



COVID-19 COMMUNITY / WORKFORCE PROTECTIVE PLAN (CWPP)

THIS REVISION SUPERSEDES ALL PAST REVISIONS AND AMENDMENTS

REVISION LOG		
Date	Revision	Revision Details
3/25/2020	2.1	Approved for publication
4/2/2020	2.2	Updated to comply with Mandate 11 Social Distancing and Mandate 12 In State Travel
5/8/2020	3	Updated to add clarity on complying with State requirements & address reopening of office locations.
6/8/2020	4	Re-write to clarify town vs field travel protocol and account for revision to Mandate 10
8/7/2020	4.1	Corrects Health Log
8/27/2020	5	Incorporate Prudhoe Bay and removes non-CWPP policy items
09/02/2020	5.1	Clarified accepted COVID-19 test types

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1. Purpose

This Community/Workforce Protective Plan (CWPP) communicates the measures that Hilcorp Alaska, LLC, Hilcorp North Slope, LLC and Harvest Alaska, LLC (collectively referred to as HAK in this document) are taking to slow the transmission of COVID-19 to our workforce and the Alaska population in general, while continuing to safely operate critical oil and gas infrastructure. This plan is subject to change at any time as deemed necessary by HAK, or due to additional and/or revised Federal, State and Local government mandates, orders, etc.

Considered part of HAK's safety policy, failure to comply with this CWPP, including by providing false information to a pre-boarding health screener, will be grounds for immediate removal from any HAK facility, operation, or HAK controlled project. Employees will be subject to disciplinary action up to and including termination. Contractors may be removed from site and permanently prohibited, either individually or as a company, from working for HAK in the future.

2. Location of Operations

For the purpose of this plan a remote field location is considered to be facilities that are located offshore in the Cook Inlet, on the west side of Cook Inlet, or on the North Slope. HAK work locations in Alaska include:

Corporate Offices:

Corporate office locations in Anchorage and at the Kenai Gas Field.

Kenai-area land-based:

Swanson River Production Facility (Sterling area), Beaver Creek Production Facility (Kenai area), Beluga River Unit, West Side Gas Field (on the west side of Cook Inlet), the Kenai Gas Field and Cannery Loop (Kenai area) and the Ninilchik Gas Field (Ninilchik Area).

Cook Inlet Offshore (CIO):

All platforms in the Cook Inlet: Tyonek, Bruce, Anna, Granite Point Platform, Monopod, King Salmon, Grayling, Dolly Varden, Steelhead, MGS Platform A, and MGS Platform C. There are 4 platforms that are shut in and nonproducing which include Baker, Dillon, Spark and Spurr.

CIO Onshore:

The onshore supporting CIO which includes Cook Inlet Field Office, Granite Point Tank Farm, Trading Bay Production Facility and Middle Ground Shoal Onshore Facility.

Alaska North Slope:

North Slope production and support facilities at Milne Point Unit (MPU), Endicott and Northstar Island.

Prudhoe Bay North Slope:

North Slope production and support facilities including camps (BOC, PBOC, MCC) production facilities (Gathering Centers, Flow Stations, associated well pads/drill sites) and support facilities.

Harvest Alaska, LLC locations:

The control room located at Kenai Gas Field (KGF) and all field locations (i.e. KPL Junction, Swanson River Oil Pipeline right-of-way).

Aviation and Logistics Locations:

OSK Dock (Kenai area), OSK Heliport (Kenai area), Kenai Hangar, Ross Hangar (Anchorage), First Avenue Yard and crew house (Kenai), Bridge Access Yard (Kenai) and Deadhorse logistics hub.

3. Applicability to Contractors

Contractors accessing HAK work locations must be in compliance with all Federal, State, and Local government mandates and orders related to COVID-19 response. This includes State of Alaska DHSS COVID-19 Health Mandates restricting traveling into the state.

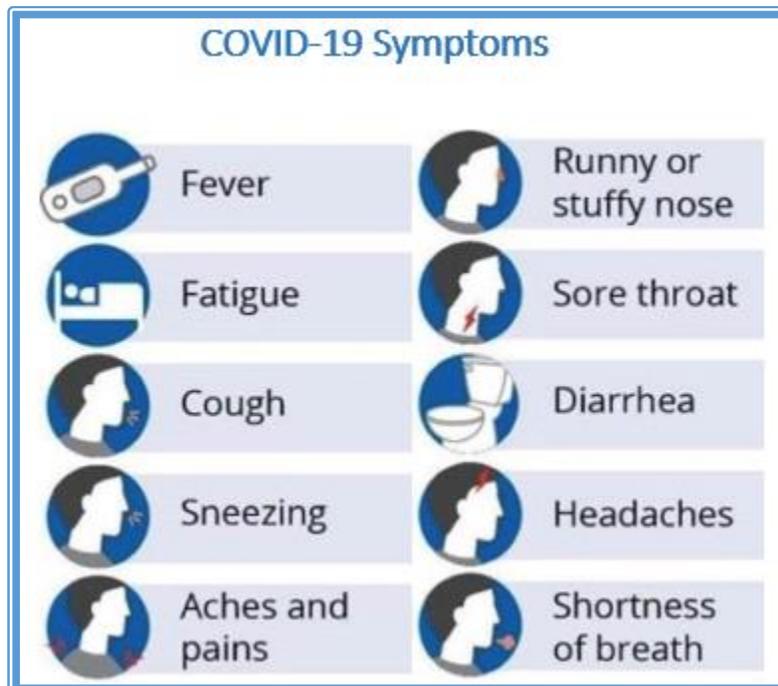
Employees of a contractor company must follow their company's plan for COVID-19 response.

Contractors with CWPPs that could be viewed as less restrictive than this Plan, are prohibited from accessing HAK locations without HAK's prior written approval of their plan.

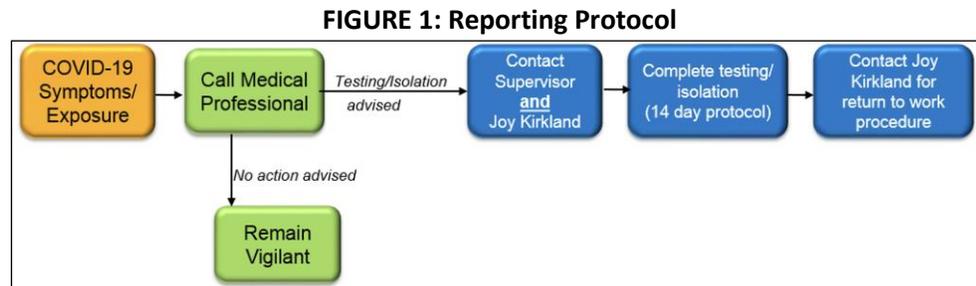
4. General Protective Measures

The following actions must be taken by all HAK employees as related to travel to remote worksites until this plan is suspended:

1. Follow local site policies related to the prevention of transmission of COVID-19.
2. Adhere to good hygiene and social distancing practices recommended by the CDC to the extent practical. CDC Guidance: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/index.html>
3. Do not attempt to access Hilcorp facilities and immediately obtain care from a medical professional if you or someone in your household has symptoms of COVID-19 (See [CDC website for current symptoms list](#)). Symptoms generally appear 2-14 days after exposure.



4. If you are advised to quarantine, isolate, or otherwise stay home by a medical professional because you or someone in your household is ill, please report your absence to your supervisor and to Hilcorp Occupational Health (Joy Kirkland) for guidance on how to return to work.



5. Workers at HAK remote field locations who begin to show symptoms of COVID-19 are expected to report to the on-site medical clinic when available or per the protocol in Figure 1 above at the onset of any symptoms of poor health. Do not wait to see if you feel better.
6. Report all confirmed cases of COVID-19 contracted at the worksite to local Safety Specialist for that area or the Safety Manager to ensure such cases are properly reported to State and Federal agencies including OSHA per procedure HAK-4075 “Event Reporting”.
7. Comply with State and Local regulations and mandates related to COVID-19 (Attachment A).
8. All HAK-provided food service at remote field locations must adhere to the Food Service protocol as provided in Attachment B.
9. Camps and living spaces at remote field locations must implement upgraded cleaning protocols, to the extent practical, as recommended by the CDC.
10. Gym access at remote field locations shall be limited with site-specific COVID-19 management protocols adopted.
11. If you are considered to be at higher risk of severe illness, Hilcorp encourages you to avoid remote work locations and to work with your direct supervisor or HR Representative on alternate work assignments, additional protective measures, or other accommodations.
12. If a public health official or representative from any company notifies you that you are considered a “close contact” of a COVID-19 case while you are on any HAK worksite, you must follow the guidance provided to you by Hilcorp Occupational Health or the State of AK Public Health Nurse regarding quarantine and COVID-19 testing. Please let the local supervisor and, when available, on-site medical staff know of this notification. You must not return to work until you are cleared to do so by Hilcorp Occupational Health.

5. Screening Prior to AK Corporate Office Field Entry

Employees and visitors to the Anchorage and KGF Corporate offices will be subject to health screenings as follows:

- Self-monitor for symptoms of COVID-19. You must not report to work if you have any symptoms until you are cleared to return to work by Hilcorp Occupational Health.
- Self-monitor travel and comply with any State Health Mandates or local municipality emergency orders which may restrict office building access.
- Complete a temperature check prior to proceeding to a high density occupancy corporate office location in Anchorage or at KGF.
 - You must not access the office if you have a temperature of 100.3°F or greater. You may re-take your temperature 1 time after a > 100.3°F reading; if both are greater than 100.3°F you must notify Hilcorp Occupational Health and not return to work until you are cleared to do so.

6. Approved COVID-19 Tests

For the purpose of travel into the State of AK under this CWPP, Hilcorp may require workers have negative COVID-19 test results. Where testing is required, 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, e.g. Cepheid GeneXpert, KIngFisher System, ABI 7500 system),
- Transcription Mediated Amplification (TMA, e.g. the Hologic Panther system), and
- Isothermal Nucleic Acid Amplification (e.g. Abbott ID-NOW).

Hilcorp will not accept antibody or antigen tests at this time.

7. Travel to AK Corporate Office Locations from Out-of-State

All members of the workforce who have been outside the State of Alaska within the 14 days prior to travelling to the Anchorage or KGF Corporate Office locations must:

- Monitor your health for a period of time before you travel (14 days is recommended if you are making your travel decisions in advance) to ensure you do not have a fever above 100.3°F or any symptoms of COVID-19 prior to travel.
- Adhere to all applicable State of Alaska COVID-19 Health Mandates and local jurisdiction (Anchorage or Kenai) emergency orders related to travel which may include the requirements for you to quarantine, complete an approved COVID-19 test, and/or minimize interactions and avoid office settings while awaiting test results among other restrictions.
- Employees and contractors who reside outside of AK travelling to a corporate office to support business critical activities may work at the office during any “Strict Social Distancing” or other restrictive period per State Health Mandates provided that they:
 - minimize their interactions with the local workforce as much as possible

- follow office protocol regarding wearing face coverings in common areas, maintaining social distancing, practicing good hygiene, and maximum occupancy reductions, and
- follow all State and local requirements to minimize their interactions with the public when not at the office.

8. Traveling to Remote Field Locations

The highest risk of transmission within our workforce and out into the community is our high-density, congregate living settings where work crews from various facilities intermix (meaning the camp is not dedicated to a single facility's workforce). That coupled with widespread community transmission throughout the United State and a remote work location where health care capabilities are limited, make it of critical importance that all employees -- regardless of their location of residency -- adhere to a set of protective measures while on site.

These protective measures are intended to reduce the risk of a COVID-19 positive individual from traveling to site as well as the risk of transmission at site. However, because no single measure is a foolproof "magic bullet", it takes all of them working together to mitigate the risk of transmission of coronavirus.

The requirements are as summarized in Table 1 below.

Social distancing at home means you keep your distance (about 6 ft.) from others, minimize the number of people you interact with / "keep your bubble small", avoid crowded places where you cannot control your distance from others (like shopping centers, movie theaters, concerts, buses, subways, etc.) except as necessary to travel to your work location.

Social distancing at work means you keep your distance (about 6 ft.) from others in camp setting, avoid mixing with other work groups / crews unless necessary, and as much as is practical for your specific job maintain > 6' separation while working including in control rooms, during meetings, and during trainings, as well as limit meeting attendance and keep them < 15 minutes when possible.

Basic Infection Control is washing hands with soap and water for at least twenty seconds as frequently as possible or using hand sanitizer containing at least 60% alcohol, covering coughs or sneezes (into the sleeve or elbow, not hands), wearing a mask or face covering in public & following the applicable Mask Use Policy on site, limiting the number of people you interact with (i.e. keep your bubble small, maintaining social distancing of > 6' whenever possible, regularly clean high-touch surface, and avoiding shaking hands and sharing tools without proper sanitization.

Failure to comply with all the requirements of this CWPP is a failure to comply with Hilcorp's safety policy and is subject to disciplinary action up to and including termination.

Table 1: CWPP Requirements for Remote Field Access

OPTION DESCRIPTION	L48 Work Location Quarantine 14 day self- quarantine at your work location and negative COVID-19 test results prior to travel to AK. Also for Alaskan residents returning from travel outside Alaska.	Emergency Travel Emergency travel with COVID-19 test results pending authorized by the Ops Managers.	AK Resident Travel: Travel to remote work location when you have not left AK in the 14 days before start of shift.
Pre-Travel Social Distancing	Practice basic infection control and social distancing @ home; see definitions below.		
Pre-Travel Health Log	<p>Monitor your health for a period of time before you travel to ensure you do not have a fever above 100.3°F or any symptoms of COVID-19 during your time off and record on the Health Log (Attachment C).</p> <ul style="list-style-type: none"> For employees normally assigned to a remote field location, the duration of health monitoring should be the 14 days immediately prior to your shift, or the duration of your off time, whichever is shorter For emergency travelers, the duration of health monitoring should be the 14 days immediately prior to your departure or for as many days as you are able to do so (could be less than 14) based on the emergency and timing of travel decisions 		
Pre-Travel COVID-19 Test	<ul style="list-style-type: none"> COVID-19 PCR or other Hilcorp approved molecular based test (not antibody) required to be taken within 4 days of departure to AK. This may be reduced to 3 days at the discretion of Hilcorp if the commercial process turnaround times can support the reduction. Exception: Results may be pending for emergency travel or test result delays when authorized by the Ops Manager. If the HAK provided COVID-19 testing process turnaround time is seeing delays these timeframes may be changed. If this becomes significantly longer than 4 days prior to site access, individual work accommodations or restrictions may be imposed by the Field Foreman. You are required (unless approved by Ops Manager) to have your results prior to travel to AK because there is a risk you are positive and will require isolation in route to work (for example, in Anchorage) where there is no Hilcorp provided support available at this time. 	At the discretion of Hilcorp, pre-travel COVID-19 PCR or other Hilcorp approved molecular based test may be required.	
Travel to Alaska	<ul style="list-style-type: none"> Travel on commercial airlines requiring passenger face coverings and completing enhanced cleaning per CDC guidance. Wear a face covering while in transit in all public areas, including in airports, airplanes, taxis/Uber/Lyft/shuttles/etc., and hotel common areas during travel to Alaska. 	N/A, remaining in AK	
Travel to Remote Work Location	<ol style="list-style-type: none"> Do NOT report for travel if you have or have had contact with someone who has had COVID 19 symptoms in the last 14 days unless COVID-19 has been ruled out by a medical professional (your general practitioner / doctor, urgent care doctors/PAs, etc.) Note: A negative test a few days after contact with a symptomatic person does not necessarily mean that you have not contracted the virus. Contact Occupation Health to return to work. Successfully complete the pre-boarding health screening at the airport or heliport per Section 8 and provide a completed Health Log (Attachment C). This will include having a temperature taken and confirm you have been COVID-19 symptom free prior to travel. Wear a face covering in all public spaces while in transit, including in airports, airplanes, taxis/Uber/Lyft/shuttles/etc., and hotel common areas during travel to Alaska. 		
Work Location Quarantine	Your facility must have a Work Location Quarantine protocol in place which you must follow for 14 days after arrival (see requirements of Section 9 which may be altered by approval of the IC or Foreman to facilitate emergency response activity).	Practice social distancing @ work and basic infection control; see definition below.	
Basic Infection Control @ Work	<p>Practice Basic Infection Control:</p> <ul style="list-style-type: none"> Washing hands with soap and water for at least twenty seconds as frequently as possible or using hand sanitizer containing at least 60% alcohol Covering coughs or sneezes (into the sleeve or elbow, not hands) Maintaining social distancing of > 6' whenever possible Following the applicable Mask Use Policy Regularly clean high-touch surface Limiting the number of people you interact with (i.e. keep your bubble small) Avoid shaking hands and sharing tools without proper sanitization. 		

Social Distancing @Home:
Keep your distance (about 6 ft.) from others, minimize the number of people you interact with / “keep your bubble small”, avoid crowded places where you cannot control your distance from others (like shopping centers, movie theaters, concerts, buses, subways, etc.) except as necessary to travel to your work location.

Social Distancing @ Work:
Keeping your distance (about 6 ft.) from others in camp setting, avoid mixing with other work groups / crews unless necessary, and as much as is practical for your specific job maintain > 6’ separation while working including in control rooms, during meetings, and during trainings. Limit meeting attendance and keep them < 15 minutes when possible.

This CWPP is a Safety Policy; failure to comply with a safety policy including by falsifying test results or required logs is a failure to comply with a safety policy and is subject to disciplinary action up to and including termination.

9. Screening Prior to Aircraft Travel to a Remote Field Location

All employees traveling to remote field location must:

- Successfully complete the pre-boarding health screening at the airport or heliport prior to travel to a remote work locations.
 - This screening will include having a temperature taken, providing a completed Health Log (Attachment C) and confirming you have been COVID-19 symptom free prior to travel.
 - You may be asked to confirm that you have been complying with State Mandates including travel restrictions, while they are in effect.
- Monitor your own health during your rotation and immediately report any symptoms of COVID-19. Some locations have adopted, or may adopt, local daily temperature check and other COVID-19 transmission policies based on specific location risk factors.

10. Work Location Quarantine Requirements

The following requirements in the areas of Maximizing Separation, PPE & Face Coverings, Sanitization, and Health Monitoring are the minimum requirements for a Work Location Quarantine at a remote work location with high density, congregate living facilities which house multiple facility crew (i.e. North Slope camps). Individual sites shall assess the site specific risk factors and the Operations Manager is able to require additional restrictions but may not lessen these requirements.

Low density, single workforce living facilities at remote field locations (i.e. platforms and CIO west side locations) must comply with the General Measures in Section 4 as well as the travel and site access requirements in Sections 7, 8, and 10. Operations Manager and Foremen for all locations should assess health and operational risks related to COVID-19 in conjunction with health & safety specialist for their locations and develop site specific COVID-19 management protocols which may be more restrictive than this CWPP.

Maximizing Separation

- When entering AK from outside, you must travel directly to your remote work location.
 - When necessary due to a lack of commercially available flight times into Alaska prior to your scheduled Hilcorp provided flight to the remote work location, you may remain in Anchorage for 1 night pending travel to the North Slope.
 - During this time you must comply with self-quarantine requirements while in Anchorage and travel directly from the airport to the hotel and then travel directly from the hotel to the airport with no additional stops or public interactions during your time in Anchorage. If your stay in Anchorage is longer than 1 night, you must comply with SOA Mandate 10 protocol for out of state travel until you report to work.
- Maintain social distance from others (6' or greater) whenever possible
 - Adhere to table capacity and dining area occupancy reductions while eating meals,
 - Do not use common areas including, lounges, game rooms, etc. to socialize when social distancing and mask use cannot be accomplished.
 - Adhere to workout & exercise room minimum COVID-19 prevention protocols which require you sign-up, distances the equipment, limits occupancy capacity, prohibits group

sports (basketball, floor hockey, etc.) and requires sanitization of the equipment before and after use.

- Minimize visitors into your office and work locations.
- Wear a mask when riding in a vehicle in the field with others.
- Working During Quarantine
 - Workers will be permitted to work in their assigned location with precautions in place to minimize the risk of spread of COVID-19.
 - Workers will incorporate social distancing into pre-job planning with team members (i.e., area wipe downs, body positioning, job sequencing, etc.)
 - “Face-to Face” discussions are to be completed with a minimum of 10’ social distancing and reduced meeting lengths to < 15 minutes whenever possible.
 - Workers must minimize travel to any other facilities other than their assigned billeting and work location until they complete the 14-day self-quarantine
 - Critical operational activities which support multiple facilities such as well workover, drilling, chemical delivery, etc. are acceptable. Social distancing should be maintained and interactions with the “local” population minimized. Foremen have the authority to determine “critical operational activity”.
 - Follow all local control room access procedures.

PPE & Face Coverings

- Wear gloves when touching shared equipment/tools,
- Wear disposable gloves in the dining hall (current practice),
- Wear a face mask in the dining hall, in shared spaces such as hallways, when transitioning between room and work location, and in any public spaces,
- Wear a face mask in aircraft, shuttles, boats, and helicopters when in transit, and
- Face masks are not required in bedrooms or in non-shared office spaces.

Sanitization

- Adopted congregate living quarters/camp cleaning protocols in accordance with CDC guidance.
- Wipe down any shared surfaces after completion of work (e.g., tools, door handles, vehicles, equipment etc.) with sanitization wipes/cloths
- Housekeeping shall optimize servicing of bedrooms/bathrooms to minimize risk of transmission while ensuring adequate sanitization. Housekeeping can provide additional bedsheets, towels, and cleaning supplies for personnel to utilize in their rooms between servicing.

Health Monitoring

- Maintain a Health Log (Attachment C) daily which includes a symptoms and body temperature,
- Immediately contact the onsite medical clinic or Occupation Health Department if experiencing any COVID-19 symptoms, and

- Maintain a daily Close Contact log (Attachment D) while in Work Location Quarantine if you are billeted at a high density camp which houses multiple facility crews (i.e. North Slope camps).

Failure to comply with all the requirements of this CWPP is a failure to comply with a Hilcorp safety policy and is subject to disciplinary action up to and including termination.

11. Requirements for AK Resident Travel outside Alaska

If as either a temporary (i.e. you live part time or have been staying in AK) or permanent (i.e. you live full time in AK) Alaska resident, you travel outside AK you must:

1. Follow the requirements of Mandate 10 while in effect from the time you return to AK until you travel to the work location.
2. Adhere to all the requirements for “Work Location Quarantine” travel summarized in Table 1 while on site.

We expect that anyone living with you or visiting from outside Alaska is following all applicable State and local municipality requirements (see Attachment A) and restrictions related to travel into AK including quarantine and “strict social distancing”. Please consider the risk your interactions with recent travelers pose to your co-workers and safe operations of our facilities when scheduling your return to a remote field location.

12. Mitigation of Operational Impacts

Rotational Schedules

Each Operations or Drilling Manager has the authority to alter the standard rotational schedules of their remote field location employees until the plan is suspended.

Each Operations or Drilling Manager will have the authority to grant, for hardship or other appropriate reasons, exceptions to their standard policy however, these exceptions must meet all other requirements of this plan including the travel requirements until this plan is suspended.

Supply Chain Management:

Operations Managers for remote work locations shall monitor the supply chain for disruptions and may opt to raise an IMT, reduce to minimum staffing levels, or take other appropriate measures to address significant supply chain disruptions include supplies for operations or support of remote living quarters.

Increased Absenteeism:

Operations Managers and foremen shall monitor workforce absenteeism and take appropriate action to ensure safe operations of Hilcorp facilities. They shall also ensure that appropriate measures for fatigue management are in place. They may require that certain activities are stopped if absenteeism is an issue.

IMT Oversight:

In the event of wide-spread community transmission within an area of operations, an IMT will be stood up. The IMT will include objectives to protect the health of the workforce and maintain safe operations of

Hilcorp facilities. The IMT may require certain activities to be stopped until minimum staffing levels can be achieved.

13. Contacts

Compliance with Plan:

For field based personnel, your first point of contact is your Foreman. Secondary is your Safety Specialist or HR Representative.

Primary Point of Contact for the CWPP:

Laura Green, Alaska Regional Safety Manager 907-777-8314

HR & Compensation:

Abe Chapa, HR Manager 907-777-8384

Medical Health Professionals:

Please contact your personal physician or onsite clinic.

Occupational Health & Return to Work:

Joy Kirkland, Occupational Health Nurse 713-289-2949

14. Definitions

Remote Field Location

The HAK remote field locations are limited to the West Side of Cook Inlet, CIO Offshore Platforms, and the North Slope.

The following are defined by Center for Disease Control and Prevention and/or World Health Organization (WHO):

Confirmed/Suspect COVID-19:

A person who has tested positive for COVID-19 or a person who satisfies epidemiological and clinical criteria.

Close Contact:

As [defined by CDC](#), currently who spends greater than 15 minutes within 6 feet of a confirmed positive COVID-19 case in the period extending from 48 hours before onset of symptoms (or test collection if in asymptomatic positives) until their isolation began.

Note: Hilcorp in conjunction with Occupational Health and the AK Public Health Nurse may consider others to be “high risk” and ask them to quarantine are though they are a close contact.

Isolation:

Separates sick people with a contagious disease from people who are not sick.

Quarantine:

Separates and restricts the movement of people who were exposed or potentially exposed to a contagious disease to see if they become sick (i.e. close contacts) or of people who have traveled outside AK and are subject to restrictions under Mandate 10.

Symptoms:

As [defined by the CDC](#), currently fever, sore throat, cough, shortness of breath / difficulty breathing, chills, body aches, headache, fatigue, congestion or runny nose abdominal pain, diarrhea, nausea or vomiting, new loss of sense of taste or smell.

Attachment A: Health Mandate & EO Links

Hilcorp:

HAKcovidtravel.hilcorp.com

State of Alaska:

[COVID-19 DHSS Website](#)

[COVID-19 Health Mandate Website](#)

[Mandate 10 Interstate \(L48\) Travel Restrictions](#)

[Mandate 18: In-State Travel Restrictions](#)

Municipality of Anchorage:

[COVID-19 Muni Website](#)

[Executive Order EO-15: Four Week Reset](#)

[Executive Order EO-13: Cloth Face Coverings](#)

[Executive Order EO-11: Travel Restrictions](#)

Borough of Kenai

<https://www.kpb.us/emergency-mgmt/covid-19-response>

Attachment B: Food Service Sanitations Protocol

COVID-19 Health Mandate 003 Hilcorp Food Service Line Protocol

MANDATORY

1. Use hand sanitizer & then put on disposable food grade gloves.
2. Tray, silverware, plates, bowls, cups, etc can be used **ONLY 1 TIME** (even if they are not disposable).
3. Serve only yourself.
4. Keep good distance from one another in line.
5. If you return for more food or drink you must again follow these mandatory steps.

RECOMMENDED

In order to improve physical distancing we urge you to also:

- Stagger meal times to avoid large groups
- Eat in your own room if possible.

