

# **Infection Control Plan**

## **Conventional (v5)**

## Infection Control Plan – Conventional (v5)

### Section 1: Symptoms and Travel Protocols

Expectations:	What to do?
Be Informed	<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://www.albertahealthservices.ca/topics/Page16944.aspx">https://www.albertahealthservices.ca/topics/Page16944.aspx</a></li> <li>• or <a href="https://www.albertahealthservices.ca">https://www.albertahealthservices.ca</a> and follow link to COVID-19</li> </ul> <p>NWT Specific information is available through the Northwest Territories Health and Social Services Authority:</p> <ul style="list-style-type: none"> <li>• <a href="https://www.nthssa.ca/en">https://www.nthssa.ca/en</a></li> </ul> <p>Any Conventional team member (employee or contractor) in a formal supervisory or management role should 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>Generally speaking, Conventional Site requirements will meet or exceed the recommendations of provincial and territorial health authorities. We will continue to monitor guidance from provincial and territorial health authorities and adjust as needed.</p> <p>For the latest Company guidance, please refer to the <a href="#">MOH/OHD Sharepoint</a>.</p> <p>In addition to actively practicing <b>social distancing and good hygiene</b>, workers are expected to refer to the <a href="#">COVID-19 Respiratory and Personal Protective Equipment Requirements Matrix</a> for use of personal and respiratory protective equipment (RPE/PPE).</p> <p><b>Additional Resources:</b></p> <div style="display: flex; justify-content: space-between;"> <div> <a href="#">Employee Workplace Contact Guidance</a>  <a href="#">Public Health Canada</a>  <a href="#">Imperial Canada COVID-19 updates (goto/covid19)</a>  <a href="#">Imperial Oil Occupational Health hub for latest COVID-19 documents</a> </div> <div> <a href="#">Corona Virus Health Alerts Intranet site</a>  <a href="#">WHO</a>  <a href="#">NWT Government</a> </div> </div>
Symptoms	<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>○ cough</li> <li>○ extreme tiredness</li> <li>○ sore throat</li> <li>○ chills</li> <li>○ muscle aches</li> <li>○ runny nose</li> <li>○ severe headache</li> <li>○ lost sense of taste or smell</li> <li>○ other symptoms may also be considered as part of screening based on local public authority</li> </ul> <p>Symptom of serious illness include:</p> <ul style="list-style-type: none"> <li>○ shortness of breath / difficulty breathing</li> <li>○ pneumonia</li> </ul>

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<p>What to do if you are experiencing COVID-19 Symptoms</p>	<p><b>Off Site</b> If you are experiencing COVID-19 symptoms, <b>do not come to the site. Do the following:</b></p> <ol style="list-style-type: none"> <li>1. Employees: Contact your supervisor to notify.</li> <li>2. Employees: Call the OHD contact for your site (NW and HM: Trina Mucha – 587-456-1617, cell 780-690-1679). OHD will provide direction on next steps.</li> <li>3. Contractors: Contact your contractor supervisor. Contractor Management must contact their Imperial Management counterpart.</li> <li>4. Imperial employees must notify Morneau Shepell (1-833-608-9908) if missing work due to illness or self-isolation restrictions and not approved to work from home.</li> </ol> <p><b>Calgary based employees (who do not go to site)</b></p> <ol style="list-style-type: none"> <li>1. Contact your supervisor to notify.</li> <li>2. Imperial employees must notify Morneau Shepell (1-833-608-9908) if missing work due to illness or self-isolation restrictions and not approved to work from home.</li> </ol> <p><b>On Site</b> If you are experiencing COVID-19 symptoms, do the following:</p> <ol style="list-style-type: none"> <li>1. Self-isolate on site and contact your supervisor for direction.</li> <li>2. In Norman Wells, contact the on-site medic but <b>do not visit the on-site medic</b></li> <li>3. Call the OHD contact for your site (NW and HM: Trina Mucha – 587-456-1617, cell 780-690-1679). OHD will provide direction on next steps.</li> <li>4. Contractor Management must contact their Imperial Management counterpart.</li> <li>5. If OHD determines that you are a “Suspected / Confirmed COVID-19” case, go to the section labelled <a href="#"><u>“Suspected / Confirmed COVID-19 Case Management”</u></a></li> </ol> <p><b>Note:</b> The standard site resources will remain in place to support worksite injuries per normal practice during this time.</p>
<p>What to do if you think you have been exposed to COVID -19</p>	<p><b>Off Site</b></p> <ul style="list-style-type: none"> <li>• If you are experiencing symptoms of COVID-19 <b>do not come to the site</b>, follow the requirements in the <a href="#"><u>“What to do if you’re experiencing COVID-19 Symptoms”</u></a> section above.</li> <li>• If you have been in direct contact with someone that has confirmed to have contracted COVID-19 but are not showing symptoms yourself, <b>do not come to the site</b>. Follow the requirements in the <a href="#"><u>“What to do if you’re experiencing COVID-19 Symptoms”</u></a> section above. Contractors: Contact your contractor supervisor. Contractor Management must contact their Imperial Management counterpart.</li> <li>• If you have been in close contact with someone that is strongly suspected of having contracted COVID-19 but is not confirmed, <b>do not come to the site</b>. Follow the requirements in the <a href="#"><u>“What to do if you’re experiencing COVID 19 Symptoms”</u></a> section above. Contractor Management must contact their Imperial Management counterpart.</li> </ul> <p><b>On Site</b> See section <a href="#"><u>Suspected / Confirmed COVID-19 Case Management</u></a></p>
<p>Business Travel and Personal Travel</p>	<p><b>Before traveling:</b></p>

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	<ul style="list-style-type: none"> <li>Workers should inform their supervisor of any personal travel outside of their local area (i.e. travel farther than routine commuting, including your home area for regular rotators) and must inform their supervisor of any personal travel outside of Canada.</li> <li>Workers must inform their supervisor of any business travel outside of the Harmattan or Norman Wells areas (except regular rotation); business travel requires approval from your company supervisor.</li> <li>Business Travel from outside of Canada is restricted for all workers and must follow the <a href="#">"Return to Work from Travel"</a> requirements below.</li> <li>Imperial Employees: Business Travel (e.g. to / from Calgary) requires Operations Superintendent approval and must be business critical.</li> <li>Contractor Workforce: Business Travel for Contractor workforce members that reside outside of the local area (or regular rotational area) for work requires approval from their company supervisor. This includes any workers that need to attend Imperial Site Orientation. Travel for IOR requested training requires IOR approval.</li> <li>Contractor Management: Business Travel for Contractor Management that reside outside of the local area (or regular rotational area, e.g. Calgary Headquarters Management) to the Conventional sites requires Superintendent Approval.</li> </ul> <p><b>Returning to work after travel (domestic/international):</b></p> <ul style="list-style-type: none"> <li>See the <a href="#">"Return to Work from Travel"</a> section below.</li> </ul>
Return to Work from Travel	<p>The guidance below was developed to reflect the public health orders and applies to <u>all</u> Imperial and EM Canada Operations (March 27, 2020). Refer to the <a href="#">COVID-19 Exposure-Isolation protocol for additional details</a>.</p> <ul style="list-style-type: none"> <li>Any worker that has returned from travel outside of Canada must notify their supervisor and cannot come to the site for a 14-day period.             <ul style="list-style-type: none"> <li>If you become sick during this time, you must self-isolate for at least 10 additional days from all other members of your household from the beginning of symptoms or until you are feeling well, whichever takes longer.</li> </ul> </li> <li>14-day self-isolation for domestic travelers returning to and from Newfoundland, Nova Scotia, Prince Edward Island, and Manitoba.</li> <li>In addition, if a member of the household returns from travel outside of Canada, the worker should contact OHD for guidance and assessment on self-isolation.</li> <li>Any visitor or contractor who has not met minimum the mandatory self-isolation criteria above is not permitted access to any Imperial or EM Canada site. Contractors should report self-isolation needs to their respective company contact.</li> </ul> <p>Employees who are required to follow the mandatory self-isolation due to travel or contact with a confirmed COVID19 case are required to do the following:</p> <ol style="list-style-type: none"> <li>1. Initiate self-isolation</li> <li>2. Contact your supervisor</li> <li>3. Make arrangements to self-isolate and monitor for illness</li> <li>4. Notify OHD to report self-isolation</li> </ol>

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5. Work from home if possible
6. Monitor for illness for 14 days from the date of return or date of contact, contact OHD or Morneau Shepell if you develop any symptoms of COVID-19 listed [above](#).

In Alberta, employees who are required to follow the minimum mandatory 10-day [self-isolation at onset of any COVID-19 related symptoms](#) that are not related to a pre-existing illness or health condition are required to do the following:

1. Report absence through Morneau Shepell or OHD
  - o (OHD will refer absence to Morneau Shepell)
2. Notify supervisor
3. Monitor health while adhering to self-isolation
4. Notify local emergency services if symptoms worsen
5. Do not return to work unless you have received confirmation of return to work date from Morneau Shepell or OHD

GNWT has a similar 14-day self-isolation requirement when returning from travel outside the Territory. Any worker that has returned from travel outside of NWT must notify their supervisor and cannot come to the site for a 14-day period. There is an exception in place for regular southern rotational staff. There are additional screening protocols in place prior to boarding for southern regular rotational staff.

- Employees rotating to the Norman Wells Operations will be traveling via the charter airline (no longer flying via the Commercial airlines). Employees must follow the charter airlines' screening protocol, including wearing a face mask when on flights.
- All employees, including contractors must complete the [GNWTs COVID-19 Daily Self-Monitoring Form](#) for Camp Workers on days off (14 days prior to entry into an NWT closed camp). Forms are to be submitted to IOL Safety Advisors prior to boarding charter flight back to site. If you check yes to any symptoms on your self-monitoring form on days off contact OHD (Trina Mucha – 587-456-1617, cell 780-690-1679) to discuss prior to attending the flight center.

## Section 2: Suspected / Confirmed COVID-19 Case Management

The main objective in an outbreak is to prevent symptomatic persons (or contacts of cases) from entering the workplace and potentially exposing other workers. However, some people may develop symptoms while at work in which case the worker should be removed from the workplace or offsite company event immediately for their own well-being and the safety of others. **OHD will review and provide direction on whether or not "Suspected / Confirmed."**

**If symptoms consistent with corona virus disease arise in the workplace, the following steps must be followed.**

### *Symptomatic Individual Actions*

Action for Worker	
1	<b>Put</b> on a disposable surgical mask, or approved alternative, in the workplace <b>if available</b> . Self-isolate and notify supervisor.
2	<b>Notify</b> supervisor of the onset of symptoms. In Norman Wells, call the on-site medic but <b>do not visit the on-site medic</b> , then call the OHD contact for your site (NW and HM: Trina Mucha – 587-456-1617, cell 780-690-1679) to test and verify if symptoms are suspected to be COVID-19. If you are suspected case of COVID-19, follow the rest of this document. If not, follow OHD guidance and requirements under <a href="#">"What to do if you are experiencing COVID-19 symptoms."</a>

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3	<b>Do not visit the on-site medic</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 personal vehicle, drive your vehicle home. If vehicle is not available, supervisor to coordinate arrangement.
5	<b>Call</b> Alberta Healthlink (811) or NWT equivalent (1-833-378-8297, protectnwt@gov.nt.ca) as appropriate and let them know that you have symptoms consistent with novel Coronavirus disease and have either been in close contact with a suspected / confirmed case or have a relevant travel history. Follow advice of Alberta Health Services or NWT equivalent (1-833-378-8297, protectnwt@gov.nt.ca).
6	<b>Remain</b> out of the workplace until: <ul style="list-style-type: none"> <li>• 14 days have passed</li> <li><b>And</b></li> <li>• You are symptoms are resolving</li> <li><b>And</b></li> <li>• You are cleared to return by OHD or Morneau Shepell</li> </ul>

### Supervisor Actions

Action for Supervisor	
1	<b>Notify</b> OHD of suspected case of novel Coronavirus disease in the workplace, provide OHD with personal details case. Supervisor to notify their Management. Contractor Supervisor to notify Contractor Management and their Imperial contact.
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. Cleaning should include areas that suspected case contacted, as much as practical. Cleaning guidelines can be found here <a href="#">COVID 19 Cleaning Guidelines</a> . Any further guidance on cleaning please contact your site contact (NW: Dale Bohn / Craig Woodill - 867-587-8044, HM: Chris Gilbert – 587-476-5260).
3	<b>Identify</b> person/s who were in close contact with the symptomatic employee or known positive COVID-19 testing. <i>Close Contact as defined:</i> <ul style="list-style-type: none"> <li>• Being within 2 meters (6 feet) and spending a prolonged period of 15 minutes or more with the suspect case (including 2m of the suspect case's workstation) on the same day (<a href="#">see WHO</a>).</li> <li>• Having direct contact with infectious secretions of a novel coronavirus case (e.g., being coughed on) while not wearing recommended personal protective equipment.</li> <li>• Include full names of employees and contractors identified and contractor company name</li> </ul> (Casual encounters such as passing in a corridor would <b>not</b> be considered significant)
4	<b>Notify</b> OHD of details of identified contact.
5	<b>Give</b> person/s with suspected/confirmed infection with Coronavirus and close contacts: <ul style="list-style-type: none"> <li>• The <a href="#">Workplace Contact Guidance Sheet</a></li> <li>• Links to <a href="#">Important Health Alerts</a></li> </ul>

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6	<p><b>Direct</b> the person/s (in coordination with management and HR) who were identified in Step 3 to follow these instructions:</p> <ul style="list-style-type: none"> <li>• Leave the workplace and remain away from the workplace for 14 days or until otherwise advised</li> <li>• Self-monitor for symptoms and raised temperature, Continue to self-monitor your health starting from the day you first had close contact with the person and until 14 days after the last contact with the person. If symptoms develop contact OHD. If employee, also contact Morneau Sheppell (1-833-608-9908).</li> <li>• Maintain contact with supervisor and return to work at the end of the 14 day period if they have no symptoms / no raised temperature for 48 hours and there is no history of further contact with a suspected or confirmed case. Work with OHD and local public health.</li> </ul> <p><b>Note:</b> It is not necessary to notify individuals that have had secondary close contact</p>
7	<p><b>Maintain</b> regular telephone contact with:</p> <ul style="list-style-type: none"> <li>• The symptomatic employee (or the next of kin / caregiver)</li> <li>• Contacts of the symptomatic employee</li> </ul>
8	<p><b>Inform</b> contacts that they can return to the workplace:</p> <ul style="list-style-type: none"> <li>• If the suspected case is confirmed NOT to have the coronavirus disease OR</li> <li>• After 14 days from contact with the suspected/confirmed case and he/she remains asymptomatic</li> </ul>

**Note:** For employees who develop symptoms while away from the workplace the above actions should also be followed if they have been in the workplace in the 48 hours prior to symptom onset.

### OHD

Action for OHD	
1	<b>Review</b> suspected case remotely and assess risk of being a case using the <a href="#">Novel Coronavirus Disease Screening Tool</a> . Notify management whether employee meets criteria to be a suspected case / Person Under Investigation.
2	<b>Notify</b> local Public Health authorities of suspected case of novel Coronavirus disease per local requirements.
3	<b>Notify</b> relevant Occupational Health Manager of suspected / confirmed case of novel Coronavirus disease.
4	<b>Follow</b> standard OHD case management process to monitor progression of suspected / confirmed cases.
5	<b>Follow</b> up with business line management on close contact tracing and guidelines.
6	<b>Maintain</b> contact with business line management of the suspected/confirmed cases and provide updates.

## Section 3: Social Distancing 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. Functional specific addendums will be issued.

Expectations:	What to do?
Restrictions on Group Meetings (includes morning safety meetings)	<ul style="list-style-type: none"> <li>• No face-to-face meetings with more than 10 people; this includes morning safety meetings; need to split groups up into smaller groups if can't be handled through alternate means.</li> <li>• Reduce or eliminate face-to-face meetings with smaller groups and find alternatives wherever practical (e.g. skype, dial-in, etc.)</li> </ul> <p>Exceptions to these requirements require Superintendent approval.</p>

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Social Distancing Protocols	<ul style="list-style-type: none"> <li>In general, interactions are to be kept at a distance to minimize the chance of spreading infection. Restrictions include: <ul style="list-style-type: none"> <li>Cannot enter restricted areas</li> <li>2 m rule for distance between workers</li> <li>Verbal Site Orientation / JSA / Permit: Use your own pen to sign-in / sign-on.</li> </ul> </li> <li>If social distancing protocols cannot be followed for conducting certain work tasks (e.g. bunker entry at Norman wells) and working in groups is necessary, the <a href="#">COVID-19 Respiratory and Personal Protective Equipment Requirements Matrix</a> should be strictly followed</li> </ul> <p><b>Restricted Areas</b></p> <ul style="list-style-type: none"> <li>Work teams should 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</li> <li>Local Resident Office / lunch trailers</li> <li>Doghouse for a Rig Team Picker Truck for a Picker Team</li> <li>Meeting Trailer / Meeting Rooms</li> </ul> </li> </ul> <p><b>Eliminating and Managing Common Touch Points</b></p> <ul style="list-style-type: none"> <li>Common touch points like sign-in sheets for large groups, etc. should be minimized and replaced with alternatives wherever practical.</li> <li>Workers should use their own pens when signing-in / signing-on</li> <li>Common touch points should be cleaned regularly to disinfect and minimize transmission</li> </ul> <p><b>Meals</b></p> <ul style="list-style-type: none"> <li>Gathering into large groups for meals is restricted. Eat at your desk, in your truck, or with your work team max 5 people</li> <li>All communal food or snacks must be individually packaged and is discouraged. Donuts/cookies/pizza not allowed. Do not share condiments.</li> <li>Workers are required to don new gloves prior to grabbing utensils from the kitchen.</li> <li>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"> <li>Eat at a separate table/desk, wipe down microwaves pre and post use, etc.</li> </ul> </li> <li>Do not prepare or cook meals at work i.e. breakfasts, BBQs, or lunches</li> </ul> <p><b>Handshakes / Direct Contact</b></p> <ul style="list-style-type: none"> <li>No handshakes or other unnecessary direct contact</li> </ul>
Handover between shared roles and equipment	<p><b>Office-based workers:</b></p> <ul style="list-style-type: none"> <li>Please refer to the COVID-19 guidance on <a href="#">Shared Spaces</a>. <b>A face covering is required when moving to and from personal workstations.</b> Please refer to the <a href="#">IOL cloth face coverings guidance</a> for information on what is acceptable. Also, refer to the <a href="#">IOL approved list of types of face coverings</a>.</li> <li>No more shared offices on double-up days - eliminate face to face interaction as much as possible, replace with telephone / Skype wherever possible.</li> </ul>



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	<ul style="list-style-type: none"> <li>• Eliminate shared offices and find alternatives</li> <li>• Take time to clean desk / work station before and after shift. Janitors will not clean keyboards, mice, phones.</li> </ul> <p><b>All other workers:</b></p> <ul style="list-style-type: none"> <li>• Social distancing protocols should be honored as much as practical.</li> <li>• Handover between work team crews and supervisors can still be face-to-face, consider non-face-to-face options if possible.</li> <li>• Handover between support service crews and supervisors should be communicated over the phone/Skype. Face-to-face interactions should be avoided.</li> <li>• Take time to clean work area / shared equipment / etc. before use, as much as practical and if supplies are available</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

Expectations:	What to do?
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 should be kept to a minimum including such things as drinking glasses, eating utensils, towels and linen.</li> </ul>
Routine Cleaning	<p><b>Guidelines for cleaning:</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 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"> <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. Examples would include your personal work station, a doghouse for a rig team, picker truck, and other similar scenarios. Contractors must meet this cleaning standard for any of their on-site buildings that meet this requirement.</li> </ul> </li> <li>• Cleaning staff should wear the recommended personal protective equipment (PPE) when cleaning as a routine precaution.</li> <li>• Cleaning staff should 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> </ul>

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	<ul style="list-style-type: none"> <li>Disinfection solutions should be used according to the manufacturer's instructions (e.g., concentration, application method and contact time, etc.). Refer to the IOL approved disinfectant list <a href="#">here</a>.</li> <li>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).</li> <li>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.</li> </ul>
Shared Work Stations / Vehicles / Offices / etc.	<p>MOH has issued guidance on <a href="#">Shared Spaces on Return to Office</a>. Review this document for latest guidelines on office safety. When starting work at a new location, station, vehicle, office, etc.:</p> <ul style="list-style-type: none"> <li><b>A face covering is required when moving to and from personal workstations.</b> Please refer to the <a href="#">IOL cloth face coverings guidance</a> for information on what is acceptable. Also, refer to the <a href="#">IOL approved list of types of face coverings</a>.</li> <li>Employees and Contractors should disinfect all work surfaces prior to and at end of work period when supplies are available.</li> </ul>
Communal Equipment or Items	<p>Work teams 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"> <li>Workers are required to don new gloves prior to grabbing utensils from the kitchen.</li> <li>Workers are encouraged to bring their own utensils (do not share, sanitize them prior to using)</li> <li>Recommend bringing lunches that don't require access to communal kitchen areas</li> <li>Recommend bringing coffee in a thermos.</li> <li>Disposal 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>
PPE for Cleaning Personnel	<p>Cleaning staff must be properly trained in the use of PPE, including correct sequence of "donning" (putting on) and "doffing" (taking off) the items.</p> <p>The minimum PPE required to be worn for decontaminating an area where a possible or confirmed case has been includes disposable gloves and apron. Hands should be washed with soap and water after all PPE has been removed.</p> <p>If a risk assessment of the setting indicates that a higher level of contamination may be present (for example where unwell individuals have slept such as a hotel room or boarding school dormitory) or there is visible contamination with body fluids, then the need for additional PPE should be considered. Refer to the <a href="#">COVID-19 Interim Cleaning guidelines</a> for additional details.</p>

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### Section 5: First aid response

Expectations:	What to do?
How to respond to a first aid call in the field	<p>The MOH/OHD has put together general guidance for first aid response during a COVID-19 outbreak, including Personal Protective Equipment (PPE) requirements. Refer to the <a href="#">First aid response protocol</a>.</p> <p>In addition to actively practicing <b>social distancing and good hygiene</b>, workers are expected to refer to the <a href="#">COVID-19 Respiratory and Personal Protective Equipment Requirements Matrix</a> for transportation of highly suspected/confirmed COVID-19 symptomatic worker(s).</p>

### Section 6: Restricted Access Plan

Expectations:	What to do?
For buildings with restricted rooms	<ul style="list-style-type: none"> <li>• Access to specific rooms or buildings restricted to Control Room Operator (for control rooms), Cleaning Staff, and those approved by Foremen as required</li> <li>• If additional staff need access, by Foreman approval only</li> <li>• Signage – e.g. NW Control Room <ul style="list-style-type: none"> <li>◦ "Access to this building/room restricted to Control Room Operator and Cleaning Staff. Exception by Foreman approval only"</li> </ul> </li> </ul>

### Section 7: Temperature Screening Protocol

Expectations:	What to do?
Employee Self-Monitoring	<p>The following temperature screening guidelines have been adopted for the Conventional/JI teams and should be followed by all workers:</p> <ul style="list-style-type: none"> <li>• If you are working from home and have no symptoms of COVID-19, you are not required to monitor your temperature</li> <li>• If you are at work, then you are required to take/provide temperature once a day. Ensure the reading is taken at the same time every day (e.g. 8 AM) <ul style="list-style-type: none"> <li>◦ If your temperature is above 38 deg C (100.4 deg F) or are having symptoms, then immediately self-isolate. Refer to the <a href="#">What to do if you are experiencing COVID-19 Symptoms</a> section.</li> </ul> </li> <li>• If you are experiencing symptoms (sore throat, cough, difficulty breathing), do not go to work. Refer to the <a href="#">What to do if you are experiencing COVID-19 Symptoms</a> section. <ul style="list-style-type: none"> <li>◦ Follow site absence reporting procedure</li> <li>◦ Seek evaluation by personal healthcare provider. Call them ahead of time to inform them of your symptoms.</li> <li>◦ Notify site OHD for further guidance prior to returning to work.</li> </ul> </li> <li>• Temperature checks do not need to be documented in Harmattan. At Norman Wells, the site paramedic will document temperature checks. Additionally, Norman Wells workers are to document temperature checks on the <a href="#">GNWTs COVID-19 Daily Self-Monitoring Form</a> on days off</li> </ul>

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	<p>Additional guidance is available in the <a href="#">Temperature and Symptoms</a> screening and in the <a href="#">ExxonMobil Pandemic Flu Plan</a>.</p> <ul style="list-style-type: none"> <li>NOTE: if employee does not have access to thermometers at home, devices will be made available at site. MOH is working on providing sufficient thermometers at each site.</li> </ul>
Supervisor Verification & Screening	<ol style="list-style-type: none"> <li>Supervisors will be asked to verify the self-monitoring is occurring. <ol style="list-style-type: none"> <li>Employees who have done self-monitoring will be asked periodically to ensure the testing is occurring.</li> <li>100% verification of all employees every day is not expected but each employee should be verified once per shift cycle or at least once per week.</li> </ol> </li> <li>For employees that can / did not self-monitor at home <ol style="list-style-type: none"> <li>Supervisors will be provided with a “no touch forehead thermometer” to use.</li> <li>Supervisors will be instructed in use of these devices (see below)</li> <li>Employees who have not done self-monitoring will be required to participate in temperature checks during each shift.</li> <li>No documentation is required, need to ensure temperature if below 38 deg C (100.4 degree F).</li> <li>If temperature reading 38 deg C (100.4 deg F) and above or symptoms (sore throat, cough, difficulty breathing); provide employee with a flu kit and instruct them to go home and: <ul style="list-style-type: none"> <li>Follow site absence reporting procedure</li> <li>Seek evaluation by personal healthcare provider. Call them ahead of time to inform them of your symptoms.</li> <li>Seek clearance from OHD before returning to work during regular business hours.</li> </ul> </li> </ol> </li> <li>If elevated temperature is detected: <ol style="list-style-type: none"> <li>Screener donnes appropriate PPE (see below)</li> <li>Worker donnes surgical mask</li> <li>Wait 15 minutes</li> <li>Use flu kit thermometer to verify elevated temperature</li> </ol> </li> </ol>
Facility Entry Monitoring (site specific)	<ol style="list-style-type: none"> <li>Temperature screening may also be periodically conducted at various locations throughout the facility. Each site is responsible for designating locations, which could include: <ol style="list-style-type: none"> <li>Orientation locations</li> <li>Main entrance gates to the facility or plants</li> <li>Control rooms</li> </ol> </li> <li>Authorized screeners (Security, Supervisors etc.) will be provided with a “no touch forehead thermometer” to use. See above section titled “Supervisor Verification &amp; Screening” and follow steps #2c-e.</li> </ol>
PPE Requirements for Screeners:	<p>Whenever possible screeners should maintain a spatial distance of at least 2 meter or use physical barrier, e.g. plexi-glass or face shield or other types of enclosure. When it is not feasible to maintain social distancing or use a physical barrier, screeners are required to wear a minimum of N95 respirator and disposable gloves</p>

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	<p>If a second screening is required (i.e. interviewing person with fever for clinical symptoms suggestive of COVID-19) the interviewer will be required to wear a minimum of N95 respirator and gloves.</p> <p><b>Instructions for using “no touch forehead thermometer”:</b></p> <ol style="list-style-type: none"> <li>1. Ensure the individual performing the test does not have symptoms of illness.</li> <li>2. Individual performing the test to wear nitrile gloves.</li> <li>3. Follow instructions on insert provided with thermometer             <ol style="list-style-type: none"> <li>a. Remove the protective cap</li> <li>b. Press the power button</li> <li>c. Set age range as 36+ months (if option available)</li> <li>d. Position between eyebrows approximately 1” away from forehead (yellow light will show where you are aiming                 <ol style="list-style-type: none"> <li>i. Ensure sensor does not touch forehead. If the sensor touches forehead, it will need to be cleaned with a respirator wipe and then disinfected.</li> </ol> </li> <li>e. Press the temperature button</li> <li>f. Read the temperature</li> </ol> </li> <li>4. The monitor should be cleaned with a respirator wipe or equivalent between uses.</li> <li>5. Store the monitor with cap on, inside bag provided.</li> </ol>
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## Section 8: Return to Work Protocol

<b>Expectations:</b>	<b>What to do?</b>
All workers before returning to site	<p>Clearance to Return To Work in any individuals who had symptoms consistent with COVID -19 will be dependent on provincial/territory guidance. Refer to the <a href="#">COVID-19 Exposure-Isolation protocol for additional details</a>.</p> <p>Imperial OHD or Morneau Shepell will provide medical clearance to return to work following appropriate local public health guidelines. Employees are to contact their case managers for this medical clearance. Contractors are to follow their company process on return to work.</p> <p>If there is a need to consider a case-by-case review for a critical position, OH will support.</p> <p>Verify with your supervisor before returning to work. Supervisor to notify Management. Contractor Management to contact Imperial Management counterpart.</p> <p><b>Norman wells specific guidelines</b></p> <ul style="list-style-type: none"> <li>• All workers and visitors are required to:             <ul style="list-style-type: none"> <li>○ Consent and complete the <a href="#">Imperial Site Access Health Screening Questionnaire</a></li> <li>○ Participate in temperature screening; measures will be taken to ensure privacy</li> </ul> </li> <li>• Any worker or visitor who refuses to consent and complete the screening questionnaire, or participate in temperature screening will be denied access to site</li> </ul>

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	<ul style="list-style-type: none"> <li>Review of the screening questionnaire and conduction of temperature screening will be administered by qualified health professionals from Mikisew ISOS</li> </ul> <p>Imperial site access is restricted if</p> <ul style="list-style-type: none"> <li>You have travelled outside of Canada in the last 14 days</li> <li>You have had close contact with a probable or confirmed COVID19 case while they were ill</li> <li>Your temperature is at or above 38 C</li> <li>You are currently experiencing new symptoms of fever, cough, sore throat, nasal congestion, or shortness of breath</li> </ul>
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## Section 9: Additional Guidance for the Norman Wells Camp

### *In-camp considerations*

Expectations:	What to do?
General guidance	<p>The guidance below has been reviewed and supported by the Chief Public Health Officer of NWT. Imperial has mirrored the Government of Alberta guidance on COVID-19 prevention at a work camp. A <a href="#">work camps fact sheet</a> can be found on the Government of Alberta website.</p>
General Cleaning and Sanitizing	<ul style="list-style-type: none"> <li>Increase daily cleaning and disinfection of common areas and surfaces to at least three times per day. Pay particular attention to door knobs, light switches, staff rooms, desktops, stair railings, washrooms and other high touch surfaces.</li> <li>Cleaning refers to the removal of visible dirt, grime and impurities. Cleaning does not kill germs but helps remove them from the surface.</li> <li>Disinfecting refers to using chemical to kill germs on surfaces. This is most effective after surfaces are cleaned. Both steps are important to reduce the spread of infection.</li> <li>Use a disinfectant that has a Drug Identification Number (DIN) and a virucidal claim (i.e., kills or inactivates viruses).             <ul style="list-style-type: none"> <li>There should be a DIN on any disinfectant purchased in Canada. To confirm, look for an 8-digit number (normally found near the bottom of a disinfectant's label).</li> <li>Safety Data Sheets (SDS) for various Imperial approved disinfectants can be found on the <a href="#">OHD sharepoint</a>.</li> <li>Any disinfectant NOT in the Imperial approved list must be reviewed by Industrial Hygiene prior to use</li> </ul> </li> <li>Be sure to follow the instructions on the label to disinfect effectively.</li> <li>Alternatively, you can prepare a bleach water solution with 100 ml of unscented household bleach per 900 ml of water.</li> </ul>

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Social Distancing	<ul style="list-style-type: none"> <li>• Social distancing involves taking steps to limit the number of people you come into close contact with. It is a critical step in slowing down the spread of COVID-19.</li> <li>• All reasonable steps should be taken to maintain a distance of at least 2 meters (6 feet) between individuals at all times.</li> <li>• In person training events must comply with Alberta mass gathering restrictions (no more than <u>15 people</u> are allowed). Further guidance on <a href="#">mass gatherings</a> can be found here.</li> <li>• Workers are required to wear masks when boarding their flights to Norman Wells</li> <li>• While all efforts are taken to minimize rotational work force and resident interactions, for the purposes of medical care and any testing requirements, resident staff may require interaction with the paramedic who is a rotational worker. All such interactions will occur with appropriate PPE precautions per the <a href="#">COVID-19 Respiratory and Personal Protective Equipment Requirements Matrix</a>.</li> </ul>
Symptom Notification and Self-Isolation	<ul style="list-style-type: none"> <li>• Symptomatic individuals should self-isolate in separate rooms, in the event they do not have COVID-19. <ul style="list-style-type: none"> <li>○ Staff/clients should self-isolate in their own room, with their own bathroom (if possible), and have meals delivered to them in their room, while ensuring social distancing.</li> <li>○ If the symptomatic individual must leave their room, for example to use a common bathroom, strict respiratory etiquette, hand hygiene and social distancing must be followed. Hand washing and/or the use of hand sanitizer, if available, before leaving the room is also recommended. The individual should touch no more surfaces than necessary, and staff should clean/disinfect those surfaces after.</li> <li>○ If a common bathroom is used, high touch surfaces such as taps, toilet flushing handle, door knob, and paper towel dispenser handle should be cleaned after each use by an ill individual. This could be done by the ill individual using disinfecting wipes.</li> </ul> </li> <li>• If the self-isolation room must be cleaned by staff during the isolation period, social distancing and respiratory etiquette must be maintained.</li> <li>• Isolation rooms must be thoroughly cleaned and disinfected once the isolation period ends and cannot be occupied or entered into by another individual (except cleaning staff), even if symptomatic, before it is cleaned and disinfected.</li> <li>• If for whatever reason, a symptomatic individual cannot self-isolate on site, they can relocate, but this must be done without putting others at risk. While travelling, strict respiratory etiquette, hand hygiene and social distancing must be followed. The individual should touch no more surfaces than necessary, and the transportation vehicle must be cleaned/disinfected, as necessary, once the trip is complete.</li> </ul>
Dining	<ul style="list-style-type: none"> <li>• Work camp Food facilities may require alternate processes serving food to workers to comply with the 15 people limitation. Depending on the specific circumstances, steps that could be considered include: <ul style="list-style-type: none"> <li>○ Removing/rearranging some tables to ensure the limit is not exceeded and to maintain social distancing.</li> <li>○ Staggering meal service times to reduce the numbers of people present.</li> <li>○ Adapting other areas to serve as additional dining space.</li> <li>○ Workers are <u>not</u> allowed to take meals back to their rooms.</li> </ul> </li> </ul>

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	<ul style="list-style-type: none"> <li>All Dining Room users must first wash or sanitize their hands and then don the gloves provided. <ul style="list-style-type: none"> <li>It is important to sanitize your hands before you reach into the box to get gloves as this will become a common contamination point otherwise.</li> <li>You do not need to wear the gloves to eat. You are more than welcome to wear them while eating, but they are mandatory if you are touching any common surfaces (Utensils, drink spouts, cooler doors etc.). Once you have your food at your table the gloves can be removed. However, if you need to go back up to touch any common surface, new gloves must be worn.</li> </ul> </li> <li>No Cell phones in the dining room. Cell phones are a source of contamination. If you must answer your phone because of urgent matters, you must leave the dining room, and re-sanitize before re-entering. Anyone using cell phones in the dining room will be asked to leave.</li> </ul>
Fitness Facility	<ul style="list-style-type: none"> <li>The fitness facility is now open. Measures are in place to ensure safety of members. Please refer to the <a href="#">Camp Gym protocols</a> prior to visiting the fitness facility.</li> </ul>
Housekeeping	<ul style="list-style-type: none"> <li>Housekeeping access to clean individual rooms has been reduced from Daily to Weekly to reduce the risk of cross-contamination.</li> </ul>

### *Camp/Town considerations*

Expectations:	What to do?
Camp Guests	<ul style="list-style-type: none"> <li>Restrict visitors to only those necessary for the safe and effective operation of the work camp/worksites (for example, prohibit social visiting).</li> <li>Each worker's employer will request personnel in camp to not attend events or locations in Town. This is ensure isolation between the camp workers and the town population to minimize the spread of the COVID-19 virus.</li> <li>All visitors must be screened upon arrival to camp. Refer to the <a href="#">Return to Work Protocol</a> for additional details.</li> </ul>

## Section 10: Additional Guidance for those in IMT response

Expectations:	What to do?
Additional Guidance for those in IMT response	<ul style="list-style-type: none"> <li>Current organization has the IMT working remotely; if there is need to work in person additional guidance will be observed</li> <li>No communal food</li> <li>IMT vests to remain with the individual throughout the response and disinfected when transferred or returned</li> <li>If using an Incident Management Handbook, put your name on it, it is now yours and should not be shared</li> <li>Leverage Skype and emails where practical</li> </ul>



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### Section 11: 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 Foremen and Supervisors are expected to communicate these expectations and requirements to employees working at their site and follow-up to ensure understanding and compliance.</li><li>• Contractor 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. Management should communicate feedback to the following representatives:<ul style="list-style-type: none"><li>○ OHD - Trina Mucha</li><li>○ Well work – Jason Bates</li><li>○ Norman Wells<ul style="list-style-type: none"><li>▪ Operations Foreman – Dyon Wagner / Robin McNaught</li><li>▪ Maintenance / Logistics Foreman – Darren Blanchard / Murray Funk</li></ul></li><li>○ Harmattan<ul style="list-style-type: none"><li>▪ Operations / Maintenance Foreman – Darcy Ward</li></ul></li><li>○ Operations Support Supervisor – Steve Pangracs</li></ul></li></ul>
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### Section 12: References

COVID-19 Public Information – Imperial OHD Sharepoint

<https://ishareteam1.na.xom.com/sites/IOLOHD/IOLO%20Occupational%20Health/COVID19/Forms/AllItems.aspx>

COVID-19 Respiratory Protection and Personal Protective Equipment Requirements Matrix:

[https://ishareteam3.na.xom.com/sites/EMPC0834/PRODCONV/OPS-SSHE-CONV/Emergency%20Response/JI\\_COG%202020%20COVID%20Pandemic%20IMT/ICP/Reference%20material/COVID%20PPE%20and%20RPE%20Matrix%202020%20V12.pdf](https://ishareteam3.na.xom.com/sites/EMPC0834/PRODCONV/OPS-SSHE-CONV/Emergency%20Response/JI_COG%202020%20COVID%20Pandemic%20IMT/ICP/Reference%20material/COVID%20PPE%20and%20RPE%20Matrix%202020%20V12.pdf)

Self-isolation at onset of symptoms – Government of Alberta

<https://www.alberta.ca/self-isolation.aspx>

Imperial approved disinfectants

<https://ishareteam1.na.xom.com/sites/IOLOHD/IOLO%20Occupational%20Health/COVID19/IOLO%20Approved%20Disinfectants.xlsx>

COVID-19: Interim Cleaning Guidelines

[https://ishareteam2.na.xom.com/sites/moh/ph/\\_layouts/15/WopiFrame2.aspx?sourcedoc=/sites/moh/ph/novelcoronavirus/MOH%20COVID%2019\\_Cleaning%20Guidelines%20March%2013.docx&action=default](https://ishareteam2.na.xom.com/sites/moh/ph/_layouts/15/WopiFrame2.aspx?sourcedoc=/sites/moh/ph/novelcoronavirus/MOH%20COVID%2019_Cleaning%20Guidelines%20March%2013.docx&action=default)

Novel Corona Virus Disease Screening Tool

<https://ishareteam2.na.xom.com/sites/moh/ph/novelcoronavirus/Clinical%20documents/Novel%20coronavirus%20screening%20tool.docx?web=1>

Centers for Disease Control and Prevention: Cleaning and Disinfection for Community Facilities

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

General guidance for First aid response during COVID-19 outbreak

[https://ishareteam3.na.xom.com/sites/EMPC0834/PRODCONV/OPS-SSHE-CONV/Emergency%20Response/JI\\_COG%202020%20COVID%20Pandemic%20IMT/ICP/Reference%20material/First%20aid%20response%20-%20general%20guidance%20including%20PPE.pdf](https://ishareteam3.na.xom.com/sites/EMPC0834/PRODCONV/OPS-SSHE-CONV/Emergency%20Response/JI_COG%202020%20COVID%20Pandemic%20IMT/ICP/Reference%20material/First%20aid%20response%20-%20general%20guidance%20including%20PPE.pdf)

Imperial site access health screening questionnaire for Norman Wells

[https://ishareteam3.na.xom.com/sites/EMPC0834/PRODCONV/OPS-SSHE-CONV/Emergency%20Response/JI\\_COG%202020%20COVID%20Pandemic%20IMT/ICP/Reference%20material/Norman%20Wells%20Site%20Access%20Health%20Screening%20-%20VERSION%207.0%20\(TM\)%20\(002\).pdf](https://ishareteam3.na.xom.com/sites/EMPC0834/PRODCONV/OPS-SSHE-CONV/Emergency%20Response/JI_COG%202020%20COVID%20Pandemic%20IMT/ICP/Reference%20material/Norman%20Wells%20Site%20Access%20Health%20Screening%20-%20VERSION%207.0%20(TM)%20(002).pdf)

Work camps guidance from Alberta government

<https://www.alberta.ca/assets/documents/covid-19-work-camps-fact-sheet.pdf>