

Infection Control Plan – Summary for Workers - Version 8 – January 5, 2021

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

Symptoms and Required Actions:

- **Stay informed:** Refer to <https://www.albertahealthservices.ca> and follow link to COVID-19
- **Common symptoms:**

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

- **Symptoms of serious illness:**
 - Severe difficulty breathing, severe chest pain, hard time waking up, feeling confused, losing consciousness

If you are **off site** and **experiencing COVID-19 symptoms**, been in **direct contact** with someone who is suspected / confirmed to have COVID-19, or you or a household member have returned from travel outside Canada:

- Contact your supervisor, then call the Amisk Health Center (780-639-5431) for direction on next steps.
 - If Amisk Health Center cannot be reached, call Calgary OHD (587-476-4811).
 - Imperial employees who are **experiencing symptoms and unable to work** must also notify Morneau Shepell (1-833-608-9908) per normal illness reporting guidelines.
- Symptomatic worker must then follow Steps 5-6 below.
- If symptomatic worker status changes during isolation period Supervisor and Amisk Health Center shall be notified.

If you're **on site** and **experiencing COVID-19 symptoms**, been in **direct contact** with someone who is suspected / confirmed to have COVID-19 please follow the steps below:

1	Put on a disposable surgical mask, or approved alternative, in the workplace if available . Self-isolate and notify supervisor.
2	Notify Supervisor of the onset of symptoms and then call Amisk Health Centre (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 suspected case of COVID-19, follow the rest of this document. If not, follow OHD guidance. Note: Calling the Amisk Health Center applies to both Imperial employees and Service Partner employees.
3	Do not visit the on-site Amisk Health Center (OHD Clinic) or call a first responder unless symptoms are severe, such as difficulty in breathing.
4	Leave the workplace immediately and go directly home. If you are a sole vehicle user or have your personal vehicle, drive yourself home. If a vehicle is not available, contact your Supervisor to make arrangements (per Infection Control Plan, Section 2).
5	If you are symptomatic call Alberta Health Link (811) 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.
6	Imperial employees to remain out of the workplace until: <ul style="list-style-type: none"> a) If symptomatic: Employee is cleared by Morneau Shepell and supervisor is notified b) If asymptomatic: Employee is cleared by OHD to return to site and supervisor is notified Service Partners to remain out of the workplace until all of the following are met: <ul style="list-style-type: none"> 1. Worker is cleared to return to work through their companies return to work process, if available, or at minimum has met isolation legally required under Alberta public health order 2. Service Partner Management has received clearance from OHD for worker to return to site 3. Service Partner Management has notified their Imperial counterpart

Business and Personal Travel:

- If travelling outside of Canada for **personal travel** workers shall inform your Supervisor for awareness
- Inform your Supervisor of any **business travel** outside of the M.D. of Bonnyville. Business travel requires approval from your company supervisor

Temperature Tip: If you own a thermometer, check your temperature at home before and after your shift
 Greater than or equal to 38°C => STAY HOME Less than 38°C => OK TO WORK (if symptom free)

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Social Distancing Protocols:

- Plant Ops, Field Ops, Wellwork, Maintenance, Projects & Ops Support have developed and rolled out functionally specific social distancing protocols.

General expectations for all work teams:

- Effective Nov 27, 2020 - Mask use is required at all times in indoor settings (this includes office buildings, training facilities, meeting rooms, trailers and enclosed portable structures), refer to the full ICP for additional details. Requirements for outdoor mask use have not changed: The objective is always to maintain 2m physical distancing, and masks must be worn when this can't be achieved due to the nature of the work.
- No handshakes or other direct contact
- Alternatives for face to face meetings is still recommended, however, face-to-face meetings are acceptable for safety gatherings or where meeting virtually is not effective. **Conditions apply: Face coverings must be worn at ALL times indoors.** Meeting room capacity is not exceeded (capacity will be posted) and physical distancing is required (2m between persons). Face coverings shall not be used as a substitute to the physical distance requirement for meetings. **For more information see your functional addendum.**
 - Exceptions to these requirements require Superintendent or Technical Manager approval.
- Common touch points should be managed or eliminated (use your own pen, go digital)
- **Workforce has been divided into "cells"** (aka work teams) that need to work in close contact for effective operations, while minimizing the impacts of a suspected / confirmed COVID-19 case in the workplace.
 - Work teams can interact normally with each other, subject only to restrictions defined by each function
 - 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.
 - 2m distance cannot be met, even within cells / work teams, additional PPE (face mask, or equivalent) must be worn. This also includes commuting to / from work and the office.
- Group lunches is restricted. Eat at your desk, in truck, or with your work team (maintaining 2m separation).

Handover between shared roles & equipment:

- No overlap in shared offices for office-based workers; take time to clean desk / work station for handover
- Handover between work teams / crews and supervisors can still be face-to-face, but protocols above must be honored; take time to clean shared work areas / equipment as much as possible with available supplies

Permitting Process for Work Management:

- Each function has modified the work permitting processing to minimize face-to-face interactions and common touch points. Please reach out to your functional contacts if you're not familiar with the modified approach.

Cleaning and Disinfecting Protocols:

- Cleaning staff have increased the frequency of cleaning for high traffic areas, frequently touched surfaces and shared objects (e.g. main access doors, bump stations, washrooms, kitchens, handrails)
- Individuals should disinfect frequently touched individual or communal equipment if supplies are available (e.g. personal or shared workstation, dog house, truck). When starting work at a new workstation, vehicle or office, disinfect work surfaces prior to and at end of work period when supplies are available

Restricted Access to Control Rooms & Temperature Screening

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

**Personal Hygiene Tips: Wash your hands often, use hand sanitizer, avoid touching your face...
...especially in high traffic areas and around commonly used equipment!**