

NAS COVID-19 Protective Measures for Return to Work

This document has been developed to provide information to employees when returning to work at AEDC. The information contained herein is applicable to the prevention of the spread of the COVID-19 virus. Depending on further developments, these requirements could change and all will be notified if that occurs.

All normal safety requirements continue to apply to work being performed. The requirements listed in this document only address COVID-19.

All employees shall be provided with this document **or revisions to this document** upon return to work.

This document **or revised information** shall be discussed at all Tool Box meetings.

This document **or revised information** shall be discussed at all staff meetings.

The current revision of this document shall be made readily available in all work areas.

Mitigation actions shall be documented in a Job Safety Analysis (JSA) or Safety Task Analysis Risk Reduction Talk (STARRT) Card applicable to the work being performed.

A COVID-19 System Safety Hazard Analysis has been developed and entered into the system.

The intent of this document is to reduce the risk to each employee and maintain the level of operations throughout the COVID-19 pandemic by reducing the cross-exposure opportunities. To keep all employees safe and maintain operations, it is imperative that all employees strictly follow Safer-At-Home requirements issued by the state of Tennessee when not at work.

Centers for Disease Control and Prevention (CDC) Social Distancing requirements shall be followed:

1. Maintain 6 feet minimum distancing between you and others
2. Meetings and all other gatherings are limited to no more than 10 attendees and the 6 foot distancing requirement applies. **Larger meetings are allowed with approval of the Branch Chief following an assessment of the location. When allowed, social distancing must be maintained.**
3. Avoid in-person interactions when possible by conducting engagements by phone, instant messenger, virtual meetings, etc.
4. Minimize touching your face
5. Cough and sneeze into your elbow
6. Wash your hands with soap and water often

When working in shared areas or sharing equipment such as phones, computers, etc., disinfect those items between uses. Follow directions on the container for disinfectant use. Some disinfectants require a minimum of 10 minutes contact to be effective.

Disinfectant and hand sanitizer will be provided as needed.

NOTE: Some office buildings, such as 1103, 100, and 1099, may have directional markings and signage for traffic flow and maximum occupancy. Please follow these directions.

Travel

Domestic business travel is permitted with Director approval, in writing; international business travel requires GM approval and must be followed by 14 days of quarantine upon return to the United States.

Business Travel (to include medical appointments) within the State of Tennessee shall be approved at the Branch Manager level. Medical appointments, in this case, relate to employees who choose to drive their POV to Medworks for physicals, drug tests, etc. as opposed to riding in the van.

NAS COVID-19 Protective Measures for Use of Cloth Masks

This provides information to employees pertaining to the use of cloth/surgical type masks. The information contained herein is applicable to the prevention of the spread of the COVID-19 virus. Depending on further developments, these requirements could change and all will be notified if that occurs.

- Until the current pandemic is ended or unless otherwise directed, employees are required to wear cloth/surgical type masks in the workplace at the following times:
- When unable to maintain 6 feet of separation from another person, either indoors or outdoors.
 - **Examples** of when you are unable to maintain six (6) feet of separation could occur include, but are not limited to:
 - Any time you leave your office/cubicle area.
 - When walking in hallways or stairways.
 - When in meetings
 - When in restrooms, break rooms, and/or kitchen areas.
 - When entering building lobbies.
 - When walking through work areas.
 - When entering another employee's office to talk with the employee.
 - When someone enters your office.
- Employees shall have their mask with them at all times such that the mask is readily available and can be immediately donned.
- Masks are not required to be worn when eating or drinking.

NOTE: Where areas/conditions exist that are not addressed above, work with your supervisor to determine the best way forward, and keeping in mind that the objective is to protect each other.

NOTE: Should an employee choose to wear a surgical type mask, then if the mask is washable, see below. If not, then discard after each day's use.

NOTE: Cloth masks with built in exhalation valves are not allowed to be worn.

All normal safety requirements continue to apply to work being performed. The requirements listed in this information sheet only address COVID-19.

Cloth face masks may not be worn when wearing these interferes with working safely.

Cloth face masks are NOT a replacement of N95 or equivalent masks

Employees may furnish their own cloth face mask or use masks provided by NAS.

Employees are responsible for cleaning/washing personal and issued masks. It is recommended that cloth masks be hand washed or laundered following daily use.

Guidance on How to Don and Doff the Cloth Mask (Reference = CDC)

DONNING

1. Using both hands on the straps, put the straps over your head covering your nose and mouth with the mask ensuring it is also under your chin.
2. Try to fit it snugly against the sides of your face.
3. Make sure you can breathe easily.

DOFFING

1. Stretch the loops away from and up over your head.
2. Handle only by the loops.
3. Fold outside corners together.
4. At the end of the day place covering in the washing machine or hand wash well with hot soapy water.

Symptoms and COVID-19 Testing

1. As a reminder, should you begin to feel ill, immediately notify supervision and, as soon as safely possible, leave and consult a physician.
2. Notify your supervisor if you have been tested for COVID-19 and are awaiting results. When results are received, notify your supervisor.
3. Notify your supervisor if you or an immediate family member have:
 - a confirmed COVID-19 case
 - been quarantined, or
 - been placed under medical observation
 - **or, are exhibiting symptoms listed by the Air Force**
4. If you are experiencing any symptoms and/or are directed to be tested by a physician, then you follow **the Return To Work Protocol from COVID-19 Symptoms.**

Respirator Use When Working Closer Than 6 Feet Apart

It is a requirement at AEDC **to wear N95 or similar masks when required to work closer than 6 feet apart.** N95 masks, (along with cloth face coverings for general use), are an extra layer of protection when social distancing cannot be adequately adhered to.

1. Masks, similar to the N95, include KN95 masks.
2. Work of this nature is considered an exception as opposed to general operating procedures.
3. When working in this situation, all work tasks, associated hazards, and mitigation measures, shall be documented in a JSA, following AEDC and/or NAS requirements.
4. Employees must follow all guidance regarding hand washing, cleaning of commonly touched surfaces, control of cough or sneeze, etc.
5. When working in control rooms, consider marking off (with tape) or use of partitions to demark a 6-foot area for each employee. Also, consider placing an observer in the room to warn employees of approaching the 6-foot boundary.
6. When required to work within 6 feet of each other, at a minimum a N95 mask or equivalent respirator shall be worn. Should the N95 mask or approved equivalent be worn, the employee shall ensure proper seal, be clean shaven at the seal surface, and the respirator should fit snugly against the user's face to ensure there are no gaps between the user's skin and the respirator seal. Perform positive and negative pressure checks, as applicable, prior to use.
7. The mask must be donned correctly as per instructions contained in *Guidance on How to Don and Doff the N95 or Proper Wear of the N95 Disposable Mask* found at the end of this document.
8. While supplies last, employees are to use the totally closed N95 masks in control rooms / physically non-strenuous applications, and to use the N95 masks with the exhalation vent valves in industrial / physically strenuous applications.
9. Employees shall follow the 1 person, 1 mask, 5-day rule, along with the requirement that when not in use, to store in the mask in a closed bag, preferably paper, and maintain positive control. A paper bag is recommended as plastic bags may contribute to microbial growth within the mask filter material.
10. To minimize the risk of microbial growth, the 5-day rule count begins on the first day of mask usage and ends after five calendar days regardless of the amount of usage during the period.
11. Positive mask control, when not at the work site, includes locking the bag containing the mask in a locker, drawer, or other suitable location. The primary objective is to prevent others from using the mask and or tampering with the mask.
12. Should the integrity of the mask be compromised or the mask become damaged, discard the mask and obtain a new one.
13. If wearing other types of respirators, follow directions for cleaning and storage for that type of equipment.
- 14. When employees are required to wear N95 or equivalent masks in control rooms, when communicating via intercom or phone, only one individual at a time, in the control room, may "pull down" their mask to speak. All others must wear their mask appropriately. When finished speaking, the mask must be placed back on the face.**

Requirements for Virtual Shift Change Process

When areas, such as control rooms or other shared spaces, require use by multiple shifts, then below are the requirements for a virtual shift change:

- To initiate a virtual shift change, verbal communications shall be conducted by a phone call. It is suggested that both the off-going shift and oncoming shift have a designated POC for this call. If possible, cell phones shall be used. Log books may be used to document the communication.
- Where appropriate, the off-going shift is to collect and dispose of any trash generated during their shift.
- When oncoming shift employees arrive, they are to wait until all off-going shift personnel have exited the facility. Where this is not feasible, oncoming employees may enter the area and maintain social distancing until the off-going shift personnel have departed.
- Maintain all social distancing protocols, including frequent washing of hands. Employees should clean touch points at their work area to help keep the environment clean.
- Employees should minimize circulation during their shift. Avoid entering any area/room unless it is necessary to enter to perform work.
- The first activity to be conducted by the oncoming shift is to disinfect all commonly shared surfaces within the areas that they must occupy, such as offices, restrooms, locker rooms, and break areas. This includes:
 - Door knobs and handles
 - Restroom flush handles and faucet knobs
 - Phones
 - Desk surfaces
 - Computer key boards and mouse
 - Table surfaces
 - Chair surfaces
 - Touch screens
 - Control knobs, switches, dials, etc.
 - Headsets
- Upon completing the disinfecting process, document that the disinfection process has been accomplished.
- Do not share personal pens or pencils.
- Employees shall wear one-use gloves while performing disinfecting work. Gloves shall be disposed of after use.
- Surfaces that are wet with disinfectant material may be dried with paper towels. Dispose of the paper towels after use.
- Should an employee begin to feel ill, develop a temperature or exhibit other COVID-19 symptoms, immediately notify supervision and, as soon as safely possible, leave and consult a physician. To minimize cross contamination, cleaning of the control room will be required and replacement personnel will be brought in to finish the shift.

Additional Suggested Control Measures for COVID-19 When Working Within 6 Feet of Another Worker

1. RESPIRATORY PROTECTION

Workers shall select from one of the following NIOSH-approved respirators as dictated by work requirements:

- An N95 or equivalent dust filtering face piece mask (disposable)
- A half-face air purifying respirator (HFAPR) equipped with P100 (HEPA) filters
- A full-face air purifying respirator (FFAPR) equipped with P100 (HEPA) filters
- A powered-air purifying respirator (PAPR) equipped with P100 (HEPA) filters

When reasonably practicable and available, select N95 dust filtering face piece masks with exhalation valves for high-exertion work activities or where the mask will be worn for extended periods of time.

2. EYE PROTECTION

Wear safety glasses or other eye protection (e.g., chemical goggles, face shield) as suitable and appropriate to the specific work activity.

3. PROTECTIVE CLOTHING

Wear full-body disposable coveralls with hoods EXCEPT when hooded protective clothing is not required where a powered-air purifying respirator is used that is equipped with a shroud.

Properly dispose of all protective clothing (e.g., coveralls, gloves) when the work activity is complete.

4. HAND PROTECTION

At minimum, wear nitrile gloves or other protective gloves as suitable and appropriate to the work activity.

5. ADMINISTRATIVE CONTROLS AND WORK PRACTICES

Post a warning(s) in conspicuous locations that state:

**DANGER
RESPIRATORY PROTECTION
REQUIRED IN THIS AREA**

6. HYGIENE PRACTICES

Thoroughly wash and or sanitize hands and exposed skin surfaces at the completion of the work activity and prior to eating, drinking, or smoking.

At the completion of the work and or prior to breaks, lunch, etc., use the following decontamination process in sequential order:

1. Remove and properly dispose of disposable coveralls.
2. Remove respirator and properly dispose or store the respirator.
3. Remove and properly dispose of gloves.
4. Thoroughly wash and or sanitize hands and exposed skin surfaces.

When possible, control room headsets and handsets should be dedicated to one person's use. At the end of the shift or time on station, the user should unplug their device and keep it with them stored in a sanitary location, while the next user plugs their headset or handset in to the control room intercom system.

Storekeeper Delivery and Receipt Process

When Storekeepers are required to receive material from delivery personnel who have visited a hot spot within 14 days, the following shall be followed and documented in the respective JSA:

1. Maintain social distancing by remaining a minimum of 6 feet apart.
2. Wear N95 or equivalent masks if unable to remain 6 feet apart or stop work.
3. Wear disposable gloves.
4. Use mechanical assistance to lift or move material.
5. Escort the driver to and from the gate.
6. Do not escort the driver to any other locations on base. Contact the next receiver who will then escort the driver.

Vehicle Operations

When operating vehicles on the base property or for official government/NAS business, to include rental cars, the following shall be required:

- Cloth face coverings are worn by occupants and limit no more than two personnel in a sedan or passenger truck vehicle.
- When operating a vehicle with a back seat, passengers may sit in the back seat while no other passenger sit in the front seat and may not sit directly behind the person in the front seat.
- For larger passenger vans, such as a 12 passenger van, passengers may sit in the front passenger seat and maintain an empty row between passengers when seated in a back row seat. No more than 2 passengers are allowed in a back row seat.
- Avoid using the recirculated air option for the car's ventilation during passenger transport; use the car's vents to bring in fresh outside air and/or lower the vehicle windows.
- Obtain and carry cleaning and disinfectant spray or disposable wipes and disposal trash bags in the vehicle.
- Follow the directions on the cleaning product's label.
- Avoid contact with surfaces frequently touched by occupants, such as door frame/handles, windows, seatbelt buckles, steering wheel, gearshift, signaling levers, and other vehicle parts before cleaning and disinfection.
- Clean and disinfect frequently touched surfaces in the vehicle at the beginning and end of each shift and when a different employee is operating the vehicle.
- If surfaces are visibly dirty, they should be cleaned with detergent or soap and water prior to disinfection.

Notification Process

Below describes the process for identification of potentially exposed employees to a co-worker who has a confirmed positive test or who is exhibiting signs indicating a possible related illness:

1. The primary purpose is to protect the employees of AEDC.
2. Second, is to the extent possible, protect personal identifiable information (PII).
3. While this is a NAS developed process, this can apply to AF personnel or other AEDC contractors.
4. It is expected that the AF and/or other contractors would have a similar process that will work in concert with this process.
5. As appropriate, the AF and other contractors will be notified and we will work together to consistently address the issue.
6. Employees and other AEDC personnel are expected to inform their respective management of a positive test result, quarantine, or other similar situation.
7. NAS supervision, when notified by an employee, are to immediately notify their Branch Manager or Director.
8. The Branch Manager or Director will notify the SHE Manager.
9. At this point, the primary concern is identifying any AEDC personnel who may have been in contact with the subject employee.
10. Following an already established process, the following should be considered:
 - a. Identify Branch and meet with that management group.
 - b. Meeting leaders should be Director or Branch Manager, SHE Manager, and others as necessary.
 - c. The population of employees to be addressed will be determined during this meeting. Consideration for inclusion shall be:
 - i. Where (in what locations) was the subject employee?
 - ii. What type of work were they performing?
 - iii. Who was in close contact with the subject employee?
 - iv. What type of contact? For example, in the same room, physically touched, passing in a hallway, etc.
 - d. Identified employees shall be notified and scheduled to meet with meeting leaders.
 - e. Where locations are controlled by other AEDC entities, such as Café 100, Credit Union, etc., those entities shall be notified.
 - f. During the meeting with employees, the following topics will be addressed:
 - i. Inform them there may be a potential exposure.
 - ii. Determine which employees have had “close” or “casual” interaction with the subject employee.

- iii. Those determining that their contact was casual may choose to self-quarantine until such time as necessary. Those choosing to self-quarantine will be advised to seek advice from their personal medical provider.
- iv. Based on this determination, advise those who had close interactions that they must/should leave and seek medical advice from their personal medical provider.
- v. We will advise them should the circumstance change regarding the subject employee.
- vi. Time charging will be as per requirements provided by Finance.

Levels of Contact for Tracing Purposes and Corresponding Actions

Contact period is defined as 2 days prior to onset of symptoms or 2 days prior to the date the person was tested.

The levels and criteria below are based on current guidance from the CDC and may change in the future, depending on CDC revision of guidance or direction from the AF.

No Contact

- Self Explanatory
 - No further action required

NOTE: If both individuals are wearing N95 or equivalent masks, then it is considered No Contact.

Casual Contact

- > 6 feet distance from someone who has tested positive, with or without a mask on either party
- < 6 feet distance from someone who has tested positive, with both wearing a cloth or surgical mask for <15 minutes
 - No further action required
 - Employee may choose to get tested, may return to work awaiting results

Close Contact

- <6 feet distance from someone who has tested positive, without a mask worn by either party
- < 6 feet distance from someone who has tested positive, with a cloth or surgical mask worn by both parties for >15 minutes
 - Employee must leave the site for a minimum period of 14 days past the last date of exposure (close contact) with someone who has tested positive
 - Testing is recommended. If you choose to get tested, if positive, you must remain out a minimum of 14 days past the last date of exposure to someone who has tested positive or 14 days past the last date of a positive test, whichever is longer. If you test negative, then you must remain out for 14 days past the last date of exposure to someone who has tested positive.

When employees are required to wear N95 or equivalent masks in control rooms, when communicating via intercom or phone, only one individual at a time, in the control room, may “pull down” their mask to speak. All others must wear their mask appropriately. When finished speaking, the mask must be placed back on the face.

Return To Work (RTW) Protocol from COVID-19 Symptoms

The governing documents for this process are NAS Procedure 00-0035, Return to Work and the current Collective Bargaining Agreement.

Employees being tested or quarantining themselves as per below, are to notify their supervision, to include getting tested, test results, or quarantining for other related reasons.

Self Tested

This category concerns any employee who gets tested without an exposure or being symptomatic.

The employee may return to work while awaiting test results.

If results are positive, then follow the instructions below (Employees With Positive Test Results).

Employees identified as having close contact with someone who has tested positive

Employees who have had close contact with someone who has tested positive must remain off site for a period of 14 days after the last date of exposure. After 14 days, if not being symptomatic or testing positive, the employee may return. Employees are not required to get tested. However, if the employee is tested and the result is negative, then the employee must still remain off site for a period of 14 days after the last date of exposure.

Employees with Positive Test Result

The employee may return 10 days after the last positive test.

Or, should the employee choose to get tested again, then the employee may return after two negative test results with the tests taken at least 24 hours apart. Should any additional test result in a positive, the 10-day clock starts over.

All employees who test positive must check back through Medworks and get cleared to return to work.

If being treated by or tested by a personal physician, provide a note, indicating approval to return to work, from that physician to Medworks.

Employees with COVID related symptoms as defined by the Air Force

Employees with symptoms may return to work after a period of 24 hours without a fever (without the use of fever reducing medications) and other symptoms show improvement.

And either,

1. It has been 10 days since the symptoms first appeared. Or
2. Having two negative test results with the tests taken at least 24 hours apart.

In both of these cases, the employee must be cleared to return through Medworks. If being treated by or tested by a personal physician, provide a note, indicating approval to return to work, from that physician to Medworks.

Process for Cleaning Offices

If an employee who works in an office or enclosed area becomes symptomatic and/or tests positive for COVID-19, the work area shall be blocked from entry and the NAS Deputy General Manager (DGM) shall be notified. At that time, the DGM will discuss cleaning options with the AF and CW Resources.

Disposable Glove Removal

When removing disposable gloves, use one hand to grasp the wrist opening of the opposite hand. With one motion, pull the glove towards the fingers, effectively turning the glove inside out.

Place the removed glove in the remaining gloved hand and repeat the process above for the remaining glove, keeping hold of the first removed glove in your grasp. Once the second glove is removed, the first removed glove should be contained within the second.

Dispose the gloves on removal.

Wash your hands.

Guidance on How to Don and Doff the N95 (Reference = CDC)

DONNING

Wash your hands with soap and water for at least 20 seconds before donning

1. Hold the respirator in the palm of your hand with the straps facing the floor.
2. Place the N95 on your face covering your nose and mouth.
3. Pull the bottom strap up and over the top of your head and put it behind your head, below your ears.
4. Take the upper strap and place it behind your head, toward the crown of your head.
5. Mold the nose piece of the respirator over the bridge of your nose to obtain a tight seal.

DOFFING

Wash your hands with soap and water for at least 20 seconds before doffing

1. Reverse the steps indicated above.
2. When keeping for re-use, carefully place in a paper bag. Use care not to contaminate the outside of the bag. Your name must be on the outside of bag. The respirator may be re-used up to five calendar days. Store in a secure location. NEVER use someone else's N95.

IF NOT RE-USING, DISPOSE OF IT IN THE GARBAGE.

WEAR OF THE N-95 DISPOSABLE RESPIRATOR

PUTTING ON THE RESPIRATOR



Position the respirator in your hands with the nose piece at your fingertips.



Cup the respirator in your hand allowing the headbands to hang below your hand. Hold the respirator under your chin with the nosepiece up.



The top strap (on single or double strap respirators) goes over and rests at the top back of your head. The bottom strap is positioned around the neck and below the ears. Do not crisscross straps.



Place your fingertips from both hands at the top of the metal nose clip (if present). Slide fingertips down both sides of the metal strip to mold the nose area to the shape of your nose

CHECKING YOUR SEAL



Place both hands over the respirator, take a quick breath in to check whether the respirator seals tightly to the face.



Place both hands completely over the respirator and exhale. If you feel leakage, there is not a proper seal.



If air leaks around the nose, readjust the nosepiece as described. If air leaks at the mask edges, re-adjust the straps along the sides of your head until a proper seal is achieved.



If you cannot achieve a proper seal due to air leakage, ask for help or try a different size or model.

REMOVING YOUR RESPIRATOR



DO NOT TOUCH the front of the respirator! It may be contaminated!



Remove by pulling the bottom strap over back of head, followed by the top strap, without touching the respirator.



Store in paper bag or discard in waste container.
WASH YOUR HANDS!