Infectious Disease Preparedness and Response Plan

CODE 3 ASSOCIATES

ANIMAL SEARCH & RESCUE

Huff Technical Training HAZMAT DECON

Infectious Disease Preparedness and Response Plan

This plan has been created specifically for the purpose of establishing guidelines for all employees, responders, instructors and students during the COVID-19 pandemic. Code 3 Associates, ASAR Training and Response along with Huff Technical Training and Response are taking immediate actions to reduce the possibility of contamination or spread of the virus. To reduce the impact of COVID-19 it is of utmost importance that all employees, responders, instructors and students adhere to this plan.

The health and safety of all employees, responders, instructors and students is of the utmost importance; and will continue to be our top priority. Given the rapidly changing conditions and environment of this crisis, this plan may be updates as new information is discovered. Focus will strive to meet recommendations and guidelines publicly disseminated by both State and National Health and Emergency Management organizations.

Senior Management at Code 3 Associates, ASAR Training and Response and Huff Technical Training will designate a COVID-19 Management Team that will be responsible for the review and development of any planning and operational procedures to achieve and perform the following during this crisis:

1. Anticipate and prepare for any risks to the health of our employees, responders, instructors and students.
2. Evaluate risks and the impact of those risks on our employees, responders, instructors and students.
3. Immediately mitigate any risks.
4. Re-evaluate risks frequently.
5. Disseminate information to all employees, responders, instructors and students in a timely manner.
6. Establish a received acknowledgement system to be used by all employees, responders, instructors and students.
7. Ensure that new COVID-19 information is shared with all employees, responders, instructors and students daily.
8. Select, implement and ensure all employees, responders, instructors and students use controls to prevent exposure, including physical barriers to control the spread of the virus; social distancing, appropriate personal protective equipment; good hygiene and proper cleaning supplies.
9. Record COVID-19 related cases in accordance with OSHA requirements.
10. Conduct any needed investigation and implement changes to prevent recurrence.
11. Take all necessary steps to protect employees, responders, instructors and students from illness.
12. Prior to conducting any training, a link will be sent to instructors and students with classroom guidelines and instructions for required health monitoring before attending.

13. Temperatures of all employees, responders, instructors and students will be taken and logged daily. This log will be retained for a period of 12 months.

Basic Infection Prevention Measures:

1. Avoid exposure to the COVID-19 by limiting contact with others and maintaining a distance of 6 feet from others at all gatherings including meetings and trainings.
2. Wash hands regularly and after handling tools, equipment, touching any surface; (doorknobs, buttons, light fixtures, etc.), after coughing, sneezing, blowing your nose, or after spending anytime in a public space. Hands should be washed with hot water and an anti-bacterial soap for 20 – 30 seconds.
3. Use alcohol sanitizer (containing at least 60% alcohol) intermittently throughout the day.
4. Do not touch your eyes, nose, ears, mouth or face before thoroughly washing your hands.
5. It is especially important to clean hands after going to the bathroom, before eating, after coughing, sneezing or blowing your nose.
6. Cover coughs or sneezes with a tissue or cloth or garment while tilting your head downward; or do so into your elbow.
7. Discard any tissue used for wiping your face, nose, mouth or eyes in trash cans provided throughout the site.
8. Clean and disinfect surfaces, tools and equipment regularly with bleach or a bacterial disinfectant.
9. Stay home when not required to be at a training or on deployment. Do not congregate at any event, gathering, party or other non-essential establishment other than a food market, pharmacy or health-care facility.
10. Monitor yourself for any symptoms such as fever, couch or respiratory difficulty.
11. Do not interact with delivery personnel or touch public devices with bare hands. Wear vinyl, latex, nitrile or work gloves at all times except do not use the same gloves when eating.
12. Do not shake hands when greeting others.

Actions to take if you become ill:

Separate the sick: CDC recommends that employees, responders, instructors or students that appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival or become sick during the day should be separated from others and sent home immediately.

Employees, responders, instructors and students who are well but have a sick family member at home with COVID-19 should notify their supervisor, team leads and refer to CDC guidance for how to conduct a risk assessment of their potential exposure.

It is required that sick employees, responders, instructors and students stay home. If you have symptoms of an acute respiratory illness it is recommended you stay home and do not return until you are free of fever (100.4 F [37.8 C]) using an oral thermometer and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants). Employees, responders, instructors and students should notify their supervisor, team lead, instructor or point of contact and stay home.

1. If you are experiencing the CDC identified virus symptoms, such as coughing, fever, sore throat, and / or shortness of breath; contact your physician or your local health department to be screened and if appropriate be tested for COVID-19.
2. Do not go to the emergency room. Do not go to a clinic or physician's office without an appointment.
3. DO NOT GO TO WORK / CLASS / DEPLOY – STAY HOME - DO NOT VISIT PUBLIC PLACES. If mildly ill most infected people recover at home.
4. Notify your supervisor, team lead or instructors if you are sick and / or experiencing any of the symptoms described in #1.
5. Do not take public transportation.
6. Wear an approve face mask or N-95 respirator when in public to avoid transmission to others. OSHA has suspended the enforcement of fit testing during this crisis. Unless in a crisis or emergency, ensure that you have been evaluated and fit-tested prior to donning a respirator.
7. Isolate yourself from family members as much as possible and use a separate bathroom and bedroom.
8. Cough and sneeze into a tissue and discard it in a plastic bag; or cough into your elbow and always away from others.
9. Take all precautions to maintain a clean environment including the washing of hands, disinfecting touchpoints such as doors, handles, tools, equipment, counters, phones, etc.
10. Stay a minimum of 6 feet from other people.
11. Do not share clothing, sleeping quarters, utensils, glassware, towels, bathrooms, etc.; with any family members.
12. Maintain electronic communication with physicians, family members, supervisor, team lead, instructor or point of contact as to your status.
13. If you experience warning signs that reflect any of the following seek medical attention immediately by calling 911:
    a. Difficulty breathing
    b. Pain or pressure in chest
    c. Bluish lips
    d. Confusion
14. Do not return to class / deployment unless you have no fever for at least 72 hours (without using fever reducing medication), any other symptoms are gone and at least 3 days have passed since a physician has given you medical clearance to return to work.

Safe Work Practices:

Perform routine environmental cleaning on all frequently touched surfaces in the workplace / classroom / command post, such as workstations, countertops, phones, doorknobs, etc. Use the cleaning agents that are usually used in these areas and follow the directions on the labels. No additional disinfection beyond routine cleaning is recommended at this time. Provide disposable wipes so that commonly used surfaces can be wiped down before each use.

1. Provide tissues, no-touch trash cans, hand soap, hand rubs containing at least 60% alcohol for employees, responders, instructors and students to use.
2. Provide disinfectants and disposable towels for employees, responders, instructors and students to clean surfaces.
3. Require regular hand washing or the use of alcohol-based hand rubs.
4. Employees, responders, instructors and students must always wash hands when they are visibly soiled and after removing any PPE.
5. Signs should be posted throughout the site with COVID-19 information and preventive measures.

Please refer to our Safety and Health Program for specific OSHA requirements regarding PPE and other related standards.
There is no specific OSHA standard covering COVID-19. However, some OSHA requirements may apply to preventing occupational exposure to COVID-19. Among the most relevant are:

- OSHA's Personal Protective Equipment (PPE) standards (in general industry, 29 CFR 1910 Subpart I), which require using gloves, eye and face protection, and respiratory protection.
- When respirators are necessary to protect workers, employers must implement a comprehensive respiratory protection program in accordance with the Respiratory Protection standard (29 CFR 1910.134).
- The General Duty Clause, Section 5(a)(1) of the Occupational Safety and Health (OSH) Act of 1970, 29 USC 654 (a)(1), which requires employers to furnish to each worker and place of employment, which are free from recognized hazards that are causing or are likely to cause death or serious physical harm.
- OSHA's Blood Borne Pathogens standard (29 CFR 1910.1030) applies to occupational exposure to human blood and other potentially infectious materials that typically do not include respiratory secretions that may transmit COVID-19. This standard offers a framework that may help control some sources of the virus, including exposures to body fluids (e.g., respiratory secretions) not covered by the standard.

Hazard Mitigation:

Code 3 Associates, ASAR Training and Response and Huff Technical Training are aware that common sanitizers and sterilizers could contain hazardous chemicals. Where employees, responders, instructors and students are exposed to hazardous chemicals, employees must comply with OSHA's Hazard Communication standard (in general industry, 29 CFR 1910.1200),

Personal Protection Equipment standards (in general industry, 29 CFR 1910 Subpart I) and other applicable OSHA chemical standards.

Code 3 Associates, ASAR Training and Response and Huff Technical Training are always concerned for the safety and health of our employees, responders, instructors and students. As the situation progresses, we will continue to match our response to the present threat.

While Traveling:

Encourage employees, responders, instructors and students to wash their hands regularly and stay at least 6 feet away from other people; specially people who are coughing or sneezing.

Ensure employees, responders, instructors and students know what to do and who to contact if they feel ill while traveling.

Ensure that all employees, responders, instructors and students have been instructed to comply with instructions from local authorities where they are traveling. If, for example, they are told by local authorities not to go somewhere they should comply with this. Employees, responders, instructors and students should comply with any local restrictions on travel, movement or large gatherings.

When employees, responders, instructors and students return from traveling they should monitor themselves for symptoms for 14 days and take their temperature twice a day.

If you develop even a mild cough or low-grade fever (i.e. a temperature of 99.14 F or higher) they should stay at home and self-isolate. This means avoiding close contact (6 feet or closer) with other people, including family members. They should also telephone their healthcare provider or the local public health department, giving them details of their recent travel and symptoms.

Engineering Controls:

- Install HEPA filters on heating and AC units on all rescue vehicles.
- Provide virtual-documentation options when possible

Administrative Controls:

- Developing emergency communications plans, including a forum for answering employees', responders', instructors' and students' concerns and internet-based communications, if feasible.

- Providing employees, responders, instructors and students with up-to-date education and training on COVID-19 risk factors and protective behaviors (e.g., cough etiquette and care of PPE).
- Training employees, responders, instructors and students who need to use protective clothing and equipment (how to put it on, use / wear it, take it off correctly, including in the context of their current and potential duties.
- Training materials should be easy to understand and available in the appropriate language and literacy level for all employees, responders, instructors and students.
- Monitor public health communications about COVID-19 recommendations and ensure that employees, responders, instructors and students have access to that information.
- Responders who are on standby to deploy will be required to take their temperatures and log the information via a secured link that will be shared by email before deploying.
- Temperatures will also be taken daily and logged while on deployment.
- Any responder that becomes ill within 2 weeks of returning home must notify their point of contact for that deployment.
- Frequently check the CDC COVID-19 website: www.cdc.gov/coronavirus/2019-ncov

Cleaning and Disinfecting Facilities

Classrooms and shared spaces:

Cleaning refers to the removal of dirt and impurities, including germs, from surfaces. Cleaning alone does not kill germs. However, removing the germs from a surface does decrease the risk of spreading an infection caused by germs.

Disinfecting works by using chemicals, for example EPA-registered disinfectants, to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs. However, by killing germs remaining on a surface after cleaning the spreading infection is further reduced.

It is unknown how long the air inside a room occupied by someone with confirmed COVID-19 remains potentially infectious. Facilities will need to consider factors such as the size of the room and the ventilation system design (including flowrate [air changes per hour] and location of supply and exhaust vents) when deciding how long to close off rooms or areas used by an infected person before beginning disinfection. Taking measures to improve ventilation in an area or room where someone was ill or suspected to be ill with COVID-19 will help shorten the time it takes respiratory droplets to be removed from the air.

Cleaning:

Ensure volunteers or personal are trained on appropriate use of cleaning and disinfection chemicals. Any person that is cleaning should wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash. Training should include when to use PPE, what

PPE is necessary, how to properly don (put on), use, and doff (take off) PPE, and how to properly dispose of PPE. The risk of exposure to any person that is cleaning is inherently low.

- Wear disposable gloves to clean and disinfect.
- Clean surfaces using soap and water, then use a disinfectant.
- Cleaning with soap and water reduces number of germs, dirt and impurities on the surface. Disinfecting kills germs on surfaces.
- Practice routine cleaning of frequently touched surfaces.
    - More frequent cleaning and disinfection may be required based on level of use.
    - Surfaces and objects in public places, such as shopping carts and point of sale keypads should be cleaned and disinfected before each use.
- High touch surfaces include:
    - Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

Disinfect:

To disinfect it is recommend to use an EPA-registered household disinfectant. Follow the instructions on the product label to ensure safe and effective use of the product.

Many products recommend -

- Keeping surface wet for a period of time (see product label).
- Precautions such as wearing gloves and making sure you have good ventilation during use of the product.
- Bleach solutions will be effective for disinfection up to 24 hours.
- Alcohol solutions with at least 70% alcohol may also be used.

Cleaning and disinfecting your building or facility if someone is sick:

- Close off areas used by the person who is sick.
    - Companies do not necessarily need to close operations, if they can close off affected areas.
- Open outside doors and windows to increase air circulation in the area.
- Wait 24 hours before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, and keyboards.
- Vacuum the space if needed. Use a vacuum equipped with high-efficiency particular air (HEPA) filter, if available.
    - Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms.

    - Consider temporarily turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.
- Once the area has been appropriately disinfected, it can be opened for use.
    - Persons without close contact with the person who is sick can return to their duties immediately after disinfection.
- If more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
    - Continue routing cleaning and disinfection. This includes everyday practices that businesses and communities normally use to maintain a healthy environment.

Code 3 Associates, ASAR Training and Response, and Huff Technical Training will continually work with local and state health departments to ensure appropriate local protocols and guidelines, such as updated/additional guidance for cleaning and disinfection, are followed, including the identification of new potential cases of COVID-19. We will continue to train all our employees, responders, instructors and students in guidance with OSHA regulations and our comprehensive hazard communication program.

Cleaning and Disinfecting BART

Code 3 Associates' Big Animal Rescue Truck (BART), is a multi-use platform that carries animal rescue and disaster response equipment and acts as the mobile command center for our Riders on the Storm Team.

This vehicle must maintain a constant state of ready which requires BART to remain cleaned, disinfected, stocked and ready to roll normally within 24 hours. BART has numerous surfaces made of different materials. Make sure the cleaners and disinfectants are appropriate for the surface type that is being cleaned prior to cleaning. Reducing the risk of exposure to COVID-19 by cleaning and disinfection is an important part of Code 3 Associates readiness. Follow Code 3 Associates, ASAR Training and Response, and Huff Technical Training's Infectious Disease Preparedness and Response Plan guidelines for Cleaning and Disinfecting.

Readiness/Pre-trip:

All surfaces in the cab, driver's area and trailer must be cleaned and disinfected before and after it is used. Truck and trailer will be closed with all compartments locked after cleaning. New unused cleaning and disinfectant supplies will be stored in containers within the trailer for use during deployments. Supply cash will be checked and restocked before and after each use of BART.

Drivers:

Drivers need to know that potential sources of exposure include close contact with truck stop attendants, store workers, other truck drivers, or others with COVID-19. It is recommended that drivers do not touch their nose, mouth, or eyes after contacting surfaces touched or handled by other; specially a person with COVID-19. Limit close contact with others by maintaining a distance of at least 6 feet when possible. Limit time spent outside of the truck cab during fueling, and at rest / truck stops. Clean and disinfect frequently touched surfaces on a routine basis such as; cab-driver door handle, steering wheel, seat belt and buckle, arm rest, head rest, seat cover, turn signal, wiper controls, dashboard, air ducts, radio, and temperature controls.

Shared Areas:

Record of daily cleaning must be maintained. Cleaning is a shared responsibility amongst the whole team. BART's areas that must be cleaned and wiped down include sleeping bunks, toilet / shower, sink, microwave, refrigerator, frequently touched surfaces, handrails, light switches, door latches / handles, and air conditioning / heating system vents.

Cleaning of common areas must occur daily. All surfaces will be wiped down with the appropriate approved products. Steam cleaner can be used on most surfaces and followed up with a disinfectant.

Always wear gloves appropriate for the chemical being used when you are cleaning and disinfecting. Additional personal protective equipment (PPE) may be needed based on setting and product.

Normal routine cleaning with soap and water will decrease how much of the virus is on surfaces and objects, which reduces the risk of exposure.

Coronaviruses on surfaces and objects naturally die within hours to days. Warmer temperatures and exposure to sunlight will reduce the time the virus survives on surfaces and objects.

Personnel Hygiene:

Practice proper hand hygiene. This is an important infection control measure. Wash your hands regularly with soap and hot water for at least 20 seconds or use an alcohol-based hand sanitizer containing at least 60% alcohol.

In the sleeper berth / sleeping areas wipe down light switches, cots, mattress tray, temperature controls, and other flat surfaces. Do not share bedding items such as linens and pillows. Remove bedding and disinfect the bunk / sleeping area when you are finished using it.

While deployed on BART follow all Code 3 Associates, ASAR Training and Response, Huff Technical Training, local, state, and federal and public health agencies regulations and guidelines.

Approved COVID-19 Cleaners:

https://www.americanchemistry.com/Novel-Coronavirus-Fighting-Products-List.pdf

Disaster Response Considerations

This is the disaster response considerations for assessing the appropriate and necessary step for managing personnel, housing, and transportation during the COVID-19 event.

Disaster response during COVID-19:

It is the mission of Code 3 Associates, ASAR Training and Response and Huff Technical Training to take the necessary steps to ensure that our facilities, vehicles, and equipment are safe to use. We are monitoring the evolution of best practices based on Federal, State, and local health agencies regarding investigative testing, facility cleaning, and disinfection.
Site-specific considerations for infection control would include but are not limited to:

- Site-specific exposure assessment;
- Safe work practices;
- Use of appropriate engineering and / or administrative controls;
- Personal Protective Equipment (PPE).
- It is recommended that individuals wear cloth face mask in settings where social distancing measures are difficult to maintain (inside vehicles and buildings).

Vehicles, Facilities, Equipment:

Follow general guidelines for cleaning and disinfecting vehicles, facilities and equipment. At a minimum, clean and disinfect commonly touched surfaces in the vehicle at the beginning and end of each trip. Ensure that cleaning and disinfection procedures are followed consistently and correctly, including the provision of adequate ventilation when chemicals are in use. Doors and windows should remain open when cleaning the vehicle. When cleaning and disinfecting, individuals should wear disposable gloves compatible with the products being used as well as any other PPE required according to the product manufacturer's instructions. Use of a disposable gown is also recommended, if available. For hard non-porous surfaces within the interior of the vehicle such as hard seats, arm rests, door handles, seat belt buckles, light and air controls, doors and windows, and grab handles; clean with detergent or soap and water if the surfaces are visibly dirty, prior to disinfectant application.

The most current information tells us that:

- COVID-19 being viable for infection on surfaces is highly variable but can be viable for as long as a few hours to days.
- COVID-19 can be efficiently inactivated within 1 minute using surface disinfection procedures with 62-71% ethanol, 0.5% hydrogen peroxide, or 0.1% sodium hypochlorite.

For disinfection of hard, non-porous surfaces, appropriate disinfectants include:

- EPA's Registered Antimicrobial Products for Use Against Novel Coronavirus SARS-CoV-2external icon, the virus that causes COVID-19. Follow the manufacturer's instructions for concentration, application method, and contact time for all cleaning and disinfection products.
- Diluted household bleach solutions prepared according to the manufacturer's label for disinfection, if appropriate for the surface. Follow manufacturer's instructions for application and proper ventilation. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser.
- Alcohol solutions with at least 70% alcohol.
- Steam cleaning may be used when items cannot be cleaned using detergents or laundered, for example, upholstered furniture, vehicles interiors and mattresses.

When using an EPA-registered disinfectant, follow the label directions for safe and effective use. Make sure to follow the contact time, which is the amount of time the surface should be visibly wet.

For soft or porous surfaces such as fabric seats, remove any visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. After cleaning, use products that are EPA-approved for use against the virus that causes COVID-19 and that are suitable for porous surfaces.

For frequently touched electronic surfaces, such as tablets or touch screens used in the vehicle, remove visible dirt, then disinfect following the manufacturer's instructions for all cleaning and disinfection products. If no manufacturer guidance is available, consider the use of alcohol-based wipes or sprays containing at least 70% alcohol to disinfect.

Responders:

The designated COVD-19 team will be responsible for review and development of any planning, operational procedures and addressing responders' COVID-19 concerns. Responders will be required to follow the Infectious Disease Preparedness and Response Plan and all updates. Team leads will use National Incident Management System (NIMS) forms to document protective actions (ICS form 208).

Responders who are on standby to deploy will be required to take their temperatures and log the information via a secured link that will be shared by email before deploying. Temperatures will also be taken daily and logged while on deployment. Any responder that becomes ill within 2 weeks of returning home must notify their point of contact for that deployment.

Cloth Face Coverings:

All responders will wear cloth face coverings when they cannot maintain six feet of social distance in public areas, vehicles, and inside structures. A cloth face covering shall extend above the nose without interfering with eyewear, and below the chin to cover the mouth and nostrils completely. It shall fit snugly but comfortably against the sides of the face and be secured (e.g., by being tied in place or with ear-loops). Cloth face coverings shall be laundered regularly to maintain good hygiene.

Manage Anxiety & Stress:

Disaster responders may experience burnout and secondary traumatic stress during prolonged exposure to emergencies. Coping techniques like taking breaks, eating healthy foods, exercising and using the buddy system can help prevent and reduce burnout and secondary traumatic stress.

The CDC recommends:

- Taking breaks from watching, reading or listening to news stories, including social media. Hearing about the pandemic repeatedly can be upsetting.
- Taking care of your body. Take deep breaths, stretch or meditate. Try to eat healthy and well-balanced meals, exercise regularly, get plenty of sleep, and avoid alcohol and drugs.
- Make time to unwind. Try to do some other activities you enjoy.
- Connecting with others. Talk with people you trust about your concerns and how you are feeling (this can be done while maintaining social distance).

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