



COVID-19 Mitigation Plan

Alaska SeaLife Center

v2.5

October 30, 2020

Section 1. Staff Health

- a. This section applies to all staff, including volunteers, interns, WTC gift shop staff, and contractors.
- b. Staff must enter the Alaska SeaLife Center (ASLC) only by the door nearest to the security office and must use their own fob each time they enter. Staff may use all available exits.
- c. Upon the start of a work shift, all staff must confirm that they are not experiencing symptoms and must complete the Daily Screening Log. Instructions for check-in have been clearly communicated to staff by email and video training.
- d. If a staff member has marked “no” to all questions on the Daily Screening Log, they may proceed with their scheduled work shift.
- e. Symptomatic or ill staff must not report to work. If any questions are marked “yes,” the employee must go home, notify their supervisor immediately and follow the guidelines in Appendix A. No employee displaying symptoms of COVID-19 will provide services to customers. No person may report to work until at least 24 hours have passed since the last fever without the use of fever-reducing medications.
- f. If a staff member is at the ASLC and starts to feel sick or experience symptoms, they are to go home immediately and contact their supervisor once at home.
- g. Daily Screening Logs will be submitted to the Chief Operating Officer daily for review and record retention.
- h. Should employees feel uncomfortable working due to underlying health conditions, or other risk factors, they are encouraged to notify their supervisor or Human Resources as soon as possible. The Alaska SeaLife Center will work with high-risk employees to make reasonable accommodations.
- i. Health and hygiene reminders will be posted throughout the property reminding staff of the appropriate way to wear, handle and dispose of masks, use gloves (in positions deemed appropriate by medical experts), wash hands, contain a sneeze and to avoid touching their faces and other surfaces.
- j. Staff must practice distancing by staying at least six feet away from other individuals not in their household while at the ASLC.
- k. During public hours, staff should avoid being in visitor areas unless required for their job and must follow the one-way route through visitor areas shown in Appendix B.
- l. Staff will be required to use restrooms in the behind the scenes and office areas and will not be allowed to use public restrooms.

Section 2. Visitor Admissions

- a. While online transactions are encouraged, in-person transactions are accepted.
- b. Admissions tickets will be sold for specific entrance times to ensure that visitor attendance does not exceed safe limits. Guests with pre-purchased tickets will be checked in at the ticketing counter and given information on how to tour the building following one-way markers. Guests without pre-purchased tickets will be allowed to purchase tickets at the ticketing counter. If there is capacity in the building at the time of purchase, they will tour the ASLC at that time. If there are not available tickets for the current entrance time, guests would purchase tickets for a future entrance time and would then leave the building and return at their ticket time.
- c. Members will be able to reserve free tickets online. Members with reservations will be checked in at the ticketing counter and given information on how to tour the building following one-way marker. Members will be able to secure free tickets for timed entrance periods in-person with ID, subject to availability. If there is capacity in the building at the time of check-in, they will tour the ASLC at that time. If there are not available tickets for the current entrance time, members would

secure free tickets for a future entrance time and would then leave the building and return at their ticket time. Memberships can be sold and renewed in-person.

- d. Guests who are eligible for complimentary admission will be unable to secure tickets online. They will have the option to secure tickets by phone or email in advance or at the ticketing counter. Guests receiving complimentary admission would show proof of eligibility to a staff member at the door. They would then check-in at the ticketing and gain entrance as space is available. They would place any complimentary tickets in a tray that would then be deposited into a designated drawer by the cashier.
- e. Staff wishing to visit the public areas of the ASLC with family members will need to reserve a date and time by sending an email to Shannon Wolf.
- f. During in-person transactions, guests will plug their own credit cards into the chip reader. Guests will be handed their credit card receipts. Posted signs will advise guests feeling ill with a fever, cough, shortness of breath or other symptoms of COVID-19 not to enter the ASLC
- g. Sneeze guards are placed in front of the ticketing stations.

Section 3. Public Safety

- a. Visitors will be advised to practice distancing by standing at least six feet away from other individuals not traveling with them while standing in lines or moving around the ASLC.
- b. “One way” signs and six-foot separation floor markers will be placed at the entrance, in the lobby, and in public galleries to encourage one-way traffic and social distancing.
- c. Entering guests will have access to the public restrooms on the second floor and exiting guests and gift store customers will be permitted to use the first-floor public restrooms.
- d. All customers over the age of four are always required to wear face masks in the ASLC. Exempt from this requirement are those having trouble breathing or who are unconscious, incapacitated or otherwise unable to remove the mask without assistance. Staff members will be trained on how to approach and communicate the mask requirement to visitors who may enter the ASLC with a mask on and then take it off.
- e. Hand sanitizer will be provided at the entrance of the ASLC, at the top of the escalator, in Rocky Coast, and in Underwater Viewing. Social distancing signs will be placed by all hand sanitizing stations to discourage use by more than one person or one family at a time.
- f. Exhibits containing water features with acrylic and glass viewing areas will have signage to discourage touching the acrylic and glass and reminding guests of safe practices.
- g. The play-structure portion of the boat will remain closed to protect guests from close contact. The Rotating Research exhibit room, Octopus Grotto, and Seabird Aviary will have limited access and include clear guidance signage for entry.
- h. The Haul-Out Café will remain closed.
- i. Water fountains will be closed; water bottle filling stations will remain available as they are touch-free.
- j. Public restroom doors to remain open to avoid contact.
- k. Limited tables, chairs, and benches will be available in the public portions of the galleries to discourage visitors gathering in these areas

Section 4. Workplace Protective Measures

- a. This section applies to all staff, including volunteers, interns, WTC gift shop staff, and contractors.
- b. All staff must receive a copy of this mitigation plan.
- c. Staff are always required to wear face coverings or masks when working at the ASLC, with

three limited exceptions:

- by themselves in an enclosed space with all doors closed -OR- any open doors obviously blocked so someone does not enter,
 - outdoors and maintaining a separation of ten feet to all other people, or
 - in a situation where a mask would create a safety hazard.
- d. Some Alaska SeaLife Center staff who can work remotely, and their job functions allow, may continue to do so **with advanced supervisor approval**. This would include individuals with, for example, personal high-risk factors to COVID-19.
- e. Many staff meetings will be conducted via email, phone, or online platform such as Zoom. If an in-person staff meeting is required, it will be conducted in appropriate areas where social distancing of at least six feet is possible (e.g., Bear Mountain Conference Room, the lobby, outside on the plaza). If the group will be more than 20 people or exceed the stated room or area limits, obtain permission from and coordinate the meeting with the COO or the HR Manager. **Masks must always be worn during these in-person meetings.**
- f. Training of staff will be conducted one on one with a supervisor or peer and both parties shall maintain a six-foot distance or conducted via our online training system, Google Hangouts, or Zoom.
- g. Elevator capacity is one staff member. The only exception is the mammal curatorial elevator, with a capacity of four if those staff maintain six feet of safe distance, wear a face mask, and **refrain from talking**.
- h. Vehicle capacity is one staff member. The only exception is for staff who are part of the same household.
- i. These staff areas have limited capacities that must always be observed (unless required otherwise for veterinary procedure):
- Staff break room (near security) (2)
 - Admin kitchen (1)
 - Executive kitchen (1)
 - Café kitchen (2)
 - Veterinary clinic (2)
 - Rehab office (2)
 - Rehab kitchen (1)
 - Staff bathrooms (1) (sign posted)
 - Dive locker (4)
 - Behind ticketing counter (4)
 - Research theater (12)
 - Bear Mountain Conference Room (12)
 - Discovery Classroom (4 with chairs and deployed tables or up to 8 with folded tables using chairs only)
 - Dunham Conference Room (6) (3 seated on the north side of the table and 3 seated against the south windows)
 - Central Lab (4 in the main lab plus 1 in each office)
 - Other full-sized laboratories (1 per bay)
 - Shannon/Deanna office #250 (3)
 - All Offices in the Center are limited to one occupant except for those listed here:
 - Education area (4)
 - Chiswell area (2)
 - Mammal office (2)
 - Avian and Aquarium Offices (3)
 - Donna/Caryn's office #205 (2)
 - CEO office (2)

- COO Office (2)
 - HR Senior Manager (2)
 - Grants and Contracts Office (2)
 - Operations Office (008) (2)
 - Operations Office (009) (2)
- j. Employees are required to wash hands with soap and water frequently for at least twenty seconds total. When soap and water are not available, employees may use hand sanitizer containing at least 60% alcohol.
 - k. Employees must cover their mouth and nose with a tissue when they cough or sneeze or they may use the inside of their elbow. Used tissues must be thrown in the trash, and hands must be immediately washed with soap and water per the above hand- washing standards.
 - l. Employees are urged to avoid touching eyes, mouth, or nose with unwashed hands.
 - m. Employees must not share phones, computers, radios, or other electronics unless necessary. Those who share computers or phones must sanitize phones, keyboards, computer mice etc. before and after use with Clorox wipes or with a prepared disinfectant solution and paper towels.

Section 5. Cleaning and Sanitizing Protocols

- a. All sanitation will be carried out using an approved COVID-19 disinfectant per the CDC disinfectant list.
- b. The ASLC is working with vendors, distribution partners and suppliers to ensure an uninterrupted supply of cleaning products and necessary PPE.
- c. Sanitation stations will be provided in multiple areas of the building, divided into zones, to ensure cleaning and sanitizing supplies are available for touchpoints. The frequency of cleaning and sanitizing will depend upon guest volume and staff use. Check with your supervisor for guidance.
- d. During Center open times, all touchpoints in public areas, including but not limited to, admissions partition, admissions counter, metal stair railings, identified exhibit touch points, hand washing stations, hand sanitizer stations and bottles, light switches, elevator buttons, restroom door handles, restroom faucets and toilet handles will be sanitized and disinfected by a designated and pre-assigned staff member as necessary based on guest volume. Check with your supervisor for frequency.
- e. Daily, CDC-recommended cleaning and disinfecting procedures will be conducted in all restrooms, high-touch points, tables, chairs, benches, and railings.

Section 6. Volunteers

- a. Volunteers must comply with all requirements of staff listed in this mitigation plan.
- b. Volunteers may be onsite in staff areas only when scheduled for a shift.
- c. Any volunteers not able to be responsible for their own personal safety and the safety of other staff and visitors must always be accompanied by a designated helper. The designated helper must be a trained assistant and be able to personally follow and enable the volunteer in their charge to adhere to all the rules in this COVID-19 mitigation plan.
- d. Volunteers can only be scheduled for shifts after a needs and risk assessment and approval by the Chief Operating Officer.
- e. Volunteers reporting for a pre-approved duty must either be met by a designated staff member at the entrance or report to Security to be connected to this designated staff member for their first two shifts. This process will provide for orientation to the COVID-19

- processes. Subsequently the volunteer can start their shift without an escort.
- f. Volunteers wishing to visit the public areas of the ASLC outside of their scheduled volunteer shifts will need to reserve a date and time by sending an email to Shannon Wolf.

Section 7. Workplace Visitors

- a. Workplace visitors must follow the same procedures as staff upon arrival, including entry near security and health screening.
- b. Security will radio the department for an escort for the visitor.
- c. Workplace visitors must follow staff safety protocols in most cases, including but not limited to wearing masks, maintaining six-foot social distancing, and room capacity limits. Workplace visitors are not required to receive a copy of this mitigation plan unless requested.

Section 8. Discovery Gift Shop

- a. The Discovery Gift Shop is operated by Wildlife Trading Company (WTC). WTC has developed their own mitigation plan specific to the State of Alaska advisories for Retail stores.
- b. The Alaska SeaLife Center may put additional requirements on WTC regarding store operations.
- c. It may not always be possible for customers to visit the gift shop without an admission ticket. Ticketing staff will use their judgment on allowing gift shop access based on activity levels.

Section 9. Out-of-State Travel

- a. Staff and workplace visitors (including volunteers, interns, WTC gift shop staff, contractors, and other professional visitors) returning to Alaska from another state or country must follow State of Alaska Health Mandate 10.
- b. Strict social distancing guidelines for staff are defined in Appendix B.
- c. Staff and workplace visitors not complying with Health Mandate 10 are not permitted to enter the ASLC for fourteen days after return to Alaska.
- d. Employees not complying with Health Mandate 10 may be required to take paid or unpaid leave.
- e. Staff who are in close contact with someone who has recently returned from out-of-state travel are under the same strict social distancing and/or quarantine restrictions as the out-of-state traveler. Close contact includes, but is not limited to, sharing a household and driving in the same car between Anchorage and Seward.

APPENDIX A

COVID-19 Policies and Procedures for Alaska SeaLife Center Employees

To ensure the Alaska SeaLife Center follows the U.S. Centers for Disease Control (CDC) recommendations with respect to the COVID-19 outbreak, we have established the following internal policies and procedures:

- Given concerns about COVID-19, staff must stay at home if they are feeling ill, to avoid placing their coworkers at risk. The employee should also seek medical advice to determine whether testing for COVID-19 is required.
- Staff experiencing symptoms that could potentially be associated with COVID-19 are directed to disclose this to their immediate supervisor and, if on the premises, go home immediately and start a 14-day self-quarantine. The employee should also seek medical advice and advise their immediate supervisor of the diagnosis upon testing. If you are tested for COVID-19, you should notify your immediate supervisor of the diagnosis.
- If you have been potentially exposed to COVID-19 you must immediately contact your supervisor and advise him/her of the potential exposure and stay home. Your supervisor will then notify the Human Resources Senior Manager and the Chief Operating Officer of the potential exposure. If you are fairly certain you have been exposed to the virus or to someone who is waiting for test results you will be asked to quarantine at home until the situation is resolved, which could require a 14-day quarantine. You should also seek medical advice and advise your immediate supervisor of the diagnosis if you are tested. Before returning to work, you must obtain written clearance to do so from the ASLC's Human Resources Senior Manager and/or the Chief Operating Officer.
- Exposure is generally considered being in close contact. Close contact includes:
 - Being within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset (or, for asymptomatic clients, 2 days prior to positive specimen collection) until the time the patient is isolated.
 - Being in direct contact with secretions from a sick person with COVID-19 (e.g., being coughed on, kissing, sharing utensils, etc.)
 - Letting someone take up residency in your home who is unable to self-quarantine in your home. In other words, you cannot always provide separate living quarters or enough living space to provide room for strict social distancing to ensure no cross contamination.
- Upon the notification by an employee to their supervisor of COVID-19 exposure or potential exposure, it will be the responsibility of the supervisor to immediately notify the Human Resource Senior Manager, and the COO, along with the respective department director.

APPENDIX B

Strict Social Distancing Protocols for Alaska SeaLife Center Staff

Current Alaska State Health Mandate 10 requires “strict social distancing” as part of return from out-of-state travel protocols. The Alaska SeaLife Center Mitigation Plan requires staff to abide by this mandate, and also to maintain strict social distancing if in close contact with a person mandated to maintain strict social distancing.

Employees within their first 60 days of employment, volunteers, and interns cannot report to work in person during strict social distancing.

Employees beyond their first 60 days of employment can report to work during strict social distancing if they firmly adhere to all requirements of the ASLC Mitigation Plan plus all of the following additional requirements:

- The employee’s supervisor and the HR Manager are aware of the strict social distancing requirement.
- The employee can perform their assigned job duties while adhering to strict social distancing.
- The employee does not interact with any public visitors and is not to be on the exhibits floor during visitor hours.
- The employee cannot occupy an office, laboratory, conference room, or other workspace with any other staff members present.
- If working in a single-person office, no other staff member may enter the office at any time during the strict social distancing period unless all touch points have been properly disinfected.
- If working in a multi-person office, disinfection of all common touch points including properly disinfecting computer keyboards, mice, radios, door handles, and office telephones must be done after each use of shared or potentially shared equipment in that office. Please contact Custodial for any additional disinfectant supplies you might need.
- The employee must follow the Alaska SeaLife Center’s requirement for pre-shift health screening daily and stay away from or leave the ASLC and immediately notify their supervisor if any symptoms consistent with COVID-19 are noted.
- If a traveler chooses the 14-day quarantine option or is not following state mandates on return from travel, any staff member in contact with that traveler cannot come into the ASLC for 14 days.

APPENDIX C Visitor Route Maps

