

COVID-19 Response Plan

1. Purpose

To minimize exposure and opportunity for spread of COVID-19.

2. Scope

This workplace policy applies to all employees, contractors, public visitors, customers and anyone else whom employees come into contact with at work. This includes:

- Activities on the premises of the Company;
- Work assignments outside of the premises of the Company;
- Work-related learning activities;
- Travel for work purposes; and
- Work-related social functions that are sponsored or organized by the Company.

3. Definitions

Close Contact:

1. Provides care or has close physical contact with a positive case without appropriate use of personal protective equipment
2. Comes into direct contact with infectious body fluids
3. Comes within 2 metres of a positive case for more than 15 minutes

Recovery:

1. Resolution of fever without the use of fever-reducing medications and;
2. Improvement in respiratory symptoms (e.g., cough, shortness of breath, etc.)

Isolation:

Keeps someone who is sick or tested positive for COVID-19 without symptoms away from others, even in their own home, to avoid spreading illness.

Quarantine:

Keeps someone who was in close contact with another individual who has COVID-19 away from others while watching for symptoms to prevent exposing others before symptoms appear.

Outbreak:

Three or more workers, at any single location, that are laboratory confirmed cases of COVID-19, where the workers most likely source of acquiring infection is at the work site(s) and/or work camp(s).

Partially Vaccinated:

You are considered partially vaccinated **14 days after** receiving your **first dose** of vaccine.

Fully Vaccinated:

You are considered fully vaccinated **14 days after** receiving your **second dose** of vaccine.

4. Responsibility

Employers must:

- Ensure the health and safety of all workers;
- Provide information, instruction, training and supervision necessary to ensure the health and safety of all workers;
- Inform and train workers about the policies and procedures to prevent or minimize exposure and opportunity for spread of COVID-19;
- Take steps to prevent and address COVID-19 in the workplace
- Provide PPE to workers to help minimize exposure
- Complete a Hazard Risk Assessment to determine mitigation measures
- Ensure there is a contingency plan in place

Workers must:

- Remain compliant with all aspects of the corporate policies and procedures;
- Participate in hazard assessment
- Immediately report symptoms, international travel plans or potential close contact to their manager or supervisor.

Managers must:

- Ensure the health and safety of all workers under their direct supervision;
- Apply and comply with the employer's policies and procedures on COVID-19; and
- Ensure workers are complying with the policies and procedures;
- When they become aware of or are informed of an incident regarding symptomatic workers or workers who have had close contact with a positive case, they must immediately act by;
- Ensure that Safety is informed;
- Provide support to the worker;
- Assist Safety with the investigation as needed.

COVID-19 Task Force must:

- Hold a meeting at reasonably practicable intervals to review the latest data;
- Ensure an aligned approach to decision making;
- Actively monitor and implement Canadian and International best practices in regards to:
 - Hygiene
 - Travel
 - Self-Isolation
 - Meetings and Events
 - Social Distancing
 - Personal Protective Equipment

Visitors or Sub-Contractors must:

- Unnecessary visitors please do not enter the building
- Wear a mask
- Sanitize hands upon entry and exit
- Complete GNWF's Visitor Self-Evaluation
- Contact GNWF prior to visiting any locations

5. Guidelines

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 via WorkHub's Location Access Check In
- Mandatory gloves while working in the shop
- Mandatory hand sanitization when gloves are removed
- Staggered break times
- No more than 2 people in individual offices at any given time.
- 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

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)
- 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 a customer require rapid testing for site access, GNWF shall abide by the rapid testing policy of that company, understanding that these are additional measures to the individual responsibilities of physical distancing, frequent handwashing, mask use, and isolating/quarantining requirements based on provincial health authority restrictions and public health guidelines.

6. Reporting Symptoms or Close Contact

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:

- Clean your hands with alcohol-based hand rub
- Put on a mask
- Clean your hands with alcohol-based hand rub again
- Report back to your vehicle
- Stay isolated
- 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 will 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.

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.

- Clean your hands with alcohol-based hand rub
- Put on a mask
- Clean your hands with alcohol-based hand rub again
- Report back to your vehicle
- Stay isolated
- 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.

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

- The employee will be required to isolate in a designated office while transportation is arranged
- 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:
 - 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
- The symptomatic employee will be required to sit in the back passenger side seat of the company vehicle facing away from the driver
- Employees shall ensure adequate ventilation
- There shall be no stops between the shop and the employee's home in either direction.
- 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 an employee learns that he or she has come into close contact with a confirmed-positive individual:

- Contact outside of the workplace: He/she must alert a manager or supervisor of the close contact and follow quarantine requirements outlined in **section 7**.
- Contact within the workplace: manager/supervisor or Safety Coordinator will alert the worker who has been in close contact and immediately send them home to self-isolate.
- The company requests the worker obtain a Covid test and notify a manager/supervisor or Safety Coordinator of the results.
- If the results of the initial test are negative, the company requests the employee book a second test for 7 days after the last date of exposure to aid in identifying new cases and stopping transmission in the workplace.

7. Isolation and Quarantine Requirements

When to Isolate:

- Tested positive for COVID-19

- You are sick with fever, cough, shortness of breath, sore throat, or runny nose and have not been tested.

When to Quarantine:

- You had close contact with a person who has COVID-19.
- You returned from travel outside of Canada

7.1. Saskatchewan Residents:

- You are legally required to quarantine for 14 days from the time you were exposed and monitor for symptoms if you are a close contact of a person who tested positive for COVID-19.
- You should book a test if you are notified you are a close contact of a confirmed case of COVID-19.
- If you become sick with a known COVID-19 symptom during this time, you must isolate for an additional 10 days from the beginning of symptoms or until you are feeling well, whichever takes longer.
- 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.

Quarantine Period for Household Contact (Original or Variant Strain):

- 14 days from day of last exposure if the infected person isolates with a separate bedroom, or a separate location, such as a hotel room or different home
- Up to 24 days if the infected person does not isolate with a separate bedroom and bathroom (10 days from the start of their symptoms or positive test date while they are infectious plus the 14 days for incubation period in which you can get sick)

7.2. Alberta Residents:

As per government guidelines, Albertans have the ability to follow reduced quarantine requirements based on vaccination status as outlined below. GNWF does not require disclosure of vaccination information; however, if a worker chooses not to disclose their vaccination status with the company, the employee will be required to follow the unvaccinated requirements should they come in close contact with a positive Covid-19 case.

If a worker discloses that they are fully or partially vaccinated and have been deemed close contact, they be required to submit proof of vaccination to HR in order to follow the fully or partially vaccinated quarantine requirements.

Fully-Vaccinated Close Contact:

- If you have no symptoms, you are not required to quarantine
- If you do have symptoms, you must isolate for 10 days and should get tested – your isolation can end early if you test negative.

Partially Vaccinated Close Contact:

- If you have no symptoms, you must quarantine for 10 days and should get tested
 - Your quarantine can end early if you **test negative on day 7 or later**
 - If you test negative **before** day 7, you must remain in quarantine and need a second negative test on day 7 or later to end quarantine.
- If you have symptoms, you must isolate and should get tested
 - If you test negative on day **7 or later** and your **symptoms have resolved**, your isolation can end

Unvaccinated Close Contact:

- You are legally required to quarantine for 14 days from the time you were exposed and monitor for symptoms if you are a close contact of a person who tested positive for COVID-19.
- You should book a test if you are notified you are a close contact of a confirmed case of COVID-19.
- If you become sick with a known COVID-19 symptom during this time, you must isolate for an additional 10 days from the beginning of symptoms or until you are feeling well, whichever takes longer.
- 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.

Quarantine Period for Household Contact (Original or Variant Strain):

- 14 days from day of last exposure if the infected person isolates with a separate bedroom, or a separate location, such as a hotel room or different home
- Up to 24 days if the infected person does not isolate with a separate bedroom and bathroom (10 days from the start of their symptoms or positive test date while they are infectious plus the 14 days for incubation period in which you can get sick)

8. Outbreak

Should an outbreak occur in one of GNWF’s facilities, the following shall occur:

- Alberta Health services shall be contacted
- All staff related to the facility shall be required to quarantine for 14 days and undergo COVID-19 testing
- The facility shall undergo deep cleaning through a third party cleaning service
- Staff shall be allowed to return to work upon completion of 14-day quarantine and having received a negative COVID-19 test result.

9. Investigations

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.

Investigations will:

- Be undertaken promptly and diligently, and be as thorough as necessary, given the circumstances;
- Be sensitive in regard to personal and medical information of all parties involved, and maintain confidentiality;
- Be focused on finding facts and evidence, including interviews of the COVID-19 positive employee and any close contacts;
- Incorporate, where appropriate, any need or request from Alberta Health Services and Occupational Health and Safety during the investigation process.

Investigations will include the employee being contacted by either Safety or their manager who will complete the following:

- Fill out GNWF's COVID-19 Close Contact Investigation form (SF-05 current revision)
- Management will follow-up.
- 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 will 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.

Following an investigation, the Manager, Leadership or Safety will review and revise workplace procedures and hazard risk assessment to prevent any future exposure or risk of spreading.

The Company will retain investigation reports for a minimum of three years after the incident. These reports will be confidentially stored in the appropriate worker files.

10. Confidentiality

All activities and records of COVID-19 investigations are confidential and may not be disclosed to anyone, unless it is needed to ensure the personal safety of an individual or required by the law.

Safety shall ensure that all records related to an incident of COVID-19 (including notes of meetings, interviews, and other relevant materials) are protected.

11. Review

Policy and procedures will be reviewed on a continual basis. All workers will be required to review as soon as they are hired, and when any revisions are made. Copies will be available on WorkHub.

12. Training and onboarding requirements

All new workers will receive the training within their first week of employment with the Company. All workers will receive training through WorkHub and participation in weekly or daily tailgate meetings as updates are presented.

13. Resources and Compensation for Affected Employees

Should employees be required to isolate or quarantine as a result of illness or contact, the employee will be required to apply for the Canada Recovery Sickness Benefit (CRSB), Canada Recovery Benefit (CRB) or Employment Insurance (EI) for financial compensation. To do this, the employee can either contact the Canada Revenue Agency (CRA) via phone or log into their CRA account online. <https://www.canada.ca/en/services/benefits/covid19-emergency-benefits.html>

Free hotel rooms are available for people who must isolate or quarantine but cannot do so safely in their own homes. Alberta Health Services will review requests on a case-by-case basis to determine if additional supports are required to support isolation. Call 211 if you need access to this service.

14. Disciplinary Action

Violations of this policy will result in appropriate disciplinary action including, but not limited to, a verbal or written warning, suspension without pay, or termination of employment with cause. Discipline may follow a progressive plan; however, the severity of the violation may result in an escalated disciplinary action that deviates from the standard progression.

15. Sources

<https://www.alberta.ca/isolation.aspx>

<https://www.albertahealthservices.ca/topics/Page16944.aspx>

<https://www.canada.ca/en/services/benefits/covid19-emergency-benefits.html>

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

<https://www.alberta.ca/biz-connect.aspx>

<https://open.alberta.ca/dataset/56c020ed-1782-4c6c-bfdd-5af36754471f/resource/1ce7775d-90af-4746-892f-603ae0bebb27/download/covid-19-information-alberta-health-daily-checklist-2021-02.pdf>

Approval & Revision History

NO.	DATE	PARTICULARS	REVIEWED / APPROVED
12	05/05/2021	<ul style="list-style-type: none"> Section 3 – Outbreak definition change Section 5 – Added limit to number of people in an office Section 6 – Close contact with a confirmed positive case Section 9 – Revised strain type 	Michelle Crockett
13	06/09/2021	<ul style="list-style-type: none"> Section 3 – Defined fully and partially vaccinated Section 6 – Close contact isolation requirement changed from 14 days to “follow quarantine requirements outlined in section 7.”, changed number of days for second testing Re-arranged sections: Switched sections 7 and 9 Section 7 – Added vaccination to “When to Quarantine”, Added subsection 7.1 Saskatchewan Residents isolation requirements, Added subsection 7.2 Alberta Residents quarantine requirements Section 13 – Removed company compensation, removed hotel compensation benefit 	Michelle Crockett