

Updated July 21, 2021
ALL BOROUGH FACILITIES AND FUNCTIONS
COVID-19 CORE MITIGATION STRATEGIES



These core Mitigation Strategies have been developed in accordance with applicable health orders, health advisories, guidance issued by the U.S. Centers for Disease Control and Prevention (“CDC”), and State of Alaska Governor Dunleavy. All requirements must be met in order for FNSB departments and functions to resume and maintain operations. This notice will be provided to each employee and will be posted at the building entryway.

ANY PERSON WITH SYMPTOMS CONSISTENT WITH COVID-19, PENDING A COVID-19 TEST, AND/OR UNDER AN ISOLATION/QUARANTINE ORDER MAY NOT ENTER THE PREMISES

The CDC has identified the following symptoms as being associated with COVID-19:

Cough	Shortness of breath or difficulty breathing
Fever	Chills
Muscle or body aches	Sore throat
New loss of taste or smell	Headache
Nausea or vomiting	Congestion or runny nose
Diarrhea	Fatigue

Note: This list does not include all possible symptoms.

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

1. Face Coverings and Social Distancing.

- a. Employees, visitors and contractors are not required to wear face coverings when accessing Borough facilities if they are fully vaccinated, except where required by [law](#) or applicable policy. Face coverings are recommended.
- b. At least six feet of distance must be maintained between employees as well as between employee and non-employees (members of the public, contractors, etc.).
- c. Physical barriers between employees and non-employees (“sneeze guards”) shall be maintained, except at Assembly member seats on the dais in the Assembly Chambers.
- d. Abide by the facility-specific mitigation plan that is in place, if any, for the facility entered.
- e. All employee desks, cubicles, or open workspaces shall be at least six feet apart.
- f. Employees should not physically touch others (to include shaking hands).
- g. Use digital means for staff gatherings/meetings where six feet of distance cannot be maintained.

- h. In person meetings should provide a means for digital participation.
 - i. Breakrooms shall have signs posted indicating the maximum number of people allowed at a time.
 - j. Restrooms with multiple stalls shall have signs posted reminding staff to maintain six feet of distance at all times.
 - i. When social distancing cannot be maintained, additional persons shall wait their turn outside the restroom.
 - k. When employees ride together in vehicles and cannot maintain six feet of distance, they must:
 - i. Wear a face covering;
 - ii. Of the available vehicles that are practical for the task, use the vehicle with the largest passenger space;
 - iii. Sit as far apart as possible;
 - iv. Set the air ventilation/air conditioning on non-recirculation mode; and
 - v. When practical, travel with all vehicle windows open.
 - l. Limit the number and location of passengers on mass transit vehicles as necessary to maintain six feet of distance between the driver and passengers.
 - m. Floor markings that indicate six feet of distance between public and employees must be observed.
 - n. One-way or other markings that indicate the flow of traffic must be observed.
 - o. Elevators shall have signs posted reminding staff to maintain six feet of distance at all times. Floor markings shall indicate six feet of distance while inside the elevator car..
 - p. The FNSB acknowledges there may be times that it is difficult to observe the six-foot distancing requirement, such as times that an employee is in a public area or passing in a stairwell. During such times, employees (and non-employees in a Borough facility) shall maintain the greatest distance possible, returning to the six feet of distance as quickly as possible.
 - q. Additional information about the CDC Order requiring the wearing of a face covering while on conveyances such as buses and at transportation hubs can be found here: <https://www.cdc.gov/quarantine/masks/mask-travel-guidance.html>
 - r. Face covering guidance can be found here: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html>.
2. **Cleaning, Disinfecting Hygiene, and Hand Hygiene.**
- a. Custodial staff shall routinely clean and all staff shall regularly disinfect
 - b. When using a disinfectant, only EPA approved disinfectants against COVID-19 will be used, which can be found here: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

- c. CDC guidance on how to clean and disinfect a work center can be found here:
<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
 - d. Patron or shared high-frequency touchpoints and common service areas will be disinfected routinely throughout the day (shared workstations, equipment, touch screens, counter tops, doorknobs, restrooms, elevators, etc.). High-touch surfaces shall be disinfected at least once a day but should be disinfected more frequently depending on the frequency of contact and the number of different people touching the surface. Consider increasing frequency of disinfecting touchpoints after activities involving children or after periods of increased activity.
 - e. Employees shall disinfect their individual workstation at the end of their shift.
 - f. Borough vehicle touchpoints will be disinfected after each use if the vehicle is shared with other employees throughout the day. If the vehicle is used only by a single employee, vehicle touchpoints must be disinfected at the end of the employee's shift.
 - g. Employees must frequently wash their hands or use sanitizer containing at least 60% alcohol. Handwashing capabilities and compliant sanitizer have been provided to employees.
 - h. Borough has posted handwashing reminder signs in all restrooms, kitchens, and other areas with sinks.
 - i. Borough will continue to promote good respiratory hygiene (cover coughs/sneezes), including posting signs in all facilities and notifying the public not to enter if sick.
 - j. Borough will provide tissues and waste bins available for easy disposal.
 - k. Encourage food concessionaires to develop tailored COVID-19 mitigation plans for their events. All food concessions in Borough facilities shall be operated in compliance with these Core Mitigation Strategies, to include maintaining six feet of distance between Borough employees and between Borough employees and non-employees, unless the concessions are operated at a facility occupied under an exclusive use agreement.
3. **Increase Ventilation.**
- a. All facilities shall increase ventilation to the greatest extent possible to increase the delivery of clean air and dilute potential contaminants.
 - b. Additional information about ventilation can be found here:
<https://www.cdc.gov/coronavirus/2019-ncov/community/ventilation.html>
4. **Mandatory Employee Reporting.**
- a. Human Resources will provide training to all employees on the Borough's COVID-19 Core Mitigation Strategies and Consolidated Guidance Policies. Department directors/manager will

provide training to employees on the mitigation requirements specifically implemented in their facility or department. Directors/managers will also ensure that each employee is given a copy of the complete mitigation strategies applicable to the employee's facility/function.

- b. Each employee will conduct their own screening for symptoms associated with COVID-19 prior to each shift.
- c. **Sick employees MUST stay home** – symptomatic or ill employees must not report to work.
 - i. Employees who are experiencing any symptoms related to COVID-19 or have taken a COVID-19 test and are awaiting test results shall immediately notify their supervisor and Human Resources.
 - ii. Supervisor shall immediately provide the employee name and the employee's contact information to Human Resources.
 - iii. Employees may not report to work when under an isolation/quarantine order or request (to include if the employee is identified as a close contact of a known or suspected COVID-19 positive person).
 - iv. A negative test may allow an employee to return to work when under an isolation/quarantine order when testing criteria has been met.
 - v. Employees who are fully vaccinated against COVID-19 are not required to quarantine **if** the employee meets the fully vaccinated criteria.
 - 1) Documentation that the employee is fully vaccinated against COVID-19 must be provided to Human Resources.
 - vi. Employees may not report to the workplace until cleared by Human Resources and screened back into the workplace by the employee's department director/manager.
 - 1) Once the employee is cleared for screening by Human Resources, prior to the employee's next shift, department directors/managers shall conduct a screening of employees who have missed work related to COVID-19 or who have traveled out of state in the last 10 days.
 - a) Employees who have missed work for non-COVID-19 related illnesses shall be screened in by the employee's department director/manager prior to the employee's next shift and do not require clearance from Human Resources.
 - vii. High-risk employees may be provided an alternative workspace and/or special accommodations at the employee's request. All such requests must be directed to Human Resources through the employee's supervisor.
 - viii. Human Resources will conduct a close-contact investigation to identify employees who have come in close contact with a confirmed COVID-19-positive person in the workplace and to

advise the employee that, because of the close contact, they may not be in the workplace.

ix. Human Resources will track employee absences due to a positive COVID-19 test for purposes of workplace monitoring.

x. Work travel is strictly limited, and approval will be on a case by case basis.

d. If an employee has a positive COVID-19 test result

i. Employees are to immediately inform FNSB Human Resources of a positive COVID-19 test result.

ii. The Chief of Staff, Risk Manager, and Chief Procurement Officer will then make a determination regarding facility shut down and cleaning pursuant to CDC and OSHA guidance.

The pandemic and the Borough's response are dynamic and change regularly. The Borough will continue to update staff, patrons, community members, suppliers, and contractors with information about how the Borough is responding to the pandemic. Additional COVID-19 information can be found on [the Borough website](#).

FNSB Department or Work Center Specific COVID- 19 Mitigation Worksheet

The plan developed by departments using this worksheet must be updated as needed and will be presented to all facility employees and contractors and will be posted in a conspicuous place near the public entrances of the facility and/or department.

Facility Name & Address: _____

Department: _____ **Date:** _____

Each Department Director and Facility Manager will determine if an additional Mitigation Plan is required to continue operations. The Department Director and Facility Manager may establish a COVID-19 Mitigation Plan specific to their department or work center by addressing the practices and protocols to protect staff UNIQUE to the department and staff functions. Remember, this plan will supplement the Borough’s baseline COVID-19 Core Mitigation Strategies. Please consult Risk Management if guidance is needed.

❖ *Non-Public Workspace Social Distancing measures taken (list/describe):*

❖ *Public Workspace Social Distancing measures taken (list/describe):*

❖ *Can traffic be routed safely in the facility in order to minimize contact (e.g., one way in, one way out)? (Yes/No, please describe):*

❖ *Is the facility occupancy limit established by the applicable health mandate adequate to maintain appropriate social distancing for the facility? If not, what is an appropriate occupancy limit, including employees?:*

❖ *Cleaning strategies for the work environment – how will staff ensure that the hourly cleaning is performed? (Describe new daily routine and how it will be monitored):*

❖ *What protocol will staff follow when encountering a member of the public in the workplace exhibiting virus spreading behaviors/signs (coughing, sneezing, visibly sweating or ill). (Describe):*

❖ *Additional actions taken to reduce the virus spread:*

Signature: 
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