<<COMPANY>>

<<FACILITY>>

<<FACILITY >> 2020 TURNAROUND COVID-19 MITIGATION STRATEGY

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REVISION LOG

Date	Revision #	Change Details
May 18, 2020	1.0	Creation of document.
		- Added guidance on water stations in the units at height – need to use approved wipes and at height has priority.
June 3, 2020	2.0	- Changed title of document (Mitigation vs Implementation) - Added Section 2.12 Drinking Water Stations to outline strategy for managing these facilities during TA - Section 6.3.1 – clarified/updated strategy for cleaning shared fall protection equipment - Section 6.3.3 – added that Main Security has a supply of face coverings to provide to visitors - Section 6.6, 6.7 & 6.8 – updated these sections to account for use of mandatory face coverings - Section 2.3 – added info about manned cross walks being added - Section 2.4 & 2.9 – added reference to the TA Logistics Plan's capacity limits - Section 6.2 – added reference to physical distancing coaches.
July 22, 2020	3.0	Updated document to remove option for face shields instead of face coverings (i.e. face shields are not a substitute for face coverings and all personnel must wear face coverings). This aligns with updated Alberta Health Services and Alberta OH&S guidance.

1.0 INTRODUCTION

Ensuring the health of personnel supporting this event is paramount. To achieve that, a multidisciplinary team was assembled to develop a plan that identifies tasks or conditions that require extra precautions to prevent spread of COVID-19, in line with government and <<company's>> requirements.

This document outlines the mitigating measures that will be implemented or in place during the pre-work and mechanical window of the UPGS 2020 T/A. Also, the requirements in <SOP> must be followed by all personnel at all times, unless this document specifies additional requirements. Individuals who choose not to adhere to <SOP> and this document will be subject to progressive discipline.

Success in implementing this plan will heavily rely on people's behavior as most the of the measures are targeting the enforcement of physical distancing, reduction of crowd sizes as well as personal hygiene. Education and adherence to these requirements is an expectation for people participating in the event at all levels.

Significant modifications have been introduced to the original T/A logistics plan to ensure facilities are set-up in a way that fosters physical distancing and minimizes crowd sizing where possible. Changes have also been implemented in the sanitation space to minimize the risk of spread by contacting potentially contaminated surfaces.

2.0 LOGISTICS

Mapping of the daily routine of a craft person was done to identify the tasks that require mitigation. As follows is a representation developed to identify most tasks and conditions:

BARRIERS TO MITIGATE COVID-19 EXPOSURE – CRAFT

Social distancing · Extras sanitation - Education · Retrofitted busses and bus protocol · Retrofit existing facilities · Practice social distancing · Washrooms and Lunchrooms need to be reconfigured to comply with new regs · Follow current guideline for working closer that 2 M · PPE plus social distancing rules · Permitting outside of trailers · Social distancing · REP to allow <2M separation · Social distancing

2.1 Site Access

All turnstiles in their existing configuration will be used. This includes the current screening signage posted at all site entrances. All personnel must read the screening criteria posted at site access points every shift prior to entering site. Additional signage will be installed to remind personnel accessing the turnstiles to maintain physical distancing and minimize surface contact to manipulate the rotational turnstile pegs. Additional controls that will be implemented in the 2020TA are:

- Extra turnstiles in P1 parking lot (4 additional turnstiles)
- Floor demarcation indicating 2m distancing in some areas or temporary chain or candle sticks to direct personnel traffic accessing or leaving site in parking lot P1
- Hand sanitizer stations on either side of the turnstiles

2.2 Bussing

Bussing routes will remain the same as in previous events, buses will be retrofitted to ensure there is a physical barrier between rows (see pictures below). Also, a procedure for boarding and disembarking the buses has been developed. See Appendix A – <Facility> TA 2020 Bus Seating Plan. Below is a diagram indicating bussing lay out for yellow busses.

COACH BUS SEATING MAP

⊠ DO NOT USE

▢ AVAILABLE SEAT

2.3 Walkways

Additional signage educating people about physical distancing will be posted at high pedestrian traffic areas. Also, extra personnel will be deployed in key areas at the beginning and end of the shift, depending on personnel adherence to physical distancing rules. Examples include turnstile locations, bus loading/offloading areas, south park, west park, BRS area at <xxx> flare zone.

Additional road crossing locations have been added to minimize bottleneck points for pedestrians. These include east of Main Security on the access road and near the <xxx> flare zone. These cross walks will be manned during high traffic hours.

2.4 Change Rooms

Modifications to existing change rooms as well as additional facilities to comply with physical distancing and maximum crowd size have been defined, below is a picture of the changes being done in BRS-10 (<xxx> Flare area). Other areas have undergone similar modifications. The Turnaround Logistics Plan includes details on <facility> capacity limits.

2.5   Coverall Shack

Physical barriers and/or PPE must be used at the manned coverall shack. Only one person at the time requesting PPE is allowed. Contractors having manned coverall shacks must develop a procedure for this activity in compliance with COVID-19 restriction around physical distancing and crowd sizing. Refer to Appendix V of <SOP> for guidance on handling of coveralls.

2.6   Manned Tool Crib

Physical barriers and/or PPE must be used at the receiving and returning tool locations, only one person at the time requesting tools. Contractors having manned tool cribs must develop a procedure for this activity.

2.7   Washrooms

Additional washcars and portable washrooms with sanitizer will be deployed in the <xxx> area (Base plant flare) as well as in <other areas>. No retrofit is deemed required at this time. Signs indicating the maximum number of people in the communal washcars will be posted.

2.8   Designated Smoking Areas

Temporary facilities will be built to ensure physical distancing in the designated smoking areas is always maintained. Signage will also be posted in these areas to remind people of physical distancing measures. The expectation is for designated smoking area users to follow physical distancing requirements. If the designated smoking area has reached its capacity, workers will need to wait until another worker has exited before entering the smoking area.

2.9   Lunchrooms

Large lunchrooms (bubbles, 10 plexes) have been retrofitted to comply with physical distancing, as well as maximum crew size of the current Alberta Health Services guidance on gatherings (large lunchrooms have been divided into small pods). Additional sanitation stations have been set-up in these areas. Personnel accessing these facilities must always follow physical distancing requirements, and access and egress in an orderly fashion.

12X60 Trailers capacity has been reduced to the current Alberta Health Services guidance on gatherings in any room at one time. The lay out will also respect physical distancing requirements. Below are pictures showing the set up at the <xxx> Flare Bubble.

The Turnaround Logistics Plan includes details on <facility> capacity limits.

2.10 Vehicle Use

The table below outlines the requirements for trucks and other small vehicles being used during the T/A. If these requirements cannot be met, use of Close Proximity PPE (Appendix II of <SOP> is required. Additional sanitizers will be available on each vehicle, it is the responsibility of the driver and passenger to sanitize commonly touched vehicle surfaces:

Vehicle Type	1st Row	2nd row	3rd Row	Comment
Pick-up Truck (single cab)	Driver	N/A	N/A	Single ridership ONLY
Pick-up Truck (double cab)	Driver	Passenger	N/A	Passenger to seat diagonally from driver (See drawing below)
Passenger vehicle	Driver	Passenger	N/A	Passenger to seat diagonally from driver (See drawing below)
SUV (two rows of seating)	Driver	Passenger	N/A	Passenger to seat diagonally from driver (See drawing below)
Minivan (three rows of seating)	Driver	Passenger	Driver Side	See mandatory lay-out below

Driver

Passenger
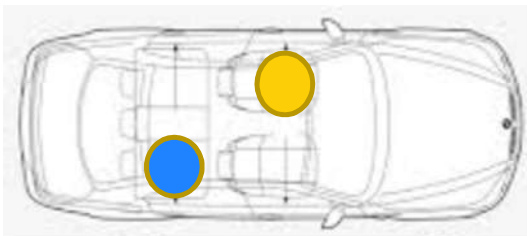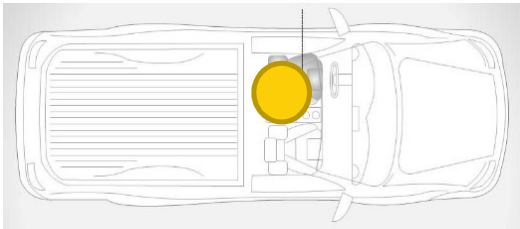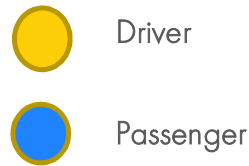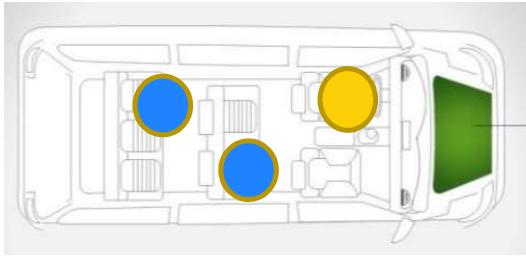
2.11 Shift Handover Facilities

Several positions will be required to perform face-to-face shift turnover. While some will have enough space to perform this activity in their workstation, others may not. Some trailers have been retrofitted with breezeways to allow for shift hand over outside the trailers. Trailer capacity must always be adhered to.

Adequately documented turnover is an expectation, this minimizes the duration of face-to-face interaction. Digital documentation is preferred over paper versions to minimize handling between workers.

2.12 Drinking Water Stations

Drinking water stations will be established near or in the production units. The requirements for these stations include hand sanitizer or hand washing station, sanitizing wipes, garbage and recycling cans, and an enclosed/demarcated area (e.g. tent or hoarding). Workers are expected to maintain physical distancing at all times, including minimizing time spent at the station.

3.0 SECURITY

3.1 Visitors

3.1.1 Business Critical Visitors

Only visitors deemed business critical by their <Company> contact will be allowed on site. All visitors to site must follow and submit for approval, the screening requirements given to them by their <company> Contact prior to coming to site, as per <SOP>. All other personnel that do not meet the above requirements will be turned away.

3.1.2 Main Security & SAC

At Main Security and SAC, stanchions will be in place to enforce physical distancing between workers and Security personnel. Other controls include sneeze guards on the front counter, visual markers on the floor for physical distancing, and Security personnel

at the window will be wearing masks whenever they cannot meet physical distancing requirements, as per <SOP>.

3.2   Additional Aspects

3.2.1   Bag Searches

Security will ensure physical distancing is maintained for any bag searches using a table separating themselves from others. Security will step back as the individuals place their bags on the table, then ask the individual to take a step back to ensure physical distancing is being maintained. Security personnel will use appropriate PPE, as per <SOP>. In addition, Security personnel will change their gloves after each bag and the search 'drumsticks' will be disinfected after each search. All other personnel accessing the turnstile during a bag search will be allowed to leave. There is no need to halt pedestrian traffic flow during a bag search.

3.2.2   Vehicle Searches

Security personnel will use appropriate PPE, as per <SOP>. Occupants of the vehicle will be asked to exit the vehicle to maintain physical distancing while the search is being conducted.

3.2.3   Canine Searches

For entry into control rooms/permitting areas, Security personnel will follow the requirements in Appendix I of <SOP>. For offices, Security personnel will ask the individual(s) to exit their office space while the search is being conducted to maintain physical distancing requirements.

4.0   PERMITTING

Working within COVID-19 guidelines for the 2020 TA will be done with modifications to existing ways of working and implementing new ways, as well. The 2020TA Permitting Strategy will be used (see Section 4.1) and has COVID-19 considerations incorporated. Additionally, we are modifying the permit BRMs to move and allow permits to be issued from outside the permanent BRMs (see Section 4.2). This is because these buildings serve other purposes and we need to minimize the traffic in and out of the permeant structures.

4.1   2020TA Permitting Strategy

One new initiative to highlight is around 'as found work' or 'break in work'. This work will be accommodated throughout the shifts with emphasis on using permit request. One-

hour notice before the break-in permit is needed will allow for the job to be reviewed and permit prepared by operations. These permits may or may not need additional documentation to be made available and by having the one hour request, will help minimize close contact (<6 feet) as the permit is prepared.

Refer to **Appendix B – 2020TA Permitting Strategy** for the detailed plan.

4.2 Proposed Modifications to BRMs and Permitting Areas

All modifications will have the same purpose but will look different in design based on the production unit to meet the needs. There will be more information shared as they get built in how these structures will function and the pre work phases will allow us to learn and modify to be ready for the larger permit loading during the actual events.

Signs and entrances will be clearly marked, and <facility> maximum occupancies will be posted. Some permit areas may only handle one permit receiver at a time and others will accommodate more than one. Stations for hand washing or sanitizing will be available.

Refer to **Appendix C – Modifications to BRMs & Permitting Areas.**

5.0 ONBOARDING

5.1 COVID-19 Expectations

Behavioural expectations and relevant aspects of <SOP> will be reviewed during the onboarding safety briefing. Face coverings will be made available to workers, instructors and security personnel. Although every effort will be made to abide by physical distancing requirements, there may be situations where workers and instructors cannot abide by these requirements. In these cases, use of Close Proximity PPE (Appendix II of <SOP> is required. All workers entering the training facilities are expected to use hand sanitizer at the entry way prior to proceeding to the classrooms or Security, and every effort must be made to maintain physical distancing.

Instructors will be monitoring for physical distancing between workers and will intervene if it is not being maintained. <Company> has aligned with the current Alberta Health Services guidance on distancing and gatherings in the workplace, which ensures physical distancing can be maintained, physical barriers are installed or Close Proximity PPE is

used (Appendix II of <SOP>. All Onboarding <facility> rooms will have a maximum capacity that meets this requirement, including facilitators.

All current onboarding facilitation locations will ensure that the current physical distancing requirements are met. These include Visual Onboarding, Walk the Walk/Talk the Talk, Goal Zero workshop, PtW/Safe Isolation training, site access card processing and distribution, and contractor onboarding. In specific and certain circumstances where it is required that physical distancing requirements cannot be met, use of Close Proximity PPE (Appendix II of <SOP> is required. Depending on location, seating may be assigned. Once a participant has been assigned/chosen their seat, no switching of seating will be allowed.

5.2 Logistics

For details on onboarding, including Visual Onboarding, Permit to Work/Isolation Training, Breathing Air Training, and Goal Zero, refer to the TA COVID Onboarding Document.

5.2.1 Main Security (WtW/TtT)

The classroom at Main Security will be set up to aligned with the current Alberta Health Services guidance on distancing and gatherings in the workplace, which ensures physical distancing can be maintained, physical barriers are installed or Close Proximity PPE is used (Appendix II of <SOP>.

5.3 Contractor Expectations

Each contractor must ensure that all their employees have been screened and have completed the online Orientation. Contractors will advise their new employees of the process and strict adherence to start times at the <building> to avoid large crowds at entryways to the <building>. Any change in plan or manpower onboarding must be conveyed to the onboarding admin/scheduler. The **workshop** will also review the requirements of <SOP>.

5.4 Contractor Onboarding Material

Contractor companies are expected to include both <company's> <SOP> and their company-specific COVID-19 response plan in their onboarding procedure.

6.0 HSSE

6.1   Toolbox Talks/Start of Shift Meetings

During toolbox talks, attendees shall maintain physical distancing guidelines as per current Alberta Health Services guidelines and <SOP>. If physical distancing cannot be maintained, Close Proximity PPE must be used (Appendix II of <SOP>.

Physical distancing during toolbox talks can be challenging, especially in noisy areas. The expectation is that toolbox talks are conducted outdoors as often as possible to provide ample space to physical distance. If a crew chooses to have their toolbox in a process area (e.g. horse shoe), permission from Ops is required, either by signing into the unit or getting a permit.

The recommended positioning of workers is to have the workers in a semi-circle (6 feet apart), with the foreman located in the centre. If physical distancing during tool boxes cannot be maintained, use of Close Proximity PPE (Appendix II of <SOP> is required.

The <company> HSSE team will be sharing toolbox talk topics through the HSSE teams of both <company> and Contractors as new information becomes available.

6.2   Physical Distancing

Physical distancing involves taking steps to limit the number of people you come into close contact with. It is one of the most critical behaviour in reducing the spread of infection. The current Alberta Health Services definition of physical distancing is a minimum of 6 feet between individuals. Physical distancing should be given the first priority, which will involve altering workers' behaviours and how work is conducted. In situations where physical distancing is not possible, use of Close Proximity PPE (Appendix II of <SOP> is required.

Physical distancing coaches will be deployed during the event to assist with behaviours.

6.2.1   Field Work

If physical distancing requirements cannot be abided by during field work, use of Close Proximity PPE (Appendix II of <SOP> is required.

Communication between workers at a distance can also be a challenge, particularly in noisy environments. Prior to commencing work, workers should take time to ensure all members of the work crew are familiar with the plan. This includes having the written job plan available to workers at the job site. Alternative means of communication, such as radios, hand signals, writing should be considered to assist in abiding by physical distancing requirements.

6.2.2   Office Work

Physical distancing in an office setting is imperative. Workstations must be placed to allow for physical distancing, and workers should alter their behaviours to adhere to physical distancing requirements. This includes during conversations, meetings, printing, etc. Signage reminding office workers of physical distancing requirements will be placed in these locations. If physical distancing requirements cannot be abided by, use of Close Proximity PPE (Appendix II of <SOP> is required.

6.2.3   Meetings

Meetings shall be performed virtually whenever possible. For meetings that must occur in person, physical distancing requirements shall be met and the number of attendees shall be limited to as few as possible. The number of in-person attendees shall not exceed the current Alberta Health Services guidance on gatherings at any time, unless physical distancing can be maintained or Close Proximity PPE is used (Appendix II of <SOP>.

A review of the DILO for this event will be conducted to align with the guidelines listed above.

6.3   PPE & RPE

6.3.1   Cleaning/Sanitizing of Shared PPE & RPE

Examples of shared PPE & RPE include breathing air equipment, gas detection, coveralls and fall protection equipment. For guidance on cleaning/sanitizing shared PPE & RPE that is not included in this document, contact <company> Industrial Hygiene.

<u>Breathing Air (BA) Equipment</u>
The Breathing Air (BA) Centre is responsible for cleaning and sanitizing BA equipment in between users. The BA Centre has implemented additional controls to mitigate the risk

of transmission, including additional cleaning times and the use of a manufacturer-approved sanitizing solution (Fresh Gear). These procedures are owned by the BA Centre. To protect the Breathing Air Centre Technicians, workers must depressurize their regulators before returning equipment.

Gas Detection Equipment

Gas detection equipment must be cleaned and sanitized in between users. Only cleaning/sanitizing solutions approved by the manufacturer are permitted to be used. Examples are Spray Nine or a bleach solution (1/3 cup of bleach per gallon of water). With the monitor off, these should be applied to a rag and then used to wipe down the monitor, taking care to avoid the filter area. Alcohol-based solutions are not permitted to be used, as these poison the sensors. Contact Gas Detection on the Safety Channel for additional information.

Coveralls

Refer to Appendix V of <SOP> for guidance on coveralls.

Fall Protection Harnesses

Harnesses that are shared between users can be cleaned with soap and water or an approved disinfectant. For any disinfectants used, written approval is required from both <company> Industrial Hygiene and the manufacturer of the fall protection equipment.

If cleaning of the harnesses is not feasible, the equipment can be quarantined for 72 hours instead. This requires the tool crib attendant or equivalent to label the harnesses with the date and time it entered quarantine and store it in a segregated area to avoid other workers from touching or using the harness.

6.3.2   Cleaning/Sanitizing of Individual's PPE & RPE

There is currently no formal requirement for workers to sanitize their personal/dedicated PPE such as coveralls, work boots, hard hats, safety glasses, work gloves, and fall protection equipment if they are the only person who will use it or make direct contact with it. If a worker chooses to sanitize their personal PPE, they must ensure the product being used is approved for the type of material and application (typically requires manufacturer approval). For guidance on cleaning/sanitizing personal PPE & RPE that is not included in this document, contact <company> Industrial Hygiene.

Respirators (Half-Mask & Full-Face)
Refer to Appendix III of <SOP> for guidance on cleaning and sanitizing half-mask respirators. This applies to workers cleaning their own respirators only, and can be followed for workers cleaning their own full-face respirator as well.

Some companies may choose to have a centralized resource assigned to clean/sanitize respirators. In this case, the procedure in Appendix III of <SOP> does not apply, and a separate procedure with manufacturer-approved sanitizing solutions and controls to protect the worker doing the cleaning needs to be developed and approved by Industrial Hygiene.

Respirator Filters & Cartridges
Refer to Appendix VI of <SOP> for guidance on re-using, storing and handling respirator filters and cartridges.

Face Coverings
For guidance on laundering multiple-use face coverings, refer to Appendix VIII of <SOP>. Single-use face coverings are be disposed of after each use (see 6.3.4 – Disposal)

Coveralls
For laundering of personal coveralls, refer to Appendix V of <SOP> for guidance.

6.3.3   Distribution

The distribution of PPE & RPE is typically managed by the worker's employer (i.e. <company> for <company> staff, contactors for contractor staff). This includes common items, such as hard hats, gloves, safety glasses, etc. This section will only cover types of PPE & RPE that require additional handling controls or procedures to be in place. Distribution points such as coverall shacks and warehouse counters should ensure that physical distancing can be maintained, especially during high demand times (e.g. start of shift).

Face Coverings & Half Masks
Contractors are responsible for the distribution of face coverings and half-masks to their work force.

For <company> employees, these will be made available through the standard PPE distribution methods (vending machines and zone stores).

Face coverings will be made available to workers in the training facilities. Main Security will have a supply of face coverings to be provided to visitors.

6.3.4   Disposal

All PPE & RPE that is contaminated with chemicals (e.g. hydrocarbons, refractory ceramic fibres, NORMs, etc.) must be disposed of as per standard site practice.

Disposable PPE that has not been contaminated with chemicals and cannot be sanitized, such as single-use face coverings and disposable nitrile gloves, must be disposed of in a lined garbage bin, as per <SOP>.

The expectation is that workers do not handle or make direct contact with another worker's personal PPE, unless absolutely necessary.

6.4   Process for a Suspected & Confirmed COVID-19 Case

The documented procedure will be managed by <company> Health.

<Cleaning contractor> will execute the 'COVID-19 Cleaning & Disinfection

Procedure.' **6.5   Confined Space Work**

Confined space work presents challenges in abiding by physical distancing requirements, and PPE will be relied on in most cases. The mechanical contractor companies require workers entering the space to wear a full-face respirator at all times. For other entrants into the confined space (e.g. support trades, inspectors), a minimum half-mask respirator with P-100 filters and sealed eyewear will be required. Note that this is the minimum PPE required – if there are other hazards present (e.g. H_2S, hydrocarbons), the more stringent PPE and RPE must be worn. The confined space monitor must also wear a minimum half-mask with P-100 and sealed eyewear at all times.

If sanitizing processes are occurring inside a confined space, approval must be obtained from the PEI Department. Avoid the use of alcohol-based products due to the effects on the gas detection equipment (alarms).

6.6   Emergency Assembly Areas (EAAs)

In the event of an Emergency Assembly, workers are expected to safely proceed to an EAA and scan into the head count scanners. During an Emergency Site Assembly Alarm, workers must follow Procedure - <SOP>.   Due to the current physical distancing restrictions, certain EAAs could have limited indoor capacity to shelter individuals from the elements. If this occurs, please remain outside the EAA if safe to do so until directed by Emergency Services or <company> Safety.

Emergency Services has created models to identify EAAs where physical distancing will be challenging, based on anticipated workforce. The worst-case scenario for the EAAs involves a site emergency where workers must remain indoors and cannot distance themselves outdoors near the EAA. For example, with a site population of 1800 - 2800 in an <Facility> 2020 TA scenario, the EAAs where physical distancing challenges are likely are:

- Assembly Area A (Main Security)
- Assembly Area D (Upgrader Hazardous Waste Yard)
- Assembly Area F (H Street, near Ponds)
- Assembly Area N (South of P1 Parking Lot)

All workers on site are required to wear a face covering at all times. In the event of an assembly where workers are required to remain indoors, this control will minimize the risk of transmission. The <facility> Emergency Operations Center (EOC) will prioritize the EAAs which require people movement/shelter. It is vital that workers remain at the EAA until direction is provided by Emergency Services.

6.7   Shelter in Place (Inclement Weather)

In the event of a Shelter in Place (e.g. due to inclement weather), workers are expected to cease outdoor work and seek shelter. This can include, but is not limited to, buildings, trailers, and Blast-Resistant Structures (bubbles). Similar to the EAAs, there is the potential for sheltering locations to become crowded and workers to not be able to maintain physical distancing. All workers on site are required to wear a face covering at all times. In the event of Shelter in Place, this control will minimize the risk of transmission.

6.8 Unit Alarm (Muster)

In the event of a unit alarm, workers on a permit are expected to safely leave the unit and meet at a pre-determined location (e.g. Muster Point). These locations are typically outdoors and provide additional space for physical distancing. All workers on site are required to wear a face covering at all times. In the event of Unit Alarm, this control will minimize the risk of transmission.

6.9 Sanitation

Hand washing and cleaning/sanitizing of surfaces are key control measure in reducing the spread of infection.

Hand Washing/Hand Sanitizing
Workers will be encouraged to wash or sanitize their hands frequently (soap & water for 20 seconds, or alcohol-based hand sanitizer), especially in the following situations:
- Before handling their face coverings/respirators
- Before touching their eyes, nose or mouth
- Before eating, drinking or smoking

Hand washing facilities will be installed in strategic areas around housing and eating facilities, where possible. In areas where hand washing stations are not practical, hand sanitizer will be provided. Locations where hand sanitizer stations will be may change depending on demand and workforce locations. Key locations include, but are not limited to, turnstiles, lunch areas, washrooms, permit centres/BRMs, etc. Only alcohol-based hand sanitizers are approved for use at <facility> and must be approved by <company> Industrial Hygiene.

Surface Cleaning/Sanitizing
Cleaning refers to the removal of visible dirt, grime and impurities. Cleaning does not kill germs but helps remove them from the surface. Sanitizing refers to using chemicals to kill germs on surfaces. This is most effective after surfaces have been cleaned. Both steps are important and should be done in tandem.

All disinfectants used at <facility> must be authorized by Health Canada as effective against the coronavirus and approved by <company> Industrial Hygiene. All manufacturer instructions and safety measures must be followed when using disinfectants. When using disinfectants, workers should avoid spraying the surface directly as this can cause any

potential virus to become airborne. Instead, spray the disinfectant on a paper towel or rag and wipe the surface.

Surface cleaning and sanitizing of touch points in non-production areas is primarily the responsibility of <company's> cleaning contractor, <Cleaning contractor>. Common surface touch points are divided into two categories – higher and lower risk.

Examples of Higher Risk Touch Points	Examples of Lower Risk Touch Points

• Door handles (high traffic)
• Tables, counters, sinks
• Refrigerator/microwave handles
• Coffee Stations
• Vending machine buttons
	• Door handles (low traffic), e.g:
	   o Emergency exits
	   o Mechanical/electrical rooms
	• Benches

Higher risk touch points are to be cleaned/sanitized a minimum of 2 times per day. Lower risk touch points are to be cleaned/sanitized a minimum of once per day. During TA execution when there will be a significant work force on night shift, these frequencies are per shift.

<Cleaning contractor> has detailed cleaning and sanitizing procedures in place for lunchrooms, lunch tables, coffee stations, kitchens, BRMs, locker rooms, permit areas, washrooms/wash cars.

For training facilities, desks are to be cleaned/sanitized in between each group of students. Instructors may assist <Cleaning contractor> with this process, as long as proper sanitizing procedures are followed.

For busses, they will be wiped down with disinfectant once per shift.

For workers who share office space/equipment (including shift handover facilities), they should clean/sanitize shared workstations or shared equipment before each shift.

7.0 INTERNATIONAL WORKERS

International workers will be subject to direction from federal and provincial public health authorities. Currently, all travellers returning from outside Canada are legally required to quarantine for 14 days and monitor for symptoms.

8.0 INTERPROVINCIAL WORKERS

Interprovincial workers will be subject to direction from provincial public health authorities. There is currently no restriction on interprovincial travel, however, there is guidance for domestic air travel precautions. Refer to the Alberta Health Services website.

Any <facility>-specific COVID-19 protocols regarding interprovincial workers will be communicated to vendors by the <company> Contracts & Procurement department. The vendor will be responsible for following these protocols.

9.0 SHIFT HANDOVER

The location of shift handovers will vary depending on surroundings and turn over requirements for various positions (e.g. foremen, GF, field leads, etc.). Whenever possible, electronic tools such as Skype, iPads, shift logs or phones will be leveraged, and if required, participants can meet up in the field for a site visit.

The use of indoor office space is acceptable for shift handovers, as long as occupancy is not exceeded, and physical distancing rules are complied with. If the space becomes crowded, the expectation is that workers will find an alternative place to meet away from others. This could include breezeways, in the field or an unused office space in between shifts.

Physical distancing requirements must be adhered to at all times. If physical distancing requirements cannot be adhered to, use of Close Proximity PPE (Appendix II of <SOP>) is required.

10.0 COMMUNICATION PLAN

10.1 Signage/Posters

All parking lots and turnstiles will have signage outlining symptoms of COVID-19, instructions if symptoms are experienced, and a request to NOT proceed on site if symptoms are present. Refer to Appendix IX of <SOP> for screening poster.

Signage outlining capacity limits that align with current Alberta Health Services guidance on distancing and gatherings in the workplace will be placed on or near:

- Buses/Bus Stops

- Change Rooms
- Tool Cribs
- Lunchrooms
- Smoke Pits

Signage reminding workers of physical distancing requirements will be placed at:

- Parking Lots
- Buses/Bus Stops
- Change Rooms
- Walking Paths
- Tool Cribs
- Washroom Facilities
- Permitting Areas
- Lunchrooms
- Assembly Areas
- Security
- Orientation
- Smoke Pits
- Shift Handover locations (e.g. foremen trailers, block trailers, etc.)

All lunchroom and washroom facilities will have signage reminding workers of hand hygiene recommendations.

High contact communal areas (e.g. coffee stations) will have warning signage with proper use instructions.

10.2 Messaging to Event Participants

All event participants will receive site-specific COVID-19 information during orientation as outlined in the Onboarding section of this document.

Communication of site-specific COVID-19 information will be managed through the Contractor Safety Management process. Contractors will then work with their Contract Holders/PO Focals/<company> Liasons to ensure understanding and implementation. In the event a company does not have a contract holder, the party responsible for bringing the company to site is responsible for ensuring all site-specific COVID-19 information is understood. Site-specific COVID-19 information will also be available on the External Contract Safety Management site for contractors to view.

<Facility> and Contractor Yammer will be a source for obtaining up-to-date information during the event. Specific toolbox talks will periodically be issued by <company> HSSE to educate and re-engage the workforce on COVID-19 protocols.

10.3 Offsite Expectations/Work Practices

10.3.1   Carpooling

Carpooling with anyone outside of your immediate household is not recommended. If carpooling cannot be avoided, the use of face coverings by all vehicle occupants is strongly recommended at all times.

10.3.2   COVID-19 Practice

<SOP> outlines procedures for the management of working on site while pandemic restrictions exist. This SWP is updated regularly in accordance with government and Alberta Health Services regulations and expectations. It is recommended that a check for revisions occur daily. Revisions can be easily noted by the revision number included in the title. The SWP is available in SharePoint, both <company> and Contractor Yammer, and on the <facility> External Contract Safety Management page.

11.0 ENGAGEMENT PACKAGE

A formal engagement package will be developed following the publication of this document.

TOOLBOX TALK:

TA 2020 bus seating Plan

Welcome back to site! We look forward to having you alongside in getting back to business. This also means that we have been busy preparing for your return to site and managing to maintain our site to zero Covid-19 cases and keeping that 'curve' flattened.

We have devised a bus seating plan that will pick you up from the gates and bring you to your assigned changing and eating location (typically a Blast resistant Shelter or building complex). We ask that you follow to these requirements:

Loading/Unloading & Seating plan

•The Bus Driver will park at each stop location, then step off the bus to allow workers to load one at a time.

•There are 12 rows of seating and we will have workers load from back seat first to front seat last (See drawing below).

•The Bus Driver provides seat placement instructions to workers entering one at a time – limit to 24 persons per bus.

•Workers will sit in in every side of the row, one passenger to the row; sitting nearest to the window seats (Indicated by an X on drawing below).

•This seating arrangement allows 24 workers on each bus by sitting at window seats only in same row. This option still maintains a safe distance of 6ft but allows 2 workers per row

•Upon arrival to destination the driver will step out of the bus follow by passengers starting at the front row one a time allowing for a 6 feet distance during this process

X	X	X	X	X	X	X	X	X	X	X	X	Driver
X	X	X	X	X	X	X	X	X	X	X	X	Bus Door

- We have installed barriers on the yellow buses. Each seat supplied with a corrugated plexiglass from ceiling to mid seat, that provides a strong barrier between every row on the bus. It also allows room for passengers to slide into seat with little obstruction getting in/out of seat.
- This barrier provides adequate protection against personal water droplets between passengers and not only meets federal guidelines but is also within the allowed limitations and guidelines set by the Alberta government via Alberta Health Services.
- The busses will be wiped down and cleaned daily with disinfectant to ensure a clean and sterile environment.
- This bussing plan also been endorsed as an adequate and robust barrier by   Health and Industrial Hygiene.

APPENDIX B – 2020TA PERMITTING STRATEGY

Purpose – To align on a permit strategy with <SOP> incorporating previous learnings, and having a fit for purpose 2020 TA plan

1. Permit requests
2. Dedicated permit writers
3. Electronic Printable Permits
4. Priority permits issuing
5. Long Duration permits
6. Controlled Permit Area (CPA)
7. Staggered permits issuing

1. Permit Requests

Permit Requests allow the current shift to prepare permits in advance for the incoming shift. To facilitate this Forman must fill out the Permit Request form and submit it to the proper permit counter by 4:00/16:00 to have the permit ready for the next shift.
Permit Request forms will be available at the permit counters.

2. Dedicated Permit Writers

Dedicated permit writers will be available at the main permit counters for each unit. Having dedicated permit writers creates continuity and consistency throughout the TA and allows the field operators to focus on the field activities. Permit writer's ability to issue permits will be addressed on an individual basis determined by their qualifications.

This will allow the field ops to stay in field during busy periods while the permit writers prepare the permits and send them out with the permit receivers to meet the field ops.

3. Electronic Printable Permits

Electronic printable permits will be available and encouraged for TA permitting. These permits will be stored in a public location for access during the event. Permit writers will have the opportunity to begin preparing permits prior to event based on known scope.

Permits prepared ahead of time will still require specific info to be entered on the issuing shift. These permits also allow for repetitive work permits to be saved and re-printed every shift. (snow removal, garbage clean-up, etc.).

4. Priority Permit Issuing

Permits issued at the start of shift will follow an issuing schedule to ensure the most critical permits are issued first. The craft 36hr schedule will indicate each activities priority. Permit writers and foreman will be responsible for understanding this and following the schedule.

5. Long Duration Permits

Jobs that will continue over multiple continuous shifts without changing can utilize Long Duration Permits. A single permit will be utilized for the duration of the job, and permit extension forms will be issued on 12 hour intervals to update the required information. Long duration permits will issued following the "Staggered Permitting" timeframe to help reduce the permit counter traffic at the start of shift.

6. Controlled Permit Area (CPA)

An area or piece of equipment such as a furnace, compressor, or column and its associated equipment pre-designated by the TA PS, which reduces the number of required work permits to be issued inside the CPA. Once in place, a competent individual must be assigned the role of CPA coordinator, with responsibility for coordinating the safe execution of the overall work scope within the CPA. Operations will issue the required **Long Duration Permits** for the CPA. The establishment of a CPA releases the Operations department from writing individual permits for each maintenance task. The process hazards have been reduced by the blinding, isolation, and decontamination efforts required in establishing a CPA.

CPA Coordinator

A <company> employee, not necessarily an operator, trained and assigned to coordinate implementation of the CPA Plan within a specific CPA designated area. The CPA
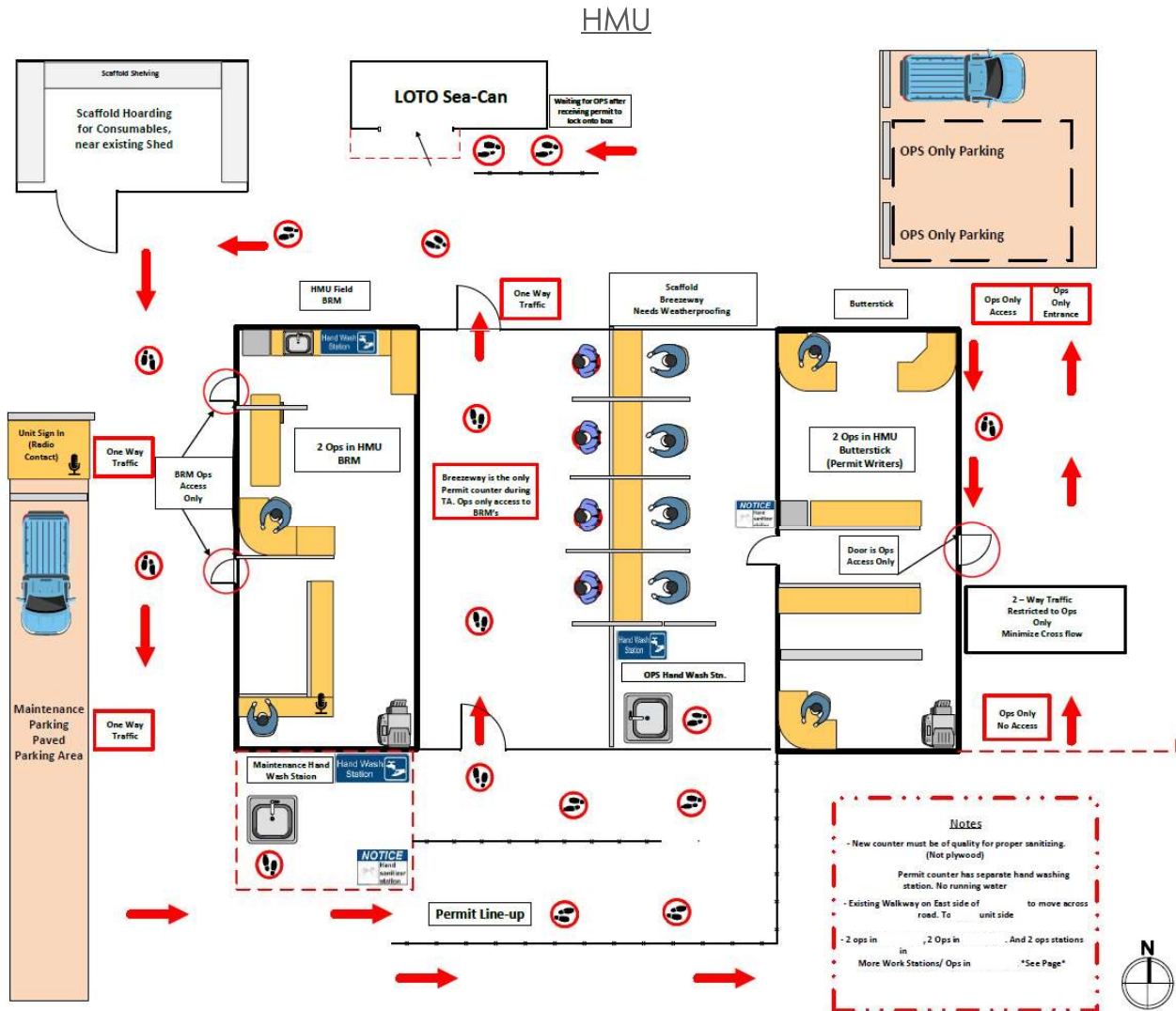
Coordinator is responsible for coordinating the execution of the CPA work activities as described in the CPA Coordinator role and responsibilities section.
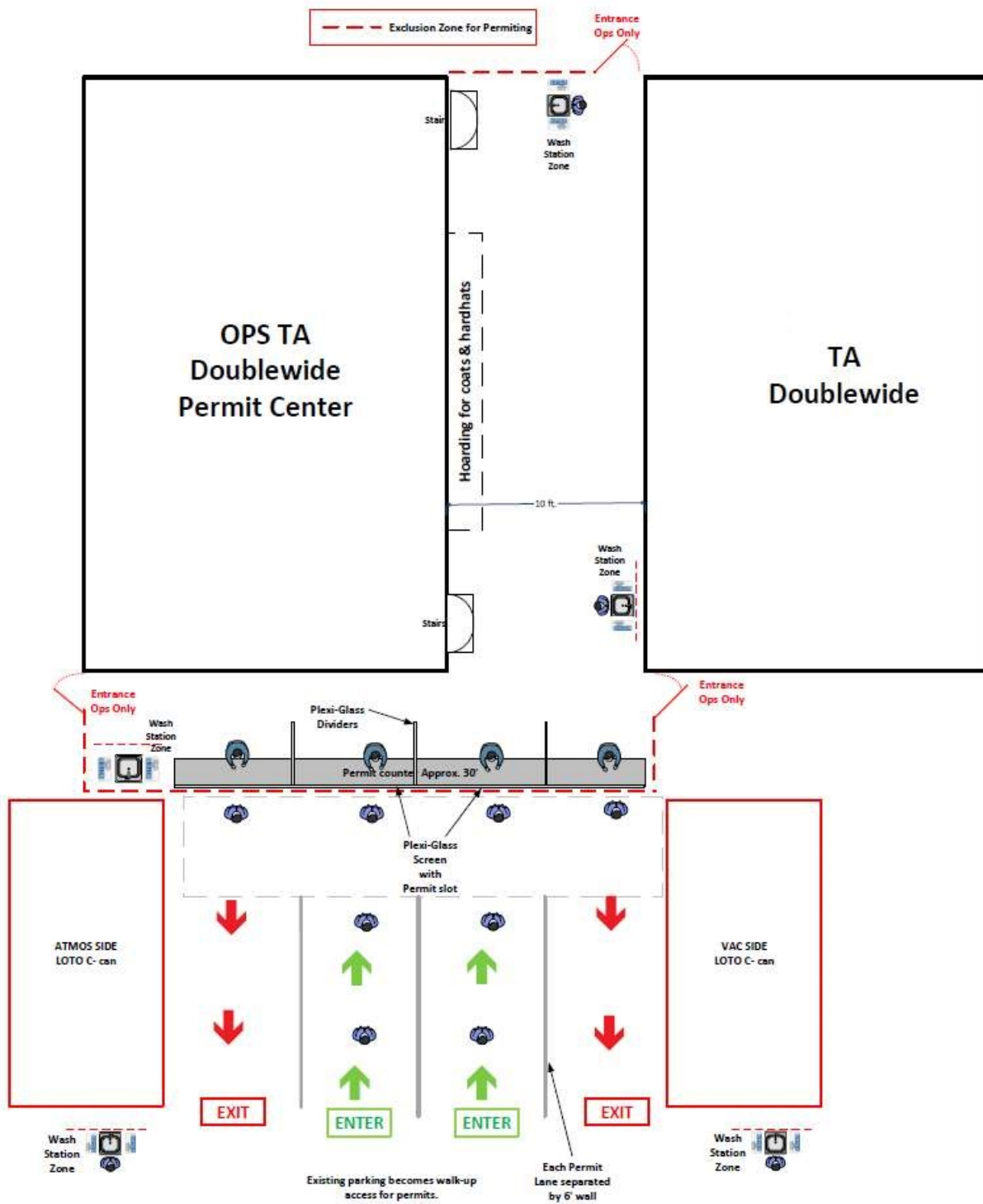
7. Staggered Permit Issuing

Certain pre- identified types of permits will be issued during different times in the shift schedule. These permits will still be valid for 12 hours but will not start and expire at the traditional start and end of shift.   Permit issuers and receivers will have to transfer ownership of these permits when shift handover takes place.   The requirements for Permit Carry Over will follow <SOP> Section 5.1.6. For the 2020TA, the following permits will be issued outside of the start of shift permit window.

- Long duration continuous permits – issue time will be 10:30/22:30
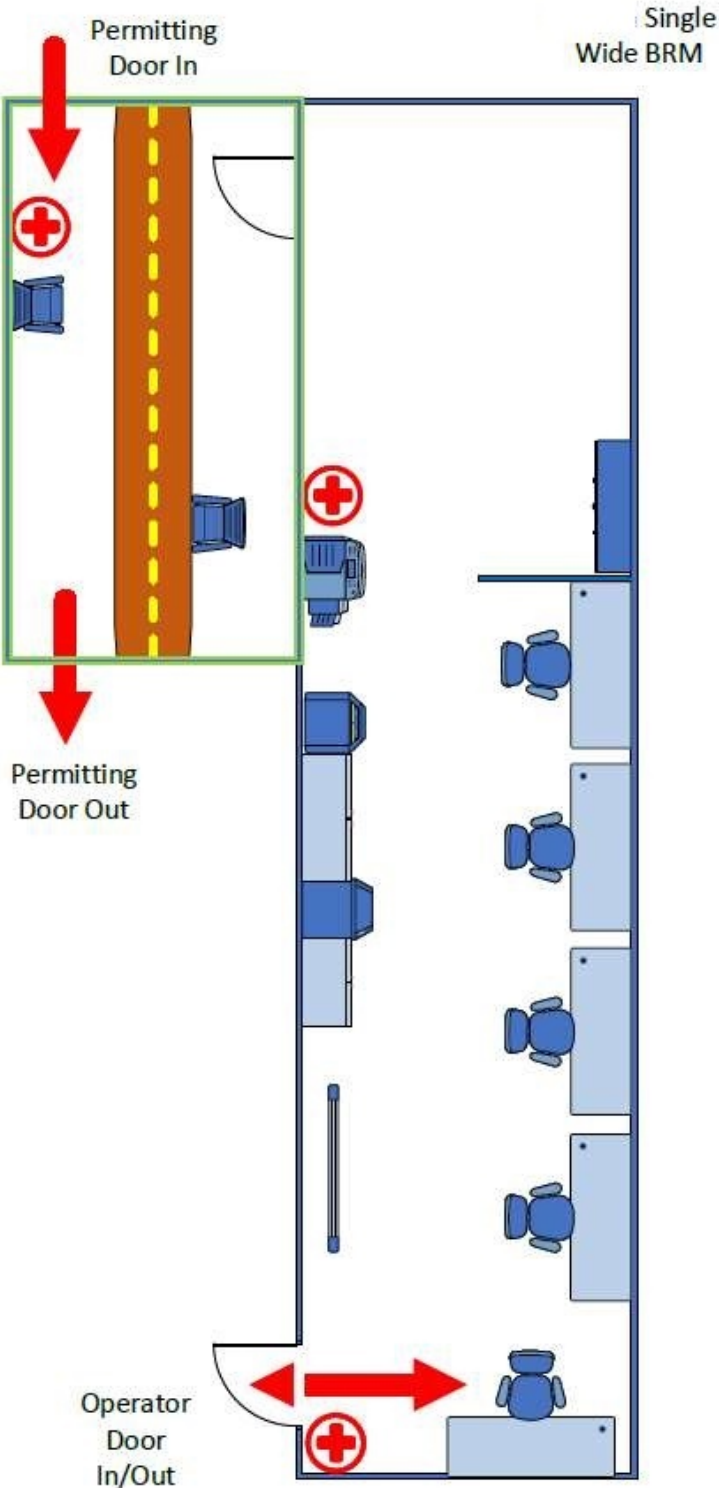- Insulation, scaffold & labour – issue time will be 02:00/14:00

HMU

BRM
Rev 2

Shelter to include:
IT Network Connection
Operator Access to BRM

Permitting
Door In

Single
Wide BRM

Permitting
Door Out

Operator
Door
In/Out

2 OPS

1-2 OPS

BRM kitchen to be used for SOS hand-over / mtg & shelter in place

Mechanical

OPS ONLY ENTRANCE

OPS ONLY ENTRANCE

NOTICE Hand sanitizer station

9 OPS

3 OPS

Permit counter

Lockers

Ops Only Area

NOTICE Hand sanitizer station

BRM procedure
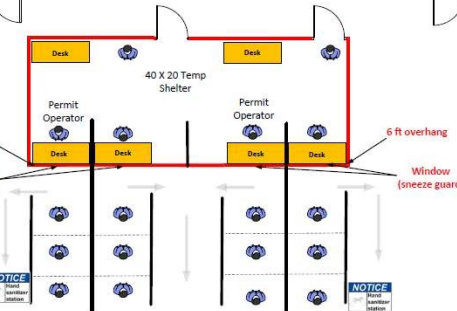
Sign-in board (build phone booth type shelter)

Wash station soap & water
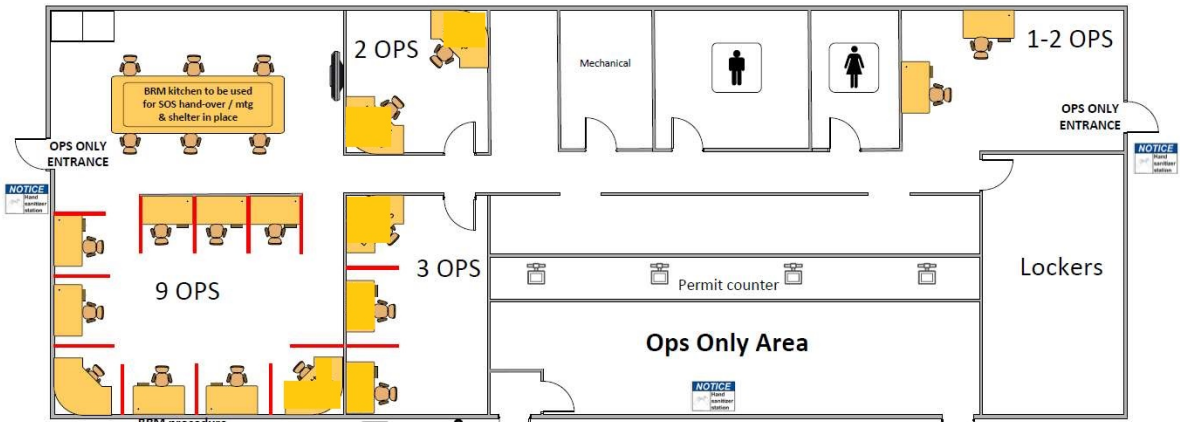
-Priority permitting
-One way traffic maintained
-Check in with Permit control
-Most of permits to be handle outside by permit control. Permit control to radio field Ops to meet with permit receiver for work site visit and LOTO.
-Maintain Social distancing
-Wash hands with wash station outside (soap/water) foot pedal operated
-Wash station inside permit area
-Maintain as much distance as possible at permit desk
-No PEN, No permit
-One person at a time in C-cans
Look at more CPA permits
Permits not on schedule – need 1-2hr notice for prep
Look at more detail on permit request form – needs to be pushed
Move sign in board outside (radio call in)
Put in temp door from permit area to main BRM
Blanket permits for non intrusive (scaffold/insulation)
Add more cleaning to schedule
OPS only in BRM behind temporary doors
Permit request drop off box outside BRM
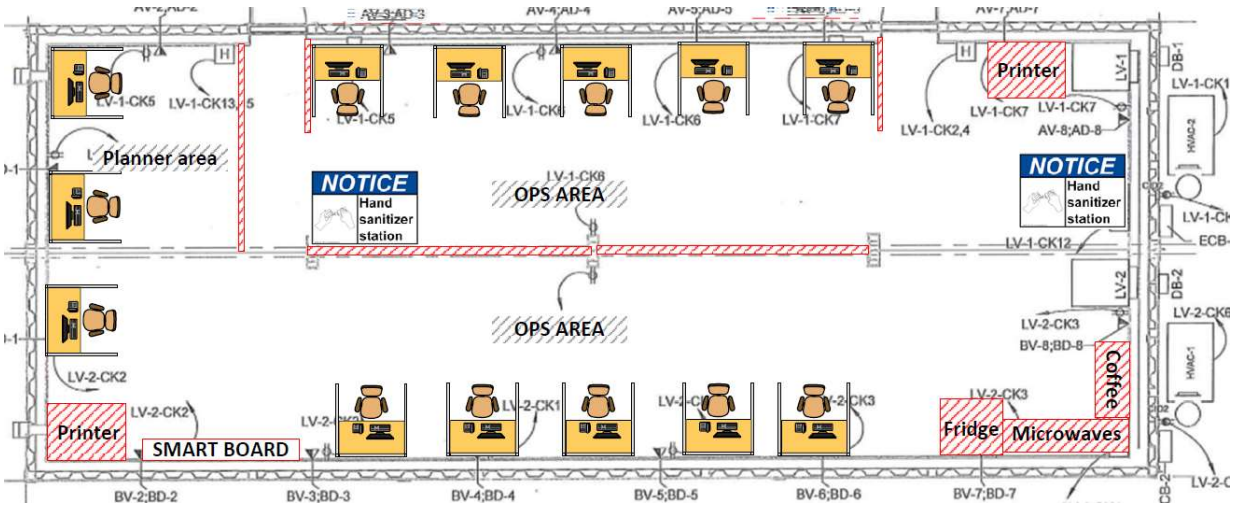Bigger Satellite lock box area, one way traffic thru tent

Desk

Desk

40 X 20 Temp Shelter

Permit Operator

Permit Operator

6 ft overhang

6 ft overhang

Window (sneeze guard)

Desk   Desk

Desk   Desk
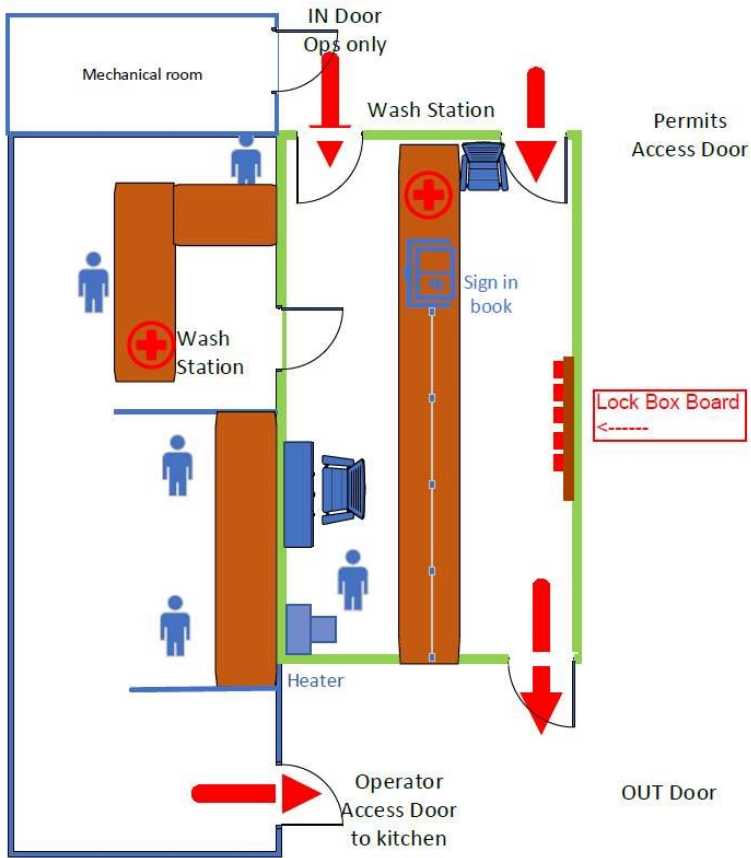
Window (sneeze guard)

NOTICE Hand sanitizer station

NOTICE Hand sanitizer station

Temp Shelter Requirements
-Power
-Lighting
-Fridge
-Water cooler
-Desk
-Possible privacy walls
-Wood base floor
-No IT required
-Sneeze guard for permit control
-space heater
-Wash station

Planner area

Printer

LV-1-CK5

LV-1-CK13,5

LV-1-CK5

LV-1-CK6

LV-1-CK6

LV-1-CK7

LV-1-CK7

LV-1-CK2,4

LV-1-CK7

AV-8;AD-8

NOTICE Hand sanitizer station

OPS AREA

LV-1-CK8

NOTICE Hand sanitizer station

LV-1-CK12

OPS AREA

LV-2-CK3

BV-8;BD-8

LV-2-CK2

Printer

SMART BOARD

LV-2-CK2

LV-2-CK2

LV-2-CK1

LV-2-CK1

LV-2-CK3

LV-2-CK3

Coffee

Fridge   Microwaves

BV-2;BD-2

BV-3;BD-3

BV-4;BD-4

BV-5;BD-5

BV-6;BD-6

BV-7;BD-7

Mechanical room

IN Door
Ops only

Wash Station

Permits
Access Door

Wash
Station

Sign in
book

Lock Box Board
<------

Heater

Operator
Access Door
to kitchen

OUT Door

Covid – Permitting Shelter

Rev1

Shelter to include:
Lighting
Heater
IT Network Connection
Operator Access to BRM
Chair for Q. Signage
outside to indicate to
open door and check
chair for occupancy.

Existing
deck stairs
IN

Wash Station

Ops Door

Table / Benches

Wash
Station

Permit
Door

Existing deck
stairs OUT

Ops

DCS ROOM

VEST

WORK STATIONS

PERMIT AREA

STORAGE RM.

RACK ROOM

TRAINING RM.

BQ $5 / brgr

W3OG   W3OG
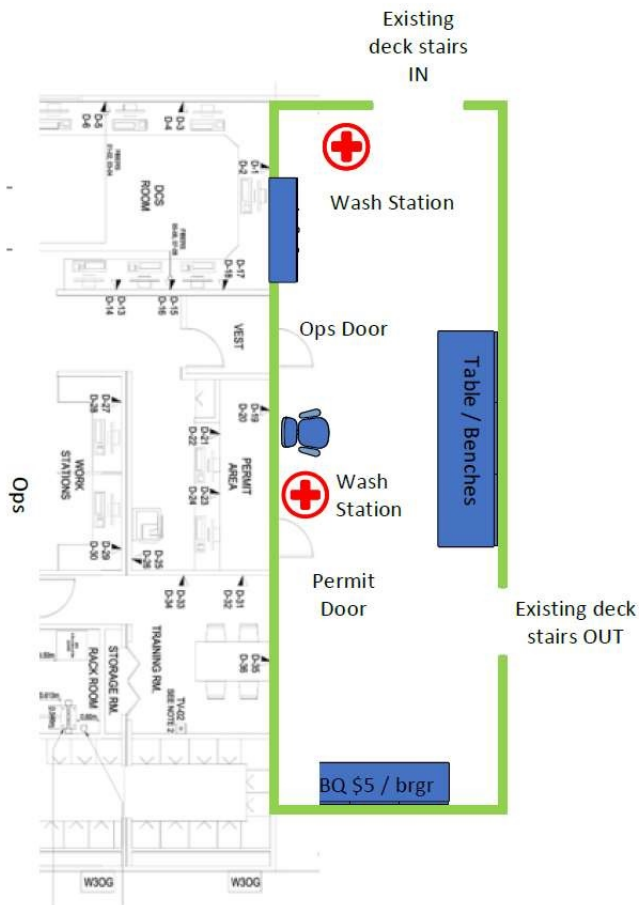
Covid –   Permitting Shelter Rev1

Shelter to include:
Lighting, power outlets
Extra garbage cans
Tables / Benches
Radio for calling ops
Sign in / out book
Cow Bell for next up

Ops Counter Permit Office Area::
Roughly 11' long X 9' deep for Ops
and Maint to split.
Only one door In/Out, limited
space
Maybe have outdoor lockbox area
built by BBQ, or ideally a separate
structure in parking lot to allow
Social Distancing

**Existing WB Trailer raised deck
(green) area:**
Roughly 22' long X 8' deep.
Need a covered roof over the
area to provide protection for
people waiting.
Drop down sides optional on 3
sides for inclement weather.