



COVID-19 Policy

Purpose:

To protect employees, customers, vendors, and their families from contracting and spreading the virus to others. Our information is based upon the CDC recommendations and you can find more up to date information at their website: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

What is a coronavirus and COVID-19?

Coronaviruses are a large family of viruses that usually cause mild respiratory illnesses such as the common cold. COVID-19 is a new coronavirus discovered in 2019 and has mild to severe symptoms of fever, cough, and shortness of breath.

How is COVID-19 spread?

COVID-19 spreads between people who are in close contact and coughs, sneezes, and touching surfaces recently touched by people with the virus.

Symptoms of COVID-19:

- Fever
- Cough
- Shortness of breath
- Body aches and pains

Treatment and resources:

- General doctor
- TeleDoc
- Local Hospital
- CDC Website: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

Who is a high risk?

- Older adults
- People who have severe chronic underlying conditions such as
 - Heart disease
 - Diabetes
 - Lung disease

When to stay home?

- Fever over 100.4°
- Elevated temperature and a combination of the symptoms
- A household member has a COVID-19 or is under quarantine
- You have been in close physical presence of someone who has COVID-19 or who is under quarantine
- Anyone returning from international travel will be required to complete a 14 day quarantine
- *Notify Wepfer Marine if you will not be at work*

General guidelines to prevent the spread of COVID-19 at home and work:

- Wash your hands regularly or use an alcohol-based hand sanitizer
- Cover your mouth and nose with the inside of your elbow when you cough and sneeze
- Avoid touching your mouth, eyes, nose, and face
- Do not shake hands and limit direct contact with others
- Regularly clean common touch surfaces such as doorknobs, counters, timeclock, etc.
- Regularly check temperature and stay home when you have a temperature above 100.4° F
- Use social distancing to prevent yourself and others from spreading and contracting COVID-19 by staying 6 or more feet away from others.
- Stay away from crowds and high traffic areas

Company policies to monitor COVID-19:

- Provide adequate amounts of hand sanitizer, soap, bleach, disinfecting spray and wipes to kill the virus
- Increase social distancing when possible
 - Disallow employees from congregating around the timeclock and office
 - Require employees to report directly to their work area
 - Disallow employees from working in the same area when not necessary
- Travel will be limited to mission critical needs and must be approved by [REDACTED], and Senior Management.
- Access to our facilities will be restricted for vendors, customers, contractors, and job applicants and visits must be approved by Senior Management.
- Employees will be given accommodations to reduce their risk to contracting the virus

COVID-19 Procedures

General

- All cleaning is to be done with a disinfecting spray or wipe, bleach, or a comparable product
- Avoid touching your mouth, eyes, nose, and face
- All travel is limited to mission critical reasons and must be approved by [REDACTED] and Senior Management
- All meetings with customers, vendors, and contractors will be limited to telephone and video conference
- No more than 2 employees are to ride in a car together without management approval
- Company vehicles are to be cleaned after each use
- No more than 6 employees allowed in the break room at a time
- Non-office employees are to limit their time in the office
- Do not congregate and remain 6' apart from others
- Clean refrigerators, microwaves, and stoves regularly
- Anyone returning from international travel will be required to complete a 14 day quarantine

Vessel Procedures

- All crew members are to clock in individual and immediately head to their boat and upon the end of their shift they are to get off their boat and immediately clock out
- Crew members are not to enter the Dispatch office
- Crew members are not to congregate prior to getting on their boat if their boat is not at the wharf
- Crew change communications will take place over the radio and cellular phone
- Clean all horizontal surfaces, doorknobs, and common touch areas in the wheelhouse, galley, and head before and after each shift
- Deckhands are to stay out of the wheelhouse
- Do not share PPE
- Limit time spent working within 6' of each other
- Clean tools prior to sharing them
- During crew changes for outside personnel, [REDACTED] employees are not to assist with bags, bags are to stay on the deck, and outside personnel are to stay on the deck weather permitting

Office Procedures

- Clean the horizontal surfaces, doorknobs, and common touch areas in the office and common areas before and after crew changes and throughout the day
- Each person is responsible for cleaning their own area

Shipyard Procedures

- Do not share PPE
- Clean welding helmets and other head gear prior to use
- Clean tools prior to sharing them
- Clean hard hats prior to use
- Limit time spent working within 6' of each other
- Interior of Bobcats and cranes will be cleaned before and after use