



LAKE UNION DRYDOCK COMPANY

Craftsmanship Since 1919

1515 Fairview Avenue East

Seattle, Washington 98102

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Lake Union Drydock Company Corona Virus (COVID-19) Protocols

(Updated, subject to change)

June 10, 2020

MISSION:

Recognizing the need to maintain a safe and healthy workplace, Lake Union Drydock Company (LUDC) has developed the following protocols to address potential health challenges posed by the Corona Virus (COVID-19). These protocols are based upon the company's current understanding of effective measures and current regulations regarding efforts to minimize the opportunity for this virus to spread within the population of people working at LUDC. As we learn more and receive specific governmental directions to address this virus, we may amend these protocols.

ADHERENCE TO THE FOLLOWING PROTOCOLS IS MANDATORY

1. ENTRY TO THE SHIPYARD AND OFF-SITE WORK AREAS

All employees and visitors to the shipyard are encouraged to take their temperature before heading to the shipyard. If you have any symptoms that could relate to a communicable illness, or if you can't control your sneezing or coughing, don't come to work. There should be particular awareness of the following symptoms:

- Cough
- Shortness of breath or difficulty breathing
- Or at least two of these symptoms
 - Fever
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore Throat
 - New loss of taste or smell

IF YOU ARE ILL, DON'T COME TO WORK!

You are responsible to advise your supervisor that you will not be coming in prior to 9:00 AM.

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Upon arrival at the main gate

- a. Each individual entering the facility will be screened and asked **seven (7)** questions. Every effort will be made to ask the questions in a quick, concise and respectful manner.
- (1) Were you able to take your temperature this morning and do you have a fever or temperature over 100.4 degrees F?
NOTE: Each individual will submit to a no-touch, infrared temperature scan.
- (2) Do you have a cough?
- (3) Do you have shortness of breath or difficulty breathing that is not typical for you?
- (4) Are you suffering a combination of any of the following symptoms?
- Fever
 - Chills
 - Repeated Shaking with chills
 - Muscle pain
 - Headache
 - Sore Throat
 - New loss of taste or smell
- (5) Have you been diagnosed as having COVID-19?
- (6) Have you had known contact with anyone diagnosed with COVID-19?
- (7) Is there anyone in your household under quarantine for COVID-19 related symptoms?
- b. Individuals displaying conspicuous symptoms will be denied access to the facility and encouraged to contact their physician for advice and/or medical treatment.
- c. Individuals who express that they are suffering the symptoms described above will be denied access to the facility and encouraged to contact their physician for advice and/or medical treatment.
- d. Individuals who have been diagnosed as having the COVID-19 virus but have recovered and are not contagious shall talk to Management before rejoining the work force.
- e. Individuals who do not currently suffer symptoms described above but either have members of their household who currently are suffering from these symptoms or have had contact with someone who has tested positive for COVID-19 will be denied access to the facility and encouraged to contact their physician for advice and potential testing for the virus.
- PLEASE NOTE:** Free testing is available through the City of Seattle www.seattle.gov/mayor/covid-19/covid-19-testing. Most health insurance plans cover the cost of testing as well.

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2. FACIAL PROTECTION REQUIREMENTS

Responding to the CDC's recommendations, effective April 16, 2020 all employees must wear face protection during the workday regardless of proximity to other workers.

The following forms of facial protection are considered suitable:

- ½ face respirators (when working within a six-foot proximity for over 5 minutes.
- N-95 respirator
- Surgical and dust masks
- Multi-layered cloth face masks (including bandanas). NOTE: CDC recommends that cloth masks be cleaned every other day at a minimum.

SINGLE LAYER COVERINGS (including sock hoods) ARE NOT ACCEPTABLE FACIAL PROTECTION

Individuals who normally have difficulty breathing and are otherwise not encouraged to wear facial coverings by their physician, shall address this condition to the appropriate Safety or Human Resources personnel (Anne Fitelson, Rich Titus or Will Yates).

3. PERSONAL RESPONSIBILITY AND AWARENESS

- The measures described above are intended to contribute to the long term well-being of everyone who enters the shipyard, or its off-site work locations. This goal can only be achieved if each individual is **honest** when screened for entry into the shipyard.
- Because this virus is most commonly spread by coughing, sneezing and touching, all individuals should make a deliberate effort to minimize such physical contact.
- If during the day an individual starts to demonstrate symptoms that may signal infection or a virus (any virus) they should advise their supervisor and go home for rest or medical treatment.
- General good health practices are recommended to enhance resistance to this virus. Medical experts suggest the following:
 - Wash hands often with soap and hot water, if not available, use hand sanitizer. Wash hands after using the restroom.
 - Avoid touching your eyes, nose or mouth with unwashed hands.
 - Avoid contact with people who are sick.
 - Stay home while you are sick and avoid close contact with others.
 - Cover your mouth and nose with a tissue or sleeve when coughing or sneezing. Sneeze and cough into your elbow.
 - Maintain no less than 3 feet between individuals (6 feet is preferred)
 - Regularly wash work clothing
- When in doubt, stay home. Do as you would like others to do.
- All shipyard employees have a responsibility to call their supervisor or the personnel department each day that they are unable to attend work.

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- If you witness an individual on the premises who displays symptoms that could relate to a communicable virus, please advise your supervisor or Human Resources.
- Foremen have the right and obligation to tell someone who is symptomatic to go home.
- Individuals who have existing respiratory issues or other sensitive medical issues need to be particularly aware and limit physical contact with other craftsmen.

4. FACILITY CLEANLINESS AND GENERAL HYGIENE MEASURES

Each shop will perform the following specific tasks to minimize the opportunity of spreading viruses among fellow craftsmen and vessel crew members:

1. EACH SHOP SHALL SUPPORT ASSIGNMENT OF AN INDIVIDUAL TO CARRY OUT THE FOLLOWING SPECIFIC SANITATION EFFORTS:
 - a. Maintain an adequate stock of storeroom provided cleaning products.
 - b. Perform cleaning sanitation processes prior to lunch break and at the end of the 1st shift. These shall include the following:
 - a. Remove any remaining garbage from table surfaces.
 - b. Clean table surfaces.
 - c. Spray table surfaces with storeroom provided sanitizer.
 - c. Report any conditions that may not further effective sanitation efforts in common areas.
2. JANITORIAL SERVICE STAFF WILL SANITIZE BATHROOM FIXTURES DAILY.
3. EACH CRAFTS PERSON IS ENCOURAGED TO CONTRIBUTE TO DISPOSAL OF DEBRIS THAT MIGHT OTHERWISE ACCUMULATE ON DESKS, LUNCHROOM TABLES AND THE FACILITY IN GENERAL.
4. EACH CRAFTS PERSON IS ENCOURAGED TO CONTRIBUTE TO OVERALL SHIPYARD HYGIENE BY WASHING THEIR HANDS FREQUENTLY, USING SOAP AND HOT WATER, INCLUDING AFTER USING RESTROOM FACILITIES AND BEFORE EATING.
5. INDIVIDUALS NEW TO THE SHIPYARD AND UNFAMILIAR WITH CURRENT HYGIENE MEASURES SHALL BE PROVIDED A COPY OF THE CURRENT PROTOCOLS.

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SHIPYARD NOTIFICATIONS AND POSTINGS

Copies of the “Lake Union Drydock Company Corona Virus (COVID-19) Protocols” distributed as follows:

- Current and new employees
- Subcontractors
- Vessel owners and moorage tenants

Copies of the “Lake Union Drydock Company Corona Virus (COVID-19) Protocols” are available from the Gate Guard, the Receptionist and the Human Resources Staff.