



**Revision History:**

Date	Version	Details of Revision	Pages
March 19, 2020	1	Original	All
April 1, 2020	2	Updated with guidance from OHD	18
April 30, 2020	3	Updated Appendix A map, removed Appendix C, embedded CLO specific PPE guidance in Section 3, removed Appendix D, E and F, and embedded Cold Lake specific temperature screening protocol in Section 6	All
May 26, 2020	4	Updated Section 3 with new face covering expectation	8-9
July 13, 2020	5	Section 1, Section 3 and Section 4	4, 8, 9, 10,13
August 31, 2020	6	Section 1, 2, 3 and Appendix B	2, 4, 8, 12, 16
November 24, 2020	7	Section 2 (text removed), 3	4, 6, 8
January 5, 2021	8	Section 2 (close contact footnote), Section 3 (touch points, 3-ply mask requirements), Section 4 (routine cleaning)	4, 7, 8, 10
March 23, 2021	9	Section 3: Updated face covering requirements, Added Section 8: Mental Health	7, 8, 12-13
May 26, 2021	10	Section 3: Mask Protocols – PPE Requirements	8

**Contents:**

- **Section 1: Symptoms and Travel Protocols**
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- **Section 7: Communication and Operationalization**
- **Section 8: Mental Health Resources**
- **Appendix A: M.D. of Bonnyville Overview Map**
- **Appendix B: Case Management Process Flowcharts**

**Note: ICP protections and mitigations apply to everyone on site, regardless of if you have been vaccinated.**

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### Section 1: Symptoms and Travel Protocols

Expectations:	What to do?
<b>Be Informed</b>	<p>Alberta Health Services has a great website to keep you informed on COVID-19 and the Alberta Health recommendations:</p> <ul style="list-style-type: none"> <li>• <a href="https://albertahealthservices.ca/topics/Page16944.aspx">https://albertahealthservices.ca/topics/Page16944.aspx</a>; or</li> <li>• <a href="https://www.alberta.ca/coronavirus-info-for-albertans.aspx">https://www.alberta.ca/coronavirus-info-for-albertans.aspx</a></li> </ul> <p>Any Cold Lake team member (Imperial employee or Service Partner) in a formal supervisory or management role are required to familiarize themselves with the information and guidance available and direct their team members to this website for information. The information is updated regularly.</p> <p>For Imperial occupational health guidance material refer to the <a href="#">COVID-19 OHD SharePoint</a>.</p>
<b>Symptoms</b>	<p>COVID-19 symptoms are similar to influenza or other respiratory illnesses. Common symptoms include:</p> <ul style="list-style-type: none"> <li>○ Fever</li> <li>○ New onset of cough or worsening of chronic cough</li> <li>○ New or worsening shortness of breath</li> <li>○ New or worsening difficult breathing</li> <li>○ Sore throat</li> <li>○ Runny nose</li> <li>○ Chills</li> <li>○ Headache</li> <li>○ Painful swallowing</li> <li>○ Stuffy nose</li> <li>○ Muscle or joint pain</li> <li>○ Feeling unwell, fatigue or severe exhaustion</li> <li>○ Nausea, vomiting, diarrhea or unexplained loss of appetite</li> <li>○ Loss of sense of smell or taste</li> <li>○ Conjunctivitis (pink eye)</li> </ul> <p>Symptoms of serious illness include:</p> <ul style="list-style-type: none"> <li>○ Severe difficulty breathing</li> <li>○ Severe chest pain</li> <li>○ Hard time waking up</li> <li>○ Feeling confused</li> <li>○ Losing consciousness</li> </ul>
<b>Business Travel and Personal Travel</b>	<p><b>Before traveling:</b></p> <ul style="list-style-type: none"> <li>• Workers are required to inform their supervisor of any personal travel outside of Canada.</li> <li>• Workers must inform their supervisor of any business travel outside of the M.D. of Bonnyville No. 87 (see Appendix A: M.D. of Bonnyville Overview Map); business travel requires approval from your company supervisor.</li> </ul>

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- **Imperial Employees: Business Travel (e.g. to / from Calgary) requires Operations Superintendent or Technical Manager approval 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.
- Service Partner Management: Business Travel for Service Partner Management that reside outside of M.D. of Bonnyville No. 87 (e.g. Calgary Headquarters Management) to the Cold Lake site requires Superintendent or Technical Manager approval (see Appendix A: M.D. of Bonnyville Overview Map).
- Superintendent or Technical Manager engagement and approval is required if an employee or contractor must travel to Cold Lake from out of outside of Canada, additional mitigation may be implemented.

### **Returning from travel outside of Canada:**

Business Travel from outside of Canada is restricted for all workers and must follow the requirements listed below:

- Any worker that has returned from travel outside of Canada must notify their supervisor **and cannot come to the Cold Lake site for a 14-day period.**
- In addition, the same requirements apply to workers if a member of the household returns from travel outside of Canada, regardless of whether the household member has symptoms or not.

## **Section 2: Suspected / Confirmed Covid-19 Case Management**

The main objective in an outbreak is to prevent COVID-19 suspected or confirmed cases from entering the workplace and potentially exposing other workers. The process to manage these cases is outlined in Appendix B. Please follow the applicable Case Management process flow charts for:

- Imperial employee (onsite or off-site)
- Service partner worker (onsite or offsite)
- Household member (i.e. child, spouse, etc.) w/ Covid-19 symptoms or deemed close contact to a confirmed positive case

Actions for Worker	
1	<b>Put</b> on a disposable surgical mask (if available), or approved alternative. Self-isolate.
2	<b>Notify Supervisor</b> of the onset of symptoms and then <b>call Amisk Health Centre</b> (OHD Clinic) 780-639-5431 to test and verify if symptoms are suspected to be COVID-19. If worker cannot get through, Calgary OHD can be called 587-476-4811. If you are a suspected case of COVID-19, follow the rest of this document. If not, follow OHD guidance. <b>Note: Calling the Amisk Health Center applies to both Imperial employees and Service Partner employees.</b>

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3	<b>Do not visit the on-site Amisk Health Center (OHD Clinic)</b> or call a first responder unless symptoms are severe, such as difficulty in breathing.
4	<b>Leave</b> the workplace immediately and go directly home. Avoid use of public transportation where possible. If you are a sole vehicle user or have personal vehicle, drive your vehicle home. Otherwise, there is a standby vehicle at Amisk the can be coordinated through the Amisk Health Center. If standby vehicle is not available, Supervisor shall support in coordinating alternate arrangement. <b>PPE Requirements:</b> Driver of transport vehicle (regular type vehicle) and worker with suspected or confirmed COVID-19 is required to wear: N95 mask (driver), surgical mask (worker), disposable gloves and disposable coveralls (driver’s discretion). Eye protection is <b>not</b> required / recommended for transportation due to inherent safety risks. If needing further clarity the full PPE Matrix can be found on the <a href="#">OHD SharePoint</a> .
5	If you are symptomatic <b>call Alberta Health Link (811)</b> and let them know that you have symptoms consistent with COVID-19 and have either been in close contact with a suspected / confirmed case or have a relevant travel history. Follow advice of Alberta Health Services (AHS) <sup>1</sup> .
6	<b>Remain out</b> of the workplace until the applicable case management process outlined in Appendix B has been completed, and <b>worker is cleared by OHD to return to site.</b>
<b>Actions for Supervisor</b>	
1	<b>Notify</b> Amisk Health Center (OHD Clinic) of suspected case of COVID-19 in the workplace, provide OHD with personal details of case. Supervisor to notify their Management and Service Partner Management, as applicable. <b>Note: Calling the Amisk Health Center applies to both Imperial employees and Service Partner employees.</b>
2	<b>Restrict</b> access to the workstation and surrounding area (2 meter or 6 feet) of a suspected case and arrange for it to be cleaned after the person leaves the site. Contact Taras Babiuk (780-812-5701) to initiate cleaning of a suspected / confirmed COVID-19 affected area. Cleaning will include known areas that suspected case contacted, as much as practical. Cleaning staff will reference the available Cleaning Guidelines. Taras Babiuk will notify building ICP Compliance Owner when cleaning staff is called out, advising them that access to that area will be limited until cleaning is complete.
3	<b>Identify</b> person/s who were in close contact with the symptomatic worker or known positive COVID-19 test, <b>starting 2 days prior to symptom onset.</b> Consolidate a list of worker names, contact information and employer names. <b>Note:</b> Casual encounters such as passing in a corridor would <b>not</b> be considered close contact
4	<b>Notify</b> Amisk Health Center (OHD) with details of “Close Contact” investigation performed in Step 3.
5	<b>Give</b> person/s with suspected / confirmed COVID-19 symptoms and associated close contacts any documentation given to you by OHD (e.g. Workplace Contact Guidance Sheet / Important Health Alerts)
6	<b>Direct</b> the person/s (in coordination with management and HR) who were identified in Step 3 to follow these instructions: <ul style="list-style-type: none"> <li>• Symptomatic person/s is to leave the workplace and remain away from the workplace until cleared to return to site. Supervisor to coordinate transportation, if required. If symptomatic person is an Imperial employee, also instruct the person/s to contact Morneau Shepell (1-833-608-9908) to notify that they are sick and unable to work due to symptoms.</li> <li>• Asymptomatic person/s is to self-monitor symptoms per instruction from OHD. If symptoms develop contact Amisk Health Center (OHD).</li> <li>• Follow the return to work protocol described in the applicable flowcharts in Appendix B.</li> </ul> <p><b>Note:</b> It is <b>not</b> necessary to notify individuals that have had <b>secondary</b> close contact.</p>

<sup>1</sup> Information for Close Contacts of a COVID-19 Case can be found on the Alberta Health Services website: <https://www.albertahealthservices.ca/topics/Page17221.aspx>

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7	<b>Maintain</b> regular telephone contact with: <ul style="list-style-type: none"> <li>• The symptomatic worker (or the next of kin / caregiver)</li> <li>• Contacts of the symptomatic worker</li> </ul>
8	<b>Inform</b> close contacts that they can return to the workplace when they are <b>cleared by OHD to return to site</b> per the applicable Case Management Process flowcharts in Appendix B.
<b>Actions for Amisk Health Center (OHD)</b>	
1	<b>Contact</b> suspect/confirmed COVID-19 case to initiate workplace contact tracing. Review and discuss workplace close contact list provided by supervisor (if applicable). <b>Contractors:</b> OHD to initiate contact tracing (as necessary), upon receipt of supervisor’s verbal consent from worker and contact information.
2	<b>Confirm</b> workplace close contact list with management.
3	<b>Issue</b> AHS Close Contact Notification letter to employees or supervisor (contractors).
4	<b>Notify</b> appropriate regional Clinical Coordinator.
5	<b>Issue</b> communication of confirmed COVID-19 case to site leadership (e.g. IMT) per local site processes.
6	<b>Notify</b> local public health, per local requirements.
7	<b>Follow</b> OHD case management process to monitor progression of close contact, suspect and/or confirmed COVID-19 case.
8	<b>Document</b> clinical encounter in Summit medical file and on COVID-19 tracker, per current processes.
9	<b>Maintain</b> communication with close contact, suspect and/or confirmed COVID-19 case.
10	<b>Confirm</b> when individual is cleared to return to site. Individual must not return to work until clearance has been provided by OHD.

### Section 3: Social Distancing & Mask Protocols

Work teams are expected to implement the following protocols in their business. The protocols are written to be general in nature and will need to be translated into practical and concise guidance for your work teams / business. Refer to functional addendums for function specific protocols. Addendums are not meant to reiterate information already contained within the ICP.

**Note: These protections and mitigations apply to everyone on site, regardless of if you have been vaccinated.**

Expectations:	What to do?
Social Distancing Protocols	<p><b>Dividing Workforce into Cells</b></p> <ul style="list-style-type: none"> <li>• The workforce will be divided into “cells” that need to work in close contact in order to allow day-to-day operations to continue while minimizing the impacts if a member of a cell contracts or is suspected to have contracted COVID-19. <ul style="list-style-type: none"> <li>○ For workers who are strictly office based (e.g. Amisk) the cell / work team structure is recommended, where possible. However, it is understood that the cell / work team concept may be difficult to achieve where office carpools and pods are made up of mixed groups.</li> </ul> </li> <li>• If a member of the cell is has Covid-19 symptoms or is deemed a close contact to a confirmed positive case follow the guidance under Section 2: Suspected / Confirmed Covid-19 Case Management section. <ul style="list-style-type: none"> <li>○ Work teams (cells) should commute to work together or individually to avoid transmission between other work teams (cells)</li> </ul> </li> </ul>

- **Face coverings must be worn, even within a cell / work team, by all workers when 2m distancing cannot be achieved.** This also includes commuting to and from work and for those who working in an office building.
- Work teams that interact with other work teams (e.g. Picker Crew doing work with a Rig Team) must honor the restrictions below to minimize contact and transmission between cells.

**Interacting with another Work Team:**

- When another work team or individual(s) outside of the work team interacts with a work team, interactions are to be kept at a distance to minimize the chance of spreading infection. Restrictions include:
  - Cannot enter restricted areas
  - 2 m rule for distance between workers
    - **If this physical distancing cannot be met a face covering (see PPE Requirements) must be worn at all times (indoors and outdoors).** Other alternatives for work execution should be exhausted first.
    - If meeting face to face (see Meeting Section below) 2 m separation is required at all times.
  - Functional Specific Social Distancing Addendums will be reviewed to confirm function specific protocols.

**Eliminating and Managing Common Touch Points**

- Common touch points like sign-in sheets for large groups, etc. should be minimized and replaced with alternatives wherever practical.
- Workers must use their own pens when signing-in / signing-on.
- Preference for one person to sign-in/out and sign-on entire groups
- Common touch points will be cleaned regularly to disinfect and minimize transmission (see Cleaning and Disinfection Protocols below).
- Signage and hand sanitizer must be place near commonly touched items (such as coffee pots, fridges, water coolers, etc.,) reminding all staff to sanitize their hands before and after use.
- Hand sanitizer or handwash stations will be available at all entry points into buildings.

**Meals**

- 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.).**
- Do not share condiments.
- **Plastic utensils, cups, plates will only be provided if they are individually packaged. Bulk open supplies will no longer be available and will be removed. If you required eating utensils or supplies bring your own.**
- Do not prepare or cook meals at work i.e. breakfasts, BBQs, or lunches.
- Ensure disinfectant is available in kitchen and eating areas, especially near common touch points (e.g. microwave, fridges, water coolers, etc.)

**Handshakes / Direct Contact**

- No handshakes or other unnecessary direct contact.

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<p>Restrictions on <b>Group Meetings</b> (for more information on meetings see your functional addendum)</p>	<ul style="list-style-type: none"> <li>• Alternatives to meeting face to face where practical is still recommended (e.g. skype, Zoom).</li> <li>• Face to face meetings are acceptable for safety related gatherings or where virtual meetings are not effective. If <b>meeting face to face, the following conditions apply:</b> <ul style="list-style-type: none"> <li>○ <b>Face coverings must be worn at all times indoors during meetings.</b></li> <li>○ <b>2m separation is required at all times.</b></li> <li>○ Meeting room capacity is not exceeded.</li> <li>○ Signage for room capacity will be posted at each meeting room.</li> <li>○ Meeting attendees who cannot maintain the physical distance will be expected to leave room and dial in from another office.</li> </ul> </li> </ul> <p><b>Exceptions to these requirements require Operations Superintendent or Technical Manager approval.</b></p>
<p>Enhanced Mask Use Requirements in Indoor Settings</p>	<ul style="list-style-type: none"> <li>• <b>Mask use is now required at all times in indoor* settings with the following exceptions:</b> <ul style="list-style-type: none"> <li>○ Traveling alone in a vehicle (vehicle must be disinfected between drivers)</li> <li>○ Alone in a single-occupant office, or cubical/desk with barrier installed between workers (<b>mask must be worn when others approach for a conversation, while also maintaining 2m physical distancing</b>)</li> <li>○ Working alone in a large open space, such as a shop or plant/pad building, where other workers are not likely to be present (mask must be donned when others enter the workspace, while also maintaining 2m physical distancing whenever possible)</li> <li>○ While eating / drinking in a designated area with either 2m physical distancing or barriers in place (area must be disinfected before and after use; staggered meal times may be requirement if space cannot support required distancing)</li> </ul> </li> </ul> <p><i>*Indoor settings include office buildings, training facilities, meeting rooms, trailers and enclosed portable structures</i></p> <ul style="list-style-type: none"> <li>• Requirements for outdoor mask use have not changed: <b>The objective is always to maintain 2m physical distancing, and mask must be worn when this can't be achieved</b> due to the nature of the work.</li> <li>• <b>*If a work team is logistically unable to meet this requirements, this must be discussed and worked with the appropriate Imperial Superintendent.</b></li> </ul>
<p>Handover between shared roles and equipment</p>	<p><b>Office-based workers:</b></p> <ul style="list-style-type: none"> <li>• No more double-up days - eliminate face to face interaction as much as possible, replace with telephone / skype wherever possible.</li> <li>• Eliminate shared offices and find alternatives.</li> <li>• Take time to clean desk / work station.</li> </ul> <p><b>All other workers:</b></p> <ul style="list-style-type: none"> <li>• Social distancing protocols must be honored as much as practical.</li> <li>• Handover between work team crews and supervisors can still be face-to-face.</li> <li>• Handover between support service crews and supervisors can still be face-to-face.</li> <li>• Take time to clean work area / shared equipment / etc. before and after use.</li> </ul>

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If physical distancing cannot be achieved, **either within cells or between members of different cells, even if only for a short duration**, the PPE requirements outlined below must be followed:

Minimum Required Respiratory Protection	Personal Protective Clothing
<p>All face coverings should meet one of the following performance criteria (in increasing order of performance):</p> <ol style="list-style-type: none"> <li>1. Filtration efficiencies meeting <math>\geq</math> Level-1 criteria from ASTM Standard 3502 or ASTM F2100; or,</li> <li>2. KN95 disposable respirators; or,</li> <li>3. N95 respirators without exhalation valves where justified by site-specific Covid risk evaluations.</li> </ol>	<p>Site/task specific PPE Note:</p> <ol style="list-style-type: none"> <li>1. Fit testing is not required for KN95/N95s when used exclusively as a COVID19 face covering.</li> <li>2. Double masking is not a requirement, although can be done if a person chooses. Those with underlying cardio or respiratory illnesses should speak with a doctor or OHD rep before considering this option.</li> <li>3. ½ Mask or Full Face Respirators should be worn when prescribed by existing Site Task PPE Matrix                             <ul style="list-style-type: none"> <li>- Persons donning a respirator (ex. N95, P100) must be fit tested as per OH&amp;S requirement</li> </ul> </li> </ol>

PPE Requirements

- **Cold Lake has approved two masks options\* for use on site:**
  - 1. Re-usable Black “Imperial” / “animal” branded masks (Brand/model: StormTech CMK-2) or**
  - 2. Blue disposable mask (brand/model: MedSup MP-50)**

\*exception: if your employer requires you to wear a higher level of protection such as a KN95 or N95 respirator without exhalation valves.
- All employees and contractors are to use the brand/model of mask approved by Cold Lake Management, no exceptions. If you have medical concern or reason why you are unable to wear the issued mask approval must be obtained from the Health Centre and a Cold Lake Foreman or Superintendent.
- **If meeting face to face (see Meeting Section above) 2 m separation is required at all times and mask must be worn.**
- Masks with exhalation valves or vents are not approved by Health Canada as they don't prevent the transmission of respiratory droplets.
- Face shields are only approved for use **when layered** with an approved face covering underneath.
- 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 issued by the company. Layering of masks is also called ‘stacking’.
- **Approved disposable mask should be changed when the mask is damp and dirty. Disposable mask are not meant to be reused; when to change your disposal mask is dependent on each individuals breathing and exertion rate.**

Car Pooling

- Imperial employees shall try to adhere to the recommended 2 person / vehicle (maximum 3 person / vehicle), especially for critical operations staff.
- Carpool groups (employee & contractor) must make best efforts to avoid mixing workgroups.



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	<ul style="list-style-type: none"> <li>• Since 2 m distancing cannot be maintain face coverings are expected to be worn at all times while commuting.</li> <li>• If possible, open a window 3" as it significantly improves ventilation.</li> </ul>
Interim Permitting Process for Work Management	<p><b>Interim Permitting process for work management:</b></p> <ul style="list-style-type: none"> <li>• Each Function to address this in their Functional Specific Social Distancing Addendums.</li> </ul>

### Section 4: Cleaning and Disinfection Protocols

<b>Expectations:</b>	<b>What to do?</b>
Environmental Measures	<ul style="list-style-type: none"> <li>• Environmental measures aim at reducing transmission of infection and include the routine cleaning of frequently used surfaces and objects, minimizing shared objects, and good ventilation. Frequently touched surfaces may include desks, phones, keyboards, doorknobs and toilets. Shared objects must be kept to a minimum including such things as pens, drinking glasses, eating utensils, towels and linen.</li> </ul>
Routine Cleaning	<p><b>Guidelines for cleaning for all Imperial and Service Partner buildings:</b></p> <ul style="list-style-type: none"> <li>• Increase the frequency of cleaning of common high traffic areas, frequently touched surfaces and shared objects to a minimum of least three times a day. Recommendation is five times per day. In addition to increasing the frequency of cleaning, <b>ensure all high touch surfaces are “wiped twice” for each cleaning.</b> The first wipe will clean a surface, whereas the second wipe will achieve disinfection.             <ul style="list-style-type: none"> <li>○ Standard applies to main building access doors, bump stations, common washrooms, permitting kiosks, kitchen areas, handrails, etc.</li> <li>○ Standard does not apply to frequently touched surfaces for a single individual or single work team (cell). Examples would include your personal work station or shared work station within a cell, a doghouse for a rig team, picker truck, kitchen used by a single work team (cell), and other similar scenarios.</li> </ul> </li> <li>• Cleaning staff will wear the recommended personal protective equipment (PPE) when cleaning as a routine precaution.</li> <li>• Cleaning staff will pay strict attention to personal hygiene (avoid touching their face, thoroughly wash their hands).</li> <li>• If cleaning bodily fluids (e.g. vomit, feces), cleaning staff must be appropriately trained, and wear appropriate PPE (e.g. gloves, gowns, masks and eye protection, foot protection).</li> <li>• Disinfection solutions will be used according to the manufacturer’s instructions (e.g., concentration, application method and contact time, etc.).</li> <li>• If practical, cleaning staff will prevent entry of other workers and visitors to any room that a known infectious person has been in until the room has been thoroughly cleaned and disinfected and all surfaces are dry (2 hours to 4 hours in abundance of caution).</li> <li>• Surfaces which might be contaminated with the COVID-19 virus will be cleaned with water and neutral detergent, followed by a dilute household bleach solution. For surfaces that cannot be cleaned with bleach, a 60 - 90% ethanol solution can be used. There are also products that are approved by the US Environmental</li> </ul>

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	Protection Agency which are able to claim demonstrated effectiveness against viruses similar to COVID-19 on hard non-porous surfaces". The agents must also be suitable for the type of surfaces being cleaned. Use these in accordance with the manufacturer's instructions.
Shared Work Stations / Vehicles / Offices / etc.	When starting work at a new location, station, vehicle, office, etc.: <ul style="list-style-type: none"> <li>Imperial employees and Service Partners will disinfect all work surfaces prior to and at end of work period.</li> </ul>
Communal Equipment or Items	Work teams (cells) or individuals must wipe down or disinfect communal equipment or items before and after use
Additional Measures	<ul style="list-style-type: none"> <li>Removal of all utensils at all sites. Bring your own utensils.</li> <li>Recommend bringing lunches that don't require access to communal kitchen areas.</li> <li>Recommend bringing coffee in a thermos.</li> <li>Disposable nitrile gloves can be used as a measure of protection if desired.</li> <li>Practice good personal hygiene. Wash hands often, use hand sanitizer, avoid touching your face, etc. These requirements are particularly applicable for communal high traffic areas and commonly used equipment.</li> </ul>

### Section 5: Restricted Access Plan

Expectations:	What to do?
Restricted Areas	<ul style="list-style-type: none"> <li>Work teams will designate restricted areas on site that are off limits to members outside of the work team. Examples include: <ul style="list-style-type: none"> <li>Control Rooms, Meeting Trailer / Meeting Rooms</li> <li>Doghouse for a Rig Team</li> <li>Picker Truck for a Picker Team</li> </ul> </li> </ul> <p><b>Buildings with Control Rooms</b></p> <ul style="list-style-type: none"> <li>Access to the building is restricted to Control Room Operator, Operations Staff, and Cleaning Staff, as needed.</li> <li>If other staff require access, Foreman (or delegate) approval is required.</li> <li>Portable wash cars are available outside of buildings.</li> <li>Signage: <ul style="list-style-type: none"> <li>"Access to this building restricted to Control Room Operator, Operations Staff and Cleaning Staff. Exception by Foreman (or delegate) approval only"</li> </ul> </li> </ul>

### Section 6: Temperature Screening Protocol

Expectations:	What to do?
All workers that physically work on site	<p>If working on site and you own a thermometer at home the <u>recommendation</u> is to perform a temperature check before heading to work:</p> <ul style="list-style-type: none"> <li>If temperature is <math>\geq 38^{\circ}</math> C <ul style="list-style-type: none"> <li>Stay home and follow the applicable steps in Section 2: Action for Workers</li> </ul> </li> <li>If temperature <math>&lt; 38^{\circ}</math> C, and you have no other COVID-19 symptoms: <ul style="list-style-type: none"> <li>Go to work</li> </ul> </li> </ul>

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Workers requiring access to critical areas / buildings (e.g. control room buildings)	<p>Anyone entering a critical area or where critical operations personnel are located (e.g. control room buildings) must perform a temperature self-screen before proceeding inside building.</p> <ul style="list-style-type: none"> <li>• Full time residents of buildings (i.e. Operators, Operations Supervisors, Operations Specialists, Foreman, etc.) are required to self-screen once, at the start of the day.             <ul style="list-style-type: none"> <li>○ <b>Note:</b> Full-time building residents who have screened their temperature at home before heading to work, and confirmed a temperature &lt; 38<sup>0</sup> C, are not required to re-screen before entering building.</li> <li>○ 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 resumed normal work hours.</li> </ul> </li> <li>• Anyone who does not have an office in the building must self-screen every time they enter the building (Amisk Office Staff, Service Partners, Cleaning Staff, etc.).</li> <li>• Instructions on how to perform temperature self-screen and how to disinfect after use can be found at the screening stations outside of critical areas.</li> <li>• If self-screening assessment results in a temperature reading of ≥ 38<sup>0</sup> C, the individual shall adhere to the following:             <ul style="list-style-type: none"> <li>○ Do not proceed beyond the screening station, but instead return to their vehicle.</li> <li>○ Notify their Supervisor for further guidance as per the ICP.</li> <li>○ Call Taras Babiuk at 780-812-5701 to initiate cleaning of the self-screening station.</li> <li>○ Contact the person identified on the building access sign to inform of the situation and that cleaning has been initiated.</li> </ul> </li> </ul>
Orientation	<p>Orientation participants will be required to perform a temperature self-screen before commencing orientation:</p> <ul style="list-style-type: none"> <li>○ If temperature is ≥ 38<sup>0</sup> C             <ul style="list-style-type: none"> <li>▪ Worker will be requested to leave site</li> </ul> </li> <li>○ If temperature &lt; 38<sup>0</sup> C             <ul style="list-style-type: none"> <li>▪ Participate in orientation</li> </ul> </li> </ul>

### Section 7: Communication and Operationalization

Communications	<ul style="list-style-type: none"> <li>• Situation is dynamic and requirements will be updated and communicated on a regular basis.</li> <li>• Imperial Site Foreman and Supervisors are expected to communicate these expectations and requirements to workers working at their site and follow-up to ensure understanding and compliance.</li> <li>• Service Partner Management and Supervisors are expected to communicate these expectations and requirements to their work teams (including sub-contractors) and follow-up to ensure understanding and compliance.</li> <li>• Supervisors should provide feedback to Management on opportunities to clarify or improve these requirements.</li> </ul>
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**Section 8: Mental Health**

Uncertainty is all around us. The current COVID-19 pandemic has heightened uncertainty over the economy, employment, finances, relationships, and of course, physical and mental health. Yet as human beings, we crave security. We want to feel safe and have a sense of control over our lives and well-being. Fear and uncertainty can leave you feeling stressed, anxious, and powerless over the direction of your life.

<p>Strategies or practices</p>	<p><b>1. Practicing Acceptance</b>                      It’s no doubt: we are living through challenging times; but resisting the current reality won’t help us recover, learn, grow, or feel better about the situation. Ironically, resistance prolongs our pain and difficulty by amplifying the challenging emotions we are feeling. Practicing acceptance allows us to see the reality of the situation in the present moment and frees us up to move forward. View change as an opportunity to grow, not a setback. You don’t need to accept that things will stay the same forever; you only need to accept what is happening in the moment.</p> <p><b>2. Take action on what you can control</b>                      Much about life is uncertain at the moment – and many things remain outside of your control. While you can’t control the spread of the virus, the recovery of the economy, or other external factors, you’re not entirely powerless. Whatever your fears or personal circumstances, instead of worrying about the uncontrollable, try to refocus your mind on taking action over the aspects that are within your control.</p> <p><b>3. Focus on the present</b>                      Uncertainty is often centered on worries about the future and all the bad things you can anticipate happening. This can leave you feeling hopeless and depressed, exaggerate the scope of the problems you face, and even paralyze you from taking action to overcome a problem. By being fully connected to the present, you can interrupt the negative assumptions and overwhelming predictions running through your mind.</p> <p><b>4. Celebrate the positives</b>                      Focusing on the positives can help you feel better about uncertainty and change overall. Keep a gratitude journal or start your day off with positive affirmations. Try to find the good in any bad situation – it might take some time to find it, but it’s there.</p> <p><b>5. Manage stress and anxiety</b>                      Take steps to reduce your overall stress and anxiety levels, this includes:                      a) Get Moving – Check out various apps such as the Nike Training Club!                      b) Make time for relaxation – check out the Insight Timer app                      c) Get plenty of sleep                      d) Eat a healthy, balanced diet</p> <p><b>6. Seek support</b>                      Changes come in all different sizes. It’s perfectly normal to feel overwhelmed in times of uncertainty. If you are feeling overwhelmed or having difficulty coping, reach out for help. Consider talking to friends or family for advice or emotional support, or talk to a professional, such as your primary care physician, a psychologist.</p> <p>Sources:                      U.S. Department of State (2018), What Is Resilience?                      American Psychological Association (2018), The Road to Resilience.                      Mayo Clinic (2018), Resilience: Build Skills to Endure Hardship.                      CDC (2021), Coping with Stress</p>
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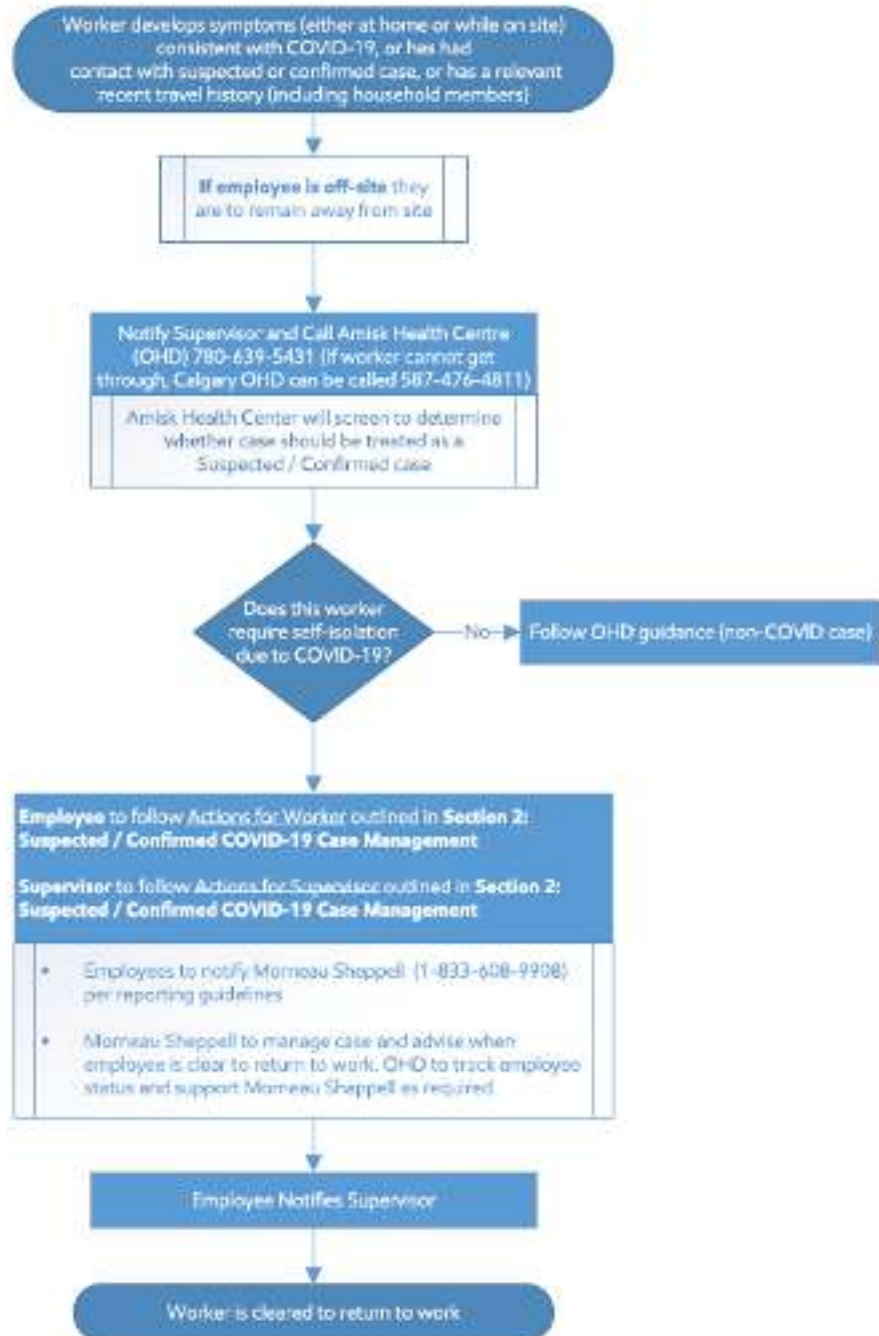
### Resources

- Most companies have an Employee Assistance Program offering private counselling for workers and families. **Reach out to your employer to find out what is available.**
- Check out the [Centers for Disease Control and Prevention \(CDC\) website](#) for some great tips ([Mental Health and Coping During COVID-19 | CDC](#)).

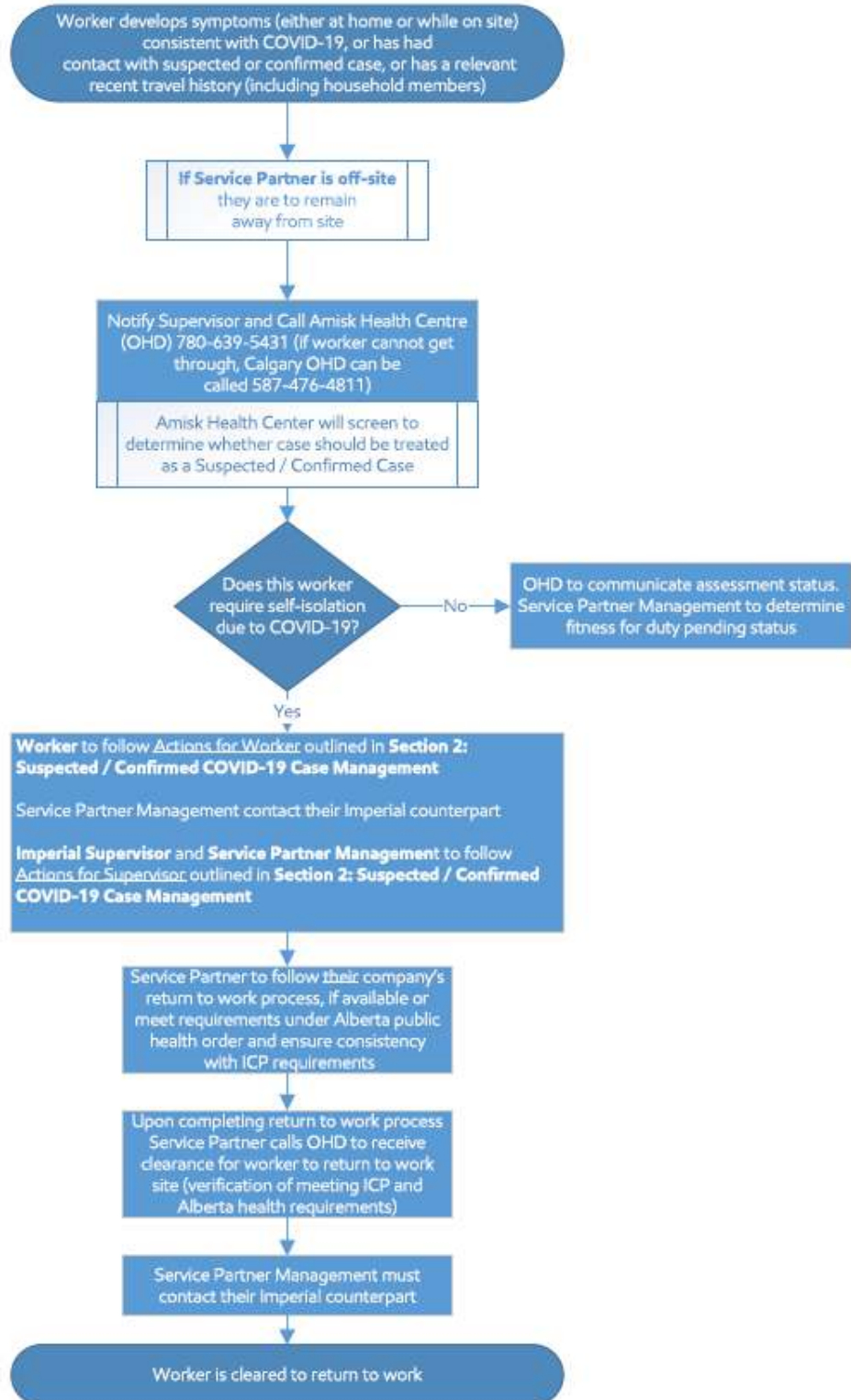
Appendix A: M.D. of Bonnyville Ownership Map



## Employee COVID-19 Case Management Flowchart (on-site or off-site)



## Service Partner COVID-19 Case Management Flowchart (on-site or off-site)





## COVID-19 Case Management Flowchart

- workers child or other household member with symptoms consistent with Covid-19 or  
 - workers child or other household member has been deemed a close contact of a confirmed positive case for COVID-19

