

R. COVID-19 RESPONSE

INTRODUCTION

GLPC performs essential functions and services that may be adversely affected in the event of the coronavirus (COVID-19). Therefore, GLPC will have a response plan to assist in the continuance of their essential functions. Continuing to perform essential functions and provide essential services is vital to GLPC's ability to remain a viable entity during times of increased threats from all hazards, manmade or natural. Since the threat to an organization's continuity of operations is great during a pandemic outbreak; it is important for the organization to have a COVID-19 response plan in place to ensure it can carry out its essential functions and services. While organizations may be forced to suspend some operations due to the severity of a pandemic outbreak, an effective response plan can assist an organization in its efforts to remain operational, as well as strengthen the ability to resume operations.

COVID-19 is a type of virus that causes diseases of varying severities, ranging from the common cold to more serious respiratory disease. A novel (new) coronavirus is a new strain of coronavirus that hasn't been identified before in humans.

PURPOSE

This response plan is based on what is currently known about COVID-19. GLPC will update this guidance based on The Centers for Disease Control and Prevention (CDC), Governor's Executive Orders, Lafourche Parish President Executive Orders and additional information as it becomes available.

This plan stresses that essential functions can be maintained during a pandemic outbreak through mitigation strategies such as social distancing, increased hygiene, and similar approaches. COVID-19 may require a continuity response such as partial or full relocation of the organization's essential functions.

EDUCATION OF EMPLOYEES

Educate GLPC employees about the virus, such as symptoms and how to protect yourself:

Symptoms can include:

- Fever or Chills
- Cough
- Difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- Loss of taste or smell
- Sore throat

- Congestion or runny nose
- Nausea or vomiting

How to protect yourself and others:

- Remaining at home when ill
- Social distance (6ft apart from people not from your household)
- Wear a mask when in public places
- Washing hands with soap and water frequently
- Clean workstations regular

How is Covid-19 Spread:

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouth or noses of people who are nearby or possibly be inhaled into the lungs
- Touching objects or surfaces with the virus on it, then touching your mouth, nose, or eyes before washing your hands, but this is not thought to be the primary way the virus spreads.
- Covid-19 is new, and we are learning more each day about transmission patterns and incubation periods. As information becomes available, we will keep you informed.

PROTECTIVE PROCEDURES

- GLPC will monitor employees for symptoms.
- GLPC employees who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath, fever, loss of taste/smell), regardless of whether they're at work, shall notify their supervisor and the Homeland Security Specialist. These employees will be separated from other employees and may be sent home immediately. All employees should cover their nose and mouth with a tissue when coughing or sneezing (or an elbow or shoulder if no tissue is available).
- GLPC will deploy a Non-Contact Thermometer to monitor temperatures at the Administration, FBO & Operations buildings. If readings display 99.5 degrees or higher employee will be sent home and it is recommended that they see their doctor for further advice.
- GLPC employees will be provided with sanitation supplies to keep their work area sanitized.
- GLPC may follow State and Local guidance involving the severity of the virus impact on the community.
- GLPC may cancel all In-State and Out-of-State traveling and training unless deemed necessary by the Executive Director.
- GLPC will close all offices to the general public if deemed necessary by the Executive Director. Those public members needing to meet with GLPC staff will

- be by appointment only and will be subject to proper screening.
- If it is determined that an employee has been in close contact with a confirmed or probable COVID-19 patient within 6 feet for 15 minutes or longer in a 24-hour period, the employee's supervisor and the Homeland Security Specialist shall be notified, and the Executive Director may require the employee to quarantine in accordance with CDC guidelines. The employee may be allowed to return to work upon completion of quarantine, if required, in accordance with CDC guidelines. If the employee or family member shows symptoms, it is recommended that they contact their Doctor and be tested for COVID-19.
 - In the event that employees are sent home in order for buildings to be properly sanitized, this situation would not be considered office closure. Employees should work from home and will be paid at normal rates.
 - If an employee subject to an imposed quarantine cannot work remotely while in quarantine or socially distance while at work, they will be placed on special leave with pay. Each employee shall be allocated five (5) workdays of special leave with pay per quarter. Any employee who is subject to an imposed quarantine but has exhausted their allocated five (5) workdays of special leave for the quarter may take either sick leave or annual leave during said quarantine.

PROCEDURES FOR EMPLOYEE ILLNESS

- Any employee showing symptoms consistent with COVID-19 may be required by the Executive Director to quarantine in accordance with CDC guidelines. If the employee does not get tested for COVID-19, they will be required to record time as sick leave. The employee may be allowed to return to work upon completion of quarantine, if required, in accordance with CDC guidelines.
- If the employee tests negative for COVID-19 but is still sick, they may use sick leave. They may return to work once they are no longer experiencing symptoms and/or at the Executive Director's discretion.
- An employee who tests positive for COVID-19 must use sick leave for the isolation period recommended by CDC guidelines and may be allowed to return to work upon completion of the isolation period.
- Refer to CDC guidelines for any updated changes. If changes have been made and are not covered by this policy, GLPC can opt to follow those changes.