

# COVID-19 Response Plan

As our company responds to COVID-19, the safety and well-being of our Great North Wellhead & Frac (GNWF) Staff and Customers remains our top priority, and we thank you for your patience and understanding as we navigate this together. We continue to monitor the situation closely and have contingency plans in place to manage our business should the situation escalate.

We have implemented several precautionary measures to ensure everyone's health, well-being and resilience through this unprecedented time while maintaining the highest level of service.

The GNWF COVID-19 task force is meeting weekly at a minimum to review the latest data and to ensure we have an aligned approach to decision making. We are actively monitoring and implementing Canadian and International best practices with regards to hygiene, travel, self-isolation, meetings/events, and social distancing. Everyone will be required to follow these guidelines below while working in any GNWF facilities to ensure we are minimizing the exposure and the opportunity for spread of COVID-19.

- **Masks are mandatory within all public areas of every GNWF location at all times. The only place masks are not required is within personal offices when no other workers are present.**
- At the start each shift every employee will complete the GNWF Self-Assessment. Refer to AHS template:  
<https://myhealth.alberta.ca/Journey/COVID-19/Pages/Assessment.aspx>
- Mandatory gloves while working in the shop
- Mandatory hand sanitization when gloves are removed
- Staggered break times
- During any safety meeting or mid/post shift discussions employees are required to keep a minimum distance of six feet from each other. Edmonton shop meetings will be broken up into departments to minimize group sizes.
- Mandatory pre/post shift disinfectant wipe down of common touched items (not limited to);
  - Doors / Door Handles
  - Overhead / Jib Crane  
  Controllers
  - Torque Pump Controllers
  - Commonly Used Hand-Tools
  - Test Chart Recorder Screens
  - Railings
  - Microwaves
  - Fridge Handles
  - Coffee Pots

Currently, all GNWF locations either remain open with limited personnel or temporarily closed, but available 24hrs a day with all nonessential staff working remotely. All non-essential visitors

are asked to contact GNWF prior to visiting any of our locations. We are prepared to act with the new information from our Provincial, Federal and International health authorities as the situation evolves. We are closely monitoring our supply chains daily to get in front of any unforeseen changes.

Anyone that will be reporting to field locations will not only have to follow the above facility specific guidelines but will also have to ensure the guidelines below are met.

- Fill out customer specific COVID-19 paperwork as required/requested (Self-assessment forms, pre-shift and post shift HSE reports etc.). Email to the designated customer representative.
- GNWF will only send one representative (Leads) to the Pre/Post shift tailgate. They will social distance and keep a minimum of at least 6 feet of separation from other service providers and WSMs.
- When on shift GNWF Leads and Supports (Crews) are to maintain at least 6 feet of separation between each other whenever and wherever possible. Hazard Risk Assessment (HRA) to be completed and reviewed for tasks related to working in close quarters. When six feet of separation cannot be maintained, workers will be required to wear masks and face shields.
- Mandatory gloves while working in the field
- Postage of the COVID-19 Office Trailer Signage on the door of the Office Trailer(s) – Refer to
- Appendix A
- Pre/Post and mid-shift cleaning (disinfectant wipe down) of office trailers on location
- Hand sanitizer must be used on entry and exit of the office trailer, as well as if you've touched your face.
- Pre/Post cleaning of all crew trucks (disinfectant wipe down)
  - Acceptable Cleaners/ Disinfectants: GNWF is currently using include Fantastik, Clorox wipes, Lysol wipes and spray, Spray Nine. For alternative disinfectants acceptable for use by GNWF refer to: <https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html#tbl1> .
- The following shall be kept stock in the office trailer, if inventory levels are low – please place requests through the corresponding Pad Specific Group Chat.
  - QTY 2 – Jugs of Disinfectant Cleaner (complete with two spray bottles)
  - QTY 8 – Rolls of Paper Towels
  - QTY 5 – Company recommended Face Masks
  - QTY 4 – 500ml Bottles of Hand Sanitizer
- The following shall be kept stock in all trucks, if inventory levels are low – please place requests through the Base Manager or Supervisor
  - QTY 1 – Jugs of Disinfectant Cleaner (complete with two spray bottles)
  - QTY 1– Rolls of Paper Towels

- QTY 4 – Company recommended Face Masks
- QTY 1 – 500ml Bottles of Hand Sanitizer
- The Company will divide crews/staff into two (2) groups where possible so that projects can continue working effectively if one of the divided teams is required to isolate.
- As part of the division of crews/staff, the Company will divide employees into dedicated shifts, at which point employees will remain with their dedicated shifts for the remainder of the project. If there is a legitimate reason for an employee to change shifts, the Company will have sole discretion in making that alteration.
- Employees are encouraged to minimize ridesharing. While in vehicles and traveling together no more than 2 employees in a truck at a time and if truck is equipped with a back seat then the passenger shall sit behind the passenger seat. All employees must ensure adequate ventilation.
- If practicable, each employee should use/drive the same truck or piece of equipment every shift.
- In lieu of using a common source of drinking water, such as a cooler, employees should use individual water bottles.

GNWF Frac Operations OM procedures call out that all critical valve functions are to be completed by means of a three-way handshake which is to take place at the Well Specific Valve Stand. GNWF recommends the three-way handshakes take place verbally at the valve stands, with social distancing measures in place, with the GNWF Technician documenting the valve function using the GNWF Three-Way Handshake Record.

**NOTE:** If the customers and other service providers are not comfortable with this, then the Three-way Handshake can be performed via radio communication. The GNWF Technician is still responsible for documenting the valve functions (using the GNWF Three-Way Handshake Record) as well as ensuring clear and concise radio communication is always taking place.

Should any GNWF employee show symptoms of illness while out on location pre shift / post shift or during shift the following is to take place.

1. Clean your hands with alcohol-based hand rub
2. Put on a mask
3. Clean your hands with alcohol-based hand rub again
4. Report back to your vehicle
5. Stay isolated
6. Report via phone to your co-worker on site (maintaining your social distancing) and contact the following:
  - Immediate Supervisor
  - WSP
  - Location Medic if available

GNWF will dispatch a replacement GNWF Technician or Technicians to the field location immediately to replace the employee showing the symptoms of illness. Since our crews normally run in pairs, both staff members will be replaced and required to self-isolate.

Should any GNWF shop or office staff show symptoms of illness pre/post/during shifts that are not related to a pre-existing illness or health condition, follow steps 1 through 5 above and immediately contact your direct supervisor or manager via phone. The employee will be legally required to isolate and undergo testing. The work areas and all tools/equipment the symptomatic employee has been in contact with shall be disinfected. The employee will be cleared to return to work upon negative test results; however, will be encouraged to stay home until illness symptoms have subsided.

If the worker who is showing symptoms of illness during shift relies on public transportation for commuting to and from the work location:

1. The employee will be required to isolate in a designated office while transportation is arranged
2. The Manager or Safety Coordinator will contact the employee's spouse or emergency contact to pick up the employee

If pickup by a member of the same household is not possible, GNWF will provide shuttling for the employee. Ideally shuttling will be provided through a third party; however, the following procedure will be abided by in the event a company representative provides transportation with a company vehicle:

1. Both the affected employee and driver shall:
  - clean hands with alcohol-based hand rub
  - put on an N95 mask
  - clean hands with alcohol-based hand rub again
  - put on latex (or similar) gloves
2. The symptomatic employee will be required to sit in the back passenger side seat of the company vehicle facing away from the driver
3. Employees shall ensure adequate ventilation
4. There shall be no stops between the shop and the employee's home in either direction.
5. Upon returning to the shop, the driver will be required to sanitize the cab of the truck and any other surface which may have been contaminated

If the Company learns that an employee has tested positive, the Company will conduct an investigation to determine co-workers who may have had close contact with the confirmed-positive employee in the prior 48 hours. The employee will be contacted by either the Safety Coordinator or their manager, who will fill out GNWF's COVID-19 Close Contact Investigation form (SF-05 current revision) and management will follow-up. GNWF will then direct those individuals who have had close contact with the confirmed-positive employee to self-isolate for 14-days from the last date of close contact with that employee. All isolated employees will be

required to get tested. The work areas and all tools/equipment the positive tested employee has been in contact with shall be disinfected. If applicable, the Company will also notify any sub-contractors, vendors/suppliers or visitors who may have had close contact with the confirmed-positive employee.

If an employee learns that he or she has come into close contact with a confirmed-positive individual outside of the workplace, he/she must alert a manager or supervisor of the close contact and self-isolate for 14 days from the last date of close contact with that individual.

Close Contact is defined as: (1) Contact with a case for more than 15 minutes and within two meters (six feet), whether or not both or either party is wearing a mask and/or (2) Direct contact with body fluids of COVID positive person and/or (3) Providing direct care for a COVID positive person.

Recovery is defined as: (1) resolution of fever without the use of fever-reducing medications and (2) improvement in respiratory symptoms (e.g., cough, shortness of breath).

In the event a worker is under self-isolation, due to close contact, and obtains a negative test result, they are to remain in isolation for the full 14-day period from the last date of contact as per the recommendation of Alberta Health Services. If results come back as “cancelled” or “inconclusive”, a re-test will be requested.

GNWF is currently requesting that all unnecessary visitors please do not enter the building. Visitors entering for work related reasons, please wear a mask, sanitize hands upon entry and exit, and complete our COVID Visitor Self-Evaluation Form.

We are a service company. We know you are counting on us to continue delivering quality service and we are rising to the occasion in every respect—finding means to continue delivering critical services to our customers and actively helping navigate the complex business implications of the virus.