

# Hilcorp CWPP Rev 5 FAQs

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## Mandate 10 Travel Quarantine:

Q: If I am an Alaskan resident and I leave Alaska during my R&R, can I return to work as though I am a L48 based employee?

A: Not exactly. As an AK resident returning to AK, you are subject to the requirements of Mandate 10 as a private citizen. The Critical Infrastructure (CI) letters and the CWPP process for travel into AK are restricted to use for work related travel only.

You will need to follow Mandate 10 from the time you travel back into AK until you depart for your remote field location. So you need a test < 72 hours from departure back to AK or on arrival (still free as a resident) and to follow all applicable requirements to quarantine or “minimize social interactions” as per Mandate 10. Because of the potential additional risk posed by the types of activities people generally engage in when traveling for personal reasons (attending public functions, dining out, taking mass transit, etc.) Hilcorp strongly encourages you to plan your travel and PTO so that you have time to complete either the 14 day quarantine or to obtain negative results from 2 molecular based COVID-19 test taken 7-14 days apart prior to traveling to the remote field location.

However, you will be allowed to travel to North Slope locations before your 14 day quarantine is complete (or before 2<sup>nd</sup> test on days 7-14 is received) provided that you 1) have a negative result from a test taken < 4 days prior to your departure to the slope **and** 2) you follow the “Work Location Quarantine” requirements in the CWPP while at work for 14 days or the duration of your shift, whichever is less.

Q: If an out of state employee stays with friend or family in state to avoid the quarantine is there any type of per diem?

A: Not at this time.

Q: Are there any ramifications for individuals not following the policy?

A: The Community-Workforce Protective Plan is a Hilcorp policy. Failure to comply with the requirements of a policy is grounds for disciplinary action up to and including termination. Additionally, per the State of AK, if you provide false information on the Declaration Form you provide to the State you may be convicted of a Class B felony under AS 11.56.200 and/or a Class A misdemeanor under AS 11.56.210.

### Pre-Boarding Health Screening:

Q: Why do I have to complete the pre-boarding health screening in Kenai and then again in Anchorage to get to the slope?

A: You do not. The screener at the gate will be checking for your Kenai issued card (currently by Odyssey Medical) and it has to have been issued that day.

Q: What happens if someone is told that they are denied travel by the health screening?

A: If it is because you are symptomatic, the medical health professional conducting the screening will advise per CDC protocols. If you received a positive COVID-19 test at the airport once available there, you will be responsible to quarantine for the 10-14 days required by the Hilcorp Return to Work Policy. Hilcorp expects you will be tested in your home State and will not require local support in Anchorage as you will be able to do so at home.

If it is because there is an issue with your Health Log or other administrative problem, the screeners can contact the Operations Manager for the facility you support.

If it is because you are required to have a negative results from an approved COVID-19 test and you do not, you will have to take a test and obtain results.

Q: What if I still cannot find a thermometer? Is my log not going to be accepted by a pre-boarding screener?

A: As of 8/3/2020 you have to record your daily temperature. Demand for thermometers has lessened and your local Safety Specialist has access to some should you be unable to find one.

Q: How are people coming to the slope by road being handled?

A: They will need to be screened in Deadhorse or other locations prior to entering the field.

Q: If I am a contractor, when does the requirement to have a negative COVID-19 test go into effect?

A: As of Wednesday 8/19/2020 all contractors who are not AK residents or have not remained in AK for the 14 days prior to their flight to the work location will have to have a negative test results in hand to successfully complete the pre-boarding health screening.

### Fairbanks Travel:

Q: I am a Fairbanks-based employee. If we go to charter flights out of Anchorage can I still take a scheduled flight out of Fairbanks? How will my travel to Deadhorse be managed?

A: Alaska Airlines flight schedules are changing daily. If Fairbanks to Deadhorse service resumes and there is rapid test capability available, we will book your flight directly from Fairbanks. Until then, you will need to get yourself to Anchorage to catch the Hilcorp provided Anchorage to Deadhorse flight. Until a Fairbanks airport testing location is open, you can request access to the by-mail testing process.

### Accepted COVID-19 Test Types:

Q: Exactly which types of test are accepted the remote work location travel process? Is that different from what is accepted for the return to work process after being positive or a close contact?

A: For the travel process the CWPP requires that you use a Hilcorp approved molecular based COVID-19 test for the travel process.

Hilcorp will accept molecular-based SARS-CoV-2 tests which detect the presence of viral RNA (genes) including:

- ✓ Reverse transcriptase Polymerase Chain Reaction (rt-PCR, for example: Cepheid GeneXpert, KIngFisher System, ABI 7500 system),
- ✓ Transcription Mediated Amplification (TMA, for example: Hologic Panther system), and
- ✓ Isothermal Nucleic Acid Amplification (for example: Abbott ID-NOW).

Hilcorp will not accept antibody or antigen tests at this time. Basic info on the types of test is available here: <https://www.fda.gov/media/140161/download>

For return to work for both COVID-19 positive and Close Contact cases, only lab processed PCR COVID-19 tests are currently accepted by Hilcorp Occupational Health.

### L48 COVID-19 Testing:

Q: If you have tested and are waiting for your results and you have flown to Anchorage and you get the email you are positive what hotels will work with Hilcorp employees for lodging with the understanding you are positive? I understand the employee would be responsible for the cost but it would be helpful to the employee if Hilcorp also had a plan with the hotel to honor a reduced rate to the sick employee.

A: There is no central listing of hotels accepting COVID-19 positive currently available on the DHSS or Anchorage COVID response websites. Of several hotels in Anchorage contacted in August 2020, only the [Spring Hills Suites](#) (907-562-3247) and said they would accept COVID-19 positive guests and that could change at any time. The [Captain Cook Hotel](#) (907-276-6000) has also confirmed they accepts COVID-19 positive guests but you must call in advance and arrive in appropriate PPE.

Hilcorp does not recommend anyone fly into Anchorage from outside AK without test results, you could not only need an isolation location for 14 days but medical care as well. We have not negotiated any discounts or corporate sponsored hotel arrangements at this time.

Q: Is the testing within 72 hours of arriving in Anchorage still required?

A: A required testing day will be set for each change-out day by Hilcorp in compliance with the CWPP to ensure that tests are completed as close to the departure to AK as possible while

considering commercial shipping limitations on Sundays. The L48 by-mail lab processes tests on Sundays where past partner labs have not; that should help improve turnaround times.

Q: Will there be a Rapid test option at Anchorage airport before flying to the slope?

A: We are working to provide testing in Anchorage at the airport for AK resident workforce. L48 residents are expected to use the pre-travel process provided by Hilcorp. Residents of AK locations that are “off the road system” may request to use the L48 testing process.

Q: Do we need to show proof of a negative test when arriving to Anchorage? If so, what type of proof will be accepted? Some states will not email or text the test results, only via phone call or fax number. Will there be exceptions to showing test results?

A: Yes, because our CWPP requires you to test prior to entering AK, you will need to upload your test results as part of the Travel Declaration process when landing using the State’s web portal <https://www.alaska.covidsecureapp.com/>. It appears that any digital format would be accepted for upload. With the Hilcorp provided testing processes you will get a copy of results via email.

Be sure to create your travel Declaration account ahead of time. More detailed instructions on completing the steps within the Travel Declaration process are available at [http://hakcovidtravel.hilcorp.com/#AK Entrance Process](http://hakcovidtravel.hilcorp.com/#AK_Entrance_Process)

Q: Will we have to show test results in Seattle before boarding.

A: Not at this time but the State may change its requirements & how it works with airlines at any time. Information on the State of AK process for traveling to AK is available here: <https://covid19.alaska.gov/travelers/>

Q: Will there be any exceptions to the new plan where an individual can follow the old BP plan of self-isolating at home, not test, and quarantine on the slope for the 14 days?

A: No, the State clearly expects us to operate under a single CWPP.

## [COVID-19 Testing Inside AK](#)

Q: Now that infections are increasing within the state of Alaska, do we have any plans to require testing for residents pre-shift also?

A. We continuously monitoring the situation with the support of our consulting medical professionals and are working with Beacon to stand up approved COVID-19 rapid testing for in-state residents.

Please note that testing is a valuable protective measure but it does not replace keeping your bubble/circle small, maintaining social distance, good hand hygiene, good sanitization practices, and wearing a mask in public areas.

Q: Will there be a Rapid test option at Anchorage airport before flying to the slope?

A: We are working to provide testing in Anchorage at the airport for AK resident workforce. L48 residents are expected to use the pre-travel process provided by Hilcorp. Residents of AK locations that are “off the road system” may request to use the L48 testing process.

Q. With the use of Rapid test options, what happens in the event of false positives?

A: There is very little indication of false positives from a molecular based COVID-19 tests in any medical literature. Both positive test results from rapid test processed at the point of care or the lab processed tests are very reliable and anytime a positive is received the isolation and quarantine protocols of DHSS will apply.

See “How common are false positive and false negatives info from Alaska DHSS here:

<http://dhss.alaska.gov/dph/Epi/id/Pages/COVID-19/testing.aspx>

Q: Will the Rapid testing be available on slope? If so, could we test mid-hitch and again on our departure either in Deadhorse or when we land in Anchorage? Having a test every 7 days for example may identify potential cases quicker and give us more reaction time.

A. There are no plans to stand up the required infrastructure to offer mid-hitch surveillance testing at this time. Testing capability for ill/symptomatic patients is expected to increase.

Testing negative is not fool-proof and therefore Hilcorp will continue to use testing as a protective measure but continue to rely on the proven measures of social distancing, good hygiene & sanitization, and mask wearing to prevent the spread of the virus.

### [COVID-19 Positive Protocol:](#)

Q: What do we do if someone starts to have symptoms of COVID-19 at the facility?

A: Seek the advice of on-site medical professional if available otherwise contact Site Safety Specialist and local Foreman.

Our supporting medical professionals will make recommendations based on risk factors and the severity of the symptoms experienced by the individual. We will isolate the suspected COVID-19 case and disinfect all the areas including common areas where this person may have been per CDC Guidance.

Occupational Health or the local medical professional may initiate evacuation of the individual and/or their close contacts based on a risk assessment and in consultation with site leadership. Note that there is a plan in place to disinfect the Hilcorp provided helicopters and fixed wing aircraft (the Otter) if needed.

Q: If I receive my first positive test result while at home, what actions do I need to take? What type of follow up test and how many sequential negative tests are needed before returning to work? Who pays for these follow up tests? If we miss work while waiting for follow up test results; how will we be compensated if at all?

A: If you test positive while at home you need to contact Occupational Health (Joy Kirkland, 713.289.2949, [jkirkland@hilcorp.com](mailto:jkirkland@hilcorp.com)) as well as your HR Representative. You will be required per CDC guidance to isolate for at least 10 days and need to be symptom free for  $\geq$  72 hours without using fever reducing medications before you can return to work. Hilcorp also requires that you have a negative test result to return to work. See the COVID Compensation & Return to Work Table below.

Q: If I test positive in Anchorage what actions do I take? This pertains to both in-state and L48 folks regarding accommodations since many in-state residents don't live in Anchorage. Are we supposed to quarantine in Anchorage? If so, are there specified locations/hotels and who pays for this? Will there be any compensation for missed work?

A: For L48 residents the testing process provided will allow you to test before you fly to Anchorage. There is no Anchorage based COVID-19 support available and you should not fly into AK without test results.

Of several hotels in Anchorage contacted in August 2020, only the [Spring Hills Suites](#) (907-562-3247) and said they would accept COVID-19 positive guests and that could change at any time. The [Captain Cook Hotel](#) (907-276-6000) has also confirmed they accepts COVID-19 positive guests but you must call in advance and arrive in appropriate PPE.

For AK residents, we assume you are not symptomatic because you should not be reporting for your flight if you are feeling unwell, in which case you can drive or have a family member pick you up to take you home to quarantine. Nearly 60% of Alaska based North Slope workforce is in the Anchorage/MatSu/Seward area and another 32% are on the Kenai Peninsula. Those who are off the road system may request access to the L48 testing process.

If you test positive your compensation will be per the COVID Compensation & Return to Work Table.

Q: If I test negative before I travel to work, develop symptoms at work, and then test positive for COVID-19, will this be considered a recordable OSHA illness?

A: Negative test results are not foolproof. You could be in the early stages of developing COVID-19 and test negative. So, it is possible you can contract COVID-19 just prior to your test date, test negative, and then develop symptoms while at work. That is why other protective measures will remain in place even as we expand workforce testing.

We have a process for determining if an illness is "OSHA recordable" that we will use to assess each case without a clear external source (i.e. family member or other personal contact positive).

Q: If you have previously had COVID-19 will you have to take a test?

A: You will need a negative COVID-19 PCR test result per the Hilcorp COVID-19 Return to Work Policy. Anyone who is a "persistent positive" will be handled on a case-by-case basis as determined appropriate by the Hilcorp Medical Director.

If you are a recovered positive within the past 90 days needs be sure to travel with your medical release letter and complete step #4 of the State's Travel Declaration process. So, when you are traveling under the CWPP, you would upload the medical release under Step #4 of the Travel Declaration, upload your CI Letter in Step #5, and show your negative PCR test at the pre-boarding screening.

Q: What company is used for medivac? If we have the medivac insurance do they call that medivac company we request?

A: In an urgent situation medical staff will mobilize the closest available medivac which is generally Guardian for the Slope and Hilcorp aircraft for Kenai and Cook Inlet. Guardian has confirmed that they are willing to and capable of medivac of a COVID-19 positive patients from the North Slope including providing pressurized isolation.

In non-urgent situation you can request a different medivac company be called but not all companies are willing or capable to transport COVID-19 positive patients.

### COVID-19 Close Contact Protocol:

Q: What if I am notified that I am a “close contact” of a COVID-19 case by a health official or another company?

A: If you are on shift, report the notification immediately to the onsite supervisor, site Safety Specialist, and medical staff when available. If you are off shift you must contact Hilcorp Occupation Health and be cleared to return to work before traveling to any Hilcorp location.

Q: If you are held in quarantine as close contact and you request to leave, what are your options?

A: You are certainly not a prisoner but commercial airlines are not generally taking passengers who are required to be in quarantine per State public health protocols until their 14 day quarantine is complete even with a negative test. To do so would require chartering a special flight.

Contractors may be required to remove close contacts from our medical facilities at any time, at their own expense.

If you have access to a personal vehicle you may drive; however, this would likely be against the advice of medical professionals as you could become symptomatic while travelling back.

Q: We obtain a negative test at home or in Anchorage prior to arriving on slope; so we arrive “clean”. If we are exposed at work becoming a close contact and have to quarantine on the slope beyond our regular scheduled shift; how will we be compensated if at all?

A: Negative test results are not foolproof. You could be in the early stages of developing COVID-19 and test negative. It is possible you can contract COVID-19 just prior to your test date, test negative, and then develop symptoms while at work. That is why other protective measures will remain in place even as we expand workforce testing.

See the COVID-19 Compensation section for details about employee pay when quarantined as a close contact.

Q: If we are sent off slope via medi-vac due to COVID-19 exposure making us a close contact; what financial responsibility will Hilcorp assume if any? Will the flight bill be turned into our personal insurance?

A: If Hilcorp chooses to mobilize you off the slope when there is not a medical need (i.e. because you are a close contact but not positive), it would be at Hilcorp’s discretion and not subject to the insurance processes. In this case, Hilcorp would cover the cost of the flight.

Contractor companies may be required by Hilcorp to mobilize their positive and close contact cases off the lease at their own expense at any time.

### COVID-19 Compensation

Q: How is compensation handled if I am a close contact, ill with COVID-19 symptoms, or have tested positive for COVID-19?

A: Employee compensation will be as described in the following table.

### COVID Compensation & Return to Work Table.

Contractors are subject to their employer's compensation policies.

Q. Will contractors be paid for time they are required to spend in isolation or quarantine while at a remote field location?

A. Contractors will be subject to the pay and leave policies of their employer.

Hilcorp does not intend to pay time for contractor employees who are in quarantine or isolation unless they are there due to potential exposure by a Hilcorp employee. For example if a member of a Contractor company crew is notified that a family member is positive and they are a "Close Contact", then that contractor employee tests positive & they are required to isolate and the entire crew is required to quarantine, Hilcorp does not commit to paying for the time of the isolated contractor or their Close Contacts while in quarantine. Additionally, Hilcorp may require the contractor to mobilize their employees out of our medical facilities or charge the contract company for medical staff labor, housekeeping, and other camp support while their workforce needs care.

If a contractor is required to quarantine due to a clear and indisputable exposure while at work to a Hilcorp employee who tests positive, and the contractor was following all the Hilcorp COVID-19 CWPP and all local site preventative measures, then Hilcorp will pay for the contractors time while in quarantine.

Q. If I am notified by my employer or a Public Health Official that I am to isolate as a COVID-19 positive case or quarantine as a Close Contact of a confirmed COVID-19 positive case, and I access a Hilcorp facility or work site before completing that isolation or quarantine what will happen?

A. Accessing a Hilcorp facility or worksite before completing the required isolation or quarantine is a purposeful violation of the CWPP which is a safety policy. Hilcorp employees will be subject to disciplinary action up to and including termination. Contractors may be removed from site and temporarily or permanently prohibited, either as an individual or company, from working at Hilcorp facilities or work sites.

## General:

Q: What are possible symptoms of COVID-19?

A: The most common distinctive symptoms of COVID-19 are a dry cough, fever, and difficulty breathing, loss of sense of taste and/or smell, sore throat, nasal congestion and aches and pains or diarrhea.

Q: What should I do if I am considered to be at [higher risk of severe illness by the CDC](#)?

A: We have advised individuals at a higher risk of severe illness not to travel to remote work locations. If you fall in this category and are continuing to travel to a remote location we suggest you share this information with medical staff on site, if available, of the designated Plan contact for your area so that we can make the best decisions possible if you show symptoms of or have been in close contact with someone we suspect has COVID-19.

Q: Can people who recover from COVID-19 be infected again?

A: The immune response to COVID-19 is not yet understood. Patients with MERS-CoV infection are unlikely to be re-infected shortly after they recover, but it is not yet known whether similar immune protection will be observed for patients with COVID-19. Reference: <https://www.cdc.gov/coronavirus/2019-ncov/hcp/faq.html>

Q: Where can I see the numbers and find more information about the spread of COVID-19 in Alaska?

A: <http://dhss.alaska.gov/dph/Epi/id/Pages/COVID-19/monitoring.aspx>

Q: When will the Hilcorp Alaska Community Workforce Protection Plan be suspended?

A: The Plan is in effect until the State lifts or otherwise cancels or amends COVID-19 Health Mandate 10. The situation is being monitored closely as conditions and mandates change. The plan is being reviewed and updated frequently in adherence to most recent health mandates and state guidance.