



Pandemic Emergency Management Plan

1. Introduction

The South Carolina State Ports Authority (“SCPA”), as part of its business continuity planning, has implemented a Pandemic Management plan. While the various business entities that comprise the Port of Charleston work independently, the effects on the various organizations in the event of an uncontrolled pandemic outbreak would be devastating. So in the event an employee, whether a SCPA employee or an employee of a Terminal User, should test positive for an infectious disease such as Covid-19 this plan will identify the steps to be taken to notify others that may have been in close contact with that person.

2. Employer Responsibilities

Employers have a duty to maintain a safe work environment and to safeguard the health of their employees while they are at work. The SCPA is responsible for the health and safety of SCPA employees, and each Terminal User has that responsibility for their employees. However, because of the integral nature each Terminal User plays in the effective operation of the Port of Charleston it is to everyone’s benefit that all employers share timely and accurate information with each other.

The Manager, Safety and MTSA Compliance is designated as the SCPA’s Pandemic Manager and will work with all departments and Terminal Users in identifying persons who may have been in close contact with a person who reports testing positive for an infectious disease. It is required that all SCPA departments offer as much assistance as possible to the Pandemic Manager and provide all necessary information to enable the continued operations of the Ports Authority. The SCPA will also provide as much information as possible to all Terminal Users so they too can protect their employees.

The US Centers for Disease Control (CDC) requires that an employer must notify co-workers when they have been in “close contact” with an infected worker prior to that worker being isolated. “Close contact” is defined as being within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period (such as three 5-minute exposures for a total of 15 minutes over the course of a day) in the 48 hours before illness onset or, for asymptomatic patients, the 48 hours prior to a positive test specimen collection. Cloth face coverings, while highly encouraged and required in some SCPA areas, are not PPE so the use of cloth face coverings is **not** a factor in determining close contact. **The name of an infected employee must always be kept confidential**, and co-workers should only be told they have been possibly exposed to an infectious disease but not by whom.

3. Employee Responsibilities

All employees need to consider how best to decrease the spread of an infectious disease and lower the impact in our workplace. This may include activities in one or more of the following areas:

A. Reduce Transmission Among Employees

- **If an employee notices the onset of symptoms at work (i.e. fever, cough, or shortness of breath) they should immediately notify their team leader and leave the workplace to eliminate additional exposure. The employee should then complete a virtual visit with their Provider of choice (such as MUSC telehealth) to determine if testing is indicated and what follow up care is needed.**
- Employees who notice symptoms at home should notify their team leader and stay home.
- Sick employees should follow CDC-recommended steps. Employees should not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers, DHEC recommendations, and team leader approval.
- Employees who are well but who have a sick family member at home with an infectious disease should notify their team leader and follow CDC recommended precautions.
- Employees should be vigilant in wearing cloth face coverings when in public spaces to reduce the chance of spreading or contracting the virus.
- Employees should maintain the recommended 6ft social distancing separation in breakrooms, at meetings and where possible while performing job tasks, even while wearing a face covering.
- Employees should follow the CDC recommended guidance on handwashing, avoiding touching their face and covering a cough or sneeze.

B. Maintain Healthy Business Operations

- Team leaders should be mindful of employees' desires to care for sick loved ones or for children at home while balancing the workplace needs. As vessel / workloads vary, team leaders should adjust schedules to accommodate family sick leave requests where possible.
- All employees should monitor vendors as they work or make deliveries on terminal. Team leaders should be notified when an employee suspects a vendor may be exhibiting signs of illness. Team leaders should notify the SCPA Pandemic Manager who will speak with the vendor's management about those concerns.
- Team leaders must be prepared with alternative staffing plans if employee absenteeism spikes due to illness on a particular shift.

C. Maintain a Healthy Work Environment

- Operators and individual machines have been provided with cleaning wipes and disinfectants. Team leaders must stress their use at the beginning and end of each shift, including on touch points inside vehicles.
- Janitorial contract administrator must constantly monitor the contracted janitorial staff to ensure they consistently maintain high standards and that they are ordering supplies with ample lead time in case of shortages or shipping delays.

- Employees should be discouraged from using other employees' workstations, phones, tools or personal equipment and be encouraged to wipe them down if it is necessary to do so.
- Employees should wear cloth face coverings when they are away from their desks, in employee break rooms or when working in close proximity to another person. When eating in breakrooms employees should be especially conscience of maintaining at least 6ft social distancing.

4. SCPA Procedures if an Employee tests positive for an infectious disease

(NOTE: Employee privacy must always be maintained, and an infected employee's name should never be revealed.)

- A. **Question the Employee:** If an employee reports to a team leader that they have tested positive for an infectious disease, the team leader should ascertain the following information:
- a. What date did the employee have the test (not when did they receive the results)?
 - b. What date did the employee first notice symptoms?
 - c. The employee should be asked about any close contact (contact within 6ft for a cumulative 15 minutes over a 24-hour period) they may have had with another employee or port user during the 48 hours prior to the time they first noticed symptoms or had a specimen collected which showed a positive result.
 - d. Employee should be asked about their movements on terminal after they first noticed symptoms – where did they go, what did they do, what lounge / break room did they use, did they maintain the 6ft social distance, etc.
 - e. Did the employee wipe down their equipment as per our cleaning policy at the beginning and end of each shift in a machine? Did this include any SCPA vehicles they used while at work?
- B. **Determine when the employee worked:** The team leader should then ascertain what shifts the infected employee worked in the 48 hours prior to their first noticing their symptoms (or if they are asymptomatic the 48 hours before the positive test sample was taken) and determine who they may have come in casual contact with.
- a. **Terminal Container Handlers:** Schedule keeper will pull the previous 2 days schedule and time sheets and determine what days the employee worked and to what equipment they were assigned. They will determine the following:
 - i. What equipment did the employee rotate to or actually work in other than their original assigned machine.
 - ii. What employees were assigned to the same shift and may have shared a breakroom.
 - iii. If an employee worked a vessel, what vessel they worked and what piece of equipment did they operate.
 - b. **Crane Operators:** Schedule keeper will pull the previous 2 days schedule and daily time sheets. They will determine the following:
 - i. What equipment were they assigned to and on what vessel?
 - ii. Who were they partnered with on that vessel?
 - iii. Who else worked that shift and may have had casual contact with the employee in the break room?

- c. **Heavy Lift Maintenance:** Schedule keeper will pull the work orders for the jobs the employee worked during the previous 2 days shifts to determine the following:
 - i. What equipment did they work on and what type of work was it?
 - ii. Did the specific jobs require the employee to work in close contact with other employees for extended periods?
 - iii. Did the specific jobs require the employee to share a vehicle with another employee for a prolonged period of time?
- d. **Breakbulk Cargo Handler:** Schedule keeper will pull the previous 2 days schedule and determine the following:
 - i. What jobs was the employee assigned to and did they work in close contact with a partner for a prolonged period of time?
 - ii. Did any of the jobs require the employee to share another vehicle with a fellow employee for extended periods of time?
 - iii. Did the employee work with a vendor such as a mobile crane or heavy hauler for an extended period of time?
 - iv. Was the employee assigned to work a Licensee project for any of the days?
- e. **Team Leader / HQB Employee:** The employee's manager will determine the following:
 - i. Did the employee have close contact for prolonged periods of time with fellow employees in the HQB, in any terminal office or any terminal breakroom? If so, with whom and when?
 - ii. Did the employee spend prolonged periods of time in any SPA vehicle?
 - iii. Did the employee interact with terminal users such as stevedores, a container maintenance company or any licensee? If so during what time period and if during vessel operations, then on what ship.
- f. **Cruise Ship Operations:** The manager of Cruise Operations will determine the following:
 - i. What area(s) of the passenger processing was the SCPA/SCPA temporary staffing employee working?
 - ii. Did the employee have close contact for prolonged periods of time with any of the passengers? If so, can the passenger(s) be identified or located?
 - iii. Did the employee spend prolonged periods of time in any of the vehicles used during cruise operations to include the vendor shuttles?
 - iv. Did the employee interact with any InterCruise, stevedores, Carnival or ILA employees? If so, did they have close contact and during what time period and location of the operation?

NOTE: As the pandemic progresses safety/security measures may be implemented by the US Coast Guard in the form of a MSIB which you can see [here](#). Any requirements/direction from the US Coast Guard or other federal/state authority will supersede all other measures.

- C. **Make internal notifications:** Once an infected employee's on-terminal movements and work assignments has been determined, the following internal notifications should be made:

- a. The employee's scheduler or manager should record on a spreadsheet the following information:
 - i. SCPA personnel with whom the employee reports having had close contact
 - ii. Terminal Users with whom the employee reports having had close contact
 - iii. SCPA personnel on the same shift working with the employee
 - iv. Equipment in which the infected employee operated
 - v. Vessels worked by the infected employee
 - b. The scheduler or manager will then forward that information to the following personnel:
 - i. Infected employee's team leader
 - ii. Infected employee's Department Head
 - iii. SVP of Talent Solutions
 - c. The Department Head will then notify the following:
 - i. Director of Container Operations or Breakbulk Operations, as appropriate
 - ii. Sr. Director of Crane and Equipment Maintenance
 - iii. Chief Operating Officer
 - iv. SCPA Pandemic Manager
 - d. The SVP of Talent Solutions will notify the following:
 - i. Senior Management – by email
 - ii. Employees reported to have close contact – by phone
 - iii. Crane Operators if an operator they were partnered with tested positive – by phone
 - iv. Employees reported to have casual contact (same shift) – by email
 - v. Wellness Center staff – by email
- D. **Make external notifications:** Once an internal notification is received, the following external users will be notified:
- a. Container Operations
 - i. The Director of Container Operations will notify the appropriate stevedore of the following:
 - 1. Stevedore or ILA personnel the infected employee reports having had close contact. Stevedore can then notify their employees directly.
 - 2. Vessel and machine assignments the employee had for the previous 2 days. Stevedores can then use vessel TORs to determine possible casual contact between the infected employee and stevedore or ILA personnel.
 - ii. The Director of Container Operations will notify any container repair vendor, reefer vendor or Licensee the employee reports having had close contact with. Vendors or Licensees can then notify their employees directly.
 - iii. If employee worked on a project for a Licensee but does not report any close contact, then Licensee should be notified only that an employee assigned to their project tested positive but does not report any close contact with any Licensee personnel.
 - b. Breakbulk Operations
 - i. The Director of Breakbulk Operations will notify the appropriate Terminal Users of the following:

1. Stevedore or ILA personnel the employee reports having been in close contact
 2. Vendor such as mobile crane or heavy hauler employee reports having been in close contact
 3. Licensee (i.e. TradePort, Scoular, Dockside, etc.) the employee was assigned as labor to their project. Licensee should be notified regardless of whether the infected employee reports any close contact, but any close contact should also be reported to the Licensee.
- c. Heavy Lift Maintenance
- i. The Sr. Director of Crane and Equipment Maintenance will notify any vendor or service provider (such as ZPMC) that the employee reports having had close contact with their employees. If they employee worked with a service provider but reports no close contact than the Sr. Director will report the same to the service provider.
- E. Determine appropriate mitigation measures:** Appropriate mitigation measures will depend on a number of factors that are very dependent on the individual situation. If the infected employee reported that they always followed our cleaning protocol at the beginning and end of each shift in each machine than no action may be required. If they spent the majority of their time in one machine, or they did not follow the cleaning protocol, or they continued to work after first noticing symptoms, then an outside vendor may be required to clean and disinfect some machines or breakrooms. The Pandemic Manager should then be directed to make the arrangements for an outside vendor to clean and disinfect the required buildings or equipment. The following should be considered:
- a. All employees – Did the infected employee spend a great deal of time in any one vehicle and is the vehicle shared with anyone else? What is the cleaning protocol for that vehicle? If the employee is office staff what is the cleaning protocol for their office area and how often is it cleaned?
 - b. Container Operations – If the infected employee is a container handler or crane operator, the Director of Container Operations, in consultation with the Chief Operating Officer, Sr. Director of Crane and Equipment Maintenance, and the GM of Operations will determine the appropriate cleaning measures to be taken. They will use the list of equipment provided by the infected employee’s scheduler to determine the need. The following will be considered:
 - i. Did the operator report following our mandated cleaning procedure at the beginning and end of each of his shifts in a machine?
 - ii. Did the operator spend the majority of his time in one particular machine?
 - iii. How long has it been since that machine was last used by the infected employee?
 - iv. Has the machine been used (and cleaned) by multiple operators since the infected employee was last in it?
 - v. Did the infected employee work an overnight vessel? Did he sleep in the break room?
 - c. Breakbulk Operations – The Director of Breakbulk Operations, in consultation with the Chief Operating Officer, will determine the appropriate cleaning measures to be taken. The following will be considered:

- i. Did the employee report following our mandated cleaning procedure at the beginning and end of each shift for equipment and vehicles that he used?
 - ii. Was the employee a BMW driver? What shuttle vans were used that day and have they been regularly cleaned?
 - iii. Was the infected employee assigned to a Licensee project and did he spend the vast majority of his time in one piece of equipment?
 - iv. If the employee was involved in cruise operations, then where was their assigned location and what equipment / building did they spend the majority of their workday.
- d. Maintenance Employee – The Senior Director of Crane and Equipment Maintenance, in consultation with the Chief Operating Officer, will determine the appropriate cleaning measures to be taken. They will use the list of work orders provided by the infected employee’s scheduler to determine the need. The following will be considered:
- i. When was the last day the infected employee worked?
 - ii. On his last weekly rotation, what types of jobs did they infected employee work on? Focus will be placed on jobs that were inside and not exposed to weathering, that required entrance into equipment cabs or confined electronics houses, or that took place in an area that is subject to repeated and continual access on a regular basis.
 - iii. Did the employee report following the required cleaning procedure for tools and vehicles at the beginning and end of each shift?
 - iv. Did the employee use equipment, such as a lube trailer, that is routinely used by not routinely cleaned?

5. **SCPA procedures if a vendor or Licensee reports they have an employee testing positive**

If a vendor or Licensee reports that an employee has tested positive for an infectious disease, then the SCPA employee that was notified should immediately contact either the Director of Container Operations or the Director of Breakbulk Operations. The Director will then contact the initial notifying party and gather as much specific information as possible.

A. Determine incident details

- a. Where did the infected employee work – terminal and building – and what was their work schedule for the previous 2 days?
- b. What type of work did the infected employee do and what was their normal routine?
- c. Did the infected employee have any close contact (contact within 6ft for a cumulative 15 minutes or more over a 24-hour period) with SCPA personnel? If so, who specifically?
- d. Did the infected employee have any casual contact with SCPA personnel? If so, in what context?
- e. What date did the employee first notice their symptoms?
- f. When was the employees last day on each terminal?

B. Internal notifications – the following persons should be notified by the Director:

- a. SVP of Talent Solutions
 - i. Will notify employees who had close contact with the infected person by phone

- ii. Will notify employees who had casual contact with infected person by email
 - iii. Will notify Team Leaders of any employees who had casual or close contact by phone. Team leaders should be given as much information as possible so they can answer questions from employees.
 - b. Chief Operating Officer
 - c. Manager of Facilities Maintenance
 - d. SCPA Pandemic Manager
- C. **Determine the appropriate mitigation measures** The appropriate mitigation measures will depend on the circumstances and work history of the infected person. Where they worked, who they worked for, job capacity and current cleaning practices for the relevant job sites must be considered. The Director, Chief Operating Officer, Facilities Manager and SCPA Pandemic Manager will consider the following:
- a. Employee of stevedore – All stevedores license their office spaces from the SCPA. The license agreement requires that the stevedore is responsible for the cleaning of their office space.
 - b. Longshoreman – Stevedores should have already determined the work history of the employee by vessel. If the employee was a driver, they should have notified TICO and TICO will have determined what trucks the longshoreman drove and the appropriate cleaning measures. All breakroom janitorial contracts are maintained by the ILA, and the ILA will determine the appropriate cleaning measures. SCPA Facilities Maintenance manager will confirm with the SCPA janitorial vendors that all dockside restroom cleaning has been performed and report on any issues noted.
 - c. ILA mechanic – Container Maintenance vendors license their areas from the SCPA and are responsible for cleaning within the licensed area. If the mechanic was assigned to the reefer service area and routinely performed one specific job at one specific location than the SCPA should consider cleaning by an outside vendor if deemed appropriate.
 - d. Licensee – Licensees are responsible for the cleanliness of their licensed area and would be responsible for any additional cleaning required.
 - e. Charleston Gate – Charleston Gate Company should advise what positions the infected person worked, where they worked and when they worked. The SCPA is responsible for cleaning the Gate Company areas and should determine if cleaning other than the normal nightly janitorial service is required. This will depend on when they person last worked and if their specific work area can be determined. If the person spent a considerable amount of time in the gate area in the previous 2 days than a thorough cleaning by an outside vendor should be considered.
 - f. Chassis yard – the chassis yards are licensed areas and cleaning is the responsibility of the licensee.
 - g. SCPA Facilities – the SCPA should consider where / when the infected employee worked and where on SCPA facilities they may have spent considerable time. If it is determined that the person may have spent a considerable time in one interior location than the normal cleaning schedule for that location should be determined. If deemed required, then a thorough cleaning by an outside vendor should be considered.