

<b>Document Title:</b>	<b>Covid-19 Airbase Services Standard Operating Procedures-Daily Form</b>				
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**Location / Date:** \_\_\_\_\_

**Manager Name(s):** \_\_\_\_\_

**PS / HRC DAILY STAFF TRAINING RECORD (Manager or Assistant to Record names):**


**MANDATORY STAFF SAFETY PROCEDURES:**  
**Full-Service / Portable Retardant Bases / Service Install Crews**

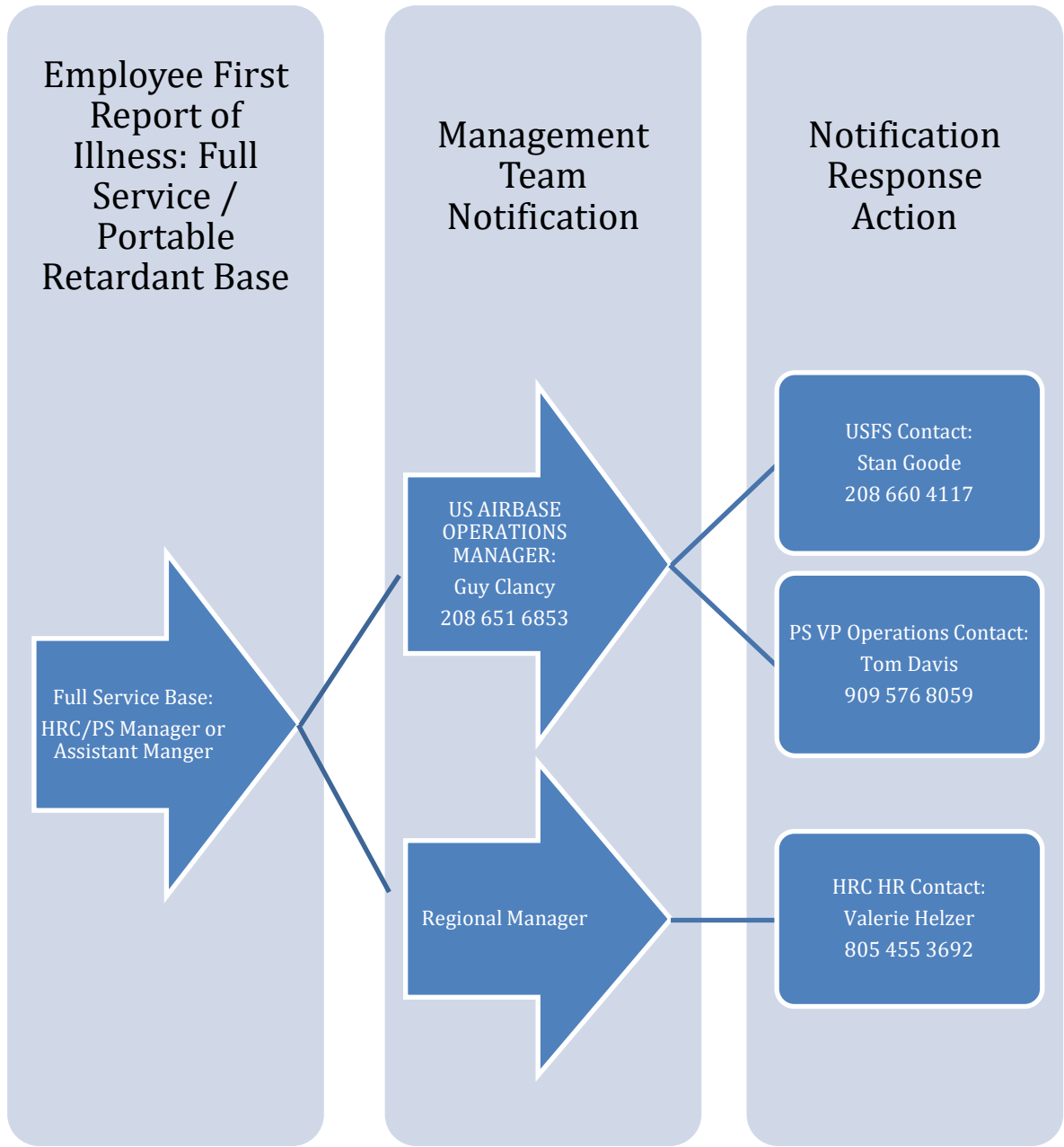
- **DO NOT COME TO WORK IF YOU ARE ILL or HAVE BEEN IN PHYSICAL CONTACT WITH SOMEONE WHO IS ILL**
- **Maintain 6’ of distance with all base personnel (\*If task or work functions require less than 6’ of proximity employee will wear appropriate provided PPE (Face Mask / Gloves / Eye Protection).**
- **Wear face mask & nitrile gloves while on duty in a safe effective manner**  
[https://www.youtube.com/watch?v=zoxpvDVo\\_NI](https://www.youtube.com/watch?v=zoxpvDVo_NI)
- **Wash hands a minimum of 20 seconds multiple times during duty (soap and water)**
- **Daily sanitize work environment prior to, during, and post-operations with approved sanitizing agent per CDC guidelines and full PPE during process**
- **Cover your coughs and sneezes with tissue and discard in lined trash can after use**
- **Review Posted CDC Guidelines daily for changes at**  
<https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

## **MANDATORY STAFF SAFETY REPORTING PROCEDURES:** **Full-Service / Portable Retardant Bases / Service Install Crews**

### **I've become sick what do I do?**

- **Contact your physician or local urgent medical care provider prior to your visit for facility specific details or 911 if your illness is an emergency**
- **If you become ill at work or after work: Report to your manager via Phone call or text message on details of who you were in contact with at work and your plan of action**
- **Stay home and self-isolate and follow CDC guidelines while you heal, including following recommended self-quarantine guidelines, until further recommendations are provided.**
- **Stay in contact with your physician**
- **Do your best to remain in contact with your manager**

## COVID-19 PS EMERGENCY RESPONSE NOTIFICATION CHAIN



## **SOP and JOB HAZARD ASSESSMENT**

**Perimeter Solutions / HRC base staff will operate on Agency full service and portable retardant base locations with the following scope of work during viral outbreak (Covid-19). The attached “Mandatory Staff Safety Procedures and Trainings,” will be reviewed with all personnel daily to update staff on any changes to CDC guidelines or additional precautions that need to be taken.**

### **AIR TANKER / PORTABLE BASE STANDBY STAFF PRECAUTIONS:**

#### **PS/HRC Base Crew (On-Site):**

Retardant crew will remain in Agency or PS designated spaces while not actively working fires or maintenance. Crew will maintain physical distance of 6’ from all staff, wear appropriate PPE for environment, and segregate from all other tanker base staff (Government / Aviation and any other base Contracted staff).

#### **Shared Use Facilities (Included but not limited to):**

Where facilities and/or equipment are shared (lavatory / offices / common space / etc.) crew will maintain those facilities and spaces in accordance with Government policies and procedures during and after use while on duty.

#### **PS Provided Facilities:**

Where office and lavatory facilities are provided by PS/HRC all described (p.1) will be adhered to for base personnel safety.

#### **Information Transfer(s):**

Communications with Government and / or contracted staff for: fire orders, daily briefings, trainings, paperwork; will be through digital or non-personal media contact, unless the information requires physical transfer, then all PPE described herein will be worn during transfer, and any post contact cleaning measures will be completed.

#### **Emergency Medical Attention:**

Individuals who suffer minor or major medical emergencies onsite will be treated within base staff level of training following guidelines (BBP/First Aid/CPR) as provided in annual and bi-annual training program. Sanitization of self and any areas that have come into contact those individuals will be completed post emergency-situation.

### **PRODUCT MIXING PRECAUTIONS :**

MVP-Fx Bins / Super-Sacs / Silos / Air-slide Trailer / LC Concentrate Bases

#### **Mixmaster:**

Will maintain 6’ of distance during fire retardant mixing process with crew unless issues arise where closer than 6’ of space is needed. If working within 6’ of any other personnel proper face mask and nitrile gloves will be required, followed by hand washing and sanitization of self and equipment/components used.

#### **Mix Crew:**

2-3 crew members at a time will mix Phos-Bins with appropriate PPE (Masks/Gloves) as indicated in Mandatory Staff Safety Procedures above.

**PRODUCT AIRCRAFT LOADING PRECAUTIONS:****Retardant Load Crew:**

1 individual loader per aircraft port, maintaining 6' of distance from other PS/HRC staff and flight crew during performance of duties utilizing appropriate PPE. (\*Where training or additional help is necessary, loading crew will wear designated PPE due to less than 6' of proximity.)

**PRODUCT RECEIVING PRECAUTIONS:****Paperwork Chain of Custody (Cost Summaries/Micromotion output):**

Proper nitrile gloves and face mask will be worn during any face to face interaction and/or exchange of paperwork. 1<sup>st</sup> & 15<sup>th</sup> Cost Summary Review Process (Signatures, Copies, deliverables): Proper nitrile gloves and face mask will be worn during any face to face interaction and/or exchange of paperwork.

**PAPERWORK BILL of LADING CHAIN OF CUSTODY PRECAUTIONS:****Freight Shipments:**

Receiving product will be scheduled directly with PS base manager on a time sensitive basis. Drivers will arrive at location don required PPD before exiting vehicle, remove any necessary tarping, strapping, and trailer specific securement devices for the removal of products then return to cab of vehicle. PS staff will off-load product in product specific designated method (LC pumping into tanks, Phos-Bins, Super Sacs, Silo, etc.) Proper nitrile gloves and face mask will be worn during any face to face interaction and/or all exchange of paperwork.

**INTERNAL & EXTERNAL PAPERWORK PRECAUTIONS:**

PPE will be worn for all document signatures



## **Use of Face Masks During COVID-19 Crisis**

Globally, many health authorities are recommending the use of face masks to help control the spread of COVID-19. This is based on the recent discovery that people may contract the COVID-19 virus and be asymptomatic for a period of 5 or 6 days. During this time, they could be contagious and be spreading the virus unknowingly.

Health authorities have stated that wearing a mask may not prevent one from catching the disease, however the mask can be effective in capturing respiratory droplets on an infected carrier before they are transferred to others or surfaces that can be touched by others. People who travel outside of their home and cannot always maintain social distancing 6' (2 meters), should wear a face covering (e.g. mask) that is effective at capturing respiratory droplets. While there are no standards for what this covering should look like or consist of, some design principles are:

- Made of material that will be effective at capturing small respiratory droplets
- Be durable enough to maintain its effectiveness over several uses (or daily if disposable)
- Be shaped to cover the nose and mouth
- Be designed such that it can be donned and doffed with minimal touching of the face

Employees should be trained in the following:

- The difference between a mask designed to protect the user's respiratory system and one designed to capture respiratory droplets
- Be advised that the droplet capturing masks should be donned and doffed with minimal touching of the face (see attached YouTube video)
- Be advised that hands should be washed with soap and water or alcohol-based sanitizer before and after using the droplet capturing mask
- Be advised the droplet capturing mask should be washed with soap and water after every daily use (unless it is disposable)
- Cloth face coverings may not prevent the wearer from getting sick but may help the spread of the virus from the wearer to others

[https://www.youtube.com/watch?v=zoxpvDVo\\_NI](https://www.youtube.com/watch?v=zoxpvDVo_NI)

