilities/Vessels (Confirmed Cases, Potential Cases, Recovered, Exposed)

Logistics: Human Resources([REDACTED])/Dispatchers

Responsibilities: Tracking Sick Personnel that were removed from vessels

Information Technology: [REDACTED]

Responsibilities: Provide reliable communications/remote connectivity.

Other Information Relevant to Coronavirus

Travel Outside the United States:

Employees should follow the below recommendations when traveling outside the United States:

- Check the CDC's Traveler's Health Notices for the latest guidance and recommendations for each country to which you will travel. Specific travel information for travelers going to and returning from China, and information for aircrew, can be found at on the CDC website.
- Advise employees to check themselves for symptoms of acute respiratory illness before starting travel. If they have any symptoms, do not travel and see your primary care physician as soon as possible for diagnosis and treatment.
- Employees who become sick while traveling or on temporary assignment understand that they should notify their supervisor and should promptly call a healthcare provider for advice if needed.
- If outside the United States, sick employees should obtain medical care or contact a healthcare provider or overseas medical assistance company to assist them with finding an appropriate healthcare provider in that country. A U.S. consular officer can help locate healthcare services. However, U.S. embassies, consulates, and military facilities do not have the legal authority, capability, and resources to evacuate or give medicines, vaccines, or medical care to private U.S. citizens overseas.
- Any person returning to the United States after traveling abroad:
 - Shall be screened prior to being allowed to return to work.
 - Vessel employees will be screened according to the dispatch protocol prior to being assigned to a vessel.
 - Port Captains will be notified by the crewmembers dispatch if they become aware of travel, by a crewmember, outside the United States. Port Captains shall confer with Operations VP for final approval to report to a vessel.

Plan Distribution and Training

Copies of the plan will be made available to [REDACTED] vessels, facilities and offices:

- Plan will be in the form of a Google Document that is shareable as needed.
- Plan shall be uploaded to the Vessel Compliance Documents for Vessels
- Plan should be shared via google to the following:
 - Executive Staff (SVPs)
 - Company Level Department Heads (VPs, Senior Directors)
 - Port Captains
 - Facility Managers

Plan Training:

- Vessels: This plan will be into the [REDACTED] Vessel Training Processes for vessel training
- Facilities and offices:
 - Managers and Office Department Heads should meet with their employees to discuss this plan.

Communication Plan

The following communications with [REDACTED] employees shall be undertaken to keep them informed, educate them about prevention and ensure they know the contents of this plan.

1. CEO will release information pertinent to COVID-19 for all employees. Release timings based on events and changes occurring.
2. Safety Department: Release [REDACTED] Coronavirus 2020 Response Plan - Vessel Sections to all vessels through the vessel compliance documents and an email alert regarding any updates. As the document is updated it shall be re-released to vessels to ensure they have the most up to date information.
3. Safety Alerts: Safety Alerts shall be released to vessels as pertinent information changes when needed for immediate notification to vessels.
4. Safety Communicator: Safety Information bulletin for company vessels. The March Safety Communicator contained Coronavirus information. Additional information regarding coronavirus will be included in future editions.
5. Other information releases: Other information releases applicable to various groups in the company may be released by department heads after the release has been cleared by the Company's COO ([REDACTED]).
6. Emails and electronic communications will continue throughout times when immediate notification is required to ensure timely responses to any changing conditions.

References

████████████████████ Safety Management System (SMS) Chapter 3, Chapter 4

Center for Disease Control - <https://www.cdc.gov/coronavirus/index.html>

Center for Disease Control -
<https://www.cdc.gov/quarantine/maritime/recommendations-for-ships.html>