

## NAS COVID-19 Protective Measures for Work

This document has been developed to provide information to NAS 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 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.

Occupants of offices shall, using visible tape, mark off a radius of 6 feet to serve as a reminder to those entering the boundary and the necessity of wearing a mask. For those in cubicles, place tape on the floor across the door way.

All multiple occupant tables are to have an "x" tape or other indicator placed on the table to indicate placement of chairs, while maintaining 6 feet separation. Alternatively, the "x" may be placed on the floor. All other chairs shall be removed from the area or marked "Do Not Sit".

**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:
  - **Examples** of when you are to wear cloth or surgical type masks 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: When unable to maintain 6 feet separation for more than 15 minutes, all NAS employees involved must wear an N95 or KN 95 mask.**

**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, and 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 KN95 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
  - been placed under medical observation
  - been 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 follow **the Return To Work Protocol from COVID-19 Symptoms**.

### **Mask 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**.

**NOTE: All employees should be prepared to wear an N95 or KN95 mask if required during the performance of their work.**

**NOTE: All NAS employees shall wear N95 or KN95 masks when working inside control rooms regardless of maintaining six feet separation.**

Masks, similar to the N95, include KN95 masks.

5. Work of this nature is considered an exception as opposed to general operating procedures.
6. **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.**
7. Employees must follow all guidance regarding hand washing, cleaning of commonly touched surfaces, control of cough or sneeze, etc.
8. When required to work within 6 feet of each other, at a minimum an N95 mask or KN95 mask shall be worn. Should the N95 or KN95 mask or 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.
9. 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.
10. 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.
11. 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.
12. 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.
13. 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.

14. Should the integrity of the mask be compromised or the mask become damaged or dirty, discard the mask and obtain a new one.
15. If wearing other types of respirators, follow directions for cleaning and storage for that type of equipment.
- 16. 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.

## **1. 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 of 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, 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:

- N95 or KN95 masks are worn by occupants and limit no more than three personnel in a sedan or passenger truck vehicle.
- When operating a vehicle with a back seat, passengers may sit in the back 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. It is expected that the AF and/or other contractors would have a similar process that will work in concert with this process.
4. As appropriate, the AF and other contractors will be notified and we will work together to consistently address mutual concerns.
5. Employees and other AEDC personnel are expected to inform their respective management of a positive test result, quarantine, being symptomatic, or other similar situation.
6. NAS supervision, when notified by an employee, are to immediately notify their Branch Manager or Director.
7. The Branch Manager or Director will notify the SHE Manager.
8. At this point, the primary concern is identifying any AEDC personnel who may have been in contact with the subject employee.
9. Following an already established process, the following should be considered:

- a. Identify Branch and meet with that management group.
- b. Meeting leaders should be Branch Manager or 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” contact with the subject employee.
  - iii. Based on the employee’s determination, advise those who had close contact that they must leave and should seek medical advice from their personal medical provider.
  - iv. We will advise them should the circumstance change regarding the subject employee.
  - v. Time charging will be as per requirements provided by Finance.

### **Levels of Contact for Tracing Purposes and Corresponding Actions**

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.

**NOTE:** Contact period is defined as 48 hours prior to onset of symptoms or 48 hours prior to the date the person was tested.

**NOTE:** If the NAS employee(s) is/are wearing N95 or equivalent masks, then it is considered No Contact.

#### **No/Casual Contact**

- > 6 feet distance from someone who has tested positive
- < 6 feet distance from someone who has tested positive <15 minutes cumulative over a 24 hour period, and all parties wearing cloth or surgical type masks.
  - No further action required
  - Employee may choose to get tested and may return to work while awaiting results



## Close Contact

- < 6 feet distance from someone who has tested positive, and either one or both parties, not wearing cloth or surgical type masks
- < 6 feet distance from someone who has tested positive for >15 minutes cumulative over a 24 hour period while both parties are wearing cloth or surgical type masks.
  - 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 optional. However, if you choose to get tested and the result is 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, and when communicating via intercom or phone, only 1 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. When properly worn, the mask should cover the user’s nose.

## COVID Related Return to Work

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, being symptomatic, 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 of 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.

There is no requirement to be retested. However, should the employee decide to get tested again, and the test result is positive, the 10-day clock starts over.

If It's BLUE, It is New

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 or medical provider 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**

- It has been 10 days since the symptoms first appeared.

In this case, 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 or medical provider to MedWorks.

Note: If an individual is diagnosed with a condition other than COVID-19, obtain a doctor's note indicating the diagnoses and return to work when clearing through 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 point of contact.

The Air Force cleaning subcontractor will deep clean areas where those who have tested positive have worked within seven (7) days prior to testing positive.

When an employee exhibits symptoms but, has not tested positive, area personnel may, using area disinfectant, clean common touch surfaces such as door knobs, phones, keyboards, etc.

### **NAS COVID-19 Guidelines for Retirement, Birthday, Holiday, and other Gatherings**

NAS is focused on the health and safety of our employees. As we continue to operate in this pandemic environment, we understand that our employees still want to be able to recognize their fellow coworkers for milestones such as retirements, birthdays, etc. In addition, we are approaching the holiday season, which traditionally comes with pot luck luncheons and other holiday parties. While NAS will not be holding our annual holiday party this year, we do understand that certain groups may wish to gather. This document is intended to provide guidance to managers, supervisors, or other employees as they plan these gatherings.

- **Social distance is required.** The commander's requirement for six feet separation and cloth mask being worn within six feet still applies. NAS is mandating the use of KN/N95 masks when employees are required to be within six feet for longer than 15 minutes cumulative in a 24 hour period. Care should be taken when planning to ensure that six feet social distance can be met. If eating is involved, seating in break rooms or conference rooms should be designated to ensure that social distance is met. Also, please ensure that people do not group together when standing in line to pick up their food or drink.

**If It's BLUE, It is New**

- **Location matters.** Most conference or break rooms cannot hold 10 people while maintaining social distance. Larger conference rooms, such as the Large DO in Building 1099, may allow for larger gatherings, but we recommend still keeping attendance to 10 or less in the room at the same time. CDC guidelines also state that outside gatherings pose less risk than indoors, so consider that whenever possible. Please remember that mask wear is still required outside whenever six-foot social distance cannot be maintained.
- **No shared food or drink.** At this time, no pot luck dinners or other shared food or drink are allowed to be served at AEDC. Examples of shared food that should not be used for these gatherings include boxes of pizza, casseroles, or any other item that requires serving out of a common container. Individually boxed meals are the best options to ensure maximum safety. Desserts should not be served out of a common container. Options to consider include individually wrapped cookies or cupcakes. Finally, drinks that are served in common containers like gallons of tea or coke are not permitted. Please use individually bottled beverages. Use single use condiments, utensils, plates, and so on.
- **Maintain good hygiene.** Wash your hands or use hand sanitizer before eating or drinking. Avoid touching your eyes, nose, or mouth. Afterwards, clean and disinfect commonly touched surfaces and wear gloves or wash your hands when handling/disposal of garbage.
- **Outside gatherings.** While NAS cannot mandate what an employee does while off work, we do wish to remind employees that choices made while off work can result in consequences that are detrimental to the mission and NAS. A single positive COVID case resulting from a gathering of NAS employees off work could result in an entire group being quarantined. NAS encourages everyone to follow these social distance guidelines in their regular life so that we can prevent transmission of COVID-19 and maintain the health of our workforce.

### **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 or KN95 (Reference = CDC)**

### **DONNING**

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

1. Hold the mask 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 mask 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 mask 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 MASK

### PUTTING ON THE MASK



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



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



The top strap (on single or double strap masks) 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 mask, take a quick breath in to check whether the mask seals tightly to the face.



Place both hands completely over the mask 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 MASK



**DO NOT TOUCH** the front of the mask! It may be contaminated!



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



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