

COVID-19 INFECTION PREVENTION AND CONTROL PROTOCOL

Overview

On April 23, 2020, the British Columbia Provincial Health Officer issued an order that requires employers to develop a COVID-19 infection prevention and control protocol (the Protocol) to prevent and control the risk of transmission among workers in their place of accommodation, at the worksite, and when traveling to and from the worksite from their accommodation.

This Protocol is site-specific to the Sandhill Materials Inc. site (the Site) located in Kitimat, B.C.

This Protocol is to be posted in a prominent place at the accommodation(s) and the worksite(s) and to be provided to a health officer or Provincial Infection Prevention and Control Officer (PIPCO) on request or during an inspection.

The Protocol has been developed following the *Creating an Infection Prevention and Control Protocol* template issued by the Province of British Columbia.

General Considerations

Contact Information

COVID-19 is a reportable disease and the local Medical Health Officer must be notified if there is a COVID-19 outbreak or suspicion of an outbreak:

Northern Health Authority
Phone: 1-866-565-2999
Fax: 250-565-2640
Email: php@northernhealth.ca

Inspection of the Infection Prevention and Control Protocol

An inspection of the Protocol must be arranged with Health Officer or a Provincial Infection and Protection Control Officer as designated by the Provincial Health Officer's April 23, 2020 order delegating Provincial Infection Prevention and Control Officers.

The Health Officer or Provincial Infection and Protection Control Officer was contacted on

Thursday, July 16, 2020

The Health Officer or Provincial Infection and Protection Control Officer reviewed the Protocol on

Thursday, July 16, 2020

Infection and Prevention Coordinator

The Infection and Prevention Coordinator (the Coordinator):

- Oversees the implementation of the Protocol
- Monitors the health of the workers
- Acts as a liaison between the employer and the health officer or the Provincial Infection and Prevention Officer, oversees the transportation of workers between their accommodation and worksite to limit the risk of transmission of the virus, monitors compliance of workers with their requirements, informs the health officer or the

Provincial infection and prevention officer of failures to implement the Protocol, or compliance with the order.

The Company Coordinator for the Sandhill Materials Site in Kitimat, BC is:

Krystal Tremblay
Phone: (250) 632-6155
Cell: (604) 703-2949
Email: krystal@sandhillmaterials.com

Daily Records and General Monitoring

Each morning at the daily tailgate meeting, the superintendents shall invite workers to come forward if they are or have been experiencing COVID-19 symptoms such as, but not limited to:

- A fever
- Dry cough
- Tiredness
- Aches and pains
- Sore throat
- Diarrhea
- Conjunctivitis
- Headache
- Loss of taste or smell
- Skin rash
- Discolouration of fingers and toes

The superintendent will **immediately** report any symptoms via email to safety@arthon.com, which consists of a group of upper-level management recipients.

All reports from workers to superintendents should be made in private. Records of such reports will remain confidential.

Employee Self-Monitoring

The Coordinator helps workers utilize self-assessment tools to monitor for COVID-19 symptoms by:

- Supporting worker self-monitoring with information, advice, and tools if available
 - e.g. access to self-assessment app, thermometers, etc.
- Liaising with medical support to help clarify uncertainties regarding symptoms, supports, facilities testing, and self-isolation of workers who may be ill
- Advising the following group if apparent clusters of people who are ill with similar symptoms are noticed:
 - Medical Health Officer
 - Using the contact information found on page 1 of *The Protocol*
 - Company contacts
 - Site Superintendent(s)
 - General Manager
 - Health and Safety Manager
 - Human Resources Manager

Confidentiality for Workers

All personal information and records that are collected, used, or disclosed by the Company for legitimate and reasonable purposes is protected and handled with the highest level of privacy and confidentiality. Such information includes, but is not limited to:

- Name, sex, age, weight, height
- Home address and phone number
- Race, ethnic origin, sexual orientation
- Medical information including health-related matters and medical records
- Income
- Marital or family status
- Religion
- Education
- Employment information
- Requests for assistance or accommodation

The Human Resources Manager is responsible for ensuring the confidentiality of all worker records. Worker records are saved electronically in a restricted network drive that is secured with limited access.

All requests for healthcare assistance or accommodation are managed with the highest level of confidence. Worker information is only shared with provincial healthcare officials as required for contact tracing or outbreak investigation.

Worker Education

To maintain a high level of hygiene – as outlined in the order – workers must be trained on hygiene, physical distancing, and how to monitor and report illness.

Worker education on COVID-19 consists of:

- Posted documents
 - Sandhill COVID-19 Safety Plan
 - Physical distancing and hygiene requirements
 - Self-monitoring tool
 - Shared accommodation requirements
 - WorkSafeBC and Ministry of Energy and Mines posters
- Daily discussion in tailgate meetings
- Daily Safety Meeting Minutes updated and sent out daily
- Transportation
 - Sanitization of shared surfaces such as equipment and offices

Work Pods

Work pods refer to small working crews that work together in the same confined area supporting a common task. The Sandhill work pods are:

- Blasting Pod
- Crusher Pod
- Wash Plant Pod
- Scale Office Pod
- Service Person Pod
- Mechanic Pod

Designating workers to the same small working crew or work pod for as long as practical helps reduce social interactions. Work pods help ensure close contact only occurs within a small, select crew. The same work pods should be maintained during their working rotations.

Managing work pods involves:

- Specific workers who are regularly scheduled for each activity (blasting, crushing, washing, scale, service, mechanic)
- Work pod areas restricted to scheduled workers only
- Other workers, contractors, or visitors, that must attend the work pod area are required to maintain minimum physical distancing requirements

Social Interactions and Communities

The social interactions between workers and the local community, including Indigenous communities, must be minimized and take place only when necessary (i.e., grocery shopping, laundromats, etc.).

Workers are required to follow all orders, directions, and guidance as issued by the Provincial Health Officer when interacting within the community.

First Nations Communities

The Kitimaat Village, located approximately 18 kilometres from the Site and 12 kilometres from the District of Kitimat, is the home community of the Haisla Nation. Other than workers that reside in the Kitimaat Village or that have family who live there, all other workers are not to attend to the Kitimaat Village unless approved by their supervisor or a manager to help protect the health and wellness of Haisla Nation member(s).

Travel Safety

For workers driving by vehicle, the Company has a *Journey Management Program* as part of the corporate *Health and Safety Program* and a journey management plan must be completed when the following circumstances are met, but are not limited to, travel that is more than three to four hours in a single trip.

For workers traveling by air, Transport Canada requires all travellers over two years old to wear a non-medical mask or face covering. Air travellers are required to cover their nose and mouth:

- At Canadian airport screening checkpoints, where the screeners cannot always keep two metres of separation between themselves and the traveller
- When they cannot physically distance from others, or as directed by the airline employees
- When directed to do so by a public health order or public health official

Each airline has its policies and procedures regarding face masks or face coverings and workers are required to abide by the airline's policies and procedures.

At the start of each rotation, the superintendent confirms that those workers are scheduled to be on shift have arrived safely. Should a worker fail to report to the worksite on time for the start of their rotation, the superintendent will immediately start to attempt to contact them or their family.

Considerations for the Accommodations Space

The Protocol is posted at:

- All Company provided accommodations
- Crew Trailer
- Site Office
- Shop Office
- Shop Lunchroom

Sleeping Areas

Non-local workers are accommodated in:

- Apartments
- Duplexes
- Single-family residences
- Personal recreational vehicles (travel trailers and motorhomes)

Workers accommodated in residences have separate, dedicated sleeping rooms. Workers currently accommodated in shared recreational vehicles are a family unit (father and son) and the recreation vehicle has separate sleeping areas.

Communal Areas

For workers sharing accommodations, communal area kitchen, bathroom, and living spaces, workers are required to follow the minimum physical distancing requirements when in their accommodations.

All accommodations are equipped with soap and hot water and/or hand sanitizer. Accommodations are provided cleaning products and workers are responsible for cleaning their accommodations regularly, specifically ensuring that all common, high-contact areas are cleaned after contact.

Bathrooms and Shower Areas

All accommodations come with bathrooms and showers which are only shared if the accommodation houses two workers. The bathrooms and showers are single occupancy.

Cleaning

The Company provides all required cleaning products for the worksite and worker accommodations. Workers are trained and aware that, before disinfecting a surface, surface dirt and debris must be removed. Any residue left on work surfaces and equipment may deactivate the disinfectant. Soap or detergent is to be used as a cleaning agent.

Disinfecting

After cleaning, apply a disinfectant to the surface. The disinfectant must be left on the surface for a specified contact time to neutralize any remaining organisms. Refer to the recommended contact times on product instructions.

Surfaces to be Cleaned

Clean and disinfect all common surfaces that workers and visitors touch, including but not limited to doorknobs, light switches, handles, countertops, desks, tables, phones, keyboards, touch screens, photocopier, toilets, and faucets.

Clean at least once a day for most surfaces and at least twice a day for high-contact surfaces. Cleaning is to occur at the beginning of the day and at the end of the day, as required. Workers are to be trained in the use of the cleaning products utilized.

Communal Recreational Areas

There are no Company-provided recreational areas. Any worker participating in communal recreational activities is required to follow the orders, direction, and guidance of the Provincial Health Officer and must maintain a minimum of two metres of physical distancing.

Waste

Garbage is collected and removed weekly by hired cleaners. Workers may remove garbage as needed but must wear gloves while doing so. All garbage removed from buildings and equipment is placed into the larger garbage bins, which are picked up weekly by a third-party waste removal service.

Self-Isolation Accommodations

If a worker or contractor displays symptoms of COVID-19, they are required to remove themselves from the work environment and immediately report their symptoms to the Coordinator, while ensuring physical distancing of two metres (e.g., reporting by phone). If a worker or contractor displays symptoms of COVID-19, they are required to begin self-isolation immediately following the BC Centre for Disease Control guidelines:

- Employer must provide:
 - A separate room and washroom facilities wherever possible
 - Information and guidance on self-isolation as per the BC Centre for Disease Control (<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/self-isolation>)
- Self-isolation should continue for a period determined by the self-assessment tool or in consultation with a medical provider
- In all cases, isolation must continue until a fever is gone without the use of fever-reducing medications (example, Tylenol, Advil) and symptoms (such as runny nose, sore throat, nausea, vomiting, diarrhea, and fatigue) improve.

The self-contained loft suite located in the shop facility at 314 Haisla Blvd. is the designed self-isolation accommodation.

The worker, or the Coordinator on behalf of the worker, will complete the [BC COVID-19 Self-Assessment Tool](#). As required, the worker or the Coordinator will schedule an appointment to be tested.

To book a referral for an appointment call:

Northern Health Authority COVID-19 Clinic
1-844-645-7811 between 2:00 PM and 8:00 PM 2000 Monday to Friday and 8:00 AM to 4:00 PM on weekends and statutory holidays.

Once referred, the local testing site will call to book the appointment.

While in isolation, the self-isolation accommodations are completely restricted, and no one will enter the suite. The Coordinator will arrange for food (and other necessities) to be dropped off outside the suite door and will check in with the worker (phone calls, text messages, etc.) at least twice a day. Waste from the isolation suite is to be double-bagged by the isolated worker who will contact the Coordinator to arrange to have the waste removed. The waste is to be placed immediately outside of the suite door and the Coordinator will arrange to have the waste picked up and immediately disposed of. Workers picking up the waste are to wear disposal gloves, safety glasses, and a face mask.

While in isolation, the worker is to follow the self-monitoring procedure as provided by the BC Centre for Disease Control (attached).

Self-isolation requirements provided by the British Columbia Centre for Disease Control are available at <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/self-isolation>.

Worker Hospitalization

While in isolation, if it is determined that a worker needs to be taken to the hospital, the Coordinator or Site Superintendent will call the Northern Health Authority who will provide directions to prevent the possible spread of infection.

Northern Health Authority
1-866-565-2999

Considerations for the Work Site

The Protocol is posted at:

- All Company provided accommodations
- Crew Trailer
- Site Office
- Shop Office
- Shop Lunchroom

Communal Areas

The Company does not operate or provide a worker accommodations camp.

The communal spaces are:

Management Office

- Photocopier
- Common meeting area
- Meeting table
- Chairs

Site Office

- Site Administrator's desk
- Photocopier
- Common area
- Chairs
- Water cooler
- Kitchen space
- Bathroom

Operational Site

- Portable toilets
- Crusher tower and tool room
- Washplant tower and tool room

Crew Trailer

- Tables
- Chairs
- Microwave
- Common area
- Water cooler

Shop Office

- Desks
- Boardroom table
- Photocopier
- Common area
- Chairs
- Water cooler
- Bathroom

Shop Lunchroom

- Tables
- Sink
- Common area
- Chairs
- Water cooler
- Washer
- Dryer
- Bathroom

Common areas and surfaces are to be cleaned at the start and end of each day, and after any potential contamination that may occur throughout the day. Common surfaces include washrooms, shared offices, common tables, desks, light switches, handrails, and door handles. Regular household cleaners are effective against COVID-19, following the instructions on the label.

Workers are to supply their own food for meal breaks and there is to be no sharing or consumption of shared food. Employees are to provide their own dishes and utensils. Workers are not to wash their dishes or utensils in the kitchen area.

The *COVID-19 Physical Distance Policy*, which always requires all employees to remain a minimum of two metres apart, will help ensure physical distancing is maintained in all common areas.

The use of shared office equipment (such as photocopiers, staplers, etc.), is to be limited as much as possible and the equipment is to be cleaned and disinfected after each use.

Bathrooms

Worker bathrooms are provided by way of portable toilets located throughout the worksite. These are single occupancy toilets. Hand washing stations or hand sanitizer is provided.

One bathroom is available in the site office. This bathroom is a single occupancy and has soap and water. The site office bathroom is limited to the use of office staff only.

Transportation

Worker travel from local Kitimat accommodations (personal or company provided) to the worksite is less on average 10 minutes. Worker travel from their personal accommodations in Terrace to the worksite is on average 50 minutes.

Most workers travel to and from the worksite and their accommodations by way of private vehicles. Once on-site, some workers are assigned the operation of a specific piece of equipment or assigned to crusher or wash plant operations while other workers perform other tasks (scale operation, administration, maintenance, equipment servicing, etc.).

Company vehicles to travel to and from the worksite or accommodations and for use on-site in the performance of daily duties are assigned to:

- 1 – General Manager
- 2 - Site Superintendents
- 1 - Blasting Superintendent
- 1 - Blaster
- 1 - Equipment Operator
- 1 - Health and Safety Manager
- 2 - Quality Control
- 2 - Forepersons
- 3 - Service persons
- 1 - Purchasing Manager

For workers traveling in company-owned vehicles, travel is to be single occupant only, as much as possible. If a passenger is required, the passenger is to sit in the back seat, on the opposite side from the driver.

At the start of each working day, and throughout the day, operators are to clean frequently touched surfaces in vehicles and equipment using an alcohol-based cleaner, disinfecting wipes, or spray and paper towel; if these are unavailable, use soap and water.

High-touch or key contact points include:

- Door handles (inside and out)
- Power window buttons or manual window crank
- Steering wheel and controls
- Wiper and turn signal handle
- Shifter
- Dash controls and buttons
- Ventilation grilles and knobs
- Rear-view mirror
- Armrests
- Grab handles, seat adjusters
- Seat belt buckles
- Radio
- Two-way radio (controls and microphone)

Work Pods

The Site work pods are:

- Blasting Pod
- Crusher Pod
- Wash Plant Pod
- Scale Office Pod
- Service Person Pod
- Mechanic Pod

Designating workers to the same small working crew or work pod for as long as practical helps reduce social interactions. Work pods help ensure close contact only occurs within a select small crew. The same work pods are to be maintained during working hours and in their accommodation facilities.

Work pod management involves:

- Workers are transported to their work pod locations with a maximum of two workers per vehicle. Passengers are to be in the rear seat, opposite from the driver.
- Regularly scheduled workers for each activity (blasting, crushing, washing, scale).
- Restriction to the work pods areas to scheduled workers only.
- Other workers, contractors, or visitors, that must attend the work pod area are required to maintain minimum physical distance requirements.

Tools and Equipment

Between uses by different workers, shared tools and equipment must be wiped down and cleaned with a disinfecting agent such as disposable wipes or a diluted bleach solution. Rubber gloves should be worn while handling bleach solutions and the area should be well ventilated.

Workers who wear leather gloves or other impermeable gloves as hand protection during work may share tools and equipment without disinfecting the tools between each use but must continue to clean and wash their hands to break the chain of infection. Leather gloves may have droplets on them and could transmit infection to another worker.

Gloves are to be identified with the worker's name to ensure each pair remains with one worker only.

Good Hygiene and Physical Distancing

Handwashing with soap and water is provided at five sinks located throughout the site. There are two at the site office and three at the shop. Also, hand sanitizer with a minimum of 60% alcohol is readily available for all workers.

Breaks

During regularly scheduled ten-hour shifts, workers work ten hours without any scheduled paid breaks. During any unscheduled (i.e. equipment breakdown, impromptu operational meetings, etc.) breaks:

- Workers are required to maintain minimum physical distancing agreement of two metres
- Workers should not share food or unwashed dishes or utensils
- Workers are to follow appropriate respiratory etiquette:
 - Cough or sneeze into elbow sleeve
 - Dispose of used tissues in garbage cans
 - Wash hands with plain soap and water for at least 20 seconds or use an alcohol-based sanitizer