

MARINE GROUP BOAT WORKS, LLC		Page 1 of 9
Date issued/revised: 01/21/2022	Work Instruction Identification Number: 7.1.3-1	
Title: COVID-19 Protection Plan		
Reference: 7.1.3	Prepared by: QM	Approved by: President

1. Purpose

1.1. This COVID-19 Protection Plan (CPP) is designed to mitigate risk and impact due to the circulation of SARS-CoV-2 virus (COVID-19) that may occur in our workplace as required by California Code §3205. COVID-19 Prevention. The plan contains the following elements:

- 1.1.1. System for communicating (**para 6.5**).
- 1.1.2. Identification and evaluation of COVID-19 hazards (**para 6.1**).
- 1.1.3. Investigating and responding to COVID-19 cases in the workplace (**para 6.4**).
- 1.1.4. Correction of COVID-19 hazards (**para 6.2**).
- 1.1.5. Training and instruction (**para 6.6**).
- 1.1.6. Face coverings (**para 6.3.1**).
- 1.1.7. Other engineering controls, administrative controls, and personal protective equipment (**para 6.3**).
- 1.1.8. Reporting, recordkeeping, and access (**para 6.7**).
- 1.1.9. Exclusion of COVID-19 cases and employees who had a close contact (**para 6.8**).
- 1.1.10. Return to work criteria (**para 6.8**).

2. References

2.1. Internal

- 2.1.1. QP-HR-7.2 Competence
- 2.1.2. QP-QA-9.2 Rev 1 Internal Audit
- 2.1.3. EHS Manual

Note: Internal Procedures, instructions and forms can be found at: <K:\Procedures and Forms>

2.2. External

- 2.2.1. None

3. Responsibilities / Training Requirements

3.1. Responsibilities

- 3.1.1. Positions/Categories of personnel where job description is listed in **bold font** (i.e. **Employee**, **EHS Manager**, Etc) are specifically responsible to MGBW **President** for the accomplishment of task as specified.

MGBW President is responsible for authorizing, approving and ensuring compliance to this document.

3.2. Training Requirements

- 3.2.1. See 6.6

4. Definitions

- 4.1. Terms utilized within this document shall be defined as per <https://www.dir.ca.gov/title8/3205.html> (California Code of Regulations, Title 8, Section 3205. COVID-19 Prevention).

5. Equipment/Software

- 5.1. None

6. Instruction

6.1. Identification and Evaluation of COVID-19 Hazards

- 6.1.1. **Employees** and entrants who identify COVID-19 transmission risk or have recommendations on how to prevent transmission and/or recommendations on changes to this procedure shall contact **EHS Manager**.
- 6.1.2. **Human Resources Manager** shall ensure that all employees vaccination status is maintained. These records shall be considered a confidential medical record.
- 6.1.3. An **employee** who is aware that he/she/they have been in close contact with a person who is exhibiting symptoms of or tested positive for COVID-19 while away from work shall not enter their workplace. Employee shall contact Human Resources for direction.
- 6.1.3.1. Any **Employee** who causes reporting employee to feel intimidated, threatened with reprisal, etc, shall be subject to disciplinary action up to and including termination of employment or for non MGBW entrants, removal from facility and loss of access privileges.
- 6.1.4. **Customers, vendors, visitors or other personnel** shall be immediately upon entry to the facility be required to read COVID-19 exposure instructions. Entry constitutes acknowledgement that the entrant is not aware of any close contact with a person who is exhibiting symptoms of, or tested positive for COVID-19.
- 6.1.5. In accordance with MBWB Injury and Illness Prevention Program (IIPP), the following applies:
- 6.1.5.1. **Employees** are not to come to work when sick.
- 6.1.5.2. **Employee** not feeling well are to contact to Human Resources immediately.
- 6.1.5.3. Any **Employee** exhibiting symptoms of COVID-19, regardless of vaccination status, during normal working hours, may request and receive, at no cost to the employee, COVID-19 testing, during employees' paid time.

- 6.1.6. **EHS Manager** shall weekly verify that this plan continues to meet the requirements of federal, state, local and other applicable regulatory directives.

6.2. Correction of COVID-19 Hazards

- 6.2.1. **Department Managers** shall monitor workforce for visible signs of illness, and if observed shall contact Human Resources for direction.

6.3. Control of COVID-19 Hazards

6.3.1. Face Coverings

- 6.3.1.1. All employees and other entrants to MGBW shall be provided clean, undamaged mask.
- 6.3.1.2. All **Employees** and other **Entrants** shall properly wear mask over the nose and mouth, and shall obtain new mask when mask in use becomes dirty or damaged. Mask shall be worn at all times when indoors (including shops/hangars/interior of boats/ships, etc), with the following exceptions.
- 6.3.1.2.1. When an employee is alone in a room or a vehicle.
- 6.3.1.2.2. While eating or drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent feasible.
- 6.3.1.2.3. Use of respirator is required.
- 6.3.1.2.4. **Individual** who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Such employees will wear an effective, non-restrictive alternative, such as a face shield with a drape on the bottom, if their condition permits it.
- 6.3.1.2.4.1. **Individuals** who believe they are exempted from face covering use under para 6.3.1.2.4 shall notify Human Resources and shall not enter work place without utilizing face covering as prescribed until written permission is obtained from Human Resources.
- 6.3.1.2.4.2. **Human Resources Manager** assess request, consult with other Department Managers as needed, and grant or deny exemption in writing via email. **Human Resources Manager** shall maintain a list of those employees whom meet the requirements of 6.3.1.2.4
- 6.3.1.2.4.3. Non Employees who cannot or will not wear mask, denied entry.
- 6.3.1.2.5. Specific tasks that cannot feasibly be performed with a face covering. This exception is limited to the time in which such tasks are being performed.

- 6.3.1.3. Employees and/or entrants working outside while not required to wear a mask, may choose to do so unless it would create a safety hazard, such as interfering with the safe operation of equipment.

6.3.2. **Engineering controls (Facility)**

- 6.3.2.1. **Facilities Manager** shall ensure facility-based ventilation system filters are changed at least every 90 days.
- 6.3.2.2. **Facilities Manager** shall ensure MGBW vehicle ventilation filters are replaced as per vehicle maintenance schedule.

6.3.3. **Vehicles**

- 6.3.3.1. **All occupants of vehicles shall wear face coverings as per para 6.3.1**
- 6.3.3.2. **Facilities Manager** shall ensure that company vehicle cabin air filters are inspected/changed as per specific vehicle maintenance schedules.
- 6.3.3.3. **Facilities Manager** shall ensure each MGBW vehicle is provided with disinfectant wipes and hand sanitizer.
- 6.3.3.4. **Employees and Occupants** who utilize company vehicles, shall prior to, and after use, utilize provided hand sanitizer to disinfect hands.
- 6.3.3.5. **Employees (Driver)**, upon completion of use, shall utilize disinfectant wipes to sanitize high contact surfaces, including the steering wheel, armrests, seatbelt buckles, door handles and shifter, are cleaned to prevent the spread of COVID-19 between different drivers.
 - 6.3.3.5.1. **Facilities Manager** shall ensure that all high-contact surfaces (door handles, seatbelt buckles, armrests, etc.) used by passengers are cleaned to prevent the spread of COVID-19 and are cleaned and disinfected if used by a COVID-19 case during the high-risk exposure period, when the surface will be used by another employee within 24 hours of the COVID-19 case. See para 6.3.4
- 6.3.3.6. **Employees** should keep vehicle windows are kept open, and the ventilation system is set to maximize outdoor air and not set to recirculate air. Windows do not have to be kept open if one or more of the following conditions exist:
 - 6.3.3.6.1. The vehicle has functioning air conditioning in use and excessive outdoor heat would create a hazard to employees.
 - 6.3.3.6.2. The vehicle has functioning heating in use and excessive outdoor cold would create a hazard to employees.
 - 6.3.3.6.3. Protection is needed from weather conditions, such as rain or snow.

6.3.4. **Cleaning and disinfecting**

- 6.3.4.1. **Facilities Manager** shall implement the cleaning and disinfection of common area frequently touched surfaces and objects daily at a minimum.
- 6.3.4.2. DDDS, hospital grade, quaternary detergent shall be utilized for cleaning.
- 6.3.4.2.1. **Facilities Manager** shall ensure sufficient quantity of DDDS is maintained at facility to allow for cleaning evolution to occur.
- 6.3.4.3. In the event of an actual COVID-19 positive person having been determined to present within the facility, **EHS manager** shall work with **Department Managers** as needed to secure work within areas where COVID-19 person was known to have been within the last 24 hours. These locations shall be cleaned as per above. Once cleaned, work can resume within affected locations.
- 6.3.4.3.1. **EHS Manager** shall ensure employees assigned cleaning duties as per 6.3.4 shall receive documented training to the content of this procedure. Training shall be as per ref 2.1.1
- 6.3.4.3.1.1. **Employees** assigned cleaning duties on potentially affected surfaces shall utilize the following PPE.
- 6.3.4.3.1.1.1. Tyvek Suit (or equivalent) suit.
- 6.3.4.3.1.1.2. N95 mask
- 6.3.4.3.1.1.3. Neoprene (or equivalent) gloves
- 6.3.4.3.1.1.4. Full face shield
- 6.3.4.3.2. **Facilities Manager** shall ensure upon completion of cleaning, an employee not involved in cleaning shall utilize spray apparatus to lightly mist cleaning employee with DDDS disinfectant, taking care not to spray on surface of skin, in order to kill any potential pathogens which may be present on PPE. PPE will then be disposed of or returned to storage as per applicable procedures.
- 6.3.5. **Hand sanitizing**
- 6.3.5.1. **Facilities Manager** shall ensure that MGWB sanitation facilities (i.e. restrooms) shall have disinfectant sanitizer installed therein.
- 6.3.5.2. **Facilities Manager** shall ensure that other hand sanitizer stations are installed throughout facility for all hands use.
- 6.3.5.2.1. The use of sanitizers that contain methanol (i.e. methyl alcohol) is prohibited at MGBW.
- 6.3.5.3. **Communications Manager** shall ensure all MGBW employees and entrants are advised to sanitize their hands often and for at least 20 seconds.

6.3.6. **Personal protective equipment (PPE)**

6.3.6.1. **MGWB employees** are required to utilize PPE as assigned in accordance with the MGBW EHS Manual, ref 2.1.2.

6.3.6.2. **Employees** who desire to utilize PPE in those locations/duties that do not normally require its use as per ref 2.1.2, may do so. Examples of voluntary use of PPE could include items such as gloves, goggles, face shields and respirators.

6.3.6.2.1. **Employees** who desire to wear respirators shall personally verify that they are respirator qualified as per ref 2.1.1. by contacting EHS Manager.

6.3.7. **Testing of symptomatic employees** – See para 6.1.6.3

6.4. Investigating and Responding to COVID-19 Cases

6.4.1. An **Employee** or **Entrant** who becomes ill with COVID-19 shall notify Human Resources, whether employee discovers he/she/they is ill during or outside of paid time. Any employee who causes reporting employee to feel intimidated, threatened with reprisal, etc, shall be subject to disciplinary action up to and including termination of employment or for non MGBW entrants, removal from facility and loss of access privileges.

6.4.2. **Human Resources** shall conduct an investigation in order to determine onset of symptoms and close contacts at MGBW. Investigation shall be documented.

6.4.3. **Employees** that had a close contact shall be required to be tested for COVID- no cost during their working hours, with the exception of employees who were fully vaccinated before the close contact and do not have symptoms.

6.4.4. **Human Resources** shall ensure the information on benefits described in Training and Instruction, and Exclusion of COVID-19 Cases, below, is provided to employees whom have tested positive for COVID-19 and/or come in close contact with a person whom has COVID-19.

6.4.5. **Human Resources** shall ensure close contacts receive written notice within 1 day of discovery of a COVID-19 case that people at the worksite may have been exposed to.

6.5. System for Communicating

6.5.1. **Communications Manager** shall ensure that effective communication with employees and potential entrants is accomplished, including the following specific actions:

6.5.1.1. Signage shall be posted in lobby at MGBW sign in log notifying **Entrants** that access to facility constitutes acknowledgement, understanding and requirement to comply with this procedure.

6.5.2. MGBW maintains a public website with current COVID-19 information provided at:

<https://www.marinegroupbw.com/mgbw-news/our-safe-approach-for-handling-covid/>

- 6.5.3. As per 6.3.4. **Communications Manager** shall take specific action to ensure that MGBW employees and entrants are advised to sanitize their hands often and for at least 20 seconds.
- 6.5.4. Communications Manager utilizes company wide text messaging system and other methods (i.e. breakroom slides) to ensure MGBW employees are kept informed as to current conditions, requirements, etc regarding COVID-19 controls.
- 6.5.5. **Communications Manager** ensure customers are made aware of company requirements via written memos as needed.
- 6.5.6. **Employees** who are ill, or have been in close contact with a person who is ill, shall contact Human Resources for instruction.
- 6.5.6.1. Any **Employee** who causes reporting employee to feel intimidated, threatened with reprisal, etc, shall be subject to disciplinary action up to and including termination of employment or for non MGBW entrants, removal from facility and loss of access privileges.
- 6.5.7. **Human Resources**, when notified by an employee of illness of close contact, utilizes a combination of phone, email and text messaging communications to ensure relevant parties are notified and kept informed as to situation. Records of testing, communications, etc are maintained confidential via storage on secured access-controlled servers.

6.6. Training and Instruction

- 6.6.1. **Human Resources and EHS** shall ensure that all new-hire MGBW employees shall receive training on requirements related to COVID-19 control.
- 6.6.2. Other training requirements shall be as specified within this procedure.
- 6.6.3. Training shall be documented as per 2.1.1.

6.7. Reporting, Recordkeeping, and Access

- 6.7.1. **Human Resources Manager** shall ensure that:
- 6.7.1.1. Required information about COVID-19 cases and outbreaks is reported to the local health department whenever required by law, and provide any related information requested by the localhealth department.
- 6.7.2. **QA Manager** shall verify documented information required by this procedure is maintained via annual audit as per ref 2.1.3. until such time as conditions invoking this procedure as per para 1 no longer exist.
- 6.7.3. This procedure is considered “public domain” and shall be provided to any entrant or regulatory official as specified above and/or upon request.

6.8. Return-to-Work Criteria and Exclusion of COVID-19 Cases and Employees who had a Close Contact

- 6.8.1. **Human Resources Manager** shall ensure that employees whom test positive for COVID-19 and/or who are exposed to someone with COVID-19 do not return to the workplace until

California State requirements posted at <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Guidance-on-Isolation-and-Quarantine-for-COVID-19-Contact-Tracing.aspx> are achieved.

6.9. Multiple COVID-19 Infections and COVID-19 Outbreaks

- 6.9.1. In addition to the above requirements, the additional requirements of para 6.9 become effective if three or more employee COVID-19 cases within an exposed group visited the workplace during their high-risk exposure period at any time during a 14-day period. These additional requirements shall stay in effect until there are no new COVID-19 cases detected in the exposed group for a 14-day period.
- 6.9.1.1. **Human Resources** shall ensure employees are made aware that MGBW provides COVID-19 testing at no cost to all employees, during paid time, in our exposed group except as specified by current Emergency Temporary Standards at: <https://www.dir.ca.gov/dosh/coronavirus/ETS.html>
- 6.9.1.2. **EHS and Human Resources** shall evaluate whether to implement physical distancing of at least six feet between persons, or where six feet of physical distancing is not feasible, the need for use of cleanable solid partitions of sufficient size to reduce COVID-19 transmission. In addition, the following shall be accomplished and documented:
- 6.9.1.2.1. Review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19, including:
- 6.9.1.2.1.1. Investigation of new or unabated COVID-19 hazards including:
 - 6.9.1.2.1.2. Our leave policies and practices and whether employees are discouraged from remaining home when sick.
 - 6.9.1.2.1.3. Our COVID-19 testing policies.
 - 6.9.1.2.1.4. Insufficient outdoor air.
 - 6.9.1.2.1.5. Insufficient air filtration.
 - 6.9.1.2.1.6. Lack of physical distancing.
- 6.9.1.2.2. This review shall be updated every 30 days that the outbreak continues and/or In response to new information or to new or previously unrecognized COVID-19 hazards and/or when executive leadership determines otherwise necessary.
- 6.9.1.2.3. Based on results of review, actions that may be considered include:
- 6.9.1.2.3.1. Moving indoor tasks outdoors or having them performed remotely.
 - 6.9.1.2.3.2. Increasing outdoor air supply when work is done indoors.
 - 6.9.1.2.3.3. Improving air filtration.
 - 6.9.1.2.3.4. Increasing physical distancing as much as feasible.
 - 6.9.1.2.3.5. Requiring respiratory protection in compliance with section 5144.

6.10. Major COVID-19 Outbreak

- 6.10.1. In addition to the above requirements, the additional requirements of para 6.10 become effective 20 or more employee COVID-19 cases in an exposed group visit your workplace during the high-risk exposure period within a 30-day period. These requirements shall remain in effect until there are fewer than three COVID-19 cases detected in our exposed group for a 14-day period.
- 6.10.2. MGBW shall provide employees in the exposed group with N95 respirators for voluntary use.
- 6.10.3. Separate by six feet (except where we can demonstrate that six feet of separation is not feasible and there is momentary exposure while persons are in movement) any employees in the exposed group who are not wearing N95 respirators.
- 6.10.4. If possible, install cleanable solid partitions that effectively reduce transmission between the employee and other persons at workstations where an employee in the exposed group is assigned to work for an extended period, such as cash registers, desks, and production line stations, and where the physical distancing requirement (described above) is not always maintained.
- 6.10.5. Evaluate whether to halt some or all operations at the workplace until COVID-19 hazards have been corrected.
- 6.10.6. Implement any other control measures deemed necessary by Cal/OSHA.

7. Records / Retention

7.1. None

8. Attachments

8.1. None

Revision	Changed By	Description of Change
1/21/2022	PS	Initial Release