

COVID-19 Protocol Document - SPICULE

19 April 2021

RAF Airborne Project Office

Record of Changes

| <u>Revision</u> | <u>Summary of Changes</u> |
|-----------------|--|
| 8 Apr 2021 | Baseline |
| 13 Apr 2021 | Reorganization of sections and minor updates for clarity |
| 19 Apr 2021 | Updated for clarity after review by EOL DO |

Assumptions

For the purpose of this safety document, the following assumptions are made:

- 1) NCAR will remain in the Orange Phase (Fig. 2) for the duration of the upload and project operations.
- 2) RAF personnel will not be moved into the new RAF building until May or June. The temporary trailers will be available for project participants until the move occurs.
- 3) The upload will occur in Hangar B. It is not anticipated that project participants will require access to Hangar A.
- 4) All SPICULE personnel will follow the COVID-19 related guidance and procedures described in this document and those in effect in Colorado.
- 5) Not all participants will have been vaccinated as of the campaign start date, though it is likely that many project participants will have received the vaccine before the project begins.
 - a) Vaccination status may impact some of the protocols described here including testing requirements and quarantine periods. UCAR/HESS will make these determinations during the project.
- 6) There is no provision for coordinating a medical response to a COVID-19 infection. This will remain the responsibility of the participant and their home institution. Site logs will be maintained by RAF to help UCAR/HESS with contact tracing.

This document will be revised if there are major changes, approved by UCAR/HESS, to protocol guidance based on vaccination rates, efficacy, or other information related to COVID-19.

SPICULE Project Summary

The Secondary Production of Ice in Cumulus Experiment (SPICULE) project was planned for Spring/Summer 2020 but was postponed due to COVID-19. Due to maintenance work on the NSF/NCAR C-130 the project has now been shifted to the NSF/NCAR GV. SPICULE is planned for four weeks starting in Summer 2021 and will be flown from Rocky Mountain Metro Airport (RMMA) in Broomfield, CO. In addition to the GV, SPICULE will include flights by the SPEC Inc. LearJet.

Schedule: The upload is planned to begin on 26 April and last for four weeks. Research flights are expected to commence on 24 May and be completed by the end of June.

Personnel: It is expected that about 30 EOL staff will be involved (approximately 15 personnel at a time). In addition, it is expected that 10-12 personnel from universities and agencies outside of NCAR will be deployed. During the upload the number of personnel on site will vary between 10 and 20 depending on the tasks planned that day. During flight operations it is possible that 20+ people could be on site as instrument and flight preparations are accomplished. Because of these numbers it will be important to carefully schedule work on and around the aircraft so that distancing can be maintained.

Most SPICULE participants are based in Colorado, but some out of state travel will be required for this project. Besides NCAR, the participating institutions are Colorado State University, SPEC Inc., and the University of Colorado.

Payload: The SPICULE payload is mid-sized for the GV, consisting of 12 instruments from three universities/agencies (Fig. 1).

Workspace: The new RAF building is currently under construction, and construction activities are also ongoing in Hangar A. Staff and field project participants are prohibited from entering the construction site, and interaction with construction personnel is restricted. All personnel will follow the work protocols indicated in the specific work plan.

- A workspace in Hangar B, away from common movement areas, will be set up for each instrument team.
 - There will be a minimum of six feet of separation between each workspace.
 - Instrument teams will be discouraged from commingling.
 - Breaks will be taken outside, where face coverings can be removed as long as separation from others is maintained. Face coverings are still required outside when around other people.
- Instrument team members will have access to Trailer 3 if workspace outside the hangar is needed.
 - Personnel working in Trailer 3 shall be separated by a minimum of six feet of distance.
 - Access to other trailers is at the discretion of the project manager.

- The new RAF building is expected to be completed by the end of May, at which point the trailers will no longer be available. Space in the new building will be identified for instrument team members who need it.

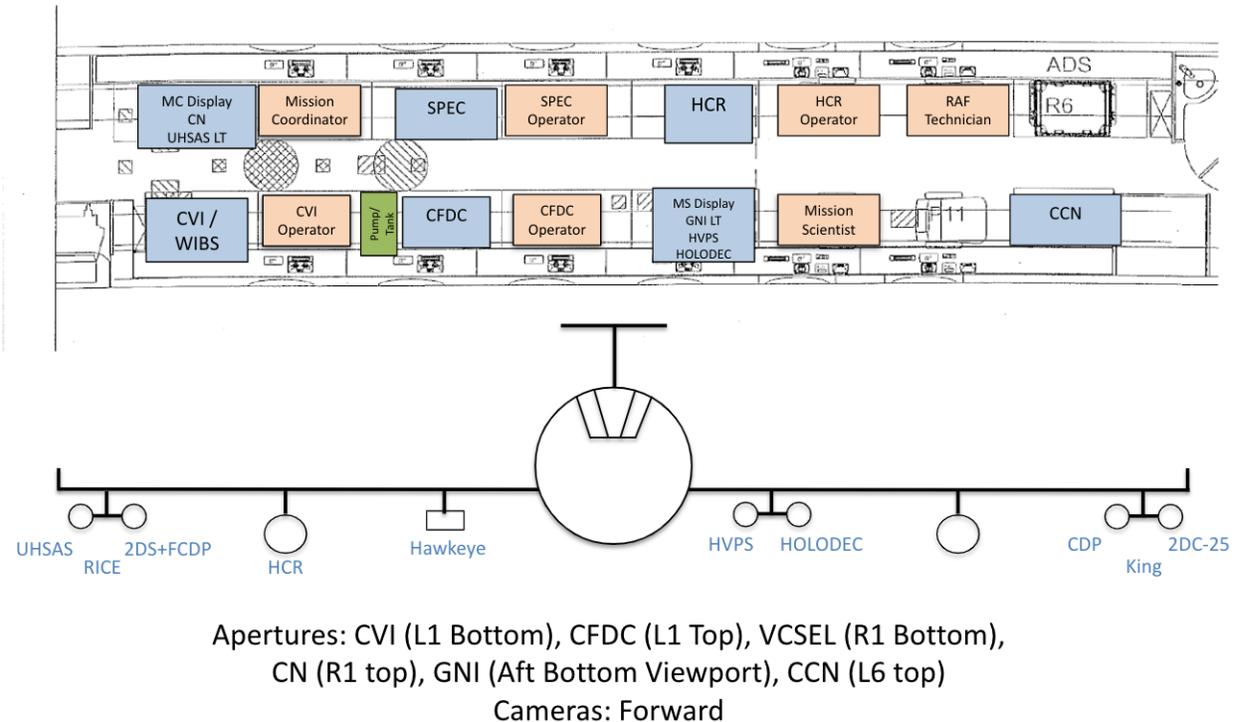


Figure 1. GV cabin layout for SPICULE.

General Rules and COVID Protocols

COVID-19 Guidance: During the entire project period, the instrument teams and assigned NCAR staff will be required to continue to comply with UCAR guidelines regarding safety and risk management regarding COVID-19, both at the RAF and at home. All personnel will be required to conduct daily health self-assessments with any symptoms or illness reported to the RAF Project Manager (PM) for SPICULE, who will then activate the COVID-19 Response Plan to determine the next steps.

All personnel are responsible for providing their own mission specific Personal Protective Equipment (PPE, as defined below) for COVID-19. The only exception is HESS-provided N95 masks that will be given to GV crew members. UCAR will supply cleaning supplies and hand sanitizer on site at the RAF and will restock as necessary. NCAR participants will be required to fill out the health questionnaire via Workday each day they are onsite. All external participants will be required to document their responses to the questions on the UCAR/HESS tracking calendars (included at the end of this document) each day they are on site.

- Personnel will wear face masks at all times when in the hangar, on the GV, or in any shared space, regardless of vaccination status.
- Six feet of distance between personnel is required when possible.
- Personnel will be encouraged to wear gloves when working in the aircraft cabin (when possible).
- Hand sanitizer will be readily available at the entrances to the cabin and in the galley.
- Frequent hand washing will be encouraged.
- RAF will provide disinfectant wipes and cleaners that are to be used when a person vacates an area on the plane either after work has been completed or at the end of the day.
 - Cleaning is everyone's responsibility and all personnel will be expected to clean and disinfect their workspace and help with cleaning of common areas when needed.
- If needed, RAF will schedule aircraft cleanings with ServPro during the upload and project.
- Daily personnel site logs/sheets will be available at the GV. All personnel working on or around the aircraft will be required to sign in each day to help with contact tracing should the need arise.
- Weekly COVID testing is being arranged by HESS and will be available either on site at RAF or at the Passport Health location in Boulder. It will be mandatory for those not vaccinated and available both during the upload and project operations in Broomfield. More information on these services will be provided as the details come together.
 - Boulder County Free Testing Information:
<https://www.bouldercounty.org/families/disease/covid-19/testing/>
 - [Passport Health](#) will be available in Boulder. More details on that service will be coming soon.
- Prior to beginning work, a self-health assessment is required. Personnel will not enter the NCAR facility or report for duty at the aircraft, and will immediately contact the RAF Project Manager if any of the following symptoms are present:
 - Fever over 100.4 or chills
 - Skin rash
 - Difficulty breathing
 - Persistent cough
 - Decreased consciousness or confusion of recent onset
 - Headache
 - Diarrhea
 - Vomiting
 - New loss of taste or smell
- All personnel should be prepared to trace all contacts and identify areas where work was performed in the previous 48 hours.
- Personnel should refrain from touching eyes, nose, mouth and face with unwashed hands.
- Any contact with someone who has tested positive for COVID-19 or showing symptoms must be immediately reported to the RAF Project Manager or UCAR/HESS.
- All personnel must also avoid gatherings with 10+ people and other high risk activities

during the project period.

COVID-19 Response Plan: If any member of the project team exhibits symptoms or comes into contact with a person suspected of having COVID-19, all project activities will be put on hold and the RAF PM will activate the UCAR COVID-19 response protocols.

- Contact UCAR Health Environment and Safety Services (HESS).
- Contact EOL/RAF Facility Manager and EOL Director's Office.
- Seal and quarantine the aircraft for disinfection.
- Isolate the crew and ground support personnel from each other and have them remain in their residences to await further guidance.
- UCAR/HESS will conduct contact tracing to determine quarantine and decontamination requirements.
- The criteria for resuming project activities will depend on a variety of factors. These will be evaluated and communicated by UCAR/HESS during the contact tracing period.

Project Upload, Download, and Maintenance Day Procedures

Travel to RAF: All instrument teams are responsible for their own travel to and from RAF for the upload and other key activities.

Very few participants from out of state are anticipated. Requirements for these participants will depend on where the person is coming from, their mode of travel, and their vaccination status. Please contact the RAF PM to discuss the quarantine and testing requirements before booking travel.

Upload: To ensure safety of personnel during the upload, the following procedures will be put into place:

- Each instrument team will be allotted a 2-3 day window for installation of their instrument(s) onto the GV. During this time period a maximum of two additional instrument teams may have access to the aircraft, due to the size of the cabin, as long as they are not in adjacent racks. Access will be scheduled at the discretion of the Project Manager.
- The number of people in the cabin at one time will be limited to 7 for SPICULE (this includes RAF staff and instrument teams).
 - Exceptions to this are allowed for brief periods of time when additional people may be required for lifting or moving heavy objects.
- Access to the GV will be scheduled and closely monitored by the PM. The daily access schedule will be sent via email to the project mailing list by COB the day prior and will be posted near the GV.

- The PM will ensure that instrument teams are scheduled so as to maximize the physical distance between them when working on the plane (i.e., teams sharing a rack will not be given access at the same time).
 - Scheduling will be done to maintain at least six feet of separation between different instrument groups, where possible.
- Fans and/or air conditioning units will be used to provide strong airflow through the cabin when work is being performed. RAF will keep them out of the way as much as possible, but users will be made aware of them as they will cause trip hazards.
- The pre-project safety briefing will occur virtually.
- To the greatest extent possible, mission/flight planning briefings will occur remotely.

Maintenance Days: Maintenance days will follow similar procedures to preflight activities with the instrument teams benign broken into two cohorts for access.

- The 7 person maximum GV cabin occupancy will be maintained, remote access for the entirety of the maintenance day will be provided, and team members are encouraged to use remote communications as much as possible.
- A notional schedule for maintenance days is:
 - **0800-0830:** RAF access to open GV / turn on Aircraft Data System (ADS)
 - **0830-0900:** Access for cohort #2 to turn on instruments
 - **0900-1200:** Access for cohort #1
 - **1200-1500:** Access for cohort #2
 - **1500-1530:** Access for cohort #1 to turn off instruments
 - **1530-1600:** RAF access to shut down ADS / close GV
- The PM will work closely with instrument teams to develop exceptions to the maintenance day scheduled as needed (e.g., a critical instrument is broken and access is required for a full day).
- In the case of known, consecutive maintenance days, the PM will work with the instrument team to determine if one day of full access for each cohort is preferred over two half days of access.

Download: The GV download will be conducted in a similar fashion to the upload. Personnel in the cabin will still be limited, except for brief periods in situations where additional people are needed for moving heavy equipment off of the plane. Once the instrumentation has been removed, a full cleaning of the GV will be scheduled.

Flight Operations Procedures

Preflight: Preflight activities will be highly scripted and access will be closely monitored by the PM.

- All personnel are required to accomplish a self-health assessment prior to departing their house or the hotel each day, as described above, and will immediately contact the RAF Project Manager and remain in their residence if any symptoms identified above are present.
- All activities will adhere to a maximum of 10 personnel allowed on the GV (including pilots).
 - Exceptions are for aircraft maintenance personnel (one only) to enter the cockpit area to discuss maintenance issues with the pilots. However, communication via cell phone is highly encouraged.
- Personnel will perform all preflight activities wearing a face covering.
- Assuming that one RAF technician is onboard at all times, this leaves a maximum of 7 instrument team personnel on the GV at one time.
- During preflight only RAF flight operations crew will have access to the cockpit. All other personnel will be asked to go directly into the cabin upon boarding.
- Instrument teams will be split into two cohorts for access to the GV during preflight.
 - Instrument teams should only plan on one person from their team being on the GV at a time whenever possible.
 - Remote access to the GV will be provided throughout the duration of pre-flight.
 - Instrument teams are highly encouraged to communicate between personnel on/off the GV via cell phone, chat, or other remote methods during preflight.
 - Instrument team personnel are highly encouraged to remain on (or off) the GV for as long a duration as possible during their access time (i.e., limit the number of in and out of the cabin).
- A notional schedule will be developed in coordination with instrument teams which will take into account their specific needs for access during preflight. Preflight is likely to be longer than usual due to the increased separation requirements in the cabin. The preflight schedule will be subject to adjustment during flight operations.
- The PM will release the preflight schedule via email by close of business (COB) the day prior to flight. The schedule will also be posted near the GV on the day of flight.

In Flight:

- N95 masks are recommended while flying on the GV. Because these can be difficult to procure, UCAR/HESS will provide at least two N95 masks to each project participant who will be flying on the GV with the expectation that these can be used for multiple flights. These masks are meant to be used for flights.
- RAF does not own enough headsets to give every potential crew member their own set, so sharing of headsets will be required. RAF will purchase disposable microphone and earpiece coverings for use during flight operations and will also require that the headsets be fully cleaned with a sanitizing wipe after each use.
- Flight deck visitation will be restricted to mission critical needs only, as determined by

the RAF Project Manager and/or Pilot in Command.

- To the maximum extent possible, personnel will wear face coverings and gloves while inflight.
 - **Note:** masks or face coverings will interfere with donning emergency oxygen masks and may interfere with interphone communications. This must be taken into account prior to commencing flight operations.
 - Flight crew must not allow masks or face coverings to compromise flight duties. For example, face coverings may be removed when necessary to ensure clear communications on the radio and aircraft intercom system, when a mask interferes with the microphone or otherwise prevents clear speech.

Postflight: Postflight activities will adhere to the same restrictions as preflight regarding the number of people in the cabin. Depending on access needs for instrument shutdown a schedule may be required, and the air conditioning and fans set up to provide airflow for onboard personnel.

- Each crew member will sanitize his or her individual headset and seating area after each flight using supplied sanitizing materials.
- The cabin and flight deck will be disinfected by the GV crew and project participants after each flight and after each maintenance day.

Crew Swap Phase:

- SPICULE will be occurring without any concurrent uploads or deployments. Therefore, the use of strict cohorts and a well defined crew swap phase will not be necessary. However, care will be taken to ensure that groups are kept apart as much as possible for safety and to simplify contact tracing procedures, if necessary.

References:

- FAA Safety Alert for Operators 20009 (11 May, 2020)
- NOAA Operational Risk Assessment for AOC Operations
- CDC *Guidance for Implementing Safety Practices for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19*
- CDC *Guidance for Preventing Spread of Disease on Commercial Aircraft: Guidance for Cabin Crew*

Appendix: Overall UCAR COVID-19 Approach

UCAR/NCAR puts the health and safety of its staff and visitors as the highest priority. A full operations plan and response processes and procedures will need to be developed to address the risks associated with exposure to COVID-19 or other pandemics. Based on UCAR/NCAR's current multi-phased COVID-19 Action Plan (see Figure 3 below), travel is suspended in the Red and Orange Phases and in Yellow Phase allows for business-critical only. Travel in Green and Blue Phases has not yet been determined. For NSF missions performed in the Red, Orange, or Yellow Phases, staff members from NCAR and UCAR (Health, Environment, and Safety Services (HESS), Facilities Management, Safety and Sustainability (FMSS), and potentially other departments) would need to be approved to enter the facilities to complete the necessary preparatory work and support. Outside scientific staff would also have to be granted special access to the facilities.

Prior to and after the mission, occupancy thresholds associated with staff inside facilities who are engaging in preparations and concluding actions must be adhered to. In addition, HESS requirements for the use of face masks, screening, protocols, and training, sanitation, and other stipulations must be followed. A thorough cleaning of the aircraft will commence prior to and following the project. Determination will be made by HESS as to the need to quarantine for fourteen (14) days prior to being approved to support the mission should participants arrive from out of state.

During the mission, if any crewmember exhibits signs of COVID-19 or other pandemic, they must immediately self-identify, ensure they are wearing a face mask appropriately at all times when inside hangars, aircraft or office trailers, and isolate themselves as much as practicable until the flight is complete. Immediately upon landing, all staff returning from flight where symptoms are detected must move to a location to be isolated for a period of no less than 14 days. Specific instructions on where to self-isolate, notifications to NSF and potentially impacted NSF PIs, payments to cover expenses, and return to home base plans will be determined by participating institutions for outside staff, and UCAR for NCAR staff and will be determined based on the location the event occurs.

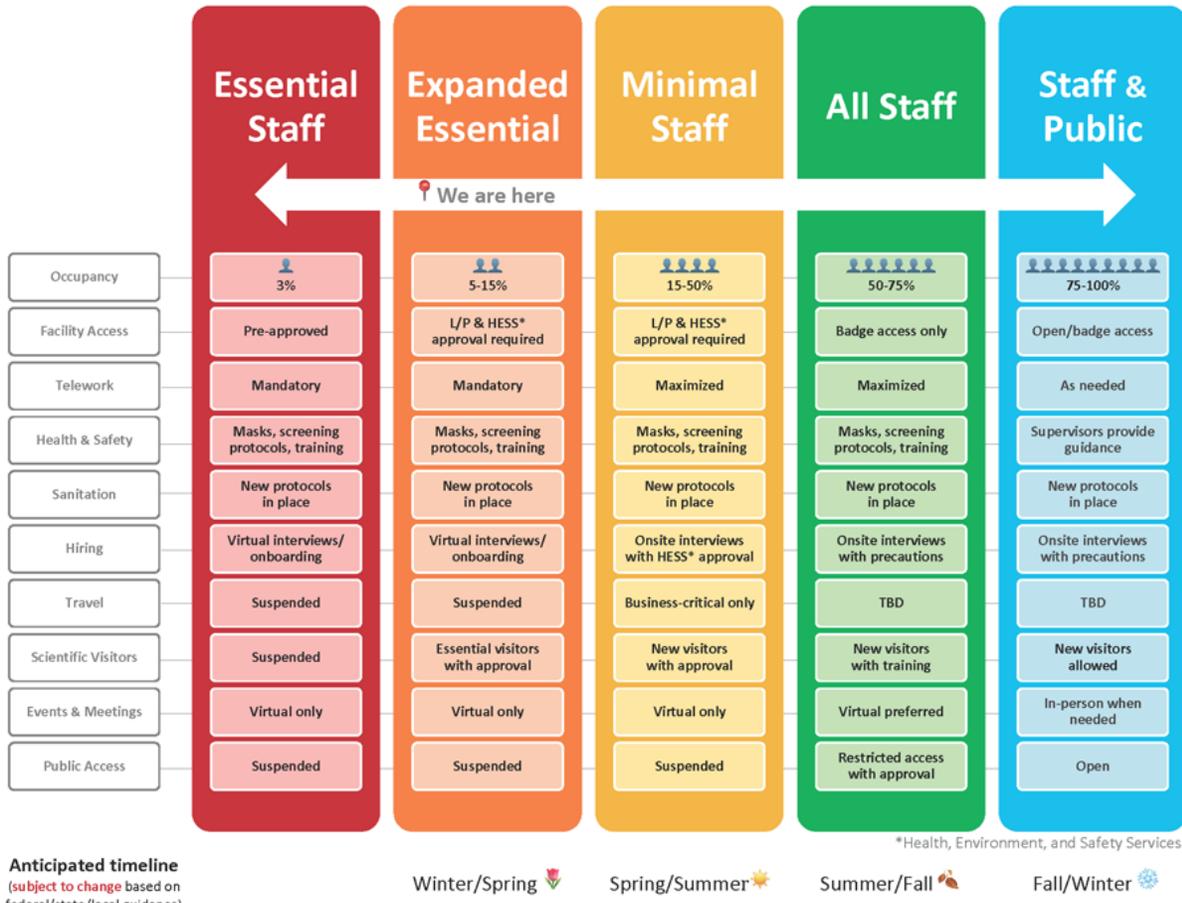


Figure 2. UCAR COVID-19 Phased Approach

This sheet will be signed upon arrival at RAF for the project, and access to the facility will be contingent upon your agreement to follow these protocols.

I certify that I have read and understand the above protocols for the SPICULE field campaign and agree to abide by these protocols for the duration of my time involved in this project. Failure to comply will be reported to my institution and may result in disciplinary action.

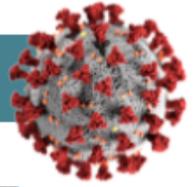
Print Name

Affiliation

Signature

Date

COVID-19 Employee Self-Health Assessment

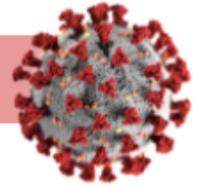


APRIL 2021 Name _____ Lab/Division/Program _____

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| 1) _____ 2) _____ 3) _____ | |
| Examples: | | | | | | |
| 1) No 2) No 3) No | Good to come to work ← | 1) No 2) Yes 3) No | Make WFH arrangements ← | | | |

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|--|--|---|---|--|---|
| <p>Please conduct a self-administered health screening before you come onsite; do this each day you plan to come onsite. Please answer accurately and honestly:</p> | <p>1) Do you have any COVID-19 Symptoms: -Fever (100.4°F or higher) -Cough, shortness of breath -Chills, muscle aches, sore throat -New loss of taste/smell</p> | <p>2) In the past 14 days, have you come into contact with anyone who has tested positive for COVID-19 or had COVID-19 symptoms?</p> | <p>3) In the past 14 days, have you participated in any higher-risk activities that may increase your exposure to COVID-19? (Feel free to check your social media and calendars)</p> | <p>-STAY HOME IF YOU ARE SICK! -Contact HESS and your Supervisor to make WFH arrangements if you answered "YES" to any of these questions.</p> | <p>Keep this document on file. In the event of a suspected exposure or facility contamination you may be asked to provide this to the local health department.</p> |
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COVID-19 Employee Self-Health Assessment

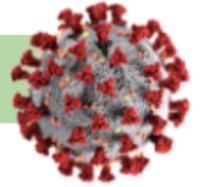


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| <p>Please conduct a self-administered health screening before you come onsite; do this each day you plan to come onsite. Please answer accurately and honestly:</p> | <p>1) Do you have any COVID-19 Symptoms: -Fever (100.4°F or higher) -Cough, shortness of breath -Chills, muscle aches, sore throat -New loss of taste/smell</p> | <p>2) In the past 14 days, have you come into contact with anyone who has tested positive for COVID-19 or had COVID-19 symptoms?</p> | <p>3) In the past 14 days, have you participated in any higher-risk activities that may increase your exposure to COVID-19? (Feel free to check your social media and calendars)</p> | <p>-STAY HOME IF YOU ARE SICK! -Contact HESS and your Supervisor to make WFH arrangements if you answered "YES" to any of these questions.</p> | <p>Keep this document on file. In the event of a suspected exposure or facility contamination you may be asked to provide this to the local health department.</p> |
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COVID-19 Employee Self-Health Assessment



JUNE 2021 Name _____ Lab/Division/Program _____

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| 1) _____ 2) _____ 3) _____ | | | |
| Examples: | | | | | | |
| 1) No 2) No 3) No | Good to come to work ← | 1) No 2) Yes 3) No | Make WFH arrangements ← | | | |

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| <p>Please conduct a self-administered health screening before you come onsite; do this each day you plan to come onsite. Please answer accurately and honestly:</p> | <p>1) Do you have any COVID-19 Symptoms: -Fever (100.4°F or higher) -Cough, shortness of breath -Chills, muscle aches, sore throat -New loss of taste/smell</p> | <p>2) In the past 14 days, have you come into contact with anyone who has tested positive for COVID-19 or had COVID-19 symptoms?</p> | <p>3) In the past 14 days, have you participated in any higher-risk activities that may increase your exposure to COVID-19? (Feel free to check your social media and calendars)</p> | <p>-STAY HOME IF YOU ARE SICK! -Contact HESS and your Supervisor to make WFH arrangements if you answered "YES" to any of these questions.</p> | <p>Keep this document on file. In the event of a suspected exposure or facility contamination you may be asked to provide this to the local health department.</p> |
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The following activities are listed and ranked according to the CDC and local public health departments:

High Risk (Contact HESS and your Supervisor about potential work-from-home plans)

- Any travel by air (international or domestic)
- Mass gatherings
 - Any **indoor or outdoor** gathering of more than 10 people
 - Includes parties, family reunions, religious services
- Out-of state travel or hosting a visitor from out-of-state
- Staying at a hotel **and** visiting common areas (e.g., gym, bar, restaurant)
- Eating indoors at a restaurant
- Going to a nightclub, bar, or similar venue where social distancing standards may be more difficult to achieve
- Exercising at local gym or studio

Medium Risk* (Proceed to come onsite using your best judgement; perform work in a safe, hygienic manner)

- Indoor gathering of fewer than 10 people
- Eating outdoors at a restaurant
- Using a larger public restroom (more than 3 stalls)
- Getting a haircut
- Visiting an outdoor playground

*These activities are only considered medium risk when proper publicly advised precautions are being observed and implemented (general hygiene, adequate spacing/distancing, mandatory face coverings)

Low Risk (Proceed to come onsite; perform your work in a safe, hygienic manner)

- Outdoor gathering of fewer than 10 people
- Shopping at a grocery store, department store, gas station, etc.
- Routine visit to dental office or medical clinic
- Spending the day at the beach or pool with social distancing precautions
- Using a smaller public restroom (fewer than 3 stalls)
- Going on an in-state vacation
- Staying at a hotel, not visiting any common areas (e.g., gym, restaurant)
- Going camping in-state
- Exercising outdoors