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P.S. MARSTON Associates, LLC



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NORTH HAMPTON, NEW HAMPSHIRE.

**INFLUENZA PANDEMIC
RESPONSE PLAN**

Revised March 2021

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Introduction

This Influenza Pandemic Response Plan (IPRP) is in place to prepare P.S. Marston Associates and Marco Petroleum employees in the event of a pandemic global disease outbreak.

An influenza pandemic occurs when a new influenza virus emerges for which there is little or no immunity in the human population, begins to cause serious illness and then spreads easily person-to-person worldwide. A worldwide influenza pandemic could have a major effect on the global economy, including travel, trade, tourism, food, consumption and eventually, investment and financial markets. Planning for pandemic influenza by business and industry is essential to minimize a pandemic's impact. Companies that provide critical infrastructure services, such as transportation, have a special responsibility to plan for continued operation in a crisis and should plan accordingly. As with any catastrophe, having a contingency plan is essential.

In the event of an influenza pandemic, P.S. Marston Assoc will play a key role in protecting employees' health and safety as well as in limiting the impact on the economy and society. Our Customers will likely experience employee absences, changes in patterns of commerce and interrupted supply and delivery schedules. Proper planning will allow P.S. Marston Assoc to better protect our employees and lessen the impact of a pandemic on society and the economy.

This Influenza Pandemic Response Plan (IPRP) will encompass the hierarchy of controls to prepare for a pandemic influenza outbreak and assign readiness conditions to be used during an actual outbreak. Specific department plans will be included as addendums to this plan and be readily available for access by all company personnel. The IPRP and all associated addendums will be maintained by the Human Resource Department.

The Difference between Seasonal, COVID-19 and Avian forms of Influenza

Seasonal Influenza refers to the periodic outbreaks of respiratory illness in the fall and winter in the United States. Outbreaks are typically limited; most people have some immunity to the circulating strain of the virus. A vaccine is prepared in advance of the seasonal influenza; it is designated to match the influenza viruses most likely to be circulating in the community. Employees living abroad and international business travelers should note that other geographic areas (for example, the Southern Hemisphere) have different influenza seasons which may require different vaccines.

Coronavirus Influenza (COVID-19) - Formerly, this disease was referred to as “2019 novel coronavirus” or “2019-nCoV”. There are many types of human coronaviruses including some that commonly cause mild upper-respiratory tract illnesses. COVID-19 is a new disease caused by a novel (or new) coronavirus that has not previously been seen in humans. The virus that causes COVID-19 seems to be spreading easily and sustainably in the community (“community spread”) in some affected geographic areas. Community spread means people have been infected with the virus in an area, including some who are not sure how or where they became infected. Current symptoms reported for patients with COVID-19 have included mild to severe respiratory illness with fever, cough, and difficulty breathing.

Avian influenza (AI) – also known as the bird flu – is caused by virus that infects wild birds and domestic poultry. Some forms of the avian influenza are worse than others. Avian influenza viruses are generally divided into two groups: low pathogenic avian influenza and highly pathogenic avian influenza. Low pathogenic avian influenza naturally occurs in wild birds and can spread to domestic birds. In general, these low path strains of the virus pose little threat to human health. Low pathogenic avian influenza virus H5 and H7 strains have the potential to mutate into highly pathogenic avian influenza and are, therefore, closely monitored. Highly pathogenic avian influenza

spreads rapidly and has a high death rate in birds. Highly pathogenic avian influenza of the H5N1 strain is rapidly spreading in birds in some parts of the world. Highly pathogenic H5N1 is one of the few avian influenza viruses to have crossed the species barrier to infect humans and is the most deadly of those that have crossed the barrier. Most cases of H5N1 influenza infection in humans have resulted from contact with infected poultry or surfaces contaminated with secretions/excretions from infected birds.

The spread of H5N1 virus from person to person has been limited to rare, sporadic cases. Nonetheless, because all influenza viruses have the ability to change, scientists are concerned that H5N1 virus one day could be able to sustain human to human transmission. Because these viruses do not commonly infect humans, there is little or no immune protection against them in the human population. If H5N1 virus were to gain the capacity to sustain transmission from person to person, a pandemic could begin.

Pandemic influenza

Pandemic Influenza refers to a worldwide outbreak of influenza among people when a new strain of the virus emerges that has the ability to infect humans and to spread from person to person. During the early phases of an influenza pandemic, people might not have any natural immunity to the new strain; so the disease would spread rapidly among the population. A vaccine to protect people against illness from a pandemic influenza virus may not be widely available until many months after the influenza pandemic begins. It is important to emphasize that there currently is no influenza pandemic. However, pandemics have occurred throughout history and many scientists believe that it is only a matter of time before another one occurs. Pandemics can vary in severity from something that seems simply like a bad flu season to an especially severe influenza pandemic that could lead to high levels of illness, death, social disruption and economic loss. It is impossible to predict when the next pandemic will occur or whether it will be mild or severe.

How a Severe Pandemic Influenza Could Affect Workplaces

Unlike natural disasters or terrorist events, an influenza pandemic will be widespread, affecting multiple areas of the United States and other countries at the same time. A pandemic may also be an extended event, with multiple waves of outbreaks in the same geographic area; each outbreak could last from 6 to 8 weeks. In the event of an outbreak, P.S. Marston's Associates workplace could experience:

- **Absenteeism** – A pandemic could affect as many as 40 percent of the workforce during periods of peak influenza illness. Our employees could be absent because they are sick, must care for sick family members or for children if schools or day care centers are closed, are afraid to come to work, or we might not be notified that the employee has died.

- **Change in patterns of commerce** – During a pandemic, consumer demand for items related to infection control is likely to increase dramatically, while consumer interest in other goods may decline. Consumers may also change the ways in which they shop as a result of the pandemic, Consumers may try to shop off-peak hours to reduce contact with other people, show increased interest in home delivery services, or prefer other options, such a drive-through service, to reduce person-to-person contact.
- **Interrupted supply/delivery** – Shipments of items from those geographic areas severely affected by the pandemic may be delayed or cancelled.

The U.S. Government has placed a special emphasis on supporting pandemic influenza planning for public and private sector businesses deem to be critical industries and key resources (CI/KR). The Transportation Industry has been designated a critical industry thus being part of the critical infrastructure that provide the production of essential goods and services, interconnectedness and operability, public safety, and security that contribute to a strong national defense and thriving economy.

How Influenza Can Spread Between People

Influenza is thought to be primarily spread through large droplets (droplet transmission) that directly contact the nose, mouth or eyes. These droplets are produced when infected people cough, sneeze or talk, sending the relatively large infectious droplets and very small sprays (aerosols) into the nearby air and into contact with other people. Large droplets can only travel a limited range; therefore, people should limit close contact (within 6 feet) with others when possible. To a lesser degree, human influenza is spread by touching objects contaminated with influenza viruses and then transferring the infected material from the hands to the nose, mouth or eyes. Influenza may also spread by very small infectious particles (aerosols) traveling in the air.

Classifying Employee Exposure to Pandemic Influenza at Work

Employee risks of occupational exposure to influenza during a pandemic may vary from very high to high, medium, or lower (caution) risk. The level of risk depends in part on whether or not jobs require close proximity to people potentially infected with the pandemic influenza virus, or whether they are required to have either repeated or extended contact with known or suspected sources of pandemic influenza virus such as coworkers, the general public, school children or other individuals or groups.

- *Very high exposure risk* occupations are those with high potential exposure to high concentrations of known or suspected sources of pandemic influenza during specific medical or laboratory procedures.

- *High exposure risk* occupations are those with high potential for exposure to known or suspected sources of pandemic influenza virus.
- *Medium exposure risk* occupations include jobs that require frequent, close contact (within 6 feet) exposures to known or suspected influenza virus such as coworkers, the general public, school children or other such individuals or groups.
- *Lower exposure risk* occupations are those that do not require contact with people known to be infected with the pandemic virus, nor frequent close contact (within 6 feet) with the public. Even at lower risk levels employees should be cautious to minimize infections.

Action Plan

Employees of P.S. Marston Assoc are included in the *Medium Exposure Risk*. During a pandemic influenza outbreak, P.S. Marston Assoc will protect employees by implementing a framework called the “**Hierarchy of Controls**” to deal with workplace hazards. This hierarchy prioritizes intervention strategies based on the premise that the best way to control a hazard is to systematically remove it from the workplace. The Hierarchy of Controls will be administered by the Chief Executive Officer assisted by the Director of Operations. Amendments to the Company Sick Leave Policy will only be made by the CEO with recommendations from Senior Management. The coordination of the controls is assigned to the Operations Manager and in his absence, the Safety Manager.

The Hierarchy of Controls:

- **Work Practice and Engineering Controls** – Coordination to promote personal hygiene, facility cleanliness and behavior modification:
 - Stockpiling and providing tissues, no-touch trash cans, hand soap, hand sanitizer, disinfectants, rubber gloves, masks, and thermometers.
 - Encourage all employees to obtain seasonal influenza vaccine.
 - Encourage proper behaviors to limit exposure with cough etiquette
 - Discourage use by other employees’ phones, desks, offices or other work tools and equipment.
 - Maintaining cleanliness of work surfaces, telephones, computer equipment and other frequently touched surfaces.
 - Maintain cleanliness of truck cab environment. Including wiping down hard surfaces frequently.
- **Administrative Controls** – Coordination to control employees’ exposure:
 - Encourage infected employees to stay at home.
 - Discontinue unessential travel.

- Minimize face-to-face contact between employees by use of e-mail, websites, and teleconferences.
 - Cross train employees in function specific work areas by Department Mangers to ensure adequate coverage during extended absences.
 - Department Mangers will schedule flexible work arrangements as telecommuting or flexible work hours to reduce the number of employees who must be at work at one time or in one specific location.
 - Review this IPRP semi-annually (October and March) to ensure all employees have emergency contact names and telephone numbers.
- **Personal Protective Equipment (PPE)** – Coordinating the availability of PPE:
 - Encourage the use of surgical masks and rubber gloves to minimize exposure to the influenza virus in the workspace.
 - Driver's must follow all terminal and customer PPE requirements.
 - Ensure employees receive proper instruction and training on the use of PPE provided.
 - Ensure employees properly remove and dispose of PPE.
 - **Contaminated Equipment/ Trucks**
 - Determination of contamination
 - Establish De-contamination action plan by Safety Manager
 - Notify affected drivers per state guidelines, Operations Manager, Dispatch and Maintenance supervisors
 - Notify any required state agencies
 - Coordinate decontamination

The Hierarchy of Controls will be used in conjunction with and applied to the following readiness conditions. The chain of communication to be used elevating the readiness conditions will be as follows:

- A. Plan Administrator - Chief Executive Officer
- B. Plan Coordinator- Operations Manager
- C. Department Managers

Readiness Conditions:

Code Green – Pandemic influenza is not evident within the United States.

- Stock, Purchase and maintain eight (8) week inventory of following items:
 - Antibacterial Hand Soap - liquid for dispensers & bars as alternative
 - Hand Sanitizer – liquid dispensers in all bathrooms and small individual bottles available for distribution for each employee’s work area
 - Disinfectants – anti-bacterial/viral aerosol spray cans/bottles and wipes containing bleach available for distribution for each work station
 - Garbage bags
 - Tissues
 - PPE – surgical masks and rubber gloves

- Create and stock personal hygiene kits for distribution, when necessary, to all units to include following items:
 - Hand Sanitizer
 - Disinfectant Wipes
 - Tissues
 - PPE – Surgical masks and rubber gloves

- Cross Training, to ensure all employees are cross functional, prepared to cover incidental absences. (Verified by manager at bi-annual review):
 - Payroll/Accounts Payable
 - Operations Management
 - Safety/Compliance Management
 - Dispatch
 - Accounts Receivable/D&D
 - Garage Management

- Information Technology to ensure remote access to desktop for telecommuting with printers identified by the server. (Verified by manager at bi-annual review)

- Human Resources
 - Arrange for voluntary flu shots with local medical provider
 - Cost containment to have provider invoice insurance company
 - Review extended sick leave policy to ensure current and feasible
 - Review procedure to report fatalities and next of kin notification

- Create replacement worker program and including the use of temporary agencies to fill created voids.
- Vendor communication and review of their contingency plans
 - Diesel fuel providers
 - HVAC
 - Uniform
 - Janitorial
 - Maintenance – both building & equipment

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Code Blue - Outbreak of pandemic influenza confirmed in U.S.:

1. Ensure all departmental plans completed and disseminated
2. Department Managers draft alternative work schedules to limit the number of employees in building at one time
3. Ensure that department designated employees have access to remote desktops
4. Review PPE inventories. Personal hygiene kits, disinfectant and other equipment as necessary
5. CEO to communicate weekly updates to company

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Code Orange – Outbreak of pandemic influenza confirmed in New England:

1. Wash your hands often with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer with at least 60% alcohol. Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
2. Drivers to move to touch free delivery protocol:
 - a. Customer service to communicate with customers and clarify expectations.
 - b. Drivers are not to enter delivery stations, but use agreed upon drop boxes or drop inside of station door.
 - c. Customer signatures no longer required.
 - d. Drivers must follow the more stringent of customer & terminal guidelines.
3. Training:
 - a. Trainers to only train at their discretion
 - b. Trainers and trainees to always wear masks.
 - c. Trainees to ride along in company auto in lieu of truck @ Safety Managers discretion.
 - d. Safety protocol maintained during all classroom training.
 - i. CDC social distancing guidelines maintained.
 - ii. Masks shall be worn by trainee and trainer.
4. Stay home when you are sick.
5. Employees not to come in if someone in their household, or who they've been in contact with, is required to or voluntarily submits to a test for the virus. In which case, the employee cannot return unless the tests come back negative. If the test results are positive, then the NH Health and Human Services protocol will supersede.
6. No communal food brought to the office
7. Department Managers draft alternative work schedules to limit number of employees in building at one time.
8. Ensure that each department designated employees have access to remote desktops from home. Office employees are encouraged to coordinate with their supervisor to work from home when possible.
9. Deploy and require the use of personal hygiene kits (as needed), community tissue boxes and bleach disposable wipes for each company vehicle and office areas
10. Drivers must use the driver entry door, no direct entry into dispatch
11. Before and after each shift, all office personnel and drivers are required to wipe down their entire work areas, including keyboards, phones, desks, and anything they touch or would contaminate. Drivers inside of cab.
12. Maintenance area is restricted to company shop personnel only. This includes vendors.
13. No unauthorized visitors permitted on the premises
14. Cancellation of all Company travel plans other than individual vehicle travel

15. Ensure all departmental plans are in place and communicated to employees
16. If you are exposed to a confirmed case, whether you are showing symptoms or not, notify your supervisor and stay home. If you are a driver in a slip seated operation, this will affect your co-driver as well.
17. CEO to communicate bi-weekly updates to company

Code Red – Once the company is notified that a person, including drivers, has been on company premise at our offices, terminals or trucks within the last 14 days, whether an employee, vendor, or visitor, were exposed to a confirmed case of the virus.

1. Infected or exposed employees remain at home. Office staff may telecommute if able to.
2. Only essential non-infected employees report to work on established alternative schedules
3. Mandatory use of PPE
4. Adjust behavior by maintaining CDC mandated radii between employees, practice sneeze and cough etiquette
5. No on premise meetings
6. Update customers as to current operations status via generic and specific emails communications.
7. Review and implement CDC and NH Department of Health and Human Services guidelines daily.
8. CEO to communicate daily updates to company

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The checklist is the responsibility of the CEO, who may delegate tasks of the checklist as needed. The completed checklist is to be forwarded to Sr. Management no later than the 15th of the following month due, with an explanation of any changes or outstanding issues with a plan of action.

Checklist*			
		October	March
		Review	Review
Semi-annual Meet with CEO, Operations, HR and Safety			
Review Plan for necessary updates			
Verify Cross training is adequate with all department heads.			
Verify adequate PPE inventory			
(Safety Manager)	1. Masks		
	2. Gloves		
	3. Hand Sanitizer		
	4. Spray Bottles		
	5. Bleach		
	6. Thermometers		
	7. Disinfectant wipes w/ bleach		
	8. Deployable kits for each unit		
	8. Electrostatic fogging machines.		

Steps Every Employee Can Take to Reduce the Risk of Exposure to Pandemic Influenza in Their Workplace

The best strategy to reduce the risk of becoming infected with influenza during a pandemic is to avoid crowded settings and other situations that increase the risk of exposure to someone who may be infected. If it is absolutely necessary to be in a crowded setting, the time spent in a crowd should be as short as possible. Some basic hygiene and social distancing precautions P.S. Marston Assoc will encourage employees to include the following:

- Sick employees to stay at home
- Employees to wash their hands frequently providing soap, water or hand sanitizer
- Avoid touching their noses, mouths and eyes
- Cover coughs and sneezes into a tissue or cough and sneeze into upper sleeves if tissues are not available
- Wash hands or use a hand sanitizer after coughing, sneezing or nose blowing
- Avoid close contact with coworkers by maintaining a separation of at least 6 feet
- Keep work area clean including work surfaces, telephones, computer equipment and other frequently touched surfaces

Additional information can be found on the following websites:

Centers for Disease Control and Prevention: www.cdcinfo@cdc.gov
or telephone 1-800-232-4636

US Department of Health and Human Services: www.pandemicflu.gov

State Departments of Public Health: www.pandemicflu.gov/statecontacts.html