



Imperial Oil Norman Wells

COVID-19 Preventative Measures



Priorities for Operating

1

Take care
of **yourself**
and all others



2

Take care of **your**
workplace and your
neighbourhood



3

Take care
of **business**



With the constantly evolving COVID-19 global pandemic, a sequence of precautionary measures have been implemented at the Imperial Oil, Norman Wells facility.

Imperial Oil remains focused to continue operations with the utmost respect to the employees, community and environment.

In consultation with Alberta Health Services, the Government of the Northwest Territories and Imperial Oil’s Industrial Hygiene and Medical and Occupational Health Specialists, multiple controls have been added to our standard operating practices as a result of the COVID-19 outbreak.

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COVID-19 Pre-flight Questionnaire

COVID-19 Imperial Site Access Health Screening Questionnaire

Consent to participate and release of information: By signing this consent, I am agreeing to participate in site access health screening required by Imperial. I understand that this screening process and collection of my personal information is intended to identify health and safety risks during the COVID-19 pandemic. I understand that my personal information will be handled in accordance with applicable privacy legislation. I authorize Mikisew ISOS health professionals to administer site access screening and measure/record my temperature. I further authorize release of the results of the screening and temperature measurement to Imperial Occupational Health Division (OHD). For any questions about this consent or the collection of my personal information as part of this screening process, I can contact OHD at (587) 476-4811.

Name (Print):	Signature:
Date:	Telephone:

EMPLOYER: _____ SUPERVISOR: _____

Do ANY of the following questions currently apply to you?

1. Have you travelled to any countries outside Canada in the last 14 days?
➤ ☐ Yes ☐ No
2. In the last 14 days, have you been in **close contact*** with a person (e.g. spouse, roommate) who has travelled outside of Canada, who is now self-isolating due to symptoms?
➤ ☐ Yes ☐ No
3. Have you had **close contact*** with a probable or confirmed COVID19 case while they were ill?
➤ ☐ Yes ☐ No
4. Are **currently experiencing any new symptoms** of fever, cough, sore throat, nasal congestion, or shortness of breath
➤ ☐ Yes ☐ No

* A close contact is defined as a person who:

- Provided care for the individual, including healthcare workers, family members or other caregivers, or who had other similar close physical contact with the person without consistent and appropriate use of personal protective equipment; OR
- Lived with or otherwise had close prolonged contact (within 2 metres) with the person while the person was infectious; OR
- Had direct contact with infectious bodily fluids of the person (e.g. was coughed or sneezed on) while not wearing recommended personal protective equipment

Record temperature reading =

Travel is restricted if temperature is at or above 38 °C

If a worker answers **YES** to any of the above or **has a fever (38°C or above)**, they are

NOT PERMITTED TO BOARD THE FLIGHT OR BUS

- Worker must leave flight centre, contact supervisor and follow recommendations provided
- Worker is not permitted to access the site for at least **14 days, from (a) date of return to Canada, (b) last date of exposure to a probable or confirmed COVID19 case, or (c) onset of symptoms as noted above or directed by public health**
- **Clearance is required by Imperial OHD to return to site**

Mikisew ISOS Representative: _____ Date: _____

Travellers must complete the pre-screening questionnaire and proceed to medical testing at airport.

Record temperature reading =

Travel is restricted if temperature is at or above 38 °C

If a worker answers **YES** to any of the above or **has a fever (38°C or above)**, they are

NOT PERMITTED TO BOARD THE FLIGHT OR BUS

- Worker must leave flight centre, contact supervisor and follow recommendations provided
- Worker is not permitted to access the site for at least **14 days, from (a) date of return to Canada, (b) last date of exposure to a probable or confirmed COVID19 case, or (c) onset of symptoms as noted above or directed by public health**
- **Clearance is required by Imperial OHD to return to site**

Mikisew ISOS Representative: _____ Date: _____



Pre-flight COVID testing



Effective February 2, 2021 nasopharyngeal swabs will be completed by trained health care professionals in advance of boarding. Imperial has partnered with Driver Check, a third party service provider, to implement this process.

Results will be provided directly from the third party provider within 24 hours of arrival into Norman Wells.





Pre-flight COVID testing



Employees and contractors will have the option to take the test at 1 of 2 sites in Edmonton or Nisku the day prior to travel, or to have the test done directly at Terminal 3 in the Edmonton airport.





Pre-flight COVID testing



Passengers will enter the terminal and fill out the pre-screening questionnaire and have their temperatures taken as per the current practice.

They will then be directed to the COVID testing sample collection point where they will fill out the release form and have their sample collected.

Upon completing their swab, individuals will proceed through the normal check-in process.

Charter flights and virtual handovers



To further enhance protection for the community and reduce exposure to individuals that may not be subject to intensive pre-flight screening, Imperial has begun using charter flights direct to Norman Wells from Edmonton.

All handovers from outgoing personnel to incoming personnel are done virtually as opposed to in-person to ensure no direct contact between shifts of rotational staff.

Bypassing the Terminal in Norman Wells – Good Weather



To protect the community, and the essential services workers at the Norman Wells airport, when the weather cooperates, Imperial's rotational workforce is completely bypassing the terminal and the staff working in it.



Expectations around physical distancing and face coverings are provided in advance and reinforced with signage at the airport. Bags are dropped off and picked up outside of the terminal.

Bypassing the Terminal in Norman Wells – Good Weather



Passengers access the charter flight through a restricted access gate adjacent to the terminal.

Likewise, when passengers arrive they use the same gate to exit the airfield and pick up their luggage.



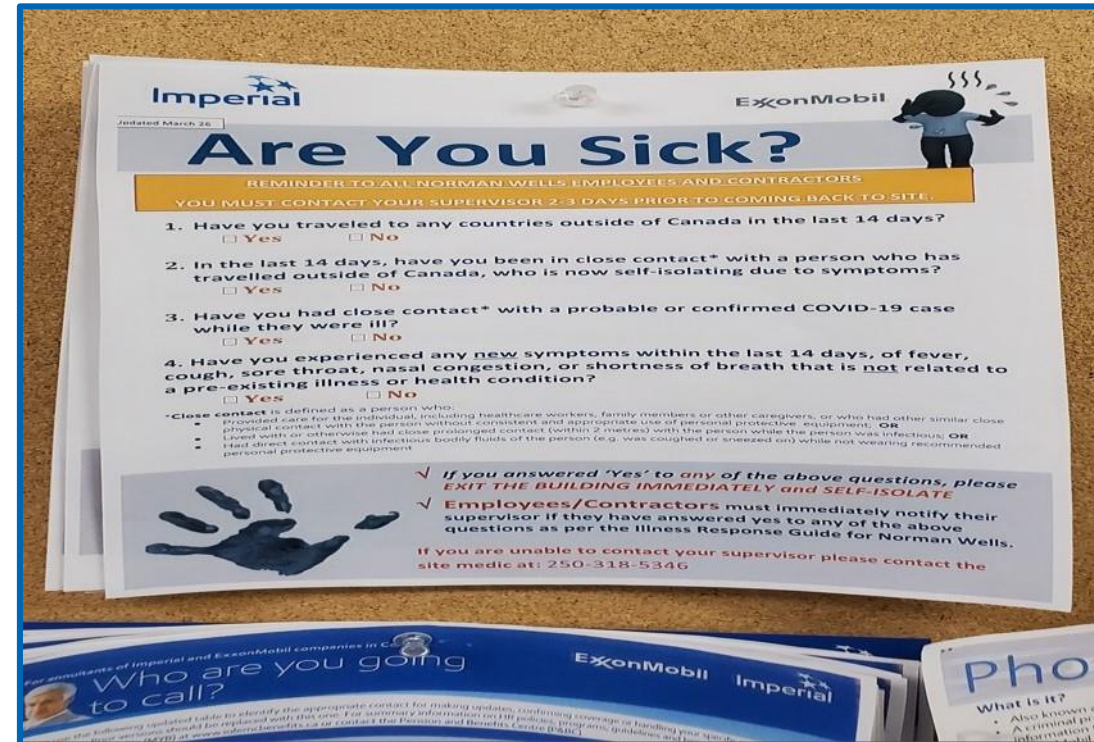
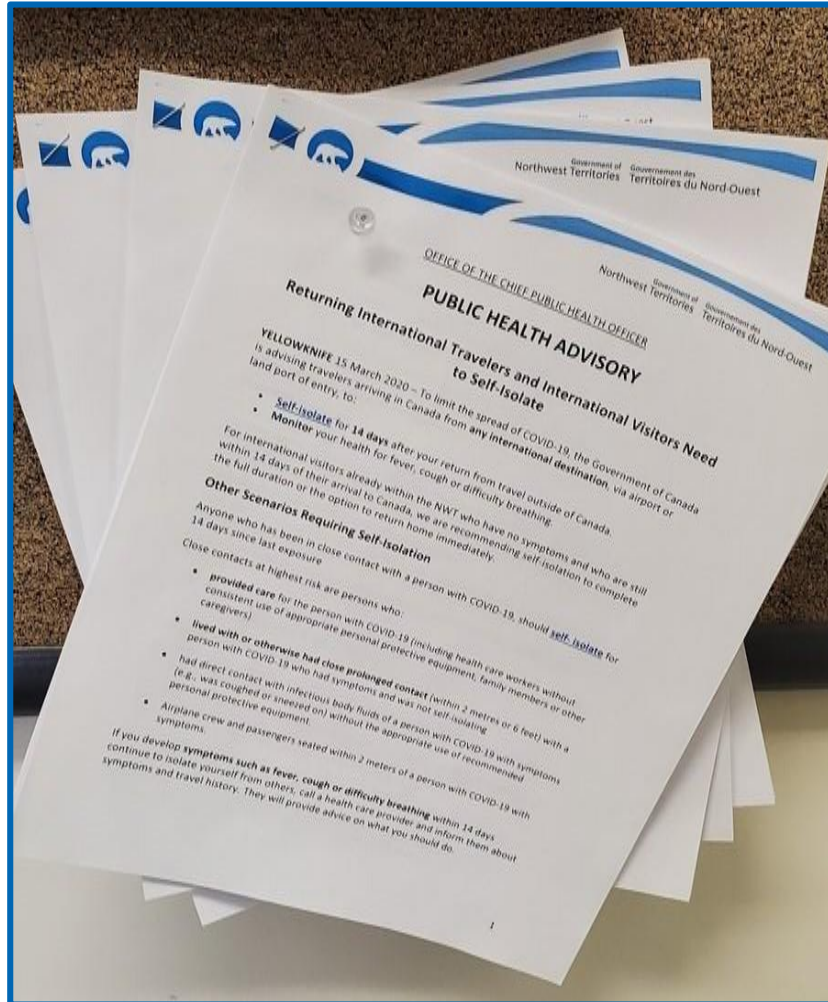
Using the Terminal in Norman Wells – Inclement Weather



Imperial worked with the airport authority and the Town to develop a plan that would allow departing rotational workers to use the terminal when dealing with inclement weather.

Preventative measures are in place, such as enhanced cleaning protocols, no seating in the terminal, physical distancing and the use of face masks for all travellers.

Onsite Protocols



Imperial Oil – Are You Sick checklist and GNWT Public Health Advisory documentation posted at the CPF foyer entrance and on employee communications boards

Daily temperature and symptom monitoring

Here is a sheet to help you keep track of your daily symptoms while self-monitoring.

COVID-19 Daily Self-Monitoring Form for Camp Workers

Let your health care provider and supervisor know if you develop symptoms.

Name: _____

Start Date for Monitoring: _____

Date to Start at Camp : _____

Port of Entry Screening (if applicable)

Date of Entry: _____

Temperature (°C): _____

Symptoms Present: ☐ Yes ☐ No If Yes: _____

Individuals should self-monitor for symptoms 14 days prior to entry into an NWT closed camp.

Date each day, check your temperature with a thermometer and then check any of the symptoms you may have developed.

Day	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Date														
No Symptoms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Symptoms:	Let a health care provider and your supervisor know if you develop symptoms.													
Temperature (specify: °C)														
Chills/Feverish														
Difficulty breathing	Call 9-1-1													
Cough														
Runny Nose														
Nausea/Vomiting/ Diarrhea														
Sore throat														
Other, specify														

If
symptoms
continue
past this
point call
your
healthcare
provider

Employee Signature: _____

Occupational Health Supervisor Name: _____ Signature: _____

All onsite employees and contractors must complete daily temperature monitoring.

Rotational staff are physically checked by onsite medics.

Updated Public Health Orders from April 10, 2020 require our rotational staff to self monitor for 14 days prior to re-entering NWT to ensure they are healthy and pose no risk.

WSCC Risk Assessment

Name	Click here to enter text.	Work Site	Click here to enter text.	Date	Click here to enter a date.
1. Does the Worker have a cough, shortness of breath, or a temperature?					
<input type="checkbox"/> No – proceed to Q. 2		<input type="checkbox"/> Yes – Worker is to be at home in self-isolation until tested or symptom-free. If the Worker is concerned about COVID-19, please refer them to the NTHSSA Operational Response for COVID-19 Preparedness at https://www.nthssa.ca/en/newsroom/public-notice-nthssa-%E2%80%93-operational-response-covid-19-preparedness . Please note that the NTHSSA health care providers will not be providing sick notes to employers during this time.			
2. Has the Worker returned to the NWT within the last 14 days?					
<input type="checkbox"/> No – proceed to Q. 3		<input type="checkbox"/> Yes – Follow the directions for travelers and self-isolation at https://www.hss.gov.nt.ca/en/services/coronavirus-disease-covid-19/information-travellers			
3. Does the Worker perform an essential service?					
<input type="checkbox"/> No – Proceed to Q. 4		<input type="checkbox"/> Yes – A risk assessment (see p. 2) is mandatory for all essential Workers, and all general precautions should be followed (see p. 4).			
4. Can the Worker work remotely?					
<input type="checkbox"/> No – Proceed to Q. 5		<input type="checkbox"/> Yes – The employer will develop a work-at-home agreement for the Worker. For additional information about tele-working, visit www.ccohs.ca/oshanswers/hsprograms/telework.html .			
5. Do the shift schedules or work environment ensure social distancing? For example, can you divide staff between shifts, eliminate visits to customers/clients, etc.					
<input type="checkbox"/> No – Proceed to Q. 6		<input type="checkbox"/> Yes – Develop a physical distancing operational plan that works for your business.			
6. Does the Worker work or volunteer at another work place that would be considered high risk?					
<input type="checkbox"/> No – Perform a risk assessment (see p. 2) and follow all general safety precautions to protect Workers (see p. 4).		<input type="checkbox"/> Yes – Perform a risk assessment (see p. 2) to determine any additional risks to staff and clients at the work site. Follow all general safety precautions to protect Workers (see p. 4).			

Occupational Risk Levels for COVID-19

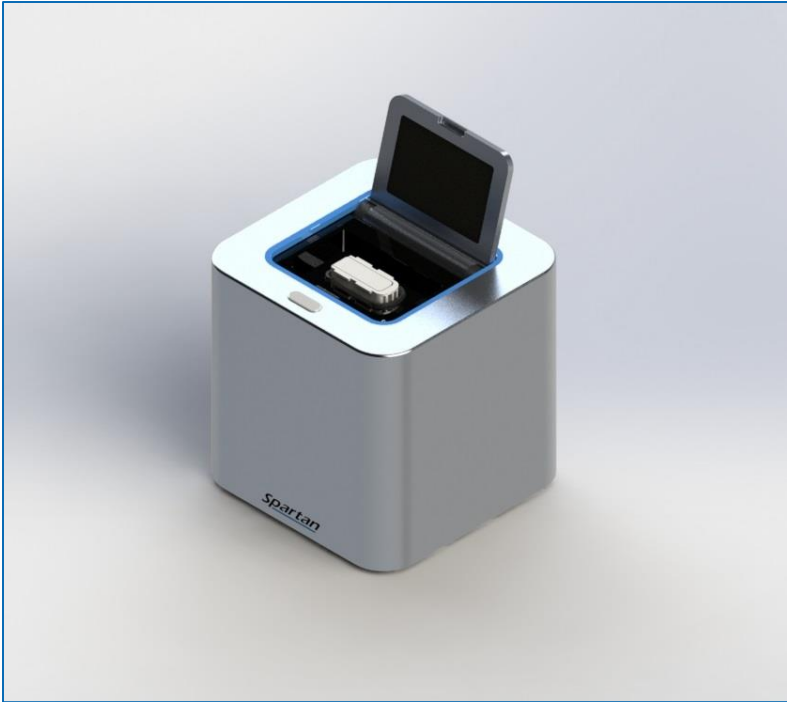
Exposure Risk Level	Sample occupations
<input type="checkbox"/> Very High	Jobs such as healthcare workers who have significant exposure to the virus and laboratory personnel who work with COVID-19 specimen.
<input type="checkbox"/> High	Jobs such as healthcare delivery and clinical support workers who must enter patients' rooms, but who may not have direct exposure to infected patients; and medical transport workers who transport patients.
<input type="checkbox"/> Medium	<p>Roles and responsibilities that require frequent or close contact with (i.e., within 2 metres of) people who may be infected.</p> <p>Workers in this risk group may have frequent contact with travelers who may return from locations outside of the territory, such as cab drivers, group home workers, and daycare workers.</p>
<input type="checkbox"/> Lower Risk (Caution)	<p>Jobs that do not require frequent close contact with (i.e., within 2 metres of) the general public.</p> <p>Workers in this category have minimal occupational contact with the public and other coworkers.</p>

WSSC risk assessments are completed for every worker that comes to our site. The workforce falls into the “low risk” category with exception of a few positions (ex. onsite medics).

Our Infection Control Plan and onsite protocols described herein are our key mitigating factors.



Isolation and quarantine practices



Imperial has rapid testing kits in use at Norman Wells to quickly assess an individual's health.

As per NWT Public Health Orders, individuals who are experiencing symptoms, or identified as close contacts are legally required to isolate or quarantine.

Symptomatic individuals, or those deemed a close contact, are assessed on a case-by-case basis as per the NWT COVID-19 guidance.

Isolating and quarantining for rotational workers takes place in the individual's room at the Trumpeter Camp.

Guests are released with the approval of the Imperial occupational health department overseeing the COVID-19 mitigations onsite, in collaboration with the Chief Public Health Officer. This is subject to symptoms, COVID-19 tests and other case-specific considerations.

Increased frequency of cleaning at facility

Routine Cleaning	<p>Guidelines for cleaning:</p> <ul style="list-style-type: none"> • Increase the frequency of cleaning of common high traffic areas, frequently touched surfaces and shared objects to at least twice a day. Recommendation is five times per day. During and after an outbreak, continue with routine cleaning and disinfection. <ul style="list-style-type: none"> ○ Standard applies to main building access doors, bump stations, common washrooms, permitting kiosks, kitchen areas, handrails, etc. ○ 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. Contractors must meet this cleaning standard for any of their on-site buildings that meet this requirement. • Cleaning staff should wear the recommended personal protective equipment (PPE) when cleaning as a routine precaution. • Cleaning staff should pay strict attention to personal hygiene (avoid touching their face, thoroughly wash their hands). • 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) • Disinfection solutions should be used according to the manufacturer's instructions (e.g., concentration, application method and contact time, etc.). • If practical, prevent entry of other employees 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). See additional CDC guidance • Surfaces which might be contaminated with the COVID-19 virus should 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 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.
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Shared Work Stations / Vehicles / Offices / etc.	<p>When starting work at a new location, station, vehicle, office, etc.:</p> <ul style="list-style-type: none"> • Employees and Contractors should disinfect all work surfaces prior to and at end of work period when supplies are available.
Communal Equipment or Items	<p>Work teams (cells) or individuals should wipe down or disinfect communal equipment or items before and after use when supplies are available</p>
Additional Measures	<ul style="list-style-type: none"> • Removal of all plastic utensils at all sites. Bring your own utensils • Recommend bringing lunches that don't require access to communal kitchen areas • Recommend bringing coffee in a thermos. • Disposal nitrile gloves can be used as a measure of protection if desired • 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.

Updated cleaning practices follow guidelines issued by health authorities.

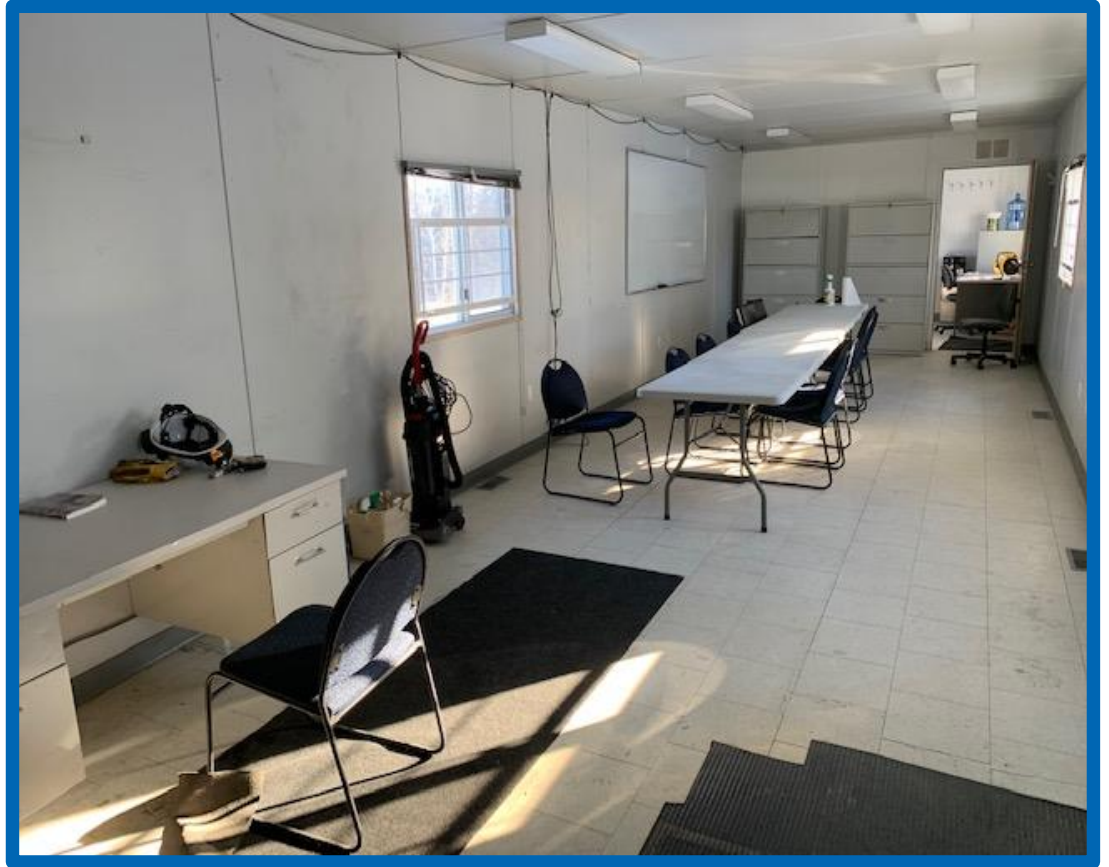
Operations segregation



Operational areas with staff deemed critical have signage and protocols to limit access.

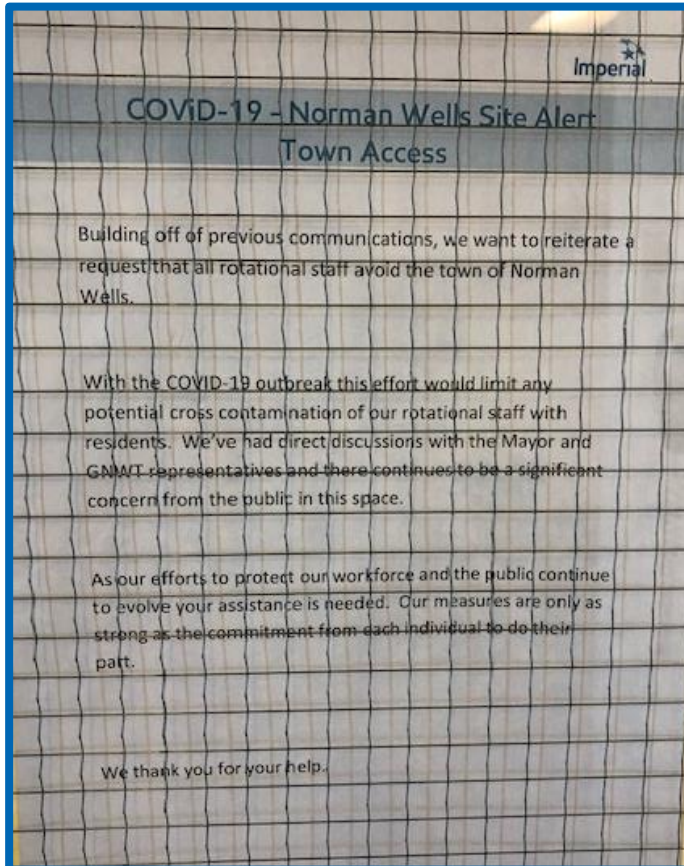
We have also implemented guidelines to segregate local staff from rotational staff.

Rotational and live in staff segregation



Non rotational employees have been given temporary, segregated office space, washroom facilities. (Social distancing applied)

Restricting access to town site



Rotational staff have been directed to stay in camp when off shift.

Failure to comply will result in disciplinary measures.

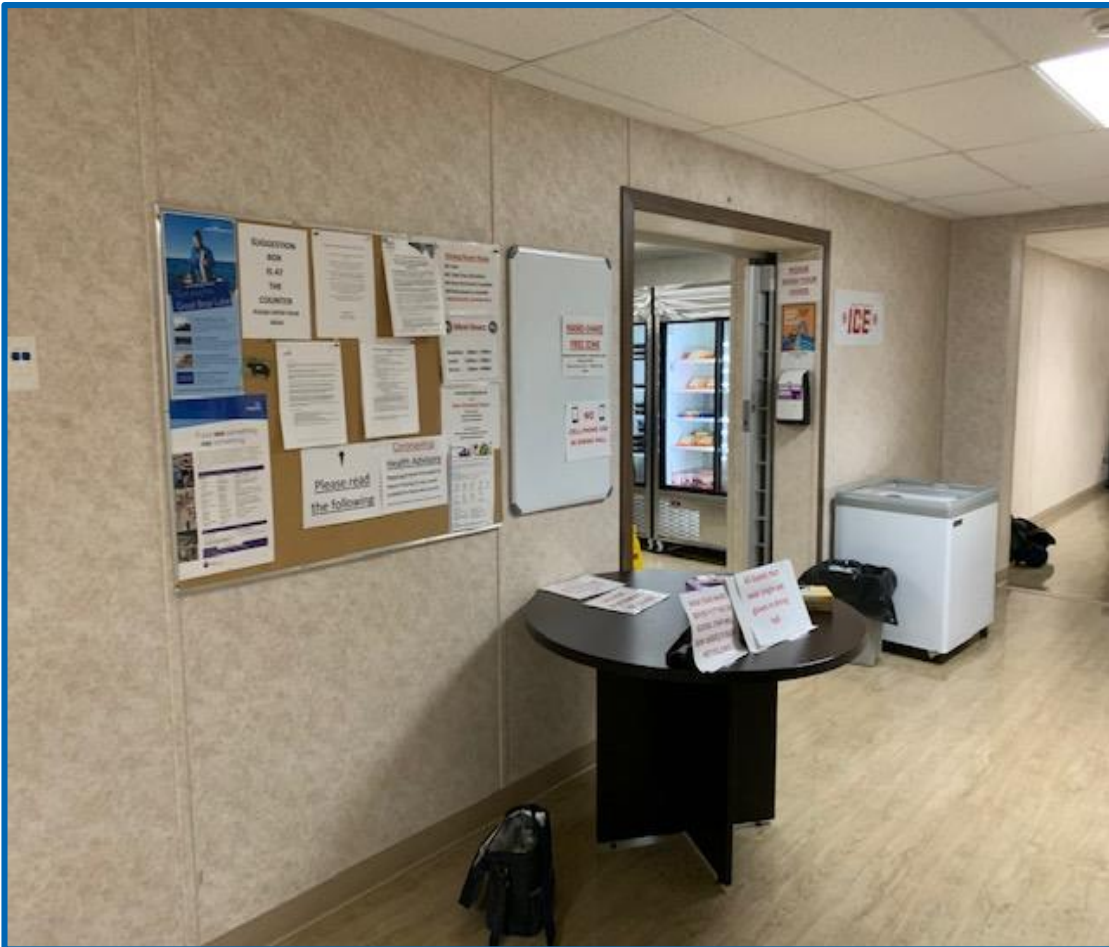
Fuel has been made available onsite to prevent a need to obtain fuel in town.

Personal hygiene – readily available sanitizing stations



Hand sanitizer stations are kept full, additional disinfectant wipes have been stocked in the warehouse and distributed to staff

Kitchen and Dining Room – additional measures



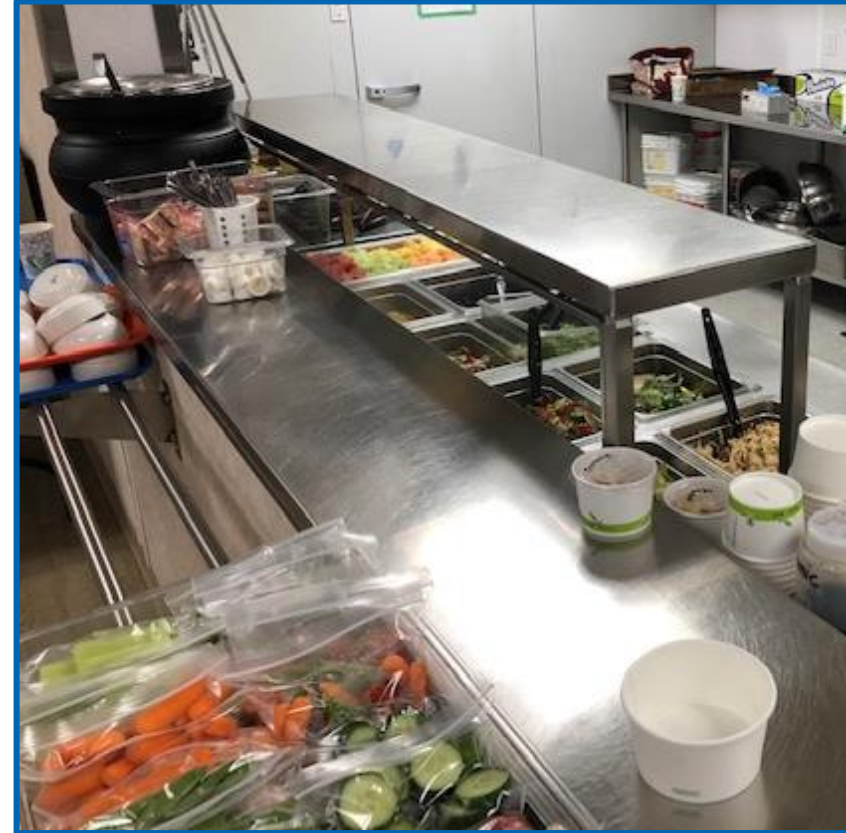
Camp has an information center as well as directions for hand washing and single use glove donning prior to entering the dining hall

Kitchen and Dining Room – additional measures



Hand sanitization stations are kept full and the dining area is an electronic device free zone to help stop the spread

Kitchen and Dining Room – additional measures



Single serving veggies; the salad bar is behind the service area and no longer self-serve.

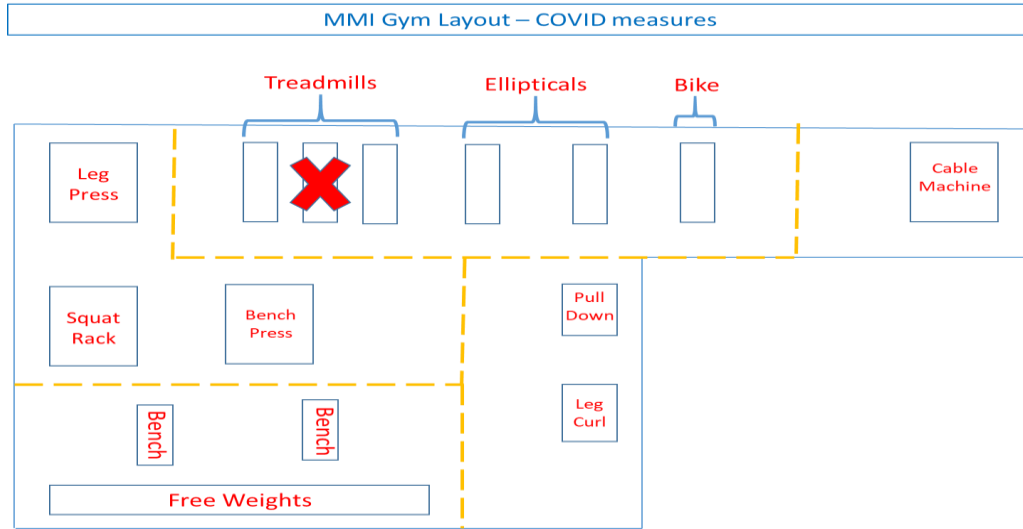
Physical distancing measures



Dining Hall has measured encroachment markers to avoid communicable contact.

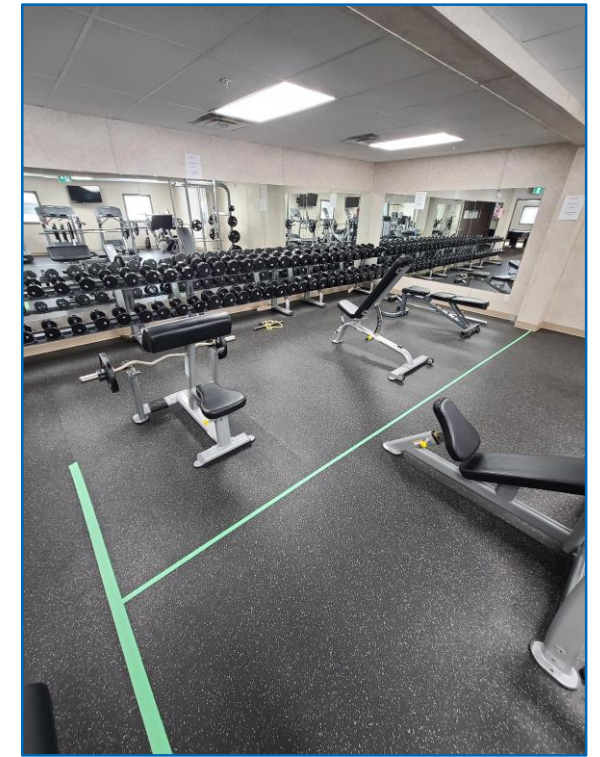
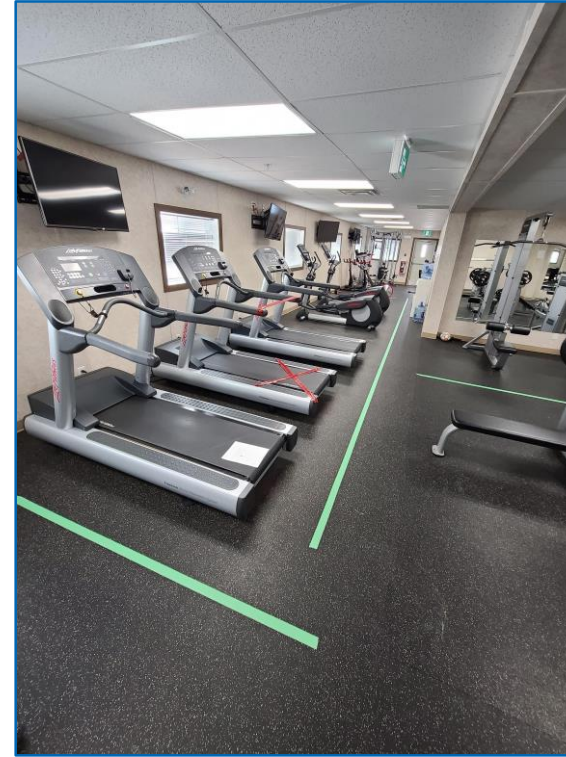
Seating is limited to one person per table to limit close contacts.

Camp gym



Chief Public Health Officer Dr. Kami Kandola has authorized Imperial to reopen our camp gym for use by our rotational workforce only.

There are strict guidelines that we adhere to such as a maximum of 5 people in the gym, maintaining social distance at all times, sanitizing of all equipment before and after use and only one person is allowed in each marked zone at any given time.

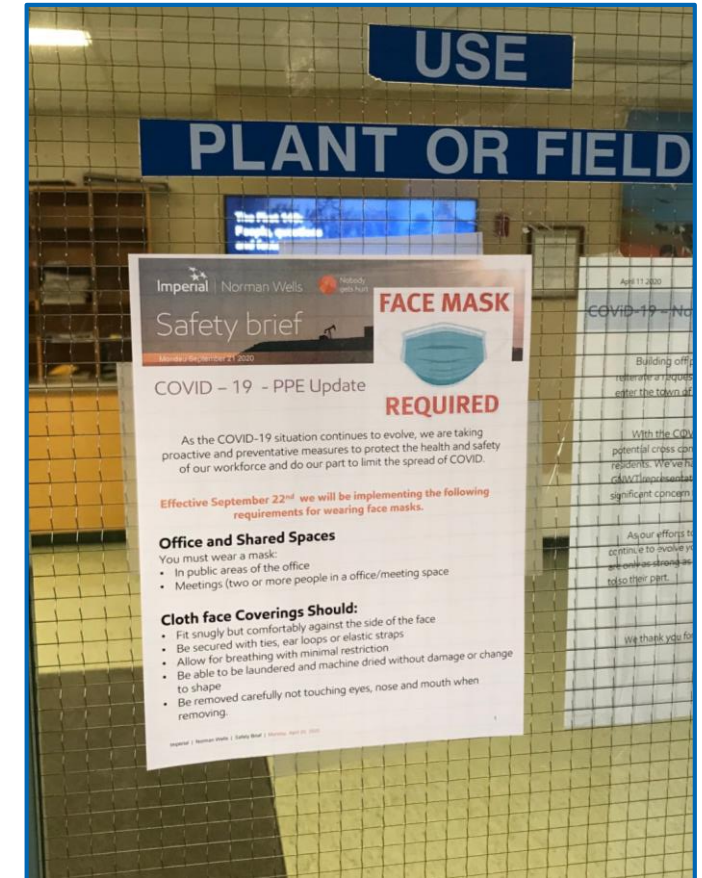


Implemented mandatory mask use

When physical distancing cannot be maintained face mask usage is mandatory. Effective September 22, 2020 face mask use indoors was made mandatory when outside of personal offices.

Guidance around mask use, including the standards of appropriate masks and protocols of how and when they need to be worn have been distributed to all employees and contractors.

Signage is placed throughout the site outlining expectations.



Current Status

Rotational staffing levels remain reduced.

No non-essential work activities are taking place onsite.

Local office staff are working from home when segregation at work is not possible.

All visitor access remains suspended unless granted access by site superintendent.

No non-essential work activities are taking place onsite.