

COVID-19 FIELD MANUAL

Rev	Date	Amendment	Authorized By
0	March 24, 2020	Initial issue	KR
1	March 31, 2020	Revised for Week of March 30, 2020	KR
2	April 6, 2020	Revised for Week of April 6, 2020	KR
3	April 14, 2020	Revised for Week of April 13, 2020	KR
4	April 28, 2020	Revised for Week of April 27, 2020	KR
5	May 5, 2020	Revised for Week of May 4, 2020	KR
6	May 26, 2020	Revised for Week of May 25, 2020	KR
7	June 8, 2020	Revised for Week of June 8, 2020	KR
8	July 27, 2020	Revised for Week of July 27, 2020	KR

Nomodic Modular Structures Inc.

403.271.3932

info@nomodic.com

nomodic.com

Table of Contents

Introduction	3
Purpose	3
Definitions	3
Reference Materials	4
Current Regulations (updated July 27, 2020)	4
Government of Canada	4
British Columbia	13
Alberta	13
Saskatchewan	13
Manitoba	13
Ontario	13
Employer Responsibilities	14
Employee Responsibilities	14
Continuing Operations	15
Changes to Operations	15
Controlling New Workplace Hazards	17
Fitness to Work	19
Questionnaire	19
Orientation	19
Isolation Protocols	20
Travellers and Close Contacts.....	20
Persons with Symptoms	20
Persons with a Confirmed Case	20
Responding to Potential Cases Onsite.....	20
Responding to Confirmed Cases Onsite	21
Forms	21
Questionnaire	21
Isolated Worker	21
Travel Form.....	21
Orientation Form.....	21

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, National, and Provincial 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
BC Center for Disease Control:	http://www.bccdc.ca/health-info/diseases-conditions/covid-19
Alberta Health:	https://www.albertahealthservices.ca/topics/Page16944.aspx
Saskatchewan Health:	https://saskatchewan.ca/covid-19
Manitoba Health:	https://www.gov.mb.ca/covid19/index.html
Ontario Health:	https://www.publichealthontario.ca/

Current Regulations (updated July 27, 2020)

Government of Canada

TRAVELLERS RETURNING TO CANADA

The Government of Canada has put in place [emergency orders](#) under the *Quarantine Act*. It applies to all travellers arriving in Canada. Its purpose is to slow the spread of COVID-19 in Canada. Failure to comply with this order is an offence under the *Quarantine Act*.

If you have recently arrived in Canada, Government of Canada officials will call you to monitor compliance with your mandatory quarantine. We ask that you please answer calls from **1-888-336-7735**.

UPON ARRIVAL IN CANADA

Travellers entering Canada by air or by land must:

- provide basic information using the traveller contact information form, available through:
 - the ArriveCAN mobile app
 - an accessible web-based form, **or**
 - a paper form
- undergo a screening by a border services officer or quarantine officer to assess symptoms

Travellers: Download the ArriveCAN app ([iOS](#), [Android](#), or [web format](#))

Use this mobile app to speed up your arrival process in Canada and spend less time with border and public health officers. Submit your information easily and securely via the app within a **48 hours window before** arriving in Canada. The app helps you to:

- provide mandatory information that is required for entry into Canada
- avoid lineups and reduce points of contact at the border
- provide updates on your quarantine compliance and the development of any symptoms during the 14 days after arriving in Canada

TRAVELLERS WITH SYMPTOMS: MANDATORY ISOLATION

If you are Canadian or a permanent resident, and you have symptoms consistent with COVID-19, **you may still enter Canada by land, rail or sea**. You may **not** enter Canada by air, to protect the health of all travellers.

If you need it, we will provide you with immediate medical attention when you arrive in Canada.

If you have symptoms, you must [isolate](#) for 14 days (starting from the date you arrive in Canada). This is mandatory.

- You must isolate in a place where you will not have contact with vulnerable people, such as:
 - people 65 years or older, **or**
 - people with underlying medical conditions
- You will need to confirm you have a suitable place to isolate where you will have access to basic necessities, such as food and medication
- You must use private transportation (such as your own vehicle) to get to your place of isolation
- You must wear a non-medical mask or face covering while traveling to your place of isolation

If you do not have private transportation or an adequate place to isolate, the Chief Public Health Officer of Canada will designate a facility where you must isolate for 14 days.

In addition to the above, mandatory isolation means you must:

- go directly to your place of isolation without stopping anywhere
- stay **inside** and do not leave for 14 days unless it is to seek medical attention
 - do not go to school, work or any other public areas
- stay in a separate room and use a separate bathroom from others, if possible
- do not allow visitors
- limit contact with others in the place of isolation, including children
- contact your health care provider or public health authority immediately if your symptoms get worse, and follow their instructions

TRAVELLERS WITHOUT SYMPTOMS: MANDATORY QUARANTINE

If you have recently returned to Canada and **you have no symptoms**, you must **[quarantine \(self-isolate\)](#) for 14 days (starting from the date you arrived in Canada)**. This is mandatory. You are at risk of developing symptoms and infecting others.

- You must quarantine (self-isolate) in a place where you will have no contact with vulnerable people, such as:
 - people 65 years or older, **or**
 - people with underlying medical conditions
- You will need to confirm you have a suitable place to isolate where you will have access to basic necessities, such as food and medication.
- You must wear a non-medical mask or face covering while traveling to the place you will quarantine (self-isolate).

If you do not have an adequate place to quarantine (self-isolate), the Chief Public Health Officer of Canada will designate a facility where you must remain for 14 days.

In addition to the above, mandatory quarantine (self-isolate) means you must:

- go directly to your place of quarantine, without stopping anywhere, and stay there for 14 days (starting from the date you arrived in Canada)
 - do not go to school, work or other public areas and community settings
- monitor your health for symptoms of COVID-19
- arrange to have someone pick up essentials like groceries or medication for you
- do not have visitors
- stay in a private place like your yard or balcony if you go outside for fresh air
- keep a distance of at least 2 arms lengths (approximately 2 metres) from others

If you develop symptoms within 14 days:

- isolate yourself from others
- immediately call a health care professional or [public health authority](#) and:
 - describe your symptoms and travel history
 - follow their instructions carefully
- extend your quarantine to 14 days following the appearance of symptoms

CHECK IF YOU HAVE BEEN EXPOSED

Have you been on a recent flight, cruise, train, or at a public gathering? Check the listed [exposure locations](#) to see if you may have been exposed to COVID-19.

COMPLIANCE AND ENFORCEMENT OF THE QUARANTINE ACT

The Government of Canada is working with federal and provincial partners to promote and verify compliance of the emergency order with active communication and spot checks.

If you are permitted to enter Canada, you will be:

- asked if you have a cough, fever or difficulty breathing
- required to acknowledge that you must:
 - isolate for 14 days if you have symptoms of COVID-19 **or**
 - quarantine (self-isolate) for 14 days if you do not have symptoms
- asked if you have a suitable place to isolate or quarantine (self-isolate)
 - a suitable place is one where you will have basic necessities, such as food and medication, and where you will not have contact with vulnerable people
- given instructions about your obligations under the emergency order

The ArriveCAN mobile application ([iOS](#), [Android](#), or [web format](#)):

- enables travellers to validate their 14-day quarantine or isolation plan after they arrive in Canada
- facilitates compliance with the *Quarantine Act*

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

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

Further, a person who causes a risk of imminent death or serious bodily harm to another person while wilfully or recklessly contravening this act or the regulations could be liable for:

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

The *Contraventions Act* has been changed to give police (including RCMP, provincial and local police) more power to enforce the *Quarantine Act*. They can now issue tickets to people who do not comply with the act. Fines range from \$275 to \$1000.

EXEMPTIONS TO TRAVEL RESTRICTIONS

The continued global movement of goods and people and the ongoing delivery of essential services will be important for Canada's response to COVID-19.

Several categories of people are [exempted from this order](#) because they provide critical services, if they have **no symptoms**. These include people who:

- are making necessary medical deliveries required for patient care, such as:
 - cells
 - organs
 - tissues
 - blood and blood products
 - other similar lifesaving human body parts
- work in the trade and transportation sector who are important for the movement of goods and people, including:
 - truck drivers
 - crew on any plane, train or marine vessel
- cross the border regularly to go to work, including in the health care sector or critical infrastructure workers
- have to cross the border to provide or receive essential services, including emergency responders and personnel providing essential services to Canadians related to the COVID-19 outbreak

Workers in these sectors should:

- practice [physical \(social\) distancing](#) (maintain a distance of 2 metres from others)
- closely **self-monitor**

Should they exhibit any symptoms, they must isolate and contact their local public health authority.

Employers in these sectors should:

- conduct active daily monitoring of their staff for COVID-19 symptoms (checking for cough, fever or shortness of breath)
- use the [risk-informed decision-making guidelines for workplaces/businesses during the COVID-19 pandemic](#)

NON-MEDICAL MASKS OR FACE COVERINGS WHILE TRAVELLING ON PUBLIC TRANSPORTATION

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 have trouble breathing
- people who are unable to remove the mask without assistance

In all other modes of federally regulated transportation, operators may require travellers to wear a non-medical mask or face covering whenever possible. This may be the case when interacting with others, and when they cannot maintain a distance of 2 metres.

Before you travel, check for updates to see how [transportation measures](#) affect your plans and what you need to pack.

TRAVELLERS WITHIN CANADA

As of March 30, 2020, all passengers flying in Canada will be subject to a health check prior to boarding.

You will not be permitted to board if you:

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

This also applies to travellers arriving from **outside Canada**.

If you are arriving from outside Canada and are deemed safe to fly, you may board a connecting flight to your destination. However, upon arrival at your final destination, you must go directly to the place where you will isolate, and remain there for 14 days. This is because you are still at risk of developing symptoms and infecting others.

You may be subject to additional provincial or territorial public health measures at your final destination.

If you have symptoms of COVID-19, you will **not** be allowed to board any flight until:

- 14 days have passed **or**
- you present a medical certificate confirming that your symptoms are not related to COVID-19

If you have signs or symptoms consistent with COVID-19, you will not be allowed to use public transportation to travel to the place where you will isolate.

TRAVELLERS DEPARTING CANADA

Avoid all non-essential travel

To limit the spread of COVID-19, the Government of Canada advises that you **avoid all non-essential travel outside of Canada** until further notice.

Many countries have put in place travel or border restrictions, such as movement restrictions and quarantines.

Many airlines are suspending flights. Many airports are closing, preventing flights from leaving. Exit bans are becoming more frequent.

New restrictions may be imposed with little warning. Your travel plans may be severely disrupted and you may be forced to remain outside of Canada longer than expected. Canadian travellers should return to Canada as soon as possible.

Making the choice to stay at home and not travel outside of Canada is the best way to protect yourself, your family and the most vulnerable groups in our communities from COVID-19. Contact your airline or tour operator to determine options for cancelling or postponing your trip.

If you are still considering travel outside of Canada, you should do the following:

- check the [pandemic COVID-19 travel health notice](#) before travelling and know the health risks for your destination
- understand the risks of your [safety and security abroad](#)
- ensure that you have sufficient finances and necessities, including medication, in case your travels are disrupted

It is important to remember that if you travel abroad, you could be subject to the measures of other countries. Your 1-week trip may become much longer. You may also have reduced access to quality health care.

IF YOU MUST TRAVEL DURING THE PANDEMIC

Take [precautions against respiratory illnesses](#), and seek medical attention if you become sick.

During your trip:

- avoid [large crowds](#) or crowded areas
- avoid contact with sick people, especially if they have a cough, fever or difficulty breathing
- be aware of the local situation and follow local public health advice
- [wash your hands](#) often with soap under warm running water for at least 20 seconds
 - use alcohol-based hand sanitizer (containing 60% alcohol) if soap and water are not available and always keep some with you when you travel
- practice proper [cough and sneeze etiquette](#)

MONITOR YOUR HEALTH

If you become sick, avoid contact with others except to see a health care professional.

If you feel sick during your flight to Canada or upon arrival, inform the flight attendant or a Canadian border services officer.

If you do not have symptoms but believe you were exposed to someone who was sick with COVID-19, report this information to a Canada border services agent on arrival in Canada. This is required under the *Quarantine Act*. The Canada border services agent will provide instructions for you to follow.

You will see messaging on arrivals screens at international airports to help guide you if you are experiencing flu-like symptoms.

Arriving travellers will also be provided with information on what symptoms to identify and how to [contact local health authorities](#).

AVOID ALL TRAVEL ON CRUISE SHIPS

The Government of Canada is **advising that you avoid all travel on cruise ships** due to the ongoing COVID-19 outbreak, 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 condition are at a higher risk of developing severe disease.

Recent cruise ship outbreaks of COVID-19 indicate that a large number of individuals onboard can become infected. While the majority of affected passengers may experience mild symptoms, there have been a **significant** number of cases requiring hospitalization and **critical care**, and some deaths have been reported.

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

- itinerary
- ability to disembark
- access to health care

While abroad, if an outbreak of COVID-19 occurs on your cruise ship:

- 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, in particular in situations of quarantine, may be significantly restricted by local authorities
- upon return to Canada, you will be required to remain in mandatory isolation for 14 days at a location determined by the Chief Public Health Officer as per the terms of any applicable [emergency orders](#)

Although it is not advised, Canadians who choose to voyage on a cruise ship should also be aware that they:

- may not be offered the opportunity to return to Canada on a government-organized repatriation flight **or**
- could be responsible for the costs of repatriation travel

SAFETY AND SUPPORT FOR CANADIANS ABROAD

While the Government of Canada advises that you **avoid all non-essential travel outside of Canada**, there may be times when travel is essential.

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

If you do travel outside Canada, you should 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.

CANADA-U.S. BORDER RESTRICTIONS

As of July 21, 2020, the restriction on all discretionary travel at the Canada-U.S. border that was initially implemented on March 21, 2020, was extended until August 21, 2020. This applies to all foreign nationals with some exceptions for immediate family members (see section below). Potential travellers should consult the [Border Information Service](#) for information.

Examples of discretionary/optional travel include:

- tourism
- recreation
- entertainment

If you do not have signs and symptoms of COVID-19 and must cross the border for work or other non-discretionary purposes, you may continue to do so. Some examples of non-discretionary travel purposes are:

- work and study
- critical infrastructure support
- economic services and supply chains
- health, immediate medical care, safety and security

Some persons working in the health care field are considered exempt from the border prohibition. This is the case as long as they do not provide direct care for people over 65 years of age within the first 14 days of their entry into Canada.

Even if you are permitted to cross the border, mandatory quarantine measures may still apply upon your return to Canada.

FOREIGN NATIONALS

If you are a foreign national arriving from the U.S. **with symptoms** of COVID-19, you will **not** be allowed to enter Canada.

Foreign nationals arriving from the U.S. **without symptoms** of COVID-19, will be allowed to enter Canada **only** for non-discretionary travel.

Foreign nationals, **excluding** those arriving from the U.S., will not be allowed into Canada. However, there are [exemptions](#) to these restrictions for foreign nationals arriving from other countries.

As of June 8, 2020, 23:59 EDT, foreign nationals who are immediate family members (definition below) of Canadian citizens and permanent residents, and who do not have COVID-19 or exhibit any signs or symptoms of COVID-19, and who have no reason to believe they have COVID-19, will be exempt from the prohibition on entry to Canada if entering to be with an immediate family member for a period of at least 15 days. While this exemption may apply to certain individuals entering Canada, some [provinces and territories](#) may have different requirements that could affect entry.

Foreign nationals who are admitted into Canada pursuant to this exemption **must** [quarantine](#) for 14 days.

An immediate family member refers to a person's:

- spouse or common-law partner
- dependent child, as defined in Section 2 of the *Immigration and Refugee Protection Regulations*, or a dependent child of the person's spouse or common-law partner
- dependent child, as defined in Section 2 of the *Immigration and Refugee Protection Regulations*, of a dependent child referred to in paragraph (b)
- parent or step-parent or the parent or step-parent of the person's spouse or common-law partner
- guardian or tutor

For more information, consult the [Canada Border Services Agency](#) website.

As of March 31, 2020, anyone arriving in Canada by any mode (air, land or marine) must provide their contact information to a border services officer when seeking entry. This information is collected on behalf of the Public Health Agency of Canada to support their compliance and enforcement of the 14-day quarantine or isolation requirement outlined in the [mandatory isolation order](#).

Travellers are encouraged to download the mobile [ArriveCAN app](#) prior to arrival to reduce wait times and limit contact at the border.

NON-RESIDENTS

If you are not Canadian or a permanent resident and you have symptoms consistent with COVID-19, you will **not be allowed to enter Canada**.

If you show signs of an infectious disease, officials will contact a quarantine officer.

The quarantine officer will perform a more detailed assessment. If necessary, the quarantine officer may:

- order you to be transported to hospital to undergo a medical examination
- inform the local public health authority

British Columbia

For more information visit: www.gov.bc.ca/COVID19

Alberta

For more information: <https://www.albertahealthservices.ca/topics/Page16944.aspx>

Saskatchewan

For more information: <https://www.saskatchewan.ca/government/health-care-administration-and-provider-resources/treatment-procedures-and-guidelines/emerging-public-health-issues/2019-novel-coronavirus>

Manitoba

For more information: <https://manitoba.ca/covid19/>

Ontario

For More information: <https://www.ontario.ca/page/2019-novel-coronavirus>

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 no more than 2 persons can travel in a vehicle at any given time. One person driving and a second in the back-passenger side seat. It’s 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’s 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 self-isolate for 14 days
 - If you become sick for this time you must isolate for an additional 10 days from beginning of the symptoms or until feeling better (whichever takes longer)

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.

Employees showing symptoms while in a remote area or in a lodging facility will be quarantined to their room where possible. A more detailed Isolation plan will be detailed on a case-by-case basis depending on the situation and policies of the facilities housing workers. In general it's 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 plan to also transport the employee's home rather than isolate will be discussed on case-by-case basis.

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.

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 shutdown 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