

# 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.

**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.

**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>

## 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
- Encourage employees in all workplaces to get vaccinated

## 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 **if workers are not fully vaccinated (it's been at least two weeks since your second dose of a two-dose series)**
- No transfer of documentation for signatures. This means supervisors will sign Toolbox documents on behalf of all parties. **This will continue for the time being.**
- 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
- When travelling in a vehicle at any given time with more than one passenger, masks will not be required unless all workers are not fully vaccinated (it’s been at least two weeks since your second dose of a two-dose series). It is the individual’s responsibility to ensure these rules are followed.
- To maintain social distancing requirements, where workers are not fully vaccinated (it’s been at least two weeks since your second dose of a two-dose series), 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 **where workers are not fully vaccinated (it's been at least two weeks since your second dose of a two-dose series)**, 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 **where workers are not fully vaccinated (it's been at least two weeks since your second dose of a two-dose series)** will require the following minimum PPE:
  - Gloves
  - Face masks

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

### 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 follow their procedures. **COVID protocols will be based on project to project and the most stringent requirements will be followed.**

## 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 taken on a case-by-case basis to thoroughly clean and disinfect any areas of the site compromised by a confirmed case.

## Current Travel Regulations (updated)

### Government of Canada

**For current information on travel, testing quarantine and borders please visit:**

<https://travel.gc.ca/travel-covid>

### Provincial Resources

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

## Forms

The following internal forms will be distributed as needed:

### Questionnaire

### Isolated Worker

### Travel Form

### Orientation Form