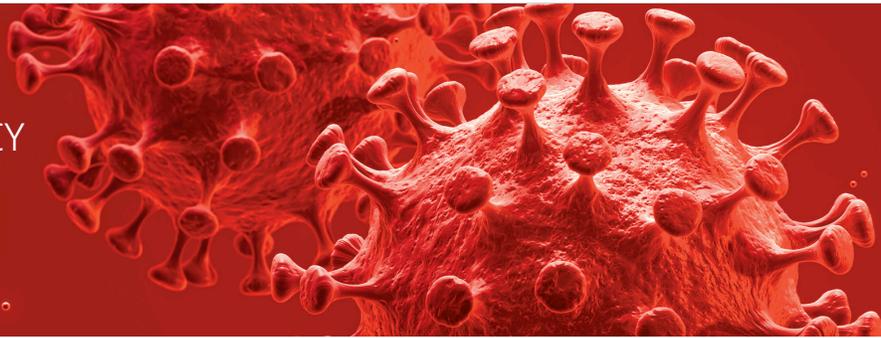


COVID-19

CONTROL PLAN & POLICY

REVISED JUNE 5, 2020



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| Information Sources | <ul style="list-style-type: none">▪ Alberta Health Services has a great website to keep you informed on COVID-19 and the Alberta Health recommendations. Click here for information about the Novel Coronavirus (COVID-19) and here for a Symptom Assessment.▪ Government of Alberta for information on how to protect Albertans and prevent the spread of novel coronavirus.▪ U.S. Centres for Disease Control and Prevention Information and Symptom Assessment. |
| Symptoms | <ul style="list-style-type: none">▪ COVID-19 symptoms are similar to influenza or other respiratory illnesses. Common symptoms include: fever, cough, extreme tiredness, sore throat.▪ Symptoms of serious illness include: difficulty breathing, pneumonia |
| What to do if you are Experiencing COVID-19 Symptoms | <p>OFF-SITE: If you are experiencing COVID-19 symptoms, stay home and self-isolate. Do not go to the office/shop or a field location.</p> <ol style="list-style-type: none">1. Do not go to a clinic or hospital!2. Conduct a Self-Assessment by following this link: Assessment3. Follow Self-Assessment directions or call Health Link at 811 and Alberta Health Services will provide further directions.4. Notify your supervisor/manager immediately. <p>ON-SITE: If you are experiencing COVID-19 symptoms, do the following:</p> <ol style="list-style-type: none">1. Do not go to the on-site medic.2. Self-isolate on-site and contact your supervisor..3. Conduct a Self-Assessment by following this link: Assessment4. Your supervisor will contact the client to communicate any suspected cases.5. Your supervisor will communicate next steps or how to get off location. |
| What to do if you think you have been Exposed to COVID-19 (Off-Site) | <p>If you are experiencing symptoms of COVID 19, self-isolate, do not come to the office/shop or a field location, and follow the requirements in the <i>"What to do if you're experiencing COVID 19 Symptoms"</i> section above.</p> <p>If you have been in direct contact with someone that is confirmed COVID-19 but you are not showing symptoms, self-isolate and follow the requirements in the <i>"What to do if you're experiencing COVID 19 Symptoms"</i></p> <p>If you have been in close contact with someone that is strongly suspected of having contracted COVID-19 but is not confirmed, self-isolate and follow the requirements in the <i>"What to do if you're experiencing COVID 19 Symptoms"</i></p> |
| Return to Work from Travel | <p>If you have just returned from travel outside of Canada, notify your supervisor and self-quaranteen for a 14-day period.</p> <p>In addition, the same requirements apply if a member of your household returns from travel outside of Canada, regardless of whether the household member has symptoms or not.</p> |

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| <p style="text-align: center;">Suspected or Confirmed Cases: Action for Worker</p> | <ol style="list-style-type: none"> 1. Put on a disposable mask, or approved alternative, in the workplace if available. Self-isolate and notify supervisor. 2. Notify the supervisor of the onset of symptoms, then follow <i>"What to do if you are experiencing Covid-19 symptoms."</i> 3. Do not visit the onsite medic/clinic/hospital or call a first responder unless symptoms are severe, such as difficulty in breathing. 4. Leave the workplace immediately and go directly home. Avoid use of public transportation where possible. If you are a sole vehicle user or have a personal vehicle, drive yourself home. If a vehicle is not available, your supervisor will coordinate a ride home for you. 5. Follow the direction of Alberta Health novel coronavirus (COVID-19) 6. Remain in self-isolation for 14 days, you are symptom free, and you are cleared to return to work by a doctor. |
| <p style="text-align: center;">Suspected or Confirmed Cases: Action for Supervisor/ Manager</p> | <ol style="list-style-type: none"> 1. Restrict access to the work areas where the worker was working or had access to. 2. Disinfect work areas and common areas such as restrooms etc. 3. Notify TOG Systems management. 4. Identify person/s who were in close contact with the symptomatic employee or known positive COVID-19 testing. Close Contact as defined: <ul style="list-style-type: none"> ▪ Being within 2 metres (6 feet) and spending a prolonged period of 15 minutes or more with the suspect case (including 2m of the suspect case's workstation) on the same day ▪ Having direct contact with infectious secretions of a novel coronavirus case (e.g., being coughed on) while not wearing recommended personal protective equipment. ▪ Include full names of employees and contractors identified ▪ Casual encounters such as passing in a corridor would not be considered significant 5. Direct the person/s in cooperation with management who were identified in step 4 to follow these instructions: <ul style="list-style-type: none"> ▪ Leave the workplace and remain away from the workplace for 14 days or until otherwise advised. ▪ Self-monitor for symptoms and raised temperature, continue to self-monitor their health starting from the day they first had close contact with the person and until 14 days after the last contact with the person. If symptoms develop have them contact a medical provider and follow <i>"What to do if you are experiencing Covid-19 symptoms."</i> ▪ Maintain contact with their supervisor and return to work at the end of the 14-day period if they have no symptoms / no raised temperature for 48 hours and there is no history of further contact with a suspected or confirmed case. 6. If the worker was staying at a hotel or camp, a TOG Systems' manager will need to notify the camp or hotel to ensure a proper disinfecting and protection of cleaning staff can be implemented. 7. Maintain regular telephone contact with the symptomatic employee (or next of kin/ caregiver). 8. Inform contacts that they can return to the workplace: <ul style="list-style-type: none"> ▪ If the suspected case is confirmed not to have the coronavirus diseases; or ▪ After 14 days from contact with the suspected/confirmed case and he/she remains asymptomatic. |

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| <p style="text-align: center;">Prevention Measures for all TOG SYSTEMS Employees and Contractors to follow</p> | <ol style="list-style-type: none"> 1. Conduct daily Self-Assessment before arriving at the shop or a site (temperature and symptom check). 2. Practice proper social distancing at work and when out in public. This means, Do Not Visit with relatives or friends during this time to minimize the exposure and risk of contamination. 3. Employees that normally work from the shop are to work from home until social distancing restrictions are relaxed. 4. Field technicians should stay at home until called out to a job or if required at the shop for specific jobs. 5. At work practice the 6 feet rule, stay as far away from coworkers as possible to minimize the risk of contamination. 6. Hand wash frequently, with soap and water for at least 20 seconds. Hand sanitizer is also available at the shop in all high traffic locations to re-sanitize throughout the day. 7. Avoid touching eyes, face, mouth and nose with unwashed hands. 8. Stay at home when sick with a cold or other illness. 9. Restrict exposures – all meetings will be done via video conference to avoid unnecessary contact with fellow employees. 10. Do not handshake or share communication devices and equipment unless in an emergency situation. 11. Cough into your sleeve or cover your nose and mouth with a tissue when coughing or sneezing and then dispose of the tissue in the trash. 12. Support social distances when eating in camps. 13. After each use when leaving each site, wash down facilities and workstations as well as company trucks. 14. Use disposable gloves when cleaning, disinfect trucks, door handles, work surfaces etc. 15. Contaminated surfaces should be cleaned with water and a neutral detergent, followed by a diluted household bleach solution. For surfaces that cannot be cleaned with bleach, a 60 – 90% ethanol solution can be used. |
| <p style="text-align: center;">Record of Cases or Potential Cases</p> | <p>To be able to keep track of exposures and or potential exposures, please ensure to capture these potential or confirmed cases using an Incident Report Form.</p> <ul style="list-style-type: none"> ▪ Do not use the name of the worker, only position title reference as this is private health information. ▪ The Incident/ near miss type is Potential COVID 19 Case (New Category). ▪ Ensure to capture the details of how many people may have been in contact and where, on location and or in camps (no names, only position references). ▪ Document who was notified at the client's company and their feedback. ▪ Document the confirmation of contact with Alberta Health or doctor and or any testing results and isolation measures or direction from the health provider. |
| <p style="text-align: center;">Concerns or Questions</p> | <p style="text-align: center;">Concerns or Questions About Covid-19, please contact:</p> <p style="text-align: center;">Tamara Fricke, General Manager 780.974.0583</p> <p style="text-align: center;">Carla Fedchuk, Safety Consultant 780-402-1902</p> |