



**HORIZON NORTH**

# **COVID-19 Response**

**Manual**

*HNCC*

Rev.	Author	Date	Status and Description
1	E. Thompson	2020/03/10	<ul style="list-style-type: none"> <li>• Sect. 7; changed quarantine days to “as per regional health authorities.”</li> <li>• Sect. 17. Added provisions for smokers within the Special Request Card.</li> </ul>
2	E. Thompson	2020/03/11	<ul style="list-style-type: none"> <li>• Sect. 5; Guest Questionnaire – change made to be more simplified.</li> </ul>
3	E. Thompson	2020/03/13	<ul style="list-style-type: none"> <li>• Sect. 4 increased detail. Addition of Phase 1,2 and 3 in the Response category.</li> <li>• Sect. 5; Entry Questionnaire.</li> </ul>
4	E. Thompson	2020/03/15	<ul style="list-style-type: none"> <li>• Sect. 5; Entry Questionnaire.</li> </ul>
5	E. Thompson	2020/03/20	<ul style="list-style-type: none"> <li>• Sect. 14.2; Covid-19 kit contents</li> <li>• Sect. 9.1 and 10.1: Suspect rooms to be locked out for 7 days once vacant prior to entering</li> </ul>
6	E. Thompson	2020/04/27	<ul style="list-style-type: none"> <li>• Sect. 1.0: Provisions for the plan to be posted at site</li> <li>• Sect. 1.7: Roles and responsibilities</li> <li>• Addition of section 6.3; JHA reference</li> <li>• Sect. 5.1: criteria for access or removal from site</li> <li>• Cloth mask Use</li> <li>• Sect. 5.1; Entry questionnaire: <ul style="list-style-type: none"> <li>○ Question 2 – Reworded to capture returning workers who tested positive for Covid-19 for re-entry to our worksites.</li> <li>○ Question 4 – Changed wording to reflect if worker is currently under any orders to isolate.</li> </ul> </li> <li>• Temperature screening</li> <li>• Addition of Contractor Site Specific Orientation form</li> </ul>
7	E. Thompson	2020/05/13	<ul style="list-style-type: none"> <li>• Sect. 1.5. Additional symptoms added</li> </ul>
			<ul style="list-style-type: none"> <li>• Added section 1.6; Wellness</li> </ul>
			<ul style="list-style-type: none"> <li>• Sect. 1.8.2. Added to Site Leadership responsibilities</li> </ul>
			<ul style="list-style-type: none"> <li>• Sect. 4; Changes to Emergency procedures</li> </ul>
			<ul style="list-style-type: none"> <li>• Added section 4.1; First Nations and First nations health Assessment</li> </ul>
			<ul style="list-style-type: none"> <li>• Sect. 5.0. Changes to Entry Questionnaire to accommodate contact tracing</li> </ul>
			<ul style="list-style-type: none"> <li>• Added sect. 6.4; Stopping the Spread</li> </ul>
			<ul style="list-style-type: none"> <li>• Added sect. 6.5; Stopping the spread away from work</li> </ul>
			<ul style="list-style-type: none"> <li>• Added sect. 6.6; Movement of site occupants</li> </ul>
			<ul style="list-style-type: none"> <li>• Added sect. 8.3; Post International Travel</li> </ul>
			<ul style="list-style-type: none"> <li>• Added sect. 8.4; Staff Transportation</li> </ul>
			<ul style="list-style-type: none"> <li>• Added sect. 8.4.1; Bus or Van Transportation</li> </ul>
			<ul style="list-style-type: none"> <li>• Added sect. 8.4.2; Truck or Car Transportation</li> </ul>
			<ul style="list-style-type: none"> <li>• Sect. 9.1 and 10.1; changes to Lodging</li> </ul>
			<ul style="list-style-type: none"> <li>• Added Sect. 9.8 and 10.6; Guest Wellness</li> </ul>
			<ul style="list-style-type: none"> <li>• Form 6.1065a Contractor-Visitor Site Orientation - Covid-19 amended</li> </ul>
			<ul style="list-style-type: none"> <li>• Form 6.1095a – Health and Safety Meeting Minutes added</li> </ul>
			<ul style="list-style-type: none"> <li>• First Nations and First Nations Health Centers Assessment Form added</li> </ul>
			<ul style="list-style-type: none"> <li>• Added sect. 16.1; Pods</li> </ul>

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## 1.0 INTRODUCTION

The following is the COVID-19 Response Plan that will provide the necessary information regarding shelter in place protocols.

This document is to be printed and posted at site.

### 1.1 Definitions:

- **Outbreak:** is a sudden increase in occurrences of a disease in a particular time and place. It may affect a small and localized group or impact upon thousands of people across an entire continent.
- **Epidemic:** is the slow spread of infectious disease to a large number of people in a given population within a short period of time, usually two weeks or less. For example, an attack rate in excess of 15 cases per 100,000 people for two consecutive weeks is considered an epidemic.
- **Pandemic:** is an epidemic of infectious disease that has spread through human populations across a large region; for instance multiple continents, or even worldwide. A widespread endemic disease that is stable in terms of how many people are getting sick from it is not a pandemic. Further, flu pandemics generally exclude recurrences of seasonal flu. Throughout history there have been a number of pandemics, such as smallpox and tuberculosis. A pandemic is most likely to occur when a new influenza strain emerges. It will spread rapidly because people will not have any natural resistance to it. It is impossible to predict the scale, severity and impact of a pandemic, and pandemics are often known to have more than one “wave” or period of extensive outbreak. For further guidance on this issue please refer to the Centres for Disease Control and Prevention (CDC) (<http://www.cdc.gov/>) and World Health Organization (WHO) (<http://www.who.int/en/>).
- **Quarantine:** A necessary physical separation and restriction of movement of individuals, groups and communities that have been exposed to a contagious disease but are not ill. Quarantines are the segregation of these persons within defined geographic areas. Quarantines may be done at home or in a restricted area depending on the specific nature of the event.
- **Isolation:** To separate an individual with a specific infectious illness from those who are healthy and have not been exposed to the contagion. This involves physical separation, from the others in order to stop the spread of illness and allows for the delivery of specialized health care to protect healthy people from getting sick. This may be accomplished in the home or in a separate room of a facility depending on the specific nature of the event.
- **Social Distancing:** A voluntary, recommended limitation of physical contact. It can be simple, such as maintaining a double arm length distance and not shaking hands.

## 1.2 Purpose

An influenza pandemic in Canada would present many challenges throughout Horizon North Logistics Inc. and its group of companies' (Horizon North) operations. The purpose of this document is to provide a planned and structured way of working in the event of a pandemic resulting in a site quarantine.

Past pandemics have spread globally in two and sometimes three waves over a period of months; such rates of absenteeism could see the disruption of services such as power, transportation and communications. It is also anticipated that schools could be closed to prevent the spread of infection.

The following procedures should align to local, provincial and federal contingency plans and are designed only to be implemented when a site quarantine situation is determined by WHO and or provincial Health Services. The aim of these procedures is to make best efforts to ensure adequate service levels and employee/guest relations are maintained during a quarantine situation.

The purpose of this plan is to address the following issues related to COVID-19 Response:

- Creating a culture of infection control in the workplace to include policies regarding remaining off-site while ill, refusal of unsafe work, systems to reduce infection transmission, and worker education;
- Establishing contingency plans to maintain delivery of services during times of significant and sustained worker absenteeism;
- Establishing lines of communication with our service providers to ensure continuation of support while a site is quarantined.

## 1.3 Scope

This Statement of Policy and Procedure applies to all Horizon North employees, guests and clients.

## 1.4 Covid-19 Spread

The novel coronavirus, COVID-19, is transmitted via larger liquid droplets when a person coughs or sneezes. The virus can enter through these droplets into the eyes, nose or throat of individuals who are nearby. The virus is not known to be airborne (e.g. transmission through particles that are suspended in the air). It can also be spread by close personal contact (such as touching or shaking hands) or touching an object or surface with the virus on it, and then touching your mouth, nose or eyes before washing your hands. That's why we recommend you cough or sneeze into your arm, wash your hands regularly, and avoid touching your face. The virus can also be spread by contact with feces.

**1.5 Covid-19 Symptoms**

While many of the characteristics of COVID-19 are still unknown, mild to severe illness has been reported for confirmed cases. The symptoms of COVID-19 are like other respiratory illnesses, including the flu and common cold. They include:

- Chills/fever
- A new cough or a chronic cough that is worsening
- New shortness of breath or chronic shortness of breath that is worsening
- Difficulty breathing
- Stuffy nose
- Runny Nose
- Sore throat
- Headache
- Muscle/joint ache
- Feeling unwell/fatigue/severe
- Nausea/vomiting/diarrhoea/unexplained loss of appetite
- Conjunctivitis (pink eye)
- Loss of sense of smell or taste

**1.6 Wellness.**

If you and or staff are feeling anxious:

- Keep things in perspective.
- Get the facts.
- Communicate with your children and loved ones.
- Remember basic well-being practices.
- Maintain work/life balance.
- Stay in regular contact with friends/family and use technology creatively to do this.
- Practice mindfulness.
- Regulate your news media monitoring, especially TV news. Read articles, instead.
- A good antidote to adversity is kindness and compassion.
- Reach out to your supervisor
- EAP is available

**1.7 References**

World Health Organization (WHO)	<a href="http://www.who.int/en">www.who.int/en</a>
Canadian Centre for Disease Control (CDC)	<a href="http://www.cdc.gov">www.cdc.gov</a>
Public Health Agency of Canada	<a href="http://www.phac-aspc.gc.ca">www.phac-aspc.gc.ca</a>
Alberta Health	<a href="https://albertahealthservices.ca/">https://albertahealthservices.ca/</a>
Saskatchewan Health	<a href="https://www.saskhealthauthority.ca/">https://www.saskhealthauthority.ca/</a>
British Columbia Centre for Disease Control	<a href="http://www.bccdc.ca/">http://www.bccdc.ca/</a>
Ontario	<a href="https://www.ontario.ca/page/2019-novel-coronavirus">https://www.ontario.ca/page/2019-novel-coronavirus</a>

## 1.8 Roles and Responsibilities

### 1.8.1 Incident Commander (Jeff Litchfield and or E. Thompson)

- To report any cases or covid1-19 developments to the Corporate Senior Leadership Team.
- Support site leadership with precautionary, presumptive or actual cases.
- Liaise with Public Health authorities and report any cases.

### 1.8.2 Site Leadership (Lodge Managers)

- To act as the site Covid-19 Response Plan Coordinator.
- To remain in camp when off shift whenever possible. Any personal purchases to be arranged without visiting nearby communities.
- To ensure staff remain in camp when off shift whenever possible. Any personal purchases to be arranged without visiting nearby communities.
- To review, follow and support all aspects of the Covid-19 Response Plan as detailed within, as the minimum standard.
- Maintain a site map which identifies the following:
  - Dining areas
  - Recreational activity areas (e.g., fitness facilities, games rooms, etc.)
  - Washrooms and showers
  - Areas intended for isolation and quarantine
  - Medical and first aid offices and resources
  - Site entry and exit points
  - Client lodging check in and check out (i.e. front desk)
- In order to facilitate public health follow-up with symptomatic individuals and those exposed, Site leadership must maintain a running list of all visitors that have been to the camp. Visitors include anyone coming on site that does not register as an overnight client, such as social visitors, delivery persons, repair persons, etc. This inventory list must be maintained for at least six weeks and must contain:
  - Full name
  - Telephone #
  - Email address
  - Date of visit
  - Reason for their visit (activity)This information can be captured by including it on Form 6.1065a; Contractor Site Specific Orientation – Covid-19 on [SharePoint](#). For your convenience a copy this orientation is included in the forms section of this document.
- Maintain a 6-week rolling inventory of staff and guests that have been to your site capturing the following information:
  - Full name;
  - Address;

- Employer name; and
- Phone Number
- To wear a mask while at work and when outside of their room when social distancing has the potential to be compromised.
- To ensure all staff are trained in Covid-19 Response; available from NorthPass.
- To report any symptoms (cases) to the [hncec.com](https://hncec.com)
- To Report, **under the direction** of the [hncec.com](https://hncec.com) cases to the [Health Officer](#) if the site is in BC and to [AHS](#) if the site is in Alberta. AHS / Rapid Response Line: 1-800-732-8981 (0800-2200h) ask for “Environmental Public Health on Call” (EPHOC). Who will take info who will then pass it on to Disease Control.
- All other cases will be reported as per the regional health authority requirements.
- To inform their supervisor of anyone that does not comply with the protocols (Covid-19 response Plan). If the protocols cannot be followed than Sr. Ops Manager to report noncompliance to the incident commander who will in turn notify the [Health Officer](#) if the site is in BC and to Alberta OHS if the site is in Alberta. All other cases will be reported as per the regional health authority requirements.
- If any symptoms of COVID-19 develop (i.e. fever, sore throat, coughing, sneezing, or difficulty breathing) while away from their room, they must return immediately to their room while avoiding contact with other people to the greatest extent possible, and notify their supervisor who will in turn:
  - Have the employee call 811.
  - Report the incident to [hncec.com](https://hncec.com); and
  - Follow the recommendations of the health representative from 811.
- To have a face covering and or tissue on their person you use in the event they start experiencing any symptoms thus allowing them to get to their room without potentially exposing themselves to others.

### 1.8.3 All Employees

- To inform their supervisor of anyone that does not comply with the protocols (Covid-19 response Plan).
- To remain in camps when off shift whenever possible. Any personal purchases to be arranged without visiting nearby communities.
- To take breaks and or meals during non-peak hours whenever possible.
- To wear a mask while at work and when outside of their room when social distancing has the potential to be compromised.
- If any symptoms of COVID-19 develop (i.e. fever, sore throat, coughing, sneezing, or difficulty breathing) while away from their room they must return immediately to their room while avoiding contact with other people to the greatest extent possible, and notify their supervisor who will in turn:
  - Have the employee call 811.
  - Report the incident to [hccc.incident.commander](mailto:hccc.incident.commander); and
  - Follow the recommendations of the health representative from 811.
- To have a face covering and or tissue on their person you use in the event they start experiencing any symptoms thus allowing them to get to their room without potentially exposing themselves to others.

### 1.8.4 Front Desk Attendant

- Have readily available, a tissue and or mask, to provide to anyone that checks in who has a temperature at or above 38 centigrade and or displays and or discloses any symptoms such as sore throat, coughing, sneezing, or difficulty breathing.
- To remain in camps when off shift whenever possible. Any personal purchases to be arranged without visiting nearby communities.
- To inform their supervisor of anyone that does not comply with the protocols (Covid-19 response Plan).
- To wear a mask while at work and when outside of their room when social distancing has the potential to be compromised.
- If any symptoms of COVID-19 develop (i.e. fever, sore throat, coughing, sneezing, or difficulty breathing) while away from their room they must return immediately to their room while avoiding contact with other people to the greatest extent possible, and notify their supervisor who will in turn:
  - Have the employee call 811.
  - Report the incident to [hccc.incident.commander](mailto:hccc.incident.commander); and
  - Follow the recommendations of the health representative from 811.
- To have a face covering and or tissue on their person you use in the event they start experiencing any symptoms thus allowing them to get to their room without potentially exposing themselves to others

## 2.0 COVID-19 RESPONSE TEAM

Divisional Incident Commander will appoint a COVID-19 Response Team (CRT) consisting of all levels of personnel with representation from all departments and areas of operations. The CRT will appoint a Coordinator to oversee all areas of planning and response. The Coordinator will appoint a back-up employee to assume their duties in the event of their own illness.

The members of the CRT team will be synonymous to the same type individuals identified as per the Emergency Response team

### 2.1 Covid-19 Response Coordinator

The coordinator for the COVID-19 Response Team is responsible to make best efforts for the following:

- Monitor issues and information related to pandemics to keep the plan up to date;
- Recommend any changes to the plan as circumstances warrant;
- Direct employee training;
- Work with Human Resources Manager and Health, Safety and Environment Manager to establish relevant policies and procedures;
- Communicate with public health agencies, emergency responders and others regarding the plan, and understand their capabilities should an outbreak occur;
- Develop a plan to keep employees informed of developments as they occur, including employees who remain at home;
- Attend external training/seminars about specific pandemic outbreaks in order to remain current about the pandemic threat in our community;
- Maintain an Emergency Response Contact Sheet; and
- Implement this plan should it become necessary.

### 2.2 Covid-19 Response Team

Members of the Pandemic Response Team are responsible to make the best efforts for the following:

- Identify and communicate to the Coordinator which employees, vendors, suppliers and systems are essential to maintaining operations within their areas of operations;
- Ensure cross-training for all positions which are considered essential to maintaining operations within their areas of operations;
- Maintain a list of duties and positions for which individual employees are cross-trained. Should staffing levels drop due to an outbreak or positive exposure, supervisors will use this list to fill in positions where needed;
- Identify and communicate to the Coordinator the names of possible auxiliary employees who could perform certain job duties in the case of a pandemic (e.g. consultants, temporary work services, casual employees, retired employees);
- Develop and communicate to the Coordinator an emergency communications plan for their areas of operations, including identification of key personnel, vendors, and customers;
- Develop and submit a plan to continue operations at their locations with the least possible number of staff;

- Ensure that all employees in their departments are adequately trained on emergency procedures and prevention of illness, in the case of a pandemic;
- Ensure employees are provided with information necessary to make an informed decision regarding vaccine;
- Assist the Coordinator in the implementation of the plan at their locations.

### 3.0 EMERGENCY RESPONSE DRILL

#### 3.1 Tabletop Drill

Tabletop ERP drills for Pandemic involves all OSI Commanders, OSI Wardens, maintenance personnel and available staff not currently involved in critical activities. The purpose of the drill is to review the roles and responsibilities of staff during an emergency. The drill will not test any practical skills of staff or occupants; however, it will provide the OSI Commander, Alternate OSI Commander, OSI Wardens and staff group direction reviewing their roles if there is a quarantine situation. Additionally, this exercise is to be reviewed:

- Following a tabletop drill.
- Whenever a new person is evaluated for the role of OSI Commander or OSI Warden.
- Whenever changes are made to the ERP quarantine process.

The following topics are to be covered in the tabletop discussion led by the OSI Commander – Alternate OSI Commander:

- Review the Emergency Response Plan in detail with all staff.
- Go over general roles and responsibilities including:
  - Testing knowledge of the Covid-19 response online training;
  - How to use the Covid -19 designated PPE;
  - How to use the Clorox 360 machine; and
  - How to maintain control in the event of an evacuation due to another emergency such as the fire alarm.
- Ensure that everyone is aware of muster point and how to congregate dorm occupants.
- Location of gas shut off valve is discussed; maintenance team to shut in.
- Familiarize everyone with emergency equipment on site, such as:
  - Fire extinguisher location
  - Fire extinguisher operation (PASS)
  - Fire hose operation
  - First aid kit location
  - Burn kit location
  - Alarm location
  - Communication and radio protocols
  - Muster point location
  - AED
- Discuss any new additions to ERP.
- Document any areas of concerns or areas of opportunity.
- Complete the Emergency Response Plan Drill form located in Cube.
- To ensure a more complete understanding of everyone’s roles and responsibilities, the meeting is to involve open ended questions.

**4.0 EMERGENCY PROCEDURES**

<b>Preparedness: Outbreaks Abroad – Provincial Cases</b>	
<b>Position</b>	<b>Responsibilities</b>
On Scene Commander ( <i>Senior HN person on site</i> )	<ul style="list-style-type: none"> <li>• Conduct ERP drills with staff and client representatives</li> <li>• All staff to be made aware of their roles as per regular ERP training as per the online Covid-19 response training.</li> <li>• Maintain a list of HNCC employees that are trained in the Covid-19 response procedures and share the list with the <b>Incident Commander</b> at <a href="mailto:hncc.incident.commander@horizonnorth.ca">hncc.incident.commander@horizonnorth.ca</a>.</li> <li>• Ensure Pandemic kit is readily available and that all personnel know where they are and how to use the contents.</li> <li>• Trays and cutlery located at entrance of dining room just after disinfecting.</li> <li>• Regular wipes of high touch areas; milk handles, beverage machines, sneeze guards. Every fifteen minutes.</li> <li>• Change utensils at salad bar, bakery, any self-serve location every 10 minutes.</li> <li>• Pastries will be plated / individually wrapped.</li> <li>• Disinfect chairs and tables regularly – As guests leave the table.</li> <li>• Disinfect door handles to common area doors hourly</li> <li>• Gloves available at entrance.</li> <li>• Disinfecting high touch areas in common areas 3 times per day</li> <li>• Increased disinfecting of all recreation equipment.</li> <li>• Increased disinfecting of all entertainment building equipment, chairs, tables.</li> <li>• Social distancing of 2 meters communicated visually and verbally to staff and guests</li> <li>• Access to site is to only those deemed necessary by site leadership as necessary for the safe and effective operation of site.</li> <li>• Provide tissues and lined garbage bins for use by staff and clients. No-touch garbage cans are preferred.</li> <li>• Signage posted at camp regarding site entry requirements, hand sanitizing (hygiene), social distancing, preventative measures and a Covid -19 designated bulletin board for additional messaging.</li> </ul>
<b>Alert: Pandemic Declared by WHO</b>	
<b>Position</b>	<b>Responsibilities</b>
All HN staff	<ul style="list-style-type: none"> <li>• Assist in alerting all personnel on site as per Public Health.</li> </ul>
On Scene Commander ( <i>Senior HN person on site:</i> )	<ul style="list-style-type: none"> <li>• Same as “Preparedness” plus the following:</li> <li>• Communicate status and Preparedness Plan to the Incident Commander.</li> <li>• Site leader will designate resources and frequency for the sanitization of high traffic areas that will be disinfected using a single use disposable wipes including entrances, exits, eating surfaces and chairs etc.</li> <li>• Remove Salad bar option</li> <li>• Accommodations rooms disinfected before a change in occupants.</li> <li>• Deploy hand sanitizers stations in high traffic areas.</li> <li>• Provide single use hand gloves for use in dining room and bag up room. Gloves only to come off while eating.</li> <li>• All public areas such as gyms and rec rooms to be closed.</li> </ul>
Incident Commander (Senior HN Person; Off Site)	<ul style="list-style-type: none"> <li>• Ensure support services are in place to facilitate services to the site.</li> </ul>

<b>Response: Phase 1- Isolations at site</b>	
<b>Position</b>	<b>Responsibilities</b>
On Scene Commander ( <i>Senior HN person on site</i> )	<ul style="list-style-type: none"> <li>• Same as “Alert” plus the following:</li> <li>• Act in accordance to Public Health.</li> <li>• Initialize section 10.0 of this manual: Isolation Procedures.</li> <li>• Ensure that affected personnel are “quarantined” to their rooms only.</li> <li>• Use items in Pandemic kit whenever required to provide necessities to the “isolated” individuals.</li> <li>• Communicate status to the Incident Commander once the Isolation is complete  <a href="mailto:hnc.incident.commander@horizonnorth.ca">hnc.incident.commander@horizonnorth.ca</a> <ul style="list-style-type: none"> <li>◦ <i>The Incident Commander group will be responsible for further communication up the corporate emergency response chain.</i></li> </ul> </li> <li>• If possible, provide one full dorm/area for “Isolation cases” only. Do not mix potentially infected with others.</li> </ul>
All HN Staff	<ul style="list-style-type: none"> <li>• Assist the On-Scene Commander with any duties required.</li> </ul>
Incident Commander (Senior HN Person; Off Site)	<ul style="list-style-type: none"> <li>• Communicate updates from site(s) to the Major Incident Response stakeholder group at <a href="mailto:majorincidentresponse@horizonnorth.ca">majorincidentresponse@horizonnorth.ca</a></li> <li>• Direct all field activities and required support.</li> </ul>
<b>Response: Phase 2- Site Cases</b>	
On Scene Commander ( <i>Senior HN person on site</i> )	<ul style="list-style-type: none"> <li>• Same as Response Phase 1 plus the following:</li> <li>• If possible, provide one full dorm/area for “Isolation cases” only. Do not mix potentially infected with others.</li> <li>• Stagger meals times to reduce number of people present at any one time while maintaining social distancing of 2 meters.</li> <li>• Provide option for takeout meals to be consumed in their room when possible.</li> <li>• Designated person for high touch areas.</li> <li>• Pre-packaged items to be made available.</li> </ul>
<b>Response: Phase 3 - Site Quarantine</b>	
On Scene Commander ( <i>Senior HN person on site</i> )	<ul style="list-style-type: none"> <li>• Same as Response Phase 2 plus the following:</li> <li>• Initialize section 9.0 of this manual: Shelter in Place – Quarantined</li> <li>• Use items in Covid-19 kit whenever required to provide necessities to the “quarantined” individuals.</li> </ul>

#### **4.1 First Nations and First Nations Health Assessment**

Indigenous populations face heightened health risks due to lower health outcomes compared with nonindigenous Canadians. First Nations, Métis, and Inuit populations disproportionately face health disparities linked to the social determinants of health (i.e. social, economic, cultural, political inequities). As such, all employees must respect any precautions being taken to avoid carrying this virus into First Nations communities. Employers who are travelling to or established near a First Nations community, must connect with regional health authorities to be advised of any current precautions being taken in the region. It is recommended that individuals living at large industrial camps do not seek medical care from a local First Nations health center. There are inadequate resources to sustain an influx of external cases. If an employee who is symptomatic wishes to return to their home in a First

Nation community, the First Nation health center should be notified to determine that enough resources are in place to support isolation of the individual on arrival.

Please refer to section 17, the forms section, to complete an assessment if your lodge is in proximity to any First Nations communities or if the lodge has employees residing on First Nations community lands.

**5.0 SITE ACCESS**

**5.1 Entry Questionnaire** (section 17; Forms section)

Personal Information (Print)			
First Name:		Last Name:	
Home Address:			
Contact #:		Email address:	
Name of company employing you			
Name of company employing your company			
Your Supervisors Name			
Contact # for your supervisor			

Questionnaire	
1. Have you returned from travel outside of Canada in the last 14 days?	<input type="checkbox"/> YES <input type="checkbox"/> NO
2. Within the past 14 days have you had *close contact with someone who is currently confirmed as having an active case of COVID-19?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3. Are you exhibiting any the symptoms of COVID-19 (cough, sneezing, fever, sore throat and difficulty breathing)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
4. Are you currently under any orders to isolate as per Health Canada or Provincial COVID-19 notifications?	<input type="checkbox"/> YES <input type="checkbox"/> NO

**\*Close Contact** meaning living in the same house, face to face contact for a few minutes, being coughed on, being within 2 metres of the person for more than 15 minutes.

Applicant's statement	
I hereby declare that the answers to all questions are, to the best of my knowledge, correct, and that I have not withheld any information regarding my present health.	
Signature:	
Date:	

Office Use Only	
HNL Rep Signature:	
Site Name:	
Date:	

## 5.2 Site Screening

Based on the responses provide from the Entry Questionnaire on the previous page the following action to be taken:

- Yes, to Question 1, means no site access for 14 days symptom free since their return.
- Yes, to Q2, Q3, means contact public health and get clearance from Public Health prior to site entry.
- Yes, to Q4 means, you must complete the isolation period prior to being allowed site access and have received Public Health clearance to do so.
- No to all questions proceed as normal.
- Yes to any of the questions will result in the following:
  - Not be permitted entry to the lodge if they have nonpublic means of transportation
  - OR-
  - Be isolated on site and will complete, at a minimum, a Public Health self-assessment

If they are already a guest and start to exhibit symptoms of Covid-19, they must be isolated and public health contacted.

## 5.3 Provincial protocols for suspected cases

### Alberta

If there is a suspected covid-19 case, call Alberta Health Services (AHS) at 811 if calling from within Alberta. Alternatively dial [1-866-408-5465](tel:1-866-408-5465) if dialling outside the province.

Once dialled, provide details regarding signs and symptom. AHS will then advise on next steps. If such a step includes testing on site, they will travel to the site. Do not show up at a medical centre unannounced.

### British Columbia

If there is a suspected covid-19 case, the following link will locate health care facilities in your area by typing in your region and closest city: [List of Health care facilities](#). Once a health Care facility is located apprise them of the signs and symptoms and they will advise on testing protocols if warranted. Do not show up at a medical centre unannounced.

### Saskatchewan

If there is a suspected covid-19 case at JDL, contact the site medic.

If you are not at JDL, call HealthLine at 811 if calling from within Saskatchewan. Alternatively dial 1-877-800-0002 if dialling outside the province. Once dialled, provide details regarding signs and symptom. HealthLine will then advise on next steps.

### Nunavut

All sites in the north are client sites. Contact the client representative if a Covid-19 case is suspected. The onsite medic will take the lead in any adjudication.

For Nunavut, health services refers to the Canadian government [Public Health Services](#) website and the following number for inquiries: 1-833-784-4397.

#### 5.4 Temperature checks

To maintain our diligence on the prevention of the spread of COVID-19, HNL has instituted the following for its open camps and for client camps with their support.

- Temperature checks will be completed for all guest and staff during check in's as part of the residency conditions. If any person registers a temperature of 38 Degrees Celsius or higher, they will:
  - Not be permitted entry to the lodge if they have nonpublic means of transportation
  - OR-
  - Be isolated on site and will complete, at a minimum, a Public Health self-assessment
- Temperature checks to be taken of staff every day:
  - To be completed at the safety meetings and or when symptoms develop
  - Temp checks to be documented in the safety meeting indicating that they occurred
  - Staff also to be asked if they are fit for Duty and asked if they are exhibiting or experiencing any of the Covid-19 symptoms (i.e. fever, sore throat, runny nose, coughing, sneezing, or difficulty breathing etc.).
  - To facilitate ongoing Monitoring of staff during safety meetings the safety Meeting form has been amended to accommodate this during Covid-19 conditions. Refer to section 17 of this document for a copy.

## 6.0 SUSPECTED OR CONFIRMED CASES; *Process*

### 6.1 Confirmed Case:

If a person has been diagnosed with COVID-19. CDC and provincial protocols require that individual to identify where they have been and if this site has been identified, Provincial Health will enter the site to test all occupants for COVID-19 and may issue a quarantine order.

### 6.2 Suspected Case:

If there is a suspected Covid-19 case at site the person, if still not checked in, will be turned away as per the signage that will be displayed. Once this person has been turned away, the area in which they were present will be isolated from the general public and disinfected. The individual that is turned away to be free of symptoms as per provincial Public Health prior to returning to camp.

If there is a suspected Covid-19 case at site with a resident due to them displaying the signs and symptoms, they will be isolated to their room as per the Pandemic – Influenza Manual guidelines until such time their supervisor (company) is apprised of the situation and arrangements have been taken for their removal from site. Removal from site not to be accomplished through means of public transportation. Suspected person(s) to have been deemed fit for duty by Public Health prior to being able to return to camp.

If a person has been diagnosed with COVID-19. CDC and provincial protocols require that individual to identify where they have been and if an HNL site is identified, Provincial Public Health may enter the site to test all occupants for COVID-19 and may issue a quarantine order based on their findings.

### 6.3 Hazard Analysis

Various JHAs have been developed to address opportunities presented by Covid-19. These JHAs are available on the SharePoint site or from your HSE/Operations representative. These JHAs include, but are not limited to the following titles:

- Disinfecting: Clorox 360
- Disinfecting: Isolated rooms
- Disinfecting: Public areas
- Dusting: High
- Dusting Low
- Face Masks (includes Cloth)
- Isolated Rooms: Delivering Items
- Isolated Rooms: removing Items
- Mopping
- Thermometer Use
- Transport: Deliveries; Site under Quarantine
- Transport: Personnel; Suspected Cases

#### 6.4 Stopping the Spread

All staff, clients, guests and vendors have legal obligations to prevent exposure to others during transport and isolation/quarantine periods at home or in off-site facilities.

#### 6.5 Stopping the Spread Away from Work

Many measures outlined within the Covid-19 Response Plan are not exclusive to the worksite and extended facilities. The following is a non-exclusive list of opportunities that are either listed within this plan or available from the various public health authorities regarding preventative measures to Covid-19 exposure.

- Do not return to work if you are symptomatic
- Truthfully complete Site Entry Questionnaires before returning to work – do not place others and your family at risk
- Complete the provincial self-assessments if you are symptomatic or in any doubt
- Maintain social distancing of 2 meters whenever possible
- Encouraging others that do not maintain social distancing to comply
- If unable to social distance wear a face covering
- Use hand sanitizer only as an alternative to soap and water
- Carry hand sanitizer to use if you have touched any surface such as railings, buttons on an elevator, carts, parking meters, door handles, buttons on an ATM etc...
- Use utensils (do not use your hands to eat finger food)
- Use a napkin for pump dispenser condiments (ketchup, etc.)
- Do not eat from open snack dishes (e.g. peanuts, candy)
- Do not share dishes and drinks
- Cover your cough or cough into your forearm
- Avoid touching your face
- Avoid gatherings of 15 or more people
- Order groceries online if possible
- Shop when there are fewer shoppers in stores
- Wipe down grocery carts and baskets and wash or sanitize your hands before entering and leaving the store
- Use store self-check-out if possible
- Use curbside pickup where possible
- Wiping down and disinfecting surfaces
- Stay away from others that are either confirmed cases, symptomatic and or in isolation

#### 6.6 Movement of site Occupants

If a person is required to be moved either from their current room to an isolation/quarantine area or if moved off site, it must be done in such a manner that protects the individual and those around them / public. Ultimately, the person being moved is to move their own items to either another room or to a mode of transportation. Alternatively, the occupant's supervisor will arrange to move items based

on their company's protocols. If equipment, such as carts, are used to move the items, it must be disinfected prior to it being used again.

## 7.0 QUARANTINE PROCEDURES

The following are potential requirements that may be ordered by Provincial Authorities:

- Remain in quarantine for one incubation period as per regional health authorities.
- Employees, contractors or clients who are in the field or remote locations at the time of exposure or infection will be quarantined or isolated in their regular sleeping quarters. If the number of people in quarantine or isolation is diagnosed with COVID-19 they will be placed in a separate dorm (Wing) with other confirmed cases;
- Persons in quarantine or isolation are required to wear nitrile gloves and a surgical mask anytime he/she is out of his/her regular sleeping quarters. E.g. ERP when mustering is required.
- All meals and supplies will be delivered on a regular schedule to the sleeping quarters of persons in quarantine or isolation;
- All common areas are off limits; and
- Common areas such as rec rooms, fitness rooms etc that that can be restricted with a door to be locked.

## 8.0 COVID-19 RESPONSE TRANSPORT PROTOCOL

### 8.1 Transport of Suspected or Confirmed case

Best efforts will be made to transport a person in isolation off site, but they may be required to stay on site for up to 14 days as per regional health authorities. Horizon North employees being removed from the site will be transported to the Point of Departure (POD) or to the nearest medical treatment facility if necessary and or as directed by Public Health if applicable. The POD is the location that the employee was dispatched from determined by the employee's Manager - usually Edmonton, Grande Prairie, Fort McMurray, Kitimat, Prince Rupert Saskatoon or Fort St John. The POD is the point at which Horizon has directed the mode of transport and or has facilitated the mode of transport.

### 8.2 Transport Procedures for Suspected or confirmed case

If a contractor or client requires transport, the Site Supervisor will relay the information to the associated company.

Transporting of Horizon North employees off site will be done so according to the following procedures and or Public Health:

- Site Supervisor will notify either onsite transport driver, or the HNCC Transport supervisor if offsite driver is required;
- The Transport Supervisor or designate will coordinate transportation for Horizon North employees if off-site transport driver is required, and then will notify Site Supervisor of arrangements;
- Site Supervisor will notify their supervisor and HSE Field Coordinator of transport arrangements;
- Site Supervisor will contact nearest medical facility to arrange employee drop-off if applicable;
- Site Supervisor will accompany employee to transport vehicle, and confirm arrangements with transport driver;
- Only the driver and persons being transported will be permitted in the transport vehicle;
- Drivers of transport vehicles will be provided with information regarding suspected or actual employee condition and or symptoms.
- Transporting of Horizon North personnel will be done so by the most straightforward route, only stopping if necessary;
- Drivers of transport vehicles is required to wear a surgical mask, eye protection and hand coverings throughout the process unless there is a barrier between the front seat and rear seats;
- Horizon North employees being is required to wear a face covering and hand coverings throughout the process;
- Social distancing to be always maintained;
- Transport vehicle is to be cleaned and disinfected using Oxivir and or Virox following transport;
- Drivers will notify the Site Supervisor, who will in turn notify the HSE Field Coordinator when transport is complete; and
- HSE Field Coordinator will notify Horizon North HSE and HR Managers of transport.

### 8.3 Post International Travel

All personnel, including guests and clients, are to isolate for 14-days and monitor for symptoms if returning from travel outside of Canada. If symptoms develop in that time, they must isolate for at least 10 additional days from the onset of symptoms or until symptoms resolve, whichever is longer.

All individuals that fall into this category and or have symptoms are not to proceed to site. Horizon North has communicated this requirement to all vendors on ComplyWorks and with staff.

### 8.4 Staff Transportation

Proper precautions to be exercised when travelling to and from accommodation and work sites, including frequent handwashing and avoiding touching one's own face, maintaining physical distancing, cleaning and disinfecting high touch points like door handles, and minimizing contact with crowds and public places.

All transport vehicles to have:

- disinfecting wipes and or a method of disinfecting; and
- face coverings for staff when social distancing is not possible.

Vehicles are to be cleaned at the start of each working day and throughout the day, drivers clean and disinfect frequently touched surfaces in the vehicles using an alcohol-based cleaner or disinfecting wipes/spray and paper towel; if these are unavailable, use soap and water.

Refer to Covid-19 JHA 7.1; Transport of personnel regarding disinfecting vehicles following transport of staff. High touch or key contact points include, but are not limited to:

- door handles (inside and out);
- window buttons;
- steering wheel and controls;
- wiper and turn signal handle;
- shifter;
- dash controls + buttons;
- ventilation grilles and knobs;
- rear-view mirror;
- armrests;
- grab handles,
- seat adjusters; and
- seat belt buckles radio and communication devices

#### 8.4.1 Bus or Van Transportation

When more than one worker is traveling, physical distancing practices apply. Shared travel with more than one person requires additional precautionary measures.

- Load and offload passengers by the rear doors if possible or establish a rule that the driver is last-on, first-off of the bus.
- Allow for enough time for passengers to disembark from vehicles to allow for adequate distancing and prevent crowding.
- Create maximized spacing between riders such as staggering where people sit.
- No personnel to share a bench
- If there are more than 14 passengers on a coach a face covering is required by all passengers.
- If there is more than one destination shared amongst passengers, each group of passengers to load as a pod (site group). The last group on a shared transport to load to be the first group to unload at the first destination.
- If bathrooms are available on transport vehicles individuals using the facilities must be wearing a face covering.
- Handwashing facilities or sanitizer to be made available before and after the bus ride.
- Passenger loading zones identified with provision for social distancing

#### 8.4.2 Truck or Car Transportation

- Where possible limit a single driver in a conventional truck (i.e., single cab), unless transporting suspected or conformed cases. (refer to section 8.2)
- A driver and one passenger may travel together in vehicles with two rows of seating. The passenger should sit in the back seat on the opposite side as the driver. As social distancing cannot be maintained face coverings are required by both occupants.

## 9.0 SHELTER IN PLACE; QUARANTINED *procedures*

The following sections are proposed and can be changed/influenced by recommendations made by provincial health authorities.

### 9.1 Lodging

- All guests to be lodged on the main floor, if possible, in order to allow for enhanced accessibility;
- All rooms to have soap for hand washing;
- One occupant per room;
- Each room to have a private bathroom;
- Each room to be supplied with hand coverings, mask and eye protection to be used during any ERP: ***Muster Kits***.
- Each room to be supplied with hand coverings to be used when retrieving their meals left at their door: ***Room Door Access Kits***.
- Consideration to be given for enhanced television programming;
- Any guests with a confirmed diagnosis of COVID-19 to be relocated to a separate wing (dorm); and
- Once a person has vacated their room, their room will be locked out for a minimum of 7 days if possible. Cleaning of the room will then be done in accordance to JHA Covid -19 Response.

### 9.2 Meal Preparations

- Meals to be prepared by essential only kitchen staff;
- No more than two Kitchen staff to be in any one section of the Kitchen at a time and social distancing to be maintained;
- Desserts to be pre-packaged and sourced;
- Drinks to come self-contained (water bottles, juice boxes etc);
- When possible, only paper plates, cups and plastic cutlery to be used; and
- Kitchen Staff to wear Food Safe PPE as per usual along with masks.

### 9.3 Serving Meals

- Meals are to be served to each room by support staff (Housekeepers, janitors, available Kitchen staff and or leadership).
- Serving staff to wear full PPE: Shoe coverings, protective gowns (coveralls), surgical mask, and eye protection.
- SOP/JHA for Quarantined Meal Service to be reviewed and understood prior to initiating task;
- Food serving personnel to collect any Guest Special Request cards and provide them to leadership.

### 9.4 Guest Drink Cards

Guest Drink Cards, specific to the COVID-19 quarantine, to be provided to each guest. These cards are to be placed beneath the door from the guest's room for Food service personnel to review and provide the appropriate beverages during mealtimes.

These cards will provide space for the guest to indicate their:

- Name;
- Room Number;
- Cell #; and
- Check boxes of available beverages to be chosen from.

#### **9.5 Guest Special Request Cards**

Guest Special Request Cards, specific to the COVID-19 quarantine, to be provide to each guest room. These cards are to be placed beneath the door from the guest's room for Food Service personnel to collect and submit to site leadership.

These cards will provide space for the guest to indicate their:

- Name;
- Room Number; and
- Cell #.

The Guest Special Request card will also inquire if they:

- have any allergies and if so to list them
- require a towel change;
- require a linen change; and
- if require any toiletries.

#### **9.6 ERP Guests**

Guests will be notified that if there is an emergency that requires the guests to muster, guests will be required to (pending supplies):

- wear the mask provided;
- wear the hand coverings provided;
- maintain social distancing of two arm lengths while at the muster station

#### **9.7 ERP Wardens**

Wardens to conduct themselves as they would normally do during a mustering with the following exceptions:

- Warden bags to have the following contents for them to wear during the muster:
  - Mask
  - Hand protection
  - Eye protection

#### **9.8 Guest Wellness**

In addition to the daily delivery of meals to isolated rooms, leadership will ensure that at least one wellness check is completed per day. Preferred method is over the phone is possible. This will limit interaction and potential exposure. If telephone, skype or email communications is not possible, an in-person wellness check to be completed. The person completing the wellness check to have the

appropriate PPE: Tyvek suite, shoe coverings, hand coverings, face mask, eye coverings. The person completing the wellness check to don and doff PPE as per the Covid-19 Response Training.

If for any reason medical attention is required for the individual in isolation, Site leadership is to ensure first responders are aware that the person they are responding too is in isolation and aware of the reason why they are in isolation.

#### **9.9 Deliveries to Site**

Prior to any deliveries to site the supplier must be made aware that the site is under quarantine for COVID-19 and that the following, in addition to any additional precautions stipulated by provincial health authorities, will be observed:

- Deliveries of essential products such as food to be dropped off at the rear of the building at the main dock;
- Delivery personnel are to be familiar with site;
- Drivers to provide their own spotters;
- Delivery personnel to wear disposable gloves to be only used for the specific delivery to site;
- Any Horizon North permitting to be completed over the phone with the contract owner;
- Delivery personnel to complete a hazard assessment of the off-loading area prior to backing up to the dock and to place the assessment in the jam of the kitchen door;
- Delivery person to notify the contract owner when the task is complete; and
- The contract owner is to move the product from the loading dock to its proper destination once the driver has left.

## 10.0 ISOLATION PROCEDURES

The following sections are proposed and can be changed/influenced by recommendations made by provincial health authorities.

### 10.1 Lodging

- Best efforts for those in isolation to be lodged on the main floor, if possible, in order to allow for enhanced accessibility;
- All rooms to have soap for hand washing;
- Each room to have their separate bathroom;
- One occupant per room;
- Each room to be supplied with hand coverings, mask and eye protection to be used during any ERP: ***Muster Kits***.
- Each room to be supplied with hand coverings to be used when retrieving their meals left at their door: ***Room Door Access Kits***.
- Any guests with a confirmed diagnosis of COVID-19 to be relocated to a separate wing/dorm and or area if possible;
- Once a person has vacated their room, their room will be locked out for a minimum of 7 days if possible. Cleaning of the room will then be done in accordance to JHA Covid -19 Response.

### 10.2 Serving Meals

- Meals are to be served to each room by support staff and or leadership.
- When possible, only paper plates, cups and plastic cutlery to be used;
- SOP/JHA for Isolation Meal Service to be reviewed and understood prior to initiating task; and
- Food serving personnel to collect any Guest Special Request cards and provide them to leadership.

### 10.3 Guest Drink Cards

Guest Drink Cards, specific to the COVID-19 quarantine, to be provided to each guest. These cards are to be placed beneath the door from the guest's room for Food service personnel to review and provide the appropriate beverages during mealtimes.

These cards will provide space for the guest to indicate their:

- Name;
- Room Number;
- Cell #; and
- Check boxes of available beverages to be chosen from.

### 10.4 Guest Special Request Cards

Guest Special Request Cards, to be provide to each guest room. These cards are to be placed beneath the door from the guest's room for Food Service personnel to collect and submit to site leadership.

These cards will provide space for the guest to indicate their:

- Name;
- Room Number; and
- Cell #.

The Guest Special Request card will also inquire if they:

- have any allergies and if so to list them
- require a towel change;
- require a linen change;
- require any toiletries;

#### **10.5 ERP Guests in Isolation**

Guests will be notified that if there is an emergency that requires the guests to muster, guests will be required to (pending supplies):

- wear the mask provided;
- wear the hand coverings provided;
- Always maintain social distancing of two arm lengths while at the muster station and

#### **10.6 Guest Wellness**

In addition to the daily delivery of meals to isolated rooms, leadership will ensure that at least one wellness check is completed per day. Preferred method is over the phone is possible. This will limit interaction and potential exposure. If telephone, skype or email communications is not possible, an in-person wellness check to be completed. The person completing the wellness check to have the appropriate PPE: Tyvek suite, shoe coverings, hand coverings, face mask, eye coverings. The person completing the wellness check to don and doff PPE as per the Covid-19 Response Training.

If for any reason medical attention is required for the individual in isolation, Site leadership is to ensure first responders are aware that the person they are responding too is in isolation and aware of the reason why they are in isolation.

## 12.0 FITNESS TO WORK

In order to limit the spread of illness in the workplace, employees who are exhibiting symptoms of illness must not present themselves to work and notify their supervisor immediately at the first sign or symptom of illness. If a person is confirmed with COVID-19 they will be isolated in the same dorm/wing of other confirmed cases.

An employee's fitness to work is determined by his/her responses to the COVID-19 Questionnaire in section 5 which will be completed by Horizon North employees prior to boarding company transport to site or being eligible to work while on site.

The CRT Coordinator is responsible for managing the overall administration of this policy, but each employee is responsible for acting in accordance with the policy and related procedures. Responsibilities include:

- Supervisors or Site Supervisors are responsible for making best efforts to oversee the absences of employees who are ill with COVID-19 and managing their return to work; and
- Each employee is responsible for making best efforts to immediately report fellow employees who they believe are exhibiting the symptoms of pandemic illness to their supervisor or facility manager.

### 13.0 PERSONAL PROTECTIVE EQUIPMENT

Personal Protective Equipment (PPE) is any additional equipment that can be worn to minimize the risk of injury through personal contact, absorption or inhalation of a hazardous substance. All employees, clients and visitors are required to wear PPE, as necessary, for their position, in accordance with the safety standards, and worksite hazards as assessed by Horizon North.

The company must ensure that workers wear and use PPE correctly, and that PPE is in a condition so that it performs the function for which it is designed. PPE will be worn as required by the site protocol and wherever there is an actual or potential exposure to hazardous conditions.

Training of use and care of all PPE is required for all new workers and those who do not consistently use a piece of equipment. All PPE will be inspected prior to use and maintained in a clean condition and in good working order. Any defective equipment is replaced or repaired prior to use. The PPE must not endanger the worker who is wearing the PPE, such as limiting field of vision.

#### 13.1 Support Staff PPE

- Surgical Style Facemasks
  - A facemask is a loose-fitting, disposable device that creates a physical barrier between the mouth and nose of the wearer and potential contaminants in the immediate environment.
  - If worn properly, a facemask is meant to help block large-particle droplets, splashes, sprays or splatter that may contain germs (viruses and bacteria) from reaching your mouth and nose. Facemasks may also help reduce exposure of your saliva and respiratory secretions to others.
  - While a facemask may be effective in blocking splashes and large-particle droplets, a facemask, by design, does not filter or block very small particles in the air that may be transmitted by coughs, sneezes or certain medical procedures. Facemasks also do not provide complete protection from germs and other contaminants because of the loose fit between the surface of the facemask and your face.
  - Facemasks are not intended to be used more than once. If your mask is damaged or soiled, or if breathing through the mask becomes difficult, you should remove the facemask, discard it safely, and replace it with a new one. To safely discard your mask, place it in a plastic bag and put it in the trash. Wash your hands after handling the used mask.
- Respirators
  - An N95 respirator is a respiratory protective device designed to achieve a very close facial fit and very efficient filtration of airborne particles. In addition to blocking splashes, sprays and large droplets, the respirator is also designed to prevent the wearer from breathing in very small particles that may be in the air.
  - To work as expected, an N95 respirator requires a proper fit to your face. Generally, to check for proper fit, you should put on your respirator and adjust the straps so that

- the respirator fits tight but comfortably to your face. For information on proper fit, refer to the manufacturer's instructions.
- The 'N95' designation means that when subjected to careful testing, the respirator blocks at least 95% of very small test particles. If properly fitted, the filtration capabilities of N95 respirators exceed those of face masks. N95 respirators are designed as "single-use." If your respirator is damaged or soiled, or if breathing becomes difficult, you should remove the respirator, discard it properly, and replace it with a new one. To safely discard your N95 respirator, place it in a plastic bag and put it in the trash. Wash your hands after handling the used respirator.
  - People with chronic respiratory, cardiac, or other medical conditions that make it harder to breathe should check with their healthcare provider before using an N95 respirator because the N95 respirator can require more effort to breathe. Some models have exhalation valves that can make breathing out easier and help reduce heat build-up.
  - N95 respirators are not designed for people with facial hair. Because a proper fit cannot be achieved on people with facial hair, the N95 respirator may not provide full protection.
  - Surgical Masks to be worn by guests when they exit their room to retrieve their meal from the hallway.
- Gloves
    - Disposable protective gloves are used for the prevention of contact with the contaminated bodily fluids of an infected individual.
    - Suitable gloves are made of Nitrile or vinyl.
    - Latex is not an appropriate material, as many people have an allergy to latex rubber.
    - Disposable protective gloves are regulated to ensure that manufacturers meet performance criteria such as leak resistance, tear resistance, etc.
  - Eye and Face Protection
    - Eye protection is intended to provide a barrier to infectious materials entering the mucous membranes surrounding the eyes and is often used in conjunction with other PPE, such as gloves, gown and respirators. Eye protection must be comfortable and allow for enough peripheral vision and must be adjustable to ensure a secure fit.
    - Appropriately fitted, indirectly vented goggles with a manufacturer's anti-fog coating provide the most reliable practical eye protection from splashes, sprays, and respiratory droplets. Goggles must provide peripheral vision and size options for fitting goggles to different workers. Many styles of goggles fit adequately over prescription glasses with minimal gaps; however, to be effective, goggles must fit snugly, particularly from the corners of the eye across the brow. While highly effective as eye protection, goggles do not provide splash or spray protection to other parts of the face.
    - Face shields (visors) are commonly used as an infection control alternative to goggles. As opposed to goggles, a face shield can also provide protection to other facial areas. To provide better face and eye protection from splashes and sprays, a face shield should have crown and chin protection and wrap around the face to the point of the

- ear, which reduces the likelihood that a splash could go around the edge of the shield and reach the eyes.
  - Safety glasses provide impact protection but do not provide the same level of splash or droplet protection as goggles and generally should not be used for infection control purposes.
- Protective Clothing (Gowns and Shoe Covers)
  - Disposable isolation gowns and shoe covers are garments which are worn for the prevention of contact with the contaminated bodily fluids of an infected individual. Gowns should cover the trunk, arms, legs, and clothing when there is a risk of close contact with an infected individual. Protective clothing is regulated to ensure that manufacturers meet performance criteria such as penetration resistance and tear resistance.

**14.0 COVID-19 KITS**

COVID-19 Kits to be made available to any site under quarantine. Until a quarantine is declared Pandemic kits will be available at all sites.

**14.1 Pandemic Kit Contents - pending availability**

ITEM	QUANTITY
N95 respirators	20
Surgical mask	10
Nitrile gloves; disposable	1 box (50 pairs)
Hooded Coverall; disposable	2
Shoe covering; disposable	4
Hand sanitizer with alcohol 60 ml.	1
Goggles	2
Wipe; disinfectant – surface; health care grade	1
Aerosol; disinfectant - hospital grade	1
Biohazard trash bags	2

**14.2 COVID-19 SITE KITS – pending availability**

ITEM	QUANTITY
Mask	294
Hand coverings	588
Hooded Coverall; disposable	294
Shoe covering; disposable	588
Goggles	7
Wipe; disinfectant – surface; health care grade	7
Aerosol; disinfectant - hospital grade	7
Disinfectant vaporizer (Clorox 360 or equivalent)	1
*Covid-19 Warden kits	7
*Room Door access kits	200
*Room Muster Kits	200

\***Covid Warden Kits** contain 1 mask, 4 hand coverings and 1 eye protection.

\***Room Door Access Kits** contains 14 hand coverings and 2 biohazardous bags for any garbage coming from the room.

\***Muster Kits** contain 1 mask; 8 hand coverings and 1 eye protection.

## 15.0 RIGHT TO REFUSE

Any person must refuse to:

- Carry out any work, or
- Operate any tool, appliance, or
- Operate any equipment,

If, on reasonable and probable grounds, they believe that there exists an imminent danger (Immediate threat) to:

- Their health or safety, or
- The health or safety of any other person who is present at the work site.

Any person who refuses to do work because of an imminent danger must immediately notify their immediate supervisor at the work site of the refusal and the reason for the refusal. The site supervisor must be notified as soon as possible.

The work refusal shall be investigated by the site supervisor and acted upon as follows:

- Following the investigation, if the conclusion is made that imminent danger exists, then steps must be taken to make the condition or area safe, with ultimate continuation of work.
- If the investigation reveals that the hazards are properly controlled and normally expected for the occupation or task, then the worker will be requested to continue.

If further refusal is made,

- The worker shall be provided with other work, and
- A subsequent investigation shall be made by the safety department, with
- Dispute mechanisms following the Occupational Health & Safety Regulations or the authority having jurisdiction.

A worker shall not face disciplinary action for refusing unsafe work, when it is determined that a hazard does exist that provides imminent danger.

## **16.0 STAYING HEALTHY**

There are some simple and important things that you can do to keep yourself healthy, should a pandemic influenza outbreak occur.

- Wash your hands frequently.
- Keep your fingernails clean and short.
- Don't smoke. Quit smoking if you do smoke. (smoking will complicate your symptoms)
- Eat nutritious foods.
- Drink plenty of fluids.
- Keep your hands away from your face.
- Stay away from large crowds and buffet style meals.
- Rest, relax and avoid stress.
- Exercise regularly.

### **16.1 Pods**

Pods are created to allow close contact to others when social distancing is not possible within a specific group.

From a culinary, janitorial and custodial application, pods are extremely difficult to be maintained as these professions are frequently working amongst guests. The Pod application is however possible during transport to site.

In situations where employees are required to travel together in vehicles to the work site, employees will travel in a designated vehicle for their work pod and or be segregated from another pod within the vehicle that may be traveling to a different site. This separation is achieved by having members of a pod seating together while maintaining the parameters identified in section 8.4.1 and 8.4.2.

For those employees that are not regularly exposed to other personnel, such as those working in construction, the pod concept is achieved in the following manner:

- Trades will work together
- Groups to be assigned specific areas of work that will not coincide with third party activities
- Trades will not venture into communities unless it is a requirement to complete their task
- Designated and consistent person used to gather supplies
- Trades will Travel together as per section 8.4.2

Issue Date	Revision Date	Revision No.	Created By	Section
February 26 <sup>th</sup> , 2020	May 13 <sup>th</sup> , 2020	7	Eric Thompson	Horizon North-HSE-COVID-19 Manual

## **17.0 FORMS**

The following pages contain the forms referenced within this document.

## Isolation/Quarantine Communication

Dear Room Occupant,

If you are in receipt of this document, it means that you have been quarantined to your room. Being in your room is the safest place to be. Public Health authorities as well as Horizon North are diligently working to make your stay as comfortable as possible and you will receive updates as they are made available.

To this end, we ask that you stay in your room until notified otherwise. Meals will be brought to you and your basic needs will be taken care of.

Attached to this document are three other forms:

- **FORM # 1:** Beverage Request Card; This form is your beverage preference card that you are to complete.
- **FORM # 2:** Dietary Restrictions card. Please complete this card and list any allergies and or diet preferences such as vegan.
- **FORM # 3:** Special Request form to take care of your ongoing daily needs such as medication, toiletries and amenities.

The above three forms are to be completed and placed beneath your door in a timely manner so staff may collect them and address your needs. Failure to complete the forms in a timely manner may result in a delay of your requests.

Please note that garbage is not to accumulate in your room. Biohazardous bags will be provided and all soiled linen and general refuse to be placed in the bag and placed outside your door for pick up.

Included with delivery of this document are two sealed plastic bags.

1. The first bag is labelled” **Muster Bag.**” The contents are to be worn if the fire alarm were to sound while you are in quarantine.
2. The second bag is titled “**Room Door Access.**” The contents to be used when picking up your meals etc. left outside your door.

We appreciate your patience during this time, and we assure you we are doing everything we can to make your stay as comfortable as possible.

## Beverage Request Card

This card to be placed beneath your door into the hallway for serving staff to review and fulfil based on beverage choices and beverage availability.

Beverages will be placed at each door during mealtimes.

Individuals are not to open the door while serving staff are placing beverages at your door.

Individuals to wear their surgical mask and hand coverings provided when accessing beverages left at their door.

Name: \_\_\_\_\_

Room # \_\_\_\_\_

Cell # \_\_\_\_\_

**Drink Request. Check off all that apply**

Morning					
Chocolate Milk		Orange Juice		Pepsi	
White Milk		Apple Juice		Ginger Ale	

Mid-day					
Chocolate Milk		Orange Juice		Pepsi	
White Milk		Apple Juice		Ginger Ale	

Evening					
Chocolate Milk		Orange Juice		Pepsi	
White Milk		Apple Juice		Ginger Ale	

\* Please note that cups will be provided to each room for water

## Dietary Restrictions Card

This card to be placed beneath your door into the hallway for serving staff to review and observe while serving your meals.

Due to reduced staff essential personnel only will be serving your meals. This also means that meals will be served based on dietary restrictions therefore each meal will not have a variety of choice to choose from. We appreciate your patience.

Individuals are not to open the door while serving staff are placing meals at your door.

Individuals to wear their surgical mask and hand coverings provided when accessing meals left at their door. Once your meal is finished place your tray back into the hallway for staff to collect.

Name: \_\_\_\_\_

Room # \_\_\_\_\_

Cell # \_\_\_\_\_

### Dietary Restrictions

Allergies		
Please list any allergies below. Please print clearly		

Personal / Religious		
E.g. Pork, Vegan etc....		

## Special Request Card

This card to be placed beneath your door into the hallway for staff to collect in order to observe and help meet your personal needs.

Individuals are not to open the door while staff are placing requested items at your door.

Individuals to wear their surgical mask and hand coverings provided when accessing requested items left at your door.

Name: \_\_\_\_\_  
 Room # \_\_\_\_\_  
 Cell # \_\_\_\_\_

**Special Request: Check off all that apply**

Medications		
Public Health will field and or otherwise supply any medical requirements you may have such as insulin and other prescription medication		
Do you require a visit from Public Health: circle choice	YES	NO

Amenities			
Towel change	Linen Change	Extra blanket	
Sharps container	Laundry soap (in room use)	Extra pillow	
Other:			

Toiletries			
Conditioner	Disposable razor	Sanitary napkins	
Shampoo	Hand sanitizer	Toothbrush	
Body wash	Hand soap	Toothpaste	
Shaving Cream	Deodorant	Other:	

Smoking or vaping is not permitted within the building		
Do you require to exit your room to smoke – vape.	YES	NO
If you have indicated YES. A designated smoking area will be appointed, and arrangements will be made for you to do so in a safe manner.		

**Site Orientation**

In order to facilitate public health follow-up with symptomatic individuals and those exposed, Site leadership must maintain a running list of all staff, clients and visitors that have been to HN sites. Visitors include anyone coming on site that does not register as an overnight client, such as social visitors, delivery persons, repair persons, etc.

**Workplace Orientation Checklist**

- |  |  |
|--|--|
| <input type="checkbox"/> Emergency Exit(s)                         | <input type="checkbox"/> Muster Point Location(s)    |
| <input type="checkbox"/> Fire Emergencies, Extinguishers Etc.      | <input type="checkbox"/> Local Emergency Contact(s)  |
| <input type="checkbox"/> Incident/Near Miss Reporting              | <input type="checkbox"/> Designated Smoking Area     |
| <input type="checkbox"/> Environmental Spills                      | <input type="checkbox"/> Medical Emergencies         |
| <input type="checkbox"/> Site Tour                                 | <input type="checkbox"/> Facility Access & Security  |
| <input type="checkbox"/> Communications (Cell Phone Use)           | <input type="checkbox"/> Slip, Trip and Fall Hazards |
| <input type="checkbox"/> Alcohol, Cannabis and Drug Policy         | <input type="checkbox"/> Outside/Inside Footwear     |
| <input type="checkbox"/> Personal Conduct                          | <input type="checkbox"/> Weather Related Hazards     |
| <input type="checkbox"/> No-Go-Areas                               | <input type="checkbox"/> Hazard Identification       |
| <input type="checkbox"/> Maintenance Issues                        | <input type="checkbox"/> PPE                         |
| <input type="checkbox"/> Working at Heights                        | <input type="checkbox"/> Vehicle/Equipment Operation |
| <input type="checkbox"/> Visitor Responsibilities/Accountabilities |  |

**Responsibilities and Accountabilities**

All Contractors must wear the appropriate Personal Protective Equipment for the worksite being visited. The minimum requirements for site and shop floor locations are:

- Hard Hat
- Hearing Protection
- Close Fitting Safety Glasses
- Steel Toe Boots (CSA Approved)
- Gloves (task specific)
- Reflective Apparel (as required)

**Contractors must abide by:**

- All Government Regulations
- Company Policies/Procedures

**Contractors:**

- Have the obligation to refuse any activity they believe to be hazardous.
- Have the obligation to stop any unsafe activity they believe to be hazardous.

**I have been given a Site Orientation and understand my responsibilities and accountabilities.**

HN Site Location Name:			
Reason for visit:			
Site Visitor Name ( <i>print</i> ):			
Home Address:			
Date:		Contact #:	
Email:			
Signature:			
Supervisor:			
Contact #:		Email:	



Daily       Weekly       Monthly

<b>Type of Operation:</b> <input type="checkbox"/> Camp <input type="checkbox"/> Office <input type="checkbox"/> Shop/Yard/Ship/Receiving	<b>Manager on Site</b>	<b>Date</b>	<b>Camp Location (Name)</b>	
	<b>Chairperson</b>	<b>Position</b>	<b>Start Time:</b> _____	Camp AM / PM
			<b>End Time:</b> _____	AM / PM

**Personnel Present at Meeting**

Name	Signature / Company	Name	Signature / Company

<b>Are You Fit for Duty:</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<b>Comments:</b>
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<b>Are You COVID-19 Symptom free:</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<b>Comments:</b>
---------------------------------------	--	------------------

Symptoms include, but not limited to: Coughing, sneezing, fever, sore throat and difficulty breathing?

No.	Safety Topic
1	<b>Topic:</b>  <b>Comments:</b> _____ _____
2	<b>Topic:</b>  <b>Comments:</b> _____ _____

**Other Topics Discussed:** (i.e. Slip/Trip/Fall, Staff Training, Review of Incidents, Near-Miss Incidents, PPE, Emergency Procedures)

\_\_\_\_\_

\_\_\_\_\_

**\*\*NOTE: Outstanding concerns/issues to be documented with Camp Manager/Field Supervisor**

Reviewed by Camp Manager / Field Supervisor: \_\_\_\_\_

## COVID-19 ENTRY QUESTIONNAIRE

Personal Information (Print)			
First Name:		Last Name:	
Home Address:			
Contact #:		Email address:	
Name of company employing you			
Name of company employing your company			
Your Supervisors Name			
Contact # for your supervisor			

Questionnaire	
5. Have you returned from travel outside of Canada in the last 14 days?	<input type="checkbox"/> YES <input type="checkbox"/> NO
6. Within the past 14 days have you had *close contact with someone who is currently confirmed as having an active case of COVID-19?	<input type="checkbox"/> YES <input type="checkbox"/> NO
7. Are you exhibiting any the symptoms of COVID-19 (cough, sneezing, fever, sore throat and difficulty breathing)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
8. Are you currently under any orders to isolate as per Health Canada or Provincial COVID-19 notifications?	<input type="checkbox"/> YES <input type="checkbox"/> NO

\***Close Contact** meaning living in the same house, face to face contact for a few minutes, being coughed on, being within 2 metres of the person for more than 15 minutes.

Applicant's statement	
I hereby declare that the answers to all questions are, to the best of my knowledge, correct, and that I have not withheld any information regarding my present health.	
Signature:	
Date:	

Office Use Only	
HNL Rep Signature:	
Site Name:	
Date:	

Issue Date	Revision Date	Revision No.	Revised By	COVID-19 Response Plan
March 2020	May 13 2020	7	E. Thompson	Section 5.0

\*Uncontrolled when printed

The below assessment to be completed if the lodge is in proximity to any First Nations communities or if the Lodge has employees residing on First Nation community lands.

Site Name:		Affected First Nation Community:	
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Does the community have any precautions or travel restrictions in place that restrict travel between the lodge and the community?	<input type="checkbox"/> YES <input type="checkbox"/> NO
---	--

Regional health authority responsible for providing health services to the affected First Nation Community	Name:	
	Contact #	

List any restrictions or precautions put in place by the regional health authority responsible for the affected First Nations Community:	

Have staff been advised that they are not to seek medical care from a local First Nations health centre?	<input type="checkbox"/> YES <input type="checkbox"/> NO
--	--

**NOTE:** If a First Nations Community Member employee who is symptomatic wishes to return to their home in a First Nation community, the First Nation health centre is be notified to determine that enough resources are in place to support isolation of the individual on arrival.