

# COVID-19 – Safety Plan

These principles based on NorthRiver values will guide our decision regarding our return to work.

## Principles

This plan, and all activities outlined as part of re-opening NorthRiver, are guided by the following principles. These principles are grounded in NorthRiver's values.

- **Keep people as safe as possible** – Employee health and safety is our priority.
- **Listen to the experts** – Timing of activities and specific measures implemented will be determined based on the latest guidance from public health officials as appropriate for NorthRiver work sites, facilities and offices.
- **Coordinate, collaborate and communicate** – Efforts to re-open NorthRiver and return to normal will involve input from all teams and open, two-way communication.
- **Maintain accountability and transparency** – We all have a role to play in maintaining a safe and healthy work environment.
- **Be flexible and fit-for-purpose** – The pandemic impacted everyone differently. Location, family situation, health history, and numerous other factors will need to be factored in as employees return to normal.
- **Maintain efficiency and productivity** – NorthRiver will continue to operate as productive business throughout the transition.

While this plan will attempt to address scenarios for NorthRiver offices and facilities, flexibility will be required.

All British Columbia facilities (offices, plants and camps) are required to follow the *NorthRiver Covid-19 Exposure Control Plan*.

Note: The Exposure Control plan is posted at each facility and updated as the situation or public health orders evolve.

NOTE: This plan will be updated as often as the BC and Alberta Public Health Orders change.



**Plan Administration:**

**Administration**

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## If you have COVID-19 symptoms

### If you are sick DO NOT come to a workplace

Do not come to your office or facility if:

- You start to experience or have new onset of one or more of the following symptoms (even if mild):
  - Fever (above 38.0 degree C), chills or headache
  - Shortness of breath, difficulty breathing
  - New or worsening cough
  - Sore throat
  - Runny nose
  - Muscle aches

#### Tips & References:

[COVID-19 About Coronavirus Disease \(poster\)](#)

(Public Health Agency of Canada)

[Know the Facts about Coronavirus Disease](#)

(Public Health Agency of Canada)

[About Covid-19](#)

(BC Center for Disease Control)

Isolation and Quarantine information  
(<https://www.alberta.ca/isolation.aspx>)

Any worker (employee or contingent worker) experiencing COVID-19 symptoms listed above should:

#### Step 1 – Complete a self-assessment at the time experiencing illness / symptoms

- BC: <https://bc.thrive.health/>
- AB: <https://myhealth.alberta.ca/journey/COVID-19/Pages/COVID-Self-Assessment.aspx>

#### Step 2 - Notify Supervisor

#### Step 3 – Inform NorthRiver Health Services

- Complete NorthRiver’s COVID Health Services assessment form and follow the instructions provided:
  - [https://support.nrm.ca/it?id=sc\\_cat\\_item&sys\\_id=9d105a1b1bab08103600437ead4bcbf5](https://support.nrm.ca/it?id=sc_cat_item&sys_id=9d105a1b1bab08103600437ead4bcbf5)
- Employees that do not have access to complete NorthRiver’s COVID assessment form should ask their leader to complete the form on their behalf or call Health Services at 403-899-0134.

***DID YOU KNOW:*** British Columbia and Alberta have different laws regarding who needs to isolate. See links below for details.

- Alberta <https://www.alberta.ca/isolation.aspx>
- British Columbia. <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/self-isolation>

## **If you have Symptoms that start while at work (Fast Response)**

**Any worker (employee or contingent worker) that develops symptoms while at work must notify First Aid or, if no First Aider is available, notify their supervisor and leave the work site immediately.** Follow the above recommendations for anyone with symptoms.

- Every effort should be made to prevent the sick individual from exposing others onsite. Sanitize hands and don a mask (Office PPE kit) – if readily available. Do NOT go searching for items or people.
- Use non face-to-face communication to notify the Supervisor (telephone, email or other virtual communication).
- Once notification is received by First Aid or Supervisor, they must follow up to ensure prompt cleaning and disinfecting measures of work areas, tools, touch surfaces or items.

## **NorthRiver Midstream – Exposure Control Plan**

- As per WorkSafeBC Occupational Health and Safety Regulation 5.54 and 6.3, the Exposure Control Plan (ECP) outlines the measures implemented by NRM to minimize employee and contractor exposure to COVID-19.
- The ECP must be posted at all facilities.
- The ECP outlines the protocol for the protection of Occupational First Aid Attendants.
- The ECP meets Alberta OHS regulatory requirements for a Code of Practice and BC Industrial Work Camps Regulations.

## **Contractor’s Covid-19 Prevention Plans, Procedures or Policies**

- To ensure the health and safety of our employees and contingent workers, all contractors, suppliers and vendors that will be accessing our facilities need to prepare and submit a COVID-19 prevention plan, procedure or policy that meets the requirements of the Provincial Public Health orders.
- NRM will request contractors to either submit their COVID-19 prevention plans, procedure or policy directly to EHS or to ISNetworld for review and verification.
- Contractors without a Covid-19 policy, plan or procedure will follow NRM’s Exposure Control Plan.

## **Worker Screening When Accessing an Office or Facility**

- The pre-access self-screen checklist for employees and contingent workers for COVID-19 is provided to employees and contingent workers (questionnaires below) prior to access.
- Employees and contingent workers will self-screen prior to accessing any office or facility.
- NRM employees and contingent workers will comply with building operator requirements in place to decrease risk of transmission (e.g. follow markers for spacing for entry, elevator entry.)

- For NRM offices and facilities with card scan capabilities:
  - For each office and facility an individual will be assigned the role of Site Access Coordinator.
  - Contractors and visitors will provide contact information prior to being given an access card.
  - Employees and contingent workers will only access an office or facility if:
    - Scheduled
    - Invited
    - Or as agreed to with their manager for exceptional circumstances.
  - Contractors and Visitors will be logged in, provided with a “swipe card” prior to entry.
  - Employees and contingent workers will “swipe in” their access card prior to entry to any office or facility.
  - Employees and contingent workers will only use their assigned workstation, desk or office.
  - If necessary specific facilities will work with EHS to develop a site specific (risk) based access plan (see end of this document).

### Pre-Access Self-Screen Checklists

If in **British Columbia** use the Self-Assessment Tool <https://bc.thrive.health/covid19/en> or;

1.	Are you experiencing cold, flu or COVID-19 like symptoms, even mild ones? Symptoms include fever (>38.0 C), chills, new or worsening cough, shortness of breath, sore throat, muscle aches or headache.	Yes	No
2.	Have you, or anyone in your household travelled outside of Canada in the last 14 days?	Yes	No
3.	Did you provide care or have close contact with a person with confirmed COVID-19? <i>Note: you would have been contacted by your health authority's public health team.</i>	Yes	No
If <b>YES</b> to any of the questions, the individual SHOULD NOT come to the office or facility.			
If <b>NO</b> then attend to the office or facility as scheduled, invited.			

If in **Alberta** use the Self-Assessment Tool <https://myhealth.alberta.ca/Journey/COVID-19/Pages/COVID-Self-Assessment.aspx>

1.	In the past 10 days, have you experienced any of the following: fever (>38.0 C), new of cough or worsening of chronic cough, new or worsening shortness of breath or difficulty breathing, sore throat, or runny nose that is not related to a pre-existing illness or health condition?	Yes	No
2.	Do you have any of the following: chills, painful swallowing, stuffy nose, headache, muscle or joint ache, feeling unwell or severe exhaustion, nausea, vomiting, diarrhea or unexplained loss of appetite, loss of smell or taste, conjunctivitis (pink eye)?	Yes	No

3.	In the past 14 days, did you return from travel outside of Canada, or did you have close contact with someone who is confirmed as having COVID-19?	Yes	No
<p>If <b>YES</b> to any of the questions, the individual SHOULD NOT be come to the office or facility.</p> <p>If <b>NO</b> then attend to the office or facility as scheduled, invited.</p>			

## Office Access – Employees and Contingent Workers

- Until physical distancing restrictions are fully lifted:
  - Office and administrative employees are encouraged to continue to work from home to maintain physical distancing until it is deemed safe to do so by NorthRiver’s EHS team in accordance with the appropriate provincial public health orders.
  - Any workers who feel that their productivity would increase by returning to the office should discuss with their manager.
- Unscheduled visitors should not be granted access until approval is received from the responsible leader.
- Where reasonable and practical, workers should avoid touching the following hard surfaces not directly related to their work.
  - All handles (doors, cabinets and appliances)
  - Countertops
  - Controls (thermostats, appliances)
  - Light switches
  - Sinks and faucets
  - Fire extinguishers
- Where reasonable and practical, all interior doors are to remain open in order to avoid regular touching and contact.
- Office occupancy is limited to comply with provincial OHS & Health Authority requirements.
- Workers must respect the maximum allowable occupancy in the office at any given time.

## Occupancy Limits - Office Capacity

Field Office Capacity Table

Office Location	Max Capacity		Access Coordinator
	Phase 1	Phase 2 to Phase 3	
Charlie Lake upper floor	0-10	25	Shannon Marche
Charlie Lake main Floor	0-13	33	Shannon Marche
Charlie Lake Midstream Office upper floor	0-3	10	Nicole Hall
Charlie Lake Midstream Office downstairs	0-2	6	Nicole Hall
Charlie Lake Pipe Shop	0-5	15	Shannon Marche
Charlie Lake Warehouse	0-3	9	Shannon Marche
Fort Nelson 301 Shop	0-5	15	Andrea Warren
Fort Nelson Gas Plant office	0-8	20	Northland Security

McMahon Gas Plan office	0-10	30	Northland Security
Dawson Creek (airport office)	0-3	13	Mary Anne Patershut
Dawson Plant office	0-5	10	Northland Security

### Calgary 11 Floor

CAPACITY SUMMARY		
SPACE TYPE	CURRENT CAPACITY	SOCIAL DISTANCE CAPACITY
<b>FOCUS AREAS</b>		
PRIVATE OFFICES	0	0
WORKSTATIONS	27	16
HOTELLING	1	0
<b>TOTAL FOCUS AREAS</b>	<b>28 (100%)</b>	<b>16 (58%)</b>
<b>COLLABORATIVE AREAS</b>		
MEETING SPACES	7	2
PHONE / BREAKOUT ROOMS	1	1
TOUCHDOWN / OPEN COLLABORATIVE SPACES	6	0
SERVERY / CAFE SEATING	2	0
<b>TOTAL COLLABORATIVE AREAS</b>	<b>16 (100%)</b>	<b>3 (19%)</b>
NOTE: THE OCCUPANCY QUANTITIES AND CIRCULATION PATHS SHOWN ARE RECOMMENDATIONS ONLY AND REQUIRE OCCUPANTS TO FOLLOW SAFE SOCIAL DISTANCING PRACTICES		

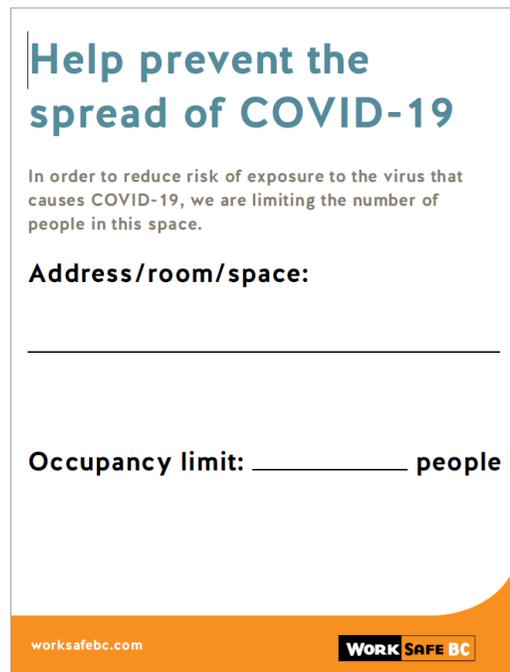
### Calgary 12 Floor

CAPACITY SUMMARY		
SPACE TYPE	CURRENT CAPACITY	SOCIAL DISTANCE CAPACITY
<b>FOCUS AREAS</b>		
PRIVATE OFFICES	0	0
WORKSTATIONS	107	45
HOTELLING	8	0
<b>TOTAL FOCUS AREAS</b>	<b>115 (100%)</b>	<b>45 (39%)</b>
OPTIONAL WORKSTATIONS	--	18
PHONE ROOMS	--	4
HUB ZONES	--	7
<b>TOTAL FOCUS AREAS WITH OPTIONAL</b>	<b>115 (100%)</b>	<b>74 (64%)</b>
<b>COLLABORATIVE AREAS</b>		
MEETING SPACES	72	27
PHONE / BREAKOUT ROOMS	4	0
TOUCHDOWN / OPEN COLLABORATIVE SPACES	82	10
SERVERY / CAFE SEATING	42	0
<b>TOTAL COLLABORATIVE AREAS</b>	<b>200 (100%)</b>	<b>37 (18%)</b>
NOTE: THE OCCUPANCY QUANTITIES AND CIRCULATION PATHS SHOWN ARE RECOMMENDATIONS ONLY AND REQUIRE OCCUPANTS TO FOLLOW SAFE SOCIAL DISTANCING PRACTICES		

### Calgary 14 Floor

CAPACITY SUMMARY		
SPACE TYPE	CURRENT CAPACITY	SOCIAL DISTANCE CAPACITY
<b>FOCUS AREAS</b>		
PRIVATE OFFICES	1	1
WORKSTATIONS	97	44
HOTELLING	6	0
<b>TOTAL FOCUS AREAS</b>	<b>104 (100%)</b>	<b>45 (43%)</b>
OPTIONAL WORKSTATIONS	—	16
PHONE ROOMS	—	4
HUB ZONES	—	5
<b>TOTAL FOCUS AREAS WITH OPTIONAL</b>	<b>104 (100%)</b>	<b>70 (67%)</b>
<b>COLLABORATIVE AREAS</b>		
MEETING SPACES	77	33
PHONE / BREAKOUT ROOMS	4	0
TOUCHDOWN / OPEN COLLABORATIVE SPACES	40	7
SERVERY / CAFE SEATING	14	0
<b>TOTAL COLLABORATIVE AREAS</b>	<b>135 (100%)</b>	<b>40 (30%)</b>
NOTE: THE OCCUPANCY QUANTITIES AND CIRCULATION PATHS SHOWN ARE RECOMMENDATIONS ONLY AND REQUIRE OCCUPANTS TO FOLLOW SAFE SOCIAL DISTANCING PRACTICES		

In our facilities and offices, Occupancy Limit signs have been provided to all office admin staff to post outside meeting rooms, common areas, and kitchens.



## Facility Access

Fort Nelson	Operations Access Coordinator	TA/Projects Access Coordinator
Fort Nelson Gas Plant	Northland Security	
Patry Lake Liquids Plant	Denise Barry	
Fort Nelson North	Northland Security	
Fort Nelson North/BS19 Camp	Northland Security	
<b>Fort St. John</b>		



McMahon Gas Plant	Northland Security	CIMS
BS/CS01 Station 1 (Taylor)	Northland Security	
McMahon CoGen Power Ops	Northland Security	
BS03 Kobes	Steven Glover	
BS06 Bluehills	Steven Glover	
BS08 Laprise	Steven Glover	
BS09 Nig Creek	Steven Glover	
BS10 Stoddart	Steven Glover	
BS11 Rigel	Steven Glover	
BS18 Beg-Jedney	Steven Glover	
<b>North Montney</b>		
Aiken Creek Gas Plant	Doug Gulevich	
Aiken Camp	Doug Gulevich	
Highway Gas Plant	Randy Perepelkin	
Highway Camp	Randy Perepelkin	
Jedney Gas Plant	Johnathan Pfanner	
Jedney Camp	Johnathan Pfanner	
<b>South Peace</b>		
Dawson Creek Processing Plant	Northland Security	
Fourth Creek Gas Plant	Garrett Boomgarten	
Gordondale East Gas Plant	Garrett Boomgarten	
Pouce Coup Gas Plant	Dusty Dueck	
West Doe Gas Plant	Dusty Dueck	
<b>Cabin</b>		
Cabin Plant	The On-Shift Lead	
Cabin (Aramark) Camp	Camp Manager	
<b>Tupper</b>		
Tupper Creek Gas Plant (Main)	Anissa Little	
Tupper West Gas Plant	Tammy Schwede	

## Communications, Signage and Floor Marks

Posters and signs reminding and information all employees, workers and contractors of the behaviors to exhibit to prevent the spread of the Covid-19 should be placed in highly visible locations.

Alberta Facilities	British Columbia Facilities
<a href="#">Do not enter [colour] (updated April 1, 2020)</a>	<a href="#">Protect yourself and others from influenza</a> (PDF, 768KB)
<a href="#">Elevator etiquette [colour] (updated April 1, 2020)</a>	<a href="#">Handwashing with soap and water</a> (PDF, 729KB)
<a href="#">Practice physical distancing [colour] (updated April 1, 2020)</a>	<a href="#">Putting on personal protective equipment (PPE) / Donning</a> (PDF)
<a href="#">Prevention starts with awareness [black and white] (updated March 31, 2020)</a>	<a href="#">Cleaning hands with sanitizer</a>
<a href="#">Help reduce the spread of COVID-19</a>	<a href="#">Help reduce the spread of COVID-19</a>
<a href="#">About COVID-19</a>	<a href="#">About COVID-19</a>
<a href="#">Reduce the spread of COVID-19: Wash your hands infographic</a>	<a href="#">Reduce the spread of COVID-19: Wash your hands infographic</a>
<a href="#">Physical distancing: How to slow the spread of COVID-19</a>	<a href="#">Physical distancing: How to slow the spread of COVID-19</a>
<a href="#">Preventing COVID-19 in the workplace: employers, employees and essential service workers</a>	<a href="#">Preventing COVID-19 in the workplace: employers, employees and essential service workers</a>

- A 2 metre distance will be marked from the reception desk or permit desks at each office and facility.
- Where appropriate, doors are be marked entry only or exit only.
- Directional signage will guide use of hallways and traffic flow where the 2 m distance cannot be maintained.

## Barriers or Partitions

- Barriers or partitions (Plexiglas, cubical walls, etc.) are a measure that is supported as effective when unable to maintain distance.
- EHS will work with facility managers to identify locations where a barrier or partition would provide additional work safety.
- We have installed barriers in close contact work locations (MCM, Charlie Lake) to reduce potential transmission of COVID-19.

## Meetings and Site-Specific Safety Orientations

- Until physical distancing measures are lifted **large group** (*between 15 and 50 or more*) meetings with employees and contractors should continue to be held as online meetings (e.g., using Zoom, Skype or Teams).
- If a **small group** meeting is required (**2 to 15 people**), the leader can book a meeting room that has the allowable occupancy, or where possible, hold in open air environment with participants maintaining two metres of physical distance.
- In the event the entire facility or workplace needs information, it should be shared through email, phone, text or video.
- Do not share physical meeting documents.

- Joint Health and Safety Committee meetings will continue to be conducted monthly (via Teams) to facilitate any responses to any health and safety questions, concerns or issues.
- No signatures on documents are required to prevent contact transmission.
- The host of the meeting can share meeting minutes or records via email or teams with everyone who attended.
- Delivery methods for safety committee or site-specific safety orientation meetings can include:
  - Power Point Presentations or Recorded videos shared with employees and contractors through email, online or via Teams, for additional options discuss with Supervisor Health and Safety.
  - Live meetings can be done in open air spaces (e.g., outdoors) adhere to public health gathering guidelines attendees and ensure individuals keep two metres of separation.
  - Online meetings that attendees will be required to log into remotely.
- Preferred methods for toolbox talks, daily huddles (assignment of work from supervisors to workers) would be in-person but can only take place if physical distancing guidelines (two metres of separation) are complied with.

## Transportation to and from Work

- Avoid use of public transit – employees and contractors that require public transit to commute to work should notify their supervisor and make arrangements to work remotely or other accommodations that enable them to avoid transit.
- Wherever possible, employees and contingent workers should travel to the site while respecting physical distancing measures. Appropriate transportation options include riding a bicycle (weather and distance permitting) or driving alone.
- Sites may have to arrange for larger parking facilities in the event more vehicles or other modes of transportation are used for commuting to work.

## Air Travel (Domestic Commercial and Helicopters)

- NorthRiver Midstream has reviewed Air Canada's and WestJet's COVID-19 exposure control plans and both appear acceptable to limit the risk of individual exposure.
- NorthRiver Midstream has reviewed Highland, Quest, Canadian Helicopters, and Baileys COVID-19 exposure control plans and all of them appear acceptable to limit the risk of individual exposure.
- Employees utilizing commercial flights and helicopters will:
  - Book direct flights if possible, avoid lay overs.
  - Book travel through Concur and ensure that hotel and rental vehicles are available.
  - Complete NorthRiver's COVID health services assessment form and follow the instructions provided.
  - [https://support.nrm.ca/it?id=sc\\_cat\\_item&sys\\_id=9d105a1b1bab08103600437ead4bcbf5](https://support.nrm.ca/it?id=sc_cat_item&sys_id=9d105a1b1bab08103600437ead4bcbf5)
  - Follow all NRM COVID exposure control requirements;

- Plus, all requirements that are set out by the flight provider,
- Wear a mask while inside any airport terminal.
- All air travel must be approved by your manager or director prior to travel.

## Practice Good Hygiene

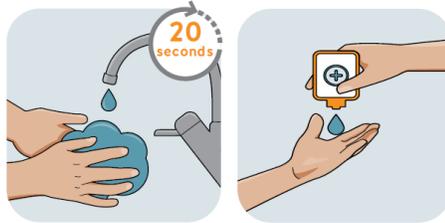
- The following high-traffic areas must be disinfected by a designated employee or janitorial contractor at least daily.
  - All handles (doors, cabinets and appliances)
  - Countertops
  - Handrails
  - Controls (thermostats and appliances)
  - Light switches
  - Sinks and faucets
  - Meeting rooms and common areas
- All workers must follow proper hygiene practices including:
  - Washing hands thoroughly and frequently with soap and water, at least 20 seconds
  - When water and soap is not immediately available, using hand sanitizers with a minimum concentration of 60% alcohol
  - Coughing into a sleeve
  - Sneezing into a tissue, dispose of the tissue and immediately sanitize or wash hands
  - Minimizing face touching
- Hand washing should be to be completed as a minimum:
  - Before and after eating, drinking or smoking
  - After using the washroom facilities
  - After handling any tools or materials
  - At the end of the employees' shift before they leave the work site
- Disinfecting personal gas monitors (see ECP), daily.
- Do not share drawings, blueprints, tablets, pens or phones.

### Tips & References:

[Reduce the Spread of COVID-19. Wash Your Hands \(poster\)](#)  
(Public Health Agency of Canada)

[Hand Washing](#)  
(BC Centers for Disease Control)

# Help prevent the spread of COVID-19



Wash your hands often with soap and water for 20 seconds. If soap and water aren't available, use an alcohol-based hand sanitizer.

### Wash your hands:

- When you arrive at work
- Before and after going on a break
- After using the washroom
- After handling cash or other materials that have come into contact with the public
- Before and after handling shared tools and equipment
- Before and after using masks or other personal protective equipment

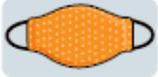
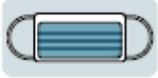
- Watch out for each other. If you see someone doing something they are not supposed to or they have forgotten to do something, remind them.
- No one should take offence to this as these are necessary to keep everyone safe.

## Personal Protective Equipment (PPE)

- NRM will provide personal protective equipment as necessary to protect the health of all employees and contingent workers.
- Employees and contingent workers will use an appropriate face covering when unable to maintain 2 metre distance from fellow workers.
- If individuals are working (does not include casual contact) within 2 meters of each other and no other barrier is present, these options would be considered equivalent for protection against COVID-19 transmission:
  - Respiratory Full-Face masks
  - Respiratory P100 ½ face mask with filter with Safety glasses
  - N95 (if fit tested and seal maintained) with Safety glasses
  - KN95/ Surgical masks/ Dental masks with Safety glasses and face shield
- In the event of an emergency evacuation from any building or facility employees will don a face covering/masks and proceed to the muster point.
- Managers, Supervisors/Leaders will determine PPE requirements and submit a material requisition to Supply Chain to ensure that each employee has access to the appropriate PPE.
- PPE orders will be delivered to our warehousing facilities in Calgary, Fort Nelson and Fort St. John and then distributed accordingly.

- Re-usable PPE must be never shared between workers.
- Single-use PPE must be disposed of so that it cannot be reused.
- Contractors are required to supply their workers with PPE and personal hand sanitizer, to be carried everywhere and used frequently.
- Disposable gloves are available for those people performing frequent cleaning.

## The difference between cloth masks, surgical masks, and respirators

Type	Use
<b>Cloth masks</b> 	<ul style="list-style-type: none"> <li>• May offer some level of protection to others by preventing the wide spread of droplets from the wearer. However, they are not a proven method of protection for the wearer as they may not prevent the inhalation of droplets.</li> <li>• May be considered by employers for use by workers and/or customers as a protective measure in combination with other controls, including physical distancing and appropriate hygiene practices. Masks should never be relied upon as a sole protective measure.</li> <li>• Cloth masks, including homemade masks, may be worn by workers as a matter of personal choice.</li> <li>• Cloth masks must be washed before they are reused. Replace masks that are wet, soiled, or damaged.</li> </ul>
<b>Surgical masks</b> 	<ul style="list-style-type: none"> <li>• Surgical masks, also referred to as medical masks, are specifically designed for health care environments.</li> <li>• Like cloth masks, these offer limited protection to the wearer from the inhalation of droplets, but may offer some protection to others by preventing the wide spread of droplets from the wearer.</li> <li>• Should be preserved for use by health care workers, whenever possible.</li> <li>• Employers outside of health care may consider these as part of their workplace controls to protect against the spread of COVID-19 in combination with other controls, recognizing there may be a lack of availability of surgical masks.</li> <li>• May be worn as a matter of personal choice by workers.</li> <li>• These are single-use items that should not be cleaned and reused.</li> </ul>
<b>Disposable respirators, such as N95 or P100 types</b> 	<ul style="list-style-type: none"> <li>• Primarily used in health care settings to prevent the spread of the virus that causes COVID-19. Other sectors may use these to protect against a variety of hazards, including silica dust.</li> <li>• These must be used in accordance with the manufacturer's instructions, and the use of these masks is regulated under the Occupational Health and Safety Regulation.</li> <li>• Due to lack of availability, employers outside of health care should not consider these as part of their workplace controls to protect against the spread of COVID-19.</li> <li>• Some dust masks may be similar in appearance to N95 disposable respirators; however, they are not manufactured to the same standards and would be similar to cloth masks in terms of protection.</li> </ul>

## Respiratory Training and Awareness

- There are two training courses available in Success Factors LMS to all employees on the care, use, and maintenance of personal protective equipment.
  - Personal Protective Equipment (care, use and maintenance)
  - Respiratory Protective Equipment (awareness)
- All employees will be provided with a respiratory protective equipment **Quick Guide** on



the selection and use of face masks such as non-surgical face masks, N95 Dust Masks, and P100 Half Masks.

- If you believe you need instruction on respiratory protection, please discuss with your supervisor and they will arrange to have the appropriate training assigned.

## Using Tools, Heavy Equipment and Vehicles

### Hand and Power Tools:

- Wearing gloves is recommended during the use of all tools and equipment.
- It is recommended that all workers use their own tools and sanitize these tools before or after each use.
- When sharing of tools is necessary, they are to be sanitized prior to or after each use by the last user.

### Powered Mobile Equipment (backhoe, excavator, etc.):

- Equipment should be sanitized before each use. This includes door handles, steering wheels and all touchable controls.

## Hand Washing Facilities

- All sites are required to have adequate hand washing stations available and ready for use while work is ongoing.
- Hand washing facilities must always be kept clean, accessible and stocked.
- A worker will be assigned to check and track the cleanliness of stations throughout the day and sanitize each morning.
- Soap must be replenished as required.
- Paper towels must be replaced as required.
- All garbage must be disposed of in on-site garbage bins.

## Washrooms Facilities

- All sites will have an adequate number of washrooms available as defined by the governing regulations.
- A worker will be assigned to check washrooms for cleanliness and sanitize handles continuously throughout the day and tracked with a checklist.
- Cleaning and sanitization of the washrooms will be outsourced and serviced as frequently as necessary. Washrooms will be cleaned at least twice daily.

## Accessing small facility offices

NorthRiver small facility offices include 301 Pipeline Shop, Aitken Creek, West Doe, Gordondale, Pouce Coupe, Fourth Creek, Jedney, Highway, Booster Stations, Cabin Gas Plant etc.:

- The exterior site office door should always be locked.

- Signage listing the site contact information will be posted on the exterior site office door so visitors can plainly determine who to speak with for inquiries.
- Access will be monitored by a designated access coordinator.
- Unauthorized visitors are not permitted at site at any time.
- Gatherings are permitted in site offices if all individuals can follow the public health order guidelines and maintain a physical distancing of two metres.
- All common hard surface areas and shared equipment in site offices such as printers are to be sanitized/cleaned continuously throughout the day and tracked with a checklist.
- While in the facility all individuals must maintain a minimum of two metres distance from each other, always.
- Individual assigned workspaces are to be cleaned and sanitized by the assigned worker. This includes disinfecting keyboard/mouse, telephone, computer, cellphone and tablet at the start of every workday.
- If employees require something from a supply room or warehouse, they are required to maintain two metres of distance from anyone else.

## **Office Lunchrooms and Coffee Station**

- Employees and contractors are to wash their hands before and after eating.
- Employees and contractors should eat their lunches in groups no larger than two at a table and maintain two metres from one another.
- Employees and contractors are encouraged to eat their lunches in open air space.
- Employees and contractors must discard food items into the designated garbage bins located throughout the site.
- No employees or contractors can accept food items from any visitors to the site for any reason.
- Each employee that uses a coffee pot, makes a coffee or uses a coffee machines must wipe down the coffee equipment before and after each use.
- Each employee that uses a microwave and all other kitchen appliances must wipe down the appliance before and after each use.
- Shared or common cutlery, utensils, cups, plates, bowl, and glasses are not be used. Employees will be advised to use disposable or bring their own and take them home at the end of day.

## **Photocopiers and other shared office equipment**

- Employees that need to use a photocopier and other shared office equipment must wipe down the equipment prior to and after use.
- Employees will not share pens, paper and other common office items.

## Physical Distancing

- Throughout this pandemic, health organizations and agencies have identified physical distancing as one of the most effective strategies to prevent the spread of COVID-19.
- All workers are required to maintain a minimum of two
  - metres distance from each other and avoid person-to-person contact.
- Non-essential physical work that requires close contact between workers should not be carried out.
- Workers performing tasks where two meters physical distancing is not possible and there is no barrier between the workers must follow the PPE requirements.

### Tips & References:

[Physical Distancing](#)

(Public Health Agency of Canada)

[Physical Distancing](#)

(BC Centers for Disease Control)

### Outside Work:

- Contractors performing tasks where two meters physical distancing is not possible must follow the PPE requirements.

### Indoor Work:

- Contractors performing tasks where two meters physical distancing is not possible must follow the PPE requirements.
- Contractors and employees working in working in operating facilities should stagger break and lunch schedules to ensure they maintain two metres distance from another person.

## Deliveries

- As access to sites will be monitored.
- Signs will be installed providing a contact phone number and email address for the site access contact. The site access contract is to advise the delivery driver of where to leave their products. This includes:
  - All materials, supplies and equipment
  - Deliveries will be required to stop at any main entry for check in and will be directed to the specific lot or drop off area.
  - Two metres of physical distancing between each person must continue to be maintained during delivery of products.
  - If a signature is required do not share pens and wear gloves, followed by hand hygiene.

### On-Site Turnaround and Operations/Maintenance Projects Planning

- Contractors hired to complete turnaround and operations and maintenance (O&M) projects will monitor and screen their workers prior to site entry and only make those records available to the Public Health Officers upon request.
- Contractors hired to complete turnarounds and O&M project work will be directed to use a

contractor access gate.

- An NRM employee site entrance point will be established for operations to monitor the number of employees at the worksite at any given time.

## Health and Safety Inspections

In addition to routine health and safety inspections, the following steps will be taken:

- All employees will be asked to temporarily assist in a Health and Safety capacity to ensure every person at every site and office are staying two metres apart from one another as well as to ensure the cleanliness of the facility is maintained.

## Best Practice

- To prevent the spread of COVID-19, the best practice for everyone is to apply the same controls applied at work, to when at home and in public.

## Confirmed Case of COVID-19

- If we should have a confirmed case of COVID-19 at any of our locations, we will work with the provincial health authorities regarding support and follow up requirements.
- Co-workers that have been potentially exposed will be required to self-quarantine as per the provincial public health order.
- The workstation and office where the confirmed case occurred will be deep cleaned prior to enable continued use.

## Camps

- Each camp will have their own exposure control plan that all residents and staff will be required to follow.

### Cabin Gas Plant Operations Camp

- All contractors and personnel will follow current COVID site access requirements
- Maximum occupancy will be 55 people
- The maximum contractor occupancy will be 30 contractors
- Posted maximum occupancy per room will not be exceeded
- Current COVID mitigation measures as defined in NRM COVID-19 exposure control plan will apply

## Meals

- Maximum occupancy in the kitchen/ dining area will be 12 people
- No more than two people will be allowed per table



- Kitchen tables will be disinfected between use
- All camp staff will wear masks when serving food
- Mealtimes will be staggered as such
  - Breakfast
    - 5:30-6:00 10 contractors
    - 6:00-6:30 10 contractors
    - 6:30-7:00 10 contractors
    - 6:45-7:15 NRM and producer employees
  - Lunch
    - Bagged lunches provided contractors to eat in lunch cars not exceeding maximum defined occupancy, vehicles or outside on provided picnic tables.
  - Supper
    - 5:30-6:30 NRM and producer employee
    - 6:30-7:00 10 contractors
    - 7:00-7:30 10 contractors
    - 7:30-8:00 10 contractors

### **House Keeping**

- Cleaning will be completed as per Aramark Coronavirus specific plan following BCCDC guidance on cleaning
- Camp cleaning staff will wear and change disposable gloves between every camp room
- Camp cleaning staff will wear a mask at all times while cleaning

### **General**

- Common areas such as movie theater, quiet room, gym, pool tables and golf simulator will be reserved for full time camp residents only or closed during periods of high traffic
- Contractors are expected to go from the kitchen to their room and not loiter in common areas
- The common washrooms in dining room will be closed

### **FNNC operations Camp**

- Maximum occupancy will be 32, including NRM employees
- Posted maximum occupancy per room will not be exceeded
- Current COVID mitigation measures as defined in NRM COVID-19 exposure control plan will continue

### **Meals**

- Maximum occupancy in the kitchen/ dining area will be 10 people
- No more than two people will be allowed per table
- Kitchen tables will be disinfected between use
- All camp staff will wear masks when serving food

- Mealtimes will be staggered as such
  - Breakfast
    - 6:00-6:30 10 NRM operations
    - 6:30-7:00 10 NRM operations
    - 7:00-7:30 12 NRM operations and contractors
  - Lunch
    - Hot lunch will be served in 30 minute intervals starting at 12 noon with no more than 10 people in the kitchen
  - Supper
    - 6:00-6:30 12 NRM operations and contractors
    - 6:30-7:00 10 NRM operations
    - 7:00-7:30 NRM operations

### **Housekeeping**

- Cleaning will be completed as per Aramark Coronavirus specific plan following BCCDC guidance on cleaning
- Camp cleaning staff will wear and change disposable gloves between every camp room
- Camp cleaning staff will wear a mask at all times while cleaning

## Public Health Orders – That apply to NRM

<b>Alberta</b>	<b>British Columbia</b>
<p><u>Order 07-2020</u> – prohibits gatherings of more than 15 people and new restrictions for close contact businesses, dine-in restaurants and non-essential retail services (March 27, 2020)</p> <ul style="list-style-type: none"> <li>• <b>Exemptions and clarifications:</b> <u>Operators of industrial work camps</u> (March 30, 2020)</li> </ul>	<p><u>Industrial Camps – April 23, 2020 (PDF, 307KB)</u></p> <ul style="list-style-type: none"> <li>• <u>Delegation: Industrial Camps – April 23, 2020 (PDF, 213KB)</u></li> </ul>
<p><u>Order 05-2020</u> – requires any person who is a confirmed case of COVID-19 be in isolation for a minimum of 10 days from the start of their symptoms, or until symptoms resolve, and requires any person returning from international travel or is a close contact of a confirmed case to quarantine for a minimum 14 day period (March 25, 2020)</p> <ul style="list-style-type: none"> <li>• <b>Exemption:</b> <u>Quarantined and isolated persons who require COVID-19 testing or critical care for pre-existing medical conditions or emergency care</u> (April 1, 2020)</li> <li>• <b>Exemption:</b> <u>Quarantined and isolated persons who have minor children that require medical care</u> (April 13, 2020)</li> </ul>	<p><u>Travellers and Employers – April 14, 2020 (PDF, 365KB)</u></p> <ul style="list-style-type: none"> <li>• <u>Delegation: Travellers – April 14, 2020 (PDF, 255KB)</u></li> </ul> <p><u>Essential Workers Returning to BC - April 10, 2020 (PDF, 296KB)</u></p>
<p><b>Energy</b></p> <ul style="list-style-type: none"> <li>• <u>Ministerial order no. 219/2020 (Energy)</u> – suspends specific legislated reporting requirements for energy companies under the <i>Coal Conservation Act</i>, the <i>Oil</i></li> </ul>	<p><u>Federal Quarantine Order – March 24, 2020 (PDF, 428KB)</u></p> <ul style="list-style-type: none"> <li>• <u>Public Health Agency of Canada Essential Services – March 25, 2020 (PDF, 1.1MB)</u></li> </ul>

<p><i>and Gas Conservation Act and the Oil Sands Conservation Act (April 6, 2020)</i></p>	
	<p><a href="#">Mass Gatherings – March 16, 2020 (PDF, 197KB)</a></p>
	<p><a href="#">Manufacturing – March 25, 2020 (PDF, 515KB)</a></p>
	<p><a href="#">Construction Sites – March 22, 2020 (PDF, 512KB)</a></p>
<p>Alberta’s relaunch guidelines have “Must’s”, which are:  “Operators must adhere to the requirements in the Orders from the Chief Medical Officer of Health (CMOH)</p> <ol style="list-style-type: none"> <li>1. Implement practices to minimize the risk of transmission among workers</li> <li>2. Provide procedures for rapid response if a worker / attendee develops symptoms of illness</li> <li>3. Ensure that workers / attendees maintain high levels of sanitation and personal hygiene</li> <li>4. Comply, to the extent possible, with this guidance and any other applicable Alberta Health guidance found at <a href="https://www.alberta.ca/biz-connect.aspx">https://www.alberta.ca/biz-connect.aspx</a></li> </ol>	<p>BC has an Order of the Provincial Health Officer regarding Workplace Covid-19 Safety Plans (<a href="https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/class_order_employers_covid-19_safety_plans_covid-19_may_14_final.pdf">https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/class_order_employers_covid-19_safety_plans_covid-19_may_14_final.pdf</a>) that states that the employer is required to “post a copy of your COVID-19 Safety plan on your website, if you have one, and at your workplace so that it is readily available for review by workers, other persons who may attend at the workplace to provide services and members of the public” and provide a copy to a Health Officer or WSBC on request.</p>

## COVID-19 SAFE Return to Work Assessment

### Phase 1

#### **Demonstrating that we can operate safely.**

#### **We are following Physical Distancing Orders**

- No Violations of Public Health Orders.
- Employees and other workers can maintain 2m distance from others.
- Employees and other workers work from home.
- Employees and other workers [Self-isolate](#) if they are sick, even if it is not COVID-19.

#### **Operations**

- NorthRiver Midstream Inc. has established a safe environment for their employees, other workers and customers.
- Operations has adjusted to provide enhanced sanitation and to meet social distancing orders and is following the [COVID-19 Exposure Control Plan](#)
- We meet the Provincial Health Order regarding [Industrial Work Camps](#) in effect. (Jedney, Highway, Fort Nelson North Camp and Cabin Gas Plant Camp)

#### **Travel**

- NRM is avoiding all non-essential travel.

### Phase 2

#### **We are continuing to Operate Safely**

- NRM is monitoring site and office access
- Employees and other workers continue to self-screen
- Employees and other workers continue to work from home whenever possible
- No outbreaks impacting our facilities
- Appropriate facility has a site-specific access plan
- NRM follow the Covid-19 Safety Plan as required by WorkSafeBC
- Contractor access and screening in place
- Some essential travel to field facilities can resume

### Phase 3

#### **We have not been impacted by relaxing of public health restrictions (Camping, Parks, Transit, and Personal Services)**

- NRM can resume essential business travel (with manager approval) – (hotels are open)
- Small group (2 to 15 people) meetings will be organized in adherence with the 2 m social distancing
- NRM is monitoring site and office access
- Employees and other workers continue to self-screen
- Employees and other workers continue to work from home whenever possible
- No outbreaks impacting our facilities
- Facility is maintaining safe access
- NRM follow the Covid-19 Safety Plan as required by WorkSafeBC

## McMahon Access Plan

### 1. Contractor Access

- a. Contractor submits Covid-19 policy, plan or procedure to EHS or ISN for review.
- b. Plan is reviewed and a contractor is added to an approved list.
- c. Contractor provide health prescreen protocol (questionnaire) to their employees prior to travel to site.
- d. The paper copy of the health screen is not necessary – a record of name of the individual that is access is necessary – (a temperature check is optional).
- e. Contractors not following direction from CIMs or TA will have to go through main gate.
- f. Scaffolding, insulators and EPSCAN, CIMS can go through main gate until North Gate access gate is set up.

#### North Gate Access

- g. North Gate Access - contractor is screened either by an assigned contractor access coordinator (CIMs for TA work).
- h. Operations will need to update the site plan map as changes occur during operations and turnaround – outage coordinators – transition periods need to be recognized
- i. Currently H2S alive tickets have been extended so our advice – don't worry about expiry if they have a ticket, contractors and employees will be permitted access.
- j. Rule of thumb when working with tools in a sour area H2S Alive is required.
- k. Consultants, warehouse deliver, general access, visitors, non-tool work, Janitorial and office are exempt from H2S Alive.
- l. Working in the admin or maintenance are exempt from H2S.
- m. When in doubt call operations supervisor or EHS.
- n. For facial hair follow WorkSafeBC requirements as a minimum – if you need to wear a respirator for your job you need be clean shaven – rescue, leak detection, maintenance, ops staff, then try to stay clean shaven.
- o. Consultants, visitors clean shaven is optional – but if they are working in proximity, they will be required to wear a non-surgical face mask.
- p. Avoid getting into a situation where we risk fail to accommodate an individual that has facial hair for religious reasons.

### 2. Employee and Contingent Worker Access (Main Gate)

- a. Main Gate Access – employees and contingent workers are screened by security prior to entry
- b. Worker is scheduled to work or is invited by leader to attend work at facility.
- c. Worker self-screens with prescreen protocol – if yes to any question's worker does not access the site
- d. If no to all questions the worker reports to site.
- e. Worker enters office or facility
- f. Keep a log of access, (temperature screen is optional).

3. Turnarounds or large O&M project (any contractor accessing through the North Gate which will have 24-hour access).
  - a. A sign will direct each contractor to the appropriate gate.
  - b. Assign each contractor to their gate.
  - c. Set up gate 2 by June 15, 2020.
  - d. North Gate may not be accessible for Train A.
  - e. Contractor trailers are to be set in Trailer area near the North Gate
  - f. Contractor will assign an access coordinator to screen their workers prior to travel to site.
  - g. Contractor transports workers to site.
  - h. Security scans workers onto site checking safety and creating muster log.
  - i. Contractors and security will keep a copy of site access records.
  - j. EHS and security monitor to ensure contractors workers are maintaining physical distancing.
  - k. Map out class 1 div 1/class 2 div 2 zone for direction to issue hot work for delivery and vehicle access.

## Fort Nelson North and Cabin Gas Plant Access Plan

1. Travel to Fort Nelson
  - a. Employees self-screen for symptoms
  - b. If they are sick, they call Cam and Cam will work with HR to arrange replacement staff
  - c. If not, sick they drive to domestic or charter terminals (Calgary or Ft St John)
  - d. The employee complete airline pre boarding assessment if clear, they don N95 or non-surgical mask get on the plane
  - e. They flight to FN Airport
  - f. Transport by vehicle – one person per vehicle or two per vehicle with N95s or non-surgical masks
  - g. Transport by Helicopter – passengers wear N95 or non- surgical masks while on board
  - h. Employees check in at camp a health check and record are completed by the site medic/security
  - i. Camp Coordinator will maintain the records of the health checks
2. Employee and Contingent Worker Plant Access
  - a. Worker who is scheduled go to main gate or control room and scan in.
  - b. Worker enters office or facility and begins work.
  - c. Keep a log of access, (temperature screen is optional).
3. Contractor Access Day Use - (General and Deactivation Project access coordinated at main gate)
  - a. Contractor submits Covid-19 policy, plan or procedure to EHS or ISN for review.
  - b. Plan is reviewed and a contractor is added to approved list.
  - c. Contractor provides health prescreen protocol (questionnaire) to their employees prior to travel to site.
  - d. They keep screening records and provide to NRM upon request.
  - e. Security tracks their log in as per sites access system – Security will check and record day use and deactivation contractor’s access – workers with common symptoms including fever (over 38.0 degree Celsius) will not be allowed access and sent home.
4. Contractor Access Camp Use
  - a. Contractor provides health prescreen protocol (questionnaire) to their employees prior to travel to camp.
  - b. Contractor keeps screening records and provide to NRM upon request.
  - c. Contractor check in at camp, a health check and record are completed by the site medic/security.
  - d. Camp Coordinator will maintain the records of the health checks
  - e. Security tracks their log in as per sites access system – Security will check and record contractor’s access – workers with common symptoms including fever (over 38.0 degrees Celsius) will not be allowed access to camp and sent home.
  - f. The Contractor will be responsible for travel back to home base.
  - g. Contractors using the camp are restricted from using commercial flights until further public health restrictions are lifted.

## **Dawson Gas Plant and Fort Nelson Gas Plant Access Plan**

1. Employee and Contingent Worker Plant Access
  - a. Worker self-screens – if healthy proceed to site.
  - b. Worker go to main gate and scan in.
  - c. Worker enters office or facility and begins work.
  - d. Keep a log of access, (temperature screen is optional).
2. Contractor Access Day Use - (General and Deactivation Project access coordinated at main gate)
  - a. Contractor submits Covid-19 policy, plan or procedure to EHS or ISN for review.
  - b. Plan is reviewed and a contractor is added to approved list.
  - c. Contractor provides health prescreen protocol (questionnaire) to their employees prior to travel to site.
  - d. They keep screening records and provide to NRM upon request.
  - e. Security tracks their log in as per sites access system.

## **FSJ Booster Stations**

3. Employee and Contingent Worker Plant Access
  - e. Worker self-screens – if healthy proceed to site.
  - f. Worker enters office or facility, washes hands, logs in (with Gas Control or Operator) and begins work.
  - g. Keep a log of access, (temperature screen is optional).
4. Contractor Access Day Use - (General and Deactivation Project access coordinated at main gate)
  - f. Contractor submits Covid-19 policy, plan or procedure to EHS or ISN for review.
  - g. Plan is reviewed and a contractor is added to the list of approved contractors.
  - h. Contractor provides health prescreen protocol (questionnaire) to their employees prior to travel to site.
  - i. They keep screening records and provide to NRM upon request.