

FNSB Department or Work Center Specific COVID-19 Mitigation Worksheet

The plan developed by departments using this worksheet must be updated as needed and will be presented to all facility employees and contractors and will be posted in a conspicuous place near the public entrances of the facility and/or department.

Facility Name & Address: JHAC – 907 Terminal St. Fairbanks AK 99701

Department: JHAC

Date: May 28, 2020

Each Department Director and Facility Manager will determine if an additional Mitigation Plan is required to continue operations. The Department Director and Facility Manager may establish a COVID-19 Mitigation Plan specific to their department or work center by addressing the practices and protocols to protect staff UNIQUE to the department and staff functions. Remember, this plan will supplement the FNSB's baseline Mitigation Plan. Please consult Risk Management if guidance is needed.

Non-Public Workspace Social Distancing measures taken (list/describe):

Departments will evaluate their areas to confirm that social distancing can be met for each member of their staff. They will consult with Risk if they feel a space evaluation is needed and spaces may need to be reconfigured as needed.

Public Workspace Social Distancing measures taken (list/describe):

Social distancing "stand here" signs have been placed in the lobby and elevators to ensure 6' social distancing is being practiced. Signage is hanging on doors and walls as a constant reminder. A one way in and one way out flow has been established for the front doors.

Plexi glass has been installed in most public areas to allow protection from visitors.

Hand sanitizing stations have been placed on each floor.

Can traffic be routed safely in the facility in order to minimize contact (e.g., one way in, one way out)? (Yes/No, please describe)

Yes, stanchions have been placed in the lobby to direct staff and visitors in one door and out the other door. Directional signs are also posted.

Is the facility occupancy limit established by the applicable health mandate adequate to maintain appropriate social distancing for the facility? If not, what is an appropriate occupancy limit, including employees?

Yes, the doors are locked and we are limiting access to the building at this time to maintain appropriate social distancing. Signs are posted on the front door with a departmental phone list. The visitor can either call the guard with their request or departments directly. Departments will call the guard to have the visitor buzzed in. If the guard takes the call, they will confirm with the department for approval. Only one person or household group per department is being allowed at this time.

Standard precautions in light of the Pandemic (list names/date):

Masks are provided for the public along with staff to be worn when they are unable to practice a six foot distance. Hand sanitizing stations are available on all floors. A daytime janitor was brought on during work hours.

Cleaning strategies for the work environment – how will staff ensure that the hourly cleaning is performed? (Describe new daily routine and how it will be monitored):

A daytime janitor has been brought in during working hours to clean hourly. They are on site from 9am – 5pm and each hour they will wipe down all visitor heavy-traffic areas to include counters, door handles and any other surfaces. They are also wiping down elevator buttons along with bathroom handles, knobs and surfaces each hour.

What protocol will staff follow when encountering a member of the public in the workplace exhibiting virus spreading behaviors/signs (coughing, sneezing, visibly sweating or ill). (Describe)

Staff will ask a visitor to please leave the building if they present with virus spreading behaviors/signs.

Additional actions taken to reduce the virus spread:

Borough vehicles have been equipped with Clorox wipes for drivers to sanitize after they use.