



COVID19 Plan

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PLA-009	1.0	2020-04-07	SQT	Original Draft
PLA-009	2.0	2020-07-31	SQT	Office requirements section 15
PLA-009	3.0	2020-11-20	SQT	Mask requirement and Daily screening update
PLA-009	4.0	2022-01-11	SQT	Updated response scenarios, updated cleaning requirements

Subject to updates as changes in recommendations occur.

Table of Contents

1.0	PURPOSE	1
2.0	SCOPE	1
3.0	LEGISLATION.....	1
4.0	BACKGROUND	1
5.0	GENERAL PRECAUTIONS.....	1
6.0	CONTROLS	1
6.1	Sickness	1
6.2	Hand Hygiene	3
6.3	Coughing Etiquette	3
6.4	Physical Distancing	3
6.5	Masks	4
6.6	Facilities / Machines	4
6.7	Personnel	5
7.0	RESPONSE SCENARIOS.....	5
8.0	RESPONSE PROCEDURE	6
8.1	Employee reports feeling unwell – not COVID-19 related	6
8.2	Employee has travelled out of country, no symptoms	6
8.3	Employee feeling unwell – COVID-19 Symptoms.....	6
8.3.1	Investigate	6
8.4	Employee reports they are confirmed positive	6
8.4.1	Investigate	6
8.4.2	Notify	7
8.5	Employee reports they have had close prolonged contact with a confirmed positive person	7
8.5.1	Investigate	7
8.5.2	Notify	7
9.0	CLEANING PLAN.....	7

9.1	Cleaning and Disinfecting	7
9.2	Decontamination Cleaning Company Contacts	8
10.0	OFFICE/ MANAGEMENT WORK REQUIREMENTS	8
11.0	APPENDIX A: COVID-19 INVESTIGATION REPORT	9

1.0 PURPOSE

The purpose of this COVID19 Plan is to follow the Canadian CDC goals of reducing and delaying transmission of COVID19. The situation and understanding of the transmission of the coronavirus is changing rapidly and this plan may be amended as a result.

2.0 SCOPE

The plan covers general precautions, controls put in place, response plan in the event of different COVID19 scenarios and cleaning protocols.

3.0 LEGISLATION

Canada Labour Code; BC Centre for Disease Control (BC CDC); Public Health Agency of Canada

4.0 BACKGROUND

Coronaviruses - a family of viruses that can cause illnesses ranging from common cold to more serious respiratory infections.

The method of transmission is by a person-to-person spread:

- a) Through respiratory droplets produced when an infected person coughs or sneezes, these droplets can land in the mouths, eyes or noses of people who are nearby, or possibly be inhaled into the lungs
- b) By touch when the respiratory droplets land on surfaces, and other people touch them, then touch their eyes, nose or mouth and transmit the virus
- c) Transmission via B is far less likely to occur. Significant amount of attention needs to be focused on A in respect to transmission of COVID 19.

5.0 GENERAL PRECAUTIONS

All workers have received instructions to:

- Practice good hand hygiene by regularly washing hands / using alcohol based hand sanitizer
- Avoid touching eyes, nose, and mouth with unwashed hands
- Cover coughs and sneezes with a tissue, elbow, or sleeve
- Report any COVID symptoms
- Recover at home if feeling unwell
- Practice physical distancing (maintain 2m or 6ft from others)
- Wear masks when unable to achieve physical distancing
- Wear masks when in common areas of the site buildings
- Wear a mask when inside a building unless they are seated at their personal desk/workstation

6.0 CONTROLS

6.1 Sickness

All employees should remain at home if they are generally unwell, and remain at home until they are 100% recovered. Employees should report their sickness to the employer and keep them informed of their recovery and expected return to work.

Symptoms of COVID19 can include:

- cough
- sneezing
- fever
- sore throat
- difficulty breathing

People infected with COVID 19 may experience little or no symptoms (asymptomatic) to extreme symptoms that may be life threatening. Individuals must isolate and duration of isolation is dependent upon their vaccination status and symptoms.

The [BC COVID19 Self-Assessment Tool](#) should be used to help determine if further assessment or testing for COVID19 is needed.

If you test positive for Covid 19 or have been told you have Covid 19, you can end isolation when all three of these conditions are met:

1. Fully vaccinated:

- a. At least 5 days have passed since your symptoms started, or from test date if you did not have symptoms. You should wear a mask even in settings where a mask isn't required and avoid higher risk settings, such as long-term care facilities and gatherings, for another 5 days after ending isolation. Fully vaccinated means you received both doses of a 2-dose series (e.g., AstraZeneca, Pfizer-BioNTech, or Moderna vaccine) more than 7 days ago, or have received a single dose of a 1-dose series (e.g., Janssen/Johnson and Johnson) more than 14 days ago.
- b. Fever has resolved for 24 hours without the use of fever-reducing medication, such as acetaminophen or ibuprofen.
- c. Symptoms have improved.

2. Not fully vaccinated:

- a. at least 10 days have passed since your symptoms started, or from the day you tested positive if you did not have symptoms.
- b. Fever has resolved for 24 hours without the use of fever-reducing medication, such as acetaminophen or ibuprofen.
- c. Symptoms have improved.

Continue to isolate for longer if you have a fever or are not feeling better.

When you end isolation, you are not considered contagious. However, it can take longer to recover from the illness. Most people recover within two weeks. Some people with more severe symptoms can take up to twelve weeks or more to feel entirely better. If you are unsure or concerned, connect with your health care provider, call 8-1-1, or go to an Urgent and Primary Care Centre to be assessed.

[Self-Isolation and Self-Monitoring \(bccdc.ca\)](https://bccdc.ca)

6.2 Hand Hygiene

The BC CDC states that soap and water is the single most effective way of reducing the spread of infection. Hands should be washed vigorously with soap and water for at least 20 seconds.

Hands should be washed frequently and particularly:

- Before entering office buildings
- Before and after preparing food
- Before and after eating
- Before emptying the dishwasher
- Before using the kitchen facilities
- Before using any shared workspaces (printers, common area desks, boardrooms etc.)
- After using the washroom
- After coughing/sneezing into a tissue
- Before and after using respiratory protection
- Before and after using gloves
- Whenever hands look dirty

If soap and water are not available, alcohol based hand sanitizers (at least 60% alcohol) can be used to clean your hands as long as they are not visibly soiled, if they are visibly soiled, wipe clean before using the alcohol based hand sanitizer.

6.3 Coughing Etiquette

COVID-19, spreads from an infected person to others through respiratory droplets and aerosols when an infected person breathes, coughs, sneezes, sings, shouts, or talks.

The virus is most frequently transmitted when people are in close contact with others who are infected with the virus (either with or without symptoms). Most transmission occurs indoors.

Respiratory etiquette is a combination of measures intended to minimize the dispersion of respiratory droplets when a person is coughing or sneezing to reduce potential virus transmission.

To help stop the spread of germs:

- Cover mouth and nose with a tissue when coughing or sneezing.
- Put used tissues in a waste basket.
- If you don't have a tissue, cough or sneeze into your upper sleeve, bend of your arm, not your hands.
- Wash hands after coughing or sneezing

If you are coughing or sneezing, do not come into work.

6.4 Physical Distancing

People who have close prolonged contact (within 2 metres for 15 minutes or longer) with an infected person are at risk of being infected themselves. Whenever possible when outside the home, maintain social distance, as defined as two metres (6 feet) away from another person. When required to be within

2m of another person, the time should be kept to a minimum and proper hand hygiene and coughing etiquette must be followed.

To allow for this the following changes have been made on site:

- When travelling in vehicles, if more than one person, all occupants must be wearing a mask. When possible, open the windows.
- Masks should be worn when working in pairs (e.g., lashing), or when it is not possible to maintain 2m social distancing,
- Sling Shacks – when more than one person is using the sling shack, masks must be used by all occupants
- Lunchrooms – table and chairs rearranged to accommodate physical distancing



6.5 Masks

Masks are an appropriate part of infection prevention and control if a person has symptoms of COVID 19 or are caring for a person with symptoms. The mask acts as a barrier and helps stop the virus from spreading after a cough or sneeze. Masks and face coverings can also be used to slow the spread of COVID 19 from asymptomatic people. We recommend mask use at work or away from work in all situations where proper physical distancing cannot be maintained.

When inside any building, a mask must be worn unless actively eating or drinking. Warehouse sheds are exempt from this due to the warehouses being open sided. It is recommended to wear masks in the Maintenance shop common areas and when working within 6 feet of other workers.

There are different types of masks available for use - non-medical masks, medical masks and respirators. Some non-medical masks can help prevent the spread of Covid 19 similarly to medical masks if they:

- fit well
- have multiple layers, at least 2 layers of breathable tightly woven fabric such as cotton and
- an effective middle filter layer

Using a mask is not enough and should be combined with other preventative measures such as physical distancing.

6.6 Facilities / Machines

The following precautionary measures have been / will be put in place:

- Signage highlighting physical distancing, hand hygiene, cough etiquette and other information about COVID-19
- Automatic hand sanitizers / hand sanitizer dispensers installed in key locations and work areas
- Tables and chairs removed/rearranged in lunchrooms to encourage social distancing
- Signs in lunchrooms to encourage physical distancing.

- Sanitizing supplies are provided to workers upon request. Individual workers are responsible for basic cleaning of their own workspace or equipment.
- Disposable masks are available when required.

6.7 Personnel

The following precautionary measures have been / will be put in place:

- Staff who are able to, working from home as determined by management
- Restrictions on employee gatherings and business travel,
- Provided messaging to partners (e.g. contractors, agency staff, and visitors) regarding expectations for protecting workers and visitors safety
- Non-essential contractors to be arranged as determined by management and may be delayed
- Essential contractors and visitors to complete site orientation checklist and COVID visitors form prior to entry to site
- Vessel crews will continue to be allowed access in line with Transport Canada guidance and site rules for the transportation of vessel crews
- Essential management and support staff split into different functional teams so that only one team is on site at any given time
- Offices rearranged, desks moved to allow for social distancing where management and staff have to be in the same building or room
- Coffee / lunch breaks may be staggered to allow for social distancing in the lunchrooms
- Toolbox talks to be completed in areas in the field, extra lunchroom or open spaces to allow for physical distancing
- Meetings to be held virtually unless physical distancing can be maintained

7.0 RESPONSE SCENARIOS

	SCENARIO	RESPONSE
1	Sickness, unwell – no COVID19 symptoms	Employee to remain at home until 100% recovered
2	Not symptomatic, travelled outside of Country	Follow current recommendations from Health Canada and BC Health
3	COVID19 Symptomatic <ul style="list-style-type: none"> • cough • sneezing • fever • sore throat • difficulty breathing 	<ol style="list-style-type: none"> 1. Person is isolated until medically cleared 2. Investigation Report – send to safety email 3. If ILWU - BCMEA and HSQE to be notified. 4. If staff - HSQE to be notified. 5. Follow scenario 1 or 4 depending on outcome of test or recommendations from 811
4	Confirmed positive	<ol style="list-style-type: none"> 1. Person is isolated until medically cleared, isolate according to current Health Canada and BC Health guidelines. 2. Investigation Report – send to safety email 3. If ILWU - BCMEA and HSQE to be notified. 4. If staff - HSQE to be notified. 5. Close contacts of the person must follow current Health Canada and BC Health guidelines.
5	Close contact with a confirmed positive case	<ol style="list-style-type: none"> 1. Person in close contact must follow current Health Canada and BC Health guidelines. 2. Investigation Report – send to safety email

	<p>3. If ILWU – BCMEA and HSQE to be notified.</p> <p>4. If staff – HSQE to be notified.</p> <p>5. No further tracing needed unless the close contact becomes symptomatic.</p>
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8.0 RESPONSE PROCEDURE

8.1 Employee reports feeling unwell – not COVID-19 related

- a) Worker remains at home until 100% recovered

8.2 Employee has travelled out of country, no symptoms

- a) Follow current Health Canada and BC Health guidelines

8.3 Employee feeling unwell – COVID-19 Symptoms

8.3.1 Investigate

Is the worker experiencing any of the following COVID-19 symptoms?

- Fever or chills
- Cough
- Shortness of breath / difficulty breathing
- Loss of sense of smell or taste
- Sore throat

* If the worker has not yet reported to First Aid, it is not necessary to get a First Aid assessment. You can make the decision to send a worker home immediately if they are displaying symptoms.

** For your own safety, always maintain a safe distance of minimum 2 m if a worker indicates they are experiencing COVID-19 symptoms. Maintain privacy by avoiding radio communication.

- a) Arrange for worker to go home, notify them to remain at home and contact 811
- b) Notify H&S Manager with the details
- c) H&S Manager to follow up with employee regarding recommendations from 811, and complete Covid report form if necessary
- d) Return form to safety@westeve.com
- e) Follow 8.1 or 8.4 depending on outcome of test or recommendations from 811

8.4 Employee reports they are confirmed positive

8.4.1 Investigate

- a) Ensure employee is isolated at home and not reporting to work
- b) Notify H&S Manager
- c) H&S Manager to complete investigation form, contacting employee where necessary, determining close contacts
- d) Return form to safety@westeve.com
- e) Close contacts of the person must follow current Health Canada and BC Health guidelines.

8.4.2 Notify

- a) H&S Manager to notify Terminal Manager / Operations Manager
- b) Determine length of time since worker was on site, review and determine containment scope and cleaning requirements
- c) Contact potentially affected customers/contractors
- d) If ILWU 500 - Email BCMEA Lindsay Familton at lfamilton@bcmea.com to advise infected worker is to be restricted from dispatch until medically cleared.
- e) Advise BCMEA of names of potentially impacted workers who came in close contact.

8.5 Employee reports they have had close prolonged contact with a confirmed positive person

8.5.1 Investigate

- a) Person in close contact must follow current Health Canada and BC Health guidelines.
- b) Notify H&S Manager
- c) H&S Manager to complete investigation form, contacting employee where necessary
- d) Return form to safety@westeve.com

8.5.2 Notify

- a) H&S Manager to notify Terminal Manager / Operations Manager
- b) Determine length of time since worker was on site, review and determine containment scope and cleaning requirements
- c) If employee is ILWU 500 - Email BCMEA Lindsay Familton at lfamilton@bcmea.com to advise infected employee is to be restricted from dispatch.
- d) No further tracing needed unless the close contact becomes symptomatic.

9.0 CLEANING PLAN

Sanitizing supplies are provided to workers upon request. Individual workers are responsible for basic cleaning of their own workspace or equipment. Any additional cleaning will be decided upon SQT Management, on a case-by-case basis.

Janitorial service cleans and disinfects all common spaces, tabletops, chairs, kitchen areas, bathrooms etc. daily.

A decontamination cleaning company will be called when required by HSQE and/or Management.

9.1 Cleaning and Disinfecting

The coronavirus which causes the disease COVID-19 is a virus with a lipid (fatty) bilayer. There are a few ways to break down the lipid shell to make the virus no longer viable (able to infect a person):

- a) Soap and water is sufficient to disable the virus, as the soap dissolves the fat membrane and the virus falls apart
- b) Alcohol based products with an alcohol content of 65% or above disintegrate the protective lipid layer
- c) Quaternary Ammonium Disinfectants (E.g. Clorox, Lysol) attack the lipid layer and break it down
- d) Bleach and other potent oxidizers break down the viruses essential components

The Centre for Disease Control (CDC) recommends:

- The use of detergent or soap and water to clean dirty surfaces
- Disinfection of hard surfaces using an appropriate disinfectant.

9.2 Decontamination Cleaning Company Contacts

ONSIDE RESTORATION

BIOHAZARD CLEANING

24 hr Phone – 1-855-473-5956 / 604-495-9259

Email – claimsdesk@onside.ca

Additional contacts:

Tony Scarpino – 604-815-3584 (contact for Squamish Terminals)

Martin Jones – 778-231-3533 (contact for Lynnterm)

ECO GREEN

Enhanced Cleaning

604-700-6808

8am – 10pm


10.0 OFFICE/ MANAGEMENT WORK REQUIREMENTS

While every measure in the COVID19 Safety Plan applies to all employees, this section highlights the guidelines for management and staff working in the office at SQT. The following guidelines should be adhered to. Should you need to deviate from this plan at any time, please speak to your manager.

- 1) If you are feeling sick/unwell or have any COVID 19/Cold/Flu symptoms during any stage of your return to office, please leave the building immediately and call your manager.
- 2) If you need to leave the country for any reason, follow current Health Canada and BC Health guidelines.
- 3) If you are in “close contact” with anyone that has any COVID 19/Cold/Flu symptoms, please contact your manager.
- 4) Hands must be washed/sanitized before entering the office building and continue to practice enhanced hygiene as appropriate.
- 5) When inside the building please keep 2 meters (6 feet) away from everyone for the duration of time you are in the building.
- 6) Follow posted occupancy limits in meeting rooms, kitchens, lunchrooms, bathrooms, and the gym.

- 7) Use available hand sanitizer placed around the office (at printers, common work areas, lunchrooms etc.) before using printers, working in a common work area, eating etc.
- 8) If you need to be in “close contact” with another employee (in the building or on site) you must wear a mask. You can get a mask from the safety department or your manager.
- 9) If you need to come into the office anytime other than your scheduled time/rotation to be in the office, please contact your manager for approval.
- 10) Follow all BC health guidelines when you are not at work.

11.0 APPENDIX A: COVID-19 INVESTIGATION REPORT

		COVID-19 CASE REPORT (CONFIDENTIAL)	
DATE: (DD-MM-YYYY)	<input type="text"/> <small>Click here</small>	REPORTED TO:	<input type="text"/>
TIME:	<input type="text"/>	ASSIGNED INCIDENT RECORD #	<input type="text"/>
Employee Name (KEEP CONFIDENTIAL)	Employee No.	Employee Position	
<input type="checkbox"/> FALSE ALARM	<input type="text"/>		
<input type="checkbox"/> Employee is unwell (not COVID related)	<input type="text"/>		Date Symptoms showed:
<input type="checkbox"/> Employee has been exposed to a potential infected person	<input type="text"/>		Date of exposure:
<input type="checkbox"/> Employee has symptoms	<input type="text"/>		Date Symptoms showed:
<input type="checkbox"/> Employee has received a confirmed positive test result	<input type="text"/>		Date of Result:
<input type="checkbox"/> Employee is self-isolating	<input type="text"/>		Self-Isolating from (date):
Description of Incident <input type="text"/>			
Date Employee was last on site: <small>Click here</small>	Location/Site: <input type="text"/>		
Movements while on site: (offices/rooms visited, buildings etc.) <input type="text"/>			
List of employees with whom they came into close prolonged contact with: <input type="text"/>			
Machinery or Vehicles used: <input type="text"/>			
CLEANING			
Cleaning Company Called:	<input type="checkbox"/> YES <input type="checkbox"/> NO		
Name of Cleaning Company	<input type="text"/>		
Date & Time called:	<input type="text"/>		
Scheduled Cleaning Date:	<input type="text"/>		
HR			
<input type="checkbox"/> Notify BCMEA Labour Relations			
<input type="checkbox"/> Coordinate with BCMEA LR to notify employees who had close prolonged contact with infected employee to self-isolate for 14 days			
<input type="checkbox"/> Communicate with infected employee to ensure they are following appropriate guidelines			
Complete form and email to: safety@westeve.com			