

Mill Annual Outage Countermeasures for COVID-19

Communications

1. Pre-outage communication to employees and contractors on precautions your facility is taking and expectations of coming to work healthy.
2. Frequent communications with focus just on COVID-19 situation in local area.
3. Encourage contractors to have flu shots.
4. Educate contractor workforce that the younger workers might not be as vulnerable as older individuals, they play a big part in spreading it. The need to practice proper personal hygiene and social distancing is no different what your age.

Screen Employees/Contractor Prior to Entering the Facility Gate

1. Prior to AO, require contractor/service people to give their employees the questionnaire to prescreen before they get on-site.
2. Take contractor and employee's temperatures before entering the gate. If ≥ 100 , don't let them in.
3. Require contracting companies to supply disinfecting wipes to their employees. Treat disinfecting material just like other PPE.
4. Evaluate how contractors enter the mill and if necessary create a system to let contractors to attempt social distancing as they enter.
5. Enlist local occupational health agencies to assist in screening and monitoring.

Social Distancing

1. Stagger start times more to reduce overcrowding at entrances.
2. Conduct audits/BBS observations looking for contractors not social distancing .
3. Request contractors to determine how jobs can be done while keeping their team members ≥ 6 feet apart. Have them report out on options. May need to adjust work schedule.
4. Have multiple break/eating areas.
5. Stagger eating times and break times.
6. Add additional smoking areas with occupancy limits.
7. Space contractors out on buses, 1/seat .
8. Shift some work to nights to reduce peak manning for jobs in the same immediate area. Pay more attention to distancing contractors.
9. Have mill contractor safety meetings in smaller groups (by operating department) or by phone. Do not have a sign it sheet.
10. Try to separate mill employees and contractors. Avoid having contractors go to the control room for questions or permit signing. Stage a point person outside the control room.
11. Develop a plan on how to distribute food, food deliveries, or vending machines while social distancing.
12. Create a plan that truck delivery drivers stay in the area/truck you want them.

Disinfecting

1. Hire a team to constantly go around disinfecting common areas.
2. Add laborers to walk around and pass out anti-bacterial lotions and wipes.
3. Add disinfecting stations/portable hand wash stations around job sites, building entrances, and large confine space entrances.
4. Clean break/eating areas after each group uses it.
5. Clean buses after each trip into the mill.
6. Contact your janitorial group to see if they spray disinfectant.
7. Increase use of gloves.
8. Procure and hand out antibacterial wipes so contractors use them at hotels.
9. Ensure we have enough trash containers and adequate collection so it doesn't pile up in areas.
10. Have more port-o-lets than normal so each one gets less use and schedule cleaning more often.
11. If mills have turnstiles, have wash stations/wipes available after it.
12. Make up your own disinfectant. Have bulk containers/totes of disinfectant available for mill and contractors to use to clean their areas or tools. Purchase spray bottles and label properly.
13. Require contractors to disinfect tools and equipment that are distributed from their tool trailers
14. Raise level of housekeeping and cleaning in bathrooms and gathering areas. Double up on previous year's frequency.

Outage adjustments

1. Plan for alternative lodging if hotels shut down.
2. Consider de-scoping the outage, A jobs and B jobs, due to lack of manpower
3. PPA the AO during COVID-19.
4. Try to use more local contractors to avoid hotels and eating out.
5. Create a list of backup contractors; some contractors are backing out of our outages.
6. Minimize handling paperwork such as PJSA, EHS Packets, Confined space permits- have the FLL/EHS specialist record everyone's name on the paperwork instead of passing it around for signing.
7. Have drop boxes for turning in completed permits, SWO cards, audits rather than have someone collecting them.