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	Production Procedures Safety	Effective Date: April 23, 2020
	VI - 447	Reviewed by: Dave Whitcomb
	Title: Contamination Control	Approved by: Gina Facca

Purpose

This policy is to provide direction to all personnel on Vigor premises on maintaining business focus while controlling the potential of an illness outbreak to move through the Vigor business units. This is a part of the business continuity plan which will allow Vigor to continue to provide services to our customers while providing protection to our employees and their families.

These requirements apply to all personnel entering Vigor Controlled Facilities or Locations

Discussion

Vigor continues to track the information shared by the health organizations as they study the spread and effects of the novel coronavirus across the United States and the world. Based on studies, it has been found that people can transmit the virus to others before they show any symptoms. This means that the virus can spread between people interacting at close distance - for example, talking, coughing, breathing, laughing or sneezing - even if those people don't have any symptoms. Based on these findings, there is now a recommendation that everyone wear a cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores, pharmacies, etc.) **especially** in areas of significant community-based transmission.

It is critical to emphasize that maintaining the 6-foot social distancing and good hand washing practices remains important to slowing the spread of the virus. Health organizations are advising the use of simple cloth face coverings as a source control to help slow the transmission of the virus from people who may have the virus and do not know it to others. Face coverings are to be used in addition to the 6-foot social distancing not in place of it.

The cloth face coverings are **not** surgical masks or N95 respirators. N95 masks and respirators will continue to be used for critical operations as previously communicated in policies: VI-445 (High Frequency Interaction), VI-450 (Outbreak Management Plan), VI-460 (Social Distancing) and in Executive Order; #3. The surgical masks and N95 respirators are equipment that remains part of the critical supplies that must continue to be reserved for healthcare workers and other medical first responders. These cloth face coverings **will not** take the place of the half face/full face cartridge type respirators or the face shields for work in the Vigor facilities. Each person will still need to follow the requirements outlined in VI-32 – Personal Protective Equipment when choosing the correct equipment for the work task assigned.

Expectations

The requirement of the use of cloth face coverings or face masks is serious and urgent for all of the Vigor facilities to contain a definite health risk to our Vigor family as well as our employee's families and our customers.

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Everyone; employees, vendors, subcontractors, customers and any other visitors, who enters and/or works at a Vigor facility is required to wear a face covering at all times while in the facility. Compliance is mandatory while in any Vigor facility. Failure to adhere to these requirements will result in removal from the Vigor facility and revoking of facility access. There are limited exceptions to this requirement.

Cloth face coverings should —

- Fit snugly but comfortably against the side of the face
- Be secured with ties or ear loops
- Include multiple layers of fabric
- Allow for breathing without restriction
- Be able to be laundered and machine dried without damage or change to shape; OR
- Be thrown away at the end of the daily use

Cloth face coverings must be washed frequently (after a day of wearing) with soap and water and dried in a hot dryer if possible. Washing the face covering will reduce the potential for spreading bacteria and virus.

You must have two (2) separate bags for your face coverings – one for the clean ones and one for the dirty ones; mark them so that you know which one is which. Keep your clean face covering in a zip lock bag to keep it clean until you need to wear it. Put the dirty ones in a separate bag and take them home and wash them following use. This will help you stay healthy.

Wearing your face covering

- Wash your hands (use the 20 seconds wash cycle) before you remove the face covering from the bag, or use an alcohol based hand sanitizer. Remove the mask from the storage bag.
- Cover mouth and nose with mask and make sure there are no gaps between your face and the mask. Tie the mask or use the elastic loops for your ears.
- Avoid touching the mask while using it; if you do, wash your hands with soap and water or alcohol-based hand sanitizer.
- Replace the mask with a clean one if it becomes damp.
- To remove the mask: remove it from behind (do not touch the front of mask); fold the mask onto itself and place it in the bag for “dirty” masks to take home to wash.
- Wash hands with soap and water or use an alcohol-based hand sanitizer.

Washing your face covering

- Using warm/hot water, wash your face covering with soap following each daily use. The masks can be washed with other clothing.
- Wash your hands (use the 20 seconds wash cycle) after touching the “dirty” masks.

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- Dry the masks and then store them in a clean bag until use.

Exceptions

In these limited situations, masks may not need to be worn, however the 6-foot social distancing requirement will be maintained: Vigor strongly supports that these recommendations are fully adopted while on Vigor facilities.

- Vessels within purview of the Captain, except where Vigor employees are conducting work – in those areas face coverings must be worn. If areas of the vessel are not subject to face covering requirements for the crew, these areas must be designated in writing to Vigor and signage placed clearly indicating that no Vigor access is allowed.
- Customer offices wholly within the control of customer management – Must comply with local/state requirements and applicable regulatory requirements. If conditions are different/less than those noted in this policy – this variance must be posted in writing at entrances and Vigor personnel are not allowed to enter if less than this policy. If face coverings are not worn by customer personnel, Vigor employees shall not enter the offices. Customers choosing not to follow the recommended face covering within Vigor facilities, must provide the senior Vigor Site manager notice in writing that they do not intend to follow the protocols and Vigor will erect signage limiting all Vigor access to said office spaces. Customers should reference OSHA guidelines for employer responsibility – link below.
- Tenant offices wholly within the control of the tenant – any activities outside the offices are subject to these requirements – Must comply with local/state requirements and applicable regulatory requirements. If conditions are different/less than those noted in this policy – this variance must be posted in writing at entrances and Vigor personnel are not allowed to enter if less than this policy. If face coverings are not worn by tenant personnel, Vigor employees shall not enter the offices. Tenants choosing not to follow the recommended face covering protocol within Vigor facilities, must provide the senior Vigor Site manager in writing that they do not intend to follow the protocol and Vigor will erect signage limiting all Vigor access to said office spaces. Tenant should reference OSHA guidelines for employer responsibility – link below.
- If you are driving a vehicle and remain in that vehicle for the entirety of your stay in the facility.
- If you are eating lunch or a snack and are seated at a designated lunch area with spacing greater than 6-foot social distancing. You will need to remove your mask to eat. Take off the mask as noted above, place it in the bag marked “dirty” and wash your hands. Enjoy your break/lunch. When you’re done eating, wash your hands then put a face covering back on. Wash your hands again. Head back to work.

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- If you are removing your face covering to let your face dry, to cool off, change face coverings or to take a break from wearing a face covering you will need to be:
 - Outdoors and at a distance of at least 6-foot social distance from anyone else. If someone approaches you, put your face covering back on.
 - If you are in a designated “mask off” area (if available) AND you are at least 6-foot from anyone else. If someone approaches you, put your face covering back on.
 - If you are drinking or eating a snack while outdoors AND you are at least 6-foot from anyone else. If someone approaches you, put your face covering back on.

References:

OSHA guidelines: <https://www.osha.gov/Publications/OSHA3990.pdf>

CDC - Considerations for Wearing Masks: https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprevent-getting-sick%2Fcloth-face-cover.html

Washington COVID-19 Mask Requirements: <https://coronavirus.wa.gov/information-for/you-and-your-family/face-masks-or-cloth-face-covering>

Oregon COVID-19 Mask Requirements: <https://govstatus.egov.com/or-oha-face-coverings>