

# Staff COVID - 19 Policy

2022



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This policy seeks to keep our staff safe from Covid-19, and also explains how we handle cases of Covid-19 within the company. Many of the guidelines included in this policy are determined by local laws, or by international travel policies. The policy seeks to keep our visitors, our staff and the local community as safe as possible from COVID-19.

This policy has been developed alongside the CCMI Covid Policy for Visiting Groups, which details how we manage visitors at CCMI while Covid-19 is prevalent in the community.

The most up to date guidelines by the Cayman Islands Health Services Authority (HSA) and Travel Cayman will be followed at all times. These guidelines often change, so please refer to this website to check current rules on social distancing, traveling to and from Cayman and isolation and testing requirements:



- For the latest information on the status of COVID-19 in the Cayman Islands please see <https://www.hsa.ky/public-health/coronavirus/>
- For the latest information on travel requirements to the Cayman Islands please visit <https://travelcayman.gov.ky/>

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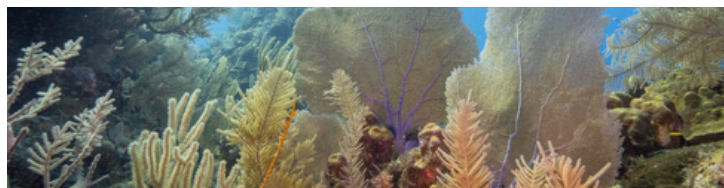
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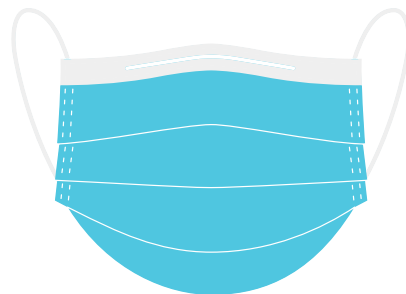


# 1. INTRODUCTION

## 1.1 Purpose of Document

This document outlines the expectations CCMI has for staff, interns and CCMI volunteers engaged with the institute. The policies outlined in this document seek to help staff understand what is required when they get Covid-19, or if fellow staff members are affected by a Covid-19 outbreak.

- A system of monitors and controls have been put in place, which requires participation from all staff.
- All guidance is subject to change following advice from the Cayman Islands Government, or the government that you are residing within (for example, UK laws govern our UK staff).
- CCMI continually reviews these measures and the policies are updated accordingly.





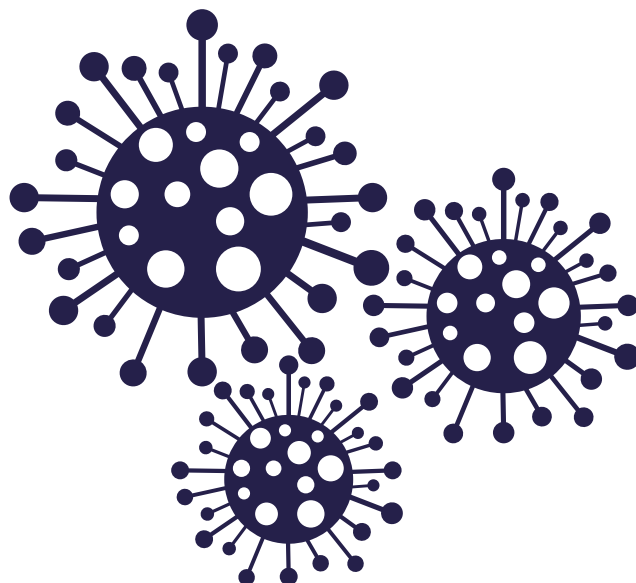
## 1.2 Signs & Symptoms

### What is COVID-19?

Understanding the symptoms of Covid-19, in conjunction with how it spreads, will help from the information in this policy.

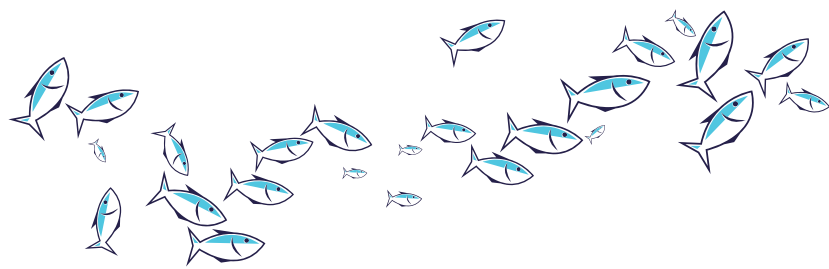
The key symptoms can vary but can include: coughing, fever, tiredness, breathing difficulties, loss of smell & taste.

Symptoms are usually mild and begin gradually but commonly occur 1 - 10 days after exposure. However, it is thought that circa 80% of people with COVID-19 may be asymptomatic, i.e., are infected but do not feel ill. As variants evolve, this information will change, so please keep up to date on the current variants and their symptoms.



## 1.3 Policy Priorities

This policy has been built on the principle of reducing risk to COVID-19. CCMI recognises it has a duty to protect people from harm and this includes taking reasonable measures to protect visitors and employees. We also recognise that prevention is the best way to reduce the risk of transmission. The following principals are key to helping CCMI create a safe environment:



- All staff working for and residing at CCMI are required to be vaccinated, unless there is an approved medical exemption.
- Testing for international or national visitors is subject to the following:
  - o International travel requirements
  - o Local policy
  - o Ongoing CCMI testing requirements
- CCMI will track CCMI staff and visitor illness to help manage an outbreak, this data is stored according to Data Privacy laws.
- Quarantine or isolation laws, if applicable, must be adhered to.



# 1.4 Staff Response Risk Levels

**Green** - No or low level of community transmission. Operations can safely continue with protocols in place.

**Amber** - Suspected/isolated case of Covid-19. Modify activities and monitor the situation.

**Red** - Active cases either at CCMI or for staff working from home. Current protocols to be followed.



# 1.5 Types of Staff

The Central Caribbean Marine Institute (CCMI) has three distinct staffing types, that will be referred to in this policy, herein described as ‘staff’ unless referring to one of the following groups:.

**Residential staff** who live on site at the Little Cayman Research Centre (‘residential’).

Staff who **work daily** at the Little Cayman Research Centre but live offsite (‘Little Cayman off site staff’).

**Remote staff**, who either live on Grand Cayman or in the UK (‘remote’).

The term staff refers to full time, contractors, interns and volunteers.

In this document, visitors refers to students, researchers and members of the public that visit either the research station or an event hosted by CCMI.

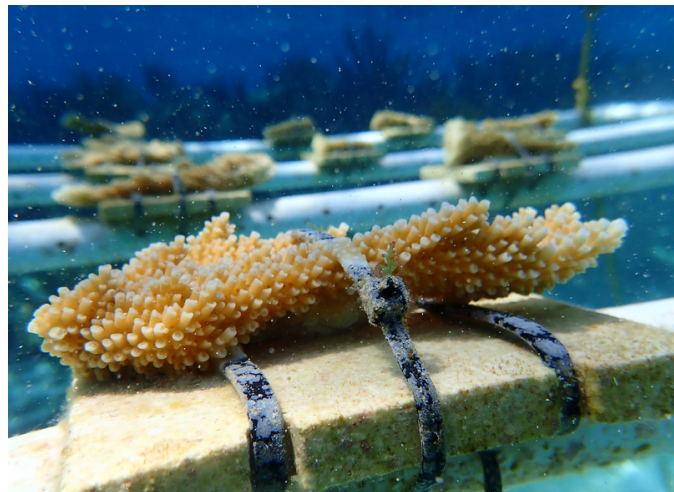




## 2. PREVENTION & COVID-19 MANAGEMENT

Travel, testing and isolation laws are continually being updated by the Cayman Islands Government and other jurisdictions. CCMI follows these laws. On occasion, for the safety of our staff, visitors and local stakeholders, CCMI has (or will) introduce specific testing, isolating or tracking measures, to ensure we limit the impacts of Covid-19 on our community.

CCMI manages residential courses, as well as being an active dive research and education facility. This means we take a conservative and cautionary approach to managing Covid-19, especially at the Little Cayman Research Centre. Our aim is always to reduce transmission.





## 2.1 - Vaccinations

All CCMI staff are expected to be vaccinated, unless there is an approved medical exemption.



## 2.2 -Testing

- On arriving to or departing the Cayman Islands, all staff are required to follow the entry and testing guidelines specified by Travel Cayman, or the Cayman Islands Government policies, as well as the visiting country.
- Staff hosting courses or large events are expected to take a lateral flow test 24 hours before the group/event begins, if Covid-19 is prevalent in the community.
- Staff are expected to take a lateral flow test immediately if they show Covid-19 symptoms. Please do not come to the workplace if feeling unwell and limit personal contact with all other employees until a lateral flow test has been done.
- If you are a primary contact of a member of staff who is Covid-19 positive, please follow current guidelines on testing requirements.
- CCMI will provide lateral flow tests for all work-related testing, that has been outlined in this document. All testing pertaining to personal travel or exposure to a contact outside of work will not be supported by CCMI testing supplies; staff members will need to supply their own tests in these circumstances.
- PCR tests are currently required by the Cayman Islands Government when a person tests positive on a lateral flow.



## 2.3 - Isolating

On having a confirmed positive lateral flow test, the following guidelines need to be followed:

- Please contact your line manager and let them know when you tested positive for Covid-19, what your symptoms are and how you are.
- Residential CCMi staff - need to isolate as per the Cayman Islands guidelines. Please confirm with the duty manager at the station via teams or email that you have Covid-19 and begin isolating. If you reside at the station, you will be given a schedule of food and drink, and will generally be cared for until you are out of isolation.
- Little Cayman off site staff and remote staff - need to isolate as per the local guidelines of the country you are living in.



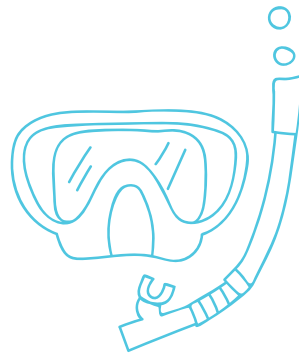
## 2.4 - Tracking

Your data regarding your Covid-19 illness will be logged for the following reasons: to ensure we track your isolation period, to ensure we can book a diver medical within the DAN recommended time frame and to identify clusters of transmissions that may result in a company-wide response (i.e., we close the Little Cayman Research Centre).



## 2.5 -Insurance

All staff must have health insurance that covers COVID-19, including health provision, changes to flights and the potential for supporting isolation or quarantine. This includes travel insurance to and from the Cayman Islands, when travelling for work.



## 2.6 -Medicals & Diving

CCMI follows two dive protocols for diving post Covid-19. Both these recommended protocols are industry-leading and they do change as Covid-19 evolves. Please follow the links for each to find out the current requirements of diving post Covid-19. If a medical or dive medical is required after you have contracted Covid-19 at work, then CCMI will pay for the medical. If you have contracted Covid-19 outside of work (i.e. when you were on vacation, or you have caught it from a non-CCMI related contact), then you will need to pay for your own medical.

For non-scientific diving, we follow the DAN protocols.

<https://dan.org/health-medicine/covid-19/>

For scientific diving, we follow AAUS protocols.

[https://aaus.org/AAUS/Covid-19\\_Resources.aspx](https://aaus.org/AAUS/Covid-19_Resources.aspx)





## 3. GREEN PROTOCOLS MAINTAIN GOOD STANDARDS

As a CCMI member of staff, you are responsible for heightened health and safety measures during times of Covid-19 prevalence in the community. Please see the Visitor Policy for all the health and safety measures that need to take place to keep CCMI operating at the safest standards.

Please consider the following regarding how you can help CCMI remain operational during times of outbreak, as well as reducing transmission:

- **Planning** - please ensure you are planning for a Covid-19 interruption. This could be to a course, travel, event or site visit. The likelihood is that plans may have to change due to Covid-19 and the better prepared we are, the easier it will be. Having a plan B is essential.
- **Responsibility** - please take personal responsibility for ensuring that the risk of Covid-19 is minimized. Additional cleaning, creating of space and reduced sharing of facilities will help. Where possible, create social distancing between groups at the station, build the threat of Covid-19 into your daily routines, especially before hosting a big group or event.
- **Act fast** - if you have a concern that either you or someone visiting CCMI has Covid-19, please act quickly, as if you do have the virus.

# 5. AMBER & RED PROTOCOLS



Amber and Red protocols mean we have an outbreak of Covid-19 within CCMI. The Visitor Policy outlines all the protocols for the Little Cayman Research Centre but as individuals and from a company perspective, we have additional requirements to also consider.



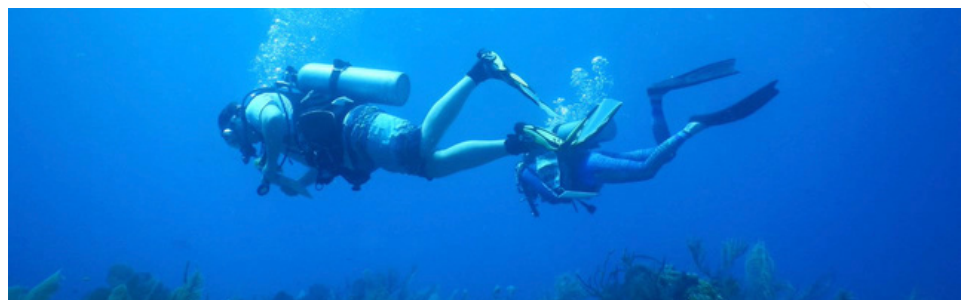
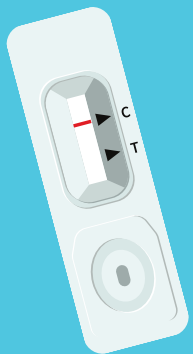
## 5.1 Suspected COVID-19 or isolated case of Covid-19 either offsite or via staff who have not been in contact with other staff or visitors (Amber)

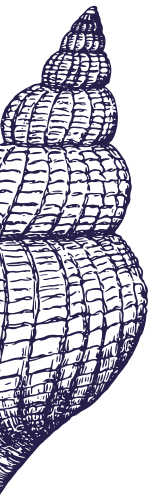
- On a suspected or isolated case of COVID, including any of the identified COVID-19 symptoms, inform your manager immediately, as well as the duty station manager at Little Cayman Research Centre (if Little Cayman-based).
- Please take or administer a lateral flow test immediately.
- The management team will meet to assess the risk or course/visits that may need to be cancelled or rearranged if Covid-19 is likely.
- A tracker will be initiated to record the potential spread of Covid-19 across both staff and visitors.
- As laws regarding Covid-19 relax, CCMI asks staff to prioritise keeping vulnerable staff and visitors to the Little Cayman Research Centre safe, using a common sense approach to managing potential spread and infection rates at CCMI.



## 5.2 Outbreak of Covid-19 (Red)

- Once a staff member or visitor has tested positive for Covid-19, isolation laws must be responded to.
- **Red** protocols in the Visitor Policy must be adhered to.
- For staff offsite, where local laws are relaxed, you are asked to act responsibly on CCMI's behalf, i.e. not taking part in face to face meetings if you are unwell, even if local laws allow you to do so.
- For staff working in Little Cayman, if and when isolation laws are relaxed, you are asked to act responsibly if you feel unwell, reducing the risk of infection spread, working from home if this is appropriate.
- If you contract Covid-19 and are too unwell to work, you must inform your line manager and take the time to recover.
- All staff returning to work post Covid-19 are required to take a dive medical, to dive with or on behalf of CCMI.
- Any staff with symptoms of long Covid must inform their manager and work out an action plan to manage workload and health rehabilitation.





## 6. COVID-19 RELATED STAFF COVER

The impact of Covid-19 on our staffing means we often have to cover other people's roles at short notice. In preparing to ensure we run a safe and efficient company, there are several contingency aspects that should be considered:

### What you can do:

- **Document sharing** - please make sure all key documents are shared on the relevant servers/team channels at all times. Should you become unwell and unavailable, ensuring the rest of your team can keep working is important.
- **Handover and scheduling** - for all large projects, please ensure you keep up to date schedules and where relevant, handover information. Please make sure you share your progress on projects, in case we need to provide information when you are not here.
- **Passwords and access to software** - please ensure all CCMI related passwords and software codes are shared with the CCMI Business Manager (Rob Hedges), so we do not get locked out of programmes in your absence.
- **Key contacts** - ensure your wider team have key contact information, in case we need to contact people on your behalf (for example, course leaders, project partners etc).



## What can we do:

- **Emergency Response** - everyone at CCMI must be aware of the Green-Red Covid-19 protocols, especially if there is a Covid-19 outbreak.
- **Identify key health and safety training opportunities** - if key staff members are ill and unable to perform their duties, CCMI will identify areas of need (such as operational shore support, for example) and develop training for suitable staff members to take part in.
- **Be prepared to stand in** - we know that Covid-19 will affect staff members on a fairly ongoing basis... therefore, there are times when we must all support and cover our colleagues. We thank you in advance for this.





## 7. LIVING WITH COVID

As international borders open and Covid-19 becomes a more ‘normal’ part of our everyday lives, there will be a shift from a pandemic response to living with Covid-19. For the team at CCMI, there are several factors that we will need to consider as part of this transition:

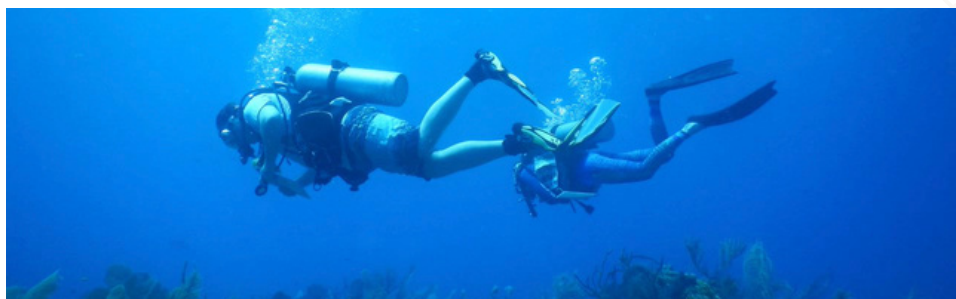


## Residential Responsibility:

CCMI hosts hundreds of students and visiting researchers all year round. Creating an environment that is clean, conscious of infection spread and respectful of viruses and bacteria is critical to keeping our staff and visitors free from Covid-19 (and other illnesses that can impact a trip to Little Cayman). Even when Covid-19 isolation laws relax, we will still need to reduce the risk of infection at CCMI, where possible at all times. Cleaning and hygiene protocols should be of the highest standard. A conscious approach to keeping groups and staff as risk free from Covid-19 should be always taken. This will impact cleaning, social space sharing and staff allocation to courses and programmes.

## Hosting Events:

Each year, CCMI hosts numerous events that include the public. From the Reef Lecture Series to our fundraisers, incorporating a pragmatic and sensible approach to living with Covid-19 is paramount to visitor/attendee/staff health. Where possible, large groups should be hosted in either an outdoor or well-ventilated environment. Cleaning and hygiene protocols should be of the highest standard. Public health should be the highest priority, cancelling or moving events online is preferable to being an outbreak source for Covid-19 (or other illness).





### Proactive Staff Approach:

Living with Covid-19 will become more of the 'everyday' and less 'response' in the future. CCMI encourages staff take a pragmatic approach to the working environment that reduces risk for both staff and visitors to CCMI. For example, please plan work and travel schedules with the presence of Covid-19 in mind. If you are taking personal time that increases your risk of catching Covid-19, please consider this in your schedule planning. Where we have large groups or fundraisers booked, be mindful of how a Covid-19 outbreak could impact projects and deliverables (particularly for diving related activity). An alternative plan, where possible (such as holding an online activity versus face to face), should always be developed while Covid-19 is still prevalent in the community.

### Sickness and Recovery:

CCMI staff are awarded 10 days of sick cover each year. The impact of Covid-19 means staff may have to take more sick days, even when isolation protocols are relaxed. If staff go over their sick days and have a valid PCR/lateral flow test, please discuss options with your line manager. For staff that have contracted Covid-19, CCMI will ensure the team are given the appropriate time to recover before resuming duties, especially when dive related.





## 8. EMERGENCY CONTACTS

CCMI Office +1 345 948 1094

CCMI Mobile +1 345 321 8732

Medical Services

Little Cayman Clinic

+1 345 948 0072 / +1 345 936 4431

Faith Hospital, Cayman Brac

+1 345 948 2243 / +1 345 926 4295

George Town Hospital, Grand Cayman

+1 345 949 8600

HSA Cayman Islands +1 345 949 8600

Travel Cayman +1 345 743 8463

Cayman Airways +1 345 948 1044

Police +1 345 948 0100

Fire +1 345 916 0996 (on call) / +1 345 948 0011 (fire station)





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