

NORTH PACIFIC SEAFOODS, INC.  
**COVID-19 RESPONSE PLAN**

*Please note that NPSI's response plan continues to evolve as new information and resources become available and this plan may be modified at any time.*

## **1. Contact Information and Locations**

### **Corporate Contact**

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### **Sitka Sound Seafoods, Sitka**

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### **Red Salmon Cannery, Naknek**

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### **Togiak Fisheries, Twin Hills**

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## **2. General Protective Measures to Protect the Public**

NPSI will operate all of our facilities in ways to provide the most protection possible to the public and local communities. The protective measures include, but are not limited to:

1. Closing our campuses and prohibiting visitors.
2. Screening our employees verbally before their flights, and in person at the Anchorage airport.
3. Instructing our employees to wear cloth face coverings when travelling and when out in public.
4. Requiring employees to wear face coverings, when social distancing is not feasible, at all of our plants for the first 14-day after their arrival.
5. Mandating that employees who live on company property in Naknek and Twin Hills never leave the property, with the exception of seeking medical care, leaving when the work ends, and / or for designated runners who complete their 14-day onsite quarantine and who follow all of the good hygiene and social distancing best practices.
6. Eliminating as many contact touch points as possible. Encouraging the public to communicate with our offices over the phone or via email.
7. Providing curbside seafood sales pickups at our Sitka plant, so customers are not coming onto our property.
8. Hiring a Licensed Nurse Practitioner to work onsite at our plants in Naknek, to reduce the burden on the Camai Community Health Center and provide point of care medical services on NPSI property.
9. Increasing our cleaning and disinfecting schedules for all high contact surfaces.

## **3. Continued Maintenance/Operation of Critical Infrastructure**

As a seafood processing company, it is NPSI's intent to process seafood products in order to maintain the global food supply. We intend to operate all plants at their capacity as raw materials become available. In certain geographical areas, where we do not have another NPSI plant close by, we have collaborated with other seafood companies to allow us to shift our production to their facility (and vice versa) if a significant outbreak necessitates the temporary closure of our processing plant. We can also shift our production between our plants and change our shift structure as necessary to accommodate a lack of personnel.

## **4. Employees Transported to Alaska by NPSI**

### **A. 14-Day Self-Quarantine Before Travelling to The Plant**

Employees will be instructed to self-quarantine for 14 days before travelling to the plant. This means they should only leave their residence for medical care. During this time, they will be asked to self-monitor for the potential symptoms of COVID-19 such as a fever greater than 100.4° F,

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cough, breathing difficulties, and/or the loss of ability to taste or smell.<sup>1</sup> Employees who develop any of these symptoms will be instructed to contact their medical provider and an NPSI representative for further instructions.

**B. Verbal Screening 48+ Hours Before the Flight**

Before being given any flight information, employees will be verbally screened to ask about symptoms of and/or contact with people who have tested positive for COVID-19.

- In the last three days (72 hours), have you experienced any COVID-19 symptoms such as:
  - a. A fever greater than 100.4° F.
  - b. A cough.
  - c. Breathing difficulties.
  - d. Loss of the ability to taste or smell.
  
- In the last 14 days have you been in contact with a person who has tested positive for COVID-19? Have you personally tested positive for COVID-19 in the last 14 days?

Anyone who has or has had COVID-19 symptoms in the last three days will be asked to stay home until they are symptom free for 72 hours without the use of fever-reducing or cough-suppressing medications and at least seven days have passed since the onset of their first symptoms.

Employees who have been in contact with people who have tested positive for COVID-19 will be asked to stay home for 14 days since their last exposure to a COVID-19 positive person, to ensure they do not develop symptoms of potential transmission.

**C. Travel Protocols**

Employees will be instructed to purchase or make a cloth face covering and wear it at the airport and on the airplane. This is due to the fact that approximately 25% of people infected with COVID-19 do not have any symptoms. Wearing a face covering helps reduce the aerosols a person breathes out, which may reduce the chance of infecting someone else.

They will also be instructed to practice good hygiene (wash or sanitize hands frequently, avoid touching their face or the outside of their face covering, covering their mouth and nose if they cough or sneeze) and social distancing (stay 6+ feet away from others whenever possible) at all times.

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<sup>1</sup> Adapted from the CDC Symptoms of Coronavirus, <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

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Employees will travel in the most direct means possible to arrive at our plants. They will be shuttled directly from the airport to the plant in a company owned or leased vehicle which will be thoroughly cleaned and disinfected on a routine basis.

**D. Medical Screening at the Anchorage Airport**

Employees will be required to report to Beacon Occupational Health & Safety Services for a medical screening before flying to the plant. The Beacon staff will ask about any possible symptoms and exposure, and they will take and record the employee's temperature. **Employees may only continue travelling to the plant if Beacon clears them to do so.** If an employee is stopped at this stage for any reason, Beacon will contact an NPSI representative to help make alternative arrangements for the employee.

**5. Local Alaska Employees Returning from Travel Outside of Alaska**

Local employees (who do not live in bunkhouses) who work at one of our plants and who return to the community after travelling outside of Alaska will be required to quarantine at their residence for 14 days. After their quarantine ends but before returning to work at the plant, they will be asked the screening questions found in Section 1.

**6. Seafood Plant Actions**

**A. Employee Daily Health Screening**

Employees will be instructed not to report to work if they meet any of the conditions in section 1. They will be screened before starting their work shift. This will include verbal questions and temperature readings. Protocols will follow Section 1.

**B. 14-Day Face Mask Rule**

All NPSI locations require employees to wear a face covering, when social distancing is not feasible, for 14 days from when the employee first arrives at the plant. This includes when they are working in close contact with others. NPSI will provide additional face coverings for employees to ensure they have a clean one to wear each day.

Wearing a face mask after an employee has been at the plant for 14 days is optional. NPSI will continue to provide them for employees. If an employee has been exposed to someone with a positive case of COVID-19 and they do not have any symptoms, they may be able to continue working as long as they again wear a face mask for 14 days.

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**C. Employee Education and Training**

Posters will be placed around the facility to educate employees on CDC recommendations for social distancing, good hygiene, and symptoms of COVID-19.

This information will be repeated in orientations, meetings and paycheck envelope stuffers.

The housekeeping crew will receive additional training specific to the increased cleaning and disinfecting protocols and schedules for high-touch contact surfaces.

The cookhouse crew will receive additional training specific to eliminating self-service, good hygiene and increased cleaning and disinfecting schedules and protocols.

For seasonal plants where employees live in bunkhouses on company property, employees will be educated about the mandates to avoid designated isolation areas and to remain on site (closed campus, no visits to town, no interactions with the local communities).

The few designated runners at our seasonal plants will receive additional education on social distancing, strategies for reducing and / or eliminating contact with individuals in the community, and good hygiene to be practiced before leaving and immediately upon return to the plant.

**D. Social Distancing: No Visitors**

Effective March 17, 2020, NPSI prohibited all visitors from our seafood processing plants, offices and warehouses until further notice. This includes, but is not limited to, vendors, customers, friends, family members and the general public.

At this time the following visitors are allowed on site:

- Fishing fleet – We have asked the fleet to conduct administrative business remotely (email, radio, phone calls, postal service) as much as possible to reduce in person contact.
- Delivery personnel who limit their time at the facility and contact with employees.
- Persons who have advance, written permission from the CEO, COO, VP of Production, or the General Manager.

However, no allowed visitor may be on NPSI property if they meet any of conditions listed in Section 1.

Signs have been posted at all plant doors to this effect.

**E. Social Distancing: Employees**

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Meal and coffee breaks have been staggered to reduce the number of employees congregating in shared spaces at one time. Employees have been encouraged to sit or stand six feet apart when it is possible to do so.

At our plants in Sitka and Kodiak, paychecks and earning statements will be mailed to employees instead of handing them out, in order to reduce in person contact.

Documents that need to be shared with third parties will be mailed, faxed, emailed, or placed in a designated box outside the plant whenever possible.

**F. Cleaning and Disinfecting High-Contact Surfaces**

Each plant will develop and follow a rigorous cleaning and disinfecting schedule for all high contact surfaces including, but not limited to:

- doorknobs and door handles
- panic / push bars on exit doors
- faucets
- toilet stall latches
- dispensers
- handrails
- countertops
- tables
- timeclocks
- plant phones
- push buttons
- coffee pot handles and buttons
- any other high-contact surfaces.

Additional staff will be assigned to the housekeeping crew to maintain this increased cleaning and disinfecting schedule.

**G. Cookhouse Protocols**

Handwashing and / or hand sanitizing is mandatory before all NPSI provided meals. Cookhouse staff will dish up food for employees. There will no longer be self-service for items such as trays, silverware, napkins, condiments or the salad bar. Cookhouse staff will receive thorough training on these changes and on ways to reduce virus transmission. Employees will be encouraged to sit in staggered patterns at tables to provide distance between each other while eating.

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## **7. Seafood Plants Where Employees Live in Bunkhouses**

### **A. Closed Campus**

Employees will be instructed to meet the NPSI representative outside of the airport building to reduce contact with others. Once the employee arrives on site, they will be instructed that visits into the local town are prohibited and that our plant is operating as a closed campus. ***See handout at the end of this document.***

### **B. Socializing with Friends and Coworkers**

Employees must remain vigilant to stay 6+ feet apart whenever possible. This includes when employees are off shift. Employees will be instructed to stagger their seating in the cookhouse and the break room. They will be told not spend time in other employees' rooms and to stagger and limit seating in rec rooms and in other shared spaces. In addition, they will be told not to share food and drinks, not share cigarettes, and not pass their cell phones back and forth.

### **C. Isolation Protocols**

If an employee has developed COVID-19 symptoms and / or if the oral thermometer confirms a temperature of 100.4° F or above, the employee will not be allowed to work or socialize with others. They will be asked to wear a cloth or surgical mask (if tolerated), housed in an isolated room (to the extent possible), instructed to stay in their room unless using the bathroom, and served meals in their room to reduce contact with other employees. They will be asked to use proper hygiene when sneezing or coughing (into a tissue or their elbow, immediately washing hands), wear a face mask whenever leaving their room, wash their hands frequently, and avoid touching their face. Fresh air will be provided to the extent possible.

No one will enter an isolated employee's room unless it is medically necessary. If someone does enter the room, they will wear a face mask and gloves and will maintain a distance of six feet from the employee as much as possible. Once they leave the room they will immediately remove their gloves and mask, thoroughly wash their hands, and then they will put on clean gloves and a clean mask before entering another isolation room.

Isolated employees must have no fever for at least 72 hours, improvement in their other symptoms AND have waited seven days since their symptoms first appeared before they integrate back into their normal plant routine.<sup>2</sup>

If the employee is over 60 years old, has underlying medical conditions<sup>3</sup>, or if their symptoms appear to be worsening substantially, then NPSI will coordinate with medical professionals to

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<sup>2</sup> <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

<sup>3</sup> For example, cardiovascular or respiratory disease, or immunosuppression.

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transport the employee somewhere with access to advanced medical treatment. These conservative measures are necessary as many of our plants are located in rural areas with limited medical resources.

Isolation rooms and bathrooms will be thoroughly cleaned and disinfected between each use. NPSI will use disinfectant products that are EPA approved for use against emerging viral pathogens.

**D. Notification Protocols**

The plant will notify the corporate office immediately if anyone exhibits symptoms of, or tests positive for, COVID-19.

NPSI will notify the local medical provider if an employee exhibits symptoms of COVID-19. Before transporting a sick employee to a local medical provider, NPSI will first call the provider for permission to bring the person in for medical treatment. NPSI will follow all recommendations of the local medical provider when treating and caring for symptomatic employees in isolation.

NPSI will also follow the local medical provider's guidance related to contact tracing to identify and notify employees and/or the general public who may have possibly been exposed to the employee while they were infectious.

**8. Attachments**

- A. Pre-Travel Verbal Screening Protocol**
- B. Airport Screening Protocol**
- C. Pre-Shift Screening Protocol**
- D. Handout – Bunkhouse Employees: Closed Campus**
- E. Fleet Safety Measures (Plant Specific)**

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**Pre-Travel Verbal Screening Protocol**

Before being given any flight information, verbally instruct the employee as follows:

Our company is screening employees verbally to ask about symptoms of and/or contact with people who have tested positive for COVID-19.

1. In the last three days (72 hours), have you experienced any COVID-19 symptoms<sup>4</sup>:
  - a. A fever greater than 100.4° F.
  - b. A cough.
  - c. Breathing difficulties.
  
2. In the last 14 days have you been in contact with a person who has tested positive for COVID-19? Have you personally tested positive for COVID-19 in the last 14 days?

<b>Employee Response</b>	<b>NPSI Response</b>
"NO" to 1 & 2	"Thank you. We will screen you again at the XXX airport and this will include a temperature check. Here is your flight information."
"YES" to 1, "NO" to 2	"Thank you. Please stay home until you are symptom free for 72 hours without the use of fever-reducing or cough-suppressing medications and at least seven days have passed since your symptoms first started. Check back with me on XXX and we can screen you again."
"NO" to 1, "YES" to 2	"Thank you. Since you have been in contact with someone who has tested positive for COVID-19 please stay home for 14 days since your last exposure to a COVID-19 positive person, to ensure you do not develop symptoms of potential transmission. Check back with me on XXX and we can screen you again."
"YES" to both 1 & 2	"Thank you. Please stay home until you are symptom free for 72 hours without the use of fever-reducing or cough-suppressing medications and at least seven days have passed since your symptoms first started. Check back with me on XXX and we can screen you again."

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<sup>4</sup> Guidelines provided in the World Health Organization "Management of ill travelers at points of entry – international airports, ports and ground crossings – in the context of the COVID-19 outbreak; Interim guidance, 16 February 2020"

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**Airport Screening Protocol**

- All employees will be screened prior to their flight.
- Select an area of the airport to do the screenings where the employees can assemble while waiting and still maintain six feet of physical separation between each other.
- The person conducting the screening shall have the option of wearing a mask during the screenings. A surgical-type mask is preferred. If an N95-type mask is worn the employee must be given a copy of Appendix D of 29 CFR 134. Latex gloves (or other impervious gloves) should be worn.
- Ask the employee if, in the past three days (72 hours) they have had:
  - A fever greater than 100.4° F.
  - A cough.
  - Breathing difficulties.
  - Loss of the ability to taste or smell.
  - Contact with someone who has tested positive for COVID-19 (including themselves).
- If the employee answers “NO” to the screening questions, take their temperature. If they answer “YES” to any of the screening questions, they MUST be sent home or to the designated hotel and provided further instructions.
- Take each employee’s temperature using the noncontact forehead thermometer following the instructions supplied with the instrument.
  - Everyone with a temperature less than 99.4°F may continue to their flight without any additional screening. (99.4°F takes into account the potential variability in the readings.)
  - Any employee with a temperature of 99.4 °F or higher (using the forehead thermometer) will require a confirmation test using an oral thermometer. Follow the instructions supplied with the thermometer.
  - If the confirmation test is less than 100.4°F the employee may continue to their flight.
  - If the confirmation test shows a temperature of 100.4°F or higher the employee MUST be sent home or to the designated hotel and provided further instructions.
  - After using an oral thermometer, the person conducting the screening should remove their gloves, wash or sanitize their hands, and don a clean pair of gloves.
- Keep records of the employee’s answers and temperatures, the date, time and the name of the person conducting the screening.

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**Pre-Shift Screening Protocol**

- All employees will be screened prior to the start of their shift.
- Select an area of the plant to do the screenings where the employees can assemble while waiting and still maintain six feet of physical separation between each other.
- The person conducting the screening shall have the option of wearing a mask during the screenings. A surgical-type mask is preferred. If an N95-type mask is worn the employee must be given a copy of Appendix D of 29 CFR 134. Latex gloves (or other impervious gloves) should be worn.
- Ask the employee if, since their last screening, they have had:
  - A fever greater than 100.4° F.
  - A cough.
  - Breathing difficulties.
  - Loss of the ability to taste or smell.
  - Contact with someone who has tested positive for COVID-19 (including themselves).
- If the employee answers “NO” to the screening questions, take their temperature. If they answer “YES” to any of the screening questions, they MUST be sent home or to the designated bunkhouse isolation room and provided further instructions.
- Take each employee’s temperature using the noncontact forehead thermometer following the instructions supplied with the instrument).
  - Everyone with a temperature less than 99.4°F may go to work without any additional screening. (99.4 °F takes into account the potential variability in the readings.)
  - Any employee with a temperature of 99.4 °F or higher (using the forehead thermometer) will require a confirmation test using an oral thermometer. Follow the instructions supplied with the thermometer.
  - If the confirmation test is less than 100.4°F the employee may go to work.
  - If the confirmation test shows a temperature of 100.4°F or higher the employee MUST be sent home or to the designated bunkhouse isolation room and provided further instructions.
  - After using an oral thermometer, the person conducting the screening should remove their gloves, wash or sanitize their hands, and don a clean pair of gloves.
- Keep records of the employee’s answers and temperatures, the date, time and the name of the person conducting the screening.

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## Bunkhouse Employees: Closed Campus

To reduce the potential spread of the COVID-19 virus, NPSI employees who live in company provided bunkhouses are subject to a CLOSED CAMPUS until further notice. This means that employees are not allowed to go into the local communities or have visitors. Employees may only go into town under the following conditions:

- **APS (Kodiak) Bunkhouse:** Employees must stay on company property for 14 days once they arrive at the plant. This is a State of Alaska mandate. Employees may not leave plant property for any reason but they are allowed to work during this period. Office staff will provide grocery delivery as needed. After the employee's 14-day quarantine period has ended, and as long as the employee has not developed any COVID-19 symptoms, they may leave plant property only for essential services as defined by the State of Alaska.
- **Sitka Bunkhouse:** Employees must stay on company property for 14 days once they arrive at the plant. This is a State of Alaska mandate. Employees may work during this time but they may only leave plant property to walk directly to or from the bunkhouse. Office staff will provide grocery delivery as needed. After the employee's 14-day quarantine period has ended, and as long as the employee has not developed any COVID-19 symptoms, they may leave plant property only for essential services as defined by the State of Alaska.
- **Red Salmon Cannery (Naknek) Bunkhouse:** No exceptions. Employees must remain on plant property at all times.
- **Pederson Point (Naknek) Bunkhouse:** No exceptions. Employees must remain on plant property at all times.
- **Togiak Fisheries (Twin Hills) Bunkhouse:** No exceptions. Employees must remain on plant property at all times.