



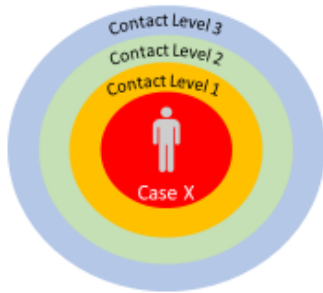
## COVID-19 Protocols

Situation	Response	Responsibility
<p><b>COVID-19 General Precautions</b></p> <p><b>COVID-19 SYMPTOMS INCLUDE:</b></p> <p><b>Fever and cough, and/or shortness of breath, with feeling of achiness or general weakness</b></p>	<ol style="list-style-type: none"> <li>1. Maintain social distancing at all times where practical – maintain 2 metre distance from others. Maintain logbook of close contacts.</li> <li>2. No gatherings greater than 5 people</li> <li>3. Establish separate muster points to separate employees, crews, units</li> <li>4. Principle of 1 person per piece of equipment for period of the day where possible</li> <li>5. Employees who have been out of the country must self-isolate for 14 days from date of return</li> <li>6. An employee living with someone who is in self-isolation should also self-isolate and self -monitor</li> <li>7. Employees should monitor their temperature often and those who are sick should stay home and self-monitor</li> <li>8. Wear PPE as directed</li> <li>9. Reduce numbers of employees in Hiring Halls</li> <li>10. Wash hands frequently for at 20 seconds or use hand sanitizer.</li> <li>11. Keep equipment clean and disinfected</li> </ol>	<ul style="list-style-type: none"> <li>• All</li> <li>• All, Employers to monitor</li> <li>• Foremen/Walking Boss</li> <li>• Shift Managers/AOM/ Superintendents</li> <li>• All</li> <li>• All</li> <li>• All</li> <li>• Employees</li> <li>• Union</li> <li>• All, Employers to provide hand sanitizer</li> <li>• Maintenance to clean all equipment once per week, employees to wipe down equipment after use and remove their own garbage</li> </ul>
<p><b>Asymptomatic Employee with family member showing symptoms</b></p>	<ol style="list-style-type: none"> <li>1. Employee to Notify HEA and/or Employer</li> <li>2. Do not report to work and self-isolate, Self-Monitor, consult 811</li> <li>3. If notified at work, employee to leave work immediately after notifying Foreman and follow same protocol</li> <li>4. Foreman to notify Shift Manager/AOM/Superintendent who will notify Company Safety Manager and HEA.</li> <li>5. Machinery used by employee to be immediately cleaned</li> <li>6. Employee to notify HEA of direction received from 811.</li> <li>7. If the family member is tested employee must remain home until negative result received. If positive, must self-isolate for at least 14 days from date of test and cannot return until cleared to do so by public health and HEA.</li> </ol>	<ul style="list-style-type: none"> <li>• Employee</li> <li>• Employee</li> <li>• Employee</li> <li>• Foreman, shift manager/AOM/ Superintendent, Manager</li> <li>• Maintenance</li> <li>• Employee</li> <li>• Employee, HEA</li> </ul>

Situation	Response	Responsibility
<b>Symptomatic Employee</b>	<ol style="list-style-type: none"> <li>1. Employee who is symptomatic must notify the HEA and/or his employer or Union.</li> <li>2. If not at work, remain at home and self-isolate for at least 14 days and until symptom free. Consult 811. Advise HEA of directions from Public Health.</li> <li>3. If at work, employee to notify foreman who will notify manager who will notify HEA. Foreman to immediately isolate employee from others, lock out any equipment being used and arrange to have equipment and immediate workplace area cleaned and disinfected. Arrange for transportation home if required. Issue masks (if available) and gloves to employee. Always maintain a distance of at least 2 metres from other people.</li> <li>4. Once home, employee should remove shoes and clothing at entrance of home as soon as possible so that they can be washed and disinfected. Take a shower. Consult 811 and self-isolate from others in the home.</li> <li>5. Ascertain who, within the last 72 hours the employee came in close contact.</li> <li>6. Employee to notify HEA immediately if Public Health (811) is requiring a test or not. If a test is required Employee to notify HEA of test results. If not self-isolate for at least 14 days.</li> </ol>	<ul style="list-style-type: none"> <li>• Employee</li> <li>• Employee</li> <li>• Employee, Foreman, Manager</li> <li>• Employee</li> <li>• HEA, Management, Union</li> <li>• Employee</li> </ul>
<b>Employee Identified as Having Temperature by Thermal Imaging Temperature Checks</b>	<ol style="list-style-type: none"> <li>1. Where it has been implemented by the employer, employees will submit to thermal imaging temperature checks</li> <li>2. If a temperature of 38 degrees or above is detected the employee will not be permitted to enter the facility and HEA and the Union will be notified.</li> <li>3. Employee will be isolated from other employees, subjected to a confirmation test, and asked if they have any other symptoms: cough, shortness of breath, achiness, or weakness. This will be done per posted workplace procedure.</li> <li>4. If no other symptoms, employee will be sent home and will self-isolate, self-monitor until symptom free and no fever for at least 3 days. Consult 811. If required to test employee should immediately inform the HEA.</li> <li>5. If there are other symptoms, employee will be required to self-isolate for a minimum of 14 days and until symptom free and must consult 811 and notify HEA of the direction from Public Health.</li> <li>6. The immediate entrance way will be closed until it is cleaned and disinfected before the next employee is allowed through.</li> </ol>	<ul style="list-style-type: none"> <li>• Employer to put in place procedures that maintain principles of social distancing.</li> <li>• Employer to designate specific personnel at entrance to do this safely and post internal procedure.</li> <li>• Employee, HEA</li> <li>• Employee, HEA</li> <li>• Shift Manager/AOM Superintendent</li> </ul>

Situation	Response	Responsibility
<b>Symptomatic or Asymptomatic Employee Required to Take COVID-19 Test</b>	<ol style="list-style-type: none"> <li>1. All employees required to take a COVID-19 test shall notify the HEA and/or their employer or the Union who will notify the HEA.</li> <li>2. Any employee taking a test must self-isolate and self-monitor until the test results are received. The HEA must be notified of the test results.</li> <li>3. An employee who is asymptomatic and tests negative can return to work upon notifying the HEA of the negative result.</li> <li>4. An employee who is symptomatic, but tests negative should remain off work until symptom free or medically cleared to return to work.</li> <li>5. If at work when notified to take a test the employee should immediately stop working and inform their foreman.</li> <li>6. The foreman shall isolate the employee, lock out the equipment and notify the shift manager/AOM or superintendent who will arrange to have the equipment and immediate workplace cleaned and disinfected.</li> <li>7. The employer, HEA, and Union will try to ascertain who the employee came in close contact within the last 72 hours</li> </ol>	<ul style="list-style-type: none"> <li>• Employee, HEA, Unions</li>   <li>• Employee</li>   <li>• Employee</li>   <li>• Employee, HEA</li>   <li>• Employee</li>   <li>• Foreman</li> <li>• Shift Manager/AOM Superintendent</li>   <li>• Employer, HEA, Union</li> </ul>
<b>Positive Test for COVID-19</b>	<ol style="list-style-type: none"> <li>1. An employee who tests positive for COVID -19 must immediately inform the HEA, their Employer or the Union who will immediately inform one another.</li> <li>2. All operations where the individual may have worked in the last 72 hours will be shut down immediately and the employees sent home.</li> <li>3. If at work, the employee will be isolated and immediately removed from the workplace as soon as can be arranged.</li> <li>4. Employers, HEA and Union will work to identify and notify all individuals who have come in close contact with the infected individual. Comply with any directions from Public Health.</li> <li>5. Identified individuals will be required to self-isolate for at least 14 days and directed to self-monitor and to consult 811 if they develop any symptoms.</li> <li>6. Infected employee must remain off work until medically cleared to return.</li> <li>7. Operations not directly affected will not be required to shut down. Affected operations will only be allowed to resume operation when all directly affected employees have been removed from the workplace and equipment and facility cleaning and disinfecting is complete.</li> </ol>	<ul style="list-style-type: none"> <li>• Employee, HEA, Employer, Union</li>   <li>• Ops Managers</li>   <li>• Shift Manager/AOM Superintendents</li>   <li>• Employer, HEA, Unions</li>   <li>• HEA, Employer</li>   <li>• Employee, HEA</li>   <li>• Operations Manager</li> </ul>

# Protecting People & Preventing Business Disruption



## Definition of Exposure Layer

**Case X:** A person that is Confirmed or Suspected to have the Virus, or served the Quarantine Order / Stay Home Notice

**Contact Level 1:** Person in close contact with or operated an equipment immediately after Person classified as Case X.

**Contact Level 2:** Person in close contact with person classified as Contact Level 1 and/or operated same equipment as Case X.

**Contact Level 3:** Person in close contact with Contact Level 2

Condition(s)	Immediate Action	Subsequent Follow Up
<b>Contact Level 1</b> Person in close contact with Case X or 1. Operated an equipment immediately after Person classified as Case X. 2. Working closely with Person classified as Case X (lashing, Ro-Ro, lines, maintenance, etc.)	<ul style="list-style-type: none"> <li>Employee to remain home / isolation until results on Case X is made known (expected within 48 hrs).</li> </ul>	<ul style="list-style-type: none"> <li>If test of Case X is positive, The immediate workplace and equipment used by Case X is to be fully cleaned and disinfected.</li> <li>If test results of Case X are negative, no further action necessary. – continue work as per normal</li> </ul>
<b>Contact Level 2</b> Person in close contact with person classified as Contact Level 1 and/or: 1. Operated in the same equipment as Case X 2. Lashing, Ro-Ro, lines, maintenance	<ul style="list-style-type: none"> <li>Continue to work and take necessary precautions.</li> <li>Monitor health status closely. Report for any exceptions.</li> </ul>	
<b>Contact Level 3</b> Person in close contact with Contact Level 2	<ul style="list-style-type: none"> <li>Employer/HEA/Union to review to determine if any further precautions required on a case by case basis</li> </ul>	

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## Communication Protocols

### 1. Employee required to self-isolate for whatever reason

Employee/Employer to contact HEA and give information as to when isolation began and when it is expected to end. HEA to notify appropriate Union President.

### 2. Symptomatic Employee or Employee Required to take test by Public Health

Employee to notify Employer/HEA or Union who will notify the other respective parties. Those individuals who may have been in close contact with individual will be identified and notified. Potentially affected suppliers, customers, Autoport, CN, and HPA will be advised of situation by Employer and HEA. Employer to contact Public Health and seek direction.

### 3. Confirmed Positive COVID-19 Test

Employee to notify Employer/HEA. HEA to notify Union. Employees identified as being in close contact will be notified and told to stay home and self-isolate for 14 days. Potentially affected suppliers and customers, Autoport, CN, and HPA to be immediately notified.

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