COVID-19 RESOURCES AND LESSONS LEARNED

The information provided in this document is not an endorsement from Virginia Ship Repair Association, it is for informational purposes only.

THE ITEMS LISTED IN RED HAVE BEEN ADDED IN THE PAST 48 HOURS

BARRIER USAGE

- "Neck Gaiters"
  - Vendor: Protective Industrial Products (PIP) 800-262-5755 Evaporative Clima-Band
- Bandanas
- Do-It-Yourself (DIY) mask-making (following CDC guidelines)
- Use of work respirators and PPE whenever possible
- Use of N95 respirator masks, face shields, gloves, gowns, and goggles when relevant

GATE SYMPTOM SCREENING

- In-house symptom screening questionnaire at entry
- Ship’s Force administered symptom screening questionnaire at vessel entry
- Third-party administered screening questionnaire at entry
- Primary Screening questions and temperature for rapid triage at gate entry
  - Sample Covid-19 Screening Questionnaire
  - CUSFF/NAVNORTH Covid-19 Screening Questionnaire
- Use of checkpoints

TEMPERATURE READINGS

- Initial temperature reading at gate entry (conducted by Nurse or Security personnel)
- Ship’s Force administered secondary temperature reading at vessel entry
- Third-party administered screening questionnaire at entry
- Use of Infrared (IR) non-contact thermometers
  - Work best indoors
  - Do not operate well in wind or weather
  - Therefore, facility created shrink-wrapped staging tents at entry checkpoints to make this a weather-protected option
  - Training is required on IR Thermometers, instruments are sensitive
  - PPE, distance, correct settings, correct readings, how to handle and clean all require training
  - Follow manufactures instructions
• Medical grade thermometers should be used
  o Have a narrow sensitivity to 90-109°F
  o Industrial grade IR thermometers are used for shooting a steam pipe or piston head measuring between -60°F and 800°F and does not differentiate 90° from 100°
• Forehead Thermometer

DISINFECTANT STRATEGIES
• Increase In-house janitorial services by adjusting their process to mitigate COVID-19 spread
• Use Third-party disinfecting fogger/atomizer vendors (especially in COVID-19 positive cases)
  o Concerns of choosing third-party fumigation treatment due to possible moisture and respiratory safety issues
• Keep as many airways open as possible to allow airflow
• Sanitize incoming mail
• Ensure that cleaning/sanitizing agents are used following manufacturer’s specifications
• Conduct “All-hands cleaning”: schedule a 15-minute all-hands clean your spaces moment
• Use of Decontamination companies

PERSONAL DISINFECTANT STRATEGIES
• Hand sanitizer available at local distilleries; Ethyl Alcohol
  o Use as spray bottle stations around the yard for all to use
  o Instructions for creating Hand Sanitizer in-house
    ▪ How to make your own hand sanitizer
    ▪ WHO-recommended handrub formulations
• Local Distilleries
  o RD Wilhelm Distillery provided Ethyl Alcohol sold as antiseptic
    ▪ RD Wilhelm Distillery sanitizer
  o Ironclad Distillery Co., Newport News
    ▪ Owen King, owen@ironcladdistillery.com 610-823-8362
• Use of both hand sanitizer and pure Isopropyl alcohol spray bottles at common workspaces
• Purchasing hand washing stations
• Building hand washing stations; placing on piers
  o Industrial sinks, water, and proper drainage (not into the water or storm drains)
• Purchase sanitizer spray pens for each employee that can be refilled at designated areas
**SOCIAL DISTANCING PROCEDURES**

- Keep six feet distance when not in tight vessel spaces
- Alternating shift hours (especially for high-risk employees)
- Rotate days off
- Remove of food vendor trucks
- Only conduct essential training w/less than ten total AND use WebEx or Conference Calls
- Having employees work from home wherever possible
- Only hold essential meetings using social distancing
- Restrict Employee access to essential workspaces only
- Close lunchrooms
- Increase radio communication to reduce amount of personnel in the same place at the same time
- Place “reminder marks” in the areas where lines tend to form (pass office, entry checkpoints)
- Broadcast Public Announcement (PA) reminders throughout the day; serve as enforcement of the basic rules
- Move necessary gathering places outdoors
- Place Plexiglass guards/screens in front of customer service personnel (pass offices, HR, tool rooms); can still see and speak and reach around the plexiglass to receive tools or items

  ![Image of Plexiglass guards](image.png)

- Implement engineering control on ships to have one P-way going forward and opposing P-way traveling aft

**RESPONSE TO SYMPTOMATIC EMPLOYEES**

- Any employee feeling one (or more) symptom(s) required to stay home for two weeks
- Tracing Strategies
  - Interview employee showing signs to help trace other employees potentially infected, verify date to help combat miscommunication
  - Two-week badge scan of someone suspected or confirmed positive to help trace possibly contaminated workspaces
- Any employee who might have been in contact with confirmed positive employee asked to stay home for two weeks
- If employee does not meet the standards of the initial screening, Secondary Screening may be conducted on a case-by-case assessment
- Denial or return of entry is based on a number of factors
- Use of medical clinic to help in the secondary screening process and determine need for medical quarantine or return to duty
  - “Trust but verify”: make decisions based on confirmed accurate information
  - Pre-screen Tech Reps, AIT's and Subs coming from out of town
    - Schedule needs to consider possible 14-day quarantine upon arrival
    - Have Tech Reps telework whenever possible

**MORALE BOOSTING STRATEGIES**

- Reassure employees that they will be financially and medically covered if their screening answers reflect symptoms
- Have Leadership make masks alongside workers to demonstrate the value of wearing masks
  - [Surgeon General Shows How to Make Your Own Face Mask](https://www.cdc.gov/coronavirus/2019-ncov/hcp/face-masks.html)
- Provide a constant information flow
- Encourage a positive, supportive and understanding environment for employees
- Encourage personal creativity in the crafting of masks and signs
- Remember: People buy-in when they are part of the solution: Get each person to do something to fight this "battle", the production employee, the admin staff, and the cleaning personnel each a “story” in what they did to help in this world changing, once-in-a-lifetime event
- Utilize Stress Management techniques, i.e. limit news and media consumption, stay connected, help others, eat healthy