

COVID-19 FIELD MANUAL

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Introduction

The current influenza pandemic (known as COVID-19) is spreading throughout the globe and has changed the way we live today. These are trying times for everyone affected, and we understand there are many questions about the future of our operations. The following document outlines Nomodic's COVID-19 Response Plan and provides the necessary framework to safely and effectively continue our operations.

Simply, our goal is to keep our customers, stakeholders, employees and their families out of harm's way while we continue to execute projects during these unprecedented times. By following the guidelines in this document and through consultation with appropriate authorities, we can ensure that appropriate measures are in place so that our worksites remain safe and secure.

Message from our CEO

"At Nomodic, our Core Values aren't just a poster on the wall; they are our belief system which we live and breathe every day. We believe in safety above all else and are consciously committed to improving the safety and health of our employees, customers, suppliers and our partners. During these challenging times, Nomodic remains committed to clear communication and vigilance for all of our valued stakeholders."

Purpose

The purpose of this Response Plan is to document, address, and ultimately address the following topics:

- The responsibilities, obligations, and duties of Nomodic and our employees
- Current legislation and mandated requirements from health authorities
- Ongoing operations and how we can continue to operate safely and effectively

This Response Plan applies to all Nomodic employees, guests, and customers attending our job site locations.

Definitions

Pandemic: An outbreak of a disease that occurs over a wide geographic area and affects an exceptionally high proportion of the population.

Self-Isolation: The practice of staying home (for 14 days) and avoiding contact with others. This is necessary if you have been travelling and showing signs/symptoms of COVID-19.

You must isolate if **any** of the following apply:

- you've been diagnosed with COVID-19, or are waiting to hear the results of a lab test for COVID-19
- you have symptoms of COVID-19, even if mild
- you've been in contact with someone who has or is suspected to have COVID-19
- you've been told by public health that you may have been exposed to COVID-19
- you've returned from travel outside Canada with symptoms of COVID-19 (mandatory)

Quarantine: The practice of staying home (for 14 days) and avoiding contact with others. This is necessary if you have been travelling and not showing signs/symptoms of COVID-19.

If you have **no symptoms** and any of the following apply to you, you must quarantine for 14 days (starting from the date you arrive in Canada):

- you're returning from travel **outside of Canada** (mandatory quarantine)
- you're travelling to a [province or territory](#) that's enforcing **14-day quarantine** for all inter-provincial travelers
- you had close contact with someone who has or is suspected to have COVID-19
- you've been told by the public health authority that you may have been exposed to COVID-19 and need to quarantine

Social Distancing: The practice of maintaining a greater than usual physical distance from other people and avoiding direct contact with people or objects in public places during the outbreak of a contagious disease in order to minimize exposure and reduce the transmission of infection.

Reference Materials

Please refer below for current and relevant information from International, and National, sources (that Nomodic operates in):

Center for Disease Control: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
World Health Organization: <https://www.who.int/health-topics/coronavirus>
Health Canada: <https://www.canada.ca/en/health-canada.html>

Current Regulations (updated Feb.16, 2021)

Government of Canada

Official Global Travel Advisories

- [Avoid non-essential travel](#) outside Canada until further notice
- [Avoid all cruise ship travel](#) outside Canada until further notice

MANDATORY COVID-19 TESTING

To be allowed to board a flight to Canada, all air passengers 5 years of age or older, including Canadians, **are required to show a negative [COVID-19 molecular test](#) result taken within 72 hours prior to boarding their scheduled departure to Canada.**

As of February 15, 2021, all travellers 5 years of age or older, including Canadians, arriving to Canada by land **will also be required to show a negative [COVID-19 molecular test](#) result taken within 72 hours prior to crossing the border into Canada.**

Alternatively, travellers can present a positive COVID-19 molecular test taken between 14 and 90 days prior to departure.

[More information on measures in place to enter Canada](#) – Government of Canada

TRAVELLERS ENTERING CANADA

To limit the spread of COVID-19, travellers entering Canada must follow the rules set out by the [emergency orders](#) under the *Quarantine Act*.

[Pre-board COVID-19 molecular test for international air travellers coming to Canada.](#)

[Instructions for travellers entering Canada during COVID-19.](#)

No one should travel when sick. Commercial airline restrictions may also prevent you from boarding your plane if you're sick. However, Canadians, persons with status under the *Indian Act* and permanent residents who have COVID-19 symptoms are allowed to return to Canada.

When entering Canada, you'll be:

- asked if you have a cough, fever or difficulty breathing
- asked to show proof of a negative COVID-19 molecular test result taken within 72 hours of your scheduled departure time
- required to acknowledge that you must:
 - quarantine for 14 days if you don't have symptoms **or**
 - isolate for 14 days if you have symptoms
- asked if you have a suitable place to isolate or quarantine, where:
 - you'll have access to basic necessities, including water, food, medication and heat during the winter months
 - you won't have contact with people who:
 - are 65 years or older

- have underlying medical conditions
- have compromised immune systems
- you won't be in a group or community living arrangement such as:
 - industrial camps
 - student residences
 - construction trailers
 - residential or long-term care facilities
 - sharing a small apartment
 - living in the same household with large families or many people
 - having roommates who haven't travelled with you that you can't avoid
- given instructions about the actions you must take under the emergency order and the penalties for non-compliance

Travellers entering Canada must:

- provide traveller contact information through:
 - the [ArriveCAN mobile app](#) or
 - the [ArriveCAN website](#) or
 - a paper form
- undergo screening by a border official
- answer any relevant questions:
 - when you arrive in Canada
 - during your 14-day period while in quarantine or isolation
- [stay in a hotel while waiting a negative result of their molecular test](#)

Government of Canada representatives at Canadian ports of entry will:

- administer the emergency orders on behalf of the Public Health Agency of Canada
- assess your potential risks to public health under the *Quarantine Act*
- determine if you:
 - have suitable plans for [quarantine or isolation](#)
 - need to be transferred to a designated quarantine facility, if no other suitable options are available
 - have no symptoms of COVID-19 and can continue domestic travel to your place of quarantine

The information border officials collect helps the Public Health Agency of Canada with its [compliance and enforcement efforts](#). Providing false or misleading information is an offence under the *Quarantine Act* and can result in fines and potentially prison time.

ArriveCAN app and website

Use the [ArriveCAN app or website](#) to speed up your arrival process in Canada and spend less time with border and public health officers. Submit your information easily and securely **before arriving in Canada**.

TRAVELLERS ENTERING CANADA THROUGH ALBERTA

You may be eligible for reduced quarantine time if you're a traveller arriving in Canada at:

- Calgary International Airport or
- Coutts land border

Check your eligibility with the [Alberta Border Testing Pilot Program](#).

BORDER RESTRICTIONS

If you're a foreign national (not a Canadian citizen or a permanent resident of Canada), you won't be able to enter Canada if you have [COVID-19 symptoms](#). The exception is if you're a [protected person under the Immigration and Refugee Protection Act](#).

There are currently border restrictions for discretionary (optional) travel to Canada:

- at the [Canada-U.S. border](#)
- from [any country other than the U.S.](#)

Discretionary travel includes, but is not limited to, tourism, recreation and entertainment.

If a traveller's entry is permitted, they'll be subject to [mandatory quarantine](#) for 14 days.

EXEMPTIONS TO BORDER RESTRICTIONS

You'll only be considered for an exemption to border restrictions at Canada's ports of entry if your reason for travel is:

- included in the conditions outlined in the [emergency orders](#) or
- on the list of [group exemptions from entry prohibitions](#) or
- on the list of [group exemptions quarantine requirements](#)

There are exemptions that will allow visiting [immediate family members](#) and [extended family members](#) to enter Canada. Your family member must be a Canadian citizen or a permanent resident in order to enter Canada.

For immediate family members, you'll be required to demonstrate that you plan on entering Canada for a period of at least 15 days.

For extended family members, you'll be required to:

- demonstrate you intend to enter for a period of at least 15 days
- have a declaration signed by the Canadian citizen or permanent resident that confirms your relationship
- be authorized in writing by Immigration, Refugees, and Citizenship Canada to enter Canada to be with your extended family member

You don't require an interpretive letter from the Public Health Agency of Canada in order to be exempted from the prohibition to enter Canada as an immediate or extended family member.

COMPASSIONATE ENTRY

There are exemptions that will allow family and friends to enter Canada. These are in limited situations for compassionate reasons to visit a:

- Canadian citizen
- permanent resident
- [temporary resident](#)
- [protected person](#)

- a person registered as an Indian under the *Indian Act*

You'll only be considered for an exemption to border restrictions for compassionate reasons at Canada's ports of entry if:

- you don't have symptoms of COVID-19, with the exception of a protected person
- your reason for travel is:
 - to be present during the final moments of life for a loved one or provide support to a loved one who has a critical illness **or**
 - to provide care for a person who has a medical reason for needing support **or**
 - to attend a funeral and you have applied for a limited release from mandatory quarantine before arriving in Canada

The exemption from the prohibition to enter Canada for compassionate reasons can apply to anyone, not just extended family of Canadians.

[Apply for an exemption for compassionate reasons.](#)

You'll be required to bring documentation from the Public Health Agency of Canada in order to be exempted from the prohibition to enter Canada for compassionate reasons.

A government representative at the border will determine if your reason for travelling to Canada can be considered for exemption under the emergency orders.

Foreign nationals arriving from the U.S. may be able to enter Canada for non-discretionary (non-optional) travel purposes.

Foreign nationals arriving from countries other than the U.S. may also be allowed to enter Canada. However, their travel must be non-discretionary (non-optional) or fall under exemptions set out in the emergency order. For example:

- [an immediate family member](#) of a Canadian citizen or permanent resident who is travelling to **be with** an immediate family member **and** is planning to stay for a period of at least 15 days
 - foreign nationals who are allowed into Canada under this exemption **must** [quarantine](#) for 14 days

Being exempt from border restrictions does **not** mean you're exempt from other requirements, including:

- [mandatory quarantine](#)
- any additional public health requirements of the province or territory where you'll be quarantining and staying while in Canada

In some cases, your reason for travelling may be considered essential by a province, territory or under Canada's [National Strategy for Critical Infrastructure](#). However, you'll only be given an [exemption](#) by the Government of Canada if your reason for travel is considered essential under the *Quarantine Act's* emergency orders.

Foreign nationals who meet an exemption to the border restrictions must still present the appropriate travel documents at the border. This includes citizenship documents or work permits. Government representatives will make the final decision on your entry to Canada at the port of entry.

For more information on the restrictions to enter Canada and the exemptions, consult the [Canada Border Services Agency](#).

MANDATORY QUARANTINE OR MANDATORY ISOLATION

Before travelling to Canada, all travellers must plan for their mandatory 14-day quarantine period, which starts on the date they arrive. Government of Canada representatives will conduct health screenings at the time of entry to Canada and let you know if you need to quarantine **or** isolate.

If **you don't have COVID-19 symptoms**, you must **quarantine** for 14 days while you're still at risk of developing symptoms and infecting others.

Should you develop symptoms or test positive for COVID-19 during your 14 day quarantine, you must begin isolating for an additional 14 days from the date of your positive test result or onset of symptoms.

- [Quarantine instructions for travellers without symptoms of COVID-19 returning to Canada](#)

If you **have COVID-19 symptoms**, you must **isolate** for 14 days. The only people who may enter Canada if they have COVID-19 or any [symptoms of COVID-19](#) are:

- Canadians
- persons with status under the *Indian Act*
- permanent residents
- protected persons, if entering at a land port of entry

[Isolation instructions for travellers with COVID-19 symptoms returning to Canada](#)

All travellers entering Canada, whether in mandatory quarantine or isolation, must:

- arrange for a suitable place to quarantine or isolate, within your financial means
- go directly to your place of quarantine or isolation, without stopping anywhere
- wear a [non-medical mask or face covering](#) while travelling to the place where you'll quarantine or isolate
- stay at your place of quarantine or isolation for 14 days (only leave to seek medical assistance if needed)
- not use shared spaces such as courtyards, restaurants, gyms or pools if you're staying at a hotel or paid lodging
- not have any guests, even if you're outside and stay 2 metres apart from them
- monitor your health for symptoms of COVID-19
- follow all other guidance provided by your local public health authority

In your place of quarantine, you may use shared spaces or private outdoor spaces provided you:

- avoid contact with others who didn't travel with you
- [clean and disinfect spaces after use](#)
- wear a suitable non-medical mask or face covering if a distance of 2 metres from others residing in your place of quarantine can't be maintained

For those in isolation, you're required to stay inside.

You're strongly urged to make housing arrangements for quarantine or isolation before you arrive in Canada. In most cases, this can be in your own home or in the same place you're visiting in Canada.

If this isn't possible, you should consider making alternative arrangements that are within your own financial means. A suitable place is one where you:

- won't have contact with people who are vulnerable, such as those who:
 - are 65 years or older
 - have underlying medical conditions
 - have compromised immune systems
- aren't in a group living environment, such as:
 - student residences
 - long-term care facilities
 - industrial camps
 - living in the same household with large families or many people where there's close contact and you share common spaces
- can stay for at least 14 days (and possibly longer)
- have access to basic necessities, including water, food, medication and heat during the winter months

Exceptions to staying with a vulnerable person include if:

- they're a consenting adult
- they're either the parent or the minor in a parent-minor relationship

Before you travel, you must plan to quarantine or isolate in a suitable place. If you don't, you may be assessed further by a government representative at the border. If you can't quarantine in your own home, consider other options within your financial means, such as:

- hotel
- motel
- other paid housing
- friends or family, as long as you won't expose anyone who:
 - is not part of your travel group
 - is at risk of more severe outcomes of COVID-19

If no other options are available, travellers may be referred to a designated quarantine facility as a last resort. This decision will be made by a government representative at the border.

After you arrive in Canada, a representative of the Government of Canada will call you to monitor compliance with your mandatory quarantine or isolation. We ask that you please answer calls from **1-888-336-7735**.

Travellers who need medical testing or time-sensitive medical services while in quarantine or isolation

If you need to seek testing or time-sensitive medical services, you must:

- immediately return to your place of quarantine or isolation location afterwards
- wear a non-medical mask or face covering while in transit

We also recommended that you contact your local public health authority and follow any additional instructions they provide.

TRAVELLERS WITH SYMPTOMS (MANDATORY ISOLATION)

No one should travel when sick. Commercial airline restrictions may also prevent you from boarding your plane if you're sick. However, Canadians, persons with status under the *Indian Act* and permanent residents who have COVID-19 symptoms are allowed to return to Canada.

If you arrive in Canada with symptoms of COVID-19, let a border official know. A Government of Canada representative will then be contacted to assess your situation. If you need it, they'll help you get medical care.

Foreign nationals won't be allowed to enter Canada if they have COVID-19 or any symptoms of COVID-19.

In addition to the steps described above for [mandatory quarantine or isolation](#), if you have symptoms of COVID-19 you must also:

- use private transportation (such as your own vehicle) to get to your place of isolation
- wear a suitable non-medical mask or face covering while in transit
- practise physical distancing at all times
- not go outside, including private outdoor spaces, like backyards or balconies, at your place of isolation

If your symptoms get worse during your isolation period, contact your local public health authority and follow their instructions.

[Isolation instructions for travellers with COVID-19 symptoms returning to Canada](#)

TRAVELLERS WITHOUT SYMPTOMS (MANDATORY QUARANTINE)

If you're in mandatory quarantine and have no COVID-19 symptoms, you may use a private outdoor space if your place of quarantine has one. This means one that's not shared with anyone else.

Avoid contact with those who:

- are 65 years or older
- have underlying medical conditions
- have compromised immune systems

You may only quarantine with somebody from the above group if:

- they consent to the quarantine or are the parent or minor in a parent-minor relationship
- you complete a form provided by a government representative at the port of entry explaining the consent and receive authorization to proceed

If you develop COVID-19 symptoms within your 14-day quarantine period:

- isolate yourself from others immediately
- contact your [public health authority](#) and follow their instructions
- extend your quarantine to 14 days from the day your symptoms developed

[Quarantine instructions for travellers without symptoms of COVID-19 returning to Canada](#)

EXEMPTIONS TO MANDATORY QUARANTINE

There are **no** exemptions from mandatory quarantine for:

- travellers entering Canada who have tested negative for COVID-19
 - this is because a negative test for COVID-19 doesn't confirm that a traveller wasn't exposed after the test was taken or during their travel to Canada
- travellers entering Canada who have recovered from COVID-19
 - this is because there's a potential risk of re-infection and it's not yet certain how long the virus is contagious

You can apply for limited release from mandatory quarantine for compassionate reasons, such as:

- to be present during the final moments of life for a loved one
- attending a funeral
- supporting a critically ill loved one
- providing care to someone who has a valid medical reason for needing it

This release only applies to activities directly relating to the compassionate exemption. You'll be expected to stay in your place of quarantine at all other times.

Some provinces and territories don't currently allow for limited release from quarantine. [Please check your provincial or territorial health authority website.](#)

[Apply for a limited release from mandatory quarantine.](#)

If you don't have symptoms of COVID-19 and you're a member of one of the exempt classes of persons listed in the [mandatory isolation order](#), then you don't have to quarantine, but are required to respect the intent of the order in addition to any provincial and local requirements. This exemption from federal quarantine requirements includes, with conditions, persons who perform an [essential job or function, as described in the order](#).

If you're exempt from the 14-day quarantine requirement, you must still:

- monitor your health for COVID-19 symptoms
- wear a non-medical mask or face covering while in public settings if physical distancing can't be maintained
- follow public health guidance and prevention measures from your local health authority and your employer

You don't require an interpretive letter from the Public Health Agency of Canada in order to be exempted from an emergency order.

If you've requested an interpretive letter for a future travel exemption, this letter would be taken into account. However, it wouldn't be considered a final decision for entry or for quarantine requirements.

A government representative at the border will determine if your reason for travelling to Canada can be considered for exemption under the emergency orders.

Isolate yourself from others right away if you develop [COVID-19 symptoms](#) and contact your local public health authority for further instruction. Employers of exempt workers should conduct active daily monitoring of their staff for COVID-19 symptoms, checking for cough, fever or shortness of breath. Use the [risk assessment tool for workplaces and businesses](#) for more guidance.

COMPLIANCE AND ENFORCEMENT

Violating any instructions provided to you when you entered Canada or failing to provide accurate information is an offence under the *Quarantine Act* and could lead to up to:

- 6 months in prison **and/or**
- \$750,000 in fines

If you choose to break your mandatory quarantine or isolation, resulting in the death or serious bodily harm to another person, you could face:

- a fine of up to \$1,000,000 **or**
- imprisonment of up to 3 years **or**
- both

The *Contraventions Act* gives police (including the RCMP, provincial and local police) more power to enforce the *Quarantine Act*. They can issue tickets to people who don't comply with the act or the emergency orders. Fines range from \$275 to \$1,000.

TRAVELLERS WITHIN CANADA

As of March 30, 2020, all airline passengers in Canada will be subject to a health check prior to boarding. You won't be able to board if you:

- show any symptoms of COVID-19
- are subject to a provincial or local public health order
- have been refused boarding in the past 14 days due to a medical reason related to COVID-19

If you weren't allowed on a flight because you had COVID-19 symptoms, you can't board any other flight until:

- 14 days have passed and you no longer have symptoms **or**
- you present a medical certificate confirming that your symptoms aren't related to COVID-19

Travellers within Canada may be subject to additional provincial, territorial and local public health measures at your final destination. In addition, they may be exempted from provincial or territorial border restrictions within Canada if their reason for travelling within Canada is to provide support to a business that's considered essential:

- by Public Safety Canada
- within a province or territory

TRAVELLERS DEPARTING CANADA

Canadian citizens and permanent residents are advised to **avoid all non-essential travel outside of Canada** until further notice to limit the spread of COVID-19.

The best way to protect yourself, your family and those most at risk of severe illness from COVID-19 in our communities is to choose to stay in Canada. Contact your airline or tour operator to determine options for cancelling or postponing your trip.

Many countries have put in place travel or border restrictions, such as movement restrictions and quarantines. Many airlines have reduced or suspended flights and many airports have closed.

These restrictions are changing quickly and may be imposed by countries with little warning. Your travel plans may be severely disrupted. Should you choose to take non-essential travel outside Canada, you may be forced to remain outside of Canada longer than expected.

It's important to remember that if you choose to travel abroad:

- your trip may become much longer than you planned
- you may have reduced access to quality health care
- you could be subject to the measures of other countries

If you're still considering travel outside of Canada, you should:

- understand the risks to your safety and security abroad
- check the [pandemic travel health notice](#) before travelling
- know the health risks and travel restrictions and requirements for your destination
- make sure you have enough money and necessities, including medication, in case your travel is disrupted

PROTECT YOURSELF AND OTHERS

If you must travel or are already outside Canada, get the latest [advice and information for your safety and security](#).

During your trip:

- wear a non-medical mask or face covering when physical distancing can't be maintained
- cough and sneeze into a tissue or the bend of your arm
- be aware of the local situation and follow local public health advice
- take [precautions against respiratory illnesses](#), which includes:
 - avoiding contact with sick people
 - avoiding [large crowds](#) or crowded areas
- [wash your hands](#) often with soap under warm running water for at least 20 seconds
 - if none is available, use hand sanitizer containing at least 60% alcohol

If you feel sick during your flight or upon arrival:

- seek medical attention
- look for messaging on airport screens to guide you
- inform the flight attendant or a border services officer

When travelling outside Canada, expect increased health screening measures at points of entry for international destinations, including airports and land borders. Local authorities may impose control measures suddenly, including movement restrictions such as quarantines.

LEAVING CANADA WHILE IN MANDATORY QUARANTINE OR ISOLATION

No one should travel when sick. Commercial airline restrictions may also prevent you from boarding your plane if you're sick.

If you arrive in Canada and have started your 14-day mandatory quarantine or isolation period but then have to leave the country before this period ends, you must:

- continue to quarantine or isolate until you depart Canada
- wear a non-medical mask or face covering while around others
- get permission and follow the instructions laid out by a quarantine officer (for people in isolation only)

AVOID ALL TRAVEL ON CRUISE SHIPS OUTSIDE CANADA

Canada is **advising Canadian citizens and permanent residents to avoid all travel on cruise ships outside Canada** until further notice.

Cruise passengers include travellers from around the world who may be arriving from areas with known or unknown spread of COVID-19. The virus can spread quickly on board cruises due to the close contact between passengers. Older people and people with a weakened immune system or underlying medical conditions are at a higher risk of developing severe disease.

Cruise ship outbreaks of COVID-19 indicate that a large number of individuals onboard can become infected.

As the COVID-19 situation evolves, many countries outside of Canada have put policies and restrictions in place to contain the global outbreak. These restrictions may impact a cruise traveller's:

- itinerary
- ability to disembark
- access to health care

If an outbreak of COVID-19 occurs on your cruise ship while you are outside of Canada:

- you could be subject to quarantine procedures onboard ship or in a foreign country
- the range of consular services available to those on cruise ships may be significantly restricted by local authorities, especially in situations of quarantine
- you must quarantine for 14 days upon your return to Canada

The Government of Canada isn't planning additional repatriation flights to bring Canadians home during the COVID-19 pandemic. If an outbreak of COVID-19 occurs on your cruise ship while you're outside of Canada, our ability to help may be limited. Your options to return to Canada may also be limited due to decreased availability of flights.

For information on domestic cruises and passenger vessels, refer to the following:

- [COVID-19 measures, updates, and guidance for marine transportation issued by Transport Canada](#)

NON-MEDICAL MASKS OR FACE COVERINGS WHILE TRAVELLING

All air travellers, with some exceptions, are required to wear a [non-medical mask or face covering](#) while travelling.

The following people should **not** wear a mask:

- children under 2 years old
- people who need help to remove a mask
- people who provide a medical certificate certifying that they're unable to wear a face mask for a medical reason

You may also be required to wear a non-medical mask or face covering on other modes of transportation that are federally regulated. Before you travel, check to see how [transportation measures](#) affect your plans and what you need to pack.

Provincial Resources

Provinces and Territories	Telephone number	Website
British Columbia	811	www.bccdc.ca/covid19
Alberta	811	www.myhealth.alberta.ca
Saskatchewan	811	www.saskhealthauthority.ca
Manitoba	1-888-315-9257	www.manitoba.ca/covid19
Ontario	1-866-797-0000	www.ontario.ca/coronavirus
Quebec	1-877-644-4545	www.quebec.ca/en/coronavirus
New Brunswick	811	www.gnb.ca/publichealth
Nova Scotia	811	www.nshealth.ca/public-health
Prince Edward Island	811	www.princeedwardisland.ca/covid19
Newfoundland and Labrador	811 or 1-888-709-2929	www.gov.nl.ca/covid-19
Nunavut	1-867-975-5772	www.gov.nu.ca/health
Northwest Territories	811	www.hss.gov.nt.ca
Yukon	811	www.yukon.ca/covid-19

Employer Responsibilities

It is the general duty of all employers to take all reasonable precautions to prevent harm to employees in the workplace. Nomodic's senior management is dedicated to the following:

- Provide a detailed plan to deal with this pandemic and specific protocols
- Provide personal protective equipment for workers and the necessary training to use and dispose of that equipment
- Have a plan in place to adhere to government requirements, including social distancing:
 - Worksite design
 - Work share
 - Work from home
- Plan for dealing with possible contamination on the worksite
- Include the Workplace Health and Safety Committee in the development of any workplace prevention and preparation strategies

Employee Responsibilities

Employee responsibilities during the COVID-19 pandemic remain unchanged. Workers have added responsibilities including:

- Frequent hand washing (as described by WHO)
- Social distancing
- Increased site housekeeping
- Advising their supervisor if they develop any symptoms of cold or flu
- Remain in quarantine/isolation when required to do so by company policy and/or government requirements
- Communicate with supervisor/Human Resources during quarantine
- Workers are reminded that they have the right to know, the right to participate, and the right to refuse unsafe work.

Continuing Operations

To determine the risk exposure at our various sites we will follow published guidelines and evaluate each site on a case-by-case basis. OSHA has divided job tasks into four risk exposure levels:

Very high: Doctors, nurses, dentists, paramedics, emergency medical technicians who are working with patients

High: Doctors, nurses, dentists, paramedics, emergency medical technicians who are near patients

Medium: In schools, high-population-density work environments, and some high-volume retail settings

Lower risk: Lower exposure risk (caution) jobs are those that do not require contact with people known to be, or suspected of being, infected with COVID-19 nor frequent close contact with (i.e., within 6 feet of) the general public

Changes to Operations

The health of our employees and customers remains our top priority. Our current plan is to continue working as normal as possible at our construction projects and remote sites. Nomodic has many varying work environments, with most falling into the “**lower risk**” category. Related factors affecting job sites will be determined on a case-by-case basis by our Senior Management.

Although we believe our job sites pose a lower risk of exposure, we will be following additional protocols and precautions. All employees, customers, and guests will be taking the steps below to help prevent the spread of respiratory viruses:

GATHERING/MEETINGS

All gatherings or meetings will be conducted in a manner to reduce potential exposure and maintain social distancing of approximately 6'. This includes the following measures, but not limited to:

- Conducting toolbox meetings outdoors with appropriate social distancing.
- No transfer of documentation for signatures. This means supervisors will sign Toolbox documents on behalf of all parties.
- No immediate exchange of paperwork. Collection boxes will be placed in well-ventilated areas and daily documentation placed inside the box. Documents will be retrieved 24 hours later (this requires minimum boxes per job site).
- Utilize technologies where possible to conduct meetings and exchange of information without direct human contact or gatherings.
- Stagger break times to allow more space and distance amongst co-workers.

TRAVEL

Travel generally means individuals will be in contact with others or in close proximity. As a result, travelling has proven to be a large contributor to cases around the world and restrictions have been put in place. This includes the following measures, but not limited to:

- Travel to any affected areas (countries) is prohibited.
- Anyone returning from International travel are legally required to self-isolate for 14 days
- Anyone travelling on a domestic flight with a confirmed COVID-19 case and in close contact are legally required to self-isolate for 14 days
- Employees are to defer any non-essential travel (business or personal) to other areas until further notice, particularly if it involves flying either international or domestic
 - Circumstances will vary so it is impossible to fully define ‘essential’ versus ‘non-essential’ travel on a company-wide basis.
 - As a guide, essential travel includes trips that are necessary to deliver our projects and keep our business running effectively, and which can’t be managed in any other way (e.g. via Microsoft Teams).
 - Non-essential travel includes trips that would be helpful to make but wouldn’t have any material impact on our business or our customers if they were cancelled or deferred, and trips that could be managed in another way. For example, travel to non-time critical operational training, functional meetings, and routine business trips to other Nomodic offices and business units are all considered non-essential.
 - As always, employees need get regular approvals to travel and ultimately, any decision to travel is the responsibility of each business unit/function on the basis of our company protocols and the best available information from other sources.
- Travel to/from remote sites will be evaluated on a per project basis
- All employees travelling for work, flying or driving, must carry a **“Travel Form”** explaining the reason for the travel and proving we are providing an essential service
- To maintain social distancing requirements, when travelling in a vehicle at any given time with more than one passenger, masks will be required. It is the individual’s responsibility to ensure these rules are followed.
- To maintain social distancing requirements individuals should be spaced apart a minimum of 2m (6’) at any given time. It is the individual’s responsibility to ensure these rules are followed.

HYGIENE

- Wash your hands often with soap and water for at least 20 seconds.
- Regularly use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who are sick.
- If you feel unwell, stay at home; do not attend work.
- Cover any coughs or sneezes with a tissue, and then throw the tissue in a bin.
- No sharing of communal dishes, drinking glasses, cups, containers, or eating utensils with other people and ensure these are washed thoroughly with soap and water after use.

PPE

- Don't share gloves. Writing name on gloves will define ownership.
- Don't share welding hoods, face shields, or other similar items.
- If your task requires disposable respirators/dust masks, be proactive. Due to the heavy demand, many suppliers are running low on inventory. You may need to have a backup plan for reducing dust/silica (e.g. water spray, air/vacuum, or other engineering solution).
- Clean your PPE frequently with soap and water, then disinfect with alcohol wipes if possible.

ROUTINE ENVIRONMENTAL CLEANING (GUIDANCE)

- Routinely clean all frequently touched surfaces in the workplace such as workstations, countertops, and doorknobs. Use the cleaning agents that are usually used in these areas and follow the directions on the label
- Deploy disposable wipes so that commonly used surfaces (e.g. doorknobs, keyboards, remote controls, desks) can be wiped down by employees before each use.
- Keep job site coolers clean.

ENSURE JOB SITES HAVE ADEQUATE SUPPLIES OF:

- Washing stations
- Antibacterial hand soap
- Where available, alcohol-based hand sanitizer (minimum 60% alcohol)
- Cleaning wipes
- Detergent or bleach

Controlling New Workplace Hazards

Each Nomodic worksite will be evaluated for COVID-19 Hazards and appropriate controls and Responses. Each site will present different hazards and the controls and responses to mitigate the hazards will vary based on project complexity, location and current regulations.

It is important that we continue to follow the appropriate steps in controlling our workplace hazards and follow the hierarchy of controls as it pertains to COVID-19 exposures;

- **Eliminate Hazards:** As a first line of defense, we will eliminate (and/or substitute) job scopes that can present an inherent or increased risk of transmitting COVID-19.
- **Engineering Controls:** If eliminating the task is not reasonably practical or the task is essential (service work/calls, emergencies), we will use appropriate and available engineering controls. This could include but is not limited to:
 - Installing high-efficiency HEPA filters
 - Increasing ventilation in enclosed places
 - Cordoning off work zones
 - Installing physical barriers

- **Administrative Controls:** These are likely the most important and effective control measures available to us. They require action by both the company and employees to be effective and include actions such as:
 - Ensuring employees who are sick or showing symptoms stay home
 - Minimizing physical contact/meetings among workers, customers, and stakeholders and replacing such meetings with virtual communications
 - Discontinue all non-essential travel and eliminate travel to affected areas
 - Provide employees with up-to-date information and education on COVID-19 as the situation unfolds
 - Train workers on the use of required PPE and specialty equipment to protect from COVID-19
- **PPE:** Finally, as a last line of defense we will deploy and use the appropriate PPE for the tasks in hand and level of exposure, including but not limited to:
 - Gloves
 - Face masks
 - Face shields
 - Respiratory protection

All PPE should be appropriately selected and sized accordingly for the use.

WORKING CLOSER THAN 6'(BREAKING PHYSICAL DISTANCING)

There may be instances where a task can only be completed by breaking the physical distancing rules. All attempts must be made to avoid these scenarios and/or mitigate the hazards. In alignment with OH&S standards the hierarchy of controls will be followed and the following steps will be taken (in the listed order):

- **Eliminate Hazards:** The job task will first be eliminated or delayed if this can be done safely
- **Engineering Controls:** If eliminating the task is not reasonably practical or the task is essential the following engineering controls will be put in place where practicable:
 - Installing high-efficiency HEPA filters in enclosed places
 - Increasing ventilation in enclosed places
 - Cordoning off work zones to maintain separation
 - Installing physical barriers to maintain separation of workers
- **Administrative Controls:** In addition to the items above the following administrative controls will be used:
 - Provide employees with up-to-date information and education on COVID-19
 - Train workers on the use of required PPE and specialty equipment to protect from COVID-19
- **PPE:** Any job tasks requiring workers to break the physical distancing will require the following minimum PPE:
 - Gloves
 - Face masks
 - Face shields

In all cases a formal hazard assessment must be conducted and documented prior to the work proceeding. In exceptional cases Site Supervisors and Project Leads should consult the HSE Department for guidance and assistance in preparing the mitigation plan and controls.

This is a mandatory exercise for the employer and employees to prove their due diligence. It's essential this process is properly documented and recorded on the site prior to the work commencing. Compliance issues with physical distancing are considered infractions by OH&S and can carry significant fines to both the employer and employee.

Fitness to Work

As per current National, Provincial, and Local guidelines, all employees, customers, and guests need to report signs/symptoms of COVID-19 before accessing a job site. It's the company's duty and employees' responsibilities to ensure everyone is Fit for Duty and this will be completed by filling out a **"Questionnaire"**.

In alignment with these guidelines, we strongly emphasize staying home when exhibiting any of these signs/symptoms. If in doubt, please err on the side of caution, practice self-isolation and immediately call the appropriate authorities. Provincial hotlines below:

British Columbia: Dial 811

Alberta: Dial 811

Saskatchewan: Dial 811

Manitoba: Dial 1-888-315-9257

Ontario: Dial 1-866-797-0000

Questionnaire

All Nomodic employees, customers and guests are mandated to take a **"Questionnaire"** on physical conditions and environmental conditions related to COVID 19. The questionnaire will be conducted at regular intervals, including but no less than:

- Prior to accessing a Nomodic Worksite. This means the questionnaire is completed prior to arriving at the site
- Daily prior to work commencing work activities
- If signs/symptoms of COVID-19 develop
- If any special circumstances arise (i.e. safety stand-down or natural disaster)

If a questionnaire is completed and someone is deemed at risk to themselves or others they will immediately be removed from the site and placed in quarantine as per procedure below.

Orientation

All employees are mandated to take a **"Orientation"** outlining the components of this manual and on the proper use, care and maintenance of PPE. The orientation will be conducted at the beginning of a project and as required (i.e. site change).

Isolation Protocols

Travellers and Close Contacts

- Anyone returning from travel outside Canada after March 12, 2020 or has been in close contact with someone who tested positive for COVID-19 is legally required to;
 - If you/they have symptoms, self-isolate for 14 days
 - If you/they don't have symptoms, quarantine for 14 days

Persons with Symptoms

- Anyone showing symptoms such as cough, fever, shortness of breath, runny nose or sore throat not related to an existing health condition is legally required to self-isolate for 10 days
 - Self-isolation period is for 10 days from beginning of the symptoms or until feeling better (whichever takes longer)

Persons with a Confirmed Case

- Anyone with a confirmed COVID-19 is legally required to self-isolate for 10 days
 - Self-isolation period is for 10 days from beginning of the symptoms or until feeling better (whichever takes longer)

Responding to Potential Cases Onsite

If an employee, customer or guest shows symptom associated with COVID 19 such as such as sore throat, fever, sneezing or coughing, the worker will need to immediately self-isolate for 10 days. Depending on the location and circumstances each quarantine case will be handled in a different manner.

Customers or guests requiring isolation will be asked to immediately remove themselves as per their company's policy. Depending on the situation, resources available and remoteness of the project Nomodic may assist or offer assistance.

If a worker fails the Nomodic daily questionnaire and is showing symptoms of Covid 19 Virus while in a remote area or in a lodging facility they will be quarantined to their room where possible.

Employees showing symptoms and placed in isolation onsite must contact appropriate local Health Authorities and determine next steps (e.g. testing). Employees must communicate directions provided by Health Authorities to their Supervisor. Nomodic will assist with the required response within the company's means and ability and ensure employee safety.

Employees are to Self-Isolate in their camp room or hotel. **DO NOT GO TO SITE.**

- They will notify their supervisor via phone call.

- A flash report will be sent by the superintendent to include Tian Alsgard, Rose Lloyd, Kelsey Schimpf and the Project Lead assigned to the project.
- The Worker is to complete the self-assessment tool while in room to obtain direction. Results of self-assessment are to be communicated to superintendent.
 - BC <https://bc.thrive.health/covid19/en>
 - AB <https://myhealth.alberta.ca/journey/covid-19/Pages/Assessment.aspx>
 - SK <https://public.ehealthsask.ca/sites/COVID-19/>
 - ON <https://covid-19.ontario.ca/self-assessment/severe-symptoms>
- The Project lead will call the provincial health link number and receive guidance from the local authority.
 - If an employee is able to isolate at home, a plan to transport the employee home rather than isolate on location will be discussed on a case-by-case basis. The employee will either transport themselves or a Supervisor/Project lead will drive them and follow close proximity protocols
 - If an employee is unable to be transported home and a client facility is available for isolation, they will isolate in the facility provided. If staying in a camp, the camp manager will be notified of the issue.
 - If an employee is unable to isolate at home or in a client's facility, Nomodic will provide a hotel and ensure the employee's well-being is maintained. In general it is understood that workers will not be allowed to leave their rooms and essentials such as food and drink will be brought to them by one designated person
 - A check in procedure will need to be developed specific to each case. For workers showing symptoms: a 2-hour check in protocol will be put into effect. This can be as simple as a text message, email or phone call. This will be conducted either between the site superintendent or Sarah Power if their supervisor is not in cell phone reception. Workers isolating at home will not be subject to this check in.
 - If the worker is close to home, safe to travel and does not have family at home they could infect, isolating at home is the best option.
- If social distancing efforts were not followed with any other workers, they will be instructed to Quarantine until a negative test result is confirmed.
- Once it is safe to do so, the person showing symptoms must take a Covid 19 test if advised through self-assessment or by recommendation of Provincial Health Services
- Workers with symptoms are to isolate until they receive a negative test and show NO SYMPTOMS. This is extremely important. Just because you have a negative Covid test does not mean you are not sick. If you come back to work and others show symptoms they will need to isolate as well.
- Any workers who were required to quarantine due to close contact with a person in isolation can return to work once a negative test has been confirmed from the worker they came in contact with.
- **Workers must contact Nomodic Senior representative (Tian/Brandon) before returning to a worksite.**

Some sites/clients especially camps will have their own protocol we need to ensure that we review their Covid protocols and understand them at the start of the projects. If their standards are less than ours, we will follow our procedure. If theirs is more stringent than ours and they are the prime contractor we will have to follow their procedures.

Responding to Confirmed Cases Onsite

If an employee, customer or guest is onsite or previously in isolation and tests positive for COVID-19, they will be immediately isolated. Immediate actions will be taken by the site or location Supervisor to contact appropriate local Health Authorities.

Next steps will be taken based on direction for the Health Authorities and treated on a case-by-case basis. Nomodic will assist with the required response within the company's means and ability and ensure employee safety.

Based on data provided by infectious disease experts the COVID-19 virus may survive on surfaces for up to 72 hours. If a case of COVID-19 is confirmed on a Nomodic site it will be temporarily shut down for 72 hours unless special circumstances exist (critical operation). Steps will also be take on a case-by-case basis to thoroughly clean and disinfect any areas of the site compromised by a confirmed case.

Forms

The following internal forms will be distributed as needed:

Questionnaire

Isolated Worker

Travel Form

Orientation Form