

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 the Office of the Chief Public Health Officer, 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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Pre-flight COVID testing



In partnership with DPX, a trusted third party providing trained health professionals, Imperial began testing all rotational workers in advance of boarding in February, 2021.

Effective May 11th, Imperial augmented this practice to implement rapid antigen testing.

With rapid testing, results are provided prior to passengers boarding the charter flight to Norman Wells. Anyone testing positive is not permitted to board.

Pre-flight COVID testing



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

Upon receiving a negative test result, 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 been 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 – Arrivals



To protect the community and the essential services workers at the Norman Wells airport, upon arrival, Imperial's rotational workforce is completely bypassing the terminal.

Passengers exit the airfield through a restricted access gate adjacent to the terminal.



Bypassing the Terminal in Norman Wells - Arrivals



Masks are worn while exiting the flight and reinforced with signage at the airport.

Bags are dropped off and picked up outside of the terminal.



Using the Terminal in Norman Wells - Departures



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

The departing workforce will have been confirmed as negative for COVID with testing done pre-flight and again mid-shift on the 4th day of their rotation. They have also been segregated from the community for the 14 days in Norman Wells, so the risk of exposure is very low.

Preventative measures are in place, such as enhanced cleaning protocols and the use of face masks for all travelers inside the terminal and while boarding the plane.



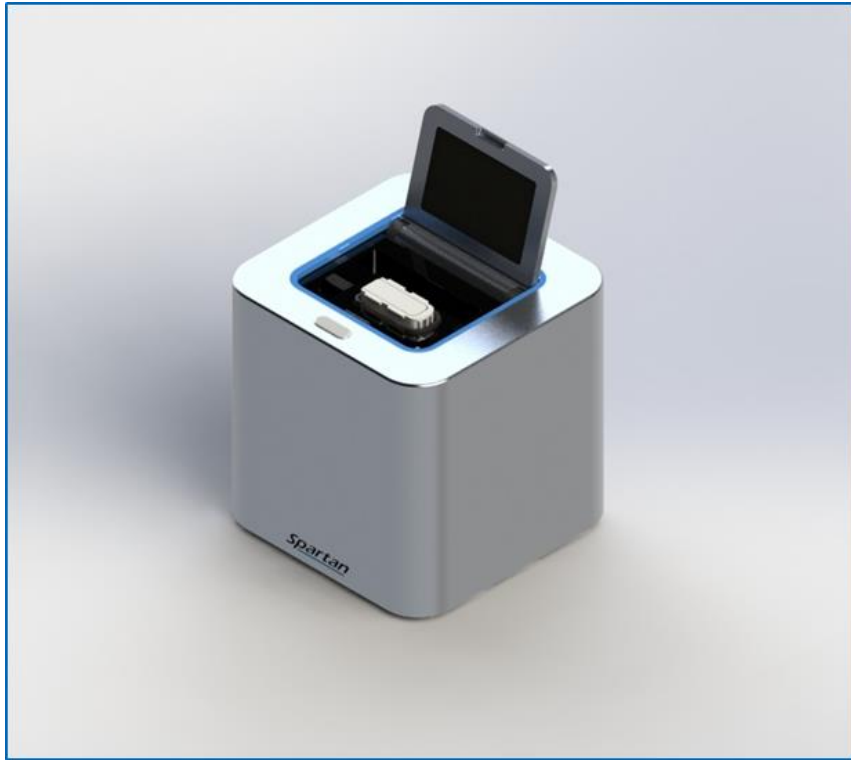
Pre-shift Rapid Antigen Testing: NWT-based staff



Given the rising case count in the Sahtu region, effective August 30, 2021 Imperial began providing rapid antigen testing for all local, NWT-based staff.

Testing will be completed onsite by trained medical professionals and employees will require a negative result to begin their multi-day shift.

Mid-shift Rapid Antigen Testing



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

Rapid antigen testing is also being done for all staff on the 4th day of their shift.

Once infected, the virus takes a couple of days to build up a sufficient viral load in our bodies to trigger a positive test.

This additional layer of protection was identified by the OCPHO as a way to detect if any workers had contracted the virus shortly before flying or starting their shift and will catch anyone who tested negative on their pre-flight or pre-shift test but had since become positive.

Isolation and quarantine practices

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

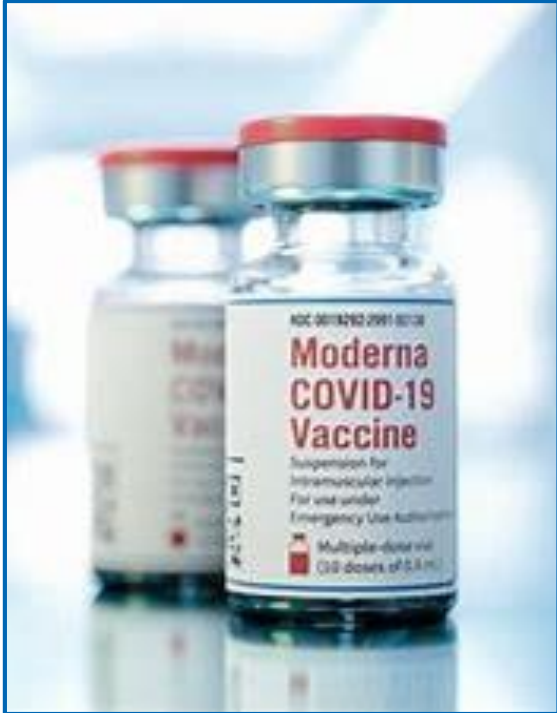
Symptomatic individuals, or those deemed a close contact, are assessed on a case-by-case basis as per the NWT COVID-19 guidance.

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.



Vaccination Program

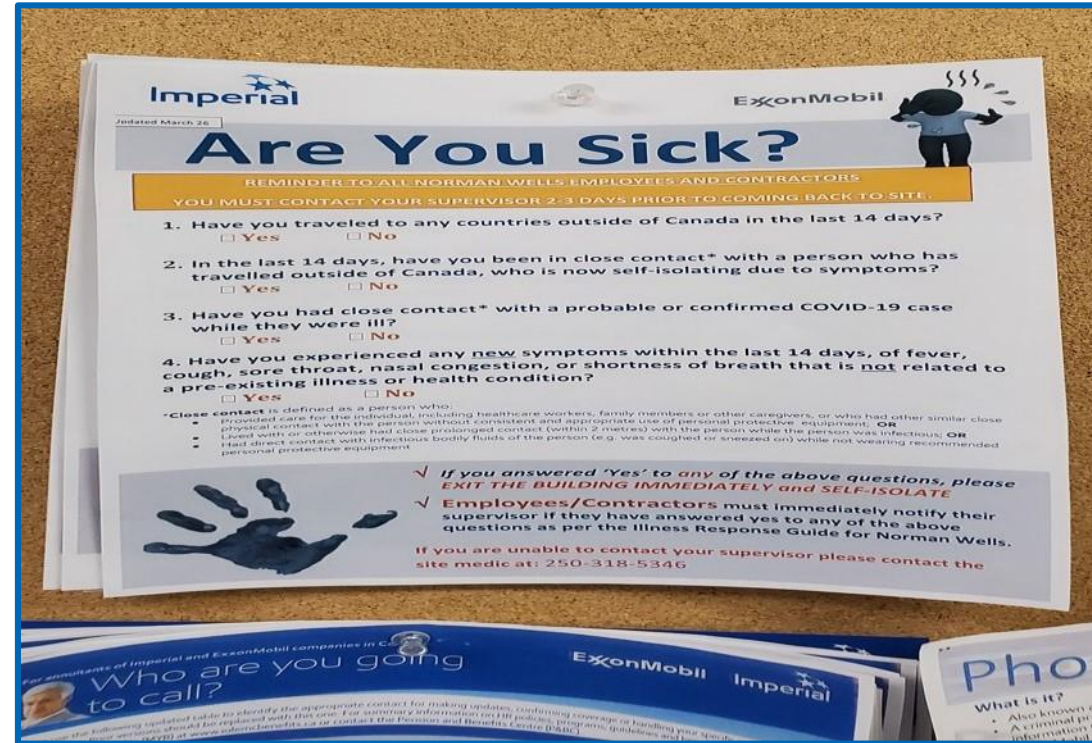
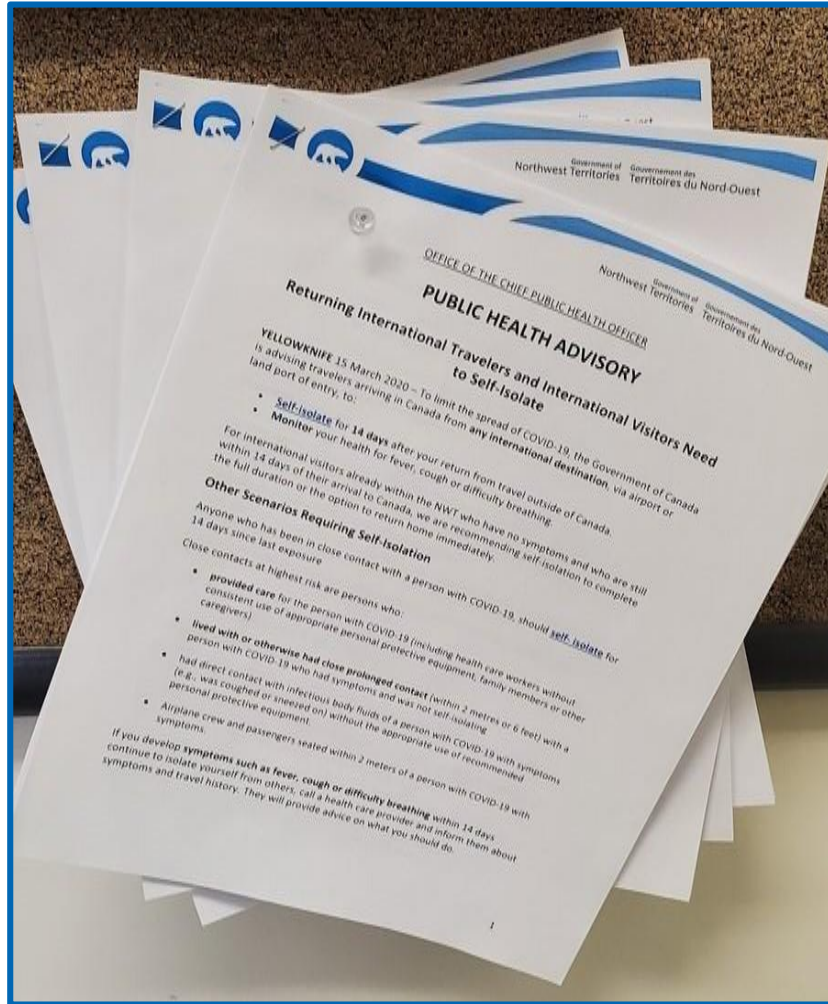


Our focus continues to be on preventing the risk of spread of COVID-19 in the community we operate in.

In March, 2021 Imperial was asked by the Chief Public Health Officer about our interest in participating in a voluntary vaccination program for our southern rotational workers.

We appreciate the opportunity to participate. The first of many onsite vaccination clinics took place on March 19th, 2021.

Onsite Protocols



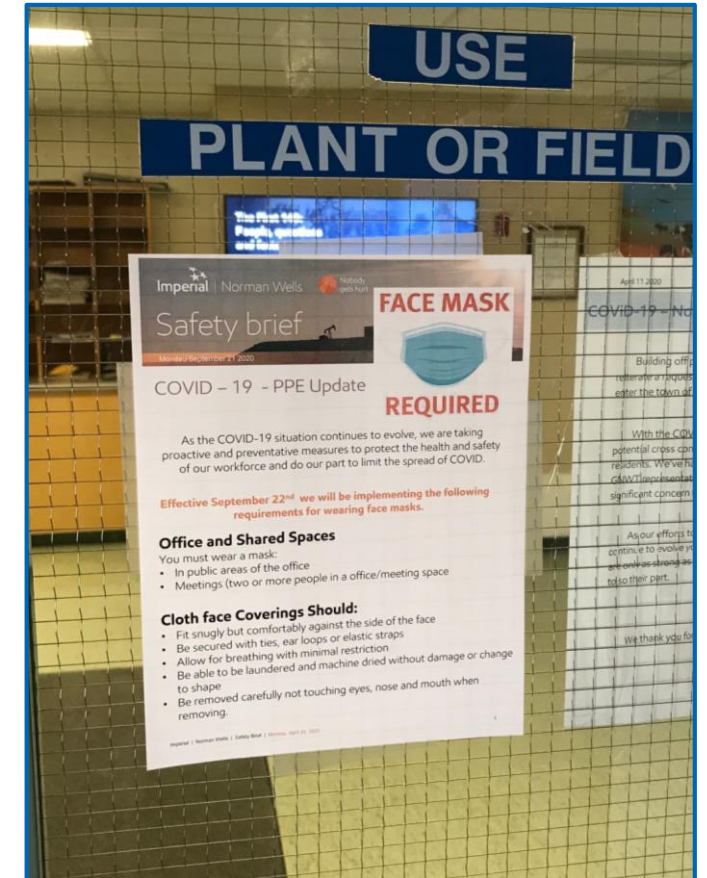
Imperial Oil – Are You Sick checklist and GNWT Public Health Advisory documentation posted at the CPF foyer entrance and on employee communications boards

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.



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.

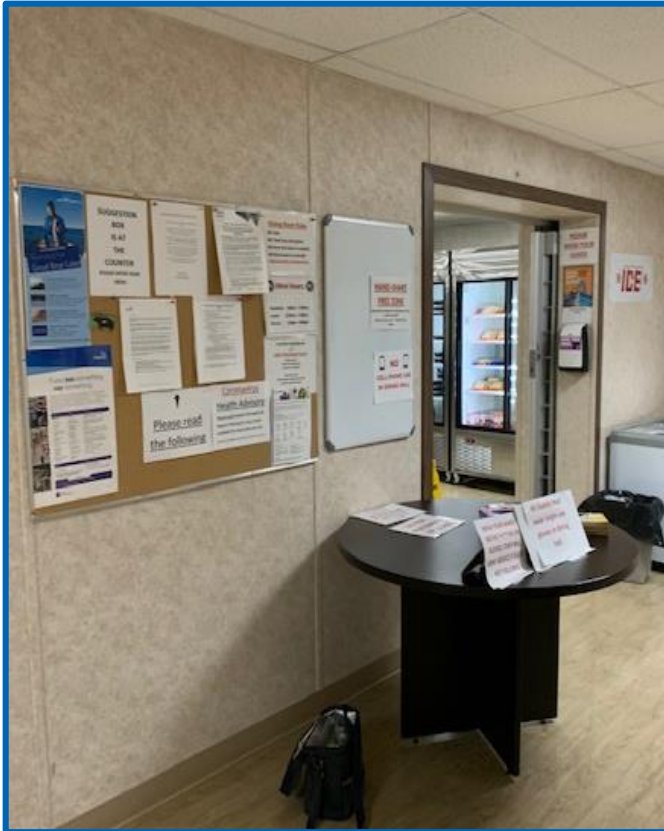
Updated cleaning practices follow guidelines issued by health authorities.

Readily available sanitizing stations



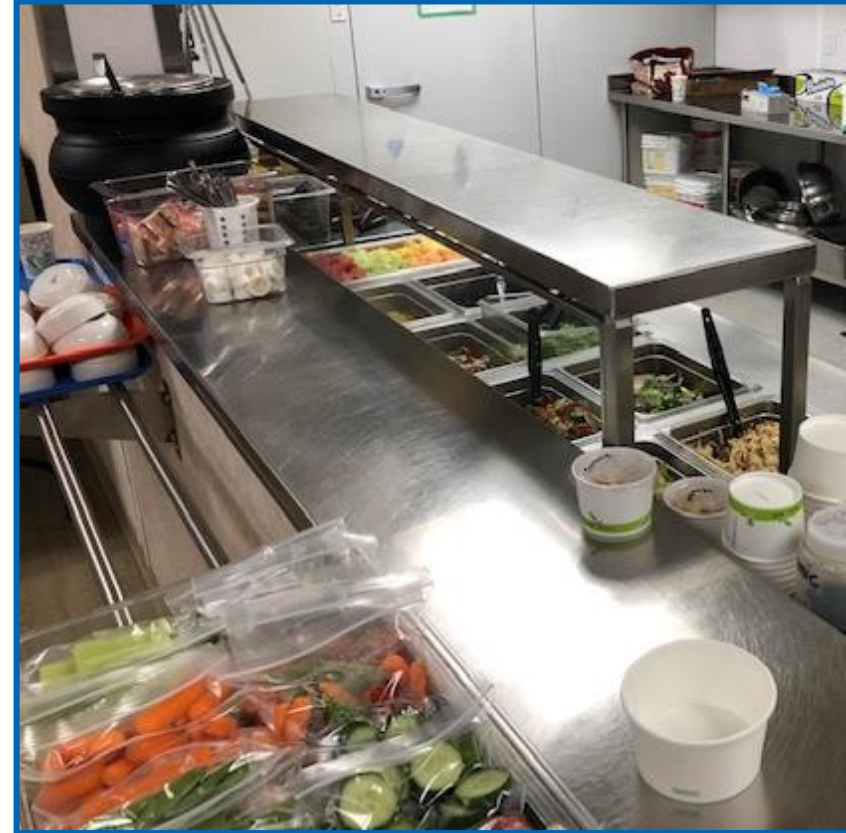
Hand sanitizer stations are kept full, additional disinfectant wipes have been stocked in the warehouse and distributed to staff.

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



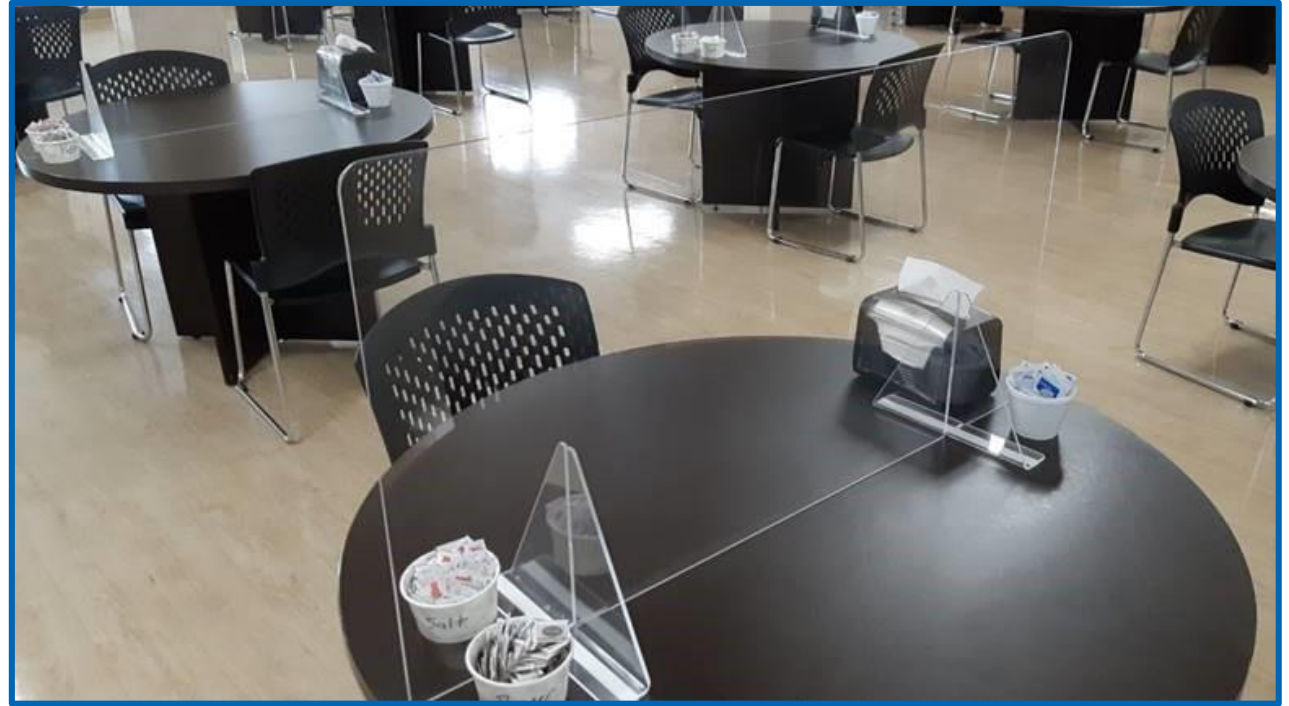
Single serving veggies; the salad bar is behind the service area and no longer self-serve.

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.

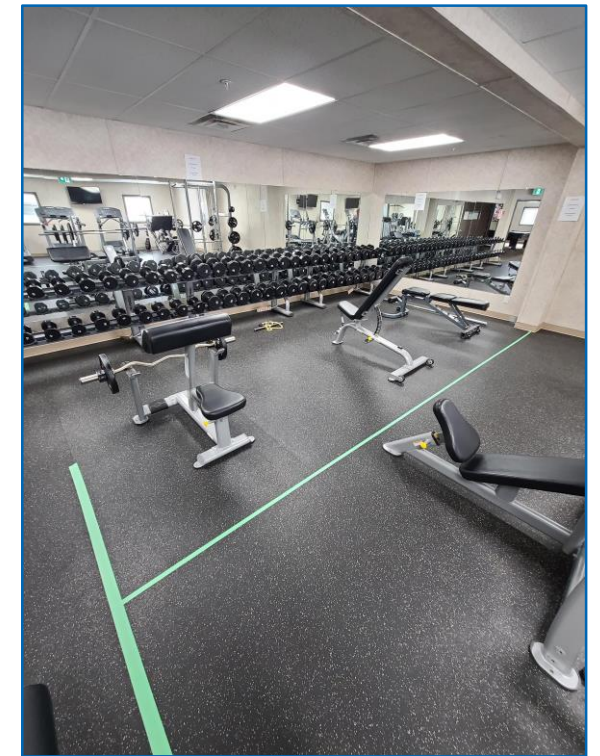
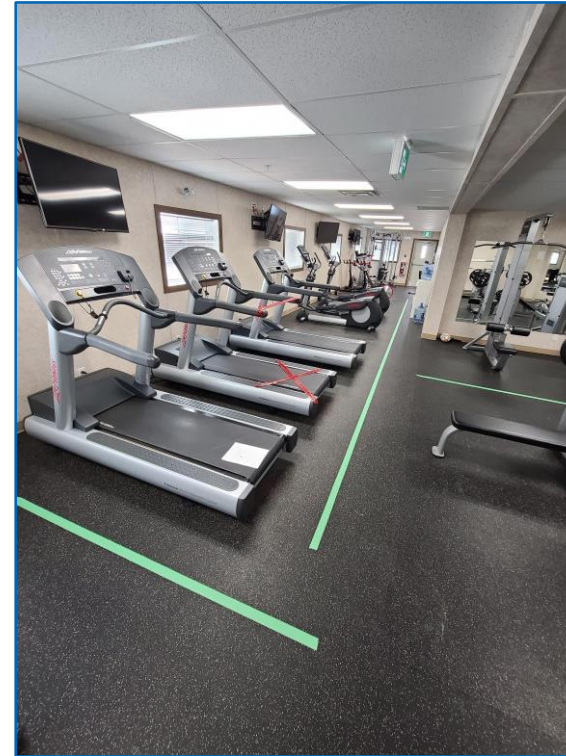
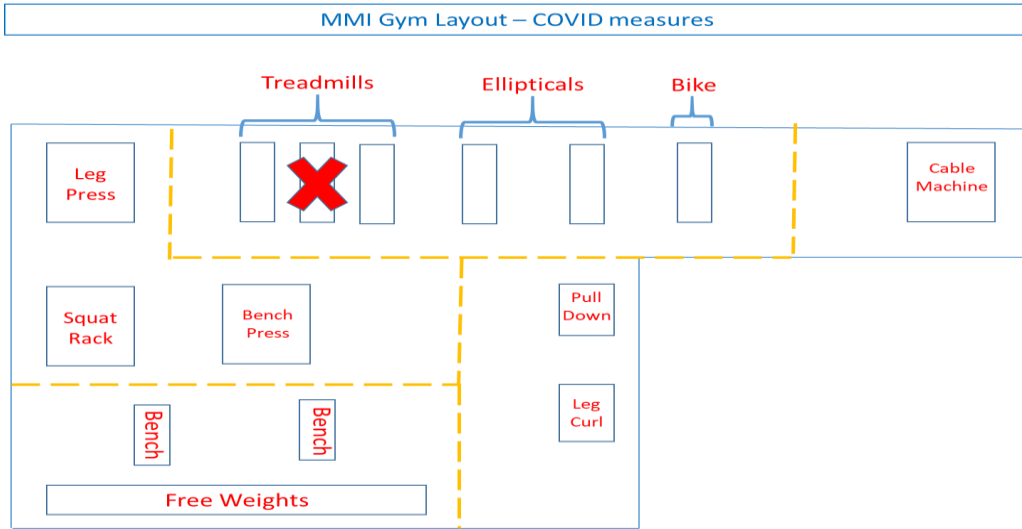
Kitchen and Dining Room - physical distancing measures



The dining hall has measured encroachment markers to avoid communicable contact.

Seating is limited to two per table with Plexiglas dividers. Enhanced cleaning protocols are deployed in the dining room to further limit the spread.

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.

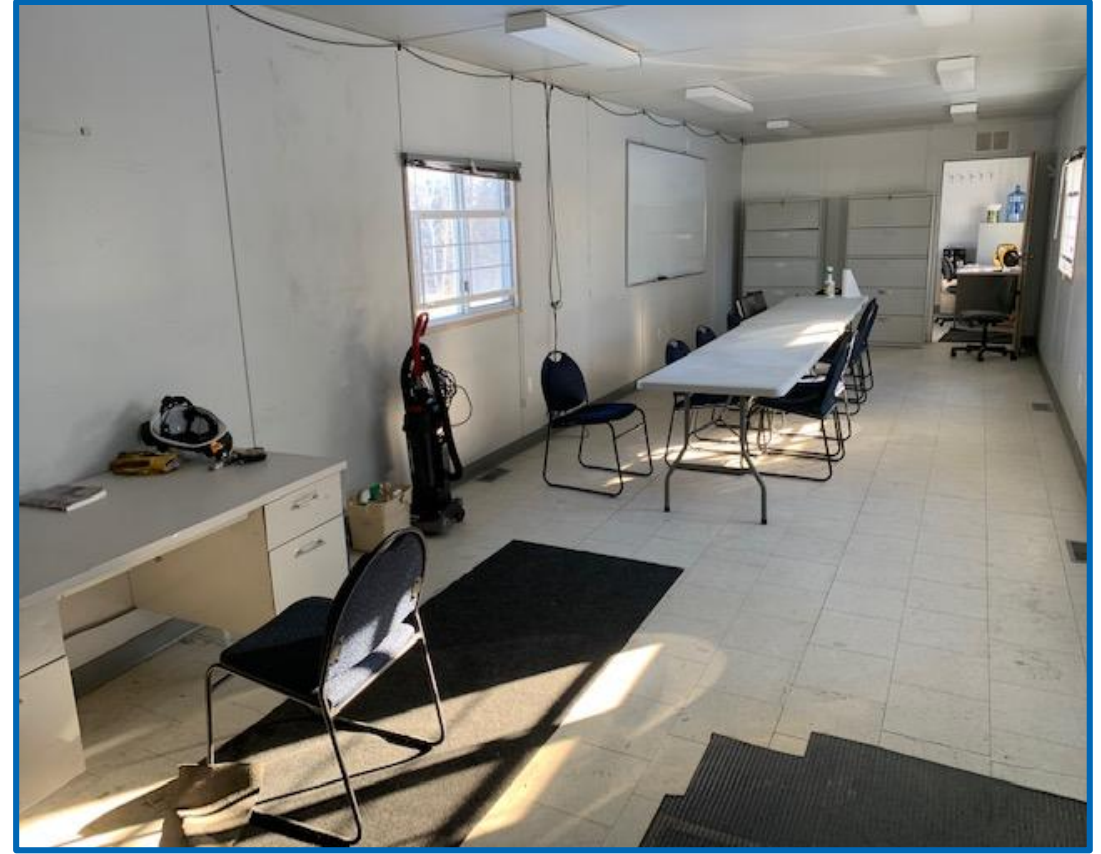
Operations segregation



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

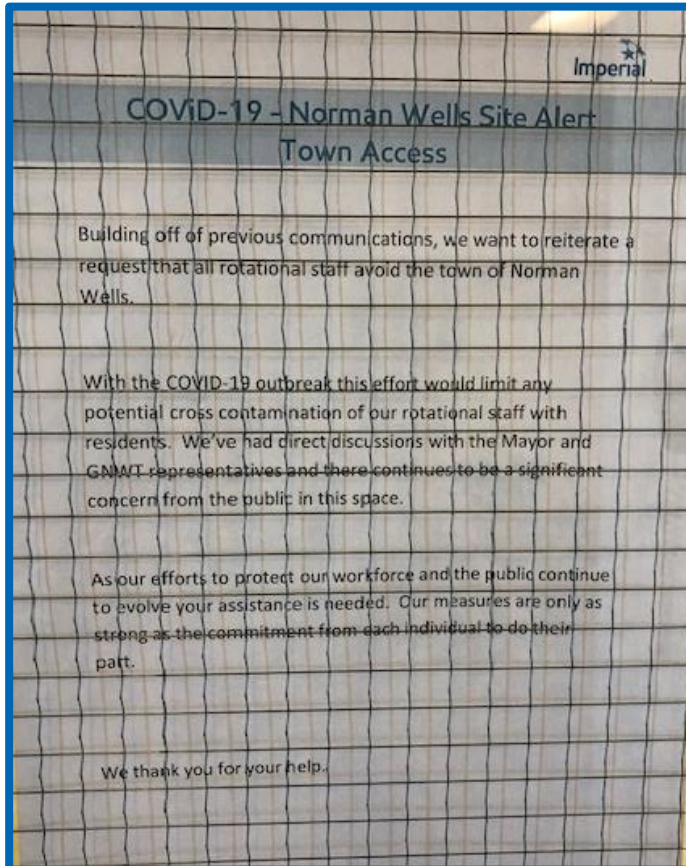
We have also implemented guidelines to segregate local staff from rotational staff.

Rotational and live-in staff segregation



Non-rotational employees have been given temporary, segregated office space and washroom facilities.

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.

Marine Season COVID protocols



Preventative measures extend into our marine activities:

- Marine crew are NWT residents and will be housed separately from southern rotational staff
- Crew will have their own transportation to and from site
- Meetings will be conducted outside with the foreman to allow for appropriate social distancing
- All regular crew will have PFDs assigned to them
- For non-routine passengers, the PFDs will be signed out for the day and returned at the end of the day to be sanitized

Marine Season COVID protocols



- Similar to helicopter season, there will be separate sailings for rotational and resident staff.
- Personnel to announce whether they are rotational or local so the Captain can plan his trips.
- In order to promote social distancing onboard capacity will be at 50%.
- All passengers are required to wear COVID PPE.
- Deck hands to sanitize cabin in between sailings.

Marine Season COVID protocols



Curtains have been installed to segregate passengers from crew.

Includes curtain between Captain and Deck Hand, if Curtain is open between the crew members then COVID PPE applies.