

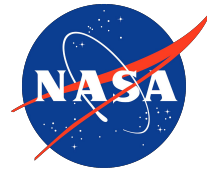
CPEX-AW
Kick-Off Meeting

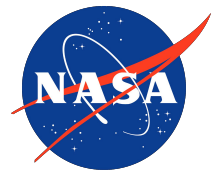
August 16, 2021



Agenda

- Welcome & Introduction
 - Mission Management
- CPEX-AW Mission Operations
 - Daily Health Screening
 - POD
 - Anti-Harassment Policy
- COVID-19 Safety





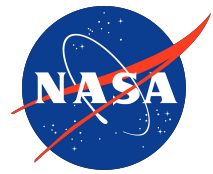
CPEX-AW Mission Management

Person	Role	Mobile	Email
Gail Skofronick-Jackson	Program Manager	(703) 517-9935	Gail.S.Jackson@nasa.gov
Aaron Pina	Deputy Program Manager	(202) 441-9163	Aaron.Pina@nasa.gov
Ed Zipser	Co-PI	(801) 903-3699	Ed.Zipser@utah.edu
Shuyi Chen	Co-PI	(305) 479-6551	shuyic@uw.edu
Amin Nehrir	Mission Instrument Scientist	(757) 846-1660	Amin.r.Nehrir@nasa.gov
Vidal Salazar	Project Manager	(650) 499-6405	Vidal.Salazar@nasa.gov
Sommer Nicholas	Logistics Manager	(650) 450-7645	Sommer.Nicholas@nasa.gov
Chuck Irving	DC-8 Project Manager	(661) 221-1158	Charles.E.Irving@nasa.gov
Chris Jennison	DC-8 Mission Manager	(661) 810-6912	Chris.Jennison@nasa.gov

We will keep this list updated and published at the Operations Room and Airport work area



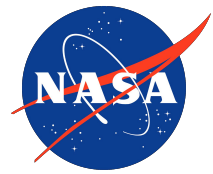
Anti-Harassment Policy



- While supporting NASA flight operations each person is a representative of NASA and the United States of America during deployed operations.
- Harassment of any kind will not be tolerated from any NASA Civil Servant, NASA contractor, University partner or customer at any time. This includes harassment of any local persons at a deployment site hosting a NASA mission.
- A NASA anti-harassment policy website is available from your NASA Project Manager and it can be found in this [website](#).
- If you feel you have been harassed or witnessed harassment/misbehavior in any manner please contact the ESPO representative or the Chief of Flight Operations immediately.
- If the Chief of Flight Operations determines that NASA policy has been violated the Chief reserves the right to remove any offending individual from all flight operations.
 - If the offending individual is a Civil Servant they will be sent home from the field.
 - If the offending individual is a NASA contractor their contract management and NASA Procurement will be notified of the incident.
 - If the offending individual is a customer then the appropriate customer superior (mission PI, NASA Program Sponsor, etc.) will be notified of the incident.



Anti-Harassment Policy



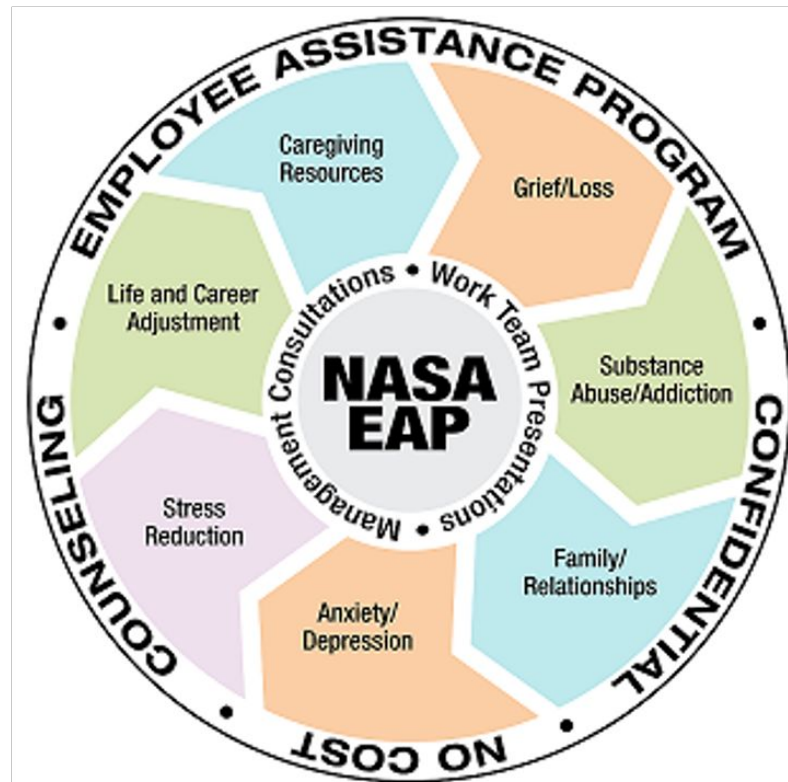
If you have something to report, please contact your local ESPO representative or the Chief of flight operations.

All CPEX-AW project participants will have access to a NASA Ombudsperson. Their goal is to provide a **safe place to raise concerns** in a **confidential, informal, and neutral setting**.

Kevin T. Reilly
AFRC Ombudsperson
661-276-3862 kevin.t.reilly@nasa.gov

Employee Assistance Program (EAP)

- Point of Contact:
 - Ashley Prueitt
 - 661-276-2034
 - ashley.d.prueitt@nasa.gov
- NASA provides an Agency-wide, 24-hour EAP service to all civil servant and contractor employees. If you need to speak with a mental health counselor during non-business hours, call (888) 728-1404.



St Croix, USVI

Deployment guide

Located on the
ESPO/CPEX-AW
[website](#).

Hotel

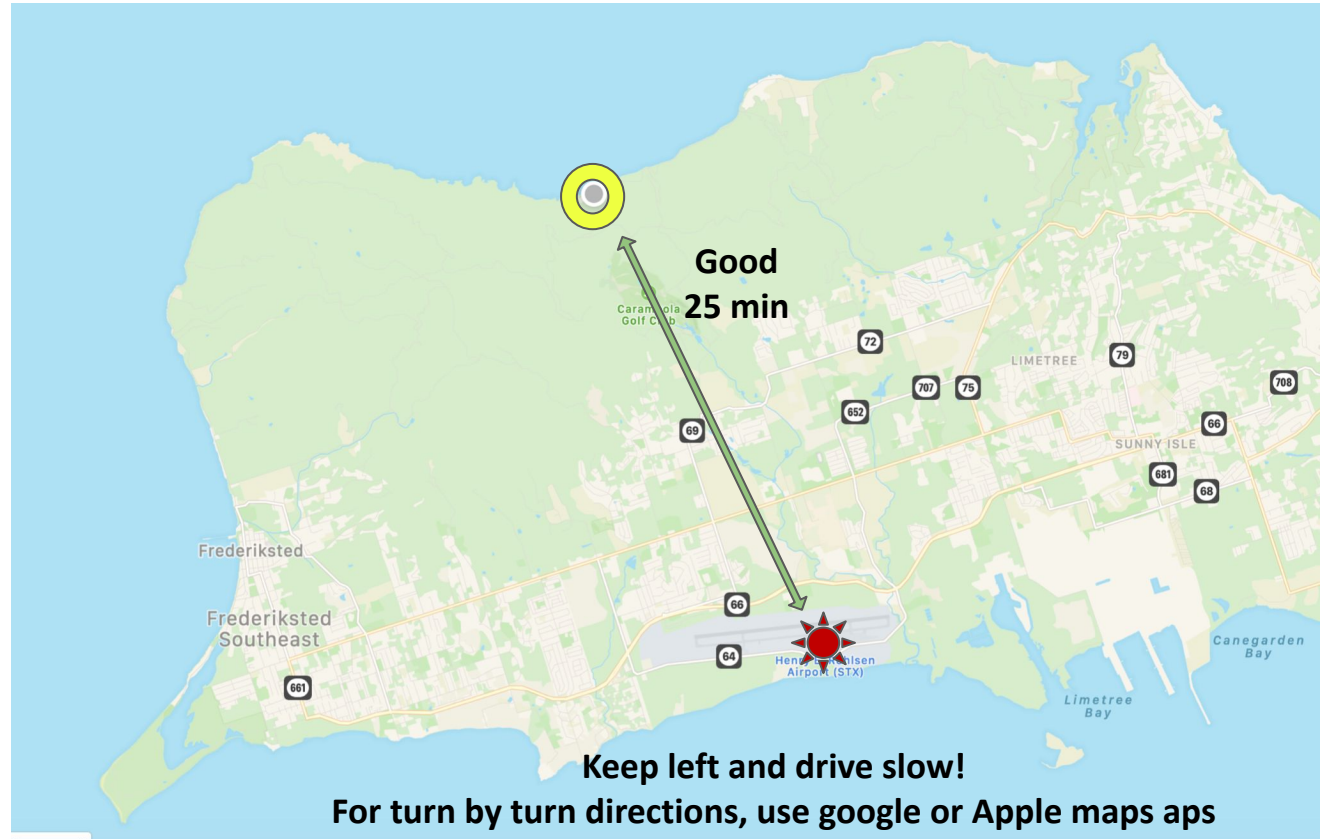


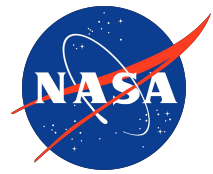
Carambola Beach
Resort

Airport



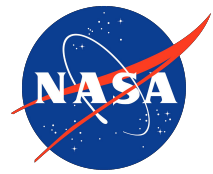
St Croix
International





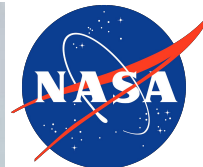


Do not block access to the containers!!!!



IMPORTANT

This door **MUST** be closed at all times
Do not leave it open and unattended



Check in with Guard here!

Ramp area
RESTRICTED

DC-8

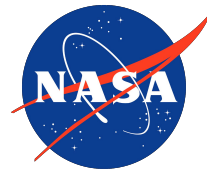
OPS

You must wear a badge at all times!





STX Office/Lab Space



Internet at the Airport Work area

- Limited wireless internet via mobile network
- Bandwidth is limited - restricted to appropriate uses
- No wired connections are available



Carambola Ops Center

Operations Center - Carambola

- High speed internet will be available
- For any wired connection and dedicated IPs, see ESPO support (ASAP)
- We will adhere to safety guidelines in terms of social distancing and PPE
- When possible we will encourage virtual or outdoor meetings

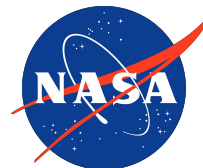




Daily health check

BEFORE you arrive at the airport work area or at the Operations Center, you **MUST** fill and submit your Daily Health Check by following this [link](#)

- **Everyday!**
- **We will check**



CPEX-AW COVID-19 Daily Screening

Please consider the following list of symptoms

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

Fever or chills
Cough
Shortness of breath or difficulty breathing
Fatigue
Muscle or body aches
Headache
New loss of taste or smell
Sore throat
Congestion or runny nose
Nausea or vomiting
Diarrhea

This list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID-19. (https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html?utm_campaign=AC_CRNA)

* Required

Email *

Your email _____

Contact tracing



As you enter the Airport work area or the Operations Center, you MUST scan the QR code to “**check in**” at the location you will be working at

Upon departure, please “**check out**” by scanning the same QR code.

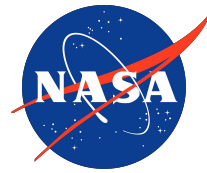
- Everyday!
- We will check



This is an example



Plan of the Day (POD)

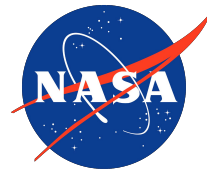


A daily Plan of the Day (POD) will be:

- Emailed everyday to CPEX-AW@espo.nasa.gov
- Posted on the CPEX-AW website under “Mission Planning>Daily Schedule”
- Texted to the group via WhatsApp (please sign up for the WhatsApp group)



Badges



Upon arriving in St Croix, check with an ESPO rep to pick up your project badge

ALWAYS wear your badge

- At the Ops Center
- At the airport while working on the DC-8

Instrument teams and DC-8 crew will receive an airport badge

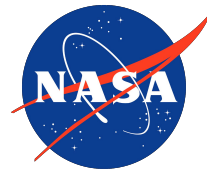
Safety Guidelines

- Smoking is not allowed in any buildings, only in designated areas outside.
- When fire alarm sounds assemble in the Parking lots
- Wearing of open toed shoes is not allowed while at the FBO or on the aircraft.
- Workspaces must be maintained in a neat and clean fashion as much as possible. Clean up spaces prior to leaving each day.
- Be aware of all safety signs posted on doors.





Aircraft attire

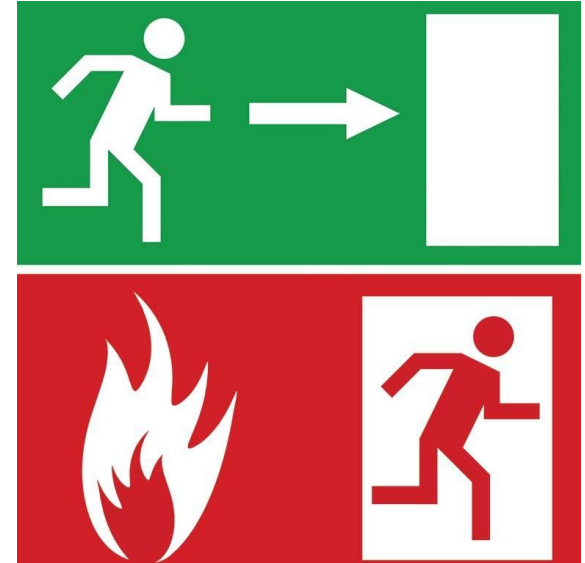


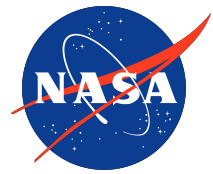
- We are in the tropics, but you must wear long pants and close toed shoes while working and flying on the DC8.

Evacuation Plan

Actions

- If a condition is identified which requires evacuation, immediately alert others in the area, sound an alarm, and begin to exit; begin evacuation any time you:
 - Hear an alarm; See smoke; See flames; Witness an explosion; or witness sprinkler activation
- Follow instructions to evacuate
- Proceed to the nearest safe exit
- Provide help to those who need assistance; non-ambulatory people may require special attention





Hurricane Evacuation plan

Evacuation Decision Tree

Decision Point 1 (Evacuate or not)

72 Hrs Prior

**Prepare for aircraft evacuation
(Preflight and Hold) Non-essential Pack**

Decision Point 2 (Continue evacuation or not)

48 Hrs Prior

**Ground crew departs
Aircraft departs
Non-essential depart
Essential personnel pack**

Decision Point 3 (Continue evacuation or sudden change return/shelter)

36 Hrs Prior

**Aircraft at AFRC
Forecasters monitor storm
Essential personnel pack**

24 Hrs Prior

**Essential personnel depart
(if instructed)**

**DC-8
42 seats
8 crew**

COVID-19 Safety Protocols

Know the symptoms of COVID-19, which can include the following:



Symptoms can range from mild to severe illness, and appear 2–14 days after you are exposed to the virus that causes COVID-19.

COVID-19 Safety Protocols

COVID-19 *What you can do...*



Cover your mouth and nose with a mask when around others

COVID-19 Safety Protocols

Maintaining Social Distance

Other ways to minimize your COVID-19 risks are to reduce your exposure to other individuals. This includes:

- Opting for delivery, ordering take-out, curbside pick-up, or eating outside
- Avoiding indoor dining
- Maintaining 6 feet distance and wearing your mask while not in your lodging
- Limiting non-essential outings



Follow Federal, State and Local Guidelines

LOWER RISK



Pick-up or delivery



Outdoor seating at least 6 feet apart

COVID-19 Safety Protocols

Always Wear a Mask, and Wear it **Properly**



How **NOT** to Wear a Mask



"The Escape Hatch"



"The Earring"



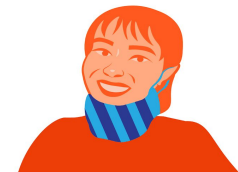
"The Sniffer"



"The Stache"



"The Nose Plug"



"The Neckbeard"

Personal Workspace Disinfecting Guidelines

- **Disinfecting is everyone's responsibility.**
Participants need to clean areas they come in contact with, especially shared equipment.
- Everyone is required to disinfect their workspace at the start and end of every day.
- ESPO will provide approved disinfecting supplies.
- Care must be taken when disinfecting screens of any kind, for example computers, phones and ipads. Unplug electronic devices before cleaning. Avoid spraying electronics or keyboards directly with cleaning supplies.



Sickness/Confirmed COVID-19 On Deployment

While Off Duty

- If symptoms begin while off duty at the deployment site, then you should:
 - STAY HOME or IN ROOM and self isolate
 - Seek medical guidance from your personal physician
 - **Notify your immediate supervisor, necessary deployment personnel, and ESPO**
- ESPO will then notify line management and the respective center's Medical Director

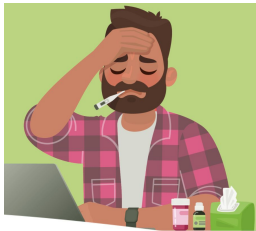


Sickness/Confirmed COVID-19 Test During Deployment



While At Work

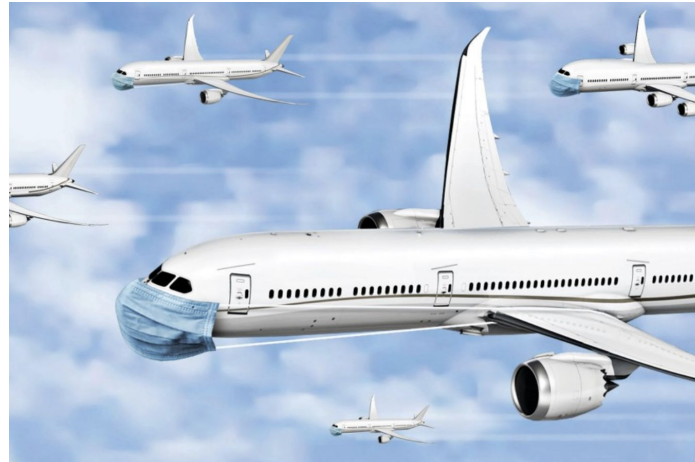
- If you feel ill while at the deployment site, then you should:
 - Immediately leave work and return to your lodging to self isolate
 - Seek medical guidance from your personal physician
 - **Notify your immediate supervisor, necessary deployment personnel, and ESPO**
- ESPO will then notify line management and the respective center's Medical Director
- If onset of illness occurs/suspected while in flight, the applicable flight rules will be implemented

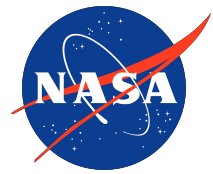


Sickness/Confirmed COVID-19 Test During Deployment

While At Work

- If onset of illness occurs/suspected while in flight, the applicable flight rules will be implemented

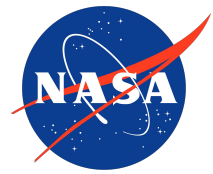




CPEX-AW COVID-19 Protocol

Chuck Irving, DC-8 Project Manager
Vidal Salazar, Earth Science Program Office Manager

August 12, 2021



● Purpose:

- DC-8 CPEX-AW deployment involves several diverse organizations from government, academia, and private industry.
- COVID-19, including the Delta variant are present in St Croix.
- To interact safely and effectively in accomplishing mission objectives, a common set of standards must be employed in the shared work environment.

● Applicability:

- This protocol defines minimum basic requirements and recommendations for all CPEX-AW participants during the CPEX-AW deployment period.



CPEX-AW COVID-19 Protocol



GENERAL

- All personnel including visitors shall comply with current AFRC guidelines while on Center
- Tours of DC-8 will not be considered until weekly COVID rates fall below 100 weekly cases per 100,000.
- St Croix requires proof of negative COVID-19 test within 5 days of commencement of travel. No test required to return to US mainland.
 - St Croix does not require vaccines for entry
 - Physical meetings where 6-foot distancing is required will be limited. Virtual meetings will be utilized where possible.
- Avoid contact with others as much as possible. Practice good hygiene, social distance, and wear PPE. Keep PPE on your person at all times.



CPEX-AW COVID-19 Protocol



PERSONAL HEALTH ASSESSMENTS

- Participants shall perform daily health checks to ensure that no symptoms (minor or major) prior to reporting for duty
- Symptoms listed by the CDC for COVID-19 are the following:
 - Fever or chills
 - Cough
 - Sore throat
 - Fatigue
 - Muscle or body aches
 - Headache
 - Loss of taste or smell
 - Shortness of breath or Congestion
 - Nausea or vomiting
 - Diarrhea

IF YOU FEEL SICK, ISOLATE IMMEDIATELY. DO NOT REPORT TO WORKSITE



CPEX-AW COVID-19 Protocol



IF YOU FEEL SICK (or are identified as an Unvaccinated Close Contact):

- **Do NOT report for duty**
- If your condition is an emergency, call 911 from a landline or 340-772-9111 from your cell phone
- If your condition is not an emergency:
 - Notify your on-location team lead/supervisor; if you cannot immediately contact your lead, please contact an ESPO on-site representative directly
 - Make and provide a list of all your CPEX-AW contacts for prior three days
 - Get COVID PCR test as soon as possible
- Team Leads shall inform the ESPO on-site Program Manager immediately of a potential COVID-19 case
- ESPO shall convene a Quick Reaction Team (QRT) to actively monitor and manage to case
 - QRT will include on-site ESPO PM and DC-8 Mission Manager; additional representation will on depend on personnel involved in case, as well as the severity and breadth



CPEX-AW COVID-19 Protocol



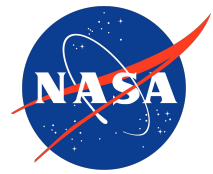
● PPE Requirements

- N95 masks are required when working within 6 feet of others (FBO facilities, aircraft, Operations Center @ hotel, sharing transportation, etc.)

- All participants on DC-8 flights must wear N95 masks
 - Exception for DC-8 cockpit flight crew



CPEX-AW COVID-19 Protocol



TESTING

- St Croix requires proof of negative COVID-19 test within 5 days of commencement of travel. No test required to return to US mainland.
 - St Croix does not require vaccines for entry
 - COVID-19 PCR testing scheduled at B703 on Friday, Aug 13, 0900-1000
- Testing sites in St Croix
- Personal “at home” PCR test kits are being pursued to supplement local testing options. If they become available, regular testing may be requested.

Provider	Phone	Address	Hours	PCR Testing Results	From Hotel	From Airport
Acute Alternative Medical Group	340-772-2883	4000 Ruby Suite 3 Christiansted	0700 - 1900 (M-F) 0800 - 1200 (S-S)	Same Day if tested before 1600	25 min	20 min
Plessen Medical Group Urgent Care and Specialty Clinic	340-715-7720	Sunny Island Shopping Center 3004 Estate Orange Grv Ste 2, Christiansted	0700 - 1900 (M-F) 0800 - 1400 (S-S)	Same Day	25 min	15 min
Clinical Laboratory, Inc	340-778-5369	Suite 6, Sunny Isles Medical Center, Christiansted	0600-1600 (M-Th) 0600-1700 (F) 0600 - 1200 (Sat)	Same Day	25 min	15 min
Fredricksted Healthcare	340-772-0260	516 Strand St, Frediksted	0800 - 1700 (M/T/Th/Fr) 0800-1900 (W) 0900-1700 (Sat)	Same Day	30 min	20 min



CPEX-AW COVID-19 Protocol



● OFF-DUTY RECOMMENDATIONS:

- Avoid indoor and crowded outdoor areas
 - Wear face coverings or N95 mask and visit during non-peaks hours when you must visit these areas
- Avoid eating and drinking indoors
 - Take-out options available at many restaurants
 - Grocery store available enroute between FBO and hotel
- When recreating together responsibly after hours
 - Use outdoor areas with plenty of room to social distance
 - Wear face coverings or N95 mask when needed
- If you have visitors, they should strictly follow masking and social distancing guidance in public
 - Consider cancelling personal travel plans to avoid potential contact with COVID-19



CPEX-AW COVID-19 Protocol

- The more vigilant we are in our behaviors and actions, the more likely we avoid a personal health issue or mission interruption
- Let's protect each other
 - Check and politely correct your co-workers when needed. Many protocol slips will be unintentional.
 - Protecting yourself = Protecting others (and the mission!)
 - The opposite is equally true
- Stay tuned to your health – take precaution when warranted
 - Breakthrough cases in Vaccinated population are on the rise – don't think it “couldn't be COVID” and ignore symptoms
 - Don't “power through” when you feel sick – isolate and get tested. Put your coworkers and the mission first



CPEX-AW Points of Contact



Role	Name	Contact	Duty Dates
ESPO PM	Vidal Salazar	650-499-6405	8/13-22, 9/2-18
	Erin Czech	650-499-6406	8/17-9/3
	Jim Moore	303-579-3269	9/10-10/1
	Dan Chirica	925-640-0463	9/17 – 10/1

Role	Name	Contact	Duty Dates
DC-8 Mission Managers	Chuck Irving	661-221-1158	8/17 – 9/08
	Kirsten Boogaard	661-341-7808	8/17 – 23, 9/25 – 10/1
	Mike Thomson	661-810-8150	9/8 – 9/21
	Ken Norlin	661-816-6458	9/21 – 10/1