



# EMERGENCY ACTION PLAN

DEPARTMENT OF SAFETY

REVISION DATE 03/2020



## EAP COVID-19

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### I. Purpose

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In the event of an exposure of a laboratory confirmed case of COVID-19, the following call schedule and guidelines should be in place.

### II. Preface

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The Human Coronavirus, also known as COVID-19 is a contagious and fast spreading illness. The disease is not a new infectious virus and is documented on the labels of multiple chemical disinfectants to include Lysol. Though contagious, vigilance and individual responsibility in our work practices can translate to a safe working environment.

In an effort to protect the integrity of Third Coast Services LLC workforce, this hazard assessment and emergency action plan or EAP has been developed. All the information contained is directly from the Texas Department of State Health Services, and the United States Centers for Disease Control or CDC.

It should be noted by all Third Coast Services LLC employees that the most often recommended actions which can be taken by companies and individuals is the practice of social distancing [6' or more], and a significantly increased handwashing regimen. These recommendations are only effective if everyone does their part.

Third Coast Services LLC is proactive in the communication of the company's position, possible exposure risks, and commitment to the safety of our employees. In the interest of safety, Third Coast Services LLC has initiated disinfecting vehicles and equipment, as well as extending the services of the in-house company Paramedic for questions and concerns. We believe that together we can work safely and productively.

*Please familiarize yourself with the definitions prior to reviewing this Emergency Action Plan or EAP.*



### III. Definitions<sup>1</sup>

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1. **Direct Risk:** Household or close quarters contact of a symptomatic *laboratory-confirmed case*.
2. **Indirect Contact:** Working or visiting an area where a known *laboratory-confirmed case* has been in the previous 24 hours.
3. **High Risk:** Household or close quarters contact of a symptomatic *laboratory-confirmed case*; Self quarantine at home or as otherwise determined. Daily active monitoring, if local resources allow, otherwise self- monitoring with public health supervision. No public activities, Immediate isolation with consideration of public health orders. Persons should seek health advice (by telephone when possible) if they need medical evaluation. If medical evaluation is needed, it should occur with prenotification to the receiving Health Care Facility and EMS, if EMS transport indicated, and with all recommended infection control precautions in place.
4. **Medium Risk:** Close contact of a symptomatic *laboratory-confirmed case* OR Household contact of a symptomatic laboratory-confirmed case; No quarantine but recommend that the individual stays home and practices social distancing, daily active monitoring, if local resources allow; otherwise self- monitoring with public health supervision.
5. **Low Risk:** Being in the same indoor environment (e.g., classroom, lobby, waiting room) with a symptomatic *laboratory-confirmed case* for a prolonged period of time and not meeting definition of close contact; recommended self-monitoring self-isolation, and social distancing.
6. **No Identifiable Risk:** Interactions with a symptomatic *laboratory-confirmed case* that do not meet any high, medium, or low risk categories Examples: walking by a person, being briefly in the same room; no action required.
7. **Close Contact:** is defined as: a) being within approximately 6 feet of a COVID-19 case for a prolonged period of time; close contact can occur while caring for, living with, visiting, or sharing a healthcare waiting area or room with a COVID-19 case; OR b) having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on).
8. **Isolation:** means the separation of a person or group of people known or reasonably believed to be infected with a communicable disease and potentially infectious from those who are not infected to prevent spread of the communicable disease.
9. **Self-Monitoring:** means people should monitor themselves for fever by taking their temperatures twice a day and remain alert for cough or difficulty breathing. If they feel feverish or develop measured fever, cough, or difficulty breathing during the self-monitoring period, they should self-isolate, limit contact with others, and seek advice by telephone from a healthcare provider or their local health department to determine whether medical evaluation is needed.
10. **Quarantine:** means the separation of a person or group of people reasonably believed to have been exposed to a communicable disease but not yet symptomatic, from others who have not been so exposed, to prevent the possible spread of the communicable disease.

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<sup>1</sup> See i Guidance for home care: <https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-home-care.html>. Guidance for home isolation: <https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-prevent-spread.html>



## IV. Hazard Assessment

I. For the purpose of this emergency action plan (EAP) [exposure plan], individuals and employees that are considered high risk should seek counsel of their personal medical professional. Third Coast Services LLC properties, commuting coworkers, and those performing activities on work sites should be in adherence of recognized and published recommendations from authoritative sources such as the Centers for Disease Control (CDC) and the Texas Department of State Health Services. For questions and concerns speak with Third Coast Services LLC leadership.

- A. Employees displaying 2 or more of the following symptoms should self-isolate from Third Coast Services LLC property, client locations or work sites.
  - a. Fever greater than 99.6 F.
  - b. Cough
  - c. Diarrhea
  - d. Difficulty Breathing<sup>2</sup>

II. People at greater risk of infection should consult with their personal medical professional to determine if they should self-isolate. These groups include but may not be limited to:

- A. Older adults, greater than 64 years, that also have a history of underlying medical conditions<sup>3</sup>. Such conditions may include:
  - a. Diabetes
  - b. Heart Disease
  - c. Asthma
  - d. Reactive Airway Disease
- B. Individuals with Auto Immune Deficiency disorders<sup>4</sup>, should seek counsel from their personal medical provider. These groups include but may not be limited to:
  - a. HIV
  - b. AIDS
  - c. Autoimmune Deficiency Diseases
  - d. Transplant patients

III. For the purpose of this EAP, any of the following conditions which manifest during or around the work site, employees involved should adhere to the established guideline:

- A. Employees who develop symptoms while at work should isolate themselves from coworkers and the department of safety is to be called. If the department of safety does not immediately answer, call out [in the following order] for instructions from the call list below: \* do not enter a company vehicle until advised.
  - a. Superintendent
  - b. General Superintendent
  - c. Vice President
  - d. President
- B. Employees who have developed symptoms after leaving work should immediately call the department of safety. **DO NOT RETURN TO WORK UNTIL**

<sup>2</sup> See CDC Symptoms of Coronavirus <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

<sup>3</sup> Ibid

<sup>4</sup> Ibid



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ADVISED TO DO SO. If the department of safety does not immediately respond, call out for instructions, in order, from the following list:

- a. Superintendent
- b. General Superintendent
- c. Vice President
- d. President

## V. Exposure Risk Classification of Activities

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1. Loading Supplies at the Yard – Minimal Exposure Risk – as long as employees follow the following:
  - a. Maintain a minimum of 6' between employees
  - b. When activities require close contact, a respiratory guard should be in place.
    - i. Respiratory Guards: commercially produced respirator mask, bandana, surgical mask, or scarf.
  - c. Superintendents are to stagger crew congregation of the supply areas so that no more than 2 crews are loading at the same time.
  - d. DO NOT CONGREGATE IN GROUPS LARGER THAN 4 INDIVIDUALS. While in small groups adhere to social distancing recommendations.
2. Clocking In Procedure – Low Exposure Risk – Do not use your finger pad to clock in at the time machine. Use the back of your second knuckle on a bent finger.
  - a. AFTER CLOCKING in wash your hands.
  - b. Use the paper towel you dried your hands with to open the bathroom door on the way out to the shop area.
    - i. Disposal of the paper towel in a shop trash can.
3. Meeting with Superintendent or crew members – Low Exposure Risk
  - a. Have meetings outside if possible, adhering to social distancing.
  - b. Do not stand in a circle; use a line or semi-circle configuration maintaining wind consciousness.
    - i. Stand with the wind blowing away from your breathing zone.
4. Traveling with multiple employees in the same vehicle – Medium Exposure Risk.
  - a. Utilize a respiratory guard before getting into the vehicle. Common respiratory guards are commercially produced face masks, bandanas, surgical face masks, or scarfs.
  - b. If there is an employee who is coughing, they should wear a respiratory guard in the vehicle. If that employee has a secondary symptom of COVID-19, that employee is not allowed in the vehicle. He/She should return to their personal vehicle and contact their superintendent.
  - c. When possible, ride to and from location with the windows down and the vents blowing.
  - d. Wear safety glasses with side shields to and from location while in the vehicle.
  - e. There may be situations where an employee could drive from their residence straight to the job site. These situations are case by case and should be discussed with your respective superintendent. Those situations in which commuting straight to the job site are appropriate and authorized, the employee will be clocked in at the job site upon arrival.
5. Working at Job Site – based on the activity, the exposure risk could vary. If you know that you will be working within 6' of your coworker, you should utilize Respiratory Guards until your job is complete.



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## **VI. Conclusion**

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If there is an exposure at Third Coast Services LLC, the notification system will be activated. Field employees will receive notification from the Department of Safety through their respective superintendent.

**IF INFORMATION YOU HEAR DOES NOT COME FROM YOUR SUPERINTENDENT, DO NOT CONSIDER IT FACT.** If you have questions, you may call the safety department from 6AM-8PM at (346) 273-3414.

The in-house paramedic is available to take phone calls 24 hours a day at (830) 570-8739. Please only call overnight hours if you are developing recognized COVID-19 symptoms. If you are experiencing shortness of breath or have a medical emergency, you should consider calling 911.