

Almita Piling Inc.

Health and Safety Management

Pandemic Response Plan

Revision	Date	Originator	Approver
0	May 1, 2020	Ken Kraft, HSE Senior Advisor	Kevin Dow, Regional Manager
1	May 20, 2020	Ken Kraft, HSE Senior Advisor	Kevin Dow, Regional Manager

1. OVERVIEW

Almita recognizes that our workers and contractors are our most valuable asset and that protecting their health, safety and the environment is one of the five Almita's corporate values, "SAFETY IS PARAMOUNT". Health and safety is for Almita, a deep-seated belief that remains constant, unaffected by pressure and demands. No job is so important that we will risk injury to people, harm to the environment or damage to property.

Almita Piling Inc. is taking measures to reduce non-critical work fronts to protect all workers, clients, suppliers, and members of the public.

Critical work fronts will be authorized directly by the Almita Provincial Operations or Regional Manager for the area of work taking place.

The designated HSE Representative is responsible for developing any company and/or site specific pandemic disease plans and coordinating with the workplace which may include contacting local health departments and health care providers in advance and developing and implementing protocols for response to ill individuals.

Almita Piling Inc. will provide and encourage the use of the following items to prevent the spread of disease in the workplace:

- Handwashing facilities (when practical);
- Hand sanitizers;
- Tissues;
- No touch trash cans;
- Hand soap; and
- Disposable towels.

This Pandemic Emergency Response Plan is written for Almita and is the responsibility of all workers, supervisors, and management to implement the plan.

2. CONTACT INFORMATION (EXTERNAL & INTERNAL)

To ensure proper internal communication Almita Piling Inc. will develop the following:

- Key contacts;
- A chain of communications;
- Contact numbers for employees;
- Processes for tracking business; and
- Employee status.

To ensure effective external / client / customer communications Almita Piling Inc. will develop a procedure to notify key contacts including customers, suppliers, and clients in the event of an outbreak that has impacted the company's ability to perform services. The procedure will include notification to customers, suppliers, and clients when operations resume.

2.1 PROVINCIAL EXTERNAL EMERGENCY CONTACTS

ALBERTA EXTERNAL EMERGENCY CONTACTS	PHONE NUMBER
Emergency Services (Ambulance)	911 (Offsite)
Emergency Air Service (STARS)	1-888-888-4567
Alberta Environment Protection	1-800-222-6514
Forestry	1-800-663-5555
Alberta Fire Authorities	1-800-310-FIRE (3473)
Poison Control Center	1-800-332-1414
Occupational Health and Safety	1-866-415-8690
Highway Information Hotline	511
Alberta Health Link	811
SASK EXTERNAL EMERGENCY CONTACTS	PHONE NUMBER
Emergency Services (Ambulance)	911 (Offsite)
Emergency Air Service (STARS)	1-888-888-4567
Saskatchewan Ministry of Environment	1-800-567-4224
Forestry	1-800-667-9660
Poison Control Center	1-866-454-1212
Occupational Health and Safety	1-800-567-7233
Highway Information Hotline	1-888-335-7623
Saskatchewan Health Link	811
ONTARIO EXTERNAL EMERGENCY CONTACTS	PHONE NUMBER
Emergency Services (Ambulance)	911 (Offsite)
Emergency Air Service (ORNGE)	1-800-251-6543
Ministry of Environment, Conservation and Parks	1-800-565-4923
Forestry	1-800-667-1940
Poison Control Center	1-800-268-9017
Occupational Health and Safety	1-877-202-0008
Highway Information Hotline	511
Ontario Health Link	1-866-797-0000

2.2 ALMITA INTERNAL EMERGENCY CONTACTS

ALMITA INTERNAL EMERGENCY CONTACTS		
ROLE	NAME	PHONE NUMBER
President	Jeff Lloyd	1-780-995-7016
Senior Vice President	Bill Baillie	1-403-963-2995
Senior Vice President	Jeff Hilton	1-780-975-9390
Director, HR/HSE	Amanda Delorme	1-780-977-5440
Alberta Operations Manager	Chris Meyer	1-780-395-8120
Sask Regional Manager	Kevin Dow	1-780-715-8091
Ontario Regional Manager	Jared Harnish	1-416-678-0811

NOTE: Any Almita Supervisors, Project Managers, HSE Advisor and site-specific contacts will be available on any site-Specific ERP.

3. PANDEMIC EMERGENCY RESPONSE

3.1. SITE SPECIFIC EMERGENCY RESPONSE PLAN

The site-specific emergency preparedness plan provides direction for several emergency situations that may develop on the project. The Emergency Response Plan (ERP) also details personnel responsibilities, emergency control facilities, designated muster points and procedures for emergency.

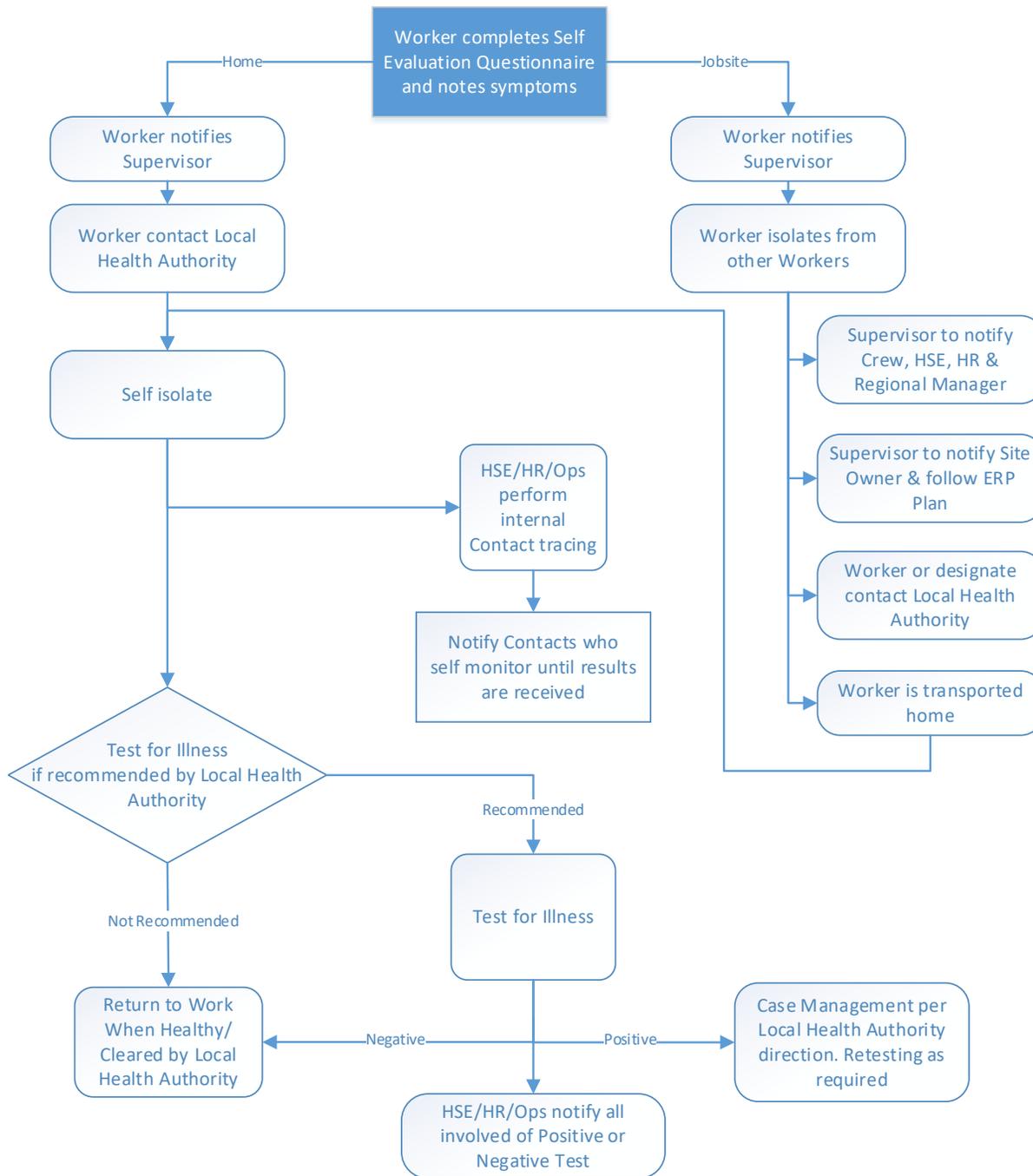
The client acting as Prime Contractor is responsible for developing any Site-Specific Emergency Response Plan. If there is no ERP in place, the Almita Supervisor will develop one following the Almita Emergency Response Plan template. It is every worker's responsibility to review and follow and ERP for any type of emergency.

This plan and Emergency Communication strategies are tested in a tabletop exercise annually to ensure that they are effective. Following a pandemic event, the person responsible for the implementation of the plan will identify learning opportunities and take action to implement any corrective actions.

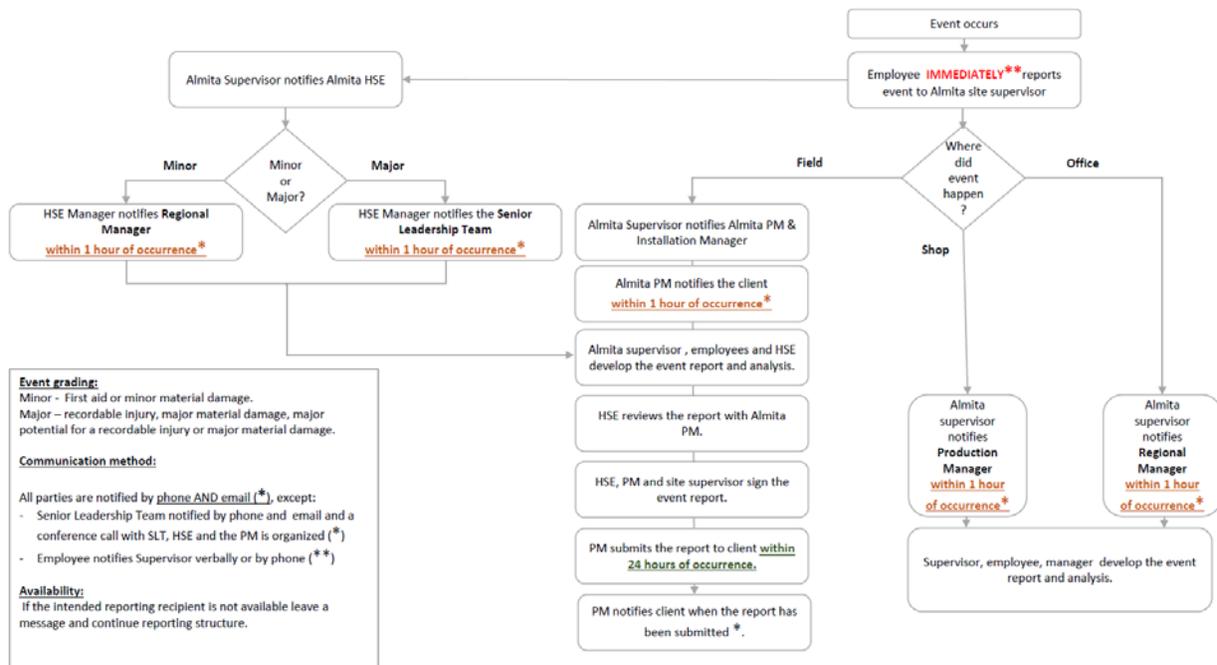
3.2. INCIDENT REPORTING

Almita has an incident reporting process that is to be followed by all Almita workers. Almita clients may have other Emergency Reporting requirements. The Almita workers and supervisors will need to know all the reporting requirements and adhere to them.

3.2.1. Pandemic Reporting Flow Chart



3.2.2. Incident Reporting Flowchart



4. STANDARD OPERATING PROCEDURE (SOP)

Depending on what the pandemic disease is will determine what SOP will be used. Appropriate SOP's will be communicated to Almita workers through eCompliance, email, bulletins or what applicable type of communication required.

SOP's will cover items such as:

- Responsibilities for Almita management, supervisor, and workers;
- Federal, Provincial, and State governmental and Health Organization regulations and requirements;
- Best practices to use during the pandemic while working at home, office, and field locations;
- Risk assessments;
- Self-screening requirements;
- Social / physical distancing;
- Personal Protective Equipment (PPE) required depending on the type of Pandemic disease; and
- Hygiene and cleaning protocols.

Under normal operations, Almita has manufacturing facilities, office facilities and numerous client field worksites in and across Canada and the US. During a pandemic, depending on if the work being performed is classified as essential work, some operations will keep in production.

Management will determine what essential services will be required to operate and will develop flexible work policies.

All workers are encouraged to stay at home when ill, when having to care for ill family members, or when caring for children when schools close, without fear of reprisal.

Tele-commuting and other work at home strategies will be developed based on an individual basis. Any office workers that can work remotely or at home will do so. For people that must physically go to work, both in office, manufacturing facilities or field work sites, Almita has developed guidelines and protocols to protect the workers and public.

4.1. BUSINESS CONTINUITY PLANS

In the event that a large percentage of personnel become ill, Almita Piling Inc. will develop a strategy for continuation of work operations.

Business continuity plans will be prepared so that if significant absenteeism or changes in the business practices are required, business operations can be effectively managed.

4.2. IMMUNIZATIONS

Almita Piling Inc. encourages all employees to obtain immunizations to help avoid disease. Granting time off work to obtain the vaccine will be considered when vaccines become available in the community.

4.3. RISK ASSESSMENT

Pandemics are global outbreaks of some type of disease or virus and needs to be assessed and treated as a hazard the same way a worker would assess working at heights or workplace violence. Pandemic's are a biological hazard and protections need to be developed depending on the potential exposures.

All risk assessments follow the same basic concepts. Determine how likely workers are to be exposed to the disease and what the severity of the exposure will be. Some pandemic diseases may be a cumulative hazard. This means the more times someone is potentially exposed to the virus the higher risk they have of contracting it.

Recent scientific data has shown certain age groups are more likely to have worse outcomes from contracting the virus, but this should not be a primary factor in the assessment. All exposures must be considered serious with the potential for hospital admission as a minimum.

All field situations must identify the pandemic disease on the daily toolbox meeting and Field Level Hazard Assessment (FLHA).

Workers will use the Almita Risk Matrix when completing any risk assessment.

4.4. FIT FOR DUTY/SCREENING

To prevent the spread of the pandemic disease in the community and reduce the risk of exposure within the work site, each worker of Almita Piling is required to

complete a “Fit for Duty” questionnaire. If a client is using a similar type of screening process, Almita workers will follow the most stringent process.

Every Almita worker (and any sub-contractors working on Almita’s behalf) must complete a daily “Fit for Duty” questionnaire. This questionnaire is to be completed digitally on their portable electronic device (if permitted by client) or by completing a paper form prior to going to the worksite. If any worker has any pandemic disease symptoms, they will need to self-isolate and inform their direct supervisor immediately.

4.5. HEALTH SURVEILLANCE AND TRAINING

4.5.1. Workers Responsibilities

Workers are expected to self-monitor their health and respiratory symptoms daily. All workers must complete a “Fit for Duty” questionnaire daily assessment if working in office, manufacturing, or field locations. This assessment is documented and tracked if required for future reference.

Almita must ensure workers who are sick or showing symptoms of a pandemic disease, even minor symptoms, stay home. If working out of town, workers must isolate themselves in their hotel room or camp. Any worker experiencing symptoms must notify their direct supervisor and the supervisor will notify the client. There is no flexibility on this. Please follow the Pandemic Reporting Flow Chart 3.3.1 and Almita Incident Reporting Flow Chart 3.2.1.

Ensure workers self-isolate for a minimum for 14 days or until they receive direction from the proper health authorities.

4.5.2. Leaders / Supervisors

Almita Leaders / Supervisors will be checking with workers to ensure that they have completed their “Fit for Duty” questionnaire daily self-assessments prior to mobilizing and check in with workers throughout the shift.

4.5.3. Training Workers

Almita Piling Inc. will provide periodic training on illness prevention, how to avoid the spread of the disease, and company policies concerning illness.

Workers will be communicated and trained on the following:

- Health issues;
- Initial disease symptoms;
- Preventing the spread of the disease; and
- When it is appropriate to return to work.

4.6. PHYSICAL (SOCIAL) DISTANCING

Almita workers must follow all aspects of physical distancing. Physical distancing is proven to be one of the most effective ways to reduce the spread of a pandemic disease during an outbreak. The best way to treat the virus is to assume everyone has it. The more points of contact you can eliminate the better.

4.6.1. Safe Vehicle Sharing

Physical distancing is the best method to prevent any type of Pandemic disease spread. Sitting side by side in a pickup truck or crew truck does not meet the 2-meter (6 feet) distance requirement that droplets can travel.

Recommended ways to reduce exposure if 2 or more workers are required in a light vehicle:

- The safest and recommended configuration is to limit the vehicle occupants to 2 people and the passenger sitting behind the driver. The seat becomes a barrier and the occupants are not having face-to-face contact. In this way, sitting behind the driver does act as a barrier despite it seeming to be closer to the driver.
- Installation of a shield or similar barrier between the front and back seats that will not distract or hinder the driver's ability to operate the vehicle;
- If a barrier is not possible or practical, PPE such as a face covering, or mask **MUST** be worn by all occupants;
- Maintain good ventilation inside the cab. Have windows cracked open. Refrain from using the recirculate air option, use outside air if possible;
- Clean and disinfect frequently touched surfaces inside and outside before and after each trip;
- Have the driver open and close doors for passengers;
- Provide seat covers that are easy to clean. Example: cover cloth seats with a wipeable seat cover;
- Do not touch your face, eyes, nose, or mouth
- Cover your mouth and nose with the crease of your elbow or a tissue when you sneeze or cough. Do not sneeze into your hands. Dispose of tissue's and wash or sanitize your hands as soon as possible;
- Provide hand sanitizer inside the vehicle for the occupants to use;
- Do not eat or drink while transporting workers;
- Minimize the number of vehicles shared by employees to limit the spread of any pandemic disease between different users of the same vehicles where possible;

NOTE: If it is not practical to limit 2 personnel in a vehicle, a risk assessment must be performed and documented (on toolbox meeting, safety meeting or Field Level Hazard Assessment) prior to any workers being put at risk of contracting any type of pandemic disease. Workers must consult with management and have their approval if they cannot meet the recommended limit of 2 personnel in a vehicle.

Almita will ensure that the drivers have access to appropriate disinfectants, hand sanitizer, personal protective equipment such as gloves, and any other materials needed to clean high-touch surfaces in their trucks and implements.

4.6.2. Physical (Social) Distancing While Working

Workers are to try to avoid crowded places and non-essential gatherings (please refer to province-state-specific emergency orders which stipulate limits on social gatherings)

Avoid common greetings, such as handshakes. Keep 2-meters (6 feet) from others, as much as possible.

If you must work in proximity to another person, there must be some type of barrier used. This can be a face covering, mask, face shield, rubber or nitrile gloves, protective clothing or a hard barrier which provides a barrier between your respiratory droplets and the people and surfaces around you. Ensure any PPE will meet any work site requirements such as Fire Retardant.

Workers should try not to face each other as much as possible and should refrain from sharing tools and equipment. If this is not possible or practical, ensure proper PPE is being worn to protect and avoid contamination.

Supervisors will ensure to stagger break / mealtimes to allow proper distancing.

4.6.3. Site Meetings

If required, meetings should involve only necessary individuals and include 6 people or fewer. Minimum physical distancing is maintained, and meetings are held in open spaces when possible.

4.7. HYGIENE

Personal Hygiene is very important to keep from spreading viruses.

- Wash your hands often with soap and hot water for at least 20 seconds – before you eat, during work shift whenever possible, at the end of the workday and when you get home from work;
- Use an alcohol-based hand sanitizer if soap and hot water are not available;
- Practice physical distancing of 2 meters (6 feet);
- Do not shake hands – avoid all physical contact;
- Do not share food, drinks, cigarette, and personal hand tools;
- Regularly clean and disinfect common touched surfaces and tools;
- Cough or sneeze into a tissue of the bend of your arm, not your hand;
- Dispose of any tissues you have used as soon as possible in waste baskets and wash your hands afterwards;
- Avoid touching your eyes, nose, or mouth with unwashed hands; and
- Wear protective masks when required.

4.8. CLEANING

To reduce the risk of exposure of any pandemic disease, routine cleaning of all vehicles, equipment and common tools will continue to occur at the regular frequency unless project management determines this frequency should be increased. Routine cleaning will include a cleaner with disinfectant or a disinfectant step using a bleach solution following cleaning. This is particularly important for high touch areas.

Following routine cleaning practices, all high touch surfaces will be disinfected by:

- Wiping all sides of the surfaces with a disinfectant cleaning wipe. When wiping, start farthest away from you and wipe towards yourself moving back and forth from right to left making passes half the width of the wiping surface overlapping the previous pass to ensure no area is missed.
- Spraying surfaces with disinfectant product or solution and wiping with a sponge, rag, or disposable towel.

If cleaners used are on the list of approved disinfectants, disinfecting may occur during the cleaning step by following the steps above.