

Social Distancing Protocols Plant Addendum – Version 9 – April 30, 2021

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.

Expectations:	What to do?
Restrictions on Group Meetings (includes morning safety meetings)	<ul style="list-style-type: none"> • See main ICP • Continue to utilize ZOOM meetings for daily morning safety and production meetings. Outside meetings are also an option using proper social distancing. • <i>-Exceptions to ICP requirements require Operations Superintendent approval.</i>
Social Distancing Protocols	<p>Dividing Workforce into Cells</p> <ul style="list-style-type: none"> • The workforce should be divided into work teams “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. If a member of the cell contracts COVID-19 or is suspected to have contracted COVID-19, follow the guidance under the “What to do if you think you have been exposed to COVID -19” section. • Work teams or “cells” is defined as: • 16 operators or less, including Foreman, Ops Supervisor, OS’s, WM Coordinators and Controls Techs working the dayshift and practicing proper social distancing protocol regardless of what plant they are working out of will become a “Plant Operations Cell” • PSS will work from home or out of Amisk – not at Maskwa • Limited operations staff movement between plants at this time with foreman approval <ul style="list-style-type: none"> ○ A “cell” is a grouping of operators(supporting staff) based on shift, work area, and experience ○ Even when working with a team member that is within their “cell”, each member of the “cell” must still follow the social distancing protocols and good hygiene ○ IE and MW will not be included in the Ops cells and must not enter “Plant Ops Cell” • PPE – Face masks will be worn when operators need to work within the social distancing protocol with their cell or other cells. Regardless of duration of close proximity PPE will be required. • Plant Operators to choose a ‘buddy’ for any strenuous work activity that requires more than one person. Stick to the same buddy throughout the set. Wear half mask with respirator (P100) for strenuous work activities. • No more carpooling until further notice. Operations to use personal vehicles and claim mileage to eliminate spread of COVID through travelling. Notify supervisor if carpooling is required and that a max of 2 people per vehicle in the same cell and face masks need to be worn. When possible crack a back window(s) to increase air circulation when commuting. During shift change open windows to increase air circulation. Ensure vehicles are disinfected between each crew.

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- DSS units will tend to alarm more now that face masks are being used and the systems are profiling face and movement for the systems to work.

Section 2: Suspected / Confirmed Covid-19 Case Management

- **Rapid Testing** is available onsite and can be used to mitigate transmission. Discuss options with IMT/Superintendent during 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

Flowcharts and guidance are in the main ICP

Restricted Areas

- Work teams or “cells” should designate restricted areas on site that are off limits to members outside of the work team.
- Each work group will use the facilities in their respective buildings
- Signs are posted and security access cards have been updated to limit access to Operations staff only
- The Comm Room (in plants where it is restricted) is limited to Plant Operations, Trades, and Field staff only
- Approved list of service providers have been given access to Mahkeses and Nabiye COMM building without requiring approval from Foreman, Maskwa, Mahihikan and Leming will continue to require approval prior to entering the building
- Operations vehicles are restricted to cross shift or cell members. When sharing trucks within a cell, wipe down steering wheels
- Restricted areas and designated facilities are defined on the last page for each plant

Interacting with a Work Team:

- If you must interact with another “cell” or work team, adhere strictly to social distancing protocols

Eliminating and Managing Common Touch Points

- Preference for one person to sign-in/out and sign-on entire groups
- Common touch points should be cleaned regularly to disinfect and minimize transmission – Ops responsible for team room, Ops lunch room and DCS work stations
- Each field site must designate or “break out” certain times each cell is permitted in the office such as morning, lunch, and end of day

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	<ul style="list-style-type: none"> • It is recommended that operators take coveralls and boots home and to come dressed in the morning to avoid the change room and congregation of people in the office in the morning • If you are in an office, please request visitors stand outside office doors during conversations - try to communicate via skype if at all possible • Operators are to utilize tablets whenever possible including EWRs, phone calls, reviewing production sheets, etc. • Supervisors and schedulers are to manage overtime to minimize cell overlap, especially to reduce overlap between cells supporting different sites. • Cells to be maintained when scheduling non-routine maintenance activities • If you require assistance, utilize a member of your cell • Ensure that both Plant trucks and To/From trucks are part of the daily decontamination process wiping down common touch points <p>Meetings/Shift Handovers</p> <ul style="list-style-type: none"> • Adjust the morning meetings and DWCM to allow for more spacing and/or increased barriers between individuals; move to virtual when possible • Set up enhanced measures during shift handover (greater distance than 2m, outdoors if possible) • Set up additional work stations to limit interactions/proximity between individuals • Use outdoor space to be set up to have face to face interactions whenever possible <p>Meals</p> <ul style="list-style-type: none"> • If field ops need to be in the office during the lunch hour, designate or stagger a time for each cell <ul style="list-style-type: none"> ○ Eat at a separate table/desk, wipe down microwaves pre and post use, etc. • For meal times: double the spacing between individuals, add additional designated eating areas <ul style="list-style-type: none"> ○ For buildings with shared lunch rooms, avoid having different work groups/ cells in the lunch room at the same time; stagger meal times and/or designate additional eating areas ○ Follow specific guidelines set out at each facility ○ Best practice is to eat alone • Do not prepare or cook meals at work i.e. breakfasts, BBQs, or lunches
<p>Handover between shared roles and equipment</p>	<p>Office-based workers:</p> <ul style="list-style-type: none"> • If any facility experiences an onsite positive case - Divide plant leadership/office staff into two teams working remotely half the time until operations returns to normal • Eliminate shared offices and find alternatives if possible • Take time to clean desk / work station before and after shift. Janitors will not clean keyboards, mice, phones.

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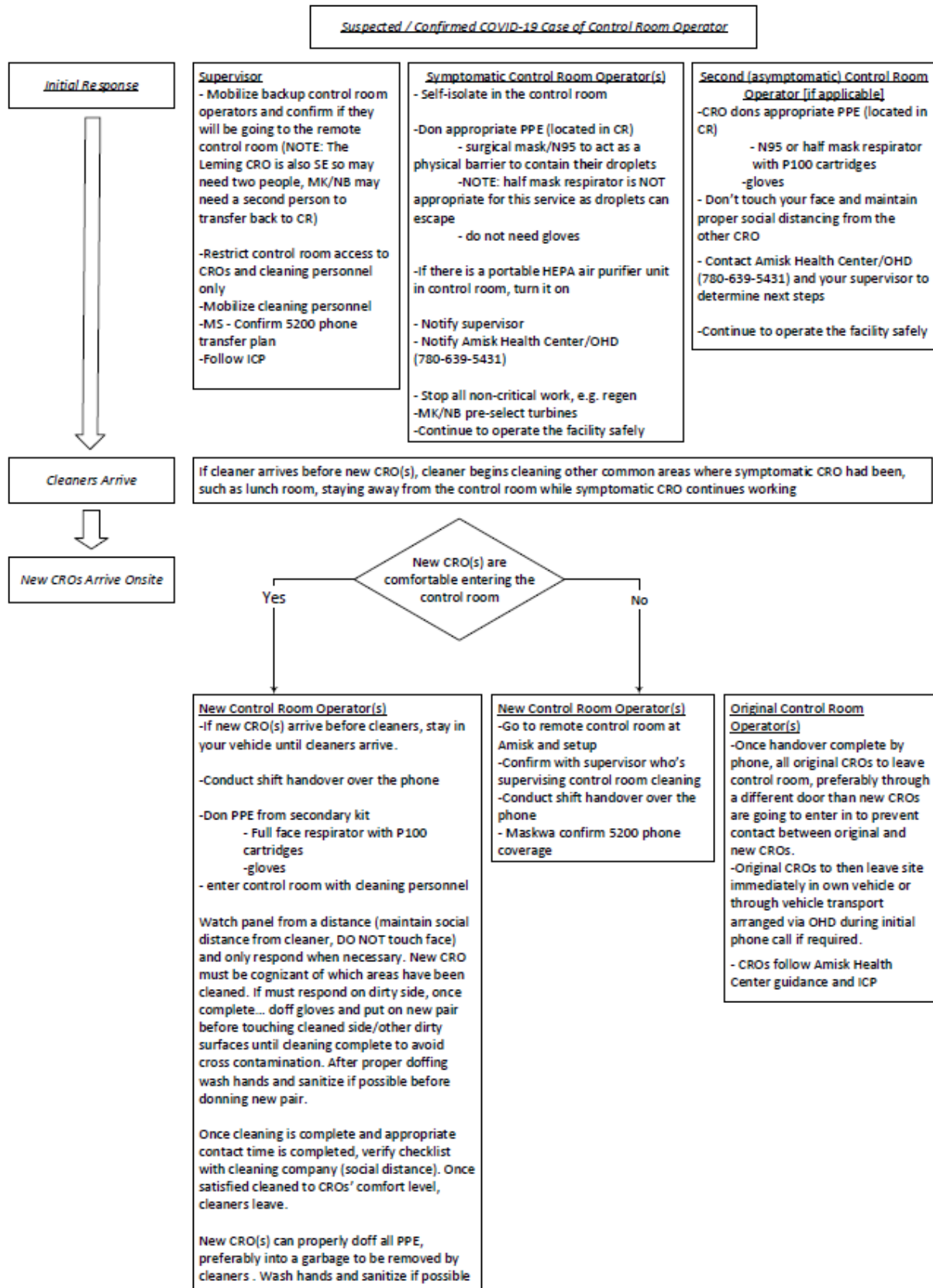
<p>Permitting</p>	<p>Interim Permitting process for work management:</p> <ul style="list-style-type: none"> • Permit will no longer be picked up in the team rooms / controls rooms to limit groups. • Ops (AA) will authorize and print out permit packs for new work, sign it and post in boot room or outside of control point. • New permit packs will be taken to the work location / agreed location for AO/PH signature. Social distancing between PH and AO used where possible – ops to use their own pens, minimize paper transfer, stand 2m away etc. • Ops will only be required to sign onto permit for the first day. • Subsequent days, to make the permit live the PH will contact the AO to verbally communicate that the permit is going to be used. The conversation needs to be recorded on the permit with time and date it was made live. The same would take place when work is completed. • PH will keep the permit for its duration, not having to hand it in daily. • ICC and loto will still require walk downs for point verification and zero energy demonstration, following social distancing protocol. • Active lockboxes will remain in the units and have Lysol wipes and hand sanitizer available after handling the lock clasp. <p>Daily work coordination meeting (DWCM) will take place over Skype, meeting will be held at normal site times it will be facilitation through skypes meeting with screen sharing.</p>
<p>Sign-in</p>	<p>Plant Sign-in and Sign-out</p> <ul style="list-style-type: none"> • Sign-in and Sign-out is still mandatory, sign in books are located in the operations rooms or the control room access window. Use your own pen when signing into the log. Control Room Operator will still need to be notified that individuals are entering the plant. • Use radio or cell phone as required

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Plant Specific Cell Structures and Restricted Areas

Plant	Cells & Facility to use	Restricted Areas
Leming	Operations: Team Room (Comm room) Day support Staff: I/E building Maintenance: Maintenance building	Control Room *with Jersey Barriers at Lem only* Comm Room Operator Team Room
Maskwa	Operations: Plant Ops room, CR Field Staff: Field Op Room Maintenance: MW office area, IE office area	Control Room Plant Ops room Field Op Room *unique*
Mahihkan	Operations & Field Staff: Share P4 CR Building Maintenance: Maintenance Building	P4 Control Room Building
Mahkeses	Operations: Plant Ops room, CR Field Staff: Field Op Room Maintenance: MW office area, IE office area	Control Room Plant Ops room
Nabiye	Operations: Plant Ops room, CR Field Staff: Field Op Room Maintenance: MW office area, IE office area	Control Room Operator Comm room

Suspected / Confirmed Covid-19 Case of Control Room Operator



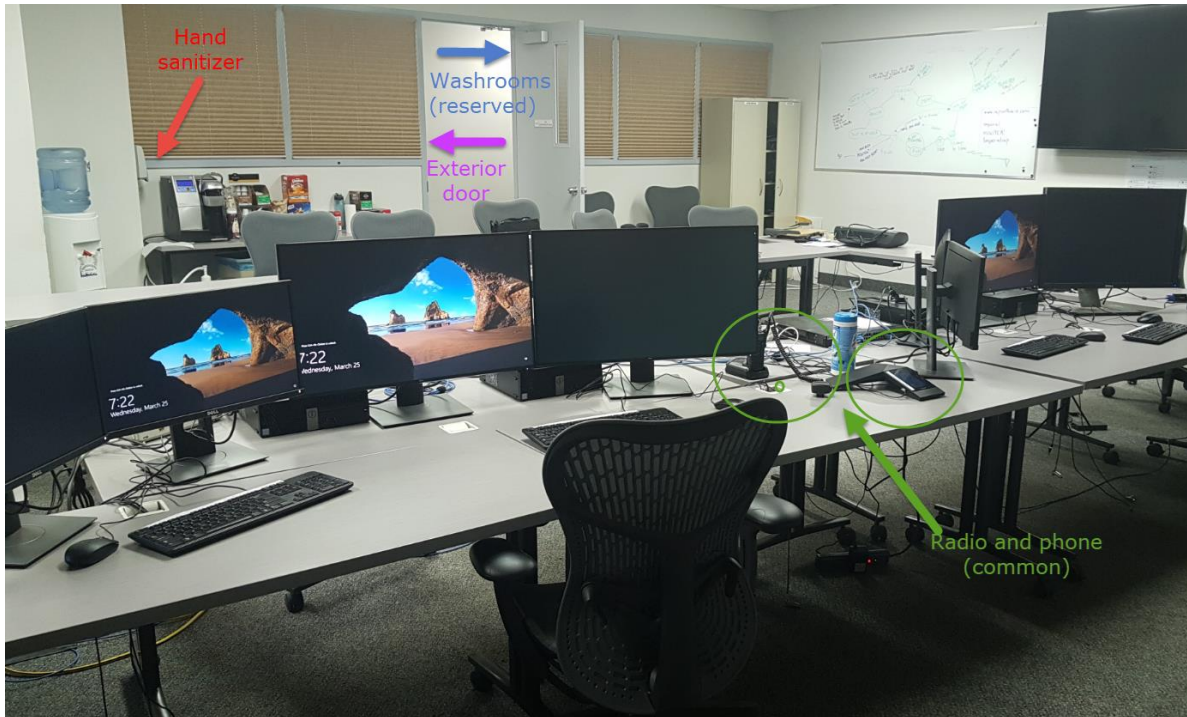
Remote Control Room Guide

- Go to Amisk and park in the back parking lot. There is a door that has been reserved for plant control room operator to the right of the loading dock.



- Once you get in the building, the remote control room will be the first door on your right. Room number is L243 (training center).
- Further down that hallway are washrooms that have been reserved for plant control room operator use.
- Note: Only the door/washrooms/control room have been restricted. Hallway is still available as it is needed for the lab and the elevator.

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- The remote control room has a common radio and phone (587-491-1204) and two workstations. For Maskwa and Mahihkan, you will need to choose one of the plant stations and communicate back to the floor operators which channel you will be on.
- Each workstation has two computers that each have dual monitors.
- Computers with smaller monitors log in as operator. Big monitors log in as webtrend (gives you access to your Sapphire trends). All stations have the ability to connect to your stations back at your site.
- To connect to your stations:
- **Contact Marla Slavic (780 385 5073) or Gord Wickstrand (780 573 4320) to allow remote permission to the operator account.**

Open the folder for your site that is on the desktop. Inside will be the connections that are available to you. Double click on the one you choose. Click on the user that pops up, and then enter the password. You can open up more than one station on the same computer in the remote control room, you will just need to move one of the windows to the other screens.

WARNING: None of these stations are capable of making sound to annunciate alarms (stations won't beep). If possible, keep your alarm summary up on one of your screens.

Leming/Mahihkan/Maskwa:

- Pictures of your buttons with schematic numbers are in the folder

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- Shortcut keys are taped to your keyboard. Also, you can find most functions in the menus.
- When you connect to the panel stations (EST/GUS), you will take over that computer and it will look just like back in the control room with all of your programs still open. If you connect to an engineering station you will need to open up Native Window, but it has been added to the desktop and pinned to the start menu. If you have issues accessing the engineering stations, contact Gord or your plant contact.
- Leming – *ANNUNCIATOR PANEL PLAN*

Nabiye:

- There are three engineering stations available for you to connect to. Once you connect, you will need to open Station and re-enter your password for access to station. Once station is open, it will operate everything in a single window so it will behave slightly differently from your operator stations that have two screens.
- NOTE: You will not have access to your GE screen from the remote control room, but can be monitored from the superpec. You will also not have access to your ETS/Adams computer so your cross shift should have put the turbine in pre-select and notified AESO.

Mahkeses:

- There are two engineering stations available for you to connect to. Once you connect, you will need to open up the programs you need (Native Window, Station, etc.). For GUS graphics, you will need to open the menu up manually following these steps:
 - Double click on the Default-Nav shortcut on your desktop.
 - You will get a pop-up about read only, click yes.
 - Click the red '!' to get the menu to run.
 - The menu will open up in a large window.
 - You can now close the original window as it is no longer needed.

Note: On your GUS graphics, there are some bugs so if you get a pop-up about a Type Mismatch and it asks if you want to Close the Display, click no. The display will still function.

- Note: You will not have access to your GE screen from the remote control room, but can be monitored from the superpec. You will also not have access to your ETS/Adams computer so your cross shift should have put the turbine in pre-select and notified AESO.

Sapphire Trends:

- On the webtrends computers (big monitors), open the folder on the desktop labelled "Sapphire Trend".
- Double click on the "webtrend\$" shortcut.
- Open the folder for your plant and select the appropriate trend.

When you leave:

- LOG OFF Engineering stations when you're done with them