

**PREPARED BY**  
Nicholas Alsis  
General Manager  
March 25, 2020

**PREPARED FOR**  
Chris Eagan

Kris Broll

Smithsonian



**OVERVIEW**

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| The Information below is information from the Centers for Disease Control and Prevention (CDC). These are the most current recommendations and information form the CDC website as of March 5, 2020. Currently there are not any specific OSHA recommendations for COVID-19. Blackmon Mooring & BMS CAT (BMS) will follow OSHA’s recommendations for MERS-CoV until guidelines are updated.  According to the World Health Organization (WHO), coronavirus is a family of viruses that cause illnesses ranging from the common cold to more severe diseases. Common signs of infection include headache, fever, cough, sore throat, runny nose and breathing difficulties. In more severe cases, infection can cause pneumonia, severe acute respiratory syndrome, kidney failure and even death. Individuals who are elderly or pregnant, and anyone with preexisting medical conditions are at the greatest risk of becoming seriously ill from coronaviruses.  COVID-19 can spread between people through their respiratory secretions, especially when they cough or sneeze. According the Centers for Disease Control and Prevention (CDC), the spread of COVID-19 from person- to-person most likely occurs among close contacts who are within about 6 feet of each other. It’s unclear at this time if a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose or eyes.  The COVID-19 virus spread can be prevented by hand washing often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands with soap and water if hands are visibly dirty.  It is recommended that employers should perform environmental cleaning routinely for all frequently touched surfaces in the workplace, such as workstations, countertops and doorknobs and other common “touch points”.  **As it is impossible to remove all contaminates from a given environment, it is the goal of the cleaning program to remove as many of the contaminating particles as possible. Therefore, BMS makes no warranty or guarantee as to the level of contaminant reduction or of any future re-exposure to the cleaned areas after the work is performed.** INTRODUCTION On March 25, 2020, Nicholas Alsis with BMS participated in an introductory meeting with Chris Eagan and Kris Broll of the Smithsonian, Chandra Harvard Observatory. From that conversation, BMS learned of an overall concern to an exposure to Coronavirus (COVID-19) at the Smithsonian -15 Wayside Rd, Burlington, Ma 01803, floor 3.  A discussion in regards to the general scope of work was agreed upon, which is listed below. BMS did not access the area prior to this scope being discussed. |

**SCOPE OF WORK**

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| If there is reason to believe that someone infected with COVID-19 has come into contact with someone within the facility or has entered the facility. The entire facility should be cleaned to ensure the most effective removal of any potential contaminates.  **If the facility does have a confirmed case within the current daily operations and scaled back work force. It has been requested that BMS CAT comes in and disinfects, sanitized and cleansing the infected areas to remove the risk within the facility with the ultimate goal being to allow continued Control Room employees access to assigned job description.**  As it is impossible to remove all contaminates from a given environment, the goal of the cleaning program is to remove as many of the contaminating particles as possible. Thus, the first step in the cleaning process should be to remove contaminates from heavily soiled surfaces using appropriate cleaning methods – starting from the cleanest part of the room to the dirtiest part of the room.  The second step is to disinfect the area of concern. The cleaning process should include wet wiping of non-porous surfaces with an EPA registered disinfectant that is effective against the human coronavirus. Manufactures labels will be followed for the specific disinfectant being used. In general, the disinfectant will be applied on hard inanimate, non-porous surfaces by thoroughly wetting surface with a cloth, mop, sponge or sprayer. Treated surfaces must remain wet for 10 minutes for product to be effective. After 10 minutes of adequate dwell time, the excess disinfectant will be wiped away and the surface cleaned. Safety Data Sheet (SDS) will be provided upon request.  All surfaces that people would normally touch must be cleaned and sanitized. Consideration should be given to areas that the tallest person could reach. Generally, this could be considered as the area below an 8-foot level. This should be the *minimum* area to be considered. Additionally, areas above this level that personnel might access should also be cleaned and sanitized. If in doubt, then clean all areas in the environment.  **Hard Non-Porous Surfaces:** The structure should be cleaned top down, in a right to left or left to right manner. Never wipe in a circular motion, as this will contaminate areas, which have already been cleaned. The wipe should be inspected and refolded after each pass to make sure that the wipe is not soiled and a fresh surface of the wipe is always used on a new cleaning pass.  Once a wipe has been repeatedly folded and the eight available surfaces used, this wipe should be placed in a dry bucket or 6 mil poly bag for laundering. Do not place wipes in mop or solution buckets as this will contaminate the entire solution batch.  In the discussed areas that would receive priority, we would clean the following:   * The Control Room – Clean all non-porous areas 8 feet and down including all horizontal surfaces, door handles, desks and personal stations, walls, cabinets, monitors and floors * The Mission and Action Rooms– Clean all non-porous areas 8 feet and down including all horizontal surfaces, door handles, desks and personal stations, walls, cabinets, monitors and floors. * The GOT room– Clean all non-porous areas 8 feet and down including all horizontal surfaces, door handles, desks and personal stations, walls, cabinets, monitors and floors. * Entrances and Walkways – clean door handles, door push bars, locks, buzzers, speaker buttons, railings and counter tops, desk tops, cabinets and floors. * Common areas and Public Gathering Spaces – clean all non-porous horizontal surfaces and touch points and floors. * Bathrooms – clean non-porous surfaces below 8 feet and down. This items may include tile or FRP walls, partitions and horizontal surfaces. More common surfaces would include toilets, sinks, countertops, dispensers, cabinet faces and door pulls, and other non-porous surfaces. * Breakrooms – clean non-porous horizontal surfaces and touch points 8 feet and down. This may include sinks, countertops, cabinet faces and door pulls, non-porous chairs, tables and other inanimate surfaces. * The ASVT Room – protocol to be decided   Non-porous floor surfaces will be treated with an EPA registered disinfectant that is effective against the human coronavirus and the allowed a 10-minute dwell time to disinfect the floor. The surface will be wet mopped to remove any residual residue.  Currently there is no CDC recommendations on cleaning carpeting or other porous flooring surfaces. At a minimum, it is recommended that carpeting should be disinfected by initially spraying the carpet with an EPA-registered disinfectant, and allowing 10-minutes of dwell time. After 10 minutes, a high temperature hot water extraction process will be utilized in a left to right fashion throughout the space.  **Porous Surfaces:** Upholstered fabric and soft goods are not part of this scope. These items should be removed from the contained areas prior to and in conjunction w/ the cleaning. Any items that can be laundered should be cleaned following manufactures recommended cleaning instructions. The most effective method of disinfecting porous materials is to use temperatures of 150 degrees Fahrenheit or greater.  Upholstered furniture and other porous items should be contained w/in 6 mil poly and removed. It is stated at this time there is a 10 to 14-day incubation period for this virus. Soft goods should be removed at a minimum for this period. Restoration of these items cannot be validated at this time.  **CONTAINMENT**  If the contaminated area is confined to a certain suite or area, then containment should be erected with entry points at the front and back of the contained area. Entry and exit locations for donning & doffing PPE should be established at the beginning of the project. The contained area should be put under negative pressure during the cleaning process. It is important to be sure to review any common areas that may be affected.  **FINAL CLEAN/PROJECT CLOSE OUT**  Upon completion, BMS will conduct an internal assessment and determine that the area is completed according to scope of work. BMS will then contact a representative from the facility to inspect the area, and then designate the area as completed. Upon finalization of the Scope of Work, BMS will obtain a Statement of Work Complete signature, indicating that the project has been completed to the satisfaction of The Smithsonian and/or their representative. |
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**SCHEDULE & MANPOWER**

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| In order to complete this work in a timely fashion, BMS anticipates running one 12 hour shift with 1 project manager, and 5 technicians as needed, to complete the work within the scheduled time and budget. |

**HEALTH & SAFETY**

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| Safety is the most important aspect of any project. BMS will conduct safety meetings at the beginning of each shift. All work will be performed in a manner that adheres to Federal OSHA regulations. |

PPE should include full body coveralls (Tyvek), minimum respirator protection of N-95 or greater, eye protection, latex gloves taped at wrists and rubber boots or rubber boot covers taped at ankles with abatement tape. Adequate hand washing should be performed as frequently as possible and before removal of the respirator. At this time, it is not believed that the COVID-19 is an airborne virus. The main purpose of the respirator and eye protection is to ensure employees do not accidently touch their face or mouth. A medical evaluation and fit test must be performed prior to using a N-95 or half-face respirator.

**WASTE DISPOSAL**

PPE and disposable cleaning supplies should be disposed of in sealed (goose necked/taped) 6-mil poly bags. These items shall be disposed of in applicable waste stream fashion for the facility and per BMS standard operating procedures.

**SPECIAL POINTS**

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| * BMS will require 24-hour access to the facility, in order to perform the work in a timely manner. * All BMS personnel will be uniformed, including a photo identification badge, and equipped with 2-way radios for identification and communication purposes. * All BMS personnel have been background checked and undergo periodic, random drug and alcohol screenings. * All BMS personnel are United States citizens. * BMS will require an area to set up and store equipment, material and supplies. * BMS will require use of restroom facilities. If facilities cannot be provided, BMS will arrange for portable units to be placed on site. * BMS will require use of the facility utilities, such as water and electricity. * BMS personnel will limit on-site presence to approved designated work and break areas only. * BMS will schedule all work with a point of contact from the facility. |

**PRICING**

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| All BMS remediation costs will be tracked and billed on a Time and Materials basis in accordance with the AIG Rate Schedule. The Smithsonian and/or their representative will receive a copy of all documentation for review and verification purposes. Remediation of the damages estimated in the scope of work is anticipated to cost $12,500.  All applicable local, state and federal taxes, and required permits, will be applied and invoiced in addition to the amounts stated above as required by law. Progress invoices will be provided throughout the course of the work. |

**CONCLUSION**

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| On behalf of BMS, I would like to thank you for the opportunity to assist in your recovery process. If you have any questions, or require additional information, please do not hesitate to contact me at 978-831-9728.  Respectfully submitted,  Nicholas Alsis  General Manager |

By signing below, I am accepting the above scope of work.

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