

**Pasadena Citizens' Advisory Council**  
**COVID-19 Preparation and Response in PCAC Plants**  
**3-26-2020**

We asked plants to comment on their COVID-19 (coronavirus) preparations and response. This is a summary of replies PCAC facilities, compiled 3/26/2020. The situation changes quickly, and plants are changing protocols to respond. **In some cases, answers may have been current at the time of submission but have changed by the time you read this.**

East Harris County Manufacturers Association (EHCMA) is also closely monitoring information from their member companies, the CDC (Centers for Disease Control) as well as federal, state and local officials in response to the COVID-19 ("coronavirus") outbreak. EHCMA has created a public web page designed to provide information and updates to partners and to the community at large and is updating the site frequently. For example, it includes a letter from Harris County Industrial Liaison David Wade indicating that local industry is an essential industry, and those assigned to come to work may do so. For more information, please visit: <https://www.ehcma.org/covid-19-updates-and-information-2/>

### **Social Distancing**

- Employees have been trained on social distancing and work practices have been adjusted.
- Zero Contact Protocol instituted for employees onsite
- "No-contact" shift turnover is being conducted
- Dedicated lunch/break times have been staggered to prevent mass gatherings in one place at one time as well as placing restrictions on employees utilizing smoking areas outside of our plant.
- Control room area is locked down to operations personnel only
- Access to the control room is limited to Operators, Shift Leaders and Instrument Technicians as necessary
- Isolating Operations crew from any other workers.
- Truck drivers remaining in their cabs while at the site
- Employees at the headquarters offices and at numerous other locations around the world have, where possible, implemented a split-shift schedule. Most employees will work remotely. The two shifts are directed to not make physical contact with each other.
- An alternate work schedule is in effect with only essential personnel at the plant. To minimize interactions, non-essential and those with capacity to work from home have been asked to do so.
- Employees have gone to a modified work schedule to limit exposure. Shift workers have gone to a 7 on 7 off schedule. Straight day workers (M-F) have been split into two teams, with one working from home while the other is at the site.
- In other efforts to minimize interactions, the plant has placed a drop box outside the administration building for package drop-off and a sign-in board at the control room has been moved to the outside (vestibule) area.
- An isolated location has been made for contractor sign in and permit requests. Signage has been posted, along with a radio to notify the control room.
- The site has a morning Webex meeting for all offsite employees and essential leadership still on site.
- Meetings are being conducted via videoconferencing
- Critical meetings that generally have more than ten attendees are being conducted through web-based hosting service (remotely), while other meetings have been cancelled or staggered to prevent a large gathering.

- Contract projects have been moved to remote locations to further reduce the amount of people on site.
- Non-essential personnel are working remotely
- Travel should be limited to one person per vehicle

### **Travel**

- Within the organization travel has been suspended.
- All off site meetings have been cancelled until further notice.
- International and domestic air travel for US based employees is suspended until further notice unless it is deemed “Business Critical.”
- International travel is banned while domestic travel must be approved from a high level and need be business critical

### **Personnel and/or Visitors**

- We ask that our employees stay home when they are feeling sick and avoid others who are sick or showing symptoms such as respiratory (shortness of breath & dry cough) along with a high fever.
- Employees who have travelled will follow the “return to work process”
- Employees who have been ill will follow the “return to work process”
- It has been asked that all employees postpone any non-critical or non-essential visitors.
- Visits are by appointment only and they must be essential.
- Limiting off-site contractors to critical maintenance work only
- Employees will not be able to visit other company facilities unless the visit is approved by the plant manager or equivalent at an administrative or research facility.
- Temperatures of all personnel on-site taken twice per day
- Daily monitoring of temperature of on-site employees and resident contractors
- Temperature monitoring of all contractors entering the facility at the Main Gate
- We have implemented on-site temperature screening of plant entrants prior to their entry to the plant.
- Began a screening/questionnaire process which includes a temperature scan for any person coming on site
- Any visitor that enters the plant is required to fill out a questionnaire that will allow their host to determine if they are an exposure risk and make a determination whether or not to bring on site.
- Additional screening for the COVID-19 virus of all contractors and employees entering the terminal.
- There are procedural changes in place for working with personnel on ships that arrive at the terminal. Working closely with the USCG.
- Before entering site, all individuals must answer a screening questionnaire prior to entering site and those Individuals who do not pass questionnaire cannot enter site for 14 days

### **Hygiene and Disinfection**

- We use the web site [www.cdc.gov](http://www.cdc.gov) as a source for reliable information for disease control and prevention.
- We are reminding our employees to take care of hygiene and clean up after themselves: wash your hands frequently, cover your mouth when sneezing or coughing, clean and disinfect frequently used surfaces.
- We are increasing sanitization measures and frequency at all locations.
- Workspace sanitization
- Our custodial team have doubled their efforts in cleaning/disinfecting common areas. We are providing alcohol-based hand sanitizers in all common areas for employee and contractor use.

- Increased PPE (gloves, face shields, goggles, etc) if any maintenance work requires two or more technicians to work in close proximity

**Planning/Business Continuity**

- Maintenance crews working on only safety and preventative maintenance needed to keep the plant operational
- Single point of contact for each North America site designated as Health Resource Officer to maintain consistent communication structure and implementation of any health crisis mitigation
- Continual adaptation of procedures as new information develops or COVID-19 situation changes
- Business continuity plans in place and activated
- Contingency plan is in place