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Disclaimer:
The Canadian Association of Oilwell Drilling Contractors (CAODC) has developed a Pandemic Planning Guide for the Drilling and Service Rig Industry (the “Guide”) for its members use. The information contained in the Guide is an attempt to provide some practical procedures to ensure the health and safety of people who work in the drilling and service rig industry. The Guide should be considered in conjunction with the requirements of all legislation and the requirements of the regulatory authorities in the various jurisdictions where our members work. The Guide should not be construed as a legal opinion, and users are advised to seek legal counsel to address their specific facts and circumstances.

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1 GENERAL PRINCIPLES

1.1 How COVID-19 is Transmitted

The following is a general overview of how COVID-19 is transmitted. For more information please contact your provincial health region, Public Health Agency of Canada, the World Health Organization, Centers for Disease Control and Prevention, or a medical professional.

The virus is spread through respiratory droplets. Respiratory droplets may be produced through a cough, a sneeze, normal breath or conversation.

These respiratory droplets may cause viral transmission from person to person when individuals are near one another. Recent guidelines from the U.S. Department of Labor provide further guidance and recommend that individuals should avoid working less than six feet from others for prolonged periods.

The respiratory droplets may also land on clothing or other objects. It may be possible for an individual to contract COVID-19 by first touching a surface or object that has the virus on it and then touching their own mouth, nose or possibly their eyes.

1.2 Resources

COVID-19 information: 1-833-784-4397 or phac.info.aspca@canada.ca, Public Health Agency of Canada
Center for Disease Control, World Health Organization
(AB) Information for Albertans novel coronavirus (COVID-19)
(AB) Isolation
(AB) COVID-19 Orders and Legislation
(HealthLinkBC) Coronavirus Disease (COVID-19)
(SK) Self-Isolation
(MB) COVID-19 Novel Coronavirus
(GoC) Coronavirus Disease (COVID-19): Prevention and Risks

In an effort to prevent the spread of COVID-19, all Canadians are advised to:

- talk to your employer about working at home if possible
- avoid all non-essential trips in your community
- avoid gathering in groups
- limit contact with people at higher risk, such as older adults and those in poor health
- when in public places, keep a distance of at least 2 arms lengths (approximately 2 meters) from others
- household contacts (people you live with) do not need to distance from each other unless they are sick or have travelled in the last 14 days

Individuals should follow recommended practices for reducing the risk of transmission as identified by the Centers for Disease Control and Prevention, Canada Public Health Agency and the World Health Organization. These include:

- Avoid touching your eyes, nose and mouth,
- Cough or sneeze into a tissue or the bend of your arm, not your hand,
- Dispose of any tissues you have used as soon as possible in a lined waste basket and wash your hands afterwards,
- Clean and disinfect frequently touched objects and surfaces
- Use Alcohol-based hand sanitizer if soap and water are not available or not possible,
- Do not share personal items or supplies such as phones, pens, notebooks, PPE, iPad, etc.,
- Refrain from shaking hands with others,
• Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom and before eating,
• Ensure social distancing (at least 2 meters / 6 feet distance) between individuals.

2 COVID–19 PANDEMIC POLICY PLANNING

2.1 General
This guidance document is intended for members of the Association.

The health and safety of all employees, contractors and service provider’s is a top priority.

In response to the current pandemic situation all worksites, both office and field are encouraged to develop a Site-Specific Pandemic Preparedness Plan based on the criteria below in order to reduce the risk of contracting or spreading Coronavirus (COVID-19).

2.2 Definitions
COVID-19: Coronaviruses (CoV) are a large family of viruses that cause illness ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS-CoV) and Severe Acute Respiratory Syndrome (SARS-CoV). Coronavirus disease (COVID-19) is an infectious disease caused by a new virus that had not been previously identified in humans. (https://www.who.int/health-topics/coronavirus)

Self-Quarantine/Self-Isolation: To stay at home and monitor yourself for symptoms, even if mild, for 14 days and avoid contact with other people to help prevent the spread of disease in your home and in your community in the event you become symptomatic. (https://www.canada.ca/en/public-health/services/publications/diseases-conditions/self-monitoring-self-isolation-isolation-for-covid-19.html)

2.3 Scope
Pandemic Planning Guide for the Drilling and Service Rig Industry is intended to provide guidelines for individuals working on site or within an office, as well as providing clear expectations of the measures to be taken to reduce the risk of contracting or spreading COVID-19.

2.4 Social Distancing
Social or physical distancing is a technique to prevent the spread of COVID-19 by limiting close contact with others. The Canadian Public Health Agency recommends keeping a distance of 2 meters (6 ft.) from each other.

All workers shall observe social distancing. Social distancing measures include:

• Limiting the number of workers coming together within the doghouse, orientation settings, lunch and meeting rooms, change shacks, designated smoking areas, etc.
• Preventing workers from congregating in the doghouse, washroom facilities, lunchrooms, change shacks etc.
• Restricting access to occupied work areas like wellsite offices, etc.
• Controlling traffic patterns – where practical, designate only up and only down stairways or in / out doors; this avoids the potential for workers to pass each other within the social distancing space.
• In the event that the adherence to social distancing guidelines is unavoidable, the following mitigation is recommended:
  o The use of non-medical face coverings if/when workers are required to be within 2 meters (6 ft.) of one another (this includes the mobilization and transportation of workers to/from the work location).
  o A non-medical face covering is not intended to protect the wearer, but it may prevent the spread of the virus from the wearer to others. This would be especially important if someone is infected but does not have symptoms (asymptomatic).
2.5 **Personal Protective Equipment (PPE) Masks & Face Coverings:**

It is uncertain if wearing a mask will contain respiratory droplets within the mask and reduce risk of contaminating surfaces and transmitting viral respiratory illnesses. However, if choosing to wear a mask to prevent viral transmission, PPE is the last line of defense and other prevention measures should also be applied, including proper hand hygiene, cough/sneezing etiquette, disinfecting frequently touched surfaces, and social (physical) distancing.

Should a worker observe symptoms of COVID-19 (cough, fever, breathing difficulty, runny nose, and/or sore throat) not related to a pre-existing illness or condition, it is recommended to provide the worker with a mask to wear until they can be removed to a safe distance from others.

If you choose to wear a non-medical mask or face covering:

- Ensure your mask is well-fitted and does not gape at the sides.
- Be aware that masks can become contaminated on the outside. Avoid moving or adjusting the mask. Assume the mask has been contaminated and take proper precautions.
- Critically, if you wear a mask, you must wash your hands before putting it on, as well as before and after taking it off.
- Cloth masks should be worn only a short time, as there is some evidence that they can trap virus particles after they become damp, which may put the wearer at greater risk.
- For those choosing to wear non-medical masks, it may be prudent to carry a bag with several clean masks in it, as well as a plastic bag that can be used to safely store used masks until they can be washed at home.
- It is critical that used masks be carefully handled and disposed of properly to avoid spreading infection to others.

The best way to protect yourself is to regularly clean your hands, practice good cough etiquette and practice social (physical) distancing, including self-isolating when you are sick or have been exposed to COVID-19.

If you do choose to wear a mask, refer to our guidelines on wearing non-medical masks and how to make your own.

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

Non-medical face coverings **should**:

- be made of at least 2 layers of tightly woven material fabric (such as cotton or linen)
- be large enough to completely and comfortably cover the nose and mouth without gaping
- fit securely to the head with ties or ear loops
- allow for easy breathing
- be comfortable and not require frequent adjustment
- be changed as soon as possible if damp or dirty
- maintain their shape after washing and drying

Non-medical face coverings **should not**:

- be placed on children under the age of 2 years
- be placed on anyone unable to remove them without assistance or anyone who has trouble breathing
- be made of plastic or other non-breathable materials
- be made exclusively of materials that easily fall apart, such as tissues
• be secured with tape or other inappropriate materials
• be shared with others
• impair vision or interfere with tasks

IMPORTANT: While wearing a non-medical mask or face covering, it is important to avoid touching your face.

How to put on a non-medical face covering:
1. Ensure the face covering is clean and dry.
2. Wash your hands with warm water and soap for at least 20 seconds before touching the mask.
   o If none is available, use hand sanitizer with a minimum 60% alcohol base.
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.
   o Adjust if needed to ensure nose and mouth are fully covered.
   o The mask should fit snugly to the cheeks and there should not be any gaps.
5. Repeat Step 2.

How to remove a non-medical face covering:
1. Wash your hands with warm water and soap for at least 20 seconds.
   o If none is available, use hand sanitizer with a minimum 60% alcohol base.
2. Remove the face covering by un-tying it or removing the loops from your ears.
   o Avoid touching the front of the mask when removing it.
   o It can be placed in a plastic bag temporarily if you are not at home.
   o Make sure you close or zip seal the bag while storing it.
3. If you plan to reuse the mask, wash it before wearing it again.
   o It can be washed with hot, soapy water, or it can be washed with your other laundry.
   o If throwing it out, place it into a garbage bin or plastic bag.
4. After removing the face covering, repeat Step 1.

2.6 Hand Washing & Sanitization
Hand washing minimizes the risk of infection. Proper hand washing helps prevent the transfer of infectious material from the hands to other parts of the body, particularly the eyes, nose, and mouth, or to other surfaces that are touched. Hands that are visibly soiled or dirty should be washed with soap and water. Hand sanitizer is less effective on soiled or dirty hands.

Workers are required to wash or sanitize their hands:
• at the start of their shift and before they start work
• before eating, drinking or smoking
• after using the toilet facilities
• after handling any tools or materials that are frequently touched by others
• at the end of the shift before they leave work

Signage describing proper hand washing and hand sanitization techniques should be posted at hand washing and hand sanitization facilities.
• Where running water is available, additional sinks with hot and cold running water, soap, paper towels and trash bins should be available outside of lunchrooms, trailers, and bathrooms.
• It is recommended to have two Hand Wash Stations per site and additional stations when necessary based on usage.
• Permanent plumbed sinks should be the first choice. Note: If you have access to permanent facilities on the site, then no additional hand-wash stations are required but please keep this area stocked with
hand soap and one-time use paper towels. Also, maintain a regular cleaning of these facilities.

- Temporary portable washrooms are a secondary choice only when plumbed running hot and cold water are not available.
- If hand washing stations are not available, hand sanitizer is the next best option. Use an alcohol-based hand sanitizer with at least 60% alcohol.
- Hand sanitizer should also be available in common areas.
- Note: If you are unable to source supplies yourself then notify your site supervisor who will consult and arrange for purchase through procurement or supply chain.

### 2.7 Cough / Sneeze Etiquette

Workers are expected to follow cough/sneeze etiquette, which is a combination of measures that minimizes the transmission of diseases via droplet or airborne routes. Cough/sneeze etiquette includes the following:

- Cover your mouth and nose with a sleeve or tissue when coughing or sneezing.
- Use tissues to contain secretions and dispose of them promptly in a waste container.
- Turn your head away from others when coughing or sneezing.
- Wash hands regularly.

### 2.8 Self-Awareness

If you are exhibiting flu-like symptoms such as fever, coughing or congestion: **Do not come to work**;

- Contact your supervisor and your Human Resources department to let them know that you are exhibiting symptoms; and
- Consult with Health Link ‘811’ / a healthcare professional on next steps before returning to work.

The response to the COVID-19 virus continues to change on a regular basis. All parties are required to meet current requirements and be adaptable to new initiatives when required.

### 2.9 Cleaning and Disinfecting

- Increase the cleaning frequency of common areas on site. Surfaces can be cleaned using a disinfectant cleaning spray or wipes. A formal procedure or a responsibility matrix to accomplish and maintain these practices should be determined.
- Areas to consider for cleaning would include: break/lunch areas, lunch tables, microwaves, coffee machines, turnstiles, handrails, doorknobs, bathrooms, commonly used equipment such as operational control levers, telephones, computer equipment, coffee machines and vending machines, and all common areas.
- Consider adding foot push/pull devices to doors for hand-free access/egress, especially for bathrooms.
- Increase cleanings of temporary restroom(s) and ensure that these restrooms also have hand sanitizer available.
- Have a supply of surface disinfectant, Clorox wipes (or similar), Hand Soap and Hand Sanitizer available.
- Require anyone bringing a container to take it home for thorough cleaning.

### 2.10 Communicate Basic Illness Prevention Hygiene

- Post signage and posters encouraging proper hand hygiene and stopping the spread of germs.
- Post information at site entry points, break and lunchrooms, restroom facilities, safety information boards, etc.
- There are also many resources available online.

### 2.11 Limit Size of Gatherings

- Stagger pre-tour/handover safety meetings, stand downs, and group meetings to keep group sizes small.
• High-risk activity announcements in the morning should become a written communication that the Rig Manager or designate supervisor reviews with their individual crews.
• Conduct meetings in spaces that allow for social distancing between meeting attendees. Where and when possible, maintain a 2m/6 ft. distance from each other while gathering.
• Run meetings via conference call when possible. Encourage those in the same office area to call in separately versus sitting in a room together.
• Limit the total number of persons riding in elevators; encourage the use of stairs for travel any less than 3 floors.
• Arrange lunch and break times in a manner that accommodates social distancing so that all workers are not congregated in same area at the same time. Stagger lunch and break times when possible.
• Limit all visitors to site to those only essential for project continuity. If the individual has been outside the country in the last 14 days or exposed to someone who has recently tested positive for COVID-19, then they must be denied access to the site.

2.12 Contractual Considerations
It is imperative that we manage our rights as well as those of our clients and industry partners as outlined in Master Service Agreements. Should disruption of our work occur, our Contracts likely contain provisions that address unforeseen delay such as “Force Majeure” or “Delays” clauses.

Force Majeure is defined as a contract provision excusing a party from performing its contractual obligations when it becomes impossible or impracticable due to an event or effect that the parties could not have anticipated or controlled when the contract was signed.

Ensure all Operations management staff does a review of all delay provisions outlined in their contracts, and immediately prepare for the appropriate next steps such as formal notice to our Clients. It is critical to provide protection in a timely and reasonable manner.

As this is not standard operating practice, any questions should be elevated to the appropriate level of management to ensure that the interpretation is appropriately managed.

2.13 Supply Chain Audit
It is prudent that procurement teams immediately complete a supply chain audit to identify, determine the impact and identify mitigation strategies for supply chain interruption including but not limited to the following:

• Possible shortages of raw materials
• Possible shortages of finished products
• Cost escalation of products or materials
• Any vulnerabilities to the supply chain
• Changes to delivery services or procedures

The CAOxDC will provide industry updates and sharing of information as it becomes available to assist you in managing this potential disruption. It is important to recognize that these disruptions may not be seen or recognized for weeks or months.

3 ISOLATION & RETURN TO WORK PROTOCOL
3.1 Returning from International Travel
Any individual returning from international travel must self-isolate for 14 calendar days from the return date of their trip and monitor for symptoms.

• If after 14 days of isolation no symptoms are observed, the person may return to work after completing the isolation period and Health Declaration.
• If the individual is symptomatic (cough, fever, breathing difficulty, runny nose, sore throat) they must isolate for 14 days from start of symptoms, or until symptoms resolve, whichever takes longer, and cannot return to work until after completion of the necessary isolation period and Health Declaration.

3.2 Close Contact with an Infected Individual
A person who has had close contact is defined as:

• A person who provided care to the infected person;
• A person who has had other similar close physical contact without the proper use of personal protective equipment (PPE);
• A person who has lived with or had close and prolonged contact with the infected person (within 2 meters) while he/she was contagious; or
• A person who has had direct contact with infectious body fluids of the infected person (who was, for example, nearby when the sick person coughed or sneezed) without wearing personal protective equipment (PPE)

This individual must isolate for 14 days from start of symptoms, or until symptoms resolve, whichever takes longer, and cannot return to work until after completion of the necessary isolation period and Health Declaration.

3.3 Individuals Who Are Ill or Displaying Symptoms
• A symptomatic person (not tested for COVID-19) with any of the following symptoms (cough, fever, breathing difficulty, runny nose, sore throat) that is not related to pre-existing illness or health conditions, must isolate for 10 days from start of symptoms, or until symptoms resolve, whichever takes longer, and cannot return to work until after completion of the necessary isolation period and Health Declaration.
• A symptomatic person who has a negative test for COVID-19 after having known exposure to COVID-19, must isolate for 14 days and cannot return to work until after completion of the necessary isolation period and Health Declaration.
• A symptomatic person who has a negative test for COVID-19 and has not had exposure to COVID-19, is not required to isolate and may return to work after symptoms have resided and a Health Declaration has been completed.
• If person is confirmed to be positive for COVID-19, they must isolate for 10 days from start of symptoms, or until symptoms resolve, whichever takes longer, and cannot return to work until after completion of the necessary isolation period and Health Declaration.
3.4 Isolation & Return to Work Matrix

<table>
<thead>
<tr>
<th>Situation</th>
<th>Condition</th>
<th>Subcondition</th>
<th>Actions</th>
<th>Return to Work Condition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Worker becomes ill</td>
<td>Symptomatic worker and has not been tested for COVID-19</td>
<td>Symptoms include any of the following (not relating to pre-existing illness or health condition): • Cough • Fever • Breathing difficulty • Runny Nose • Sore throat</td>
<td>Isolation (10 days from start of symptoms, or until symptoms resolve, whichever takes longer)</td>
<td>Completion of isolation period + Completion of Health Declaration</td>
</tr>
<tr>
<td>Worker is confirmed to be positive for COVID-19</td>
<td>Worker is known to have exposure to COVID-19</td>
<td>Work has not been exposed to virus</td>
<td>Isolation (14 days)</td>
<td>Completion of Health Declaration</td>
</tr>
<tr>
<td>Returning from International Travel and/or Close contact with confirmed COVID-19 cases (provides care, lives with or has close physical contact without appropriate use of PPE, or comes into direct contact with infectious body fluids)</td>
<td>Asymptomatic worker</td>
<td>-</td>
<td>Isolation (14 days) and monitor for symptoms</td>
<td>Completion of isolation period + Completion of Health Declaration</td>
</tr>
<tr>
<td></td>
<td>Symptomatic worker</td>
<td>Worker is symptomatic with any of the following (not relating to pre-existing illness or health condition): • Cough • Fever • Breathing difficulty • Runny Nose • Sore throat</td>
<td>Isolation (14 days from start of symptoms, or until symptoms resolve, whichever takes longer)</td>
<td>Completion of isolation period + Completion of Health Declaration</td>
</tr>
</tbody>
</table>

*Note: Recommendations by regional government and health authorities will supersede the recommended actions listed within this section.

4 PANDEMIC PLANNING FOR WORKSITES

Some of the following measures will be subject to site size and complexity.

4.1 Designated Site Access Representative

At each appropriate worksite it is recommended to appoint one or more employees responsible to be the Designated Site Access Representative (DSAR). Since many sites operate with multiple contractors, selection of the DSAR should involve the Prime Contractor and service provider. The contact information of the appointed DSAR should also be listed on the site emergency contact list.

DSAR – Recommended Scope of Responsibility:
- Understand and communicate site/contract specific COVID prevention procedures and administer COVID Screening Protocol to all workers and visitors prior to approving their entry to the worksite.
- Conduct regular inspections of the worksite to monitor adherence to COVID Prevention Procedures and record inspection findings.
- Review and store Health Questionnaires or Declarations in compliance with privacy considerations.
- Monitor cleaning and sanitizing procedure to verify that approved products and procedures are being followed.
- Inspect wash stations and hand sanitization stations to verify that they are adequately stocked and posters explaining hand washing and hand sanitization are posted.
- Verify that First Aid Attendants have the necessary safety equipment and are using it correctly.
- Investigating reports of workers not complying with COVID prevention procedures and escalate concerns as per appropriate internal company specific reporting procedures.
- Immediately report any presumed and confirmed cases of COVID – 19, as per internal company specific reporting procedures.
- Update workers on any changes to the COVID prevention procedures, as they relate to the worksite.
4.2 COVID –19 Prevention Procedures for Contractors

While each contractor will have their own procedures for the preventing the transmission of COVID-19, it is recommended that the Prime Contractor has their own procedures and verify the contractor procedures are aligned with site access requirements. This includes a review of tasks that may be impacted by social distancing restrictions and appropriate mitigation plan (i.e. working on rig floor, facilitating group meetings, etc.).

- Contractors must identify tasks where there is a potential for transmission through shared use of PPE, tools and equipment and implement mitigation measures.
- Where Contractors are responsible for cleaning and disinfecting, they are required to provide cleaning product information and cleaning procedures for review to verify that are approved for cleaning and sanitization and they can prevent the transmission of COVID – 19.
- Subcontractor procedures and practices relating to the prevention of COVID-19 transmission should also be verified for alignment with the site requirements.
- Subcontractors may be required to appoint a designated representative at the work location to communicate COVID-19 prevention updates with the DSAR.
- Contractors that do not have COVID – 19 Prevention Procedures, should be directed to adopt and follow the site-specific procedures.

4.3 Site Access

- Signage shall be posted at each site entrance to communicate site access procedure, including contacting the DSAR for site access instructions, prior to entering the worksite.
- When arranging necessary inspections from consultants or authorities having jurisdiction, indicate to them they will not be allowed to visit our site if they are showing any signs of being sick.
- The DSAR will screen all persons accessing the site prior to authorizing their access to the rig site. Refer to Fitness for Work Declaration (Appendix C). Persons answering “YES” to any of the COVID-19 screening protocol questions will not be permitted entry to the worksite.
- Pre-entry screening protocol will be repeated daily for all personnel accessing the lease.
- The DSAR will update the site attendance list (including contact info) regularly throughout the day to verify who has accessed the work site.
- All on-site orientations should be performed verbally and within social distancing recommendations (6’ / 2m). The DSAR will document completion of the orientation on behalf of the orientee to avoid physical contact during the acknowledgement process.

4.4 Site Deliveries

While deliveries to the worksite are necessary, the following preventative measures should be applied to reduce the potential for COVID-19 transmission on delivered packaging, products, and documentation:

1. Access and delivery locations should be clearly identified, and restricted entrances be controlled to eliminate unauthorized entry.
2. Post hand cleaning instructions and provide hand sanitization product at each entrance.
3. Delivery personnel shall complete the Health Declaration prior to entering the field or office-based worksite.
4. No contact or transfer of paper. Suppliers ask for the name of the person who receives the materials - no signatures required. The delivery personnel should be taking precautions or wearing gloves and must be aware of the social distance to be respected (2 meters / 6 feet).
5. Exercise caution when packages or material are opened or moved to a different location – wear the proper PPE and wash your hands after handling the packages or material.

4.5 Wearing Gloves

While protective gloves are required for many tasks, it is recommended that workers replace their used gloves frequently with new or laundered gloves, since COVID-19 is known to survive on surfaces for up to several days.
4.6 Site Orientations
The current concern for COVID-19 makes orientations especially important as a means of communicating with workers the necessary precautions that must be applied to gain access to the worksite.

To reduce the potential for COVID-19 interruptions, all workers scheduled to perform work on the site must be orientated and properly screened using the Health Declaration prior to their first work shift to verify they are compliant with site screening requirements and not in contravention of any Public Health Agency recommendations.

Upon arrival to the worksite, the Health Declaration will be repeated for each work prior to authorizing their access to the worksite. Workers that are not permitted access according to the Health Declaration must not be permitted access to the worksite and should be directed to contact their supervisor or client representative.

Site and Rig orientations will reinforce best practices for the prevention of COVID-19 transmission, as outlined with this document (and/or company specific practice), including the following:

- Maintaining social distancing of 2 meters (6 feet)
- Location of hand washing and hand sanitization stations and the frequency that they are expected to clean their hands.
- Location of related posters and other communications
- Site specific procedures relating to the prevention of COVID-19 transmission
- General awareness of site activities that promote a safe workplace and to reinforce the importance of maintaining good health practices.
- Requirement to immediately report to their supervisor if they are feeling unwell and to ensure the DSAR is also advised of any changes to health status.

4.7 Rig Floor / Wellhead / Stairwells / Scaffold
If workers have only a single means of access to their work areas, they need to observe protocols to prevent them from violating the social distancing. Those may include:

- Calling out and communicating that they have entered the area.
- Stopping outside the social distancing area if they are approaching another worker and discussing how they will pass while maintaining social distancing.
- Utilize additional controls (i.e. PPE) where appropriate, to enable workers to work in close proximity, such as around the wellhead and on the rig floor.

4.8 Doghouses / Change Shacks / Wellsite Trailers
Access to close quarters areas, including the doghouse, change shacks, and project trailers, may be challenging to maintain social distancing; therefore, access to these areas should be limited to only those who require access. Furthermore, the following precautions should also be considered:

- Restrict the number of workers that can simultaneously access these areas to maximize social distancing.
- Post “Restricted Access” signage on door with contact information (phone #) when appropriate.
- Visitors to these areas should avoid touching anything - If possible, keep your hands in pockets or to themselves. Disinfect anything touched by the visitor prior to and after use.
- Do not share communications tools (i.e. keyboard or mouse, pens, clipboards, documents or radios).
- Disinfect commonly touched items like door handles, chairs, tables, stair handrails, tools, phones, etc.
4.9 **Lunchrooms**

Lunchrooms are places where there is a potential for people to come to contact with each other or contaminated surfaces. The following applies:

- Post social distancing signage to remind workers to keep their distance.
- Post signage to remind workers to wash or disinfect their hands before and after eating.
- Stagger coffee/lunch breaks to reduce the number of workers in the lunchroom at the same time.
- Organize chairs and stagger seating arrangement to maintain social distancing or take lunch and coffee outside.
- Remove garbage often.
- Clean and disinfect tables, microwaves and other commonly handled items between workers/ lunch shifts.
- If air circulation is a concern install negative air units and vent outside lunchroom.
- Separate PPE and clothing that is hung up in the lunchroom to avoid touching.
- Workers intending to take work clothing home should place it in a plastic bag and not remove it until it goes into the laundry to be washed – ideally separately.

4.10 **First Aid Treatment**

Report workplace injuries as per company specific incident reporting procedures. Prior to tending to a worker who appears to be in distress (i.e. injury or illness), a hazard assessment should first be performed including selection of appropriate PPE to protect the First Aid Attendant (FAA).

If workers are feeling unwell or exhibiting symptoms of COVID-19, they need to inform their Supervisor immediately and notify the DSAR. If they are fit enough to leave the project and arrive home safely, they should go home and follow the Public Health Agencies instructions for reporting self-isolating and treatment.

If workers are travelling on public transit or in close contact with others to get to their homes, the ill worker should be provided with a N95 or cloth mask for their journey home to prevent potential for transmission to other public transportation users.

4.11 **Steps If a Case is Suspected**

If it is suspected that someone is sick in the Workplace:

- Ensure protection of workplace and provide good solutions for workers.
- “Sick” means coughing or sneezing more than explainable from dust, environmental issues or pre-existing health conditions. It could be the common cold or the flu, either way if there is a possibility that someone is sick, they should be sent home.
- If a third-party worker is suspected as sick, send them home and notify the employer.
- If an employee who can work from home effectively is identified as sick, they will be sent home and use technology to continue to work.
- If an employee who cannot work from home effectively is identified as sick, they will be temporarily laid off so they can recover.
- Anyone who goes home as sick or is sent home as sick must follow current Public Health Agency guidelines in respect of screening, testing or self-isolation.
4.12 What to Do with a Confirmed COVID-19 Case

In the event that it has been confirmed that a worker has been infected:

- Ensure that timelines of possible contact have been confirmed with the employee to verify that contact between workers or other individuals could have occurred.
- If confirmed, assume that the whole crew has been exposed.
- If working 24-hour operations, assume the night crew has been exposed as well.
- Notify Facility Management and HSE of the possible exposure.
- Notify the crews of a possible exposure.
- Notify the Oil Company through the On-site Company Representative
- Notify personnel of possible crew change
- Anticipate that the crews will need to self-isolate and then be sent home
  - Workers will self-isolate for a minimum of 2 weeks
  - Call 811 to notify Health Services
  - If symptomatic, proceed with testing
  - Notify Site Manager of any changes in condition or medical status

Site Manager to prepare cleaning materials to decontaminate the rig:

- Mix solution of water and bleach 9:1 solution.
- Clean all working surfaces in all buildings, lunchrooms and offices.
- Clean all surfaces in crew vehicles and change rooms.
- Clean all surfaces in Washroom.
- Clean all surfaces at camp.

4.13 Crew Transportation

- Additional crew vehicles may need to be provided in order to maintain social distancing requirements.
- Crews travelling together may choose to wear face masks to reduce potential for further spread of the virus.
- Prior to boarding crew vehicles, the driver will ensure all surfaces inside vehicle are disinfected with approved cleaning products or alcohol wipes.

5 OFFICE

5.1 Social Distancing

If possible, have a work from home strategy, move desks apart, sanitize your office regularly. Some larger organizations may have split their office staff between home and office. This allows distancing in the office by reducing density and allows the ability to switch out people if someone gets sick.

Some organizations may choose to run alternate shifts to reduce potential for exposure with all personnel on one crew.

Do not allow delivery people in your office unless they have confirmed they are in good health. Provide
cleaning and sanitization products and wipes for visitors so that they can sanitize their hands prior to entering the premises.

Any visitors that answer yes on the declaration are not permitted to enter the building or worksite.

5.2 External Workers or Visitors
Additional warnings may be placed at office entrances to warn visitors that they are not permitted to enter the premises if they are showing any signs or symptoms of the virus.

Have them complete a declaration statement confirming they are in good health before allowing them access to your premises.

5.3 Work from Home Considerations
It is recommended that employers take the appropriate steps to ensure, where applicable, that IT equipment is correctly configured to work from home.

The objective is to ensure that business continuity minimizes impact on the company, continues to serve the customer, and protects the health and safety of employees. In practical terms:

- Offices will remain open where possible.
- Worksites will remain open.
- All services for operations are still active.
- If you are at home, you can work as though you were at the office – but virtually.
- Take part in all meetings via video conferencing or phone.
- Remain available to your colleagues, partners, and clients.
- If unexpected personal circumstances should impact your short-term availability, please contact your manager as soon as possible.

If you are a manager:
- Plan meetings with your employees using call, text, Skype, e-mail, etc.,
- Ensure to remain available; host regular and recurring meetings along with scheduling personal conversations,
- Be flexible, this is a challenging time, so look for opportunities to support and encourage each other.

5.4 Work from Home Cybersecurity
Working from home brings risks to your organization. Workers must respect strict security rules to ensure they don’t introduce viruses to your system. With many homes having children/teenagers it is imperative that workers logout from your system every time they leave their computer.
APPENDIX
The appendix items below can be found at www.caodc.ca.

Appendix A  Essential Service Provider Dashboard Placard
Appendix B  Essential Service Provider Travel Authorization Memo
Appendix C  Fitness for Work Declaration Checklist
Appendix D  Rig Managers Action Plan Flowchart
Appendix E  Coronavirus Overview
Appendix F  Guidance for Industrial Work Camps
Appendix G  Safe Transportation of Workers Required to Self-Isolate
Appendix H  Virus Exposure Plan
Appendix I  Daily Temperature Checks and Record Log
Appendix J  Temporal Thermometer Use Guidance

AWARENESS RESOURCES
Worksitesafety.ca Free Pandemic Awareness Training Course
Posters and Signage

WASH YOUR HANDS.

1. Wet hands with warm water
2. Apply soap
3. For at least 20 seconds, make sure to wash:
   - Palm and back of each hand
   - Between fingers
   - Under nails
   - Thumbs
4. Rinse well
5. Dry hands well with paper towel
6. Turn off tap using paper towel

1-833-784-4397  canada.ca/coronavirus
IF YOU ARE SICK
INFORM YOUR SUPERVISOR
MAINTAIN YOUR SOCIAL DISTANCE

STOP COVID-19

IF YOU ANSWER YES TO ANY OF THESE QUESTIONS, DO NOT ENTER THE SITE AND COMMUNICATE WITH: ____________________________

1. HAVE YOU RETURNED FROM OUTSIDE CANADA IN THE LAST 14 DAYS?
2. DO YOU CURRENTLY HAVE ANY OF THE FOLLOWING SYMPTOMS (OR A COMBINATION OF THESE): FEVER (OVER 38°C), COUGHING AND DIFFICULTY BREATHING?
3. HAVE YOU BEEN EXPOSED TO A PROBABLE OR CONFIRMED CASE OF COVID-19?

IF YOU HAVE ANY QUESTIONS, CONTACT THE NUMBER ABOVE.