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Valard Construction LP

CORONAVIRUS MANAGEMENT PLAN

OEWTL Project

Rev 1



Connecting People.
Powering Communities.

**CORONAVIRUS
MANAGEMENT PLAN**

REVISION HISTORY

This table describes the primary reason for the production of each new revision after Rev 0

Date	Rev	Reason for change	Reviewed By:	Signature



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**CORONAVIRUS
MANAGEMENT PLAN**

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1 GENERAL INFORMATION

1.1 Introduction

This Coronavirus Management Plan (CMP) is in place to address prevention, preparedness and response tactics to help protect our employees and their families, while ensuring business continuity even during an outbreak. This document is designed to support management by identifying the actions Valard will perform to prevent, prepare and respond to COVID-19.

Valard may, at any time and for any reason, with or without notice, deviate from Coronavirus Management Plan and/or may modify or amend this CMP; undertake actions or tasks not detailed in this CMP Plan, or may not undertake actions or tasks detailed in this CMP in order to keep pace with this dynamic and rapidly evolving situation acting in the best interests of our staff and the business. Furthermore, Valard may assign or reassign any actions or tasks detailed in this CMP to different departments or personnel or stop, start, or modify any of the actions or tasks detailed herein.

Every employee remains responsible for their own safety and to take a risk-based approach and give careful consideration to any recommendations of any government officials and agencies and/or law enforcement. Each employee remains responsible to follow instructions and/or directions from government officials and agencies and/or law enforcement, and to comply with all laws. Every employee remains responsible to give careful consideration to and follow as appropriate, any recommendations or orders from their medical care provider.

2 OVERVIEW

The purpose of this Plan is to provide the framework for how we deal with COVID-19 to ensure the health of our people while maintaining business sustainability.

To do this we are informed by our Values:

- **Integrity:** we need to ensure that our workplaces significantly limit the exposure of our people to COVID-19 and that we do not place them in a workplace that has not been risk assessed for COVID-19 exposure. We need to deal with confirmed cases and potential exposure with a considered and consistent approach to ensure that exposure is limited or eliminated.
- **Teamwork:** together we need to ensure we are following any Federal, Provincial, Territory or Municipal legislation, restrictions, or guidance in relation to our workplaces and that we ensure and promote an awareness that all of us have responsibilities that extend beyond the workplace.
- **Strive to be Better:** we need to actively and creatively engage the possibility of returning to project delivery, albeit with health considerations paramount.

3 SCOPE

This CMP contains the information necessary to restore an operational application in the event of serious disruption of services at Valard project locations or offices.

3.1 Term

This plan will remain in effect until advised otherwise by Valard Management Team.



3.2 Definitions

Term	Meaning
Covid-19	Coronavirus (COVID-19) is a respiratory illness caused by a new virus.
Pandemic	The worldwide spread of a new disease as issued by the World Health Organisation.

4 ROLE RESPONSIBILITIES

4.1 Valard CEO/President and Management Team

The Valard President and Management Team are to ensure:

- This plan is implemented;
- Sufficient resources are provided to enable effective implementation of this plan;
- Communicating this plan and the associated requirements to the Valard employees;
- That COVID Committees are established, these Committees will be chaired by Valard's CEO/President or delegates;
- Implementing measures to minimize the risk of Coronavirus (COVID-19) affecting our personnel.

4.2 Valard COVID Committees

Valard has established two COVID Committees, they include:

- COVID-19 Committee: this is Valard's leadership committee and includes all members of Valard's C-Suite along with EVP HSEQ Communications Manager, HR Manager, EVP Toronto Operations and Occupational Health Specialist.
- COVID-19 Operational Committee: this committee is specifically mandated by the COVID-19 Committee to mitigate the effects of COVID-19 for Valard's diverse operations. This committee is comprised of senior members responsible for the operations of Valard's business.

The COVID-19 Committees structure will be as follows:

- Meet, as a minimum, monthly to monitor Valard's approaches and responses to COVID-19,
- Drive Valard's Coronavirus (COVID-19) prevention and response strategy;
- Review plans and updates from the COVID-19 Operational Committee;
- Monitor Government Agencies alerts and guidance on Coronavirus (COVID-19) response measures. Government Agencies include:
 - Health Canada;



- Provincial health authorities in which Valard has local operations;
- Territorial health authorities in which Valard has local operations;
- Municipal authorities in which Valard has local operations;
- World Health Organization (WHO); and
- Centre for Disease Control (CDC).

Hereinafter collectively referred to as “Government Agencies”.

The COVID-19 Operational Committee

- Meet, at minimum, once per week;
- Ensure appropriate operational procedures and processes are in place to manage and reduce COVID-19 risks within Valard’s operations;
- Ensure any changes or updates in best practices from Government Agencies are implemented in timely manner;
- Ensure Valard employees, visitors, sub-contractors and any other relevant Stakeholders are informed of the requirements of this plan and kept up to date with relevant COVID-19 information.

4.3 Employees, Subcontractors and Visitors

All Valard employees, subcontractors and visitors shall:

- Adhere to the requirements of this Plan.
- Notify their Line Manager if intending to travel overseas for personal reasons.
- Notify their Line Manager if they, or any person they have come in close contact with, have travelled outside of Canada in the last month.
- Notify their Line Manager prior to coming in to work if they believe they have been exposed to another individual who are experiencing symptoms which resemble those of Coronavirus (COVID-19).
- Immediately self-isolate if they experience symptoms which resemble those of COVID-19.
- Adhere to any other self-isolation requirements where instructed to do so, either by Valard or that of Government Agencies.



5 VALARD CONSTRUCTOR/PRIME CONTRACTOR

Where Valard has agreed in writing to fulfil the role of the Constructor/Prime Contractor, pursuant to the applicable provincial/territory Occupational Health and Safety Legislation, Valard will do everything that is reasonably practicable to establish and maintain a system or process that will ensure compliance with the following criteria as it relates to COVID-19:

- Monitoring Government Agencies
- Ensuring that the measures and procedures related to COVID-19, which are prescribed by Government Agencies, are carried out on the project.
- Ensuring that every employer and every worker performing work on the project complies with Government Agencies COVID-19 protocols.
- Ensuring that the health and safety of workers on the worksite are protected.
- Considering whether work activities put other people or communities at risk and ensuring mitigation steps are taken to protect these people or communities.
- Ensuring that a joint health and safety committee has reviewed any COVID-19 protocols/plan that are implemented on the project.
- As required, ensuring any provincial/territorial government agency is advised of any positive COVID-19 diagnosis related to a worker on the project.
- Ensuring that every Contractor or Subcontractor has ready access to the project COVID-19 protocols/plan.
- Ensure that written emergency procedures related to COVID-19 are established for the project and posted.

6 ABOUT THE VIRUS

6.1 Coronaviruses

Coronaviruses are a large family of viruses. Some coronaviruses cause illness in humans and others cause illness in animals, such as bats, camels, and civets.

6.2 COVID-19

COVID-19 is a new strain of coronavirus that has not been previously identified in humans. It was first identified in Wuhan, Hubei Province, China, where it has caused a large and ongoing outbreak. It has since spread more widely in China. Cases have since been identified in many other countries.

6.3 Spread of the Virus

6.4 COVID-19 is thought to spread mainly through close contact from person-to-person in respiratory droplets from someone who is infected. People who are infected often have symptoms of illness. Some people without symptoms may be able to spread virus.

- Person-to-Person Spread – the virus is thought to spread mainly from person-to-person:
 - Between people who are in close contact with one another (within about 6 feet/2 meters).
 - Through respiratory droplets produced when an infected person coughs, sneezes or talks.
 - These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.



- Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

Maintaining good social distancing (6 feet/2 meters) is very important in preventing the spread of COVID-19.

- Spread from contact with contaminated surfaces or objects - It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes. This is not thought to be the main way the virus spreads, but we are still learning more about this virus.

Wash your hands often with soap and water. If soap and water are not available, use an alcohol-based hand rub (minimum 60% alcohol). Also, routinely clean frequently touched surfaces.

6.5 How Easily Can the Virus Spread?

How easily a virus spreads from person-to-person can vary. Some viruses are highly contagious, like measles, while other viruses do not spread as easily. Another factor is whether the spread is sustained, which means it goes from person-to-person without stopping.

The virus that causes COVID-19 is spreading very easily and sustainably between people. Information from the ongoing COVID-19 pandemic suggest that this virus is spreading more efficiently than influenza, but not as efficiently as measles, which is highly contagious.

6.6 SYMPTOMS

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. However, please note, recent studies have suggested that some COVID-19 positive individuals show NO symptoms (i.e. asymptomatic).

For individuals that do exhibit symptoms, some common symptoms may appear 2-14 days after exposure to the virus and can include:

- Fever
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Nausea/Vomiting
- Fatigue

6.7 Diagnosis

Infection with COVID-19 virus is diagnosed by finding evidence of the virus in respiratory samples such as swabs from the back of the nose and throat or fluid from the lungs. Alternatively, blood samples can be tested for the COVID-19 antibody. COVID-19 antibodies identify individuals who had the COVID-



19 virus at some point previous. Testing for COVID-19 virus or COVID-19 antibodies is done in public health laboratories.

6.8 Persons at Risk

COVID-19 is a new disease and there is limited information regarding risk factors for severe disease. Based on currently available information and clinical expertise, older adults and people of any age who have serious underlying medical conditions might be at higher risk for severe illness from COVID-19.

Based on what Government Agencies know right now, those at high-risk for severe illness from COVID-19 are:

- People aged 65 years and older.
- People who live in a nursing home or long-term care facility.

People of all ages with underlying medical conditions, particularly if not well controlled, including:

- People with chronic lung disease or moderate to severe asthma.
- People who have serious heart conditions.
- People who are immunocompromised.
 - Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications.
- People with severe obesity (body mass index [BMI] ≥ 40).
- People with diabetes.
- People with chronic kidney disease undergoing dialysis.
- People with liver disease.

6.9 Prevention Measures

General prevention measures that can help minimise the risk of contracting the virus include – the following are in addition to specific work procedures delineated in this document:

Clean Your Hands Often

- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.

Avoid Close Contact

- Avoid close contact with people who are sick.
- Stay home as much as possible.
- Put distance between yourself and other people.
 - Remember that some people without symptoms may be able to spread the virus.



- Keeping distance from others is especially important for people that have pre-existing medical conditions or comorbidities.

Cover Coughs and Sneezes

- If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Throw used tissues in the trash.
- Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Clean and Disinfect

- Clean AND disinfect frequently touched surfaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.

6.10 Is There a Cure or Vaccine?

There are currently no vaccines that protect against COVID-19, although several laboratories around the world are pursuing the development of a vaccine.

There is no specific treatment for COVID-19. Early diagnosis and general supportive care are important. Most of the time, symptoms will resolve on their own. People who have serious disease with complications can be cared for in hospital.

7 COMMUNICATION AND AWARENESS

Valard's COVID Committees will ensure the Valard staff is kept up to date with COVID-19 developments, accurate information, Government Agencies recommendations, and the requirements of this CMP.

Communication methods will include a combination of:

- Meetings at corporate offices to communicate this plan, deliver a COVID-19 toolbox talk, and provide a question & answer opportunity.
- Toolbox meetings at project locations to communicate this plan, deliver a COVID-19 information presentation, and provide a question & answer opportunity.
- Company-wide email/memos to provide updates.
- Conference call with all Valard users.
- Display of alerts, posters and useful information on HSE noticeboards, monitors at offices, shops and projects.
- Corporate and Project inductions.
- One-to-one meetings with Line Managers, where requested.



7.1 Assumptions

This CMP has been developed based upon the following assumptions:

- Potential exists for large numbers of employees unable to work for days to weeks.
- Potential for diminished emergency & essential services.
- Potential for mandatory school closings.
- Potential for mandatory project closings.
- Potential for mandatory travel restrictions.
- Delays in supplies, shipments, & mail delivery.
- Off-site locations are intact and accessible.
- Potential loss of services from suppliers.
- Appropriate personnel are available and able to perform the steps identified in the CMP
- All appropriate members will have access to this CMP, will have read through this CMP, and will have training on this CMP.

8 REVIEW

The COVID Committees meet regularly to ensure this plan remains up to date. The plan will be updated as regularly as required to ensure it remains current, based on Government Agencies, and/or as Valard's response strategy changes.

9 COVID EMAIL OPERATIONAL DIRECTIVES

COVID email operational directives that apply to all Valard operations. These include:

- Frequently Asked Questions- 17-Apr-20;
- Update for our Employees on Covid-19 27-Mar-20;
- Update for our Employees on Covid-19- 20-Mar-20;
- Covid-19 What Does Self-Isolate Mean 16-Mar-20;
- Internal Announcement Calling In Sick 13-Mar-20;
- Employee Services Covid-19 Communication 12-Mar-20;
- Valard Offices in Lock Down Mode 12-Mar-20;
- Announcement from your Covid-19 Advisory Committee 11-Mar-20;
- Changes to Practices for Business Meetings, Travel, etc.- Covid-19 11-Mar-20;
- Message from Valard's President CEO on Covid-19 11-Mar-20.

See Appendix A

10 COVID WORK PROCEDURES (SWP)/SAFE OPERATING PROCEDURES (SOP)/JOB SAFETY ANALYSIS

Valard recognizes the importance of planning work activities to ensure the risks and hazards associated with the tasks are identified, mitigated and controlled prior to beginning.



COVID Safe Work Procedures (SWPs), Safe Operating Procedures (SOPs) and Job Safety Analysis (JSAs) have been developed to identify to address all known and potential COVID hazards for a task. The SWPs, SOPs and JSAs include the control methods to minimize or eliminate COVID hazard exposure.

Plans may range from very detailed written procedures for large projects and jobs to a system for developing and recording work plans during daily tailboard discussions.

10.1 JSA

The following COVID JSA have been produced:

- JSA 19.000 Office/Shop – COVID-19 Preparation;
- JSA 01.900 Valard Covid-19.

See Appendix B

10.2 SWP

The following COVID SWP have been produced:

- SWP 26.901 Workers Travelling Home While Under Self-Isolation;
- SWP 26.902 Temperature Screening Program;
- SWP 26.903 Taking a temperature;
- SWP 26.904 Covid-19 Case Response;
- SWP 26.905 Covid-19 Disinfecting Common Surfaces;
- SWP 26.906 Covid-19 Social (physical) Distancing Using a Face Mask;
- SWP 26.907 Covid-19 Hotel Self-isolation Quarantine;
- SWP 26.908 Use of Victory Backpack Sprayer- Routine Disinfecting;
- SWP 26.909 Use of Victory Backpack Sprayer- Known Covid-19 Outbreak;
- SWP 26.910 Workers travelling out of Provinces with 14 Day self-Isolation Requirements;
- SWP 26.911 Staying at a Hotel;
- SWP 26.912 Dropping Off Picking up Vehicles at Office Shop.

See Appendix C

10.3 SOP

The following COVID SOP have been produced:

- Major Projects Screening Process;
- Daily Screening Process- Distribution, Telecom, Shops and Substations.

See Appendix D

11 COVID PROJECT SPECIFIC PLANS

Major Projects Pandemic Protocol (formerly 'Camp Pandemic Protocol')



This Major Projects Pandemic Protocol has been designed and written to be used as a guideline on the necessary steps required to prevent, identify, control, monitor and report cases of COVID-19 at Valard Major Project locations across the country. This Major Projects Pandemic Protocol is in place to address prevention, preparedness and response tactics to help protect our employees, subcontractors, clients, visitors and local communities, while ensuring business continuity even during an outbreak. This document is designed to support management by identifying the actions Valard Construction will take on projects to prevent, prepare and respond to potential cases of COVID-19.

See Appendix E

12 COVID TOOLBOX TALKS

These meetings shall be scheduled so that major topics of COVID safety, hazard elimination/mitigation and discussions on resolution of previous safety items can be discussed. Meetings may be either weekly, once per cycle or held on an as needed basis to communicate pertinent COVID information. COVID specific topics that have been created include:

- Camp Accommodations and Public Outings 19-Mar-20;
- COVID-19 Disinfecting Vehicles 26-Mar-20;
- COVID-19 Employees Responsibility at Camp 24-Mar-20;
- COVID-19 Help Prevent Spread 8-Apr-20;
- COVID-19 Potential Vehicle Contamination 26-Mar-20;
- Isolate at Home 13-Mar-20;
- Mental Health Assistance and Coping Supports 16-Mar-20;
- Protective Measures Against COVID-19 5-Mar-20;
- STKY - Biological Hazards COVID-19 17-Mar-20;
- Tips for Staying in a Hotel 27-Mar-20;
- Travel Tips - Staying Healthy While Traveling 6-Mar-20;
- What is COVID-19 12-Mar-20.

See Appendix F

13 INFORMATION SCREENS

Valard has large monitors positioned throughout our operations (offices, shops, projects, lunchrooms, etc.) to communicate pertinent information. Throughout the pandemic Valard displayed helpful information for our workers. COVID specific content for these screens include:

- Business and Personal Travel 12-Mar-20;
- Call in Sick March 13-Mar-20;
- Cover Your Cough 11-Mar-20;
- COVID-19 Advisory Committee 11-Mar-20;
- Isolate at Home March 16-Mar-20;
- Keep Your Work Area Clean March 11-Mar-20;



- Mental Health Assistance and Coping Supports 16-Mar-20;
- Message from Valard's President 11-Mar-20;
- SharePoint Site Information 5-Mar-20;
- Social Distancing March 13-Mar-20;
- Staying Healthy While Traveling 11-Mar-20;
- Valard Office Lock Down 12-Mar-20.

To review see Appendix G

14 PREVENTATIVE MEASURE POSTERS

Valard has created or adopted posters from Government Agencies regarding important COVID information. These posters are posted at safety boards and/or throughout our operations to remind workers of COVID preventative measures. The following posters have been posted throughout our operations:

- Cover your Cough
- Hand Washing Steps
- Slow the spread of Germs
- Social Distancing
- Stay Well
- Coping with Stress

See Appendix H

Rev 1



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**CORONAVIRUS
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APPENDIX A

Weber, Karli

From: Willemsen, Carrie
Sent: Friday, April 17, 2020 9:31 AM
To: Valard All Staff incl. Quebec
Subject: Update for Our Employees on COVID-19 – for the week ending April 17th – Frequently Asked Questions (FAQ’s) / Mise à jour sur le COVID-19 pour nos employés – semaine jusqu’au 17 avril – Foire aux questions (FAQ)
Attachments: COVID-19 FAQ - 15 avril.pdf; COVID-19 FAQ as of April 15th.pdf
Importance: High

Internal Announcement From Your COVID-19 Advisory Committee
(intended only for the employees/contractors of Valard)

Valard Employees – we’re continuing to take all the necessary steps to keep our employees, work sites, communities and business safe during the COVID-19 Pandemic. Remember that there are contacts for the COVID-19 Committee at the bottom of this announcement if you have any specific questions.

This week we’d like to share the attached document. It contains some of the **“Frequently Asked Questions” (FAQ’s)** you’ve had and perhaps some you may be interested in but haven’t thought of yet. This document will also be available on the [COVID-19 section your employee website, SharePoint](#) AND on the [“Employees Only” section of our external website.](#)

Valard’s COVID-19 (Corona Virus) Advisory Committee	
<ul style="list-style-type: none"> • Committee Lead - Barkley Adams, President/CEO • Carey Kostyk, Senior EVP 	<ul style="list-style-type: none"> • Shilo Neveu, EVP, HSEQ, 587-985-3052; sneveu@valard.com

- Steve Sousa, CCO
- Dave Torgerson COO
- Victor Wearden, CFO
- Keith Sones, EVP, Strategy & Business Development

- [Danielle Murray](#), Occupational Health Specialist, 587-590-4729; dmurray@valard.com
- [Brian Robinson](#), Manager, Employee Services, 780-289-8913; brobins@valard.com
- [Carrie Willemssen](#), Manager, Corporate Communications, 587-585-3788; cwillemssen@valard.com

Field & Regional Office Communicators: Please ensure that all employees see this transmittal by printing and posting this announcement to your Bulletin Boards.

For Corporate Communications inquiries, please contact the Communications team via email at corpcomm@valard.com or by phone at 403-279-1003.

Annonce interne de la part de votre comité consultatif sur le COVID-19 (coronavirus)

(à l'attention exclusive des employés et contractuels du Groupe Valard)

Chers employés de Valard,

Nous continuons à prendre toutes les mesures nécessaires pour assurer la sécurité de nos employés, de nos sites de travail, de nos communautés et de nos entreprises pendant la pandémie de COVID-19. N'oubliez pas de communiquer avec les personnes-ressources du Comité consultatif sur le COVID-19 indiquées au bas de cette annonce si vous avez des questions particulières.

Cette semaine, nous aimerions partager le document ci-joint. Il contient certaines des questions les plus fréquemment posées (**Foire aux questions**) et peut-être certaines autres qui vous intéressent, mais auxquelles vous n'aviez pas encore songé. Ce document sera également disponible dans la [section sur le COVID-19 de votre site](#)

[Web pour les employés, SharePoint](#), ET dans la section [« Employés seulement »](#) de [notre site Web externe](#).

Comité consultatif de Valard sur le COVID-19 (coronavirus)	
<ul style="list-style-type: none">• Responsable du comité : Barkley Adams, président et chef de la direction• Carey Kostyk, VPE principal• Steve Sousa, directeur commercial• Dave Torgerson directeur général des opérations• Victor Wearde, directeur financier• Keith Sones, VPE, stratégies et développement commercial	<ul style="list-style-type: none">• Shilo Neveu, VPE, SSEQ, 587 985-3052, sneveu@valard.com• Danielle Murray, spécialiste de la santé au travail, 587 590-4729, dmurray@valard.com• Brian Robinson, gestionnaire des services aux employés, 780 289-8913, brobinson@valard.com• Carrie Willemsen, gestionnaire des communications d'entreprise, 587 585-3788, cwillemsen@valard.com

[Préposés aux communications sur le terrain et dans les bureaux régionaux](#) :Veuillez vous assurer que tous les employés ont accès à ce message en l'imprimant et en l'affichant sur vos tableaux d'affichage.

Pour les demandes liées aux communications de l'entreprise, veuillez contacter l'équipe des communications par courriel au corpcomm@valard.com ou par téléphone au (403) 279-1003.

 **COVID-19 INFORMATION**

As of 4/17/20 - subject to change as Valard continues to monitor the situation.

Who can I talk to if the answer to my question is not here?

If you are unable to find the answer to your question, please reach out to your supervisor or send your inquiry to corpcomm@valard.com and it will be directed to the appropriate person.

What is COVID 19?

Coronaviruses are a large family of viruses, some cause mild illness, such as strains responsible for some common colds. On December 31, 2019, the World Health Organization (WHO) was alerted to several cases of pneumonia in Wuhan, China. The virus did not match any other known virus, on January 7, 2020, China confirmed the novel coronavirus disease as COVID-19. On March 11, 2020, the World Health Organization officially declared the outbreak of COVID-19 as a pandemic.

<https://qcentral.quantaservices.com/sites/Valard/Safety/COVID19%20Coronavirus/Toolbox%20Talks/What%20is%20COVID-19.pdf>

How is it spread?

COVID-19 is spread by respiratory droplets. Respiratory droplets are liquids that come out when we cough or sneeze. Most people who become infected will experience mild illness and recover, but it can be more severe for others.

How can I prevent the spread?

- Maintain good personal hygiene.
- Wash your hands frequently with soap and water (Scrub your hands with soap for at least 15-20 seconds).
- Use alcohol-based hand sanitizer when soap and water is not available.
- Cover your coughs and sneezes.
- Avoid touching your face (eyes, nose and mouth).
- Regularly clean and disinfect workstations, common areas and shared tools.
- Keep some distance from people who are obviously sick – don't let them cough or sneeze on you.
- Do not share food, drinks and personal items.
- If you have cold/ flu like symptoms STAY HOME.
- If you have been in contact with someone who has flu like symptoms, has been recently tested for COVID and waiting for results, or has tested positive for COVID, do not return to work. Phone your supervisor to notify them.

<https://qcentral.quantaservices.com/sites/Valard/Safety/COVID19%20Coronavirus/Toolbox%20Talks/Protective%20Measures%20Against%20COVID-19.pdf>



As of 4/17/20 - subject to change as Valard continues to monitor the situation.

What do I do if I think I am sick?

If you are sick, STAY HOME. Contact your Valard supervisor **by phone**. Do not go into the office or worksite.

What do I do if I have flu like symptoms or think I have COVID?

If you have developed symptoms and think you have COVID stay at home; if you are working you must immediately leave the workplace.

Contact your Provincial health authority, notify your supervisor by phone then contact Brian Robinson (brobinson@valard.com).
<https://qcentral.quantaservices.com/sites/Valard/Safety/COVID19%20Coronavirus/Resources/Coronavirus%20in%20Canada%20-%20Where%20to%20get%20help,%20how%20to%20get%20tested,%20symptoms.pdf>

I just got back from a personal trip (from outside of Canada). Can I go back to work?

No, anyone who has recently traveled (on a personal trip) outside of Canada is required to self-isolate for 14 days. You may only return to work after the isolation period, provided you have not developed any flu like symptoms.

If you have developed flu like symptoms while self-isolating, contact your provincial health authority for direction, notify your supervisor by phone then contact Brian Robinson (brobinson@valard.com).

My spouse, child or a member living in my household has recently traveled on a personal trip outside of Canada, what do I do?

Valard requires employees living in the same household as someone who recently traveled to self-isolate and not report to work for 14 days; you must remain symptoms free after 14 days to report to work.

If symptoms develop, contact your provincial health authority, notify your supervisor by phone and contact Brian Robinson (brobinson@valard.com).

I have an upcoming personal trip planned, can I still go?

If you are travelling to any locations identified as high-risk as stated by Health Canada, you must notify Brian Robinson: brobinson@valard.com. Failure to notify will result in discipline, up to and including termination. *This is for the general safety of Valard's employees*.



As of 4/17/20 - subject to change as Valard continues to monitor the situation.

The Government of Canada is recommending that any non-essential travel outside of Canada be avoided. If you plan to travel **anywhere outside of Canada**, you must contact Brian Robinson (brobinson@valard.com).

* Choosing to take vacation and travel (on a personal trip) outside of Canada can result in Valard requiring an employee to exhaust their vacation bank before returning to work. As mentioned above, Valard reserves the right to request medical clearance before returning as well.

I had previously booked vacation time but would like to cancel/ postpone, what do I do?

If you have booked vacation time with Valard, and choose to cancel or postpone, Employee Services can have vacation entitlement reimbursed or changed to a later date. Please communicate with your direct supervisor to adjust vacation time if required. Valard encourages taking these measures in light of various organizations allowing postponement of personal travel to alternative dates.

Will I get paid if I require extended time off due to a COVID related issue?

- Cases will be assessed on individual circumstances, as some employees have an ability to work remotely from home (requires pre-approval from Management).
- In the event that the employee cannot work from home, contact Employee Services, Brian Robinson (brobinson@valard.com) who will work with individual Supervisors.
- Service Canada and Employment Insurance benefits do exist if the employee is unable to work due to COVID-19.
- If you are feeling sick or symptomatic, Short-Term Disability benefits exist through Canada Life. Contact Shelly Nyenhuis snyenhuis@valard.com.

I am required to self-isolate, what does that mean?

Self-Isolation means avoiding contact with other people to help prevent the spread of disease to others in your home and your community.

- **LIMIT YOUR CONTACT WITH OTHERS**
- Do not go to school, work, other public areas or use public transportation (e.g. buses, taxis).
- Arrange to have groceries and supplies dropped off at your door to minimize contact.
- Stay in a separate room and use a separate bathroom from others in your home, if possible.
- If you have to be in contact with others in your household, keep at least 2 metres (6 feet) between yourself and other people. Keep interactions brief and wear a mask.
- Avoid contact with individuals with chronic conditions, compromised immune systems and older adults.
- Avoid contact with pets.
- **KEEP YOUR HANDS CLEAN**



COVID-19 INFORMATION



As of 4/17/20 - subject to change as Valard continues to monitor the situation.

- Wash your hands often with soap and water for at least 20 seconds, and dry with disposable paper towels or dry reusable towel, replacing it when it becomes wet.
- You can also remove dirt with a wet wipe and then use an alcohol-based hand sanitizer.
- Avoid touching your eyes, nose and mouth.
- Cough or sneeze into a tissue, or your elbow.
- **AVOID CONTAMINATING COMMON ITEMS AND SURFACES**
- At least once daily, clean and disinfect surfaces that you touch often, like toilets, bedside tables, doorknobs, phones and television remotes.
- Do not share personal items with others, such as toothbrushes, towels, bed linen, utensils or electronic devices.
- Use regular household disinfectants or diluted bleach (one part bleach and nine parts water) to disinfect.
- Place contaminated items that cannot be cleaned in a lined container, secure the contents and dispose of them with other household waste.
- Put the lid of the toilet down before flushing.

<https://qcentral.quantaservices.com/sites/Valard/Safety/COVID19%20Coronavirus/Toolbox%20Talks/Isolate%20at%20Home.pdf>

If you are being asked by health official to isolate this most likely means the members in your household must do this as well. **Seek information from your provincial health authority and follow their direction.

What's the company's direction on the wearing of masks?

Direction regarding when to wear masks, the types of masks required and other variables around mask use are currently under consideration and will be communicated to Valard staff shortly.

What's the rule on how many people in a truck?

Valard is looking at various options for the safe transportation of employees within trucks. Currently crews have been asked to self-monitor for signs or symptoms of COVID-19 which if encountered by an employee, are a trigger for the employee not to go to work. Crews have also been asked to increase disinfecting/sanitation cleaning protocols within their assigned vehicles to a minimum of once at beginning and end of each day. Various PPE options as well as passenger restrictions are currently under review and will be communicated to Valard staff shortly.

What happens if you get sick onsite (whether in camp or a hotel room)?

Anyone showing signs or symptoms of sickness are to immediately self-isolate in your camp or hotel room and are to contact your supervisor or Safety via phone or email to inform them of your condition. Depending on the job and location, the options for individuals with signs and symptoms will vary. Employees always have the right to call local/regional health authorities for further guidance on what

As of 4/17/20 - subject to change as Valard continues to monitor the situation.

to do if they are showing signs and symptoms. Certain projects also have medics available that can assist in checking up on patients and providing further guidance. A specific checkup plan will be created for each of these types of instances between the employee, supervisor and Safety.

How do you get home if you are sick? Are there options? What if you don't want to go home and infect family?

This will vary based on the severity of sickness. Employees that are sick during their shift will be asked to remain in self-isolation for a certain period based on the local/regional health authorities' requirements. Valard has created procedures that allow for employees, in special circumstances and with very specific controls, to travel home alone in a vehicle to continue self-isolation.

What is Valard doing?

Valard is closely monitoring the CDC, WHO and Health Canada for updates. As new information is received, employees will be updated accordingly. Valard has created a COVID Committee and sub committees who are dedicated to review risks and ensure proper measures are taken to protect employees in all areas. These committees meet daily to discuss the current situation and provide information and direction to impacted groups. Updates on actions taken by Valard can be viewed here - <http://www.valard.com/about/newsroom/>.

What if you are asked by someone that's not an employee what we're doing at Valard?

You can relay that we have placed updates for our clients and external partners on our website www.valard.com, under "News".

What else should I do?

Valard employees are encouraged to regularly monitor the CDC, Health Canada, Provincial health authorities and the World Health Organization for updates and information.

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection.html>

https://www.who.int/health-topics/coronavirus#tab=tab_1

If you are unable to find the answer to your question above, please:

- 1) Check out the employee website, SharePoint, COVID-19 Section - <https://qcentral.quantaservices.com/sites/Valard/SitePages/HomePage.aspx>
- 2) Check out the public website, employee's COVID-19 page <http://www.valard.com/covid-19-information>
- 3) Reach out to your supervisor
- 4) Send your inquiry to corpcomm@valard.com and it will be directed to the appropriate person.

Weber, Karli

From: Willemsen, Carrie
Sent: Friday, March 27, 2020 8:19 AM
To: Valard All Staff incl. Quebec
Subject: Update for Our Employees on COVID-19 – for the week ending March 27th / Mise à jour sur COVID-19 pour nos employés – semaine jusqu’au 27 mars

Internal Announcement From Your COVID-19 Advisory Committee
(intended only for the employees/contractors of Valard)

Once again, THANK YOU for the attention you’ve already given to the communications and directives we’ve issued to date – your cooperation is invaluable.

If you’re asked by someone that’s not an employee what we’re doing at Valard, you can relay that we have placed updates for our clients and external partners on our website www.valard.com, under “News”.

Message from Valard’s President/CEO re Projects/Field Operations

Projects in each province have taken measures to protect against the spread of COVID-19 and are each taking into account the provincial guidelines put in place. Barkley Adams has been having one-on-one conversations with each of our operational leaders - his message has been **“We consider you, as our leaders and crews, to be the best at what you do; you’re industry experts.** As professionals and experts, you are accustomed to working in very challenging conditions – you work in extreme weather, at dangerous heights, drive on difficult, remote roads, etc. All of this means that you, our field workers, are constantly doing hazard and risk assessments – COVID-19 is now one of the risks you’re taking into account in everything you do.” Barkley also says “We will continue to operate in this way – **as President/CEO, I have a great deal of confidence in our experts in the field.** We will also use this approach regarding what our non-field employees are doing – continuing to do the work we’ve committed to.”

Employees Only Section on www.Valard.com

To supplement the considerable collection of useful information on the employee website, **a special [“employees only” page](#) has been set up on our external website.** It’s now easier for everyone to access many of the infosheets that the COVID-19 Committee has to share with employees and their families – that

page is at this link - <http://www.valard.com/covid-19-information>. It includes everything from “How To Self-Isolate” to how to access our EAP Provider’s “Virtual Fitness Provider”.

This website page is intended to support (but not replace) the communications issued to employees through internal announcements, the employee website [SharePoint](#) and as relayed by on-job-site managers and Safety personnel. In addition to those internal communications, we encourage regular monitoring of the [Health Canada](#), [World Health Organization](#) and [CDC](#) websites. The provincial government and health websites can also provide up to date information. Questions regarding this page or the information on it can be directed to corpcomm@valard.com

The above information is subject to change as Valard continues to monitor the situation.



Valard’s COVID-19 (Corona Virus) Advisory Committee

- | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none">• Committee Lead - Barkley Adams, President/CEO• Carey Kostyk, Senior EVP• Steve Sousa, CCO• Dave Torgerson COO• Victor Wearden, CFO• Keith Sones, EVP, Strategy & Business Development | <ul style="list-style-type: none">• Shilo Neveu, EVP, HSEQ, 587-985-3052; sneveu@valard.com• Danielle Murray, Occupational Health Specialist, 587-590-4729; dmurray@valard.com• Brian Robinson, Manager, Employee Services, 780-289-8913; brobins@valard.com |
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- [Carrie Willemssen](#), Manager, Corporate Communications, 587-585-3788; cwillemssen@valard.com

Field & Regional Office Communicators: Please ensure that all employees see this transmittal by printing and posting this announcement to your Bulletin Boards.

For Corporate Communications inquiries, please contact the Communications team via email at corpcomm@valard.com or by phone at 403-279-1003.

Annonce interne de la part de votre comité consultatif sur le COVID-19

(à l'attention exclusive des employés et contractuels du Groupe Valard)

Encore une fois, MERCI pour l'attention que vous avez déjà accordée aux communications et directives que nous avons émises jusqu'à présent – votre collaboration est inestimable.

Si quelqu'un qui n'est pas un employé vous demande ce que nous faisons chez Valard, vous pouvez lui faire part que nous avons des mises à jour en place pour nos clients et partenaires externes sur notre site Web au www.valard.com, sous la rubrique « Nouvelles ».

Message du Président et Chef de la direction de Valard concernant les projets et les opérations sur le terrain

Les projets de chaque province ont instauré des mesures de protection contre la propagation du COVID-19 et tiennent compte des directives provinciales mises en place. Barkley Adams s'est entretenu de manière individuelle avec chacun de nos dirigeants des opérations pour leur communiquer le message suivant : « **En tant que dirigeants et équipes, nous vous considérons comme les meilleurs dans ce que vous faites; vous êtes des experts de l'industrie.** En tant que professionnels et experts, vous êtes habitués à travailler dans des conditions très difficiles : vous travaillez dans des conditions météorologiques extrêmes, à des hauteurs risquées, vous conduisez sur des routes difficiles et isolées, etc. Tout cela signifie que vous, nos travailleurs de terrain, procédez constamment à l'évaluation des dangers et des risques. Le COVID-19 est désormais l'un des risques dont vous devez tenir compte dans tout ce que vous faites ». Barkley a également déclaré : « Nous continuerons à fonctionner de cette manière. **En tant que président et chef de la direction, j'ai une grande confiance en nos experts dans ce domaine.** Nous utiliserons également cette approche en ce qui concerne les activités de nos employés qui ne sont pas sur le terrain en poursuivant le travail pour lequel nous nous sommes engagés ».

Section réservée aux employés au [www.Valard.com](http://www.valard.com)

En guise de complément à la quantité considérable d'informations utiles contenues sur le site Web des employés, une [page spéciale « réservée aux employés »](#) a été créée sur notre site Web externe. Il est désormais plus facile pour tout le monde d'accéder aux nombreuses fiches d'informations que le Comité consultatif sur le COVID-19 doit partager avec les employés et leurs familles. Vous trouverez cette page à l'aide du lien suivant : <http://www.valard.com/covid-19-information>. Elle comprend tout ce qu'il vous faut, de « Comment s'isoler chez soi » à comment accéder au « Fournisseur virtuel de conditionnement physique » offert par notre fournisseur du PAE.

Cette page du site Web est destinée à soutenir (mais non à remplacer) les communications diffusées aux employés par l'entremise d'annonces internes, du site Web [SharePoint](#) destiné aux employés et telles que relayées par les gestionnaires sur le chantier et le personnel de sécurité. En plus de ces communications internes, nous encourageons la surveillance régulière des sites Web de [Santé Canada](#), de l'[Organisation mondiale de la Santé](#) et des [CDC](#). Les sites Web du gouvernement provincial et de la santé peuvent également fournir des informations actualisées. Les questions concernant cette page ou les renseignements qu'elle contient peuvent être adressées à corpcomm@valard.com

Les informations ci-dessus sont sujettes à changement au fur et à mesure que Valard continue de suivre l'évolution de la situation.



Comité consultatif de Valard sur le COVID-19 (coronavirus)

<ul style="list-style-type: none"> • Responsable du comité : Barkley Adams, président et chef de la direction • Carey Kostyk, VPE principal • Steve Sousa, directeur commercial • Dave Torgerson directeur général des opérations • Victor Wearde, directeur financier • Keith Sones, VPE, stratégies et développement commercial 	<ul style="list-style-type: none"> • Shilo Neveu, VPE, SSEQ, 587 985-3052, sneveu@valard.com • Danielle Murray, spécialiste de la santé au travail, 587 590-4729, dmurray@valard.com • Brian Robinson, gestionnaire des services aux employés, 780 289-8913, brobinson@valard.com • Carrie Willemsen, gestionnaire des communications d'entreprise, 587 585-3788, cwillemsen@valard.com
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Préposés aux communications sur le terrain et dans les bureaux régionaux : Veuillez vous assurer que tous les employés ont accès à ce message en l'imprimant et en l'affichant sur vos tableaux d'affichage.

Pour les demandes liées aux communications de l'entreprise, veuillez contacter l'équipe des communications par courriel au corpcomm@valard.com ou par téléphone au (403) 279-1003.

Weber, Karli

From: Willemsen, Carrie
Sent: Friday, March 20, 2020 8:31 AM
To: Valard All Staff incl. Quebec
Subject: Update for our Employees on COVID-19 – for the week ending March 20th / Mise à jour sur COVID-19 pour nos employés – semaine jusqu'au 20 mars

Importance: High

Internal Announcement From Your COVID-19 (Corona Virus) Advisory Committee

(intended only for the employees/contractors of Valard)

The health of our people and their families, our customers, our suppliers and the communities we interact with is our number one priority.... as we work through the effects of this worldwide pandemic.

Firstly, THANK YOU for the attention you've already given to the communications and directives we've issued to date – your cooperation is invaluable. It's possible you haven't seen all of those announcements - sent by email, reinforced by your Safety reps, repeated on the infoscreens, etc. If you don't have a Valard email address OR don't have access to the employee website Sharepoint and would like either or both, please email itsupportcanada@quantaservices.com to request that. Also, if you're asked by someone that's not an employee what we're doing at Valard, you can relay that we have placed updates for our clients and external partners on our website www.valard.com, under "News".

The success of Valard's COVID-19 procedures depends on each individual taking the precautionary steps and following the advisories from health authorities and from Valard. So far, our Committee (listed at the bottom of this email) has received numerous questions and inquiries pertaining to the evolving situation, which we continue to welcome. It is this open communication and trust that is fundamental to ensuring that our employees stay healthy and safe during this period.

Some **Key Reminders** we'd like to pass on:

1. Where you can, practice social distancing. Try and maintain at least 6 feet of space around you at all times.
2. Wash your hands often and thoroughly for at least 20 seconds with soap and water or hand sanitizer.
3. Cover your cough – cough into your elbow or into a tissue.

4. Keep your workplace and the tools you use every day clean. This is particularly true if you are sharing tools and touching them with your bare hands.
5. Avoid touching your face.
6. Do not undertake in any international travel.
7. Watch for symptoms of COVID-19 – you don't need all of these symptoms to be sick with COVID-19:
 - a. Fever;
 - b. Sore throat;
 - c. Cough;
 - d. Shortness of breath;
 - e. Muscle aches; or
 - f. Fatigue.
8. **If you have the symptoms above, we need you to go home immediately and self-isolate.**

Alternatively, stay home and don't come to work. Again, self-isolate. This is how we protect each other. It's very important to understand what self-isolate means – Brian Robinson

(brobinson@valard.com) from Employee Services has issued an announcement explaining that specifically.

9. Listen and follow the messages coming out from the COVID-19 Committee. I know there is a lot, but this situation is evolving by the hour and we are doing everything we can to protect our people as we get new information. All information is posted on our employee website, SharePoint.....or you can talk to your local Safety rep or your immediate supervisor. You can also directly talk to members of the Committee, listed at the end of this email. Those numbers are also posted on your local infoscreens and safety boards.
10. Understanding the physical health concerns, we remind employees to take care of their mental health as well. You can access your Employee Assistance Program (EAP) 24 hours a day, 7 days a week at 1.800.387.4765 or www.workhealthlife.com. Morneau Shepell is available for all Valard Employees at no cost. Contact Employee Services for more information.

At Valard, we see COVID-19 as potentially one of greatest challenges we have ever faced. We need everyone... everywhere... to work together, to overcome this immense challenge. Together, we can lessen the impact of COVID-19 on our operations, our people and the communities in which we work in.

The above information is subject to change as Valard continues to monitor the situation.

Valard's COVID-19 (Corona Virus) Advisory Committee

- **Committee Lead** - Barkley Adams, President/CEO
- Carey Kostyk, Senior EVP
- Steve Sousa, CCO
- Dave Torgerson COO
- Victor Wearden, CFO
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- [Shilo Neveu](#), EVP, HSEQ, 587-985-3052; sneveu@valard.com
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- [Carrie Willemsen](#), Manager, Corporate Communications, 587-585-3788; cwillemsen@valard.com

Field & Regional Office Communicators: Please ensure that all employees see this transmittal by printing and posting this announcement to your Bulletin Boards.

For Corporate Communications inquiries, please contact the Communications team via email at corpcomm@valard.com or by phone at 403-279-1003.

Annonce interne de la part de votre comité consultatif sur le COVID-19 (coronavirus)

(à l'attention exclusive des employés et contractuels du Groupe Valard)

La santé de nos employés et de leurs familles, de nos clients, de nos fournisseurs et des communautés avec lesquelles nous interagissons est notre priorité absolue au cours de cette période de pandémie mondiale que nous traversons.

Tout d'abord, MERCI pour l'attention que vous avez déjà accordée aux communications et aux directives que nous avons émises jusqu'à présent, votre coopération est inestimable. Il est possible que vous n'ayez pas vu toutes ces annonces qui ont été envoyées par courriel, renforcées par vos représentants de la sécurité, répétées sur les écrans d'information, etc. Si vous n'avez pas d'adresse courriel Valard OU si vous n'avez pas accès au site Web Sharepoint pour les employés et que vous souhaitez obtenir l'un ou l'autre ou les deux, veuillez envoyer un courriel à l'adresse itsupportcanada@quantaservices.com pour en faire la demande. Par ailleurs, si quelqu'un qui n'est

pas un employé vous demande ce que nous faisons chez Valard, vous pouvez lui faire part de ce que nous avons des mises à jour en place pour nos clients et partenaires externes sur notre site Web www.valard.com, sous la rubrique « Nouvelles ».

Le succès des procédures relatives au COVID-19 émises par Valard dépend du fait que chaque individu prenne les mesures de précaution et suive les conseils des autorités sanitaires et de Valard. Jusqu'à présent, notre comité (dont la liste figure au bas de ce courriel) a reçu de nombreuses questions et demandes de renseignements concernant l'évolution de la situation, que nous continuons d'encourager. C'est cette communication ouverte et cette confiance qui sont fondamentales pour assurer la santé et la sécurité de nos employés au cours de cette période.

Voici quelques **rappels importants** que nous aimerions vous transmettre :

1. Lorsque c'est possible, pratiquez la distanciation sociale. Essayez de maintenir en permanence un espace d'au moins 2 mètres (6 pieds) autour de vous.
2. Lavez-vous les mains souvent et soigneusement pendant au moins 20 secondes avec de l'eau et du savon ou du désinfectant pour les mains.
3. Couvrez votre visage lorsque vous toussiez ou éternuez : toussiez ou éternuez dans votre coude ou dans un mouchoir en papier.
4. Faites en sorte que votre milieu de travail et les outils que vous utilisez au quotidien soient propres. Cela est particulièrement vrai si vous partagez des outils et que vous les touchez à mains nues.
5. Évitez de vous toucher le visage.
6. N'effectuez aucun voyage international.
7. Surveillez les symptômes du COVID-19, il n'est pas nécessaire que vous ayez tous ces symptômes pour être atteint du COVID-19 :
 - a. Fièvre;
 - b. Mal de gorge;
 - c. Toux;
 - d. Essoufflement;
 - e. Douleurs musculaires; ou
 - f. Fatigue.
8. **Si vous présentez les symptômes ci-dessus, vous devez rentrer chez vous immédiatement et vous isoler.** Sinon, restez chez vous et ne vous présentez pas au travail. Encore une fois, isolez-vous. C'est ainsi que nous nous protégeons les uns les autres. Il est

très important de comprendre ce que signifie s'isoler – Brian Robinson

(brobinson@valard.com) du service aux employés a publié un communiqué qui l'explique.

9. Écoutez et suivez les messages émis par le Comité consultatif sur le COVID-19. Je sais qu'il y en a beaucoup, mais la situation évolue d'heure en heure et nous faisons tout ce que nous pouvons pour protéger nos employés à mesure que nous avons de nouvelles informations. Toutes les informations sont affichées sur le site Web pour nos employés, SharePoint. Vous pouvez également en parler à votre représentant local de la sécurité ou à votre superviseur immédiat. Vous pouvez aussi vous adresser directement aux membres du Comité, dont la liste figure à la fin de ce courriel. Ces numéros sont également affichés sur vos écrans d'informations et de conseils de sécurité locaux.
10. Comprenant les préoccupations en matière de santé physique, nous rappelons aux employés de prendre également soin de leur santé mentale. Vous pouvez accéder à votre programme d'aide aux employés (PAE) 24 heures sur 24 et 7 jours sur 7 au 1 800 387-4765 ou au www.workhealthlife.com. Morneau Shepell est offert sans frais pour tous les employés de Valard. Pour de plus amples informations, veuillez communiquer avec les Services aux employés.

Chez Valard, nous considérons le COVID-19 comme l'un des plus grands défis auquel nous avons eu à faire face. Nous avons besoin que tout le monde... partout... travaille ensemble pour surmonter cet immense défi. Ensemble, nous pouvons réduire l'incidence du COVID-19 sur nos opérations, nos employés et les communautés au sein desquelles nous œuvrons.

Les informations ci-dessus sont sujettes à changement au fur et à mesure que Valard continue de suivre l'évolution de la situation.

Comité consultatif de Valard sur le COVID-19 (coronavirus)	
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Weber, Karli

From: Robinson, Brian
Sent: Monday, March 16, 2020 9:39 AM
To: Valard All Staff NOT incl. Quebec
Subject: COVID-19 – What Does “Self-Isolate” Mean?
Attachments: Isolate-at-home-COVID-19_v2-WEB (002).pdf

Internal Announcement From Your COVID-19 (Corona Virus) Advisory Committee

(intended only for the employees/contractors of the Valard Group)

Re: COVID-19 – What Does “Self-Isolate” Mean?

The safety of Valard’s employees has been and will continue to be our primary focus. First off, thanks everyone for continuing to read these important communications. Also thank you for the prompt questions and inquiries we are receiving. This communication step is critical and you are making a difference towards protecting yourself and your co-workers.

Provincial health authorities have provided the following advisory:

- 1) Organizer are urged to cancel events with 250 people or more.
- 2) All people in all provinces, regardless of age, are discouraged from travelling internationally at this time.
- 3) All international travelers are asked to self-isolate for 14 days when they return to their home province, regardless of where they are returning from. This includes ANY travel outside of Canada.

Based on this, we have provided a definition for “self-isolate,” and want to clearly communicate what this means for you!

a) What does “self-isolate” mean? (PLEASE READ THE ATTACHED PDF)

Key Points (Limit contact with others)

- Do not leave home unless absolutely necessary, such as to seek medical care. Call your provincial health authority for instructions.
- Do not go to school, work, other public areas or use public transportation (e.g. buses, taxis).
- Arrange to have groceries and supplies dropped off at your door to minimize contact.

- Notify supervisor immediately and contact Brian Robinson (brobinson@valard.com).

b) “Self-Isolate” extending to the “Family Household” (Spouses, children, family in residence)

- If a spouse, child or other member living in your residence is returning from international travel, you must self-isolate and not report to work for 14 days.
- Notify supervisor immediately and contact Brian Robinson (brobinson@valard.com).

Valard will continue to monitor the situation closely, and continues to look at support options for employees. As always, the EAP program through Shepell is prepared 24/7 for COVID-19 support for all Valard employees 1-800-387-4765.

Communication, trust, and transparency is key while we manage this together.

The above information is subject to change as Valard continues to monitor the situation.

Brian Robinson

Manager, Employee Services

BRobinson@valard.com

Valard’s COVID-19 (Corona Virus) Advisory Committee	
<ul style="list-style-type: none"> • Committee Lead - Barkley Adams, President/CEO • Steve Sousa, CCO • Dave Torgerson COO • Keith Sones, EVP, Strategy & Business Development 	<ul style="list-style-type: none"> • Shilo Neveu, EVP, HSEQ, 587-985-3052 • Danielle Murray, Occupational Health Specialist, 587-590-4729 • Brian Robinson, Manager, Employee Services, 780-289-8913 • Carrie Willemsen, Manager, Corporate Communications, 587-585-3788

Field & Regional Office Communicators: Please ensure that all employees see this transmittal by printing and posting this announcement to your Bulletin Boards.

For Corporate Communications inquiries, please contact the Communications team via email at corpcomm@valard.com or by phone at 403-279-1003.

Brian Robinson CPHR, B.Mgmt | Manager, Employee Services | **Valard Group of Companies**
4209-99 St. | Edmonton, AB T6E 5V7 | www.thevalardgroup.com
Main: 780.436.9876 | Mobile: 780.289.8913 | Email: brobinson@valard.com



Quanta Services, Inc. (NYSE: PWR) | www.quantaservices.com



Weber, Karli

From: Robinson, Brian
Sent: Friday, March 13, 2020 8:04 AM
To: Valard All Staff NOT incl. Quebec
Subject: Internal Announcement: Calling in Sick / Congé de maladie

Internal Announcement From Your COVID-19 (Corona Virus) Advisory Committee

(intended only for the employees/contractors of the Valard Group)

Further to the email I sent out yesterday – “Employee Services COVID-19 Communication” - please ensure, **if you think you’re sick, to relay that information to your Valard supervisor by phone, not in person.** Thank you.

The above information is subject to change as Valard continues to monitor the situation.

Brian Robinson
 Manager, Employee Services
BRobinson@valard.com

Valard’s COVID-19 (Corona Virus) Advisory Committee	
<ul style="list-style-type: none"> • Committee Lead - Barkley Adams, President/CEO • Steve Sousa, CCO • Dave Torgerson COO • Keith Sones, EVP, Strategy & Business Development 	<ul style="list-style-type: none"> • Shilo Neveu, EVP, HSEQ, 587-985-3052 • Danielle Murray, Occupational Health Specialist, 587-590-4729 • Brian Robinson, Manager, Employee Services, 780-289-8913 • Carrie Willemssen, Manager, Corporate Communications, 587-585-3788

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Annonce interne de la part de votre comité consultatif sur le COVID-19 (coronavirus)

(à l'attention exclusive des employés et contractuels du Groupe Valard)

Suite au courriel que j'ai envoyé plus tôt dans la journée « Communication des services aux employés concernant le COVID-19 », **si vous pensez être malade, assurez-vous de transmettre cette information à votre superviseur Valard par téléphone et non en personne.** Merci.

Les informations ci-dessus sont sujettes à changement au fur et à mesure que Valard continue de suivre l'évolution de la situation.

Brian Robinson
Gestionnaire des services aux employés
BRobinson@valard.com

Comité consultatif de Valard sur le COVID-19 (coronavirus)	
<ul style="list-style-type: none">• Responsable du comité : Barkley Adams, président et chef de la direction• Steve Sousa, directeur commercial• Dave Torgerson directeur général des opérations• Keith Sones, VPE, stratégies et développement commercial	<ul style="list-style-type: none">• Shilo Neveu, VPE, SSEQ, 587 985-3052• Danielle Murray, spécialiste de la santé au travail, 587 590-4729• Brian Robinson, gestionnaire des services aux employés, 780 289-8913• Carrie Willemsen, gestionnaire des communications d'entreprise 587 585-3788

Préposés aux communications sur le terrain et dans les bureaux régionaux : Veuillez vous assurer que tous les employés ont accès à ce message en l'imprimant et en l'affichant sur vos tableaux d'affichage.

Pour les demandes liées aux communications de l'entreprise, veuillez contacter l'équipe des communications par courriel au corpcomm@valard.com ou par téléphone au (403) 279-1003.



Quanta Services, Inc. (NYSE: PWR) | www.quantaservices.com



Weber, Karli

From: Robinson, Brian
Sent: Thursday, March 12, 2020 7:48 AM
To: Valard All Staff NOT incl. Quebec
Subject: Employee Services COVID-19 Communication / Communication des services aux employés concernant le COVID-19

Internal Announcement From Your COVID-19 (Corona Virus) Advisory Committee

(intended only for the employees/contractors of the Valard Group)

- 1) Valard encourages all employees to familiarize yourself with [Health Canada Travel Advisories](#) and Updates as they become available.

- 2) Further, **if you are travelling to any locations identified as high-risk** as stated by Health Canada, you must notify myself, Brian Robinson: brobinson@valard.com. **Failure to notify, will result in discipline, up to and including termination. *This is for the general safety of Valard's employees*.**
 - a. If you visit a high-risk location, Valard can reserve the right to request a medical clearance before returning to work.
 - b. As of March 10, 2020, active health notices for the following countries have been issued: China, France, Germany, Hong Kong, Iran, Japan, Northern Italy, Singapore, South Korea, Spain. Valard employees planning to travel should review travel information and risks provided on the Public Health Agency of Canada. The [Public Health Agency of Canada](#) (PHAC) is recommending that Canadians avoid all cruise ship travel due to the ongoing COVID-19 outbreak.
 - c. If you were in a hospital where COVID-19 cases were diagnosed or treated:
 - Notify your supervisor at Valard immediately.
 - Monitor yourself daily for 14 days after leaving the area for symptoms like fever, cough or shortness of breath
 - At the first sign of symptoms, immediately self-isolate and call your regional health authority for further instructions.

- d. Further information for travelers returning to work and school can be found on the [Alberta Health website](#).
- 3) Regarding the question “**Will I be paid if I require extended time off?**” (See Sick Leave Policy)
- Cases will be assessed on individual circumstances, as some employees have an ability to work remotely from home (requires pre-approval from Management).
 - Office employees are eligible for sick leave as per the policy (40 hours sick leave per year. Valard reserves the right to request medical documentation).
 - Field employees are still provided camp or hotel if they cannot attend a shift. If symptoms reflect potential viral infection, flights home can be provided at management discretion. Isolation from the camp location is key to minimize the impact on operations. For extended sick absences, refer to option “d”.
 - Both office and field employees can apply for short-term disability if they must be isolated from the business. Approval is subject to case adjudication process through “Canada Life.” (Please contact Shelly Nyenhuis: snyenhuis@valard.com)
 - For vacations which require extension due to potential exposure, banked vacation can be utilized and mandated to be exhausted at Management discretion.
 - Salaried Employees: Vacation entitlement standard is 3 weeks paid vacation per year.
 - Hourly Employees: Are paid their vacation pay on each check to account for 3 weeks paid vacation per year. Some employees may bank this vacation pay with payroll, which can be paid on request by the employee.
 - Options “a-e” above are exhaustive for employer sponsored programs. The last option for income assistance for extended leaves from the business, is Medical Employment Insurance (EI). This will require medical documentation being sent to your direct supervisor, which can issue a Record of Employment. This is required by Service Canada to assess EI eligibility.
- 4) **Key Action: Vacation request forms** are always subject to pre-approval from Management. If you have vacation request forms approved, we require that these are reviewed and re-approved by your direct Manager. **Choosing to take vacation and travel outside of Canada can result in Valard requiring an employee to exhaust their vacation bank before returning to work. As mentioned above, Valard reserves the right to request medical clearance before returning as well.** If you have booked vacation time with Valard, and choose to cancel or postpone, Employee Services can have vacation entitlement reimbursed or changed to a later date. Please communicate with your direct supervisor to adjust vacation time if required. Valard encourages taking these measures in light of various organizations allowing postponement of travel to alternative dates.

The above information is all subject to change as Valard continues to monitor the situation.

Brian Robinson
Manager, Employee Services
BRobinson@valard.com

Valard's COVID-19 (Corona Virus) Advisory Committee	
<ul style="list-style-type: none">• Committee Lead - Barkley Adams, President/CEO• Steve Sousa, CCO• Dave Torgerson COO• Keith Sones, EVP, Strategy & Business Development	<ul style="list-style-type: none">• Shilo Neveu, EVP, HSEQ, 587-985-3052• Danielle Murray, Occupational Health Specialist, 587-590-4729• Brian Robinson, Manager, Employee Services, 780-289-8913• Carrie Willemsen, Manager, Corporate Communications, 587-585-3788

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Annonce interne de la part de votre comité consultatif sur le COVID-19 (coronavirus)

(à l'attention exclusive des employés et contractuels du Groupe Valard)

- 1) Valard invite tous les employés à se familiariser avec les [Conseils aux voyageurs de Santé Canada](#) et les mises à jour dès qu'elles sont disponibles.
- 2) De plus, **si vous vous rendez à des destinations identifiées à haut risque** par Santé Canada, vous devez communiquer avec moi-même, Brian Robinson : brobenson@valard.com. **L'absence de notification entraînera des mesures disciplinaires pouvant aller jusqu'au licenciement. *Il y va de la sécurité générale des employés de Valard*.**

- a. Si vous vous rendez dans une destination à haut risque, Valard peut se réserver le droit de demander un certificat médical avant le retour au travail.
- b. À compter du 10 mars 2020, des avis de santé actifs ont été émis pour les pays suivants : Allemagne, Chine, Corée du Sud, Espagne, France, Hong Kong, Iran, Japon, Italie du Nord, Singapour. Les employés de Valard qui prévoient voyager devraient consulter les renseignements et les risques associés aux voyages qui sont fournis par l'Agence de la santé publique du Canada. L'[Agence de la santé publique du Canada](#) (ASPC) recommande aux Canadiens d'éviter tout voyage en bateau de croisière en raison de l'éclosion actuelle du COVID-19.
- c. Si vous vous trouviez dans un hôpital où des cas de COVID-19 ont été diagnostiqués ou traités :
- Avisez immédiatement votre superviseur chez Valard.
 - Surveillez votre état quotidiennement pendant les 14 jours suivant votre retour de la région afin de détecter des symptômes tels que la fièvre, la toux ou l'essoufflement.
 - Dès l'apparition des premiers symptômes, isolez-vous immédiatement et appelez votre région régionale de la santé pour obtenir des instructions supplémentaires.
- d. De plus amples informations pour les voyageurs qui retournent au travail et à l'école sont disponibles sur le site Web [Alberta Health](#).

3) En réponse à la question « **Me paiera-t-on si je dois prendre un congé prolongé?** » ([Consulter la Politique en matière de congés de maladie](#))

- a. Les cas seront évalués en fonction des circonstances individuelles, car certains employés ont la possibilité de travailler à distance à partir de leur domicile (nécessite l'approbation préalable de la direction).
- b. Les employés de bureau ont droit à un congé de maladie conformément à la politique (40 heures de congé de maladie par année. Valard se réserve le droit de demander des documents médicaux).
- c. Les employés de terrain ont toujours droit à un camp ou à un hôtel s'ils ne peuvent pas se rendre à un poste de travail. Si les symptômes reflètent une infection virale potentielle, des vols de retour peuvent être fournis à la discrétion de la direction. L'isolement du camp est essentiel afin de minimiser l'impact sur les opérations. Pour les congés de maladie prolongés, voir l'option « d ».
- d. Les employés de bureau et de terrain peuvent demander une invalidité de courte durée s'ils doivent être isolés de l'entreprise. L'approbation est soumise à un processus d'arbitrage de cas par l'entremise de « Canada Vie ». (Veuillez contacter Shelly Nyenhuis : snyenhuis@valard.com)
- e. Pour les vacances qui doivent être prolongées en raison d'une exposition potentielle, les vacances en banque peuvent être utilisées et leur épuisement peut être imposé à la discrétion de la direction.
- Employés salariés : La norme en matière de droit aux vacances est de trois (3) semaines de vacances payées par année.

- Employés horaires : Reçoivent leur indemnité de vacances sur chaque chèque de paie, ce qui représente trois (3) semaines de vacances payées par année. Certains employés peuvent mettre en banque cette paie de vacances avec le service de la paie, et celle-ci peut être versée sur demande de l'employé.

- f. Les options « a à e » ci-dessus sont exhaustives pour les programmes parrainés par l'employeur. La dernière option d'aide au revenu pour les congés prolongés de l'entreprise est l'assurance emploi (AE) médicale. À cette fin, il faut envoyer les documents médicaux à votre supérieur immédiat qui peut émettre un Relevé d'emploi. Ce document est exigé par Service Canada afin d'évaluer l'admissibilité à l'AE
- 4) **Mesure clé** : Les **formulaires de demande de vacances** sont toujours soumis à l'approbation préalable de la direction. Si vous avez des formulaires de demande de vacances approuvés, nous exigeons que ceux-ci soient vérifiés et approuvés à nouveau par votre supérieur immédiat. **Si vous décidez de prendre des vacances et de voyager à l'étranger, Valard peut exiger qu'un employé épuise sa banque de vacances avant de retourner au travail. Tel que mentionné ci-dessus, Valard se réserve également le droit de demander un certificat médical avant le retour au travail.** Si vous avez réservé une période de vacances auprès de Valard et que vous décidez de l'annuler ou de la reporter, les services aux employés peuvent faire en sorte que le droit aux vacances soit remboursé ou modifié à une date ultérieure. Veuillez communiquer avec votre supérieur immédiat pour ajuster votre période de vacances au besoin. Valard encourage la prise de ces mesures, étant donné que diverses organisations permettent de reporter les voyages à d'autres dates.

Les informations ci-dessus sont sujettes à changement au fur et à mesure que Valard continue de suivre l'évolution de la situation.

Brian Robinson
Gestionnaire des services aux employés
BRobinson@valard.com

Comité consultatif de Valard sur le COVID-19 (coronavirus)	
<ul style="list-style-type: none"> • Responsable du comité : Barkley Adams, président et chef de la direction • Steve Sousa, directeur commercial • Dave Torgerson directeur général des opérations • Keith Sones, VPE, stratégies et développement commercial 	<ul style="list-style-type: none"> • Shilo Neveu, VPE, SSEQ, 587 985-3052 • Danielle Murray, spécialiste de la santé au travail, 587 590-4729 • Brian Robinson, gestionnaire des services aux employés, 780 289-8913

- [Carrie Willemssen](#), gestionnaire des communications d'entreprise 587 585-3788

Préposés aux communications sur le terrain et dans les bureaux régionaux :Veuillez vous assurer que tous les employés ont accès à ce message en l'imprimant et en l'affichant sur vos tableaux d'affichage.

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Brian Robinson CPHR, B.Mgmt | Manager, Employee Services | **Valard Group of Companies**

4209-99 St. | Edmonton, AB T6E 5V7 | www.thevalardgroup.com

Main: 780.436.9876 | Mobile: 780.289.8913 | Email: brobinson@valard.com



Quanta Services, Inc. (NYSE: PWR) | www.quantaservices.com



Weber, Karli

From: Willemssen, Carrie
Sent: Thursday, March 12, 2020 2:39 PM
To: Quanta Power Canada (Incl. Quebec)
Subject: Valard Offices in Lock Down Mode / Bureaux de Valard en mode verrouillage

Internal Announcement From Your COVID-19 (Corona Virus) Advisory Committee

(intended only for the employees/contractors of the Valard Group)

As a precautionary step, per a directive from Barkley Adams, President & CEO, effective immediately, all permanent Valard locations will go on “lock down”. That means:

- **Every employee needs to have their scan card/fob/keys on them at all times, while at work.**
- All entrances will be locked and accessible only through use of a scan card/fob or authorized/employee keys; this is similar to what happens during off hours.
- All entrances will be affixed with signage that say something like “As a precautionary measure, Valard has chosen to put their office/building/shop on lock down. If you require access to make a delivery, please call **(insert local number)** and you’ll be directed as to where to leave it and how to get the appropriate signatures (electronically only), etc.”
- All meetings involving outside vendors/clients/visitors are to cancelled and handled via phone, video-conferencing, etc.
- Any questions on this directive can be handled by the local Safety Department representative.

Valard’s COVID-19 (Corona Virus) Advisory Committee	
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Annonce interne de la part de votre comité consultatif sur le COVID-19 (coronavirus)

(à l'attention exclusive des employés et contractuels du Groupe Valard)

Par mesure de précaution et en vertu d'une directive avec prise d'effet immédiate de Barkley Adams, président et chef de la direction, tous les emplacements permanents de Valard seront « verrouillés ».

Cela signifie que :

- **Chaque employé doit avoir sur lui sa carte, sa puce ou ses clés en tout temps lorsqu'il est au travail.**
- Toutes les entrées seront verrouillées et accessibles uniquement à l'aide d'une carte, d'une puce, de clés autorisées ou de clés d'employés, comme c'est le cas en dehors des heures de bureau.
- Toutes les entrées seront munies d'une signalisation indiquant quelque chose comme « Par mesure de précaution, Valard a décidé de verrouiller ses bureaux, ses bâtiments et ses ateliers. Si vous avez besoin d'un accès pour effectuer une livraison, veuillez appeler (**insérer le numéro local**) et vous serez dirigé vers l'endroit où le laisser et comment obtenir les signatures appropriées (uniquement par voie électronique), etc. »
- Toutes les réunions impliquant des fournisseurs, des clients ou des visiteurs extérieurs doivent être annulées et effectuées par téléphone, vidéoconférence, etc.
- Toute question relative à cette directive peut être traitée par le représentant local du service de sécurité.

Comité consultatif de Valard sur le COVID-19 (coronavirus)

- | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none">• Responsable du comité : Barkley Adams, président et chef de la direction• Steve Sousa, directeur commercial | <ul style="list-style-type: none">• Shilo Neveu, VPE, SSEQ, 587 985-3052• Danielle Murray, spécialiste de la santé au travail, 587 590-4729 |
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|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
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|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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Préposés aux communications sur le terrain et dans les bureaux régionaux : Veuillez vous assurer que tous les employés ont accès à ce message en l'imprimant et en l'affichant sur vos tableaux d'affichage.

Pour les demandes liées aux communications de l'entreprise, veuillez contacter l'équipe des communications par courriel au corpcomm@valard.com ou par téléphone au (403) 279-1003.

Weber, Karli

From: Willemsen, Carrie
Sent: Wednesday, March 11, 2020 8:07 AM
To: Quanta Power Canada (Incl. Quebec)
Subject: Announcement From Your COVID-19 (Corona Virus) Advisory Committee – Preventative Measures / Annonce interne de la part de votre comité consultatif sur le COVID-19 (coronavirus) – Mesures préventives
Attachments: 2019nCoV_Stay Well Poster.pdf; cover-your-cough-poster.pdf; Handwashing Steps Poster.pdf; Travel Tips - Staying Healthy While Traveling V2.pdf

Internal Announcement From Your COVID-19 (Corona Virus) Advisory Committee

(intended only for the employees/contractors of the Valard Group)

**Valard Quebec Employees – if you'd like any attachments or links translated to French, please advise corpcomm@valard.com*

**Valard Group Sister Companies – if you require access to the COVID-19 section of Sharepoint, please advise QS_itservicedeskcanada@quantaservices.com*

Valard Group Employees:

Regarding COVID-19 (Corona Virus), **rest assured that Valard's management team are actively monitoring the situation** and its potential effects on our employees, operations, projects, etc. An Advisory Committee has been formed and they meet daily to review updates, status reports, etc. so that you can, in turn, be kept informed. The members of that Committee are listed at the bottom of this email. After you've reviewed the following pieces of information, feel free to reach out to corpcomm@valard.com (587-585-3788), or one of the committee members, with any questions you may have.

What is Valard Doing?

- The COVID-19 (Corona Virus) Advisory Committee has a Plan in place to address prevention, preparedness and response tactics to help protect our employees and their families, while ensuring business continuity.
- The Health, Safety, Environment and Quality (HSEQ) Group are in regular contact with our parent company Quanta and are sharing [information on the virus](#) received from them.
- The HSEQ Group is also constantly monitoring all available health, government, regulatory, etc. sources for updates on the virus.
- Discussions between Valard management and our clients are ongoing, relative to what steps they're taking related to the virus.
- A special COVID-19 section has been set up on the [employee website, SharePoint](#) – accessible through an icon on the homepage.
- The **infoscreens** are displaying some preventative measures (i.e. wash your hands regularly).

- **Email updates** such as this one will go out as needed. For those without email, **the OHS department, along with local operations, are accountable to ensure that all “non-computer” field employees receive this information.**
- The attached **posters** are good for reinforcing preventative measures – **Field Communicators in all areas are encouraged to print, post and share these posters.**

What Should Employees Do?

- On an individual basis, employees are responsible for giving careful consideration to any recommendations from government officials/agencies and/or law enforcement and/or orders from their medical care provider. **Stay home if you’re sick.**
- We strongly urge employees to visit the [Valard SharePoint website](#), see hyperlink named “COVID-19” on the home page. The most recent resources will be posted and available for download. **Employees at sister companies that don’t have access can request it specifically for that page, through the IT Group.**
- Regular monitoring of the [CDC](#), [Health Canada](#) and [World Health Organization](#) is encouraged.
- Everyone should follow all CDC guidelines **prior to travel** at the [CDC](#) and [Health Canada travel advisory website](#).
- Practice the following Preventative Measures:

Preventative Measures to Reduce Your Risk of Being Affected by COVID-19 (Corona Virus) <i>Note: all underlined text is a hyperlink to a related document</i>		
<u>Wash Your Hands!</u>	<u>Cover Your Cough!</u>	Stay home if you’re sick
<u>Stay Well</u> Help keep your surroundings clean	Practice <u>Basic Protective Measures</u>	<u>Travel safe</u>
Read all company issued announcements related to COVID-19	Bring your laptop home every night (so you’re ready to work from home if needed)	Consider options such as videoconference instead of meeting face-to-face

Visit [SharePoint](#) for more detailed documents.

The situation will continue to be monitored by the HSEQ Group and the COVID-19 Advisory Committee. Any questions can be directed to corpcomm@valard.com (587-585-3788), or one of the Committee members with linked emails and contact numbers below. ***As your management team, we want you to stay healthy – eat well....drink lots of water....get the rest you need...exercise – these things will contribute towards retaining our strong, healthy workforce.***

Barkley Adams
President/CEO and Committee Lead

Valard's COVID-19 (Corona Virus) Advisory Committee	
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Annonce interne de la part de votre comité consultatif sur le COVID-19 (coronavirus)

(à l'attention exclusive des employés et contractuels du Groupe Valard)

**Employés de Valard Québec : Si vous souhaitez faire traduire des pièces jointes ou des liens en français, veuillez nous aviser à l'adresse corpcomm@valard.com*

**Sociétés sœurs du Groupe Valard : Si vous souhaitez avoir accès à la section COVID-19 sur Sharepoint, veuillez nous aviser à l'adresse QS_itservicesdeskcanada@quantaservices.com*

Employés du Groupe Valard,

Concernant le COVID-19 (coronavirus), **soyez assurés que l'équipe de gestion de Valard suit activement la situation** et ses effets potentiels sur nos employés, nos opérations, nos projets, etc. Un comité consultatif a été mis sur pied et se réunit quotidiennement pour vérifier les mises à jour, les rapports de situation, etc. afin que vous puissiez être régulièrement informés. Les membres de ce comité sont énumérés au bas de ce courriel. Une fois que vous aurez pris connaissance des présentes informations, n'hésitez pas à contacter corpcomm@valard.com (587 585-3788), ou l'un des membres du comité pour toute question.

Que fait Valard?

- Le comité consultatif sur le COVID-19 (coronavirus) a mis en place un plan de prévention, de préparation et des stratégies d'intervention afin de protéger ses employés et leurs familles, tout en assurant la continuité des opérations.
- Le groupe en santé, sécurité, environnement et qualité (SSEQ) est régulièrement en contact avec notre société mère Quanta et partage les [informations sur le virus](#) qu'il reçoit de la société mère.
- Le groupe SSEQ surveille en permanence toutes les sources médicales, gouvernementales, réglementaires, etc. disponibles afin d'obtenir des informations à jour concernant le virus.
- Des discussions entre la direction de Valard et nos clients sont en cours concernant les mesures qu'ils prennent par rapport au virus.
- Une section spéciale sur le COVID-19 a été configurée sur le [site Web des employés, SharePoint](#) – accessible en cliquant sur l'icône qui se trouve à la page d'accueil.
- Les **écrans d'informations** affichent certaines mesures préventives (par ex. se laver les mains régulièrement).
- Des **misés à jour par courriel** comme celle-ci seront diffusées au besoin. Pour ceux qui n'ont pas de courriel, **le service de SST, ainsi que les opérations locales, doivent s'assurer que tous les employés de terrain « non informatisés » reçoivent ces informations.**
- Les **affiches** ci-jointes sont bonnes pour renforcer les mesures préventives – **Les communicateurs sur le terrain de tous les secteurs sont invités à imprimer, afficher et partager ces affiches.**

Que doivent faire les employés?

- Sur une base individuelle, les employés sont tenus d'examiner attentivement toute recommandation des représentants et des agences du gouvernement, des forces de l'ordre et les indications de leur prestataire de soins médicaux. **Restez à la maison si vous êtes malade.**
- Nous encourageons fortement les employés à visiter l'hyperlien intitulé « COVID-19 » à la page d'accueil du [site Web SharePoint de Valard](#). Les plus récentes ressources y seront affichées et pourront être téléchargées. **Les employés des sociétés sœurs qui n'ont pas accès à cette page peuvent le demander spécifiquement au groupe des TI.**
- Le surveillance régulière du [CDC](#), de [Santé Canada](#) et de l'[Organisation mondiale de la Santé](#) est encouragée.
- Tous ceux qui **partent en voyage** devraient suivre toutes les directives du CDC sur le site Web de la [CDC](#) ainsi que les [conseils aux voyageurs de Santé Canada](#).
- Pratiquer les mesures préventives suivantes :

<p align="center">Mesures préventives pour réduire vos risques d'être affecté par le COVID-19 (coronavirus)</p> <p align="center"><i>Remarque : tout texte souligné est un hyperlien vers un document connexe</i></p>		
Lavez vos mains!	Couvrez votre visage lorsque vous tousssez ou éternuez!	Restez à la maison si vous êtes malade
Restez en santé Gardez votre environnement propre	Mettez en pratique les mesures de protection de base	Voyagez en sécurité
Lisez toutes les publications de l'entreprise concernant le COVID-19	Apportez votre ordinateur portable à la maison tous les soirs (vous serez ainsi prêt à travailler de chez vous au besoin)	Envisagez des options telles que la vidéoconférence au lieu de réunions en personne

Visitez [SharePoint](#) pour des documents plus détaillés.

The screenshot shows the Valard website's COVID-19 page. At the top, there is a navigation bar with 'Valard', 'Valard Offices', 'Departments', and 'Sister Companies'. The main heading is 'COVID-19 (Coronavirus)'. Below this, there is a search bar labeled 'Find a file'. A sidebar on the left lists various site sections, with 'COVID-19 (Coronavirus)' highlighted. The main content area, titled 'All Documents', displays a list of PDF files with their names and icons. The files listed are: '2019nCoV_Stay Well Poster', 'Basic Protective Measure', 'coping-with-stress', 'cover-your-cough-poster', 'COVID 19 Participant Handout v1.2', 'COVID-19 Facts', 'Handwashing Steps Poster', 'slow-spread-germs-item1', and 'Travel Tips - Staying Healthy While Traveling V2'.

Le groupe HSEQ et le comité consultatif sur le COVID-19 continueront de suivre la situation. Toute question peut être adressée à corpcomm@valard.com (587 585-3788), ou à l'un des membres du comité dont les adresses électroniques et les numéros de téléphone sont indiqués ci-dessous. ***En tant qu'équipe de gestion, nous voulons que vous restiez en bonne santé – mangez bien... buvez beaucoup d'eau... reposez-vous suffisamment... faites de l'exercice – cela contribuera à conserver notre main-d'œuvre forte et en bonne santé.***

Barkley Adams

Président et chef de la direction et responsable du comité

Comité consultatif de Valard sur le COVID-19 (coronavirus)	
<ul style="list-style-type: none"> • Responsable du comité : Barkley Adams, président et chef de la direction • Steve Sousa, directeur commercial • Dave Torgerson directeur général des opérations 	<ul style="list-style-type: none"> • Shilo Neveu, VPE, SSEQ, 587 985-3052 • Danielle Murray, spécialiste de la santé au travail, 587 590-4729 • Brian Robinson, gestionnaire des services aux employés, 780 289-8913

<ul style="list-style-type: none">• Keith Sones, VPE, stratégies et développement commercial	<ul style="list-style-type: none">• Carrie Willemssen, gestionnaire des communications d'entreprise 587 585-3788
------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------

Préposés aux communications sur le terrain et dans les bureaux régionaux :Veuillez vous assurer que tous les employés ont accès à ce message en l'imprimant et en l'affichant sur vos tableaux d'affichage.

Pour les demandes liées aux communications de l'entreprise, veuillez contacter l'équipe des communications par courriel au corpcomm@valard.com ou par téléphone au (403) 279-1003.

Stay Well!

Wash your hands

Wash your hands often, for 40-60 seconds every time (scrub hands with soap for at least 20 seconds). Thorough and frequent hand washing is the most effective way to reduce the spread of infectious disease.

Wash your hands...

- after you sneeze or cough
- after you use the bathroom
- before you eat
- before you touch your eyes, nose or mouth



Cover your cough

When you cough or sneeze, cover it with a tissue or with your upper sleeve. Always throw away used tissues in the bin.

Stay at home if you feel sick.

Keep the workplace clean

Use normal supplies and clean regularly.

Wipe shared objects and work areas daily, or more often if you think they've been contaminated. Items to be wiped include:

- Phones
- Computers (screen, keyboard, mouse)
- Desks and counters
- Chairs and arm rests
- Light switches
- Temperature controls (thermostat)
- Buttons on photocopier, fax machine
- Door handles
- Conference room equipment
- Toilet flush buttons



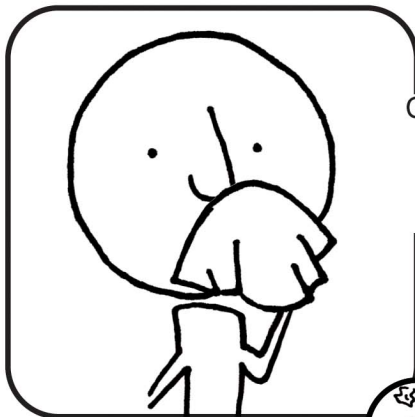
This poster has been developed for educational purposes only and is correct at the time of publication. It is not a substitute for professional medical advice. Should you have any questions or concerns about any topic in the poster, please consult your medical professional.

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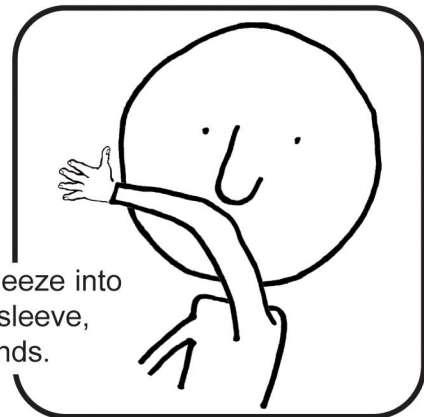
Stop the spread of germs that make you and others sick!

Cover your Cough



Cover your mouth and nose with a tissue when you cough or sneeze

or
cough or sneeze into your upper sleeve, not your hands.

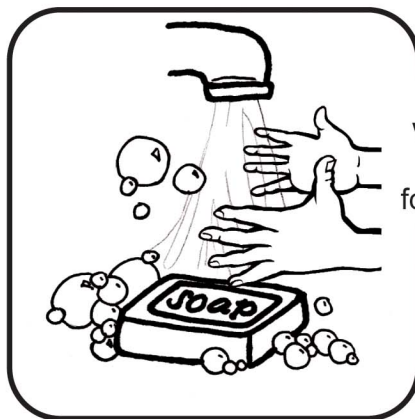


Put your used tissue in the waste basket.



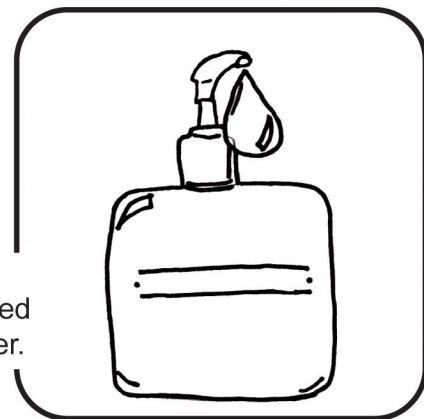
Clean your Hands

after coughing or sneezing.



Wash hands with soap and warm water for 20 seconds

or
clean with alcohol-based hand cleaner.



Minnesota Department of Health
717 SE Delaware Street
Minneapolis, MN 55414
612-676-5414 or 1-877-676-5414
www.health.state.mn.us



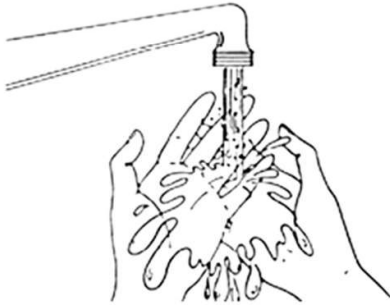
Minnesota Antibiotic Resistance Collaborative



Washing your hands properly with soap and water will help prevent germs from spreading.

Scrub your hands with soap for at least **15-20 seconds**. Using water alone does not remove soil and grease which can trap unseen germs and viruses.

Total duration of the entire procedure is **40-60 seconds** using the following steps:



- 1** Remove all jewellery.
Wet hands with water



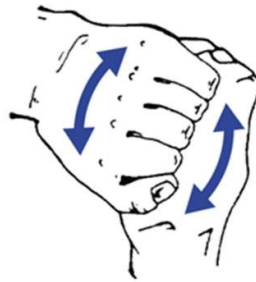
- 2** Apply soap, covering all hand surfaces



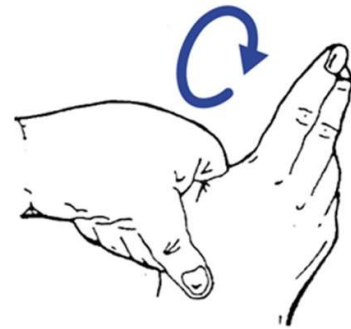
- 3** Rub palms together



- 4** Cover all surfaces of the hands and rub between the fingers



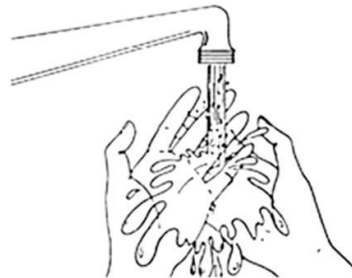
- 5** Clean knuckles, back of hands and fingers



- 6** Rub thumbs in a rotating manner and clean between index finger and thumb



- 7** Clean the fingernails by working the fingertips into the palms



- 8** Rinse well with water



- 9** Dry your hands with a disposable towel and then use the towel to turn off the tap



This poster has been developed for educational purposes only and is correct at the time of publication. It is not a substitute for professional medical advice. Should you have any questions or concerns about any topic in the poster, please consult your medical professional.

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Images adapted from WHO Handwashing steps.



TRAVEL TIPS

Staying Healthy While Travelling

- Avoid travel if you have a fever or cough
(If you have a fever, cough and difficulty breathing seek medical attention early and share previous travel history with your health care provider)
- Avoid close contact with people suffering from a fever and cough
- Frequently clean hands by using soap and water or alcohol based hand sanitizer
- Avoid touching eyes, nose and mouth.
- When coughing or sneezing, cover your nose and mouth with a flexed elbow or tissue. Throw the tissue away immediately after use and wash your hands.
- Eat only well cooked food
- Avoid spitting
- Avoid close contact with people and animals that are sick

What To Do If You Become Sick While Traveling

- Inform crew and seek medical care early.
- If you seek medical attention, call the facility before you get there and share your history with the health care provider.

Stay up to date on the current health advisories before and while you travel:

<https://travel.gc.ca/travelling/advisories>

Weber, Karli

From: Willemsen, Carrie
Sent: Wednesday, March 11, 2020 3:12 PM
To: Quanta Power Canada (Incl. Quebec)
Subject: Changes to Practices for Business Meetings, Travel, etc. - COVID-19 / Modifications des pratiques pour les réunions d'affaires, les voyages, etc. – COVID-19

Internal Announcement From Your COVID-19 (Corona Virus) Advisory Committee

(intended only for the employees/contractors of the Valard Group)

Further to the initial email from the COVID-19 (Corona Virus) Advisory Committee, the following directives have been issued by the C-Suite (Barkley Adams, Carey Kostyk, Steve Sousa, Victor Wearden, Dave Torgerson):

- Effective immediately, **all business travel not directly related to the execution of a project is cancelled**; exceptions must be approved by a member of the above referenced C-Suite.
- All efforts should be made to use the available technology (cell phones, conference calls, videoconferencing, etc.) to avoid in person meetings with clients, vendors, etc.
- Those that have to travel in order to do their jobs will continue to do so (i.e. direct, site construction work only).
- Questions related to personal travel will be answered in a separate email from Employee Services/Brian Robinson.
- Alternative (creating distance between coworkers, minimizing travel, etc.) working arrangements are being discussed with senior management under the direction of Carey Kostyk.

Any questions can be directed to corpcomm@valard.com (587-585-3788), or one of the Committee members with linked emails and contact numbers below.

Valard's COVID-19 (Corona Virus) Advisory Committee	
<ul style="list-style-type: none"> • Committee Lead - Barkley Adams, President/CEO • Steve Sousa, CCO • Dave Torgerson COO 	<ul style="list-style-type: none"> • Shilo Neveu, EVP, HSEQ, 587-985-3052 • Danielle Murray, Occupational Health Specialist, 587-590-4729 • Brian Robinson, Manager, Employee Services, 780-289-8913

- Keith Sones, EVP, Strategy & Business Development

- [Carrie Willemssen](#), Manager, Corporate Communications, 587-585-3788

Field & Regional Office Communicators: Please ensure that all employees see this transmittal by printing and posting this announcement to your Bulletin Boards.

For Corporate Communications inquiries, please contact the Communications team via email at corpcomm@valard.com or by phone at 403-279-1003.

Annonce interne de la part de votre comité consultatif sur le COVID-19 (coronavirus)

(à l'attention exclusive des employés et contractuels du Groupe Valard)

Suite au premier courriel du comité consultatif sur le COVID-19 (coronavirus), les directives suivantes ont été émises par le comité exécutif (Barkley Adams, Carey Kostyk, Steve Sousa, Victor Wearden, Dave Torgerson) :

- À compter de maintenant, **tous les voyages d'affaires qui ne sont pas directement liés à l'exécution d'un projet sont annulés**; les exceptions doivent être approuvées par l'un des membres du comité exécutif susmentionné.
- Tous les efforts doivent être faits pour utiliser la technologie disponible (téléphones cellulaires, conférences téléphoniques, vidéoconférences, etc.) afin d'éviter les rencontres en personne avec les clients, les fournisseurs, etc.
- Ceux qui doivent se déplacer pour faire leur travail continueront à le faire (i.e. les travaux de construction directement sur le site uniquement).
- Les questions relatives aux déplacements personnels feront l'objet d'un courriel distinct de la part des services aux employés ou de Brian Robinson.
- D'autres modalités de travail (créer une distance entre les collègues, minimiser les déplacements, etc.) sont en cours de discussion avec la direction générale sous la direction de Carey Kostyk.

Toutes les questions peuvent être adressées à corpcomm@valard.com (587 585-3788), ou à l'un des membres du comité dont les adresses électroniques et les numéros de téléphone sont indiqués ci-dessous.

Comité consultatif de Valard sur le COVID-19 (coronavirus)

- | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none">• Responsable du comité : Barkley Adams, président et chef de la direction• Steve Sousa, directeur commercial• Dave Torgerson directeur général des opérations• Keith Sones, VPE, stratégies et développement commercial | <ul style="list-style-type: none">• Shilo Neveu, VPE, SSEQ, 587 985-3052• Danielle Murray, spécialiste de la santé au travail, 587 590-4729• Brian Robinson, gestionnaire des services aux employés, 780 289-8913• Carrie Willemssen, gestionnaire des communications d'entreprise 587 585-3788 |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Préposés aux communications sur le terrain et dans les bureaux régionaux : Veuillez vous assurer que tous les employés ont accès à ce message en l'imprimant et en l'affichant sur vos tableaux d'affichage.

Pour les demandes liées aux communications de l'entreprise, veuillez contacter l'équipe des communications par courriel au corpcomm@valard.com ou par téléphone au (403) 279-1003.

Weber, Karli

From: Adams, Barkley
Sent: Wednesday, March 11, 2020 2:33 PM
To: Quanta Power Canada (Incl. Quebec)
Subject: Message from Valard's President/CEO on COVID-19 / Message du Président et Chef de la direction de Valard concernant le COVID-19

Internal Announcement (intended only for the employees/contractors of the Valard Group)

Valard Group Employees:

As you may have already learned, the World Health Organization has now categorized the COVID-19 virus as a Pandemic. I understand that this categorization may increase the risk for misinformation. I'd like to reassure all of you that Valard is addressing this challenge with an organized, thorough and collaborative approach.

In addition to the more specific updates you'll be receiving from our COVID-19 Advisory Committee, I wanted to relay some information to you, on behalf of the Executive Management Team.

- I'm meeting daily with the Advisory Committee, to give this issue top priority.
- Many measures will be taken to protect our employees, our stakeholders and our company – **it will not be "business as usual"**.
- The situation is morphing and changing every day so please pay attention to the directives, policy changes, etc. that will be communicated to you.
- We have world-class experts within our ranks and we will continue to take all proactive and reactive actions that they recommend to protect our collective health, employment and business operations.

We're in this together and we will, as industry leaders, get through it together.

Barkley Adams
President and CEO

Field & Regional Office Communicators: Please ensure that all employees see this transmittal by printing and posting this announcement to your Bulletin Boards.

For Corporate Communications inquiries, please contact the Communications team via email at corpcomm@valard.com or by phone at 403-279-1003.

Annnonce interne (à l'attention exclusive des employés et contractuels du Groupe Valard)

Aux employés du Groupe Valard,

Comme vous l'avez peut-être déjà appris, l'Organisation mondiale de la santé a maintenant [classé le virus COVID-19 comme étant pandémique](#). Je comprends que cette catégorisation puisse accroître le risque de mésinformation. Je tiens à tous vous assurer que Valard fait face à ce défi avec une approche organisée, approfondie et collaborative.

En plus des mises à jour plus spécifiques que vous recevrez de notre comité consultatif sur le COVID-19, je voulais vous transmettre quelques informations au nom du Comité de l'équipe de gestion.

- Je rencontre le comité consultatif quotidiennement pour accorder la priorité absolue à cette question.
- Plusieurs mesures seront prises pour protéger nos employés, nos parties prenantes et notre entreprise; **ce ne sera pas « comme d'habitude »**.
- La situation évolue et change tous les jours, alors portez attention aux directives, aux changements apportés aux politiques, etc. qui vous seront communiqués.
- Nous avons des experts de classe mondiale dans nos rangs et nous continuerons à prendre toutes les mesures proactives et réactives qu'ils recommandent afin de protéger notre santé collective, nos emplois et nos activités commerciales.

Nous sommes tous préoccupés par la situation et, en tant que chefs de file de l'industrie, nous allons nous en sortir ensemble.

Barkley Adams

Président et chef de la direction

[Préposés aux communications sur le terrain et dans les bureaux régionaux](#) : Veuillez vous assurer que tous les employés ont accès à ce message en l'imprimant et en l'affichant sur vos tableaux d'affichage.

Pour les demandes liées aux communications de l'entreprise, veuillez contacter l'équipe des communications par courriel au corpcomm@valard.com ou par téléphone au (403) 279-1003.




Valard

*Connecting People.
Powering Communities.*

Rev 1

**CORONAVIRUS
MANAGEMENT PLAN**

APPENDIX B


	Document Description:		JSA Thunder Bay Office/Shop – COVID-19 Preparation				
	Created by:	I. Brar	Doc. Number:				
	Date:	2020 03 13	Revision #:	2	Date Revised:	2020 05 18	Revised by:

This JSA is to aid the site supervisor in planning the work to be used in conjunction with other job planning tools, such as the daily tailboard sheet and other applicable procedures, etc. This should not be viewed as the complete job plan but as a starting point. Normal proper personnel protective equipment should be worn at all times and is not addressed in this JSA unless there is a specific need.


Exposure	Hazard					
		1	2	3	4	5
	1	1	2	3	4	5
	2	2	4	6	8	10
	3	3	6	9	12	15
	4	4	8	12	16	20
5	5	10	15	20	25	

1-3 Low Risk	Review on change of process or if circumstances change. No great effort required for reducing risk.
4-6 Low / Moderate Risk	Investigate engineering controls to minimize reliance on PPE & procedures.
8-10 Moderate / High Risk	Critically examine the areas of exposure in the process, and agree on a timetable for completion of all agreed actions.
12-25 Unacceptable Risk	Cease work until interim controls are implemented, and an action plan to permanently reduce the risk to an acceptable level.


Task / Activity	Potential (Source of) Loss/Hazard	Hazard Rating	Recommended Loss Prevention Barriers	Standard Reference	Post Mitigation Rating
1. Valard employees attending Thunder Bay Office/Shop	1. Employees with symptoms 2. Employees with family/house member with confirmed COVID-19. Employees who have recently travelled outside of Canada or have family/house members who have done so. 3. Asymptomatic employees 4. Distressed/Anxious employees		1 Employees displaying any symptoms of COVID (fever, new or worsening cough, shortness of breath, difficulty breathing, sore throat, runny nose or nasal congestion) are not to come to the office. Inform direct supervisor via phone, of symptoms and intention to stay home. 1 Self-isolate as per local health authority requirements. 1 Not permitted in the office until symptoms have subsided and a pre-screening has been completed, via telephone. 1 Depending on severity of symptoms, employee to call local health authority for further guidance. If recommended to take a	Valard COVID-19 management plan	

	Document Description:		JSA Thunder Bay Office/Shop – COVID-19 Preparation				
	Created by:	I. Brar	Doc. Number:				
	Date:	2020 03 13	Revision #:	2	Date Revised:	2020 05 18	Revised by:


	<ol style="list-style-type: none"> 5. Frequently touched surfaces. 6. Persons at Risk 7. Employee has presumptive/confirmed case of COVID-19 		<p>COVID-19 test, employee is to inform direct supervisor of requirement for testing. Employee cannot return to office until proof of a negative test has been provided.</p> <ol style="list-style-type: none"> 2 Employee must self-isolate for 14 days if family/house member tests positive for COVID-19. Follow local health authority guidelines for self-isolation. Employee to undergo pre-screening prior to returning to office. 2 If employee or their family/house members have recently returned from a trip outside of Canada, they are required to self-isolate for 14 days. 3 Additional hand sanitizers to be placed by all entrances and exits. 3 Employee must use hand sanitizer when entering the building. 3 Employees must practice social distancing of 2 m at all times when within office facility. 3 Employees to follow directional flow arrows placed around office to avoid impeding within 2 m of other employees. <ol style="list-style-type: none"> a. Convex mirrors to be installed around office to assist with navigating blind corners. 3 Where 2 m social distancing cannot be maintained, a non-surgical cloth mask must be worn by both parties until 2 m separation can be achieved. <ol style="list-style-type: none"> a. Training on donning and removing masks to be provided to employees. 3 Common area seating to be limited so as to provide 2 m separation. Non-shop kitchen areas to only be used by one employee at a time. 		
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	Document Description:		JSA Thunder Bay Office/Shop – COVID-19 Preparation				
	Created by:	I. Brar	Doc. Number:				
	Date:	2020 03 13	Revision #:	2	Date Revised:	2020 05 18	Revised by:


			<ul style="list-style-type: none"> a. Shop kitchen seating to be reduced so as to maintain 2 m social distancing. 3 Employ social distancing of min 2 meters between all workstations. Alternative seating arrangements may be required. 3 Training room and board room seating capacity to be reduced to accommodate 2 m social distancing. 3 Various types of COVID-19 signage and posters to be posted all around office informing of various controls and prevention strategies. 3 All employees to practice good hygiene and proper cough etiquette at all times. 3 Where possible, limit movement between floors/areas. Contact via phone or email is encouraged. 4 Encourage employees to speak to management regarding any concerns they have with the workplace. 4 Respectful workplace guidelines to be followed by all employees if certain employees wish to exercise greater precautions (e.g. wearing a mask or gloves in the office). 4 Communicate the current risk of transmission of COVID-19 in the local Health Unit. 5 Employees to use hand sanitizers stationed around office after using a frequently touched surface (e.g. printers, coffee machine, fridge handle, etc.) 5 Each employee will be required to wipe down their desk and any other frequently touched 		
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	Document Description:		JSA Thunder Bay Office/Shop – COVID-19 Preparation				
	Created by:	I. Brar	Doc. Number:				
	Date:	2020 03 13	Revision #:	2	Date Revised:	2020 05 18	Revised by:


			<p>surfaces within their workspace, at the end of each work day.</p> <p>5 Work stations to be provided with additional cleaning supplies.</p> <p>5 Increased cleaning regimen to be implemented by cleaning staff at office.</p> <p style="padding-left: 20px;">a. Conversation to occur between office manager and cleaning company in regard to COVID-19 Precautions. Cleaning staff to ensure they are staying home if they develop any symptoms of COVID-19. Ensure cleaning staff have appropriate PPE for tasks.</p> <p>6 The following individuals are considered at risk: 65+, individuals with chronic lung disease or moderate/severe asthma, heart conditions, immunocompromised, severely obese, diabetes, chronic kidney disease or liver disease. Additional considerations may be required for individuals with any of the above conditions.</p> <p>7 If individual is in the workplace, immediately isolate the individual from others. Employee to be sent home until further direction is provided.</p> <p>7 Inform HR Manager and Safety Manager of presumptive/confirmed case immediately.</p> <p>7 Safety and management to begin contact tracing for anyone who may have been in close contact with the presumptive/confirmed individual.</p> <p>7 Safety and management to identify any work or common areas that employee have been</p>		
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	Document Description:		JSA Thunder Bay Office/Shop – COVID-19 Preparation				
	Created by:	I. Brar	Doc. Number:				
	Date:	2020 03 13	Revision #:	2	Date Revised:	2020 05 18	Revised by:


			<p>7 in contact with. Areas to be cleaned with disinfectant while wearing appropriate PPE. Safety and management to follow up with worker's conditions and provide updates as necessary to upper management.</p>		
<p>2. Suppliers, service people and visitors entering building.</p>	<p>1 Suppliers/visitors with COVID-19 2 Service worker with COVID-19.</p>		<p>1 Office to initiate lockdown protocol. All doors to be locked. 1 Signage to be placed on doors indicating that Valard is on temporary lockdown. 1 Corporate to provide bulletins that can be sent to vendors informing them of lockdown procedures 1 Lockdown delivery procedures to include: a. All deliveries shall be dropped off at entrance to office b. Deliver driver to leave package and sign off tablet in drop off area. c. Delivery driver to wait 6 feet away from drop off area as Valard staff member goes to drop off area and signs tablet. d. After Valard staff leaves area, delivery driver to return to pick up signed tablet. e. Valard staff to use hand sanitizer after using vendor tablet. f. Confirmation from vendors that employees with symptoms have been mandated to self-isolate. g. May require additional special accommodations from vendors. 1 Signage to include email addresses/phone number so that visitors can communicate without face to face interactions.</p>		

	Document Description:		JSA Thunder Bay Office/Shop – COVID-19 Preparation				
	Created by:	I. Brar	Doc. Number:				
	Date:	2020 03 13	Revision #:	2	Date Revised:	2020 05 18	Revised by:


			<ol style="list-style-type: none"> 1 Non-essential visitors will be asked to leave office premises and encouraged to contact Valard personnel via phone or email. 2 If required to have service personnel attend office, they must be pre-screened, via phone, prior to arrival. <ol style="list-style-type: none"> a. Any individuals determined to be at risk based on the pre-screening, will be asked not to come to the office. 2 Service personnel must review JSA Thunder Bay Office/Shop prior to arrival at office. All controls within must be followed by service personnel. <ol style="list-style-type: none"> a. Deviation from controls will be addressed immediately with service personnel. Failure to abide by JSA will result in personnel being asked to leave the premises. 		
3. Client meetings at office.	1 Client with COVID-19		<ol style="list-style-type: none"> 1 Conduct meetings via tele/video conference. 1 Inform clients of measures being taken by Valard to prevent the spread of COVID-19. 1 If required to conduct a meeting at office, all outside parties will be required to submit to pre-screening prior to arrival at office. In order to maintain social distancing, board room capacities have been decreased significantly. 		
4. Thunder Bay shop activities.	<ol style="list-style-type: none"> 1 Asymptomatic employees with COVID-19. 2 Parts runner meeting COVID-19 infected person. 		<ol style="list-style-type: none"> 1 All work fronts to employ social distancing of 2 m. If 2 m social distancing cannot be maintained, non-surgical cloth masks must be worn by all parties involved in impeding on social distancing. 1 Any tasks that require direct supervision from Journeyman over labourer/apprentice to 		

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			<p>employ use of non-surgical cloth masks if 2 m social distancing cannot be maintained.</p> <ol style="list-style-type: none"> 1 Shop to implement a daily cleaning routine at beginning and end of day for frequently used pieces of equipment/tools. This would include wiping objects with sanitary products. 1 Employees to wipe down their own tools and equipment at beginning and end of each day. 2 Where possible, limit parts running to critical parts. 2 Parts runner to be provided with non-surgical cloth mask, personal hand sanitizer and disinfectant spray/wipes. 2 If at any point while in public, parts runner cannot maintain 2 m social distance with other person(s) non-surgical cloth mask must be worn. 2 Parts runner to avoid unnecessary interaction with the public. Avoid crowded areas and use hand sanitizer immediately upon returning to vehicle. 2 Runner vehicle to be wiped down at beginning and end of each day using disinfectant wipes/spray. 2 Vendors to be provided notification prior to parts runner arriving. Vendors to support the following measures: <ol style="list-style-type: none"> a. Where possible, limit interaction between parts runner and vendor employees by having a designated pick up location (e.g. curb pick up). b. Put special considerations in place to allow for digital confirmation of pick up (e.g. 		
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			email from runner indicating part has been picked).		
5. Thunder Bay Office/Shop Clean up Procedures.	1 Surfaces infected with COVID-19.		<p>1 The following surfaces are to be cleaned a minimum of once daily by cleaning staff, using approved sanitary solutions effective against COVID-19:</p> <ul style="list-style-type: none"> a. Kitchen/Lunch Areas: counter tops, sinks, tables, chair arm rests, drawer handles, coffee machines, microwave handle, fridge handle, dishwasher handle, paper towel dispenser and any other frequently contacted surface. <ul style="list-style-type: none"> i. Remove re-usable coffee stir spoon from kitchen. ii. All dishes used from kitchen to be put directly in dishwasher after use. Sanitize setting on dishwasher to be used at end of each day for office dishes. b. Offices/Meeting Rooms: Doors, table tops, cabinet handles, phones, chair arm rests and any other frequently contacted surface. c. Bathrooms: toilets, countertop, sinks, door handles to bathroom and stalls, urinal handles, paper towel dispenser and any other frequently contacted surface. d. Front Desk: table- tops, phone, cabinet handles, chair arm rests, seating area metallic surfaces, coffee table and any other frequently contacted surface. 		

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			<p>e. Stairs/Elevators: hand rails, door handles, buttons and any other frequently contact surface.</p> <p>*Note: Special attention must be given to wiping metallic surfaces, as COVID-19 can remain on metallic surfaces for up to 9 days.</p>		
6. Transient work force dropping off/picking up vehicles	1 Asymptomatic employees with COVID-19		<p>1 Individuals dropping off/picking up vehicles to contact Tyler Austin (780-887-4106) prior/upon arrival to facility.</p> <p>1 Drivers to use disinfectant spray to clean steering wheel, console, radio, door handles and any other frequently contacted surface in/outside their vehicles.</p> <p>- If cleaning supplies are not available contact Tool Crib Attendant. Tyler must be informed that drop off cleaning has not occurred.</p> <p>1 Workers arriving at site to be informed of controls via signage on the front door specific to Valard employees dropping off/picking up vehicles.</p> <p>1 To maintain 2m separation, workers to wait in trucks or training room until ride has arrived.</p> <p>1 Workers to use hand sanitizers immediately upon entry into office/shop.</p> <p>1 When possible, workers picking up vehicles to have keys left in truck prior to their arrival and directed to go straight to their vehicle upon arrival at office.</p>		
7. Additional Supplies Required.	1 Supplies required to implement plans diminish.		<p>1 An inventory of the following supplies should be maintained at site: Hand sanitizer, disinfectant spray, hand soap, non-surgical cloth masks.</p>		

	Document Description:		JSA Thunder Bay Office/Shop – COVID-19 Preparation				
	Created by:	I. Brar	Doc. Number:	Attachment 1			
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	2	Cleaning subcontractor cleaning supplies diminish.		2	Confirm with cleaning contractor that they have adequate supply and personnel to complete the above recommended cleaning regimen.		
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NAME (print)	SIGNATURE	COMPANY



*Connecting People.
Powering Communities.*

**CORONAVIRUS
MANAGEMENT PLAN**

APPENDIX C

	Document Description		Workers Travelling Home While Under Self Isolation			
	Created By:	I. Brar	Doc. Number:	Safe Work Practice 26.901		
	Date:	April 8, 2020	Revision:	Revised by:	Date:	

26.901 WORKERS TRAVELLING HOME WHILE UNDER SELF ISOLATION

In certain situations, a need may arise for employees who are under self-isolation or quarantine due to COVID-19 related reasons, to travel to a different location to continue self-isolation/quarantine. Only employees who can demonstrate capabilities, through a pre-travel screening process, and ones that can provide confirmation of ability to continue self-isolation/quarantine upon arrival at destination, will be eligible for this consideration.

Local/Regional Health Authorities and Health Canada websites are to be consulted prior to using this practice, to ensure information within is up to date.

Relevant Policies and Procedures


- Section 25 Vehicle Policy
- Section 31 Fatigue Management Policy
- Safe Work Practice 26.013 Use of Company Vehicles

PRIOR TO DAY OF TRIP

Medical Screening

Prior to any employees travelling home by car, who are under self-isolation/quarantine for COVID-19 related reasons, the following screening steps must be followed:

1. Valard Medic, via phone, to assess employee using Valard COVID-19 Protocol and Valard COVID-19 Self-Screening Tool. Results of pre-travel screening to be documented on Valard COVID-19 Report Form.
 - a. If job site does not have Medic, contact Grant LeDrew 1-709-986-0773 or gledrew@valard.com for further instruction.
2. Valard Medic to also ask questions related to an individual's ability to drive long distances.
3. Based on assessment and discussion with employee, the Medic will identify any medical concerns that will affect the employee's ability to travel (ie. Fatigue, degree of illness requiring self isolation). Supervisor, medic and employee must be in agreement that the travel is practical and safe.
4. Employees that are not deemed fit to drive will be asked to return to self-isolation/quarantine at their current location, until a time that they are well enough.
5. Employees in self isolation, whether on the road, or remaining at current location will have daily assessment by phone or video by Valard medic to determine if the employee

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is improving or worsening. If worsening a determination about whether consultation with a local health care provider should be obtained.

Licence

Prior to this type of travel, employees driving Valard vehicles are to provide verification of valid driver's licence to Supervisor and Valard Safety.


Vehicle Preparation

- Employee's Supervisor or designate to ensure vehicle to be used, has been filled with fuel prior to use for travel.
- Hand sanitizer or other means of disinfecting hands to be placed in travel vehicle.
- Disinfectant/sanitizing sprays or wipes to be placed in travel vehicle.
- If time permits, water bottles and snacks to be left in travel vehicle to limit unnecessary stops.
- Vehicle to be appropriately disinfected prior to use for travel.
- Ensure Equipment Checklist book is available in travel vehicle.
- Ensure vehicle that is to be provided to employee is equipped with GPS.
- Ensure vehicle has all prescribed maintenance performed as required.
- Where possible, vehicle to be parked in a location away from crowded areas.
- Keys to be placed within the vehicle before employee arrives.
- If in a camp location with kitchen services available, arrange for various food to be packed for employee's journey.
- Inform Valard COVID-19 Response Directors Dave Flohr (dflohr@valard.com) and Iqbal Brar (ibrar@valard.com) of travel vehicle details (i.e. Unit #) to assist with GPS tracking.
- All reasonable steps are to be taken to try and ensure that the travel vehicle is prepared in a manner, which encourages the driver to avoid unnecessary stops and any physical interaction with the public/others.

Communication

The following items are to be communicated via phone or email, by Supervisor or Valard Safety to employees who will be travelling home while under self-isolation/quarantine:

- Discussion on self-isolation/quarantine plans upon arrival at destination.
- Discussion around journey details (e.g. destination including address, distance, route)
- Discussion around planning trip to avoid all stops, if possible.
 - If not possible to avoid stop(s) due to distance or other factors, employee and Valard Safety must determine low risk options for planned stop(s). This would include, but is not limited to controls such as:
 - requirement to wear gloves and mask if leaving vehicle for any reason.

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- gloves used outside the vehicle are to be replaced immediately after use and hands to be sanitized upon re-entry into vehicle.
 - employee to avoid interacting with other people.
 - employee to avoid touching any frequently touched objects.
 - when possible cardlock gas stations, with no members of public nearby, are to be used.
- Discussion on ensuring employee has means of communication and means of charging communication device.
 - Discussion on required check in process between employee and Supervisor/delegate.
 - This would include discussion on hands free method to be used for check in, check in frequency, check in emergency protocol with GPS use, etc.
 - Discussion on journey and fatigue management, and what to do if symptoms develop based on trip specifics.
 - Depending on length of trip and familiarity of employee with route, information on hospitals along the trip route will be provided to employee (including phone numbers so that if employee feels need to stop and be assessed because of symptoms, they can call in advance)
 - Discussion on Valard Section 25 Vehicle Policy and SWP 26.013 Use of Company Vehicles.
 - Discussion on where vehicle is to be parked, including address of drop off location.
 - Supervisor/Valard Safety to discuss plans on vehicle drop off with Valard Fleet and Site Management.

Sign Off

Employee undertaking driving while under self-isolation/quarantine is to sign off that they have read, understood and will follow all requirements within this Safe Work Practice.

[See Appendix A for SWP Acknowledgement & Agreement Form.](#)


DAY OF TRIP

Medical Screening

Medical Screening steps indicated above to be performed on day of trip to ensure that employee is still capable and willing to drive to their destination.

Self-Monitor

Employees to self-monitor for any signs or symptoms related to COVID-19 for duration of trip.

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Employee to park vehicle in safe location and call Valard Medic if any concern regarding symptoms arises during trip.

Driver PPE/Supplies Required

- Surgical Mask
- Gloves
- Disinfectant Spray or Wipes
- Hand Sanitizer or other means of disinfecting hands

Employee will don PPE as follows:

- Employees will first put on their face mask as follows:
 - Secure elastic bands behind ears,
 - Fit nose band to your nose, and
 - Pull on bottom down to completely cover chin.
- Employees will then put their gloves on as follows:
 - Pull glove on hand to ensure it extends to the wrist, and
 - Avoid at all possible touching the glove with exposed hands.


When employee enters back into the vehicle the following steps in order will be taken to remove PPE.

- Gloves:
 - Grasp palm area of one gloved hand to peel the first glove off,
 - Slide fingers of exposed hand under the other glove at wrist and peel off,
 - Dispose of gloves accordingly, and
 - Use hand sanitizer to clean all surfaces of hands and wrists.
- Mask:
 - Grasp the elastics from behind the ears,
 - always AVOID touching the front of the mask,
 - Use hand sanitizer to clean all surfaces of hands and wrists.

Face mask and gloves are required to be worn by employee when travelling from self-isolation/quarantine location to travel vehicle.

Face mask and gloves are required to be worn anytime employee is outside of their vehicle for any reason.

Face mask and gloves are required to be worn anytime employee is interacting with a member of the public while in vehicle, when window is lowered.

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Enough reusable gloves are to be provided to ensure separate use of gloves each time employee exits the vehicle. Employee will wear gloves for the duration of activity outside of the vehicle and discard gloves upon re-entry into the vehicle.

Vehicle Preparation

- Employee to disinfect all commonly touched surfaces within vehicle, using disinfectant wipes or spray located in vehicle, prior to journey.
- Employee to perform walk around and complete an Equipment Checklist on assigned vehicle.
 - Any issues noted on the vehicle checklist are to be communicated via phone to Valard Fleet mechanic for further guidance.
- Where possible, sync phone with vehicle Bluetooth to activate hands free talking.
- Ensure charging cables for communication devices are available.

DURING JOURNEY

- Should the employee’s condition deteriorate, or they feel they require rest during travel, employee is to contact check in person to arrange accommodations near current location.
- If leaving vehicle is necessary, social distancing of 2 meters must be kept at all times with all individuals.
- If leaving vehicle is necessary, all PPE will be worn according to the requirements above.
- When necessary, bathroom breaks should occur in isolated areas.
- If necessary to get food, employee is not to enter into any establishment to do so. Employee to only go to drive through restaurants (where possible), while wearing full PPE and avoiding any physical contact with members of public.
 - Employee to avoid multiple stops for food.
- If required to put fuel in travel vehicle, gas station is to be chosen based on fewest members of public near the pumps.
- Communicate with designated check in person to inform them of your current state and progress.
 - Check in to occur a minimum of every 2 hours during journey.
- Communicate with Supervisor or Valard Safety if at any time, original travel plans discussed prior to trip have changed.

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POST TRIP

Communication


- Inform Supervisor and Valard Safety upon arrival at pre-discussed drop off location.

Vehicle Preparation

- Disinfect all surfaces that you may have touched within vehicle and outside of vehicle at the end of the journey.
- Place key in accessible location and inform Supervisor/Valard Safety of key location.
- Ensure doors are locked and that vehicle is not accessible without key.
- If vehicle is taken to non-Valard location, vehicle is to be parked somewhere accessible for future pick up.
- Place any garbage, used PPE or any other refuse from vehicle in a bag and throw in appropriate bin.
- Leave cleaning supplies within vehicle.

Self-Isolation/Quarantine

Employee to continue self-isolation or quarantine at agreed upon location for the necessary period of time remaining.


	Document Description		Workers Travelling Home While Under Self Isolation <small>Tab 1 Schedule 8</small>				
	Created By:	I. Brar	Doc. Number:	Safe Work Practice 26.901 <small>Page 86 of 214</small>			
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Appendix A - Acknowledgement & Agreement Form

I, _____, acknowledge that I have read and understand the Safe Work Practice “**SWP Workers Travelling Home While under Self Isolation**” and I agree to adhere to the guidelines within.

I, _____, acknowledge and agree that failure to comply with these guidelines within this Safe Work Practice “**SWP Workers Travelling Home While under Self Isolation**” may incur potential risk to myself, the public and be in violation of the Public Health Act.

Employee	Supervisor/Manager
Name:	Name:
Signature:	Signature:
Date:	Date:

	Document Description		Temperature Screening Program				
	Created By:	I. Brar	Doc. Number:	Safe Work Practice 26.902			
	Date:	Apr. 7, 2020	Revision:	2	Revised by:	G. LeDrew	Date:

26.902 TEMPERATURE SCREENING PROGRAM

BACKGROUND

Due to heightened COVID-19 exposure risks at certain Valard Construction work sites, Valard may need to implement a COVID-19 temperature screening program to ensure the safety of Valard employees, subcontractors and the public.

According to the European Center for Disease Control, the most commonly reported clinical symptoms in laboratory-confirmed cases of COVID-19 is fever. 88% of individuals with confirmed cases of COVID-19 have a high fever (38 degrees Celsius or higher) during infection.

If implemented, the dignity of employees will be a prime consideration for any COVID-19 temperature screening program.

SCOPE

The following factors will be taken into consideration when determining if a temperature screening program is necessary for your work site:

- Exposure to the public.
- The need to work in close proximity with others.
- Close quarter environments with multiple employees.

Reasonable cause temperature screening may be performed in the following circumstances:


- There's reasonable cause to believe an individual is infected with COVID-19.
- Individuals who may have been exposed to someone infected with COVID-19.
- Individuals who have recently returned from travelling outside of Canada.
- Individuals who have been exposed to someone who has recently travelled outside of Canada.

DEFINITIONS

Facilitator – individual who has been deemed competent by Valard COVID-19 Response Director to administer temperature screening at a Valard worksite (e.g. medics, supervisors, foreman, etc.).

IMPLEMENTATION

The following are the minimum standards required for implementing a temperature screening program at a Valard Construction work site.

	Document Description		Temperature Screening Program					
	Created By:	I. Brar	Doc. Number:	Safe Work Practice 26.902				
	Date:	Apr. 7, 2020	Revision:	2	Revised by:	G. LeDrew	Date:	Apr. 23, 2020

General Requirements

- COVID-19 Report Forms, completed during temperature screening, to be sent to Valard's Occupational Health Specialist, Danielle Murray (dmurray@valard.com).
- Valard Safety to liaise with the Local/Regional Health Authorities and implement mandated controls.
- Valard Safety to ensure Local/Regional Health Authority and Health Canada websites are monitored, and applicable updated requirements are adhered to.

PPE

The following PPE shall be worn by Facilitator:

- Mask (Surgical mask, N95 or equivalent)
- Latex/nonlatex gloves
- Eye protection, or face shield
- Isolation gown


Note: patient may be required to wear PPE based on factors such as symptoms.

Equipment

- Infrared thermometer(s)
- Hand sanitizer or other means of disinfecting hands

Training

- All site employees located at Valard Construction work site(s) where COVID-19 temperature screening has been implemented, are to review and understand this document.
- Facilitators to familiarize themselves with Valard COVID-19 documentation including, but not limited to; Valard Camp Pandemic Protocol (if applicable), COVID-19 Self Screening Tool, COVID-19 Screening Protocol, COVID-19 Report Form and SOP XX Covid-19 Screening- Taking a Temperature.
- Facilitators to read and understand the infrared thermometer manufacturer guide and are to follow all stated requirements.
- Facilitators to read and understand the manufacturer specifications for all PPE required to perform screening.
- If a temperature screening program is deemed necessary at a work site, Site Project Management and Safety to have a documented meeting to go over temperature screening program implementation.

	Document Description		Temperature Screening Program					
	Created By:	I. Brar	Doc. Number:	Safe Work Practice 26.902				
	Date:	Apr. 7, 2020	Revision:	2	Revised by:	G. LeDrew	Date:	Apr. 23, 2020

Hygiene


- All medical instruments used during COVID-19 temperature screening to be stored and cleaned as per manufacturer and Local/Regional Health Authorities and Health Canada requirements.
- Hand sanitizer or other means of disinfecting hands, will be required by employee and Facilitator, prior to temperature being taken.
- Increased sanitizing/disinfecting to occur at areas used for COVID-19 temperature screening.
 - Specific increased sanitizing/disinfecting plans to be determined at each site

Social Distancing

- Infrared thermometers to be used to limit Facilitator and patient contact.
- Facilitator and patient to exercise as much spatial distance as possible, while using “no touch” infrared thermometer.

Privacy

- Results of employees’ tests should be kept in the strictest of confidence and not shared with other employees, except on a need to know basis.
- Documentation related to temperature screening to be maintained in a confidential location with appropriate security measures (e.g. cabinet with a lock).

	Document Description		Taking a temperature				
	Created By:	Grant LeDrew	Doc. Number:	Safe Work Practice 26.903			
	Date:	Apr. 15, 2020	Revision:	2	Revised by:	G. LeDrew	Date:

26.903 TAKING A TEMPERATURE

OVERVIEW

In response to the Covid-19 pandemic Valard workers may be asked to facilitate screening activities for this virus. One screening tool is the taking of worker’s temperature as 88% of individuals that have contracted the virus are presenting with an elevated temperature (>38 degrees Celsius). The following practice outlines the general measures to be taken to ensure an accurate reading and the safety of those involved.

If a worker is symptomatic, or appears ill (pallor, diaphoretic, generally unwell) isolation precautions should be taken immediately. The worker should not be approached without full PPE in place. Ensure the worker is provided with a mask.

PPE REQUIRED


- Mask
- Eye protection, or face shield
- Isolation gown (if worker is symptomatic)
- Latex/nonlatex gloves (if worker is symptomatic)

EQUIPMENT REQUIRED

- Infrared medical grade thermometer
- Disinfectant wipes and hand sanitizer
- COVID-19 report form

PROCEDURE

1. Prepare testing area, testing should be completed indoors at room temperature. Adequate space should be made available to allow for social distancing of individuals waiting to be tested. All flat surfaces and contacted objects should be cleaned with disinfectant before and after testing.
2. Ensure PPE (body substance isolation) is worn prior to making contact with individuals for testing. Hands and thermometer are to be washed/disinfectated prior to each test.
3. Ask worker to review COVID-19 Self-Screening Tool, should the tool indicate the worker is required to self- isolate or quarantine do not continue with testing, ask the worker to self-isolate/quarantine immediately.
4. Follow the self-isolation/quarantine procedure for your site and complete COVID-19 Report Form. Otherwise, continue with testing.

	Document Description		Taking a temperature					
	Created By:	Grant LeDrew	Doc. Number:	Safe Work Practice 26.903				
	Date:	Apr. 15, 2020	Revision:	2	Revised by:	G. LeDrew	Date:	Apr. 23, 2020


- Point the thermometer at the center of the individual’s forehead, (1-3cm away) and press reading button, the temperature will appear on the digital screen.

If individual’s temperature is higher than 38 degrees Celsius, ask individual to self-isolate immediately.

- Record the temperature on the COVID-19 Report Form.

REFERENCES

- Valard Camp Pandemic Protocol
- Temperature Screening Program

	Document Description		COVID-19 Case Response				
	Created By:	Grant LeDrew	Doc. Number:	Safe Work Practice 26.904			
	Date:	Apr. 6, 2020	Revision:	1	Revised by:		Date:


26.904 COVID-19 CASE RESPONSE

PRESUMPTIVE CONFIRMED CASE COVID-19 RESPONSE

The purpose of this safe work practice is to outline the actions to be taken when an employee has been confirmed to have or met the criteria indicative of COVID-19. The following describes the precautions to be taken in order to ensure the health and safety of the employee involved, coworkers and the workplace as a whole. Throughout this process every reasonable effort should be taken to respect the privacy and confidentiality of employees involved.

Please consider the following:

1. Identify “who” of the employee while mindful of right to privacy.
 - a. Contact information of employee and supervisor so we can follow up on their health
2. Identify “why” the case is presumptive
 - a. Reason for the case being presumptive?
 - i. Exhibiting signs and symptoms such as new cough, shortness of breath (even when inactive), and 2 or more of the following symptoms: muscle aches, fatigue, headache, sore throat, runny nose.
 - ii. Close association with another presumptive or confirmed case
 - iii. Recent travel outside of Canada
 - iv. Close contact with a person who is sick with new respiratory symptoms who recently travelled outside Canada
 - v. Other
3. Notify ES Manager and or member of COVID-19 Advisory Committee
 - a. Notify Brian Robinson by email or phone (main contact)
 - b. Recommend 14-day self-isolation
4. Identify current status of person
 - a. Going to doctor (not required for mild symptoms)
 - b. Awaiting test results
 - c. In hospital
 - d. Confirm that person is not at workplace
 - e. Self-isolating
5. Determine who the person had close contact with at the project/workplace. Close contact is defined as being in proximity to an individual that is symptomatic, tested positive for COVID-19 or travelled outside of Canada. In proximity would be considered 15 mins in a closed space, provision of direct care (physical contact), or within 2 meters of another individual. Examples would be;


	Document Description		COVID-19 Case Response				
	Created By:	Grant LeDrew	Doc. Number:	Safe Work Practice 26.904			
	Date:	Apr. 6, 2020	Revision:	1	Revised by:		Date:

- a. Shared a cab of a vehicle with
 - b. Shared an office with
 - c. Ate lunch with
 - d. Attending in-person meetings with
 - e. Etc.
6. Identify the work areas and common areas occupied by that worker – last 5 days
 - a. If there are handrails, tables, chairs, etc. that can be cleaned in accordance with site cleaning practices – clean
 - b. If areas or tools can't be easily cleaned – quarantine until case resolved
 7. Notifying applicable client, Union and or facility – Project Manager to coordinate with COVID-19 Advisory Team (in ON, MOL must be notified of any workers that test positive for Covid-19)
 8. Notify employees of the presumptive case and encourage them to self-monitor, use the self-assessment tool and/or contact 811 (Provincial Health Department) if advised.
 - a. Advise employees by email (or by phone?) that worked in that building, camp, crew of possible risk.
 - b. Do not disclose identity of the employee with the presumptive case
 - c. Disclose working location, date of positive test
 9. Track event through Excel spreadsheet
 10. Request update on workers condition
 11. Implement presumptive cleaning protocols
 12. Follow procedures for return to regular work
 - a. Notify client and or Union (if applicable)
 - b. Advise area employees of the confirmed recovered or negative case

CONFIRMED CASE COVID-19 RESPONSE

Investigate – Communicate – Track – Resolve


1. Identify “who” of the employee while being mindful of right to privacy.
 - a. contact information of worker / trade / supervisor so we can follow up on their health
 - b. Determine who / how confirmation was made. Ex. test result positive through clinic / doctor
2. Identify current status of person

	Document Description		COVID-19 Case Response				
	Created By:	Grant LeDrew	Doc. Number:	Safe Work Practice 26.904			
	Date:	Apr. 6, 2020	Revision:	1	Revised by:		Date:

- a. Self-isolating
 - b. Hospitalized
 - c. Confirm that person is not at workplace
3. Notify ES Manager or member of COVID-19 Advisory Committee
 - a. Notify Brian Robinson by email or phone (main contact)
 4. Determine who the person had close contact with at the project/workplace. – last 5 days. Close Contact is defined as being in proximity to an individual that is symptomatic, tested positive for Covid-19 or travelled outside of Canada. In proximity would be considered 15 mins in a closed space, provision of direct care (physical contact), or within 2 meters of another individual. Examples would be;
 - a. Shared a cab of a vehicle with
 - b. Shared an office with Worked with
 - c. Ate lunch with
 - d. Attending in-person meetings with
 - e. Etc.

Individuals identified will be required to self-isolate for 14 days.


5. Identify the work areas and common areas occupied by that worker
 - a. If there are handrails, tables, chairs, etc. that can be cleaned in accordance with site cleaning practices clean.
 - b. If areas or tools can't be easily cleaned – quarantine. Ex. Lunchrooms.
 - c. Arrange to have clean up.
6. If required, Brian Robinson will work with the Provincial Health Department to provide personal contact information of those at risk or take guidance from them in order to advise those at risk.
 - a. If Valard Construction is requested to contact employees at risk on behalf of the Provincial Health Department, privacy of the confirmed case must always be respected.
7. Notify applicable client, Union and or facility – Project Manager to coordinate with COVID-19 Advisory Committee. (in ON, MOL must be notified of any workers that test positive for Covid-19)
8. Notify employees of the confirmed case and advise them to self-isolate, monitor for symptoms, use self-assessment tool and or contact 811 (Provincial Health Department) if advised.
 - a. Advise employees by email (or by phone?) that worked in that building, camp, crew of possible risk.
 - b. Do not disclose identity of the employee with the confirmed case.

	Document Description		COVID-19 Case Response				
	Created By:	Grant LeDrew	Doc. Number:	Safe Work Practice 26.904			
	Date:	Apr. 6, 2020	Revision:	1	Revised by:		Date:

- c. Disclose working location, date of positive test.
 - d. Advise any other employees that would have been in contact with this location in the past 2 weeks.
9. Track event through Excel spreadsheet
 10. Organize cleaning / disinfecting as required
 11. Request update on workers condition
 - a. Confirmation of negative test must be provided before returning to work
 - b. Confirmation of return to work must be approved by Brian Robinson (ES Manager)
 12. Follow procedures for return to regular work
 - a. Notify client and or Union (if applicable)
 - b. Advise employees of the confirmed recovered case

REFERNCES

- Valard Covid-19 Report Form
- Valard Covid-19 Self-Screening Tool (Ontario)
- Valard Camp Pandemic Plan
- Government of Manitoba -COVID-19 - <https://www.gov.mb.ca/covid19/index.html>
- Government of Ontario – 2019 Novel Coronavirus - <https://www.ontario.ca/page/2019-novel-coronavirus>
- Public Health – Government of Canada – COVID-19 - <https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>
- Centers for Disease Control and Prevention (CDC) – COVID-19: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- World Health Organization – Coronavirus - <https://www.who.int/health-topics/coronavirus>

	Document Description		COVID-19 Disinfecting Common Surfaces				
	Created By:	D. Murray	Doc. Number:	Safe Work Practice 26.905			
	Date:	Apr. 17, 2020	Revision:		Revised by:		Date:

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26.905 COVID-19 DISINFECTING COMMON SURFACES

OVERVIEW

Current evidence suggests that novel coronavirus may remain viable for hours to days on surfaces made from a variety of materials. Cleaning visibly dirty surfaces followed by disinfection is a best practice measure for prevention of COVID-19 and other viral respiratory illnesses in the workplace. Practice routine cleaning of frequently touched surfaces, vehicles, and electronics.

COMMON TOUCH AREAS

This list is not exhaustive of all areas that should be considered, review JSA 01.900 Valard COVID-19 for more information.


1. Office/ field/ Camps - Tables, doorknobs, light switches, handles, desks, toilets, faucets, sinks, coffee/water machine, alarm pads, stair railing, chair arms, tools etc.
2. Vehicles - Door handle, seat belt & buckles, turn signal, radio/ temp control, steering wheel, gear shift, rear view mirror, touch screen, seat controls, console, dash board, door release switch, window controls, arm rest etc.
3. Electronics – Lap tops, iPad/ tablets, cell phones, radios, desk phones, printers, headsets etc.

CLEANING VS DISINFECTING

1. Cleaning refers to the removal of germs, dirt, and impurities from surfaces. Cleaning does not kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.
2. Disinfecting refers to using chemicals to kill germs on surfaces. This process does not necessarily clean dirty surfaces, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.

PRECAUTIONS FOR USING ALL DISINFECTANTS

- Do not mix cleaning chemicals this can create very toxic and dangerous gases.
- Read all product labels and SDS prior to use and follow all safety guidelines.
- Only use cleaners on appropriate surfaces.
- Always use recommend PPE.

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	Created By:	D. Murray	Doc. Number:	Safe Work Practice 26.905			
	Date:	Apr. 17, 2020	Revision:		Revised by:		Date:

DISINFECTING HARD SURFACE AREAS

Commonly touched surface areas should be disinfected at a minimum start and end of shift. Areas that are used more often should be cleaned more, see area JSA for recommendations.

- Where possible clean any visible dirt and impurities from surface with soap/detergent and water prior to applying disinfectant.
- Properly prepare solution using SDS for guidance.
- Apply disinfectant (spray, wipes etc.) allow adequate contact time for disinfectant to kill germs. Wipe remainder (if instructed).
- Areas to pay attention to: tables, doorknobs, light switches, handles, desks, toilets, faucets, sinks, coffee/water machine, alarm pads, stair railing, chair arms, tools etc.
- Discard all disposable PPE, paper towel after each cleaning.

DISINFECTING VEHICLES


Vehicles should be disinfected **at minimum before and after each journey**. See Valard HSE Toolbox Talk – COVID 19 Disinfecting Vehicles.

- Where possible clean any visible dirt and impurities from surface with soap/detergent and water prior to applying disinfectant.
- Properly prepare solution using SDS for guidance.
- Apply disinfectant (spray, wipes etc.) allow adequate contact time for disinfectant to kill germs. Wipe remainder (if instructed).
- Areas to pay attention to: door handle, seat belt & buckles, turn signal, radio/ temp control, steering wheel, gear shift, rear view mirror, touch screen, seat controls, console, dash board, door release switch, window controls, arm rest etc.
- Discard all disposable PPE, paper towel after each cleaning.

DISINFECTING ELECTRONICS

Electronics require special care and attention when disinfecting. Electronics that are shared should be disinfected **at minimum before and after use for each individual**.


- iPhone, iPad and other mobile devices
 - Follow Manufactures guidelines (For iPhone follow the steps below).
 - Use a 70 percent isopropyl alcohol wipe or Clorox Disinfecting Wipes.
 - Gently wipe the exterior surfaces of your iPhone.
 - Do not use bleach.
 - Avoid getting moisture in any openings, and don't submerge in any cleaning agents.

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- Laptops/ Desktops and Keyboards
 - Check Manufactures guidelines for recommendations.
 - Turn off computer.
 - Disconnect the Power cord from the computer.
 - Moisten a microfiber cloth with a mixture of 70% isopropyl alcohol / 30% water. To avoid damaging the surface, avoid abrasive cloths, towels, and paper towels.
 - Wipe gently on the exterior of the product.
 - Start with the display (if applicable). Wipe carefully in one direction, move from the top of the display to the bottom. End with any flexible cables, like power cord, keyboard and USB cables (do not use excess force when cleaning the surface area, as this might cause damage).
 - Ensure surfaces have completely air-dried before turning the device on after cleaning.
 - Do not use any of the following chemicals or any solutions that contain them, including spray-based surface cleaners: bleach, peroxides (including hydrogen peroxide), acetone, ammonia, ethyl alcohol, methylene chloride or any petroleum-based materials, such as gasoline, paint thinner, benzene or toluene.
 - Do not spray cleaners directly onto the product.
 - Do not allow the liquid from the cloth to sit or pool on the area being cleaned for a long amount of time.

REFERENCES

- Health Canada list of approved household disinfectants - <https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html#tbl1>
- CDC - <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html>
- Apple - <https://support.apple.com/en-us/HT207123>
- HP - <https://support.hp.com/lv-en/document/c00292159>
- HSE Toolbox Talk – COVID 19 Disinfecting Vehicles - <https://qcentral.quantaservices.com/sites/Valard/Safety/COVID19%20Coronavirus/Toolbox%20Talks/COVID19%20Disinfecting%20Vehicles.pdf>

	Document Description		COVID-19 Social (Physical) Distancing Using Face Masks				
	Created By:	D. Murray	Doc. Number:	Safe Work Practice 26.906			
	Date:	Apr. 20, 2020	Revision:		Revised by:		Date:

26.906 COVID-19 SOCIAL (PHYSICAL) DISTANCING USING FACIAL COVERING/NON-MEDICAL MASK – FR/NON FR MASKS

OVERVIEW

Social (physical) distancing is individuals making a conscious effort to minimize their close contact by ensuring a minimum of **6ft/ 2.0 meters** distance between themselves and others. Social (physical) distancing is one of the most effective ways to help reduce the spread of COVID-19.

Some work tasks such as (but not limited to): work in bucket trucks, confined space work, traveling in vehicles with others or flying may not allow for individuals to have the minimum 6ft/2.0-meter distance. In these cases, employees will be required to wear a non-medical mask (cloth) or disposable surgical mask as part of their PPE.

Wearing a facial covering/non-medical mask in the community or at work has not been proven to protect the person wearing it from COVID-19 and is **not a substitute for physical distancing and hand washing**. Facial coverings may be useful when physical distancing is not possible.


Masks alone will not prevent the spread of COVID-19. You must adhere to good hygiene and public health measures, including frequent hand washing and physical (social) distancing (6ft/2.0 meters).

WHEN SHOULD MASKS BE USED

Prior to masks being used the supervisor should do a hazard analysis of the work area to determine all tasks where workers may come into close contact with each other. If there is no option to eliminate the hazard (close contact < 6ft/2.0 meters) mandatory mask use must be implemented. Workers should be educated on mask use (section 3.0-8.0) and provided reusable or disposable masks for that activity.

CONSIDERATIONS FOR WEARING A SURGICAL OR HOMEMADE FACE COVERING/NON MEDICAL MASK


1. Possible limitations
 - a. They may not provide complete protection against virus-sized particles.
 - b. The edges do not form a seal around the nose and mouth.

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- c. They may be difficult to breathe through and can prevent you from getting the required amount of oxygen needed by your body.
- 2. Masks or face coverings should not:
 - a. be placed on anyone unable to remove them without assistance or anyone who has trouble breathing.
 - b. be made of plastic or other non-breathable materials.
 - c. be made exclusively of materials that easily fall apart, such as tissues.
 - d. be secured with tape or other inappropriate materials.
 - e. be shared with others.
 - f. impair vision or interfere with tasks.
- 3. Be sure to consider the work you are doing before using a facial covering to ensure will not interfere with your ability to work safely.
- 4. Facial coverings should only be used when physical distancing (6ft/2.0 meters) cannot be achieved and/or when mandated by local provincial or federal health authorities.
- 5. Due to a shortage of supplies, respirators (N95 and KN95) should be left for medical workers providing direct care for COVID-19 patients. Disposable surgical masks should only be used when reusable masks are not available.

HOW TO PUT ON A MASK OR FACE COVERING

- 1. Ensure the non-medical mask is clean and dry.
- 2. Wash your hands with soap and water or hand sanitizer before touching the mask.
- 3. Ensure your hair is away from your face.
- 4. Place the face covering over your nose and mouth and secure to your head or ears with its ties or elastics.
- 5. Adjust if needed to ensure nose and mouth are fully covered.
- 6. The mask should fit snugly to the cheeks and there should not be any gaps.
- 7. Repeat Step 2.

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HOW TO REMOVE A NON-MEDICAL MASK OR FACE COVERING

1. Wash your hands with soap and water and soap for at least 20 seconds or use hand sanitizer.
2. Remove the face covering by removing the loops from your ears or from behind your head.
3. Avoid touching the front of the mask when removing it.
4. Place reusable masks directly into the washing machine or a bag that can be emptied into the washing machine and then disposed of (do not reuse the masks until it has been cleaned).
5. If masks are disposable throw it in the garbage, do not save the mask to reuse it.
6. After the mask is removed, wash your hands with soap and water or if it is not available hand sanitizer.

DISPOSAL


Reusable or disposable masks should be changed as soon as they get damp or soiled. If available review manufactures guidelines.

PRECAUTIONS

DO NOT touch your face while wearing the cloth mask, if you touch your face or mask you should immediately wash your hands with soap and water or use and alcohol base hand sanitizer.

NON-MEDICAL COTTON (REUSABLE) FACE COVERING AFTER EACH USE

- Non-medical cotton (reusable) facial covering (non-FR rated)
 - Wash after each use.
 - Wash in a washing machine using regular detergent.
 - If a washing machine is not available hand wash in warm/hot water using soap or a laundry detergent for at least 20 seconds. Rinse thoroughly.
 - Lay flat or hang to dry in a clean area.
 - Do not put in the dryer.


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- Non-medical 100% FR cotton facial covering.
 - Wash in warm water – for heavily soiled garments, wash in the hottest temperature allowed on the care label (generally a warm setting) to remove dirt.
 - Use small wash loads, if possible – this helps reduce wear and improve cleaning
 - Wash FR clothing inside out, separate from everyday clothing – this helps reduce wear.
 - Tumble dry on low or permanent press, or the “less dry” setting – drying a garment on high heat can cause excessive shrinkage.
 - Remove from dryer damp or line dry to minimize shrinkage.

- DO NOT USE:
 - Liquid chlorine bleach
 - Fabric softener
 - Detergent with fabric softener
 - Oversized wash loads

REFERENCES

- Health Canada (About non-medical masks and facial coverings)
 - <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks/instructions-sew-no-sew-cloth-face-covering.html>
 - <https://www.canada.ca/en/health-canada/services/drugs-health-products/medical-devices/activities/announcements/covid19-notice-home-made-masks.html>

	Document Description		COVID-19 Hotel Self-Isolation/Quarantine				
	Created By:	I Brar	Doc. Number:	Safe Work Practice 26.907			
	Date:	Apr. 20, 2020	Revision:		Revised by:		Date:

26.907 COVID-19 HOTEL SELF-ISOLATION/QUARANTINE

SCOPE

This procedure provides guidance to individuals that are required to self-isolate or quarantine while staying at a hotel or similar accommodation.

SAFETY EQUIPMENT

- Hand Sanitizer
- Sanitizing/Disinfecting Spray
- Gloves
- Non-Surgical Cloth Mask, for asymptomatic
- KN95, for symptomatic


SYMPTOMS OF COVID-19 INCLUDE:

- Fever
- Cough
- Shortness of breath
- Difficulty breathing
- Sore throat
- Runny nose
- Nasal congestion

Note: In addition to the requirements listed within this SWP, local/regional health authority requirements and any COVID-19 policies and procedures implemented by the hotel must be adhered to.


SHOULD YOU DEVELOP SYMPTOMS DURING YOUR HOTEL STAY

1. Do not leave your hotel room for any reason.
2. Immediately notify your Supervisor, Valard Safety and the front desk of your symptoms.
 - a. Call 911 if you are seriously ill and need immediate medical attention and inform them that you may have COVID-19.
3. Symptomatic employees will be asked a series of COVID-19 screening questions by Valard Safety.
4. Depending on results of screening questionnaire, employee may be asked to contact local/regional health authorities for further guidance and/or employee will be asked to begin self-isolation in hotel.

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SELF-ISOLATION/QUARANTINE REQUIREMENTS

- Do not leave your room while self-isolating or quarantined. Self-isolating/quarantined employees are not permitted in any area of the hotel other than their registered room.
 - If employee must leave room for a required purpose (i.e. health care appointment or emergency situation) PPE must be worn when doing so.
- Other employees, hotel staff and visitors are not permitted to enter your room for the duration of your stay.
- Housekeeping services will not be provided during self-isolation/quarantine.
- Should you require additional amenities such as towels, linens, coffee, toilet paper, call the front desk and these will be left outside of the room door. Do not open the door when items are being delivered.
 - Extra amenities should be requested to limit the need to make numerous deliveries.
- To have linens removed from your room:
 1. Place dirty linens in a large garbage bag twist the top shut (do not tie).
 2. Place garbage bag outside your guest room door and call the front desk to have the bag picked up.
- To have garbage removed from your room:
 1. Place small garbage bags into a large garbage bag & tie the bag shut.
 2. Place the tied bag outside your guest room door and call the front desk to have the bag picked up.
- If laundry services are available:
 1. Place items in a garbage can liner and twist the top shut (do not tie).
 2. Place the bag outside the guest room door and call the front desk to notify them.
- Should you order room service/take-out, meals must be placed outside your room door. Payment should either be charged to the room (with deductions occurring later as needed) or online payment should occur prior to delivery. Delivery instructions should include notification to occur after delivery person has dropped off food and left the vicinity of the room.
 - If the above payment options are not available, discuss alternative plans for payment with Supervisor. Employee should not have face to face interaction with delivery personnel.
- Employee to coordinate delivery of essentials/consumables not available through the hotel, with Supervisor. Items are to be placed outside of room door. Supervisor to notify employee by phone when items can be picked up.
 - Employee should request enough supplies to last for duration of self-isolation/quarantine to limit amount of deliveries.

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SMOKING

Regarding smoking and COVID-19, the World Health Organization states that activities such as smoking which increase oxygen needs or reduce the ability of the body to use it properly will put patients at higher risk of serious lung conditions such as pneumonia.

If individual must leave room to smoke while under self-isolation/quarantine, a specific plan must be developed and agreed upon between the employee, their Supervisor and hotel management. At a minimum the plan must include:


- Where possible, transfer to a smoking room to avoid leaving room during self-isolation/quarantine.
- Employee will be required to wear appropriate mask and gloves when going to and from smoking area.
- Before exiting room, employee should ensure they have a second pair of gloves and hand sanitizer to bring to smoking area.
- Door handles must be cleaned before touching it with your gloved hands.
- Hands must be cleaned prior to putting on PPE, once PPE is on, employee must immediately exit room and go directly to area using agreed upon route.
- Gloves should be removed prior to smoking and disposed of properly. Mask should be placed on employee’s person and should not touch any public areas.
- After cigarettes/ cigars butts etc. need to be disposed of in proper smoking receptacle.
- Immediately after smoking, hand sanitizer should be used, and new gloves put on.
- Employee should go directly back to room.
- Employee must maintain a minimum of 2m/6ft social distancing between themselves and all other individuals inside and outside of the hotel.
- Smoke breaks should not occur at times where there is increased activity within the hotel (e.g. while breakfast is served, beginning or end of typical workday)

EMPLOYEE CHECK-UP DURING SELF-ISOLATION/QUARANTINE

While employee is under self-isolation or quarantine at a hotel, employee and their Supervisor must determine a daily phone check-up schedule. At a minimum, Supervisor must check in with employee at the beginning and end of each day.

- Check-up to consist of questions around employee’s well-being, if any supplies are required and employee’s current condition.

Employee must inform Supervisor, via phone, if their symptoms are worsening or if they are concerned about issues with their health.


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TRANSPORTING ILL EMPLOYEES FROM HOTEL TO MEDICAL ASSESSMENT

Prior to an ill employee departing for medical assessment, local Valard Safety representative should be consulted to determine if employee is capable of driving themselves or if alternative transportation method is required.

- If it is determined that employee is capable and willing to drive to medical assessment, refer to Safe Work Practice 26.901 Workers Travelling Home While Under Self Isolation.
- If it is determined that employee is not capable or willing to drive to medical assessment, an alternative plan must be determined between employee, Supervisor and Valard Safety.
 - This may include use of an ambulance service.

	Document Description		Use of Victory Backpack Sprayer (VP300 ES - Battery Operated) – Routine Disinfecting				
	Created By:	K. Somers	Doc. Number:	Safe Work Practice 26.908			
	Date:	Apr. 19, 2020	Revision:	Revised by:		Date:	

26.908 USE OF VICTORY BACKPACK SPRAYER (VP300 ES – BATTERY OPERATED) – ROUTINE DISINFECTING

OVERVIEW

Routine cleaning and disinfecting of commonly touched or highly frequented areas is one tool used to help prevent the spread of COVID19. Disinfecting work areas is not a substitute for physical distancing and proper hand hygiene. The following are the minimum practices to be followed when using the VP300ES backpack as part of a routine disinfecting schedule, if a known outbreak has occurred see SWP 26.909 VP300ES Backpack Sprayer – COVID19 Outbreak.

Always read and understand the owner’s manual and all safety instructions before operation.


PERSONAL PROTECTIVE EQUIPMENT (PPE)

- Hard hat (if applicable)
- Safety goggles
- Safety boots (if applicable)
- KN95 respirator or equivalent
- Disposable gloves/ reusable rubber gloveS

Safety note: PPE should not be shared. All reusable PPE used in the cleaning process must be designated for COVID-19 cleaning only. Reusable PPE needs to be disinfected after each use.

Donning (Putting on) Personal Protective Equipment

- Prior to donning ensure you have all the required PPE for the task, inspect all PPE (Hard hats, goggles, face shields, glove etc. should be disinfected before each use)
- Wash your hands or use an alcohol-based hand sanitizer.
- Place KN-95 mask or equivalent over nose and mouth and secure straps.
 - Pull the bottom strap up and over top of your head and put it behind your head below your ears.
 - Take the upper strap and put it behind your head towards the crown of your head.
 - Mold the nose piece over the bridge of your nose.
 - Ensure there is an adequate seal between the mask and face, perform a fit check to ensure you have a good seal.
 - Do not touch the face area during this process. Always follow the manufactures guidelines.
- Put on goggles, adjust to fit.

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	Created By:	K. Somers	Doc. Number:	Safe Work Practice 26.908			
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- Put on hard hat (if applicable).
- Put on disposable gloves.

Limit the spread of contamination and protect yourself:

- Keep hands away from face
- Limit surfaces touched
- Preform hand hygiene


Doffing (removing) Personal Protective Equipment

- Remove gloves
- Wash your hands or use an alcohol-based hand sanitizer
- Remove hard hat (if applicable) place in designated receptacle for disinfecting and reprocessing.
- Remove goggles, place in designated receptacle for disinfecting
 - Outside of goggles or face shield are contaminated!
 - If your hands get contaminated during goggle or face shield removal, immediately wash your hands or use an alcohol-based hand sanitizer
 - Remove goggles or face shield from the back by lifting head band or ear pieces
 - If the item is reusable, place in designated receptacle for reprocessing. Otherwise, discard in a waste container
- Remove and discard KN-95 or equivalent.
 - Tilt your head forward. Use two hands to grab the bottom strap, pull to the sides out, then over your head. Next, use both hands to grab the upper strap, pull to the sides, then over your head. Keep tension on the upper strap as you remove it, which will let the mask fall forward. Dispose of the mask.

All reusable supplies must immediately be disinfected. Do NOT share PPE.

SPRAYER USE AND CARE – ONLY USE MANUFACTURER APPROVED DISINFECTANTS

- Do not use a machine that is broken or damaged in any way.
- Do not alter the machine by adding or removing parts.
- Do not restrict the motor air inlet area.
- Do not tamper with the output nozzle.
- Do not allow the machine to operate unattended.
- Do not stand in water or hold over water while operating machine.
- Do not use outdoors when it's raining.
- Do not use cordless sprayer if switch does not turn it on or off. A cordless sprayer that cannot be controlled with the switch is dangerous and must be repaired.
- Disconnect battery pack from cordless sprayer or place the switch in the locked or OFF position before making any adjustments, refilling the tank or storing the cordless

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sprayer. Such preventative safety measures reduce the risk of starting the cordless sprayer accidentally.


- Store idle cordless sprayer out of reach of children and other untrained persons. Cordless sprayers are dangerous in the hands of untrained users.
- When battery pack is not in use, keep it away from other metal objects like: paper clips, coins, keys, nails, screws, or other small metal objects that can make a connection from one terminal to another. Shorting the battery terminals together may cause sparks, burns, or a fire.
- To clean the sprayer, use soap, water and a damp cloth to wipe clean. To clean internal components, run water through the sprayer for 3 minutes.
- Before storing, spray water through the machine for 20 seconds to rinse out the line of any leftover chemicals that may start to build up.
- Do not transport or store chemicals in the tank.
- If nozzle is plugged, remove the nozzle, soak in hot, soapy water for 10 minutes, then blow out the nozzle with compressed air.

VITAL OXIDE FORMULATION FOR COVID-19 PREVENTION

- Review the product Safety Data Sheet prior to use
- Never mix chemicals. When applicable, follow instructions for product mixing ratios as per manufacturer specifications.
- The Vital Oxide Formulation is ready to use with no mixing required

SAFE OPERATION

- Wash/sanitize hands often and practice physical distancing.
- Complete Daily Tailboard/FLHA to assist in identifying tasks, hazards and controls associated with the work activity
- No personnel shall be in the area that is being disinfected
- Follow protocol for putting on/takin off PPE: Hazmat KN95 or equivalent respirator, goggles, gloves.
- Inspect all components of the sprayer prior to use. Never attempt to service the machine or access internal components.
- Place fully charged Victory 16.8-volt battery into the backpack
- Select appropriate nozzle setting for area

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	NOZZLE SETTING 1	NOZZLE SETTING 2	NOZZLE SETTING 3
Nozzle Shape	Full Cone	Full Cone	120° Fan
Particle Size	40 microns	80 microns	110 microns
Flow Rate	3.4 ounce/min	5.1 ounce/min	13.4 ounce/min
Run Time per Tank	84 min	56.5 min	21.8 min
Coverage per Tank*	23,000 sq ft	20,600 sq ft	13,100 sq ft
Tanks per Charge	2.9	4.2	11

**Per internal testing determined by flow rate and particle size*

- Place backback on a firm flat surface and secure from inadvertently tipping over
- Pour VitalOxide in to the backpack ensuring there is no overflow and secure cover. Store remaining VitalOxide (outlined in the VitalOxide SDS)
- Turn power supply switch to the on position
- Follow proper lifting techniques placing backpack in position. Secure straps adequately
- Remove the electrostatic hose and handle from backpack while maintaining a firm grip
- Squeeze trigger to apply Product to surfaces requiring disinfecting.
- Use a consistent sweeping motion during application for adequate coverage
- Allow 10 minutes of surface contact for an effective application
- Safely Remove backpack upon completion.
- Turn the power supply to the off position.
- Store any unused VitalOxide as outlines in SDS.
- Clean internal and external components.

REFERENCES

- Victory Innovations Co. VP 300ES Safety Instructions
- Vital Oxide RTU Safety Data Sheet
- Victory Innovations Co. Product information sheet
- 3M Donning & Doffing - <https://multimedia.3m.com/mws/media/11964490/donning-doffing-coveralls-chart.pdf>

	Document Description		Use of Victory Backpack Sprayer (VP300 ES - Battery Operated) – Known COVID-19 Outbreak			
	Created By:	K. Somers	Doc. Number:	Safe Work Practice 26.909		
	Date:	Apr. 19, 2020	Revision:	Revised by:	Date:	

26.909 USE OF VICTORY BACKPACK SPRAYER (VP300 ES – BATTERY OPERATED) – KNOWN COVID-19 OUTBREAK

OVERVIEW

In the event of a known COVID outbreak work areas identified by JSAs should be disinfected. Individuals tasked to use the backpack spray cleaner must treat all areas as contaminated and exercise extreme caution during this task. The following information provides minimum requirements and practices to be followed. Ensure appropriate PPE is selected for the task and pay special attention when removing contaminated clothing after the task. Always read and understand the owner’s manual and all safety instructions before operation.


PERSONAL PROTECTIVE EQUIPMENT (PPE)

- Hard hat (if applicable)
- Safety goggles or face shield
- Safety boots
- KN95 respirator or equivalent
- Tyvek suit or eqivalent
- 2 pairs of disposable gloves (Nitrile)
- Booties or equivalent

PPE should not be shared, all reusable PPE used in the cleaning process must be designated for COVID19 cleaning only. Reusable PPE needs to be disinfected after each use.

Donning (Putting on) Personal Protective Equipment

- Prior to donning ensure you have all the required PPE for the task, inspect all PPE (Hard hats, goggles, face shields, glove etc. should be disinfected before each use)
- Wash your hands or use an alcohol-based hand sanitizer.
- Place KN-95 mask or equivalent over nose and mouth and secure straps.
 - Pull the bottom strap up and over top of your head and put it behind your head below your ears.
 - Take the upper strap and put it behind your head towards the crown of your head.
 - Mold the nose piece over the bridge of your nose.
 - Ensure there is an adequate seal between the mask and face, perform a fit check to ensure you have a good seal.
 - Do not touch the face area during this process. Always follow the manufactures guidelines.

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- Put on goggles, adjust to fit.
- Put on hard hat (if applicable).
- Put on disposable gloves.


Limit the spread of contamination and protect yourself:

- Keep hands away from face
- Limit surfaces touched
- Perform hand hygiene

Doffing (removing) Personal Protective Equipment

- Remove hard hat (if applicable) place in designated receptacle for disinfecting and reprocessing.
- Remove Hazmat suit or equivalent
 1. Pull the hood of the Hazmat suit or equivalent down, unzip suit and wiggle to get it down your shoulders.
 2. Remove the outer set of gloves and pull your arms inside the suit - out of the arms of the suit.
 3. Carefully pull the rest of the suit off you with the second pair of gloves currently on
 4. Slide your feet out and use caution to ensure you don't contaminate your clothes. Pull off the booties in the same motion as taking your feet out of the suit.
 5. Put Hazmat suit or equivalent and booties into the garbage (You should still have 1 pair of gloves on)
- Remove second pair of gloves
 1. Pinching at the wrist of one glove and pulling it off your hand.
 2. Roll that glove into a ball with the hand that still has a glove on.
 3. Insert the fingers of your ungloved hand under the wrist and pull off in one motion folding the glove over itself and trapping the other glove inside.
 4. If hands get contaminated during the glove removal immediately wash your hands or use alcohol-based hand sanitizer.



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- Remove goggles, place in designated receptacle for disinfecting
 1. Outside of goggles are contaminated!
 2. If your hands get contaminated during goggle or face shield removal, immediately wash your hands or use an alcohol-based hand sanitizer
 3. If the item is reusable, place in designated receptacle for reprocessing. Otherwise, discard in a waste container
- Remove and discard KN-95 or equivalent.
 1. To remove tilt your head forward.
 2. Use two hands to grab the bottom strap, pull to the sides out, then over your head.
 3. Next, use both hands to grab the upper strap, pull to the sides, then over your head. Keep tension on the upper strap as you remove it, which will let the mask fall forward.
 4. Dispose of the mask.
- Tightly seal up garbage bag containing contaminated clothing
- Wash your hands with soap and water
- All reusable supplies must immediately be disinfected. Do NOT share PPE.

POTENTIAL HAZARDS

- Bio-hazardous substances
- Heat exhaustion
- Overexertion
- Contamination

SPRAYER USE AND CARE – ONLY USE MANUFACTURER APPROVED DISINFECTANTS

- Do not use a machine that is broken or damaged in any way.
- Do not alter the machine by adding or removing parts.
- Do not restrict the motor air inlet area.
- Do not tamper with the output nozzle.
- Do not allow the machine to operate unattended.
- Do not stand in water or hold over water while operating machine.
- Do not use outdoors when it’s raining.
- Do not use cordless sprayer if switch does not turn it on or off. A cordless sprayer that cannot be controlled with the switch is dangerous and must be repaired.
- Disconnect battery pack from cordless sprayer or place the switch in the locked or OFF position before making any adjustments, refilling the tank or storing the cordless sprayer. Such preventative safety measures reduce the risk of starting the cordless sprayer accidentally.

	Document Description		Use of Victory Backpack Sprayer (VP300 ES - Battery Operated) – Known COVID-19 Outbreak				
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- Store idle cordless sprayer out of reach of children and other untrained persons. Cordless sprayers are dangerous in the hands of untrained users.
- When battery pack is not in use, keep it away from other metal objects like: paper clips, coins, keys, nails, screws, or other small metal objects that can make a connection from one terminal to another. Shorting the battery terminals together may cause sparks, burns, or a fire.
- To clean the sprayer, use soap, water and a damp cloth to wipe clean. To clean internal components run water through the sprayer for 3 minutes.
- Before storing, spray water through the machine for 20 seconds to rinse out the line of any leftover chemicals that may start to build up.
- Do not transport or store chemicals in the tank.
- If nozzle is plugged remove the nozzle, soak in hot, soapy water for 10 minutes, then blow out the nozzle with compressed air.

VITAL OXIDE FORMULATION FOR COVID-19 PREVENTION

- Review the Product Safety Data Sheet prior to use
- Never mix chemicals. When applicable, follow instructions for product mixing ratios as per manufacturer specifications.
- The Vital Oxide Formulation is ready to use with no mixing required

SAFE OPERATION


- Wash/Sanitize Hands often and practice physical distancing.
- Complete Daily Tailboard/FLHA to assist in identifying tasks, hazards and controls associated with the work activity
- No personnel shall be in the area that is being disinfected
- Follow protocol for putting on/takin off PPE: Hazmat KN95 or equivalent respirator, goggles, gloves.
- Inspect all components of the sprayer prior to use. Never attempt to service the machine or access internal components.
- Place fully charged Victory 16.8 volt battery into the backpack
- Select appropriate nozzle setting for area
- Place backback on a firm flat surface and secure from inadvertently tipping over
- Pour VitalOxide in to the backpack ensuring there is no overflow and secure cover
- Store remaining VitalOxide (outlined in the VitalOxide SDS)
- Turn power supply switch to the on position
- Follow proper lifting techniques placing backpack in position. Secure straps adequately
- Remove the electrostatic hose and handle from backpack while maintaining a firm grip
- Squeeze trigger to apply Product to surfaces requiring disinfecting.

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- Use a consistent sweeping motion during application for adequate coverage
- Allow 10 minutes of surface contact for an effective application
- Safely Remove backpack upon completion.
- Turn the power supply to the off position.
- Store any unused VitalOxide as outlines in SDS.
- Clean internal and external components.

REFERENCES

- Victory Innovations Co. VP 300ES Safety Instructions
- Vital Oxide RTU Safety Data Sheet
- Victory Innovations Co. Product information sheet
- 3M Donning & Doffing - <https://multimedia.3m.com/mws/media/1196449O/donning-doffing-coveralls-chart.pdf>

	Document Description		Workers Travelling Out of Provinces With 14 Day Self Isolation Requirements					
	Created By:	I. Brar	Doc. Number:	Safe Work Practice 26.910				
	Date:	April 24, 2020	Revision:		Revised by:		Date:	

26.910 WORKERS TRAVELLING OUT OF PROVINCES WITH 14 DAY SELF ISOLATION REQUIREMENTS

Certain provinces have enacted 14-day self isolation for individuals who are travelling into the province (i.e. MB, NL & NS). In certain situations, a need may arise for employees to leave the province prior to the 14-day self isolation period being completed. This may include but is not limited to:

- Individuals returning home for a set amount of days off after working in another province, returning to an essential service project.
- Individuals travelling into the province to pick up vehicles from a regional office.

Note: Any individuals returning to their residence for days off will be required to follow the local/regional health authority requirements regarding self-isolation. As of 4/24/2020 in MB, NL & NS require 14 day isolation. All employees are responsible to review individual local/regional health authority guideline to ensure they have updated information when going home.

Relevant Policies and Procedures

- Section 25 Vehicle Policy
- Section 31 Fatigue Management Policy
- Safe Work Practice 26.013 Use of Company Vehicles
- COVID-19 Screening Process
 - COVID-19 Self-Screening
 - COVID-19 Report Form
- SWP 26.9XX Social Distancing & Use of Face Masks
- SOP 27.9XX Dropping Off-Picking Up Vehicles at Valard Office-Shop
 - COVID-19 Disinfecting Vehicles Toolbox Talk


Driver PPE/Supplies Required

- Non-Surgical Cloth Mask
- Gloves
- Disinfectant Spray or Wipes
- Hand Sanitizer or other means of disinfecting hands

PRIOR TO TRAVEL

Pre-Screening

Prior to any employees travelling out of province, the following pre-screening steps must be completed:

	Document Description		Workers Travelling Out of Provinces With 14 Day Self Isolation Requirements				
	Created By:	I. Brar	Doc. Number:	Safe Work Practice 26.910			
	Date:	April 24, 2020	Revision:		Revised by:		Date:

1. Employee to contact regional Valard Safety representative, via phone, in order to be screened for COVID-19 using Valard's COVID-19 Screening Process. Results of pre-travel screening to be documented on Valard's COVID-19 Report Form.
 - a. If unsure of regional Valard Safety representative, contact Grant LeDrew 1-709-986-0773 or gledrew@valard.com for further instruction.
2. Based on COVID-19 Screening Process and discussion with employee, Valard Safety representative will either inform employee that they are cleared to begin their journey, or that they must continue to self-isolate at their residence.
3. Review local/regional health authority requirements to ensure updated information on requirements for isolation


Vehicle Preparation

- Hand sanitizer or other means of disinfecting hands to be placed in travel vehicle.
- Disinfectant/sanitizing sprays or wipes to be placed in travel vehicle.
- If available, consumables (e.g. snacks, water, smokes) to be stocked in travel vehicle to limit unnecessary stops.
- Vehicle to be appropriately disinfected prior to use for travel.
- Ensure Equipment Checklist book is available in travel vehicle.
- Ensure vehicle has all prescribed maintenance performed as required.
- All reasonable steps are to be taken to try and ensure that the travel vehicle is prepared in a manner, which encourages the driver to avoid unnecessary stops and any physical interaction with the public/others.
- Employee to be provided with an Essential Services Travel Letter, as required.

Communication

The following items are to be communicated via phone or email, by Supervisor or Valard Safety to employee(s) who will be travelling:

- Discussion around journey details (e.g. destination including address, distance, route)
- Discussion around planning trip to avoid all stops, if possible.
 - If not possible to avoid stop(s) due to distance or other factors, employee and Valard Safety must determine low risk options for planned stop(s). This would include, but is not limited to controls such as:
 - requirement to wear non-surgical cloth mask if leaving vehicle for any reason, while travelling inside of affected provinces.
 - gloves should be used for refueling, gloves are to be removed immediately after use and hands to be sanitized upon re-entry into vehicle.
 - employee to avoid interacting with other people.
 - employee to avoid touching any frequently touched objects.

	Document Description		Workers Travelling Out of Provinces With 14 Day Self Isolation Requirements				
	Created By:	I. Brar	Doc. Number:	Safe Work Practice 26.910			
	Date:	April 24, 2020	Revision:		Revised by:		Date:

- when possible cardlock gas stations, with no members of public nearby, are to be used.
- Employee to maintain 2 m social distance at all times with members of the public.

DURING TRIP

Self-Monitor


Employees to self-monitor for any signs or symptoms related to COVID-19 for duration of trip. Employee to park vehicle in safe location and call Valard Safety representative if any concern regarding symptoms arises during trip.

General Requirements

- If more than one individual is travelling in the vehicle, non-surgical cloth masks are required to be worn by all employees within the vehicle (if social distancing of 2 meters cannot be maintained).
- Face masks are required to be worn anytime employee is outside of their vehicle for any reason, while travelling in affected provinces.
- Non-surgical cloth masks are required to be worn anytime employee is interacting with a member of the public in affected provinces.
- Employee must wash hands or use hand sanitizer before re-entering vehicle.
- If leaving vehicle is necessary, social distancing of 2 meters must be kept at all times with all individuals.
- When necessary, bathroom breaks should occur in isolated areas.
- If necessary, to get food, employees are to avoid multiple stops for food.
- If required to put fuel in travel vehicle, gas station is to be chosen based on fewest members of public near the pumps. Gloves should be used when refueling, after use gloves should be discarded appropriately and employee should wash hands or use hand sanitizer before entering the vehicle.
- Communicate with Supervisor or Valard Safety if at any time, original travel plans discussed prior to trip have changed.

POST TRIP

- Disinfect all surfaces that you may have touched within vehicle and outside of vehicle at the end of the journey.
- Place any garbage, used PPE or any other refuse from vehicle in a bag and throw in appropriate bin.
- Leave cleaning supplies within vehicle.

	Document Description		COVID-19 Staying at a Hotel <small>Tab 1 Schedule 8</small>					
	Created By:	I Brar	Doc. Number:	Safe Work Practice 26.911 <small>Attachment 1 Page 119 of 214</small>				
	Date:	April 20, 2020	Revision:	1	Revised by:	I.Brar	Date:	April 27, 2020

26.911 COVID-19 STAYING AT A HOTEL

SCOPE


This procedure is to be used to provide guidance on steps that can be taken to limit the hazard of COVID-19 while staying at a hotel or other similar accommodations.

SAFETY EQUIPMENT

- Hand Sanitizer
- Sanitizing/Disinfecting Spray
- Non-Medical Cloth Mask
- Gloves, as required

PRIOR TO HOTEL STAY

- Where possible, Project Management and Travel Department are to look at renting entire hotel(s) to minimize the risk of COVID-19 transmission.
- Where possible, only hotels that have implemented COVID-19 policies and procedures for guest and hotel staff safety should be considered by Valard’s Travel Department before booking.
- At hotel’s where breakfast is provided, Travel Department or Project Management to discuss with hotel management the possibility for grab and go breakfast bags for Valard employees.
- Employees planning on staying in hotels should bring enough consumables/essentials (e.g. cigarettes, medicine, snacks, etc.) so as to avoid numerous trips to local shopping centres.
- Employees are to ensure that COVID-19 pre-screening using Valard’s COVID-19 Report Form is completed within 24 hours prior to departing for journey. **See COVID-19 Screening Process - Projects for additional information.**
- If at any point before or during journey to the hotel, employees experience symptoms consistent with COVID-19 (e.g. cough, fever, difficult breathing), employee is to call Supervisor and inform them of symptoms.
- Employees are encouraged to bring sanitizing/disinfecting spray with them for use at the hotel. Employees without sanitizing/disinfecting spray will be provided with spray upon request at job site.
- Employees are encouraged to bring their own personal mugs, water bottles and utensils to avoid use of hotel shared dishes and utensils.


	Document Description		COVID-19 Staying at a Hotel					
	Created By:	I Brar	Doc. Number:	Safe Work Practice 26.911				
	Date:	April 20, 2020	Revision:	1	Revised by:	I.Brar	Date:	April 27, 2020

CHECKING IN


- Employees to ensure that they maintain 2 meters/6ft distance between themselves, other guests and hotel staff during check in. Where 2 meter/ 6 ft physical distancing cannot be achieved use a cloth mask.
- Employees to avoid using commonly touched items on check in desk (e.g. service bell, pens, telephone etc.).
- If required to sign documentation, employee to use their own personal pens.
- Employee to confirm with check-in staff that room has been disinfected/sanitized and that all items requiring washing (e.g. bedsheets, comforter) have been washed before room use.
- Employee to wash or sanitize hands after touching any commonly used surfaces or items during check-in process.

DURING HOTEL STAY

- Upon first entering their room, employees should disinfect/sanitize the following surfaces: door handles, bathroom/kitchen taps, light switches, toilet seat and handle, remote control, telephone, room accessories (kettles, hair dryer, iron), table tops, alarm clock, lamp switches, furniture handles and all other commonly touched surfaces.
- Keep your toiletries (tooth brush, comb, etc.) in your toiletries bag. Avoid unpacking these onto the counter in your washroom.
- Employees should limit or avoid any outside visitors coming in and out of their rooms for the duration of their stay, this includes housekeeping. If you require housekeeping services, employee must disinfect/ sanitize all common touch surfaces: door handles, bathroom/kitchen taps, light switches, toilet seat and handle, remote control, telephone, room accessories (kettles, hair dryer, iron), table tops, alarm clock, lamp switches, furniture handles and all other commonly touched surfaces.
- Employees should limit time and exposure in high-touch traffic areas within the hotel, such as restaurants, elevators and lobbies.
- Employees must maintain 2 meter/ 6ft separation from hotel staff and other guests for duration of stay. In areas where physical (Social) distancing cannot be achieved, wear a cloth mask.
- As much as possible, employees should use the stairs to navigate floors.
- Limit elevator use. Elevator buttons are touched frequently, use extreme caution when touching elevator buttons. Ensure you practice physical (social distancing) allow 2 meter/ 6 ft separation within elevator. Wear cloth mask.
- Avoid using swimming pools, whirlpools, gyms, spas, lounge and other shared recreational spaces within the hotel.

	Document Description		COVID-19 Staying at a Hotel <small>Tab 1 Schedule 8</small>					
	Created By:	I Brar	Doc. Number:	Safe Work Practice 26.911 <small>Attachment 1 Page 121 of 214</small>				
	Date:	April 20, 2020	Revision:	1	Revised by:	I.Brar	Date:	April 27, 2020

- If breakfast/buffet service is available at hotel, avoid using communal serving dishes and utensils. Try to avoid food that is served out in the open
- Avoid using shared water coolers and coffee machines or eating lobby snacks that may have been handled by others.
- Employees to wash hands after use of shared equipment such as vending and ice machines. If unable to wash hands use hand sanitizer with at least 60 alcohol.
- Employees to eat meals within their own rooms as opposed to using shared eating spaces.
- Workers are to disinfect/sanitize their hands before eating, drinking or smoking and upon return to their rooms.

	Document Description		COVID-19 Dropping Off/Picking Up Vehicles at Offices/Shop				
	Created By:	I. Brar	Doc. Number:	Safe Work Practice 26.912			
	Date:	Apr. 27, 2020	Revision:	Revised by:		Date:	

26.912 COVID-19 DROPPING OFF/PICKING UP VEHICLES AT OFFICES/SHOP

SCOPE

To provide guidance to workers dropping off or picking up vehicles at Valard’s Office/Shops during COVID-19.

EQUIPMENT REQUIRED

- Disinfecting/Sanitizing Spray & Wipes
- Hand Sanitizer

STEPS

1. Prior to dropping off or picking up any vehicles at the Office, operator of vehicle is to call designated Fleet contact to inform them of pickup/ drop off details.
 - a. Details to include: Unit # & drop off/pick up date and time
2. Designated Fleet contact, will inform driver of pick up/drop off location of unit and where keys are to be placed/ can be found.
3. Crew member dropping off/picking up vehicle is to avoid entering office/shop facilities if not required to do so.
 - a. If required to do so, employee to review and follow controls within JSA Office/Shop – COVID-19 Preparation.

DROP OFF INSTRUCTIONS

1. If disinfecting supplies are available in the vehicle, operator of vehicle is to wipe down all commonly touched surfaces (i.e. steering wheel, interior and exterior door handles, console, radio controls, arm rests, gear shifter, buttons, seat belts, etc.).
 - a. If disinfecting supplies are not available in vehicle, designated Fleet contact must be notified that drop off cleaning has not been performed so that appropriate precautions can be taken before accessing vehicles.

REFERENCES

- COVID-19 Disinfecting Vehicles Toolbox Talk
- SWP 26.905 COVID-19 Disinfecting Common Surfaces



*Connecting People.
Powering Communities.*

**CORONAVIRUS
MANAGEMENT PLAN**

APPENDIX D

Project Covid-19 Screening process

Purpose:

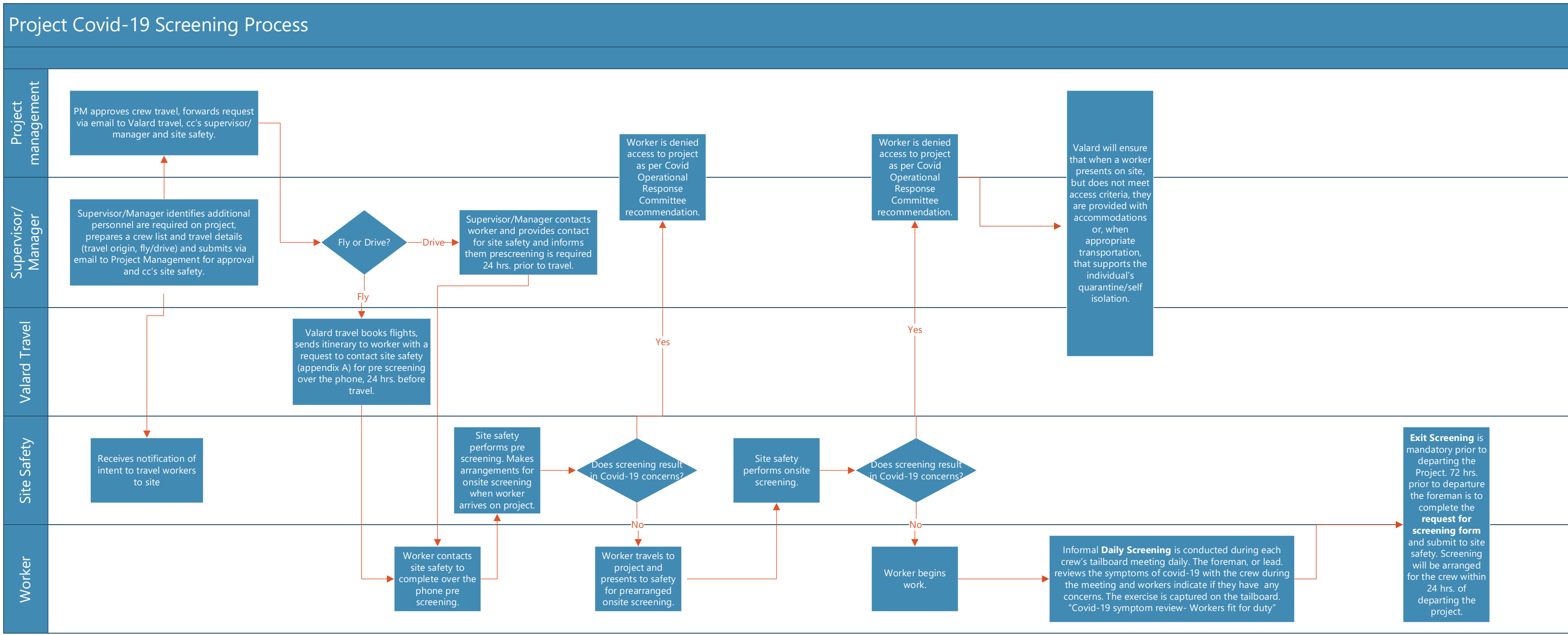
To outline the steps to be taken to ensure workers are screened for Covid-19 prior to joining the existing project workforce.

Stakeholders:


- Project Management
- Activity Supervisors and Managers
- Project Safety
- Valard Travel
- Corporate Safety

Supporting documents

- Covid-19 report form
- Self assessment tool
- Screening Request Form
- Appendix A- Project Safety Contacts




*Project Covid-19 Screening Process is superseded by any jurisdictional requirements

	OEWT - COVID-19 Pre-Screening Form					
	Created By:	A.Hart	Date:	03/15/2020	Document:	Appendix B
Revision:	5	Revised By:	M.Gunasingam	Date:	05/14/2020	

Note: This form is to be completed and sent in 24 hours prior to shift commencing.

Personal Information:			Emergency Contact:					
Name:			Name:					
Phone #:			Phone #:					
Date of Birth:			Employment Details:					
Address:			Company:					
			Position/Dept:					
			Supervisor:					
			Schedule/Rotation:					
Location Details: (Please mark one)								
Where are you currently staying?	Home:	<input type="checkbox"/>	Camp:	<input type="checkbox"/>	Hotel:	<input type="checkbox"/>	Other: (Explain)	<input type="checkbox"/>
Date of Travel:			Type of Travel:	Flight:	<input type="checkbox"/>	Drive:	<input type="checkbox"/>	
Symptoms: Please mark yes or no for each of the following. (NOTE: These are in regards to COVID-19)								
	Yes	No		Yes	No			
New or Worsening Cough	<input type="checkbox"/>	<input type="checkbox"/>	Recent Loss of Taste/Smell	<input type="checkbox"/>	<input type="checkbox"/>			
Fever (>37.5C)	<input type="checkbox"/>	<input type="checkbox"/>	Chest Tightness	<input type="checkbox"/>	<input type="checkbox"/>			
Chills	<input type="checkbox"/>	<input type="checkbox"/>	Abdominal Pain	<input type="checkbox"/>	<input type="checkbox"/>			
Sore Throat	<input type="checkbox"/>	<input type="checkbox"/>	Nausea/Vomiting/Diarrhea	<input type="checkbox"/>	<input type="checkbox"/>			
Hoarse Voice	<input type="checkbox"/>	<input type="checkbox"/>	Unexplained Fatigue/Weakness	<input type="checkbox"/>	<input type="checkbox"/>			
Shortness of Breath	<input type="checkbox"/>	<input type="checkbox"/>	Difficulty Swallowing	<input type="checkbox"/>	<input type="checkbox"/>			
Difficulty Breathing	<input type="checkbox"/>	<input type="checkbox"/>	Congestion <small>(Not related to allergies or other known conditions)</small>	<input type="checkbox"/>	<input type="checkbox"/>			
Pre-Existing Conditions:								
<p><i>Certain pre-existing conditions can put a person at increased risk for Covid-19. Examples of certain conditions include but are not limited to: Cardiac Disease, Neurological/Muscular Disorders, Diabetes, Immunodeficiency, Liver Disease, Malignancy, Pregnancy, Renal Disease and Respiratory Issues. Please also list if you are receiving any treatment that compromises or weakens the immune system, or if you are going to the hospital regularly for treatment).</i></p>								
Do you have any of the conditions listed above?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>				
If yes, please list:								

	OEWTL - COVID-19 Pre-Screening Form				
	Created By:	A.Hart	Date:	03/15/2020	Document:
Revision:	5	Revised By:	M.Gunasingam	Date:	05/14/2020


Exposure: Please select yes or no for each of the following.			
Recent travel outside of Canada within the last 14 days, OR close contact with someone who has?	Yes		No
Close contact with a confirmed or probable case of COVID?	Yes		No
Have you taken a flight in Canada within 14 days?	Yes		No
<i>If Yes, please provide:</i>	Date:		Flight Number:
	Date:		Flight Number:
	Date:		Flight Number:
Disclosure:			
By signing below, you are agreeing that you have answered the above questions/statements truthfully and accurately to the best of your ability. If there are any changes to the above answers, you are responsible to contact the Safety Office as soon as possible.			
Date:		Signature:	

.....

***** OFFICE USE ONLY:** To be completed by Safety or Medical staff during in person screening. ***

Date:		Time:		Current Temperature:	
Have there been any changes to signs and symptoms, since the employee completed pre-screening form?				Yes	No
Is this employee cleared to be on site, as per Valard implemented COVID-19 protocols?				Yes	No
If there are any concerns, please explain:					

Completed By:	
Signature:	
Date:	

	Document Description		COVID-19 Self Screening					
	Created By:	S. Hanlon	Doc. Number	Page 128 of 214				
	Date:	April 5, 2020	Revision:	2	Revised by:	S. Hanlon	Date:	April 5, 2020

Severe respiratory distress, severe chest pain, confusion, lost consciousness

Yes

Immediately call Onsite Medic/911

All personnell are to follow the Project COVID-19 Screening Process prior to joining the existing workforce, or returning to work.

No

Do you have a fever, new cough or shortness of breath(even when not active)?

Yes

Contact site safety and/or medic immediately. You must self isolate for 14 days after your symptoms began and tell people you had close contact with to self-isolate if you interacted in the 2 days before your symptoms began.

"Close Contact" is defined as being in proximity to an individual that is symptomatic, tested positive for Covid-19 or travelled outside of Canada. In proximity would be considered 15 mins in a closed space, provision of direct care (physical contact), or within 2 meters of another individual. An example would be the shared cab of a vehicle.

No

Are you experiencing 2 or more of the following symptoms? Muscle aches, fatigue, headache, sore throat, runny nose?

Yes

Contact site safety and/or medic immediately. You must self isolate for 14 days after your symptoms began and tell people you had close contact with to self-isolate if you interacted in the 2 days before your symptoms began.

No

Are you over 70, have a chronic health condition or any condition/treatment that affects your immune system?

Yes

Contact site safety and/or medic immediately. You must self-isolate at home and monitor your health because you are part of an at-risk group.

No

Have you travelled outside Canada in the last 14 days? Have you been in close contact with someone who has tested positive for COVID-19? Are you in close contact with a person who is sick with new respiratory symptoms or who recently travelled outside Canada?

Yes

Contact site safety and/or medic immediately. If you have travelled outside Canada you must self isolate for 14 days. If you have been in close contact with someone who has tested positive you must contact your physician or Telehealth and self isolate. If you have been in close contact with a person who is sick with new respiratory symptoms who has recently travelled outside Canada, you must self isolate for 14 days. After 2wks of no symptoms, you must practice physical distancing.

Telehealth
 ON-1 866 797 0000
 MB-1 888 315 9257
 All other Prov- 811

No

Return to work and practice social distancing.

Self-isolation: only leave your home or see other people for critical reasons(like a medical emergency), seek services over the phone/online or from family/friends, do not go to the hospital or clinic to get a COVID-19 test unless advised by a health care provider.

Appendix A- Project Safety Contacts

MMTP- mmtp_safety@valard.com

Ron Matthews	RMatthews@valard.com	519-377-0830
Jeff Repchinski	jrepchinsky@valard.com	306-301-2747

EWT- ewtsfaetyteam@valard.com

Dean Seifried	Dseifried@valard.com	780-686-7688
Kim Frankland	kfrankland@valard.com	437-388-9051

Watay- watay-safety@valard.com

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Program Sponsor – Valard COVID Committee Representative

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Covid-19 Daily Screening Process

Purpose:

To outline the steps to be taken to ensure workers are screened daily for Covid-19 as a prevention tool and to ensure the safety of our workers, their coworkers and the public. Intended for use by individual crews working at a variety sites from day to day, returning to private residences or hotels at night and interchanging personnel.

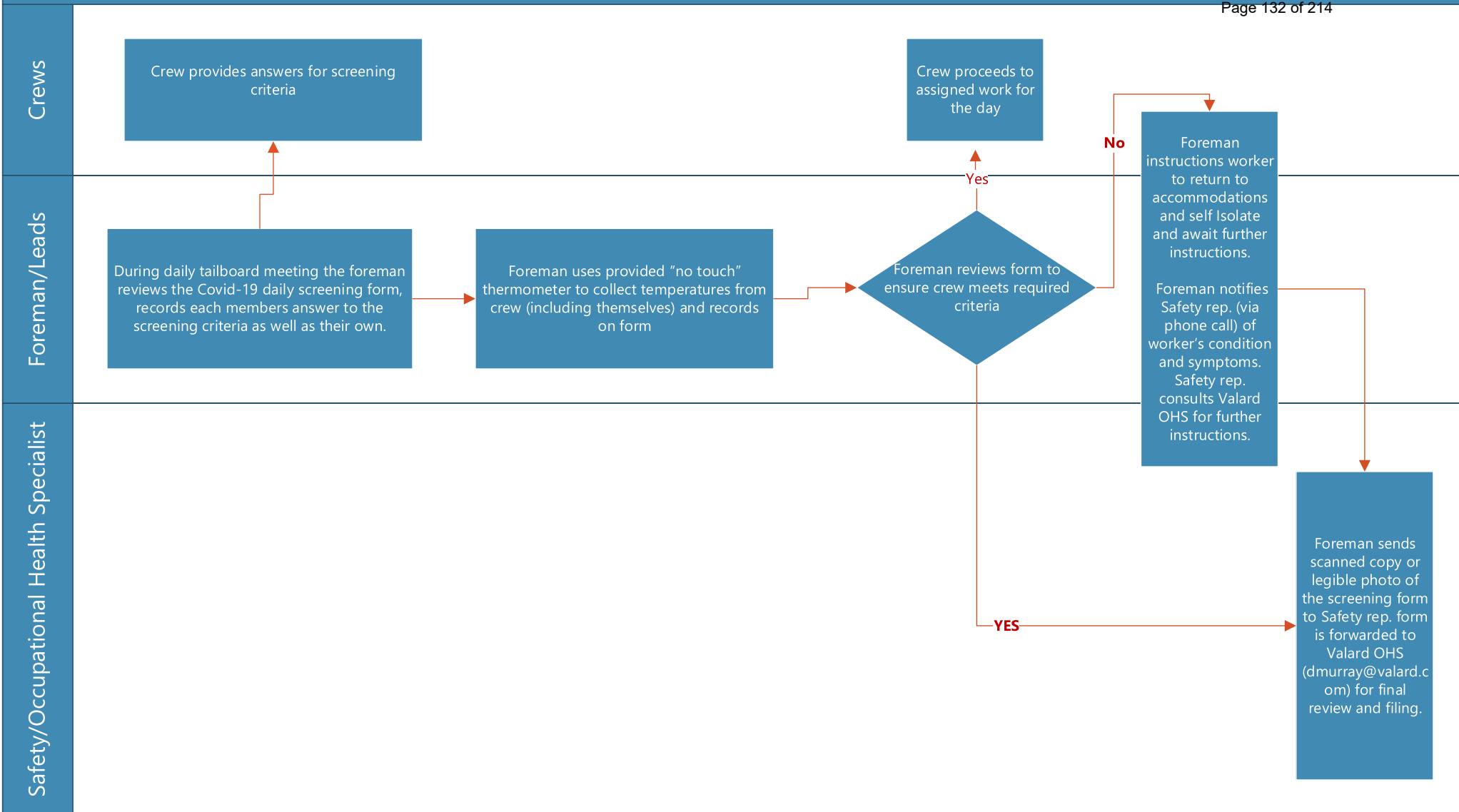
Stakeholders:

- Supervisors and Managers
- Corporate Safety
- Valard distribution, substation, telecom, shop and survey crews.

Supporting documents

- Daily screening form
 - Print version
 - Fillable version
- Self assessment tool
- Contact list
- SWP 26.903 Taking a Temperature
- SWP 26.902 Temperature Screening Program
- What is Covid-19 -Toolbox talk

Covid-19 Daily Screening Process




*Where applicable, workers will complete site access screening requirements in addition to the daily screening program.

Contacts

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Telehealth

Ontario	1 866 797 0000
Manitoba	1 888 315 9257
All other Provinces	811

	Document Description		Taking a temperature					
	Created By:	Grant LeDrew	Doc. Number:	Safe Work Practice 26.903				
	Date:	Apr. 15, 2020	Revision:	2	Revised by:	G. LeDrew	Date:	Apr. 23, 2020

26.903 TAKING A TEMPERATURE

OVERVIEW

In response to the Covid-19 pandemic Valard workers may be asked to facilitate screening activities for this virus. One screening tool is the taking of worker’s temperature as 88% of individuals that have contracted the virus are presenting with an elevated temperature (>38 degrees Celsius). The following practice outlines the general measures to be taken to ensure an accurate reading and the safety of those involved.

If a worker is symptomatic, or appears ill (pallor, diaphoretic, generally unwell) isolation precautions should be taken immediately. The worker should not be approached without full PPE in place. Ensure the worker is provided with a mask.

PPE REQUIRED


- Mask
- Eye protection, or face shield
- Isolation gown (if worker is symptomatic)
- Latex/nonlatex gloves (if worker is symptomatic)

EQUIPMENT REQUIRED

- Infrared medical grade thermometer
- Disinfectant wipes and hand sanitizer
- COVID-19 report form

PROCEDURE

1. Prepare testing area, testing should be completed indoors at room temperature. Adequate space should be made available to allow for social distancing of individuals waiting to be tested. All flat surfaces and contacted objects should be cleaned with disinfectant before and after testing.
2. Ensure PPE (body substance isolation) is worn prior to making contact with individuals for testing. Hands and thermometer are to be washed/disinfected prior to each test.
3. Ask worker to review COVID-19 Self-Screening Tool, should the tool indicate the worker is required to self- isolate or quarantine do not continue with testing, ask the worker to self-isolate/quarantine immediately.
4. Follow the self-isolation/quarantine procedure for your site and complete COVID-19 Report Form. Otherwise, continue with testing.

	Document Description		Taking a temperature					
	Created By:	Grant LeDrew	Doc. Number:	Safe Work Practice 26.903				
	Date:	Apr. 15, 2020	Revision:	2	Revised by:	G. LeDrew	Date:	Apr. 23, 2020


- Point the thermometer at the center of the individual’s forehead, (1-3cm away) and press reading button, the temperature will appear on the digital screen.

If individual’s temperature is higher than 38 degrees Celsius, ask individual to self-isolate immediately.

- Record the temperature on the COVID-19 Report Form.

REFERENCES

- Valard Camp Pandemic Protocol
- Temperature Screening Program

	Document Description		Temperature Screening Program				
	Created By:	I. Brar	Doc. Number:	Safe Work Practice 26.902			
	Date:	Apr. 7, 2020	Revision:	2	Revised by:	G. LeDrew	Date:

26.902 TEMPERATURE SCREENING PROGRAM

BACKGROUND

Due to heightened COVID-19 exposure risks at certain Valard Construction work sites, Valard may need to implement a COVID-19 temperature screening program to ensure the safety of Valard employees, subcontractors and the public.

According to the European Center for Disease Control, the most commonly reported clinical symptoms in laboratory-confirmed cases of COVID-19 is fever. 88% of individuals with confirmed cases of COVID-19 have a high fever (38 degrees Celsius or higher) during infection.

If implemented, the dignity of employees will be a prime consideration for any COVID-19 temperature screening program.

SCOPE

The following factors will be taken into consideration when determining if a temperature screening program is necessary for your work site:

- Exposure to the public.
- The need to work in close proximity with others.
- Close quarter environments with multiple employees.

Reasonable cause temperature screening may be performed in the following circumstances:


- There's reasonable cause to believe an individual is infected with COVID-19.
- Individuals who may have been exposed to someone infected with COVID-19.
- Individuals who have recently returned from travelling outside of Canada.
- Individuals who have been exposed to someone who has recently travelled outside of Canada.

DEFINITIONS

Facilitator – individual who has been deemed competent by Valard COVID-19 Response Director to administer temperature screening at a Valard worksite (e.g. medics, supervisors, foreman, etc.).

IMPLEMENTATION

The following are the minimum standards required for implementing a temperature screening program at a Valard Construction work site.

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	Date:	Apr. 7, 2020	Revision:	2	Revised by:	G. LeDrew	Date:	Apr. 23, 2020

General Requirements

- COVID-19 Report Forms, completed during temperature screening, to be sent to COVID-19 Response Directors (David Flohr dflohr@valard.com and Iqbal Brar ibrar@valard.com).
- Valard Safety to liaise with the Local/Regional Health Authorities and implement mandated controls.
- Valard Safety to ensure Local/Regional Health Authority and Health Canada websites are monitored, and applicable updated requirements are adhered to.

PPE

The following PPE shall be worn by Facilitator:

- Mask (Surgical mask, N95 or equivalent)
- Latex/nonlatex gloves
- Eye protection, or face shield
- Isolation gown


Note: patient may be required to wear PPE based on factors such as symptoms.

Equipment

- Infrared thermometer(s)
- Hand sanitizer or other means of disinfecting hands

Training

- All site employees located at Valard Construction work site(s) where COVID-19 temperature screening has been implemented, are to review and understand this document.
- Facilitators to familiarize themselves with Valard COVID-19 documentation including, but not limited to; Valard Camp Pandemic Protocol (if applicable), COVID-19 Self Screening Tool, COVID-19 Screening Protocol, COVID-19 Report Form and SOP XX Covid-19 Screening- Taking a Temperature.
- Facilitators to read and understand the infrared thermometer manufacturer guide and are to follow all stated requirements.
- Facilitators to read and understand the manufacturer specifications for all PPE required to perform screening.
- If a temperature screening program is deemed necessary at a work site, Site Project Management and Safety to have a documented meeting to go over temperature screening program implementation.

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Hygiene

- All medical instruments used during COVID-19 temperature screening to be stored and cleaned as per manufacturer and Local/Regional Health Authorities and Health Canada requirements.
- Hand sanitizer or other means of disinfecting hands, will be required by employee and Facilitator, prior to temperature being taken.
- Increased sanitizing/disinfecting to occur at areas used for COVID-19 temperature screening.
 - Specific increased sanitizing/disinfecting plans to be determined at each site

Social Distancing

- Infrared thermometers to be used to limit Facilitator and patient contact.
- Facilitator and patient to exercise as much spatial distance as possible, while using “no touch” infrared thermometer.

Privacy

- Results of employees’ tests should be kept in the strictest of confidence and not shared with other employees, except on a need to know basis.
- Documentation related to temperature screening to be maintained in a confidential location with appropriate security measures (e.g. cabinet with a lock).

SAFETY STARTS **HERE**

COVID-19



WHAT IS COVID-19

Coronaviruses are a large family of viruses, some cause mild illness, such as strains responsible for some common colds. Others can potentially lead to severe, or even fatal, disease – such as Middle East respiratory syndrome coronavirus (MERS-CoV) MERS-CoV AND Severe Acute Respiratory Syndrome (SARS)

On December 31, 2019, the World Health Organization (WHO) was alerted to several cases of pneumonia in Wuhan, China. The virus did not match any other known virus, on January 7, 2020, China confirmed the novel coronavirus disease as COVID-19. March 11, 2020 the World Health Organization officially declared the outbreak of COVID-19 a pandemic.

A pandemic is defined by the World Health Organization as the “worldwide spread” of a new disease. Whereas, an “outbreak” is the occurrence of disease cases in excess of what’s normally expected.

HOW IS IT SPREAD?

COVID-19 is spread by respiratory droplets. Respiratory droplets are liquids that come out when we cough or sneeze. Most people who become infected will experience mild illness and recover, but it can be more severe for others.

[READ MORE >>>](#)

Take care of your health and protect others by doing the following:

- Maintain good personal hygiene.
 - Wash your hands frequently with soap and water. (Scrub your hands with soap for at least 15-20 seconds.)
 - Use alcohol-based hand sanitizer when soap and water is not available.
 - Cover your coughs and sneezes.
 - Avoid touching your face (eyes, nose and mouth).
- Regularly clean and disinfect work stations, common areas and shared tools.
- Keep some distance from people who are obviously sick – don't let them cough or sneeze on you.
- Do not share food, drinks and personal items.
- Avoid activities where you are likely to be exposed to large groups of people.
- Ensure food, including eggs, is thoroughly cooked.
- Do not travel if you are sick. *Note that some locations have implemented screening, and travelers may face quarantine and testing. Review "Travel Tips" and "Employee Services COVID-19 Communication" located SharePoint for further guidance from Valard regarding travel.*
- Some health authorities are advising flu vaccination for anyone over 6 months of age, as this will reduce the risk of seasonal flu and possible confusion with COVID-19 symptoms.




Valard is closely monitoring the CDC, WHO and Health Canada for updates. As new information is received, employees will be updated accordingly. For more information or resources on COVID-19, please speak to your supervisor.



*Connecting People.
Powering Communities.*

**CORONAVIRUS
MANAGEMENT PLAN**

APPENDIX E

	Document Description		OEWTL Pandemic Protocol					
	Created By:	I. Brar	Doc. Number	Page 143 of 214				
	Date:	Mar. 15, 2020	Revision:	3	Revised by:	D.Seifried	Date:	May 9, 2020

OEWTL Pandemic Protocol Summary to ensure personnel and public safety

1. Pre-access screening

- Covid-19 Report form (Appendix B) to be completed and returned to EWTSafetyTeam@valard.com prior to any travel arrangements being made. Once cleared travel to site. A failure to meet the criteria will cause refusal of site access for up to 14 days.

2. Site screening

- Upon arrival to site, screening and temperature reading taken and documented. Once cleared site access is granted. Failure to meet the criteria will cause refusal of site access for up to 14 days.
- This screening will be repeated at Thunder Bay office, as well as any of the Valard Camp locations.

3. Daily screening

- Crew Foreman will complete a thorough crew list and conduct a daily screening of all workers and document on daily screening form that they are all fit for duty.
- Anyone symptomatic will be asked to stay at their regular accommodation location until further instruction is given. Supervisor to be notified, who will then notify Safety/Medic and PMT.

4. Social Distancing

- 2 meters (6 feet) will be observed at all times. Whenever unable to maintain this distancing reusable masks will be worn.

5. Community Interaction

- Community Interaction will be minimized wherever possible.
- Come prepared for your shift prior to arriving to site.
- Ensure you have purchased all essentials required for your shift utilizing all Covid-19 protocols.

For additional information please refer to the Coronavirus Management Plan or approved websites;

Government of Ontario – 2019 Novel Coronavirus -

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


Public Health – Government of Canada – COVID-19 -

<https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>

Centers for Disease Control and Prevention (CDC) – COVID-19:

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

World Health Organization – Coronavirus - <https://www.who.int/health-topics/coronavirus>

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1.1 INTRODUCTION


This OEWTL Pandemic Protocol has been designed and written to be used as a guideline for the necessary steps required to prevent, identify, control and report cases of COVID-19 at Valard Major Project locations across the country. This OEWTL Pandemic Protocol is in place to address prevention, preparedness and response tactics to help protect our employees, subcontractors, clients, visitors and local communities, while ensuring business continuity even during an outbreak. This document is designed to support management by identifying the actions Valard Construction will take on projects to prevent, prepare and respond to potential cases of COVID-19.

The information in this OEWTL Pandemic Protocol and the actions and tasks detailed or proposed herein are based upon rapidly evolving information and guidance from the medical community, governmental officials and agencies, and health organizations concerning COVID-19. Valard may, at any time and for any reason, with or without notice, deviate from this OEWTL Pandemic Protocol and/or may modify or amend this OEWTL Pandemic Protocol. Additionally, Valard may, at any time, with or without notice, undertake actions or tasks not detailed in this OEWTL Pandemic Protocol, or may not undertake actions or tasks detailed in this OEWTL Pandemic Protocol. Furthermore, Valard may, at any time and for any reason, assign or reassign any actions or tasks detailed in this OEWTL Pandemic Protocol to different departments or personnel. Additionally, Valard may, at any time and for any reason, stop, start, or modify any of the actions or tasks detailed herein.

1.2 OVERVIEW

The specific objectives of the OEWTL Pandemic Protocol are:

- to provide a safe and healthy working environment during a pandemic outbreak, so far as is reasonably practicable.
- to protect the public and any nearby communities.
- to ensure that all concerned parties are aware of their responsibilities.
- to minimize the risks associated with a pandemic to Valard, subcontractor, local communities, client, camp services employees and visitors.
- to support Valard, subcontractor, client and camp services employees who must remain at a Valard Camp during a pandemic with procedures and guidelines.
- to continue services and functions that have been deemed essential to Valard project operations during a pandemic; and
- to ensure the timely resumption of normal Valard project operations after the pandemic.

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1.3 SCOPE

This OEWTL Pandemic Protocol applies to all Valard project personnel, Sub contractors and visitors at active Valard project’s during a pandemic period.

1.3.1 Procedures Specific to Jurisdiction

Ontario

If an employer is advised that a worker has tested positive for COVID-19 due to exposure at the workplace, or that a claim has been filed with the Workplace Safety and Insurance Board (WSIB), the employer is required to notify:

- the Ministry of Labour, Training and Skills Development in writing within four days
- the workplace joint health and safety committee or a health and safety representative
- a trade union (if applicable)

Any persons that have had Close Contact (see Section 1.4 Definitions) with a symptomatic individual in the 2 days prior to the symptomatic individuals’ symptoms beginning, must also self-isolate for 14 days.

1.4 DEFINITIONS

The World Health Organization (WHO) defines an epidemic as “the occurrence in a community or region of cases of an illness, specific health-related behavior, or other health-related events clearly in excess of normal expectancy.” A pandemic is defined by the WHO as “an epidemic occurring worldwide, or over a very wide area, crossing international boundaries and usually affecting a large number of people.”


On March 11, 2020 the World Health Organization declared the COVID-19 outbreak as a pandemic.

Close Contact – defined as being in proximity to an individual that is symptomatic, tested positive for COVID-19 or travelled outside of Canada.

- In proximity is 15 minutes in a closed space, provision of direct care (physical contact) or within 2 meters of an individual (e.g. shared cab of a vehicle)

Facilitator – individual who has been deemed competent by Valard Safety to administer COVID-19 screening at a Valard camp/worksite (e.g. medics, supervisors, foreman, etc.).

High Fever – a temperature of 38 degrees Celsius or higher.

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1.5 RESPONSIBILITIES

1.5.1 Project Management


- Activate the OEWTL Pandemic Protocol when the potential of an outbreak occurs at a Valard project location.
- Allocate necessary resources and personnel to assist with the implementation of OEWTL Pandemic Protocol.
- Implement action plans and protocols that will assist in stabilizing the situation.
- During activation of OEWTL Pandemic Protocol, communicate regular updates to Valard Corporate Pandemic Advisory Committee.
- Ensure all parties involved in OEWTL Pandemic Protocol are aware of and agree to, their individual accountabilities and responsibilities.
- Regular site meeting to discuss COVID-19 related matters to be held with all effected parties (e.g. Valard Safety, Project personnel, Camp Services, subcontractors) during OEWTL Pandemic Protocol activation.
- Monitor Health Canada and local/regional health authority websites for new and changing information.

1.5.2 Valard Safety Team

- Support Project Management in implementation of OEWTL Pandemic Protocol.
- Liaise with the local health authorities and implement mandated controls.
- During OEWTL Pandemic Protocol activation, provide regular updates to Project Management on current status of pandemic within the project.
- Provide information to camp residents regarding safety precautions and camp controls.
- Communicate potential cases of COVID-19 to Project Management.
- Respond to potential COVID-19 cases using the control methods indicated within this document.
- Communicate any positive COVID-19 cases to the Ministry of Labour within four days.

1.5.3 Valard Field Medic

- Support employee COVID-19 screening processes.
- Ensure personal safety by wearing appropriate PPE during medical surveillance and minimize exposure to unknown hazards.
- Perform medical surveillance on individuals with potential symptoms of COVID-19 at Valard projects.
- Track all suspected and confirmed cases of COVID-19 on Valard projects using the site specific COVID-19 Tracker.
 - If any individuals are under self-isolation or quarantine at project locations, COVID-19 tracker to be updated and sent daily to Project Management and Safety.

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- Continually perform health and wellness checks, via phone or email, on individuals suspected/infected with COVID-19.
- Monitor Health Canada and local/regional health authority websites for new and changing information.

1.5.4 Subcontracted Camp Services

- Ensure employees are provided with appropriate training and PPE for pandemic related cleaning tasks.
- Enact specific cleaning protocols indicated within this OEWTL Pandemic Protocol, based on the hazard level of the camp.
- Assist in implementation of area specific controls (e.g. safe kitchen food delivery methods).
- Ensure all products used for sanitation of camp facilities are effective against COVID-19.
- Ensure appropriate supplies have been ordered in case of OEWTL Pandemic Protocol activation. Any shortages of sanitary/disinfectant supplies are to be immediately communicated to Project Management.

1.5.5 Field Supervision

- Read, understand and follow the requirements within this OEWTL Pandemic Protocol.
- Ensure all their employees/contractors arriving on the project for the start of their shift have completed pre-travel and arrival screening protocols as per Valard COVID-19 Screening Process - Projects.
- Continually communicate to employees that they are to self-isolate if they are not feeling well. Employees to be reminded to report cases of self-isolation to Supervisor/Safety via phone or email.
- Promote good hygiene, social distancing and all other preventative measures indicated within this OEWTL Pandemic Protocol.
- Perform COVID-19 daily screening with all crew members at start of each workday.
 - This will include asking each crew member individually if they have any of the following symptoms: cough, fever/chills, sore throat, runny nose, shortness of breath, nausea/vomiting, headache, general weakness, pain, irritability and confusion.
 - If all workers are fit for duty, Supervisor to indicate 'COVID-19 symptoms review-Workers fit for duty' on daily tailboard.
 - If any worker indicates that they have possible COVID-19 symptoms, that worker is to be immediately separated from the rest of the crew and asked to self-isolate pursuant to the OEWTL Pandemic Protocol. Supervisor will immediately report to safety/ medic if any worker .

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1.5.6 Employees

- Follow good hygiene practices, social distancing and all other preventative measures indicated within this OEWTL Pandemic Protocol.
- Read, understand and follow the requirements within this OEWTL Pandemic Protocol.
- Immediately self-isolate and report to direct supervisor and Safety, via phone or email, if you experience the following symptoms: cough, fever/chills, sore throat, runny nose, shortness of breath, nausea/vomiting, headache, general weakness, pain, irritability and/or confusion .
 - If unsure, immediately self-isolate and phone or email Safety for further guidance.
- Immediately report to direct Supervisor or Safety if you observe anyone experiencing the following symptoms: cough, fever/chills, sore throat, runny nose, shortness of breath, nausea/vomiting, headache, general weakness, pain, irritability and/or confusion

1.5.7 Joint Health and Safety Committee


- Review Valard COVID-19 related resources.
- Conduct regular inspections of the worksite to monitor adherence to Valard’s COVID-19 procedures and practices and record inspection findings.
- Inspect wash stations and hand sanitization stations to verify that they are adequately stocked.
- Ensure posters explaining hand washing, hand sanitizing and other COVID-19 resources are posted in prominent locations and in good order.
- Immediately refer any COVID-19 related issues or concerns to Project Management and Safety.
- Educate project staff on the procedures within the OEWTL Pandemic Protocol.

1.5.8 Subcontractors

- All subcontractor employees must meet or exceed the requirements within Valard’s OEWTL Pandemic Protocol.
- Any deviation from the protocols must be reviewed by Valard Safety and approved prior to implementation.

1.6 PREVENTATIVE MEASURES:

The following preventative measures are to be enacted at all Valard Camp’s during any pandemic period.

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Cleaning Procedures

Specific cleaning requirements for Camps can be found below in the Control Measures section below.

Cleaning staff to escalate disinfecting and sanitizing processes if any suspected COVID-19 cases in the Valard Camp region. Special attention given to shared spaces and high risk surfaces (e.g. metallic surfaces). COVID-19 can last up to 9 days on high risk surfaces.

Specific disinfecting and sanitizing plans are to be put in place at any Camps that have been left unattended. These disinfecting and sanitizing plans will need to be executed prior to employees returning to Camp.

- This will include the use of VP300 Electrostatic Backpack Sprayer in camp facilities. See Appendix A for SWP Use of Victory VP300 ES Backpack Sprayer – Routine Cleaning.

Workers are required to wash or sanitize their hands:

- before they start work
- before eating, drinking or smoking
- after using the toilet facilities
- before they leave work

Additional garbage disposal containers to be placed around Camp premises.

Operators of shared vehicles or equipment being parked at camp, are required to disinfect/sanitize commonly touched surfaces in/on the vehicle or equipment at the start and end of the day, at a minimum.


If required to use communal bathrooms due to limited resources, all bathroom surfaces that employee may interact with during bathroom use, are to be sanitized/disinfected before and after using bathroom facility.

1.6.2 Signage

Hand washing and cough etiquette posters to be posted throughout camp facilities.

‘You Must Sanitize Your Hands Before and After Entering Kitchen’ signage to be placed in conspicuous location near the camp kitchen.

‘You Must Clean All Work Out Equipment Before and After Each Use’ signage to be placed in conspicuous locations within camp gyms, if gym access is permissible.

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Camp/office trailer safety boards to post relevant Valard and local/regional COVID-19 resources.

All Camp entrance and access points must have signage posted that either denies entry or directs unplanned visitors to contact the Point of Contact (“POC”) by phone or email.

- Unplanned visitors will be denied access if the purpose is determined to be nonessential/business critical.

The following signage is to be placed in office trailers “If you are a visitor in an office trailer - do not touch things - If possible, keep your hands in your pockets or to yourself. Disinfect anything you’ve touched.”

Informational signage, warning workers of the importance of social distancing will be installed at locations in the Camp where there is a potential for workers to congregate.

Social distancing strips to be placed on the floor, every 2 meters, in areas where employees may be required to line up.

1.6.3 Infection Control Supplies

Hand sanitizer dispenser to be located by entry/exit of all camp buildings at a minimum. Additional hand sanitizer dispensers to be strategically placed within camp facilities as required.

Hand sanitizer and tissue to be placed on all kitchen tables, meeting rooms, and any other shared space(s) as required.

Additional sanitary/disinfectant wipes or sanitary/disinfectant spray bottles to be placed in shared spaces.


Additional sanitary/disinfectant wipes or sanitary/disinfectant spray bottles to be placed in shared workspaces at camp facilities. Shared workspaces to be sanitized/disinfected at beginning and end of day.

If required to use communal bathrooms due to limited resources, sanitary/disinfectant spray bottles, paper towels and one pair of cleaning gloves (per dorm) are to be provided to each camp resident.

- All bathroom surfaces that employee may interact with during bathroom use, are to be sanitized/disinfected before and after using bathroom facility.

Subcontractor Camp Management to ensure that Camps have appropriate stock of infection control supplies on-site to deal with suspected and/or confirmed cases of COVID-19.

This should include:

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- Hand washing supplies and hand cleaning gels
- Cleaning supplies (effective at disinfecting COVID-19)
- Various Masks (KN95, Non-Surgical Cloth Masks)
- Disposable gloves
- Disposable gowns
- Eye protection

Appropriate infection control supplies stock to be determined between Subcontractor Camp Services and Project/Safety Management. Factors such as camp size, number of employees residing and working at camp, COVID-19 threat level, are to be considered when determining appropriate stock.

- Inventory of infection control supplies to be maintained at each Camp site by Camp Management.
- Projections regarding infectious control supply shortages at Camp are to be communicated to Project Management and Safety.
- Infection control supply shortages leading to non-compliance with Valard OEWTL Pandemic Protocol and/or local/regional health authority requirements, are to be immediately communicated to Project Management and Safety.
- Valard to continually work with suppliers and Subcontractor Camp Services to ensure consistent or bulk supply options for infection control supplies are available.
- Loss control procedures are recommended to prevent theft, damage or any type of loss due to world shortage of supplies.

Subcontractors not staying at Camp facilities will be required to provide their employees with appropriate infection control supplies while working at Valard work sites.

1.6.2 Social Distancing

Camp residents to keep 2 meters (6 feet) of distance between each other at all times.


General gatherings of workers are discouraged at camp facilities during potential infection period. This includes in designated smoking areas and boot rooms.

Valard staff working at camp offices to practice spatial distance of 2 meter between workstations. Office occupancy and layout may need to be adjusted to meet this requirement.

Where possible, cancel face to face meetings in lieu of using communication technologies.

Un-invited visitors to be discouraged from entering camp premises, via signage. Email and phone number for site contact to be provided and instructions to call or email before entering premises to be posted.

Staff not staying in camp shall not use any camp facilities.

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Staff staying in their residence that drive to site shall limit exposure to public.

Project parts runners to be limited to essential items/materials, etc.

Project staff working at camp but not residing there are to limit exposure to public. Avoid any unnecessary outings and maintain good hygiene and social distancing at Camp and in their personal lives.

Project staff residing at Camp will be asked to bring enough non-Camp provided consumables/essentials (e.g. shampoo, cigarettes, medicine, etc.) to last the duration of their shift. This will be in order to discourage any non-essential travel outside of Camp facilities.

Project staff residing at Camp will be asked to return directly to Camp after shift has been completed. Non-essential stops such as getting coffee or snacks will be avoided at all times before, during and after shift.

Where possible, Valard Camps are to implement the use of an onsite commissary to facilitate the sale of commonly used consumables/essentials.

Project and Camp staff should stagger break and lunch schedules to minimize the number of people near one another.

Project and Camp staff should stagger crew work start/end times to limit group arrival/departure.

All large meetings/group gatherings have been suspended until further notice.

Plans should be implemented to limit potential exposure between crews.

Project offices and trailers should be avoided for holding meetings unless necessary. The close quarters in a trailer may be a challenge to maintain social distancing. Hold discussions in open area where practicable.

Construction and Camp sites are to be segregated to the extent possible in zones or other methods to keep different crews/ trades physically separated. This promotes social distancing and supports the containment of propagation should it arise.


If required to do so, in person meetings should not have more than 10 people in attendance.

Job tailboard meetings to be held outside, with appropriate social distancing or have people call in. No signatures or transfer of documents as per Valard SWP 26.900 Signing Safety Documentation During COVID-19.

- See Appendix B for SWP 26.900 Signing Safety Documentation During COVID-19.

Where social distancing of 2m cannot be maintained non-surgical cloth masks must be worn by all affected parties. This includes in vehicles.

- See Appendix C for SWP Social Distancing – Use of Face Masks

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Additional spacing may be required between coat hooks in common areas (e.g. boot rooms) to avoid having cross contamination of clothes/PPE.

Project Management to consider closure of recreation facilities (e.g. gym, games room) until appropriate social distancing measures can be ensured. This may include implementation of recreational facility schedules and limitations on number of people using facilities. Cleaning of equipment will be conducted before and after each use by participants.

Dining areas are to be arranged in a manner that promotes 2m social distancing between employees. This may include controls such as, social distancing strips on the floor, limiting dining area capacity through removal of chairs and tables, opening additional dining areas, use of outdoor dining areas where weather permits, etc.

Dining room buffet system to be removed in lieu of alternative methods of food distribution during pandemic period. This may include controls such as, kitchen staff handling and serving all meals and cutlery, to-go food containers being provided to employees or other options where employees are not handling the food.

1.6.3 Training

All employees and subcontractors residing or working at Valard Camp’s to review and understand the OEWTL Pandemic Protocol. Any new expected visitors/residents to review OEWTL Pandemic Protocol upon arrival.

Valard, subcontractor and camp services employees to regularly receive and review COVID-19 related Tool Box talks and/or other related materials.

New and relevant Valard COVID-19 resources to be regularly reviewed at tailboard meetings, while maintaining social distancing.

Field Supervision to be trained on Valard’s COVID-19 policies and procedures, including but not limited to recognizing signs and symptoms associated with COVID-19.


New Worker Orientations: All orientations for new workers to include information on COVID-19 preventative information and what Valard is doing to prevent the spread.

New Worker Orientations are to be conducted on-line or when required, in an area that allows for 2m social distancing.

New Worker Orientations to be staggered in order to avoid large gatherings of people. Multiple orientation sessions may need to be performed for the sake of maintaining social distancing.

Camp Services employees to perform documented training on procedures required to safely perform cleaning tasks during possible/actual camp infection scenarios.

Receive training applicable to safe delivery of food to quarantined/ self isolated individuals

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At a minimum, project orientations to include the following COVID-19 related topics:

- What is social distancing of 2m ?;
- Location of hand washing and hand sanitization stations;
- Location of COVID-19 policies and other resources;
- Importance of reporting to their Supervisor if they are feeling unwell; and
- Information on different on-site COVID-19 screening methods.

1.6.4 Communication

Employees to be directed to appropriate department (e.g. Safety, Employee Services, etc.) regarding COVID-19 concerns.

COVID-19 related Valard policy changes to be communicated to all Valard employees at Valard Camp’s. Policies affecting subcontractor and/or camp services employees to be communicated to appropriate parties, as required.

Suspected/ Actual COVID-19 cases within Camp are to be communicated by Project Management/Safety and to appropriate Health authorities and other government officials as required.

Prior to arriving at Camp, all employees and subcontractors will be provided with a list of COVID-19 Employee/Subcontractor Camp Rules. This will be a summary of employee/subcontractor responsibilities from the latest revision of the OEWTL Pandemic Protocol

- Employees/subcontractors to sign Camp Rules acknowledgment form upon arriving at Camp.

Communication to be provided to employees/subcontractors residing and working at Camp, that contraventions of OEWTL Pandemic Protocol may result in immediate removal from Camp.


Do not share communication devices. Radios and cell phones are held close to the mouth to talk, they are a likely source for transmission. Devices should be sanitized regularly throughout the day.

1.6.5 Security

Depending on COVID-19 risk at Camp or in surrounding regional areas, 24-hour security may be required at all Camp entrances.

Regarding COVID-19, site security could provide the following assistance:

- Ensuring only authorized personnel are allowed in or out of the Camp facilities.

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- Reporting employee non-compliance to OEWTl Pandemic Protocol (e.g. leaving site for non-essential visits to convenience store).
- Assisting in directing deliveries to appropriate drop off locations.
- Informing visitors of COVID-19 related precautions and requirements.
- Assisting in implementation of screening programs, as required.

1.6.6 Visitors

Planned Site Visits

Planned site visits shall be limited to essential business-critical staff.

Travel/site visit requests must be reviewed or approved by site Project Management prior to booking or scheduling.

If an essential, business critical site visit is approved by Project Management, the following precautions must be taken:

- Potential visitors/travelers must complete Valard’s COVID-19 Screening Process before starting their trip.
- Individuals determined to be ‘at risk’ will be refused access to site.
- Travelers/visitors should avoid air travel if possible and instead use company-owned, rented/leased vehicles to limit air travel exposure


Unplanned Site Visits

Where possible, site entrance and access points will be reduced to prevent unauthorized access.

All site entrance and access points must have signage posted that either denies entry or directs unplanned visitors to contact the Point of Contact (“POC”)

Unplanned visitors will be denied access if the purpose is determined to be nonessential/ business critical.

If deemed essential/business critical, unplanned visitors must complete Valard’s COVID-19 Screening Process before being allowed entry. Individuals determined to be ‘at risk’ will be denied site access.

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1.6.7 Screening Practice:

As COVID-19 continues to spread, Valard Construction is conducting a screening protocol for workers and subcontractors travelling to work locations. The health of employees & subcontractors is of utmost importance, and this procedure is being proactively implemented in order to avoid the introduction of COVID-19 into the camp facilities or neighboring communities.

Pre-Travel Screening

Prior to travel to any project Camp or worksite, employees will be asked a series of questions that align with current local/regional health authority and Health Canada screening assessments. All employees are to be screened over the phone (By Travel department, Supervision, Safety or subcontractor management) before scheduling work travel.

Confirmation of pre-screening will be recorded on Valard COVID-19 Report Form sent to site Safety for record keeping.

Based on the results of the pre-travel screening, the employee will either be informed that they can proceed with travel or will be informed that due to their responses, they are denied travel at this time and to proceed with the recommended action as per the COVID-19 Screening Process – Projects.

See Appendix D for Valard COVID-19 Screening Process – Projects.

Upon Arrival Screening

During check-in of any new camp residents, Valard COVID-19 Report Form, including temperature screening, are to be administered on site by Valard’s designated Facilitator.

Temperature screening will be administered using touchless temperature thermometers to determine if newly arrived employee has the presence of a High Fever.


- 88% of COVID-19 cases have a fever of 38 degrees Celsius or higher as a symptom.

All requirements within Valard’s Temperature Screening Program are to be followed and a safe operating procedure to capture site specific requirements around a temperature screening program shall be created for each Camp site by Project Management and Safety.

Any employees that are deemed ‘at risk’ for COVID-19 due to results of screening will:

- Contact local/regional health authorities, as required.
- Where possible, plan to safely return employee home for self-isolation.
- If not possible, employee will immediately be placed into self-isolation at designated location within camp.

See Appendix E for Valard Temperature Screening Program and SWP 26.903 Taking a Temperature.

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On-The Job Screening

Daily Screening – Field Supervision

Field Supervision will be required to perform COVID-19 daily screening individually with each crew member at start of the workday.

- This will include asking each crew member individually if they have any of the following symptoms: cough, fever/chills, sore throat, runny nose, shortness of breath, nausea/vomiting, headache, general weakness, pain, irritability and confusion.
- If all workers are fit for duty, Supervisor to indicate ‘COVID-19 symptoms review- Workers fit for duty’ on daily tailboard.
- If any worker indicates that they have possible COVID-19 symptoms, that worker is to be immediately separated from the rest of the crew and asked to self-isolate pursuant to the OEWTL Pandemic Protocol. Then immediately notify safety/ medic via phone or electronically of the event.

Employees Residing Off Camp (Hotels/Local Residence)

Employees residing off camp and working at Valard work sites pose a higher risk of COVID-19 transmission than camp residents. Some of the reasons for this may include increased interaction with the public and less stringent COVID-19 controls at their place of residence.


In order to address this risk, all employees residing off camp and working at Valard work sites will be required to submit to a daily temperature check, along with the daily field screening mentioned above.

Project Management must determine a method of identifying all non-camp resident employees and ensure that a plan has been put in place to administer this additional layer of testing.

This may include but is not limited to, the use of a designated temperature testing area for all non-camp resident employees or providing personal digital thermometers to non-camp resident employees.

Symptomatic Employees

On the job screening of symptomatic employees will be performed by Valard’s designated Facilitator using Valard’s COVID-19 Report Form.

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Supervisor’s will reinforce the requirement for employees to stay in their rooms if feeling unwell and to ensure these instances are being reported to Supervision and Safety, via phone or email. COVID-19 screening will be initiated upon employee self-identifying symptoms.

Employees and subcontractors displaying signs or symptoms of COVID-19, that have not self-identified, may be asked by Project Management or Safety to participate in COVID-19 screening.

On the Job Screening may result in several scenarios including but not limited to:

- Employee being asked to call local/regional health authorities for further direction.
- Employee being asked to immediately self-isolate in designated self-isolation location.
- Employee being sent to local COVID-19 testing location.

Thermal Imaging – Body Temperature

Valard will employ non-evasive thermal imaging cameras (when available) within Camp facilities in order to provide an additional layer of on-going screening. The thermal imaging cameras are specifically designed and calibrated for skin temperature measurement

In seconds, the thermal imaging cameras automatically detects a face, find the most reliable spot to measure and displays a pass/fail alert based on customizable alarm temperature (i.e. 38 degrees Celsius or higher).

Thermal imaging camera’s will be placed in high activity areas, such as Camp dining rooms, and will scan all entrants to ensure any individuals with High Fever are identified. Upon identification of High Fever, individual with be asked to don a surgical mask and follow up screening using COVID-19 Report Form will be conducted with Facilitator.

End of Shift Screening


Valard employees and subcontractors residing at Camp may be required to undertake end of shift screening with a Facilitator using Valard’s COVID-19 Report Form.

End of shift screening will be used to ensure that individuals being sent home via plane or vehicle, are not showing signs or symptoms consistent with COVID-19 infection.

Any individuals determined to be ‘at risk’ for COVID-19 transmission based on end of shift screening will:

- Be asked to self-isolate at Camp as per local/regional health authority requirements.
- If conditions in SWP Travelling Home While Under Self Isolation can be met and employee is in agreeance, employee may be engaged to determine if travelling home by vehicle to continue self-isolation, can safely be undertaken.

See Appendix F for SWP Travelling Home While Under Self Isolation.

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Random Screening

During site visits, Valard Safety/Medics will periodically perform random COVID-19 screening on crews utilizing touchless thermometers and the COVID-19 Report Form.

Future Screening Considerations

Upon availability, Valard intends to implement additional COVID-19 testing such as DNA swab testing, blood tests or other virus testing methods.

Medic/Facilitator Safety

Medics/Facilitators performing screening and medical surveillance for potential COVID-19 related scenarios are to follow Valard’s COVID-19 Medical Assessment document and Valard’s Temperature Screening Program. Additional PPE may be required based on individual cases.

See Appendix G for COVID-19 Medical Assessment

1.7 CONTROL MEASURES:


The following control measures are to be implemented by Project Management based on COVID-19 infection threat level at Valard Camp.

1.7.1 Emergency Response Plan

Special emergency response plan provisions shall be made to ensure that unique scenarios associated with quarantined or self-isolated guests are accounted for. This will include but is not limited to planning for scenarios such as:

- Setting up a special muster point location that would be removed from the general population.
- Determining means of transportation to medical facilities if required to transport suspected COVID-19 cases.
- Determining location and contact information for local COVID-19 testing facilities.

Each Camp site must update their existing Emergency Response Plan to incorporate COVID-19 emergency controls.

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1.7.2 Receiving Delivery Services

Mail and Package Delivery

Mail and package drop points should be established outside of office trailers/warehouses and controlled

- Delivery companies will be informed of the site mail drop location
- Delivery companies will be required to contact the site Point of Contact (“POC”) of a delivery after leaving the site.
- Site staff will gather mail/packages following notification of delivery.

Mobile and Construction Equipment Delivery

Mobile and construction equipment drop points will be established and controlled

- Access will be limited to site personnel responsible for receiving
- Delivery companies will be informed of the equipment drop location
- Delivery companies will be required to contact the site POC of a delivery after leaving the site
- Site staff will gather, inspect and distribute mobile/construction equipment following notification of delivery.
 - Any issues detected during inspection of equipment are to be immediately communicated to rental/delivery company.

Material and Component Delivery

Deliveries will be made to the bulk staging area or the work location where it will be used


- Access will be limited to site personnel responsible for receiving
- Delivery companies will be informed of the equipment drop location

When possible, delivery company drivers will be instructed to stay inside the vehicle while the responsible site personnel receiver offloads the material/component.

- If a driver exits the vehicle against the direction of the site personnel during offloading, the following actions are to be taken:
 - Offloading activities will cease until the driver returns to the vehicle
 - The driver’s name, truck number/ID will be reported to the delivery company with a request to ban/prohibit driver returning to the site

If the transport/delivery/servicing company drivers or their passengers need to leave the vehicle to perform a required work task, they must complete Valard’s COVID-19 Screening Protocol.

- Drivers will be screened by contacting the POC posted on the site signage or through trained onsite Facilitator.

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- If driver is deemed low risk based on screening, the driver will be permitted to exit the vehicle to perform the work-related task but must practice a minimum of 2 m of social distancing.
- If driver is deemed ‘at risk’ based on screening, the driver will be refused access to site and will not be permitted to exit their vehicle. The delivery will be turned away and the transport/service company will be contacted to discuss alternate delivery drop off.

All material invoices/inventory delivery confirmation receipts will be made electronically

- Paper documents will be rejected
- Electronic tablet/e-documents are permitted only if social distancing of six feet can be maintained and protective gloves are worn while handling the device


1.7.3 General Outbreak Prevention Procedure:

Valard Project Management and Safety, in consultation with regional/local health authorities and Health Canada, will determine initiation of infection control levels.

Confirmed or suspected cases of COVID-19 in the region will activate the General Outbreak Prevention Procedure infection control levels.

In the event there is a presumptive case of COVID-19 present at Camp, cleaning staff to immediately isolate and sanitize/disinfect all surfaces that may have been contaminated.

- Valard Management to initiate a camp specific illness tracking document.
 - The tracking document will be updated daily as cases change.
 - Medic to coordinate information on isolated individuals’ status with Project Management and Safety.
 - Valard to update tracker and communicate daily on progression.
- Project Management to consult Health Canada and local/regional health authority websites for new and changing information on COVID-19 protocols.
- Liaise with local health Authority on a regular basis. Any direction provided by health authority is to be followed.
- Restrict symptomatic residents to their room. Follow quarantine procedure below.
- Increased cleaning on floors with quarantined guests.
- Increased signage and communication for guests throughout the lodge.
- Room service to be provided by camp services employee trained on safety measures required with for this task.


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- Valard Corporate Pandemic Advisory Committee to authorize additional resources to manage the outbreak, as required.
- Apply site level restrictions as recommended by Health Canada and/or Regional/Local health authorities (restrict admissions, cancel group activities, post outbreak signage, inform guests, etc.).
- Enhance cleaning and sanitization/disinfection of frequently touched surfaces and equipment based on infection control levels.
- All surfaces, especially those that are metallic and frequently touched, should be cleaned at least twice daily and when soiled.
 - Sanitize/disinfect bathroom and toilet surfaces at least once daily with a focus on frequently touched surfaces (light switches, flush handle, taps, etc.). Sanitize/disinfect additionally as required (e.g., when visibly soiled).

1.7.4 Self-Isolation/Quarantine Procedure:


If potential COVID-19 symptoms develop, the individual should immediately be separated from others and asked to self-isolate in designated area.

- Anyone entering a self-isolation/quarantine area must receive a Self-Isolation/Quarantine Orientation from Valard Safety and Camp Services Management to go through the additional controls required for entering this area.
 - Quarantine Area ID badge to be provided to all employees who have received Self-Isolation/Quarantine Orientation.
- The potential case will be monitored by the onsite medic.
- 14-day self-isolation or quarantine may be required depending on the results of local/regional health authority COVID-19 screening assessment, Health Canada screening assessment and/or Valard’s COVID-19 Screening Protocol.
- Probable and confirmed cases of COVID-19 must be reported to Provincial Public Health authority.
- Individuals with COVID-19 like symptoms will be placed in specific dorms that have been allocated for quarantined residents. All attempts will be made to choose dorm locations that are away from the general public.
 - The room will be identified with a do not disturb sign with a colored band of tape along the bottom edge.
 - Access to the section of the dorm will be restricted to an as needed basis. Approval from Valard/Camp Management is required prior to entry.
 - A quarantine only smoking area will be erected near the quarantine dorms. Smoking area will be located away from the general public.

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Quarantined individuals attending the smoking area will be subject to the following additional controls:

- Employee will be required to wear appropriate mask and gloves when going to and from smoking area (KN95 for symptomatic employees).
- Before exiting room employee should ensure they have a second pair of gloves and hand sanitizer to bring to smoking area.
- Door handles must be cleaned before touching it with your gloved hands.
- Hands must be cleaned prior to putting on PPE, once PPE is on, employee must immediately exit room and go directly to area using agreed upon route.
- Gloves should be removed prior to smoking and disposed of properly. Mask should be placed on employee's person and should not touch any public areas.
- After cigarettes/ cigars butts etc. need to be disposed of in proper smoking receptacle.
- Immediately after smoking, hand sanitizer should be used, and new gloves put on.
- Employee should go directly back to room.
- Employee must maintain a minimum of 2m/6ft social distancing between themselves and all other individuals inside and outside of their room.
- Smoke breaks should not occur at times where there is increased activity within the camp (e.g. while breakfast is served, beginning or end of typical workday)
 - The guest will be supplied with basic cleaning equipment (i.e. sanitary/disinfectant wipes and spray) while adherer to all SDS information
 - For potential COVID-19 ill guests, linens will be provided and left at the door of the room for the occupants to change their own sheets, blankets and towels. New linens will be provided every two days.
 - Laundry protocol for quarantined guests will be developed based on specific camp quarantine dorm layout.
 - Contaminated laundry should be placed into a laundry bag or basket with a plastic liner and should not be shaken.
 - Gloves and a surgical mask should be worn when in direct contact with contaminated laundry.
 - Clothing and linens belonging to the ill person can be washed together with other laundry, using laundry soap and hot water (60-90 degrees Celsius).
 - Hand hygiene should be performed after handling contaminated laundry and after removing gloves.
 - Depending on quarantine dorm layout, special procedures may be put in place to allow for individuals to use laundry machines with use of PPE.


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- Camp Services employees trained in quarantine food delivery procedures will provide food and liquid to the ill employee while under quarantine.
 - The ill employee will be provided with a nutritious bagged meal and beverages.
 - The paper bag will include a clear garbage bag for the guest to use when disposing of the garbage.
 - The garbage bag will be left outside of the guests’ room for disposal by housekeeping/janitorial.
- Camp and Janitorial staff will wear all required PPE when entering a quarantined area/room.
 - Nitrile gloves, protective gown, face mask, goggles, booties and other PPE based on the current situation.
 - When removing PPE the goggles will be immediately washed with soap and water. The disposable items will be removed and disposed of in a garbage bag. The bag will be sealed and disposed of in the main garbage bins.
- Valard Medics will communicate via phone or email with the quarantined guest daily. The status of quarantined guests will be tracked and updates provided daily.
- Depending on the duration that an individual is quarantined, special provisions may have to be made by Valard or Camp Services to provide personal products (i.e. pads/tampons, tooth paste etc.).
- After individual with suspected/actual COVID-19 case is no longer using self-isolation/quarantine room, SWP Use of Victory VP300 ES Backpack Sprayer – Outbreak Cleaning will be used to disinfect room.
 - See Appendix H for SWP Use of Victory VP300 ES Backpack Sprayer – Outbreak Cleaning

1.7.5 Outbreak Control Levels

Level 1 – Confirmed or Suspected Case of COVID-19 in any regional area of an office or project location


- Management
 - Daily Valard Management meetings during level 1 events.
 - Create signage for appropriate level and locations.
 - Provide crowd control support during meal services.
- Administrative Staff
 - Sanitizer on desk, available for staff and guests
 - Sanitize/disinfect desk every 60 minutes or more often, dependent on volume
 - Provide gloves at front desk
 - Sanitize//disinfect common use pens
 - Sanitize touch screens regularly
 - Attempt to maintain spatial distance of 2m from fellow employees

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- Dining hall
 - Close alternative entrances to dining hall and install signage.
 - Gloves available for guest use at entrance of dining hall.
 - Hand sanitizing station located at the entrance of dining hall.
 - Trays and cutlery located at entrance just after hand sanitizer.
 - Identify all high touch items and remove them from the dining room. Condiment pumps, napkin dispensers, hot sauce bottles, specialty spice shakers, salt and pepper shakers etc. Leave single use items in central location.
 - Re-arrange seating to provide additional space between employees.
 - General Helpers to sanitize the screens for the al la carte system every fifteen minutes.
 - General Helpers to sanitize high touch areas; milk handles, beverage machines, sneeze guards. Every fifteen minutes.
 - Change self service utensils at salad bar, bakery, any self serve location every 10 minutes.
 - Pastries will be plated
 - Sanitize chairs, tables and metallic surfaces regularly.
- Kitchen
 - Kitchen to use anti bacterial hand soap at hand washing stations.
 - Hand sanitizer and additional boxes of gloves to be located in prep areas.
 - Cooks to change gloves every 10 minutes
 - Plastic aprons changed every 10 minutes
 - Glove sanitization intervals to increase to ensure cut gloves are available.
- Service utensils to be changed every 10 minutes.
- Housekeeping and Janitorial
 - Sanitize door handles to common area doors hourly.
 - Increased disinfection/sanitization of all recreation equipment.
 - Increased disinfection/sanitization of all entertainment building equipment, chairs, tables.
 - Increased cleaning of training rooms.
- Additional control points will be added as necessary.


Level 2 – Threat Level 2 - Respond due to any one of the following:

- HR is aware of 10% of employees out sick or
- Client has shut down a project COVID-19 related issues, or
- Health Canada, local/regional Health Authority, CDC or WHO issues alert that has a significant negative impact on operations.

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All requirements identified in level 1.


- Management
 - Daily morning Management meetings including all affected parties.
 - Provide crowd control support during meal services.
 - Additional quarantine procedures in consultation with medics.
 - Identification of quarantine location.
 - Quarantine tracker.
 - Closure of high touch entertainment/recreation areas i.e. gym, rec hall, etc.
 - Support Security as necessary.
- Admin
 - Create a buffer at front desk to limit proximity of guest. (1 meter)
 - Sanitize/disinfect desk every 10 minutes
 - Remove common use pens.
- Dining Hall
 - Staffed disinfecting/sanitizing station at entrance and just before buffet line, all guests directed to sanitize before entry and receiving food.
 - Serving utensils removed from all self serve locations. Salad bar, buffet line, sandwiches all served by Valard staff.
 - Remove salad bar and lunchroom tongs. Items are pre-bagged and available, or items are served.
 - Limited catering
 - Tables and chairs removed to provide additional spatial distance amongst employees.
 - Markers on kitchen floor area indicating minimum spatial distance between employees in line.
- Kitchen
 - Shut down grazing stations and bring served food back to main lines.
 - Cooks to change gloves every 5 minutes
 - Plastic aprons changed every 5 minutes
 - Glove sanitization intervals to increase to ensure cut gloves are available.
 - Service utensils to be changed every 5 minutes
 - Limited catering menu
- Housekeeping and Janitorial
 - Extra Sanitize Stations at multiple locations throughout camp facilities.
 - Sanitize/disinfect door handles to common area doors every 20 minutes.
 - Sanitize/disinfect door handles in dorms three times per day.
 - Sanitize/disinfect down front desk touch screens every 10 minutes.

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- Remove garbage from quarantine dorm after each meal service, or as required. Follow procedure for garbage disposal.
- Additional janitorial common area core buildings rotating around
- Quarantine Area
 - Meals brought to quarantined rooms by trained Camp Services staff. Employee to leave bagged food at door and walk away, no contact with worker.
 - Worker provided with extra garbage bags to then dispose of the finished meal. Garbage bag provided to guest to place garbage outside of door when finished. Housekeeping or Janitorial to pick up garbage.
- Additional control points will be added as necessary.

Level 3 – Respond due to either of the following:

- **Notification of employee or their family member with COVID-19, or**
 - **CDC, WHO, Health Canada or other governmental body issues alert requesting isolation/quarantine that impacts operations**
- All requirements identified in level 1 and 2.
- Management
 - Daily morning Management meetings including all affected parties.
 - Close dining hall and all applicable common areas.
 - Create limited menu card for guests to fill out.
 - Initiate a temporary demobilization of the lodge.
 - Dining Hall
 - Limited menu on check card. Drop box at entrance.
 - Meals will be delivered to guest rooms.
 - All food service areas closed
 - Additional staffing required dependant on volume
 - Kitchen
 - Meals to be packed into paper bags.
 - Cooks to wear face mask.
 - Glove change after each meal packed
 - No catering
 - Sanitize prep areas every 5 minutes.
 - Housekeeping/Janitorial
 - Sanitize door handles to common area doors every 5 minutes.
 - Sanitize door handles in dorms as required.

	Document Description		OEWTL Pandemic Protocol					
	Created By:	I. Brar	Doc. Number	Page 168 of 214				
	Date:	Mar. 15, 2020	Revision:	3	Revised by:	D.Seifried	Date:	May 9, 2020

- Remove garbage from quarantine dorm after each meal service, or as required. Follow procedure for garbage disposal.
- Additional janitorial common area core buildings rotating around

1.8 RESOURCES

Government of Ontario – 2019 Novel Coronavirus - <https://www.ontario.ca/page/2019-novel-coronavirus>

Public Health – Government of Canada – COVID-19 - <https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>

Centers for Disease Control and Prevention (CDC) – COVID-19:
<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

World Health Organization – Coronavirus - <https://www.who.int/health-topics/coronavirus>

1.9 REVISIONS

DATE	SECTION REVIEWED	REVIEWED BY:	SIGNATURE



Valard

*Connecting People.
Powering Communities.*

Rev 1

**CORONAVIRUS
MANAGEMENT PLAN**

APPENDIX F



SAFETY STARTS **HERE**

COVID-19 CAMP ACCOMMODATIONS AND PUBLIC OUTINGS

Valard is closely monitoring the CDC, WHO, Local/Regional Health Authorities and Health Canada for updates. As new information is received, employees will be updated accordingly.

For more information or resources on COVID-19, please speak to your supervisor or safety representative.

During this time, it is essential we all work together to take community-based measures that mitigate the spread of coronavirus disease (COVID-19).

Personnel staying in camp accommodations face additional exposure hazards due to populated living conditions and prevention measures should be taken to decrease the transmission of COVID-19.

Community-based measures taken to reduce the amount of time individuals spend in crowded spaces can be effective at reducing transmission in both communities and camps.

Personnel staying in camp accommodations should avoid public outings and non-essential trips into the communities to reduce the risk of contact. The application of these public health measures will help prevent and control transmission of any respiratory infectious disease, including COVID-19.

[READ MORE >>>](#)

PRECAUTIONS TO BE TAKEN:


- Personnel staying in camp accommodations and hotels shall limit exposure to the public by avoiding restaurants, malls, lounges, gyms, etc.
- Personnel not staying in camp accommodations should limit exposure to the public wherever possible while on and off shift.
- Personnel not staying in camp accommodations shall not access any camp facilities.
- Employees based out of regional offices shall not visit project sites without seeking prior approval from Project Management. Approval shall only be granted if deemed necessary.
- All project logistical pick-up and deliveries shall be conducted with prior approval of project management.
- All approved logistical pick-up and deliveries should be conducted with the goal to minimize personal exposure hazards.





SAFETY STARTS **HERE**

COVID-19 DISINFECTING VEHICLES



People can catch COVID-19 from others who have the virus. The disease can spread from person to person through small droplets from the nose or mouth which are spread when a person with COVID-19 coughs or exhales. These droplets land on objects and surfaces around the person including surfaces in a vehicle.

Other people then catch COVID-19 by touching these objects or surfaces, then touching their eyes, nose or mouth. People can also catch COVID-19 by breathing in droplets from a person with COVID-19 who coughs out or exhales droplets. This is why social distancing is so important.

WHAT KIND OF PRECAUTIONS SHOULD I TAKE INSIDE A VEHICLE?

- If you are feeling sick, stay home. If you or your passengers have any cold or flu like symptoms do not allow them in the vehicle, they must be sent home.
- When possible, travel alone and do not share your vehicle. Attempt to always sit in the same seat, this includes the driver.
- As the driver, maintain care and control of the keys at all times and keep the vehicle locked if you are not in it.

[READ MORE >>>](#)

- Do not use the air recirculate function in your vehicle, always use outside air and slightly open one window where no one is sitting.
- If you only have one passenger, have the passenger sit in the backseat on the opposite side to maximize the physical distance as much as possible.
- If you must travel with passengers, ensure that these passengers do not have acute symptoms of respiratory illness or flu like symptoms.
- Make sure to record the contact info of all passengers i.e. name, phone number and address on the Daily Inspection sheet. This will assist in the event passengers must be contacted because of exposure.
- Disinfect all surfaces you touch before and after the journey, especially if you're sharing the vehicle with someone or have passengers. All passengers are to do the same before and after the journey.
- Wear long sleeves to minimize skin exposure.
- When fueling, wear gloves (if using reusable gloves they should be designated for fueling only and only used by one individual. Put them in a spot so that they are not accidentally used by others). If gloves are not available use hand sanitizer after fueling and be mindful of any surface you touched like the door handle to get back in your truck. Disinfect all new surfaces you may have touched.
- Keep all tools and equipment in the cargo box to minimize hands on exposure. Wear gloves when utilizing if possible and wipe them clean before and after use.
- All commonly used surfaces must be frequently disinfected, at a minimum, every time you enter and exit the vehicle. Ensure you disinfect the following:
 - Door Handles
 - Seat Belts
 - Seat Belt Buckles
 - Turn Signals
 - Rear View Mirror
 - Steering Wheels
 - Gear Shift
 - Seats
 - Seat Height Adjustment buttons
 - Radio Knobs
 - Door Release Switch
 - Side Mirror Adjustment
 - Buttons
 - Centre console cup holders

If you can reach it from your seat, it should be wiped down.

READ MORE >>>



DISINFECTANT

- Keep disinfectant wipes and hand sanitizer in your vehicle and use frequently. If you are required to transport passengers make sure there is enough for them as well.
- If the surface is dirty they should be cleaned using a detergent or soap and water prior to disinfection.
- Diluted household bleach solutions, alcohol solutions with at least 70% alcohol, and most common EPA-registered household disinfectants should be effective. Follow manufacturer's instructions for application and proper ventilation. Check to ensure the product is not past its expiration date.
 - Do not mix cleaning chemicals to make a disinfectant as this can create very toxic and dangerous gases
- Products with EPA-approved emerging viral pathogens are expected to be effective against COVID-19 based on data for harder to kill viruses. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).

Health Canada List of Approved Disinfectants

<https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html>

EPA's List of Approved Disinfectants

<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

Remember, you are responsible for the vehicle and all passengers travelling within. Failing to clean your vehicle, follow best practices, and not ensuring all passengers do their part can put you and them at risk.

See "COVID-19 Potential Vehicle Contamination" for additional information.

REPORT ANY PASSENGER ILLNESS IMMEDIATELY TO:

Supervisor/Manager

Brian Robinson | brobinson@valard.com

FOR BC, AB, SK & ON

David Flohr | dflohr@valard.com

FOR MB, MMTP, EWT & Watay

Iqbal Brar | ibrar@valard.com

SAFETY STARTS **HERE**

COVID-19 EMPLOYEE RESPONSIBILITY AT CAMP



Here are some practical preventions that employees can do to prevent the spread of COVID-19 around camp. Remember: Protecting yourself helps to protect your coworkers, family and friends.

KITCHEN

- You must sanitize your hands before and after entering the kitchen
- Maintain a minimum distance of 2 meters (6 feet) from each other. If you feel like an appropriate distance is not being maintained between co-workers, politely ask that they provide you with additional space.
- Follow good hygiene practices
- Do not wear PPE
- If disposable containers are available, workers can request to have their meal packed and taken back to their room.

[READ MORE >>>](#)

REC HALL

- You must clean all work out equipment before and after each use (if applicable)
- Clean all recreational equipment such as pool sticks and games, **with particular attention paid** to frequently touched surfaces (If applicable).
- Maintain a minimum distance of 2 meters (6 feet) from each other
- Avoid touching your eyes, nose and mouth.
- If cleaning products are not available in the rec areas, do not use the equipment.

CAMP

- Project staff working and/or residing at camp to limit exposure to public by avoiding restaurants, malls, lounges, gym etc. Avoid any unnecessary outings.
- Staff staying in their own residence and drive to site should limit exposure to public whenever possible
- Avoid any large gatherings at campgrounds.
- All camp deliveries need to occur in a pre-designated drop off location.

COVER YOUR COUGHS AND SNEEZES

- Cover your mouth and nose with a tissue when you cough or sneeze.
- Cough or sneeze into your upper sleeve or elbow, not your hand.
- Throw used tissues in a lined wastebasket, and wash your hands. Lining the wastebasket with a plastic bag makes waste disposal easier and safer.
- After emptying the wastebasket wash your hands.

WASH YOUR HANDS

- Wash your hands often with soap and water for at least 20 seconds
- Dry your hands with a paper towel, or with your own cloth towel. Do not use another co-workers towel.
- Use an alcohol-based hand sanitizer (at least 60% alcohol) if soap and water are not available.

Feeling ill? Immediately self-isolate and let your direct supervisor and medic know via phone or email.

IF YOU HAVE ANY QUESTIONS OR CONCERNS

Contact your supervisor



SAFETY STARTS **HERE**

COVID-19 HELP PREVENT THE SPREAD

Take steps to protect yourself and others from COVID-19 by practicing good hygiene, social distancing, monitoring for symptoms and following mandatory self-isolation requirements.

To protect yourself and others:

- Watch for COVID-19 symptoms: cough, fever, shortness of breath, runny nose or sore throat.
- Self isolate if you or anyone in your household begins to show symptoms
- If you are in close contact with someone who is being tested for COVID-19 and awaiting results, stay home until the results are provided.

If you have any questions or concerns, please contact:

Your Supervisor/Manager

Brian Robinson | Manager, Employee Services
brobinson@valard.com

David Flohr | For BC, AB, SK & ON
dflohr@valard.com

Iqbal Brar | For MB, MMTP, EWT & Watay
ibrar@valard.com



SAFETY STARTS **HERE**

COVID-19 POTENTIAL VEHICLE CONTAMINATION

When an infected person coughs or sneezes, respiratory droplets enter the air. These droplets can transmit the virus to nearby people through their nose, mouth or eyes. The droplets can also land on objects and surfaces around the infected person. When another person touches those surfaces or objects, and then touches their mouth, nose or eyes they may become infected.

It is unknown how long the virus can live on other surfaces so it is critical to practice social distancing and good hand and respiratory hygiene. It is also important to regularly disinfect shared surfaces to limit your chances of getting infected.

WHAT ARE THE SIGNS AND SYMPTOMS?

- Fever
- Tiredness
- Dry cough
- Aches and pains
- Nasal congestion
- Runny nose
- Sore throat
- Diarrhea

[READ MORE >>>](#)



WHAT HAPPENS IF I START TO FEEL SICK OR MY PASSENGERS ARE SICK?

If you or an individual you are travelling with has any of the above symptoms you must immediately protect yourself and your coworkers in order to prevent any further transmission.

- If gloves and masks are available, immediately put them on.
 - Contact your supervisor by phone or radio.
 - Do not go to your destination (worksites, camp or office) without further instructions. Before entering any work site call your supervisor or manager for direction.
 - If you are already at site, stay in your vehicle and call your supervisor for instruction (DO NOT go into the office or work space.)
- Supervisors/ Managers should confirm with the employee all the areas they visited and any tools or vehicles they were using, so that appropriate disinfection can be carried out. (Areas should be treated like any unsafe work equipment – Lock out/ Tag outs should be applied until they can be cleaned.)
 - Employees feeling sick should be sent home immediately to self-isolate. Take all precautions to limit their exposure in and around the worksite when sending them home.
 - If a vehicle needs to be disinfected contact your supervisor/manager for information on how to get vehicles disinfected.
 - Any other passengers in the vehicles should be monitored for signs and symptoms. Where possible reduce their contact with other employees to prevent further transmission.



REPORT ANY PASSENGER ILLNESS IMMEDIATELY TO:

Supervisor/Manager

Brian Robinson | brobinson@valard.com

FOR BC, AB, SK & ON

David Flohr | dflohr@valard.com

FOR MB, MMTP, EWT & Watay

Iqbal Brar | ibrar@valard.com



SAFETY STARTS **HERE**

HOW TO ISOLATE AT HOME WHEN YOU HAVE COVID-19

The Public Health Agency of Canada has outlined several ways to isolate yourself at home when you have been infected by COVID-19.

Isolation means staying at home when you are sick with COVID-19 and avoiding contact with other people to help prevent the spread of disease to others in your home and your community.

If you have been diagnosed with COVID-19 or have been asked to take precautions and “self-isolate” by health care official Valard employees are required to contact Brain Robinson manager of ES. It is expected that you take the following measures:

LIMIT CONTACT WITH OTHERS

- Do not leave home unless absolutely necessary, such as to seek medical care. Call your provincial health authority for instructions.
- Do not go to school, work, other public areas or use public transportation (e.g. buses, taxis).
- Arrange to have groceries and supplies dropped off at your door to minimize contact.
- Stay in a separate room and use a separate bathroom from others in your home, if possible.



[READ MORE >>>](#)

- If you have to be in contact with others, keep at least 2 metres between yourself and the other person. Keep interactions brief and wear a mask.
- Avoid contact with individuals with chronic conditions, compromised immune systems and older adults.
- Avoid contact with pets.

KEEP YOUR HANDS CLEAN

- Wash your hands **often** with soap and water for at least 20 seconds, and dry with disposable paper towels or dry reusable towel, replacing it when it becomes wet.
- You can also remove dirt with a wet wipe and then use an alcohol-based hand sanitizer.
- Avoid touching your eyes, nose and mouth.
- Cough or sneeze into a tissue, or your elbow.

AVOID CONTAMINATING COMMON ITEMS AND SURFACES

- At least once daily, clean and disinfect surfaces that you touch often, like toilets, bedside tables, doorknobs, phones and television remotes.
- Do not share personal items with others, such as toothbrushes, towels, bed linen, utensils or electronic devices.
- Use regular household disinfectants or diluted bleach (one part bleach and nine parts water) to disinfect.
- Place contaminated items that cannot be cleaned in a lined container, secure the contents and dispose of them with other household waste.
- Put the lid of the toilet down before flushing.

CARE FOR YOURSELF

- Monitor your symptoms as directed by your healthcare provider.
- If your symptoms get worse, immediately contact your healthcare provider and follow their instructions.
- Get some rest, eat a balanced diet, and stay in

SUPPLIES TO HAVE AT HOME WHEN ISOLATING

- Eye protection
- Disposable gloves (do not re-use)
- Disposable paper towels
- Tissues
- Waste container with plastic liner
- Thermometer
- Over the counter medication to reduce fever (e.g. ibuprofen or acetaminophen)
- Running water
- Hand soap
- Alcohol-based sanitizer containing at least 60% alcohol
- Dish soap
- Regular laundry soap
- Regular household cleaning products
- Bleach (5% sodium hypochlorite) and a separate container for dilution (one part bleach to nine parts water)
- Alcohol prep wipes
- Arrange to have your groceries delivered to you

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT:

Brian Robinson

BRobinson@valard.com

Office: 780-436-9876 Ext. 3182 | Mobile: 780-289-8913



SAFETY STARTS **HERE**

MENTAL HEALTH ASSISTANCE AND COPING SUPPORT AND INFORMATION (MORNEAU SHEPELL)



A crisis or traumatic event can trigger overwhelming emotional responses. People are affected in their hearts and minds which can undermine healthy communities and social relationships at home and at work. As we hear more about the spread of COVID-19 around the world, it's important that you understand how we can support you and your employees.

Here are some ways that Lifeworks by Morneau Shepell can help:

Employee Assistance Program (EAP)

- 24/7 confidential access to professional support to help employees manage stress, anxiety, grief, financial concerns, and much more
- Connect to support by phone, video, or chat anytime, anywhere
- Vast library of online resources for coping with trauma, building resiliency, self-care, managing change, and much more
- Manager consultations to support leaders in dealing with sensitive workplace situations

What to do if you are stressed because of the news

If you're feeling nervous about the coronavirus, you're not alone. Being concerned and empathetic about this outbreak is normal. However, you may experience feelings of discomfort, impacting concentration, productivity and even disrupting sleep patterns.

[READ MORE >>>](#)

WHAT YOU CAN DO TO FEEL BETTER

- **Stick to the facts as communicated by public-health agencies or medical professionals.** Instead of reading every article and going to every website, staying offline for a period can be beneficial. If you're concerned, sites that include accurate information include the World Health Organization, the Public Health Agency of Canada; the US Centers for Disease Control (USCDC); the Australian Chief Medical Officer, and the UK government.
- **Try and keep it in perspective.** Social media and news outlets can amplify misinformation. Keep in mind that there's a concerted global effort to try and contain this virus, and the World Health Organization is maintaining a webpage with answers to common questions.
- **Follow prevention tips to stay healthy.** Washing your hands often and properly is the single most effective way to stop the spread of disease.
- **Practice stress and anxiety management.** There are many proven ways to reduce stress and anxiety: getting enough sleep, balanced diet and hydration, exercise, talking about your fears with others, meditation, and more. Find the self-care practice that works for you.
- **Seek help from your Employee Assistance Program (EAP).** You have access to professional assistance and resources 24/7 – from connecting with a counsellor to learning how to meditate, find confidential help that can help you move forward.

Access your Employee Assistance Program (EAP) 24 hours a day, 7 days a week at workhealthlife.com

BUILDING RESILIENCY IN TIMES OF UNCERTAINTY

We are living in a complex world with change all around us. Naturally, this can make you feel uncertain or fearful about the present and future. The good news is that resiliency – the ability to thrive in times of change and uncertainty – is learned, and you can start building your resilience today. Use the tips below to take on a more flexible, resilient mindset.

- **Accepting what's out of your control.** Focusing on that which you have no control over will leave you feeling frustrated and exhausted. There are certain circumstances or decisions that are not in your power to control. Let go of them. Doing so will help you move on and focus your energy more positively. Remember: though you may not be able to change these realities, you can change how you respond to them.
- **Embrace change.** There will always be change. Instead of concentrating on the disruptive aspects, take a flexible approach and accept that change is a fundamental part of life that can also bring opportunities and positive outcomes.
- **Staying focused on the big picture.** It's easy to get so wrapped up in the details of an event that you blow it out of proportion. Avoid "catastrophizing" and focus in on the real (or most realistic) impact. Looking at it from a broader perspective can help you more accurately assess its significance.
- **Maintain a positive attitude.** Resilience doesn't mean you have a positive feeling about every negative situation. It means that despite something going wrong you believe you can and will do your best to deal with the situation and move forward.
- **Connecting with others.** Having people around you with whom you can share feelings, discuss problems and receive advice is an essential part of weathering life's storms. It's also important to reach out for help when you feel overwhelmed by a situation.

Some additional sources you can view are listed below:

Emotional well-being during the COVID-19 (25 Minute Webinar)

- Why is an outbreak like this challenging for us?
- How to cope
- Manage Anxiety
- Techniques for you and your family
- Thinking points

Webinar Link: <https://vimeopro.com/user65099910/emotional-well-being-covid-19>

Talking to your child about Covid-19 (25 Minute Webinar)

- Having a Difficult Conversation
- Where to Start?
- Aspects to Consider
- The Tough Questions
- Create a Solution Focus

Webinar Link: <https://vimeopro.com/user65099910/talking-with-your-child-coronavirus>



Basic Protective Measures Against COVID-19

COVID-19 is spread by respiratory droplets. Respiratory droplets are liquids that come out when we cough or sneeze.

COVID-19 is still affecting mostly people in China with some outbreaks in other countries. Most people who become infected experience mild illness and recover, but it can be more severe for others. Take care of your health and protect others by doing the following:



- 1. Wash your hands frequently**
Regularly and thoroughly clean your hands with an alcohol-based hand rub or wash them with soap and water.
Why? Washing your hands with soap and water or using alcohol-based hand rub kills viruses that may be on your hands.
- 2. Maintain Social Distancing**
Maintain at least 1 metre (3 feet) distance between yourself and anyone who is coughing or sneezing.
Why? When someone coughs, or sneezes they spray small liquid droplets from their nose or mouth which may contain virus. If you are too close, you can breathe in the droplets, including the COVID-19 virus if the person coughing has the disease.
- 3. Avoid Touching Eyes, Nose and Mouth**
Why? Hands touch many surfaces and can pick up viruses. Once contaminated, hands can transfer the virus to your eyes, nose or mouth. From there, the virus can enter your body and can make you sick.

4. Practice Respiratory Hygiene.

Make sure you, and the people around you, follow good respiratory hygiene. This means covering your mouth and nose with your bent elbow or tissue when you cough or sneeze. Then dispose of the used tissue immediately.

Why? Droplets spread virus. By following good respiratory hygiene you protect the people around you from viruses such as cold, flu and COVID-19.

5. If you have fever, cough and difficulty breathing, seek medical care early

Stay home if you feel unwell. If you have a fever, cough and difficulty breathing, seek medical attention and **call in advance**.

Follow the directions of your local health authority.

Why? National and local authorities will have the most up to date information on the situation in your area. **Calling in advance will allow your health care provider to quickly direct you to the right health facility. This will also protect you and help prevent spread of viruses and other infections.**

6. Stay informed and follow advice given by your healthcare provider

Stay informed on the latest developments about COVID-19. Follow advice given by your healthcare provider, your national and local public health authority or your employer on how to protect yourself and others from COVID-19.

Why? National and local authorities will have the most up to date information on whether COVID-19 is spreading in your area. They are best placed to advise on what people in your area should be doing to protect themselves.

7. Protection measures for persons who are in or have recently visited (past 14 days) areas where COVID-19 is spreading

Stay at home if you begin to feel unwell, even with mild symptoms such as headache and slight runny nose, until you recover.

Why? Avoiding contact with others and visits to medical facilities will allow these facilities to operate more effectively and help protect you and others from possible COVID-19 and other viruses.

8. If you develop fever, cough and difficulty breathing, seek medical advice promptly as this may be due to a respiratory infection or other serious condition. Call in advance and tell your provider of any recent travel or contact with travelers.

Why? Calling in advance will allow your health care provider to quickly direct you to the right health facility. This will also help to prevent possible spread of COVID-19 and other viruses.





SAFETY STARTS HERE

STKY (STUFF THAT CAN KILL YOU) BIOLOGICAL HAZARD **COVID-19**



WHAT IS A BIOLOGICAL HAZARD?

Biological or biological energy is simply energy relating to biology or living organisms. Every day of our lives we interact with living organisms.

A biological hazard is one that relates to injury and illness caused by living organisms. COVID-19 is considered a biological hazard.

COVID-19 is a new virus in humans from the large coronavirus family. It is spread from human to human.

HOW IS COVID-19 SPREAD?

- An infected person coughs or sneezes, projecting respiratory droplets
- People nearby can take in these droplets through their nose, mouth or eyes.
- The droplets of moisture also land on objects and surfaces around the infected person.
- When another person touches those surfaces or objects, and then touches their mouth, nose or eyes they may become infected.



[READ MORE >>>](#)

SYMPTOMS OF COVID-19

Symptoms of COVID-19 are similar to those of the common cold or flu: Individuals who are at a greater risk to the illness are:

- fever
 - cough
 - fatigue
 - shortness of breath
 - sore throat
 - headache,
 - other flu like symptoms;
 - and may present further illnesses such as pneumonia.
- the elderly,
 - the very young;
 - and those with compromised immune systems.

Proper sneeze and cough etiquette along with proper hand washing and frequent cleaning of surfaces is the best defense against spreading the virus.

COVID-19 POTENTIAL HAZARD IDENTIFICATION & CRITICAL CONTROLS

FIELD OFFICES

Potential Hazards:

- Frequently touched surfaces - printers, table tops, fridge handles, door knobs, kettle, coffee pot
- Respiratory droplet transmission from face to face contact
- Vendors/visitors with COVID-19 entering a Valard office.
- Workers displaying flu like symptoms, runny nose, fever, dry cough

Critical Controls:

- Staff to use disinfectant wipes frequently to wipe off all surfaces and clean personal equipment at least daily.
- **Wash your hands** often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing or sneezing. If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol.**
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.
- Maintain a **minimum** of 1 metre spatial distance, avoid shaking hands, limit face to face meetings and limit group gatherings.
- Any workers who present with the above listed symptoms are to self-isolate and report conditions to their supervisor.



CAMPS

Potential Hazards:

- Frequently touched surfaces-door knobs/handles, tables, chairs
- Communal Areas (e.g. Kitchen, Bathrooms, Rec Room, Gym, etc.)
- Food handling
- Worker exhibiting flu like symptoms.

Critical Controls:

- Camp staff to increase cleaning of all surfaces as per infectious disease protocols. Table surfaces, door handles/knobs, chairs.
- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing or sneezing.
- Carry personal disinfectant wipes to clean surfaces prior to and after use.
- Wash hands frequently, if possible, kitchen staff to keep all food behind counter away from the general public to avoid contamination on food.
- Kitchen staff to wear all PPE at all times and to increase cleaning and disinfecting.
- Any employee attending common areas should clean all surfaces prior to and after use. If cleaning products are unavailable, avoid using the equipment.
- Worker will be quarantined if exhibiting flu like symptoms. The worker may possibly be moved to an alternative location due to communal washroom facilities. The on site medics will assess and screen for possible COVID-19 virus.

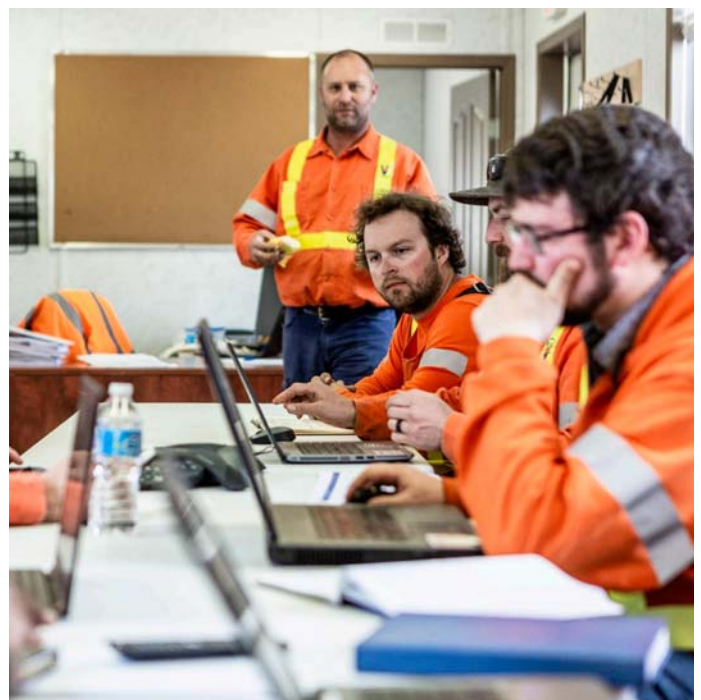
WORK SITES

Potential Hazards:

- Travel to site with multiple crew members.
- Eating or taking breaks in crew trucks.
- Using equipment and tools
- Sharing job specific PPE.

Critical Controls:

- Wash your hands often with soap and water for at least 20 seconds or with hand sanitizer especially after you have been in a public place, or after blowing your nose, coughing or sneezing.
- Use proper hygiene, use hand sanitizer and wipes to clean surfaces, steering wheel and door handles.
- Do not share food, wash hands, use sanitizer, chew with mouth closed, avoid talking while eating, cover mouth and nose with arm when coughing or sneezing.
- Clean all tools, use PPE, clean and disinfect seats, handles, controls.
- Use your own PPE, clean after use, do not share PPE.





COVID-19 TIPS FOR STAYING IN HOTELS



There are times when an employee is required to stay in a hotel for work. In order to ensure that all Valard employees remain healthy, there are a number of things that you can do to lower your risk of coming into contact with COVID-19.

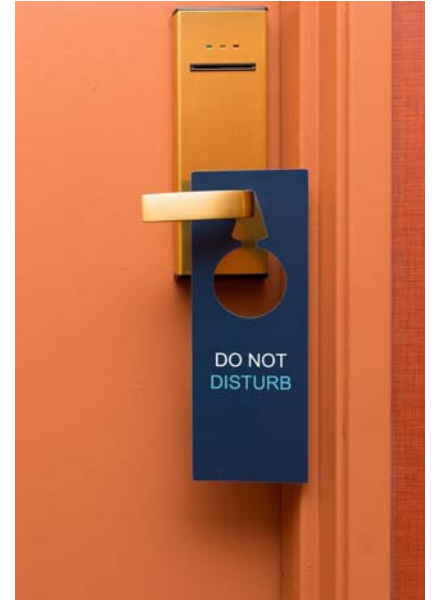
People can catch COVID-19 from others who have the virus. The disease can spread from person to person through small droplets from the nose or mouth which are spread when a person with COVID-19 coughs or exhales. These droplets land on objects and surfaces around the person. Other people catch COVID-19 by touching these objects or surfaces, then touching their eyes, nose or mouth.

[READ MORE >>>](#)

Employees are encouraged to do the following:

1. Travel with hand sanitizer (at least 60% alcohol) and bleach wipes. These can be used to wipe down items in your room. Ensure that you wipe down the following when first entering your room:
 - Door and drawer handles
 - Fridge, microwave and any other appliances handles you may use
 - Television remotes/buttons
 - Light switches
 - Countertops such as bathroom counter, side tables, desk area
 - Toilet handle and seat
2. Put the “No Cleaning” sign out. This will ensure that you are the only person entering/leaving your hotel room as well as knowing that you are the only person touching items in your room.
3. Avoid crowded areas such as the elevator, hotel lobby, breakfast area and fitness area.
4. Keep your toiletries (tooth brush, comb, etc.) in your toiletries bag. Avoid unpacking these onto the counter in your washroom.
5. If eating at the hotel restaurant, practice good hygiene techniques like wiping down your cutlery. Try to avoid food that is served out in the open. Opt for food that is in sealed containers.

Remember to wash or sanitize your hands immediately when entering your room. This will ensure that you do not transfer the virus onto anything in your room.



IF YOU HAVE ANY QUESTIONS OR SUSPECT THAT YOU HAVE BEEN EXPOSED TO COVID-19, **IMMEDIATELY** CONTACT:

Supervisor/Manager

Brian Robinson | brobinson@valard.com

FOR BC, AB, SK & ON

David Flohr | dflohr@valard.com

FOR MB, MMTP, EWT & Watay

Iqbal Brar | ibrar@valard.com

TRAVEL TIPS

Staying Healthy While Travelling

- Avoid travel if you have a fever or cough
(If you have a fever, cough and difficulty breathing seek medical attention early and share previous travel history with your health care provider)
- Avoid close contact with people suffering from a fever and cough
- Frequently clean hands by using soap and water or alcohol based hand sanitizer
- Avoid touching eyes, nose and mouth.
- When coughing or sneezing, cover your nose and mouth with a flexed elbow or tissue. Throw the tissue away immediately after use and wash your hands.
- Eat only well cooked food
- Avoid spitting
- Avoid close contact with people and animals that are sick

What To Do If You Become Sick While Traveling

- Inform crew and seek medical care early.
- If you seek medical attention, call the facility before you get there and share your history with the health care provider.

Stay up to date on the current health advisories before and while you travel:

<https://travel.gc.ca/travelling/advisories>

SAFETY STARTS **HERE**

COVID-19



WHAT IS COVID-19

Coronaviruses are a large family of viruses, some cause mild illness, such as strains responsible for some common colds. Others can potentially lead to severe, or even fatal, disease – such as Middle East respiratory syndrome coronavirus (MERS-CoV) MERS-CoV AND Severe Acute Respiratory Syndrome (SARS)

On December 31, 2019, the World Health Organization (WHO) was alerted to several cases of pneumonia in Wuhan, China. The virus did not match any other known virus, on January 7, 2020, China confirmed the novel coronavirus disease as COVID-19. March 11, 2020 the World Health Organization officially declared the outbreak of COVID-19 a pandemic.

A pandemic is defined by the World Health Organization as the “worldwide spread” of a new disease. Whereas, an “outbreak” is the occurrence of disease cases in excess of what’s normally expected.

HOW IS IT SPREAD?

COVID-19 is spread by respiratory droplets. Respiratory droplets are liquids that come out when we cough or sneeze. Most people who become infected will experience mild illness and recover, but it can be more severe for others.

[READ MORE >>>](#)

Take care of your health and protect others by doing the following:

- Maintain good personal hygiene.
 - Wash your hands frequently with soap and water. (Scrub your hands with soap for at least 15-20 seconds.)
 - Use alcohol-based hand sanitizer when soap and water is not available.
 - Cover your coughs and sneezes.
 - Avoid touching your face (eyes, nose and mouth).
- Regularly clean and disinfect work stations, common areas and shared tools.
- Keep some distance from people who are obviously sick – don't let them cough or sneeze on you.
- Do not share food, drinks and personal items.
- Avoid activities where you are likely to be exposed to large groups of people.
- Ensure food, including eggs, is thoroughly cooked.
- Do not travel if you are sick. *Note that some locations have implemented screening, and travelers may face quarantine and testing. Review "Travel Tips" and "Employee Services COVID-19 Communication" located SharePoint for further guidance from Valard regarding travel.*
- Some health authorities are advising flu vaccination for anyone over 6 months of age, as this will reduce the risk of seasonal flu and possible confusion with COVID-19 symptoms.



Valard is closely monitoring the CDC, WHO and Health Canada for updates. As new information is received, employees will be updated accordingly. For more information or resources on COVID-19, please speak to your supervisor.



Valard

*Connecting People.
Powering Communities.*

**CORONAVIRUS
MANAGEMENT PLAN**

APPENDIX G

Make sure you read and review the March 11th and 12th announcements on **Business and Personal Travel, Relative to COVID-19** (the Corona Virus).....

**VIRUS
TRAVEL
BAN**

Business Travel - Effective immediately, all business travel not directly related to the execution of a project is cancelled

Personal Travel - if you are travelling to any locations identified as high-risk as stated by Health Canada, you must notify, Brian Robinson: brobinson@valard.com in Employee Services

An Update from your  Employee Services Group



**If you think you're sick,
relay that information to
your Valard supervisor
by phone, not in
person.**

Brian Robinson, Manager, Employee
Services, BRobinson@valard.com

An Update from your  Health, Safety, Environment and Quality Group

Stop the spread of germs that make you and others sick!

Cover
your
Cough

Check out this icon



on the home page and the Health/Safety

section of Sharepoint for some great pieces of information on COVID-19

Regarding COVID-19 (Corona Virus), rest assured that Valard's management team are actively monitoring the situation and its potential effects on our employees, operations, projects, etc. An Advisory Committee has been formed and they meet daily to review updates, status reports, etc. so that you can, in turn, be kept informed.

Valard's COVID-19 (Corona Virus) Advisory Committee

- | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none">• Committee Lead - Barkley Adams, President/CEO• Carey Kostyk, Senior EVP• Steve Sousa, CCO• Dave Torgerson COO• Victor Wearden, CFO• Keith Sones, EVP, Strategy & Business Development | <ul style="list-style-type: none">• Shilo Neveu, EVP, HSEQ, 587-985-3052; sneveu@valard.com• Danielle Murray, Occupational Health Specialist, 587-590-4729; dmurray@valard.com• Brian Robinson, Manager, Employee Services, 780-289-8913; brobinson@valard.com• Carrie Willemsen, Manager, Corporate Communications, 587-585-3788; cwillemsen@valard.com |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|



SAFETY STARTS **HERE**

HOW TO ISOLATE AT HOME WHEN YOU HAVE COVID-19

**Check out the March 16th Announcement from
Brian Robinson/Employee Services or find the
details re “How to” on Sharepoint**

An Update from your  Health, Safety, Environment and Quality Group

Keep the workplace clean

Use normal supplies and clean regularly.

**Wipe shared objects and work areas daily, or
more often if you think
they've been contaminated.**



Check out this icon



on the home page and the Health/Safety

section of Sharepoint for some great pieces of information on COVID-19

An Update from your Health, Safety and Environment Group

Mental Health Assistance and Coping Supports Available for Employees

- Valard would like to remind everyone that **there are resources available for you**. As we hear more about the spread of COVID-19 around the world, it is understandable to feel nervous, you're not alone.
- What you can do to feel better:
 - Stick to the facts
 - Try to keep it in perspective
 - Maintain a positive attitude
 - Follow prevention tips to stay healthy
 - Practice stress and anxiety management
 - **Access your Employee Assistance Program (EAP) 24/7 at 1.800.387.4765 / www.workhealthlife.com**



Message from Valard's President/CEO on COVID-19

March 11th Announcement - "As you may have already learned, the World Health Organization has now categorized **the COVID-19 virus as a Pandemic**. I understand that this categorization may increase the risk for misinformation. I'd like to reassure all of you that Valard is addressing this challenge with an organized, thorough and collaborative approach.

Many measures will be taken to protect our employees, our stakeholders and our company – it will not be business as usual."

"We're in this together and we will, as industry leaders, get through it together." **Barkley Adams, President and CEO**



An Update from your Health, Safety, Environment and Quality Group

Coronavirus Disease 2019 (COVID-19)



Check out this icon

Coronavirus
(COVID-19)

COVID-19
(Coronavirus)

on the home page and the Health/Safety

section of Sharepoint for some great pieces of information on COVID-19

Please ensure you are following the recommended protocols related to social distancing.

Maintain at least 2 metres (6 feet) distance between yourself and others. Why? When someone coughs, or sneezes they spray small liquid droplets from their nose or mouth which may contain virus. If you are too close, you can breathe in the droplets, including the COVID-19 virus if the person coughing has the disease.



An Update from your Health, Safety, Environment and Quality Group

Staying Healthy While Travelling

- Avoid travel if you have a fever or cough
(If you have a fever, cough and difficulty breathing seek medical attention early and share previous travel history with your health care provider)
- Avoid close contact with people suffering from a fever and cough
- Frequently clean hands by using soap and water or alcohol based hand sanitizer
- Avoid touching eyes, nose and mouth.
- When coughing or sneezing, cover your nose and mouth with a flexed elbow or tissue. Throw the tissue away immediately after use and wash your hands.
- Eat only well cooked food
- Avoid spitting
- Avoid close contact with people and animals that are sick

Make sure you read and review the March 12th
announcement on **Valard Offices in Lock Down Mode.....**



Every employee needs to have their scan/fob/keys on them at all times, while at work

All entrances will be locked and accessible only through use of a scan card/fob or authorized/employee keys; this is similar to what happens during off hours.



*Connecting People.
Powering Communities.*

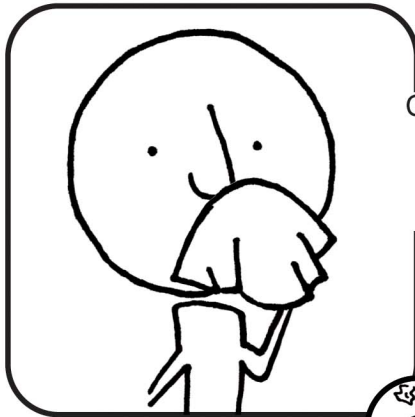
**CORONAVIRUS
MANAGEMENT PLAN**

Rev 1

APPENDIX H

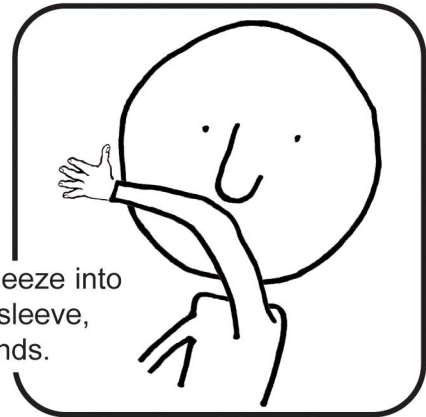
Stop the spread of germs that make you and others sick!

Cover your Cough



Cover your mouth and nose with a tissue when you cough or sneeze

or
cough or sneeze into your upper sleeve, not your hands.

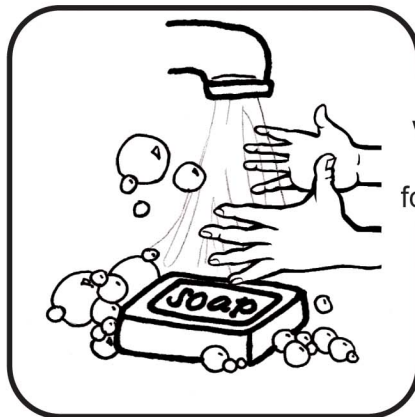


Put your used tissue in the waste basket.



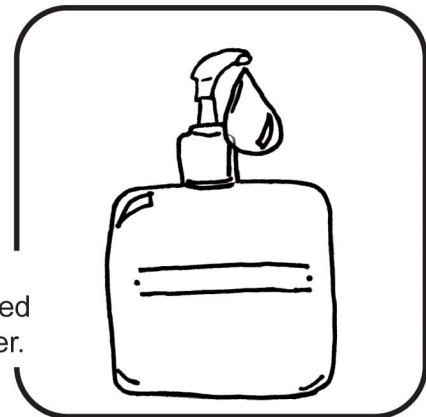
Clean your Hands

after coughing or sneezing.



Wash hands with soap and warm water for 20 seconds

or
clean with alcohol-based hand cleaner.



Minnesota Department of Health
717 SE Delaware Street
Minneapolis, MN 55414
612-676-5414 or 1-877-676-5414
www.health.state.mn.us



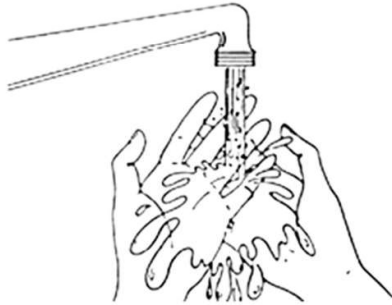
Minnesota Antibiotic Resistance Collaborative



Washing your hands properly with soap and water will help prevent germs from spreading

Scrub your hands with soap for at least **15-20 seconds**. Using water alone does not remove soil and grease which can trap unseen germs and viruses.

Total duration of the entire procedure is **40-60 seconds** using the following steps:



1 Remove all jewellery.
Wet hands with water



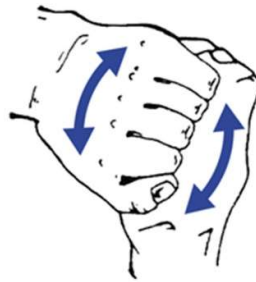
2 Apply soap, covering all hand surfaces



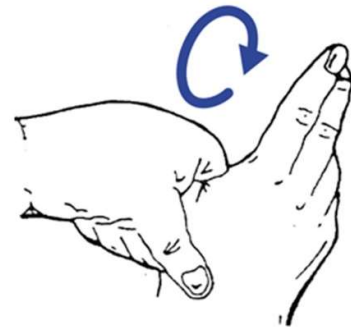
3 Rub palms together



4 Cover all surfaces of the hands and rub between the fingers



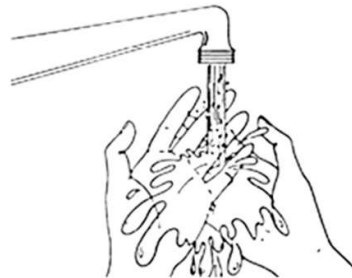
5 Clean knuckles, back of hands and fingers



6 Rub thumbs in a rotating manner and clean between index finger and thumb



7 Clean the fingernails by working the fingertips into the palms



8 Rinse well with water



9 Dry your hands with a disposable towel and then use the towel to turn off the tap



This poster has been developed for educational purposes only and is correct at the time of publication. It is not a substitute for professional medical advice. Should you have any questions or concerns about any topic in the poster, please consult your medical professional.

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Images adapted from WHO Handwashing steps.



DO YOUR PART

SLOW THE SPREAD OF GERMS



**Cover your coughs
and sneezes**



**Stay home when
you're sick**



**Wash your
hands often**



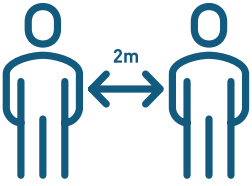
U.S. Department of
Health and Human Services
Centers for Disease
Control and Prevention

For more information: www.cdc.gov/npi
1-800-CDC-INFO (232-4636) | www.cdc.gov/info

SOCIAL DISTANCING

Together, we can slow the spread of COVID-19 by making a conscious effort to keep a physical distance between each other. Social distancing is proven to be one of the most effective ways to reduce the spread of illness during an outbreak. With patience and cooperation, we can all do our part.

What does Social Distancing mean?



This means making changes in your everyday routines in order to minimize close contact with others, including:

- ▶ avoiding crowded places and non-essential gatherings
- ▶ avoiding common greetings, such as handshakes
- ▶ limiting contact with people at higher risk (e.g. older adults and those in poor health)
- ▶ keeping a distance of at least 2 arms lengths (approximately 2 metres) from others, as much as possible

Here's how you can practice social distancing:



- ▶ greet with a wave instead of a handshake, a kiss or a hug
- ▶ stay home as much as possible, including for meals and entertainment
- ▶ shop or take public transportation during off-peak hours
- ▶ conduct virtual meetings
- ▶ host virtual playdates for your kids
- ▶ use technology to keep in touch with friends and family



If possible,

- ▶ use food delivery services or online shopping
- ▶ exercise at home or outside
- ▶ work from home

Remember to:



- ▶ wash your hands often for at least 20 seconds and avoid touching your face
- ▶ cough or sneeze into the bend of your arm
- ▶ avoid touching surfaces people touch often

If you're concerned you may have COVID-19:

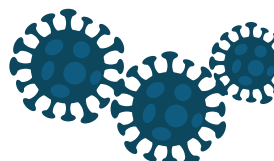


- ▶ separate yourself from others as soon as you have symptoms
- ▶ if you are outside the home when a symptom develops, go home immediately and avoid taking public transit
- ▶ stay home and follow the advice of your Public Health Authority, who may recommend self-isolation
- ▶ call ahead to a health care provider if you are ill and seeking medical attention

FOR MORE INFORMATION:

@ canada.ca/coronavirus

1-833-784-4397



Stay Well!

Wash your hands

Wash your hands often, for 40-60 seconds every time (scrub hands with soap for at least 20 seconds). Thorough and frequent hand washing is the most effective way to reduce the spread of infectious disease.

Wash your hands...

- after you sneeze or cough
- after you use the bathroom
- before you eat
- before you touch your eyes, nose or mouth



Cover your cough

When you cough or sneeze, cover it with a tissue or with your upper sleeve. Always throw away used tissues in the bin.

Stay at home if you feel sick.

Keep the workplace clean

Use normal supplies and clean regularly.

Wipe shared objects and work areas daily, or more often if you think they've been contaminated. Items to be wiped include:

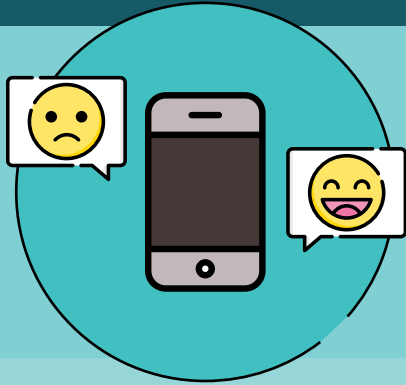
- Phones
- Computers (screen, keyboard, mouse)
- Desks and counters
- Chairs and arm rests
- Light switches
- Temperature controls (thermostat)
- Buttons on photocopier, fax machine
- Door handles
- Conference room equipment
- Toilet flush buttons



This poster has been developed for educational purposes only and is correct at the time of publication. It is not a substitute for professional medical advice. Should you have any questions or concerns about any topic in the poster, please consult your medical professional.

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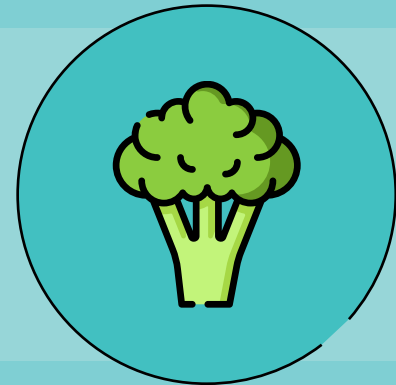




It is normal to feel sad, stressed, confused, scared or angry during a crisis.

Talking to people you trust can help. Contact your friends and family.

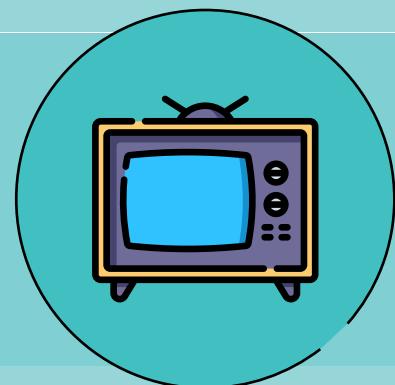
If you must stay at home, maintain a healthy lifestyle - including proper diet, sleep, exercise and social contacts with loved ones at home and by email and phone with other family and friends.



Don't use smoking, alcohol or other drugs to deal with your emotions.

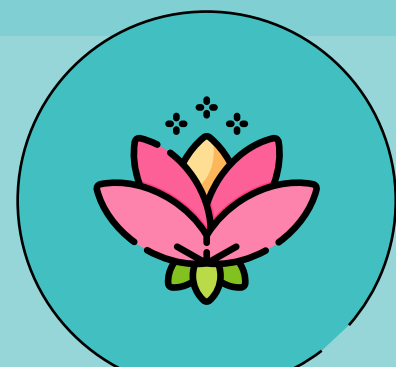
If you feel overwhelmed, talk to a health worker or counsellor. Have a plan, where to go to and how to seek help for physical and mental health needs if required.

Get the facts. Gather information that will help you accurately determine your risk so that you can take reasonable precautions. Find a credible source you can trust such as WHO website or, a local or state public health agency.



Limit worry and agitation by lessening the time you and your family spend watching or listening to media coverage that you perceive as upsetting.

Draw on skills you have used in the past that have helped you to manage previous life's adversities and use those skills to help you manage your emotions during the challenging time of this outbreak.



Ex_I_T_1_S_8_Attach_2

(See Excel Attached)

Ex_I_T_1_S_8_Attach_3



Ontario East / West Tie Transmission Project

Notice of Event

Notice of Event

To: Jeff Damen

From: Adam Gray

Re: Engineering, Procurement and Construction Contract For Transmission Facilities
(the "Agreement"), dated as of December 5, 2017 between Valard Construction
LP("Contractor") and NextBridge Infrastructure LP ("Owner")

Event Notice No.: 1

Date: March 12, 2020

In accordance with Article 8, Section 8.1(a) of the Contract, the Sender notes the following:

- On March 11, 2020 the World Health Organization (W.H.O) classified the Covid-19 virus as a "pandemic", per the attached media briefing.

Description of the Owner Risk / Force Majeure Event:

- 8.1 would apply to a "pandemic" as an event that may qualify as a Force Majeure Event.

Portion of the Work affected:

- Potentially all phases (Engineering, Procurement, Construction) and locations of project (WF1-11)

Date of commencement of the Owner Risk / Force Majeure Event:

- March 11, 2020

Probable effect on the performance of the Party's obligations:

- Availability of personnel may be affected if they are sick or quarantined
- Travel by personnel to support Engineering, Procurement or Construction may be limited
- Production of Materials may be affected
- Inspection of Materials may be affected
- Shipment of Materials may be affected

Estimated duration of the anticipated delay:

- Unknown at this time

Estimated impact on Contract Schedule (in days):

- Unknown at this time

Estimated impact on Contract Price (in Canadian dollars):

- Unknown at this time



Ontario East / West Tie Transmission Project

Notice of Event

SENDER:

By: Adam Gray

Name:

Project Manager

Title:



Connecting People.
Powering Communities.

10774 42 Street SE | Calgary, AB | T3H 5L7
p. 403.279.1003 | f. 403.236.1303 | valard.com

Filed: 2024-02-05
EB-2023-0298
Exhibit 1
Tab 1
Schedule 8
Attachment 3
Page 3 of 6

January 4, 2021

NextEra Energy Resources, LLC
P.O. Box 14000
Juno Beach, FL 33408-0420

Attn: Jeff Damen

Subject: Engineering, Procurement and Construction Contract for Transmission Facilities (the "Agreement") dated as of December 5, 2017 between Valard Construction LP ("Contractor") and Nextbridge Infrastructure LP ("Owner")

Re: Ongoing Force Majeure Event – COVID-19 Pandemic

On March 12, 2020, in accordance with 8.1 a) of the EPC Contract, Valard submitted a Notice of Event with respect to the COVID-19 Pandemic which contained the following: Description of the Force Majeure Event; Portion of the Work Affected; Date of Commencement; Probable Effect of the Performance of Valard's Obligations; Estimated Duration of the Anticipated Delay; Estimated Impact on the Contract Schedule; Estimated Impact on Contract Price.

Since, Valard issued a Notice of Claim dated August 25, 2020 which served to advise NextBridge that we were preparing a claim document for relief from the impacts of the Pandemic.

The purpose of this letter is to reaffirm the existence of the Pandemic and its actual effect on Valard's obligations under this EPC Contract. As the Project moves into the critical Winter 2021/2022 construction season, the COVID-19 Pandemic continues to be a global event. It is concerning to report that a new variant "Omicron", has emerged and is proving to be more easily transmissible and is further reaching than previous strains of the virus. This is supported by the Government of Canada's and Province of Ontario's recent actions to tighten public health measures. At the Project level, Valard is being significantly impacted by the lack of available personnel who have either become sick, are close contacts and/or have been forced to quarantine.

While data is still emerging, Valard will continue to alleviate and mitigate impacts on the Project to the extent reasonably possible while moving forward with our commitments under the EPC Contract.

Once Valard learns additional information and the extent of impact(s) becomes clearer, we will update Nextbridge. Valard does anticipate however that additional requirements, protocols, measures, testing, etc. that will be required because of the emerging Omicron Variant will have further Contract Schedule and Contract Cost impacts.

Sincerely,

Drew Williams
Project Manager
Valard Construction LP

NextBridge Infrastructure LP

390 Bay Street

Suite 1720

Toronto, Ontario Canada M5H 2Y2

March 13, 2020

Via Electronic Mail

Barkley B. Adams

Valard Construction LP

3595 114 Avenue SE

Calgary, Alberta T2Z 3X2

Email: bbadams@valard.com

Steve Sousa

Valard Construction LP

3595 114 Avenue SE

Calgary, Alberta T2Z 3X2

Email: ssousa@valard.com

Re: Response to Contractor Force Majeure Claim

Dear Mr. Adams and Mr. Sousa:

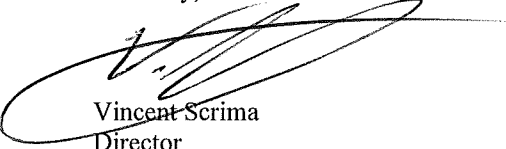
This letter makes reference to the Engineering, Procurement and Construction Agreement for Transmission Facilities, dated as of December 5, 2017, as amended ("Agreement"), between NextBridge Infrastructure LP ("Owner") and Valard Construction, LP ("Contractor"). Any capitalized term used in this letter not defined shall have the meaning ascribed the capitalized term in the Agreement.

The purpose of this letter is to respond to Contractor's letter dated March 12, 2020 ("Contractor's Letter"), which claims COVID-19 could potentially impact the Project Schedule to complete the Work.

At this time, Owner rejects Contractor's claim that the existence and/or effects of COVID-19 outlined in Contractor's Letter provides sufficient proof or satisfies the required criteria for claiming a valid Force Majeure Event under the Agreement. Upon Contractor's submittal of a claim that a Force Majeure Event has occurred that satisfies the required criteria to claim a valid Force Majeure Event under the Agreement, Owner will evaluate any such future claim, which should include Contractor's efforts to alleviate and mitigate the effects of the alleged Force Majeure Event.

If you have any questions, please contact Ross Anderson at (561) 304-5142 by phone, or Ross.Anderson@nexteraenergy.com by email. Thank you in advance for your cooperation in this matter.

Sincerely,


Vincent Scrima
DirectorCc: David Tenan
Ross Anderson
Jeff Damen
Robert Conklin

NextBridge Infrastructure LP

390 Bay Street

Suite 1720

Toronto, Ontario Canada M5H 2Y2

January 5, 2022

Via Electronic Mail and United Parcel Service

Barkley B. Adams

Valard Construction LP

3595 114 Avenue SE

Calgary, Alberta T2Z 3X2

Email: bbadams@valard.com

Steve Sousa

Valard Construction LP

3595 114 Avenue SE

Calgary, Alberta T2Z 3X2

Email: ssousa@valard.com

Re: Response to Contractor Force Majeure Claim

Dear Mr. Adams and Mr. Sousa:

This letter makes reference to the Engineering, Procurement and Construction Agreement for Transmission Facilities, dated as of December 5, 2017, as amended (“Agreement”), between NextBridge Infrastructure LP (“Owner”) and Valard Construction, LP (“Contractor”). Any capitalized term used in this letter not defined shall have the meaning ascribed the capitalized term in the Agreement.

The purpose of this letter is to respond to Contractor’s letter dated January 4, 2022 (“Contractor’s Letter”), which claims COVID-19 could potentially impact the Project Schedule and Contractor’s cost to complete the Work.

At this time, Owner continues to reject Contractor’s claim that the existence and/or effects of COVID-19 outlined in Contractor’s Letter provides sufficient proof or satisfies the required criteria for claiming a valid Force Majeure Event under the Agreement. Upon Contractor’s submittal of a claim that a Force Majeure Event has occurred that satisfies the required criteria to claim a valid Force Majeure Event under the Agreement, Owner will evaluate any such future claim, which should include, without limitation, Contractor’s efforts to alleviate and mitigate the effects of the alleged Force Majeure Event. To the extent Contractor claims a valid Force Majeure Event, Contractor is reminded that, pursuant to the provisions of the Agreement, Contractor is only entitled to extensions of the Project Schedule, and Contractor is not entitled to any compensation or reimbursement of costs or any increase in the Contract Price arising or resulting from any such Force Majeure Event.

In the meantime, Owner reserves all rights and remedies available to it pursuant to the Agreement, whether in equity or at law, none of which rights and remedies shall be deemed waived or limited hereby.

If you have any questions, please contact Ross Anderson at (561) 304-5142 by phone, or Ross.Anderson@nexteraenergy.com by email. Thank you in advance for your cooperation in this matter.

Sincerely,

Vincent Scrima
Director

Cc: David Tenan
Ross Anderson
Jeff Damen
Robert Conklin