

# Infection Control Plan (ICP) – Summary for Workers - Version 10 – May 26, 2021

This document is intended to be a Reference Tool for workers. **It is an expectation that Imperial and Service Partner Leadership are knowledgeable of the entire Infection Control Plan (ICP) and that they ensure their workers understand and adhere to all expectations.**

**Protections and mitigations apply to everyone on site, regardless of if you have been vaccinated.**

## Protect Yourself & Others (“Perfecting the Basics” of COVID Protection)

- **Stay home when feeling unwell or exhibiting any of the common symptoms**
  - **Wash your hands and/or use hand sanitizer regularly** (sanitizer/hand washing stations are at building entries)
  - **Keep your distance (2m/6ft) at ALL times unless your work requires you to be in close proximity to others**
  - **Wear an approved mask**
    - **Masks must be worn at all times if you are within 2m/6ft of others.**
    - **Mask use is required at all times in indoor settings\* barring the exceptions in Section 3 of the ICP.**
      - 3 of the most relevant exceptions are: working alone in an office/cubical with appropriate distancing, when seated to eat in a designated area, or large open space such as a shop or plant/pad building where others are not present
- \*Indoor settings include office buildings, training facilities, meeting rooms, trailers and enclosed portable structures*
- **Only an approved mask may be worn this includes: the re-usable black “Imperial” / “animal” branded masks (Brand/model: StormTech CMK-2) or the blue disposable masks (brand/model: MedSup MP-50)**
  - No homemade masks allowed (effective April 5<sup>th</sup>, 2021).
  - If you wish to wear an additional covering (e.g. gaiter/winter option, bandana, fabric mask), it can be **layered on top of** the approved mask. Layering of masks is also called ‘stacking’.
  - Mask should fit snugly, but comfortable against the side of the face and cover the mouth and nose.
  - Mask should be secured with ties, ear loops or elastic straps.
  - Must be appropriate for the task (i.e. masks do not replace N95/cartridge respirators if your task requires it).
  - Disposable masks are not meant to be reused and should be changed when damp or dirty; when to change your disposable mask will be different for everyone as it is dependent on the individuals breathing and exertion rate.

## Symptoms and Required Actions:

### Common symptoms:

Fever	Chills	Headache
Sore throat	Stuffy nose	Runny nose
New onset of cough or worsening of chronic cough	Loss of sense of smell or taste	Nausea, vomiting, diarrhea or unexplained loss of appetite
New or worsening shortness of breath	Painful swallowing	Feeling unwell, fatigue or severe exhaustion
New or worsening difficult breathing	Muscle or joint ache	Conjunctivitis (pink eye)

If you are **on or off site** and experiencing COVID-19 symptoms, been in direct contact with someone (i.e. household member) with symptoms or deemed close contact/confirmed positive case **contact your supervisor & call the Amisk Health Center (780-639-5431)**. For additional clarity and instructions referred to ICP Section 2.

**Note:** Calling the Amisk Health Center applies to **both** Imperial employees and Service Partner employees.

Additionally if you are **on-site:**

- Ensure you put on an approved mask.
- Leave the workplace immediately and go directly home
  - If you are a sole vehicle user or have your personal vehicle, drive yourself home.
  - If a vehicle is not available, contact your Supervisor to make arrangements (per ICP Section 2).
- **Do not** visit the on-site Amisk Health Center (OHD Clinic) or call a first responder unless symptoms are severe, such as difficulty in breathing.

## Stay informed

Refer to <https://www.alberta.ca/coronavirus-info-for-albertans.aspx> for more information

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## **General expectations for all work teams:**

- **Workforce has been divided into “cells”** (aka work teams) that need to work in close proximity for effective operations, while minimizing the impacts of a suspected / confirmed COVID-19 case in the workplace.
- **It is critical that you minimize face-to-face interactions outside of your work cell.**
- **Face coverings must be worn, even within a cell, by all workers when 2m distancing cannot be achieved.**
- Alternatives for face to face meetings is still recommended, however, face-to-face meetings are acceptable for safety gatherings or where meeting virtually is not effective.

## **Car Pooling**

- Mask must be worn at all times while commuting to/from work.
- Carpool should only be done with individuals in your “cell”.
- If possible, increase ventilation in the vehicle by cracking a window at least 3”; this will reduce your risk of contracting COVID-19.

## **Shared Items & Meal Expectations**

- Gathering into large groups for meals is restricted. Eat at your desk, in your truck, or appropriately spaced within your designated lunch room.
- All communal food or snacks must be individually packaged (i.e. no sharing food items from a common dish/container such as pizzas, donuts, cookies, etc.).
- Plastic utensils, cups, plates will only be provided if they are individually packaged. If you required eating utensils or supplies bring your own.
- Ensure you wash/sanitize your hands or use disinfectant frequently when using common touch points (e.g. microwave, fridges, water coolers, etc.).

## **Cleaning and Disinfecting Protocols:**

- Cleaning staff have increased the frequency of cleaning for high traffic areas, frequently touched surfaces and shared objects (e.g. main access doors, bump stations, permitting kiosks, washrooms, kitchens, handrails, etc.).
- Ensure all high touch surfaces are “wiped twice” for each cleaning. The first wipe will clean a surface, whereas the second wipe will achieve disinfection.
- Individuals should disinfect frequently touched individual or communal equipment (e.g. personal or shared workstation, dog house, truck).
- When starting work at a new workstation, vehicle or office, disinfect work surfaces prior to and at end of work period.

## **Restricted Access to Control Rooms & Temperature Screening**

- Buildings with Control Rooms have access limited to Control Room Operators, Operations Staff and Cleaning Staff. Foreman (or delegate) approval is required for all other access.
  - Full time building residents also do not need to seek approval from Foreman (or equivalent) to enter each day once they have returned to office and normal work hours.
- Self-screening stations are located at all buildings where critical personnel are located so individuals can confirm temperature is less than 38°C before entering.

## **Business and Personal Travel:**

- If travelling outside of Canada for personal travel workers shall inform your Supervisor and cannot come to the Cold Lake site for 14-days after arriving back in Canada.
- Imperial Employees must inform your Supervisor of any business travel outside of the M.D. of Bonnyville. Business Travel (e.g. to / from Calgary) requires approval from an Imperial Superintendent or Technical Manager and must be business critical. This includes visitors to site from another location (i.e. Calgary).
- Service Partner Workforce: Business Travel for Service Partner workforce members that reside outside of the M.D. of Bonnyville No. 87 (see Appendix A: M.D. of Bonnyville Overview Map) and travel to the Cold Lake site for work requires approval from their company supervisor. Maintenance Supervisor approval is also required for Maintenance service partners. This includes any workers that need to attend Imperial Site Orientation.